



ADMINISTRATIVE PROCEDURES MEMORANDUM

APC002

Acceptance and Distribution of Materials

DATE OF ISSUE: June 9, 1999
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MEMO TO: Principals; Vice Principals; Planning and Priorities

FROM: Director of Education

PURPOSE The Waterloo Catholic District School Board is committed to a distinctive Catholic education that is grounded in the distinctiveness of Catholicism and where there is a focus on learning in a Christ-centred, learner-focused environment. Characteristics which reflect this distinctiveness should permeate the culture and curriculum of Catholic schools. From time-to-time, Board administration and school administration receives requests to distribute materials in the Board's schools. The availability of materials to staff and students will reflect the distinctiveness and mission of a Catholic school system.

REFERENCES

Board Policy IV003 - "External and Internal Relationships"
Education Act and Regulations – Advertisements and Announcements

COMMENTS AND GUIDELINES

1. Requests for distributing materials through the Board's courier system or to all schools on behalf of an organization will be processed through the Communications Office.
2. Principals will process requests made of individual schools.
3. The Director of Education shall approve or refuse system approval of material for distribution in the Board's schools in accordance with the purpose of this procedure and the criteria outlined below.
4. The Principal of the school shall approve or refuse approval of material for distribution in a specific school in accordance with the purpose of this procedure and the criteria outlined below.

Classification of Materials Distribution Requests

1. Nature of Materials: curriculum, staff development, research, other.

2. Source of Materials: Ministry of Education and Training, Other Government or government agency or group, recognized non-profit organizations, unknown non-profit organizations, profit-making organization, itinerant performance group, book displays, University, College, an individual.

Criteria / Guidelines for Approval of Materials for Distribution to Schools

1. Consistency with Board policies and procedures. For example, fundraising, advertising, competition, other.
2. Consistency with Catholicity.
3. Consistency with curriculum.
4. Knowledge about/reputation of requester/request.
5. Cost of distribution: copying, packaging, time, other.
6. Priority of material: relative to other priorities at the time of request, relative to timeline allowed by requester/receipt of request.
7. Effective September 2005 the courier system will not longer be used by outside agencies/groups for the distribution of materials to schools. The only exception will be the Ministry of Education, other government Ministries and the local Public Health Unit as mandated through legislation.