


Policy Statement	
	Commission scolaire Western Québec Western Québec School Board
Policy No. A-6	
SUBJECT:	Kiddy Mail Policy
Approval Date: April 27, 1994	Resolution No: C.C. 93/94-529
Revision Date: May 4, 1999	Resolution No: C-98/99-326
Revision Date: October 30, 2002	Resolution No: C-02/03-51
Origin: Governance and Ethics Committee	

1. OBJECTIVE

The Western Québec School Board supports the use of Kiddy Mail for school teaching staff, administration, and school parental organizations to communicate with all members of a school community.

While respecting this philosophy, the principals will attempt to keep the amount of material to be copied and sent home to reasonable amount.

2. POLICY

Kiddy Mail will not be used for the following:

- a) partisan or union activities
- b) distribution of commercial material, except that authorized by the school board.

The following will be distributed through kiddy mail after being reviewed and approved by the school principal or designated school board officials.

- a) School information items, such as:
 - information from classes;
 - notes or newsletters from the school principal or staff;
 - messages or announcements from the School Board, emergency procedures, school board election notices and related information, health and safety notices, commercial material approved by the Board and other items of general interest to all parents;
 - adult education information;
 - other information of interest to parents and student in a school.

- b) Communications from community organizations, such as the CLSC, sports associations, Home & School organizations, youth organizations, other community groups (notes of registration, etc.)

Materials from governing boards, i.e. notice of meetings and other related items including newsletters and school-based fundraising by these organizations shall be provided to the principal or designated school board officials for their information and will then be circulated through kiddy mail.

If a principal is in doubt as to the advisability or appropriateness of sending any material by kiddy mail it should be referred to the appropriate school board official for a decision.

All disputes regarding the distribution of materials through kiddy mail will be referred to the Executive Committee of the Western Québec School Board.