

Administrative Procedure 6005 R1

Access to Students

1. **Instructional Time**

1.1 Classroom Resources – Resources in Counselling/Work Experience Offices

Regulations for resources at these sites and locations are found in Board Policy 7016 - *Learning Resources*.

1.2 Assemblies

Principals shall utilize the following guidelines in determining speakers and other resources for assemblies during the instructional day. Whenever possible assemblies should be part of a planned program involving consultation to ensure:

- the activity is age-appropriate to the student audience;
- there is sufficient lead time for staff awareness;
- there is recognition of the disruption to the regular curricular program;
- that if topics are of a sensitive nature, students and parents have the opportunity for alternate activities;
- that if topics are of a sensitive or political nature, there is a balance of perspectives presented wherever and whenever possible; and
- material or information is provided in an appropriate manner.

PAC and school staff should be consulted regarding a general program of assemblies.

2. **Instructional Time - General Guidelines**

These activities include newsletters, posters, displays in hallways, displays and/or booths in hallways and foyers, and meetings and presentations before school, at lunch, after school or in the evening.

Displays, posters and newsletter information **shall not** promote:

- physical/emotional abuse, violence, or any other behaviour contrary to general community values;

- utilization of narcotics, alcohol or tobacco products; and
- material that utilizes profanity or racist or sexist language, symbols or images.

Displays, posters and newsletter information should clearly indicate that the activity and/or material is not sponsored by the school.

Schools shall not engage in blanket distribution of tickets or passes sponsored by any organization intended to promote attendance by students or their parents at profit or non-profit activities. Principals may include, at their discretion, information on where such tickets or passes may be obtained, but schools shall not act as distribution points. Passes and tickets may be utilized for school-sanctioned activities.

2.1 Non-Profit Community Agencies

The following agencies or activities may approach individual schools to request dissemination of information:

- activities sponsored by municipal or regional governments;
- activities sponsored by public recreation associations;
- activities sponsored by the school or district PAC;
- activities/information provided by public post-secondary institutions;
- activities sponsored by recognized and established youth groups, fine arts associations, athletic clubs and service organizations and cultural groups.

Principals may choose to include such information in newsletters or posters and displays where time and space permit and/or when it is age-appropriate or appropriate to the school community in general.

Schools shall not act as registration locations during the school day.

2.2 Commercial Enterprises

Regulations regarding corporate sponsorships and/or partnerships are covered in Board Policy 3014R - *Corporate Sponsorship*.

The promotion of private colleges and other private post-secondary training institutions shall be at the discretion of the school principals, and will be limited to secondary schools defined as those enrolling grade 11 or 12 students.

The promotion of student-operated commercial activity shall not occur in elementary schools but may, at the principal's discretion, occur in middle, junior and secondary schools.

The recognition of commercial enterprises through posters, displays and/or newsletters may be permitted if the school and commercial enterprise have entered into an understood sponsorship and/or partnership arrangement.

Such recognition shall emphasize the sponsorship and/or partnership arrangement rather than solely promote the commercial enterprise.

The promotion of commercial enterprises not actively engaged in sponsorships or partnerships shall only be permitted, at principals' discretion, at secondary schools. Commercial enterprises may purchase advertisement space in school yearbooks and newspapers.

2.3 Organizations/Associations Related to Contemporary Social/Political Causes

Promotion of special interest and/or political causes shall not be included in school newsletters.

Displays, presentations and information booths regarding contemporary social and political issues shall only be permitted, at the principals' discretion, at senior secondary schools during non-instructional time. Principals shall utilize the following guidelines in addition to those listed in general guidelines above.

2.3.1 There is recognition that students have less choice to be exposed to material that is in a public area of the school such as hallways, foyers and libraries. Generally, the higher the level of potential controversy surrounding a particular topic, the greater level of choice should be given to the student to attend or view the material or presentation. In these cases, a specified classroom is preferable to a "public" area. If a classroom is chosen, an employee shall be present.

2.3.2 A balance of alternative viewpoints shall be provided wherever and whenever possible.

2.4 Charities

Charities may approach individual schools for access to students at non-instructional times. However, principals should exercise discretion in the number of fund-raising charities permitted in any one school year, and are encouraged to consult with staff and PAC.

2.5 Media

Video, print, television and/or film access during non-instructional time shall be in a manner determined by the principal in accordance with board policy and/or district guidelines.

2.6 District-Wide Access

Organizations requesting access over and above that provided in the regulations shall write to the Superintendent of Schools who may refer the matter to the Board of Education.