

**School District #62 (Sooke)**

<b>DISSEMINATION OF INFORMATION THROUGH SCHOOLS</b>	No.: D-300
	Effective: Sept. 25/18 Revised: Reviewed: June 5/18; June 26/18

**ADMINISTRATIVE REGULATIONS**

**1. Approval Required**

At no time shall the dissemination of information in any form, including oral, electronic or physical formats, be made through schools, without prior approval of the District or Principal of the school.

**2. Restrictions on Dissemination of Information or Materials**

- a. Schools are not obligated to disseminate any information or materials that are not Ministry mandated.
- b. Schools may distribute to parents items that relate directly to the function and operation of the school. Principals will use their professional judgement with regards to the distribution of materials.
- c. Schools shall not be used for the distribution of commercial sales information or brochures unless they are specifically related to a project of the school. Principals have the discretion in approving projects for their schools.

**3. Providing Information to a School Community**

- a. School newsletters or webpages may be used to inform parents about public meetings dealing with a particular issue in the community.
- b. However, statements or articles that urge parents and/or students to take a particular view on any issue shall not be distributed to the community through District schools unless specifically approved by the District or Principal of the school (who shall consult with the District, if in any doubt).

**4. Procedure for Seeking Approval**

Contact the Superintendent or designate to ensure the proposal is in accordance with District policy.