



ADMINISTRATIVE GUIDELINE

Title: Identification of Students for School-Related Activities

Effective Date: June 21, 2001

Responsibility:

Superintendent of
Support Services

Revised: August 13, 2014

1.0 Rationale

The Near North District School Board recognizes, celebrates and promotes the achievements and activities of its students. At the school and Board levels, recognition is given in many ways such as through announcements, honour rolls, displays, items in newsletters, awards assemblies, graduation lists, printed programs, yearbooks, board and school websites, social media and other means. In addition, the media provides coverage of school-related events throughout the school year. In many cases, the publication of students' names and/or pictures or videos, on the radio or in electronic form would not pose potential problems; however, some children could be at risk if their names or images were published.

2.0 School Action

On an annual basis, schools will request information from parents early in the school year or when children register at that school. This information will be collected on the Board's prescribed form (*Appendix A*) and a list of ways in which the Near North District School Board and its schools display or publish school-related information about our students will be provided to parents (*Appendix B*). Adult students eighteen years of age or older may complete their own forms.

The information collected on the form will remain valid for the school year in which it is collected. The form will be retained in the student's OSR (Ontario Student Record folder) for one year, at which time it will be destroyed in a confidential and secure manner.

Parents can contact the school at any time to withdraw their consent and/or make changes to the consent form.



IDENTIFICATION OF STUDENTS FOR SCHOOL-RELATED ACTIVITIES

It is the practice of the Near North District School Board and its schools to recognize, celebrate and promote our students’ achievements and activities by way of announcements, honour rolls, displays, items in newsletters, public media, awards assemblies, board and school websites, social media and other means. Students’ names and/or pictures or video may also appear on such communications as graduate lists, programs and yearbooks. Ways in which the Near North District School Board and its schools display or publish school-related information about our students are listed on a Background Information Sheet for the current school year (*Appendix B*).

In order to ensure compliance with parental wishes for students under the age of 16 years (or the wishes of students who are 16 years of age or older) and with the protection of individual privacy, the Board is asking for your written consent to allow publication of names and/or photographs and/or video online and in print. If you require additional information before signing the consent form below, please contact the school principal.

Please read and sign this consent form and return it to the school principal at your earliest convenience.

Parent/Guardian Consent Form – Identification of Students for School-related Activities

_____ **OPTION “A”:** YES, this is to confirm that I/We consent to the display and/or publication of school-related information about my/our child/ren as described in any of the activities listed on the Background Information Sheet for the current school year. OR

_____ **OPTION “B”:** NO, this is to confirm that I/We DO NOT consent to the display and/or publication of school-related information about my/our child/ren as described in any of the activities listed on the Background Information Sheet for the current school year.

If you select “Option A: YES” you may wish to attach conditions or restrictions. If so please list them here or on the back of this form. If information is on the back indicate so here:

.....

The names of my children are:

.....
.....

Date:

Please **PRINT** and **SIGN** your name here:

.....

***NOTE:** This form will be deemed to be in effect for the current school year. Please contact the school immediately if you want to make changes to this consent form.*

IDENTIFICATION OF STUDENTS FOR SCHOOL-RELATED ACTIVITIES

Background Information Sheet for the [insert current school year] School Year

It is the practice of the Near North District School Board and its schools to recognize, celebrate and promote our students' achievements and activities. The following background information sheet will provide parents, guardians and students with a list of ways a students' school-related information is displayed or published where annual consent is sought using the *Parent/Guardian Consent Form – Identification of Students for School-related Activities*:

- School activities may be reported in school and board newsletters, and on School and Board websites and on School and Board social media sites such as Facebook and Twitter. Individual students may be photographed or videotaped and identified.
- The media, such as newspapers, television and radio, may be invited to the school for the purpose of reporting on newsworthy events or activities such as graduations, student achievements/awards, and current events. Their reports may include both non-identifying photos or videos of groups of students and identifying photos or videos of individual students.
- Students participating in extra-curricular activities or events where the public is invited, i.e. field trips, school concerts, school teams, may be photographed, videotaped and/or reported on by media or the general public.
- Students may be recorded or photographed by their classroom teacher in school or during school activities as part of their educational program. Photos or videos may be shared with the class and parents as appropriate.
- Student work, including student names, may be displayed in the classroom or in school hallways, or may be shared with the public through science fairs, school and board newsletters and websites, on social media sites such as Facebook and Twitter, writing/colouring/poster contests, community events, fairs, and similar events/locations outside the school setting.
- Birthday congratulations may be announced over the PA system and/or in the classrooms. Class lists with student first names and last initial only may be distributed to other parents for the purpose of addressing greeting cards or invitations in connection with holidays, birthday parties, etc.
- Student names and/or photographs may be printed in school programs (e.g., commencement or graduation programs, school plays and musical productions, student awards, academic and athletic awards and plaques, school brochures, honour roll and classroom assignment during school and semester start up) and in school yearbooks.

Questions regarding the information contained in this notification may be addressed to the School Principal. Please communicate any concerns you have with regards to the sharing of personal information in any or all of the abovementioned by contacting the School Principal as soon as possible.