
ADMINISTRATIVE PROCEDURE 325 DISTRIBUTION OF INFORMATION OR MATERIALS

Purpose

This Administrative Procedure establishes the process for reviewing, approving, and distributing information and materials within or through schools. It ensures that all distributed content supports the [Strategic Priorities](#) of the Chilliwack School District (the “District”), is appropriate for students and school communities, and aligns with District standards of accuracy, integrity, and educational value.

Guidelines

1. All material and information distributed within or through schools or the District are to be accurate and align with the [District's Strategic Priorities](#).
2. Information about products or businesses unrelated to school or community activities will not be shared.
3. Organizations are not permitted to send information or marketing materials directly to staff for distribution.
4. Approved information and materials will not be religious, political, or partisan.
5. Any material or information that is deemed to be inappropriate for distribution will not be approved.
6. Some content may require parent, guardian, or caregiver approval before it is shared with students. In these circumstances, the following procedure will apply:
 - a) The approved organization or person is responsible for providing the school with enough copies of consent forms, information, and related materials.
 - b) The School Principal is responsible for distributing consent forms, information and related materials to students. The organization will not distribute these materials directly to students.
 - c) Consent forms will be sent home with students for their parent, guardian, or caregiver to review and sign.
 - d) Signed consent forms will be saved at the school office for a full year.
 - e) Once written consent is received, the student will receive the approved information or materials.

Submission Procedure

1. To submit a request for distribution of information or materials, please contact:

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK) Administrative Procedure



Type of Distribution	Submit to:	Contact Information:
School Based	School Principal	School Directory
District	Communications Department	information@sd33.bc.ca

2. Decisions will be made in consultation with the Superintendent of Schools and District staff.
3. Applicants are encouraged to submit requests in advance of their intended distribution date. The review and approval process may take up to two weeks.
4. Applicants will be notified of the decision.