

1. Purpose

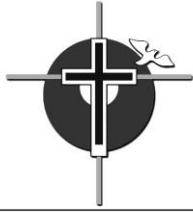
To establish a framework for Principals and school staffs in identifying visitors to schools with a statutory right to visit according to the *Education Act* and those who can benefit pupils and staff.

1) Those With a Legal Right to Visit

- a) The parent or guardian of a pupil attending a school operated by the Board; notwithstanding that the parents of a pupil may be separated or divorced, and until the court otherwise orders, both parents continue to have the parental right to visit the school;
- b) A trustee of the Board;
- c) The member of the Legislature of Ontario for the area in which the school is situated;
- d) Roman Catholic clergy who have pastoral charge of the area in which the school is situated; and
- e) The following, but only while and in connection with the discharge of their respective duties:
 - a person employed by the Ministry of Education;
 - the local Medical Officer of Health;
 - the assessor for municipal tax purposes;
 - the local building inspector;
 - the Fire Marshal;
 - a Police Officer;
 - a person authorized by the Director under the Child and Family Services Act or by the local director of Family and Children's Services of the Catholic District School Board of Eastern Ontario, and
 - Ministry of Labour Inspectors.

2) Those Whose Visits Are Encouraged

This group includes persons such as volunteers, guest speakers, etc., invited by the Director, the appropriate supervisory officer, the Principal or a Teacher to make



instructional or other presentations to and for the benefit of the pupils or the staff of the school. Care must be taken to ensure that the person or group does not fall into the category whose attendance is opposed by the Board. For this reason, appropriate staff are required to scrutinize the aims, objections and methods of those invited to make presentations in the school.

3) **Those Whose Visits Are Permitted**

This group is composed of persons to whose presence the Board has no objection, so long as their presence does not interfere with the needs of the school, and so long as they respect the personal and property right of others, including the Board. The group includes the following:

- a) the media; See Notes 1 and 3
- b) those authorized to use Board facilities pursuant to other Board policies, and
- c) generally, those using school yards outside normal school hours.

4) **Those Whose Visits Are Opposed**

The Board is opposed, in addition to the persons described in a general way in the statement of this policy, to the presence of the following persons:

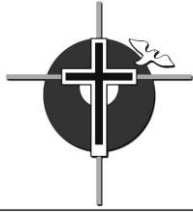
- a) those whose presence, in the judgment of the Principal, would be detrimental to the physical or mental well-being of the pupils; and
- b) those demonstrating a lack of regard for the personal and property rights of others, including the Board.

2. Administrative Procedures:

1) **Appointment to Visit**

School communities plan and schedule activities for the general benefit of the pupils enrolled in the school, or for individual pupils. Visitors to the schools during such times may disrupt these activities to the detriment of the pupils involved. In all cases, therefore, visitors are expected to make an appointment in advance so that mutual convenience and minimal disruption may be assured.

2) **Report to the Office**



Upon arrival at the school, all visitors, including Board Office or Agency staff, are required to report to the office, thus giving the Principal the opportunity to meet and welcome them. Visitors shall be requested to sign the Visitor's Book, stating name, and reason for the visit.

3) **Identification of the Visitor**

Because of the obligation of the Board, the Principal, the Teachers, and other staff, to safeguard the welfare of the pupils in appropriate cases, the Principals must be satisfied that the visitor is the person who he/she purports to be. Further, identification tags must be issued by the school office and worn by the visitor.

Unless the visitor is known to the Principal, proper identification should, with sensitivity and discretion, be insisted upon. This may be accomplished, among other ways, by:

- (a) personal identification of the visitor by someone in the school
- (b) production of a driver's license
- (c) verification of information given by the visitor against information contained in school records.

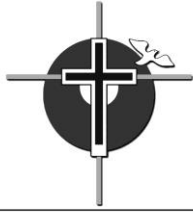
4) **Refusal of Access**

Where, because of demeanor or other reason, the Principal determines that the presence of the visitor who has a right to visit would be detrimental to the physical or mental well-being of the particular pupil or the pupils generally, the Principal has the power under the *Education Act* to, and should, refuse admission to that visitor. However, the Principal is required to advise such a visitor that he/she has the right to appeal that refusal directly to the Director of Education.

5) **Access to Pupils**

The right of a person to visit a school operated by the Board does not carry with it the right to visit with, or speak to a pupil in the school. Staff should consult the specific administrative procedure related to such access.

6) **Access to Information**



The right of a person to visit a school operated by the Board does not carry with it the right to have access to information in the possession of the Board. Staff should consult the specific administrative procedure related to such access.

7) **Family and Children's Services**

A special set of circumstances arises in those rare cases in which Family and Children's Services of the Catholic District School Board of Eastern Ontario seeks to interview or remove a pupil from school. The Board has specific administrative procedures related to such circumstances. Staff should consult the specific administrative procedures related to such matters.

8) **Police**

A special set of circumstances arises in those rare cases in which the Police seek to interview or remove a pupil from school. Staff should consult the specific administrative procedures related to such matters.

9) **Media**

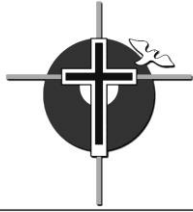
From time to time, persons from the media - reporters, photographers or camera operators from newspapers, magazines, radio or television stations - seek to interview or photograph staff or pupils of the school. Staff should consult the Principal to ensure that parental permission has been granted.

3. Confidentiality

1) **Purpose:**

Parents are welcome and invited into our schools to discuss the progress of their children and to become involved in whatever way they can in the life of the school community. Visitors are also welcome to share in the life of our schools. In order to protect personal privacy of students and parents and the professional integrity of staff, this Administrative Procedure Memorandum outlines the relevant legislation covering visitors to schools and issues of confidentiality.

2) **REFERENCES**



- Education Act and Regulations
- Municipal Freedom of Information and Protection of Privacy Act
- The Ontario College of Teachers Act and Regulations
- The Ontario Teaching Profession Act and Regulations

3) **GUIDELINES**

a) ***School Visitors:***

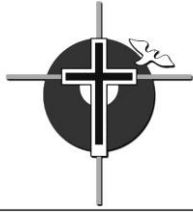
Under the *Education Act*, a parent or guardian of a child attending the school, a member of the Board that operates the school, a member of the Legislative Assembly and a member of the clergy of the Roman Catholic Church may visit a Catholic school in his or her constituency or in the area where he or she has pastoral charge, as the case may be.

- “A Principal, subject to an appeal to the Board, may refuse to admit to the school or classroom a person whose presence in the school or classroom would in the Principal’s judgment be detrimental to the physical or mental well-being of the pupils...”
- “It is a duty of a Principal to maintain a visitor’s book in the school when so determined by the Board.”

b) ***Confidentiality***

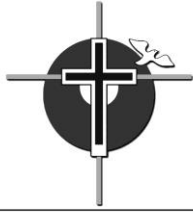
Confidentiality is covered through various statutes and regulations. A summary is provided below. Individuals should, however, check sources on a regular basis to ensure practice with respect to confidentiality is current.

- Pupil Records “A record is privileged for the information and use of supervisory officers and the Principal and Teachers of the school for the improvement of instruction of the pupil...”
- Secrecy re: contents “Except as permitted under this section, every person shall preserve secrecy in respect of the content of a record that comes to the person’s knowledge in the course of his or her duties or employment, and no such person shall communicate any such knowledge to any other person except, (a) as may be required in the performance of his or her duties; or (b) with the written consent of the parent or guardian of the pupil where the pupil is a minor, or (c) with the



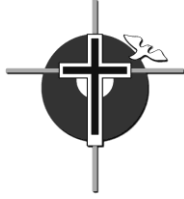
written consent of the pupil where the pupil is an adult”.

- Education Numbers “Except as permitted by this section or otherwise by law, no person shall collect, use, disclose or require the production of another person’s Ontario Education number....Every person who contravenes subsection 266.3 (1) [i.e.: releases another’s Ontario Education number] is guilty of an offence. An individual who is convicted of an offence under this section is liable to a fine of not more than \$5,000 or to imprisonment for a term of not more than six months, or to both. A corporation that is convicted of an offence under this section is liable to a fine of not more than \$25,000. ”
 - Regulation on “Professional Misconduct” made under the Ontario College of Teachers Act “The following are defined as professional misconduct... 1(6) Releasing or disclosing information about a student to a person other than the student or, if the student is a minor, the student’s parent or guardian. The release or disclosure of information is not an act of professional misconduct, if, (1) the student (or if the student is a minor, the student’s parent or guardian) consents to the release or disclosure, or (ii) if the release or disclosure is required or allowed by law. ”
 - Regulations made under the Teaching Profession Act “A member shall refuse to divulge beyond his/her proper duty confidential information about a pupil...”
 - Freedom of Information Protection of Privacy Legislation All requests for information must comply with the Municipal Freedom of Information and Protection of Privacy Act.
- c) The right of a person to visit a school operated by the Board does not carry with it the right to visit with, or speak to a pupil in the school. Principals should maintain a visitor’s book where the visitor will sign into the office and indicate the nature of the visit. The Principal may allow the individual to speak with the student or make alternate arrangements. If the visitor is present at the school as a result of an investigation into an alleged criminal matter, then the Principal will facilitate communication between the visitor and student under the terms of the Family and Children’s Services Act, and/or Safe Schools Policy, as appropriate.
- d) The disclosure of information to individuals must be in accordance with the



legislation as outlined above.

- e) Visitors are expected to identify themselves and state the reason for the visit to the school. It is expected that visitors will make appointments to see staff rather than disrupt instructional time.
- f) Every staff member, student, and visitor to a school has a right to be free from harassment. Harassment is totally inconsistent with the Catholic values that we espouse. Staff, students and visitors are expected to respect the unique dignity of each human being.



CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO

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_____ (Name of School)

Visitor/VIP Daily Log

Date	Visitor/VIP Name	Reason	Child's Name and Grade	Time In	Time Out

