

	Lloydminster Catholic School Division – Administrative Procedures	
	AP 153 – Dispersal of Information Through Schools	
Related LCSDF AP's	AP 180 – Local Authority Freedom of Information and Protection of Privacy	
Form(s)		
References:	<i>The Education Act, 1995 sections 85, 87</i> <i>The Local Authority of Freedom of Information and Protection of Privacy, 2018</i>	
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Background

Public access to schools is to be for the purpose of enhancing the students' education and the school culture. The Division acknowledges its responsibility to parents and to the schools to ensure that students and staff are not subjected as a captive audience to canvassing of a commercial, political or religious nature.

Our Division receives a large amount of requests to disperse information that may or may not be related to school programming. Such information must be accurate and reflect the values of our Division and we must protect our schools from being used as a convenient communication outlet by non-school groups.

Procedures

1. The Director or designate will approve all Division communications distributed directly to schools.
2. The Director or designate will approve all non-Division information before it is dispersed through the schools.
3. No person shall have access to students, parents or staff to promote the sale of goods and services or to circulate materials of a political or religious nature without the approval of the Director or designate.
4. Staff, students, and parents shall not use Divisional resources including email accounts and social media or personal information collected to promote a political cause or agenda without prior permission of the Director.
5. Student involvement in non-instructional time presentations shall be voluntary.
6. Names, addresses and phone numbers of students, parents and staff members shall not be released except upon the written approval of the individual. In the case of students under the age of sixteen (16) years, written parental approval is required.
7. Only information, posters or displays offering a direct general student benefit may be distributed through a school and/or school division social media.

8. Students and/or their parents shall not be required to attend a particular place of business in order to receive an award for participation in a school project or an activity which is sponsored by a business.