



SECTION:	School and Community Relations	APPROVAL DATE:
SUBSECTION:	Staff/Student Service to Other Agencies	November 24, 1969
POLICY NAME:	Requests for the Use of the Services of School – Personnel and/or Students	LAST REVISED:
POLICY NUMBER:	P.SCR.D.1	April 6, 1999

WHEREAS:

The Wellington Catholic District School Board recognizes that many requests can be made to the Board for the use of the services of school personnel and/or students for worthwhile reasons.

WHEREAS:

The Board recognizes that school personnel, students and parents have rights to privacy in both their public and private lives.

THEREFORE:

The Wellington Catholic District School Board directs the Director to favour those requests for the use of the services of school personnel and/or students which, in his opinion will benefit the community or promote education in general.

In deciding whether the request should be granted the Director shall consider the possibility of ensuring the following:

- a) that the granting of the request will not result in any undue interference with the regular school program.
- b) that the Board will not be called upon to undertake any undue financial cost.
- c) that the permission of the principals, teachers and other personnel involved will be obtained in those cases where the Director considers this action appropriate.
- d) that granting the request will not contravene any Agreement which the Board might have with any group of employees.
- e) that the privacy of students and the rights of parents will be respected especially where requests are made to interview students.
- f) that a copy of any report made following the granting of the request will be made available if such a report would benefit the schools or the system.

When, in his opinion, the above conditions can be adequately met, the Director shall grant the request.