

CUSTODY MATTERS

Background

The Division believes parental legal matters may have an impact on the school environment.

Procedures

1. School is a Positive Environment for Teaching and Learning

- 1.1 The Division is required to ensure that each student and staff member is provided with a welcoming, caring, respectful and safe learning environment.
- 1.2 If a contentious legal matter negatively impacts on the school environment, Division staff shall remind all individuals that the school is to be a positive learning environment.
- 1.3 Division staff shall to take steps to address any behaviour that negatively impacts the school learning environment.

2. Legal Documents

- 2.1 Parents are required to provide to the school a copy of the most current orders or agreements purporting to grant or limit the rights of either parent or any guardian, which order must be kept in the Student Record Portfolio.

3. Information About Students

- 3.1 The Division is governed by privacy legislation entitled *The Freedom of Information and Protection of Privacy Act* (FOIP), which protects student information and privacy. This means that for the safety and privacy of the child, information regarding the child will not routinely be given over the telephone. Subject to any legal documentation indicating otherwise and the requirements of FOIP, parents are entitled to access their child's information.

4. Parent/Teacher Interviews

- 4.1 Parents are encouraged to attend parent/teacher interviews.
- 4.2 Neither parent who is entitled to attend parent/teacher interviews has authority to refuse the other parent's desire to have a third party attend. However, the parent should be present at the interview and should not merely send a third party in his or her place. Parents should be aware that the school cannot accept instructions from a third party.
- 4.3 Separate interviews will be accommodated for separated or divorced parents.

5. Access to School

- 5.1 A parent shall only seek to access school during school hours in accordance with the procedures implemented by the Principal of the school. Any parent who attempts to access school without following the procedures implemented by the Principal of the school may be refused entry to the school on either a temporary or permanent or basis.
- 5.2 It is the parent's responsibility to inform the school, in writing, of who may or may not pick up the child from school at any time.

Reference: Section 1, 18, 20, 23, 27, 45, 45.1 School Act
Student Records Regulation 71/99
Child, Youth and Family Enhancement Act

Amended: May 2018