

**MATERIALS FOR DISTRIBUTION IN SCHOOLS / EXTERNAL RESEARCH /
SPEAKERS IN SCHOOLS****Category:** Finance and Administration**Effective** January 2022
Revised June 2024**Policy Statement**

The distribution of materials, questionnaires and research projects with educational relevance can engage students in a way that fosters, extends, and recognizes each student's creative, artistic, and problem-solving potential. The district will adhere to [Provincial Policy 120 Materials for Distribution in Schools](#) and may authorize participation in activities if they support the aims and objectives of the curriculum.

The district will review research proposals to determine their merit and the impact they would have on the learning environment and the well-being of the participants. Participation in any research project is voluntary. Identities of the participating individuals (students, parents, staff) shall be kept strictly confidential, unless consent is given by the individual.

Procedures**Circulation of Materials**

Refer to EECD [Policy 120, Materials for Distribution in Schools](#) and to [Appendix A, ASD-W Materials for Distribution in Schools – Highlights and Guidelines for Provincial Policy 120](#).

Circulation of Contests, Questionnaires, Surveys

1. Schools / school-related organizations must receive authorization from the Office of the Superintendent / Education Centres prior to participating in any contests, questionnaires, or surveys.
2. Participation in contests, questionnaires or surveys shall not be considered by individual school authorities unless authorization is given to the sponsoring organization **four weeks prior to distribution** to facilitate appropriate notice and planning at the school level.
3. Participation in contests, questionnaires or surveys shall not unduly impact on instructional time.
4. Due consideration shall be given to the time required for teachers and students' participation in any survey or questionnaire. The activities should not require excessive work on the part of the teacher nor place a demand for extra resources on the school.
5. Exhibitions of work as opposed to displays of winners are appropriate especially at elementary and middle levels and in those areas/subjects that form the common

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curriculum for grades K-8. Prizes and awards should be based on school participation and should increase and support school resources.

Educational Research

1. Requests for permission to carry out research in the district shall be submitted to the Director of Curriculum and Instruction. The district may grant approval, may decline the proposal, or refer the proposal to an external source for appraisal.
2. Requests are to be submitted no later than **six weeks before the desired starting date** of any study.
3. All requests shall contain a completed official ethics review form, a detailed description of the research proposal, and samples of all parental consent forms and covering letters along with drafts of all questionnaires, interview schedules, etc.
4. All external researchers must submit an acceptable criminal record check form and complete training on Provincial Policy 701 – Policy for the Protection of Pupils, if they are requesting access to students without supervision.
5. Permission to approach the school may be granted, provided the research does not:
 - a. invade the privacy of participants.
 - b. cause any psychological harm.
 - c. interfere with the educational welfare of participants.
 - d. infringe on the rights of participants.

Permission from the District will be to approach the school principal. The principal and impacted staff have final approval on moving forward after the Director has vetted the request.

6. The district and/or schools shall not incur any costs because of an external study.
7. The district has the right to monitor, or have monitored, on-going projects. In exceptional cases, permission to conduct the research may be withdrawn before a study is completed.
8. Staff, students, and parent participation in research shall be voluntary. There shall be no inducement to participate in research and there shall be appropriate alternatives so that no one shall feel obligated to participate in the research.

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9. Participation in research shall be considered only if parent and/or subject consent forms are signed and if a letter explaining the research in lay terms is distributed with the consent form.
10. Staff, parents and/or subjects shall be notified in the cover letter explaining the research that a copy or summary of the findings shall be made available to them upon request.
11. Staff, parents and/or subjects shall be informed of the right to withdraw from participation in the research at any time during the process.
12. Identities of individuals participating in the research shall be kept strictly confidential in the publication of the research findings.
13. A summary of the research and its findings shall be sent to the Office of the Superintendent – *Attention Director of Curriculum and Instruction* within a reasonable time of the research being completed, or requested by the school district.

Speakers / Public Performances / Presentations in Schools

It is incumbent upon school administrators to ensure that live or audiovisual performances targeted to a student audience occurring during school hours meet acceptable community standards and are relevant to the curriculum and school education plan.

1. **Responsibility for Screening the Proposed Presentation**
The primary responsibility for the appropriateness of curricular, co-curricular and extra-curricular activities rests with the school principal. The school principal should ensure that every effort is made to preview the materials to ensure that they are age-appropriate and are suitable according to community standards.
2. **Test for Curriculum Relevancy**
Any individual, or group, that wants to provide students with the opportunity to view or listen to performances or presentations in the school setting must provide the principal with information as to the educational benefits of the material, or its relevancy to the curriculum outcomes or school education plan.
3. **Procedures to be Followed**

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- a. The principal may request from the individual(s) that are proposing the performance or presentation of any information they may require to make an informed, objective opinion of the educational value of the proposal. This includes information respecting previous screening, background, history or content of the proposed performance or presentation.
 - b. The principal may consult with the Directors of Schools (DOS), Director of Curriculum & Instruction, Director of Education Support Services or Director for Indigenous Teachings to make the final decision with respect to the appropriateness of the proposed presentation. Such consultation is encouraged in the interest of having more than one opinion being considered prior to the final decision being made.
 - c. If at the time of the performance or presentation it becomes apparent that there is unacceptable material that was not anticipated because of the preview process, the principal or designate may authorize the teacher supervisor(s) and students to leave or terminate the performance.
4. Parental Consent
The principal shall require signed consent forms from parent(s)/guardian(s) prior to students attending school activities, performances and presentations that are not offered on school property. The principal or assigned delegate shall be the contact person for parents who, before or after signing the consent form, have questions regarding the nature of the activity, performance, or presentation.
5. Complaint Process
Any person who wishes to make a complaint regarding the appropriateness of performances or presentations for students may do so by contacting, verbally or in writing, the Principal, Director of Schools, Director of Curriculum and Instruction or Director of Education Support Services or Director for Indigenous Teachings.
6. Non-Curriculum Related Activities
Educational staff must have due regard to the effective education and care of all students in their care and adhere to acceptable community standards, both during instruction or during school hours, whether the activities are relevant to the current curriculum.

Reference

- Department of Education and Early Childhood Development [Policy 120: Materials for Distribution in Schools](#)

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- Department of Education and Early Childhood Development [Policy 701 – Policy for the Protection of Pupils](#)

Appendices

- [ASD-W Materials for Distribution in Schools – Highlights and Guidelines for Provincial Policy 120](#)