

BUSINESS - SCHOOL OPERATIONS

Guidelines for Educational Visitors to Durham Schools

1.0 Introduction:

- 1.1 This guideline has been prepared at the request of Administrative Council to help regulate the number of educators/groups visiting schools and classrooms during the instructional periods of the school day.
- 1.2 This guideline recognizes the importance for educators to share their expertise while at the same time regulating profit making agencies.

2.0 Definitions:

- 2.1 Non Profit Visitors: Administrators, teachers and other educational professionals who make informal arrangements to visit schools.
- 2.2 Profit Generating Agency: Any group that makes money by arranging or leading groups or individuals to tour a Durham District School Board site.

3.0 Process:

- 3.1 Any Principal may arrange or allow non-profit visitors from any school in the Province of Ontario to visit their schools. These visits should be for the sharing of best practices. Principals should ensure that the disruption to regular instruction is kept to a minimum. The Principal is responsible for informing the Superintendent of Education/Family of Schools of the date of the event, the name of the group, and the approximate duration of the school visit.
- 3.2 International visitors, out of province visitors or visitors from profit generating agencies must ensure that all visits are approved by the Operations Department.

Appendix:

None

Effective Date

2004-11-25

Amended/Reviewed

2006-08-08

2010-10-05

2016-07-04

2019-03-20