



## Administrative Procedure 153

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# EXTERNAL ORGANIZATION ACCESS TO STUDENTS

## Background

Numerous requests are made to the District to permit direct access to students in school or to approve the distribution of promotional information to students. Outside organizations' access to students is to be strictly controlled by allowing only material and information deemed appropriate to be circulated. Recognized charitable organizations and other organizations having educational or community service attributes may be allowed access to schools under this Administrative Procedure.

## Procedures

### 1. Assemblies

- 1.1. Principals shall utilize the following considerations in determining speakers and other resources for assemblies during the instructional day. Whenever possible assemblies are to be part of a planned program involving consultation to ensure:
  - 1.1.1. The activity is age-appropriate to the student audience.
  - 1.1.2. There is sufficient lead time for staff awareness.
  - 1.1.3. There is recognition of the disruption to the regular curricular program.
  - 1.1.4. That if topics are of a sensitive nature, students and parents have the opportunity for alternate activities.
  - 1.1.5. That if topics are of a sensitive or political nature, there is a balance of perspectives presented wherever and whenever possible.
  - 1.1.6. Material or information is provided in an appropriate manner.
- 1.2. The Parents Advisory Council (PAC) and school staff are to be consulted regarding a general program of assemblies.

### 2. General Materials and Activities

- 2.1. These materials and 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.
- 2.2. Displays, posters and newsletter information shall not promote:
  - 2.2.1. Physical/emotional abuse, violence, or any other behaviour contrary to general community values.
  - 2.2.2. Utilization of narcotics, alcohol or tobacco products.

- 2.2.3. Material that utilizes profanity or racist or sexist language, symbols or images.
- 2.3. It is the District's intent to strive to safeguard the students and their parents from money raising plans of outside organizations, commercial enterprises and individuals.
  - 2.3.1. Outside organizations shall not be permitted to advertise events through the school or use the children to sell tickets except those jointly school-sponsored or school-approved parent-teacher activities.
    - 2.3.1.1. This applies particularly to ticket sales and sales of articles or services except those directly sponsored or handled by the school authorities.

### 3. Non-Profit Community Agencies

- 3.1. The following agencies or activities may approach individual principals to request dissemination of information:
  - 3.1.1. Activities sponsored by municipal or regional governments.
  - 3.1.2. Activities sponsored by public recreation associations.
  - 3.1.3. Activities sponsored by the school or District PAC.
  - 3.1.4. Activities/information provided by public post-secondary institutions.
  - 3.1.5. Activities sponsored by recognized and established youth groups, fine arts associations, athletic clubs and service organizations and cultural groups.
- 3.2. 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 and must align with [District Mission, Vision and Values](#).
- 3.3. Principals shall not allow schools to act as registration locations during the school day.

### 4. Commercial Enterprises

The District recognizes that commercial organizations may offer many materials for use by teachers in the classroom. Some of these materials are of high educational value with little or no advertising emphasis. Other materials are primarily advertising and have only limited educational value.

- 4.1. In general, the District approves of the use of print or non-print materials from commercial, political, religious, or other non-school sources which are of obvious educational quality, which supplement and enrich text and reference book materials for definite school courses.
- 4.2. Advertising materials of commercial, political, or religious nature are not to be displayed or distributed in the schools or on the school grounds or through District information distribution processes.
- 4.3. Program materials of the Langley City or Langley Township Recreation Commissions may be distributed to homes through students.

### 5. Organizations/Associations Related to Contemporary Social/Political Causes

- 5.1. Promotion of special interest and/or political causes shall not be included in school newsletters.
- 5.2. 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 procedures in addition to those listed in general procedures above.

- 5.2.1. 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 is to 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.
- 5.2.2. A balance of alternative viewpoints shall be provided wherever and whenever possible.

## 6. Charities

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

## 7. Media

- 7.1. Video, print, television and/or film access during non-instructional time shall be in a manner determined by the Principal in accordance with District direction.

## 8. District-Wide Access

- 8.1. Organizations requesting access over and above that provided in these procedures shall write to the Superintendent.

Reference: Sections 8, 17, 20, 22, 65, 85 School Act  
Freedom of Information and Protection of Privacy Act

Adopted: December 3, 1973

Revised: July 5, 1979; October 17, 1983; December 15, 2020