



Policy

No. 211

DISTRIBUTING UNION / POLITICAL INFORMATION

The board has a duty to ensure that it fulfills its statutory responsibilities and duties, and that it operates the School District efficiently and effectively and in a manner which maintains the confidence of students, parents and the public. The board recognizes that employees have sought to express their views to parents in a variety of manners and that freedom of expression is subject to such reasonable limits prescribed by law as can be demonstrably justified in a free and democratic society.

In accordance with these principles, Policy No.20 sets out procedures which will be followed should an employee wish to distribute information/material on school property to parents or through students. This policy and procedure does not apply to situations where the School or District Administration requests or directs employees to distribute information/material on school property to parents or through students.

1. Employees and School/District Administration will follow this procedure prior to employees distributing any information/material on school property to parents or through students.
2. An Employee who wishes to distribute information/material on school property to parents or through students must provide to the Superintendent or his/her designate an advance copy of such information/material along with an explanation of the method they intend on using to distribute the material.
3. District Administration will review the information/material for the purpose of determining whether its distribution with the content and in the manner proposed would impair the District's ability to achieve its objectives set out above. The review will include consideration of the following:
 - 3.1 Whether the information/material is relevant to educational matters applicable to the intended recipients;
 - 3.2 Whether the content of the information/material is accurate so that the expression is not misleading such that confusion and/or conflict would likely be created;
 - 3.3 Whether the distribution of the information/material is appropriate when considered in the context of the employee's express and implied duties, including the duty of loyalty to the District; and
 - 3.4 Whether the proposed manner of distribution is appropriate when considering the ability of the District to achieve its objectives outlined above.

4. The review will also involve consideration of whether there are any measures which can be taken, short of banning distribution, which would balance the employee's freedom of expression with the District's ability to achieve its objectives outlined above.
5. Should District Administration determine that the content or proposed method of distribution of the information/material must be modified in order for the District to achieve its objectives outlined above, the District will raise the matter with the employee, or his or her union if the information/material emanates from the union, and will outline its concerns in relation to the above considerations and invite discussion on modifications to the content or manner of distribution that would minimally impair the employee's freedom of expression while at the same time achieving the objectives of the District.
6. If those discussions result in an agreement concerning the distribution of the information/material, then the distribution will proceed in accordance with that agreement. Should there be no agreement concerning the content and manner of distribution of the information/material, the employee(s) will be directed not to distribute the information/material on school property to parents or through students.
7. Should District Administration determine that the proposed content and manner of distribution of the information/material does not require modification in order for the District to achieve its objectives outlined above, the District will inform the employee or union of this and the information/material may be distributed with the content and in the manner originally proposed.
8. In all cases, information/material approved by the District for distribution must be placed in a sealed envelope and be clearly marked/addressed to the parent/guardian. Further, in order to ensure there is no confusion regarding from whom this communication is coming, the document and envelope should clearly indicate the authorship.

Date: 2011.12.01