



School District No. 27 (Cariboo-Chilcotin)

STUDENT RECORDS

Policy No. 5125

Effective: December 2006

Initial Adoption: December 1990

Preamble

The *School Act* - Section 79 requires that the Board establish and maintain a record for each student registered in the school system. The Board is required, also, to establish written procedures regarding the storage, retrieval, and appropriate use of student records, ensuring that their confidentiality and the privacy of students and their families are maintained. The *School Act* - Section 79 recognizes also that health services, social services, or other support services may need access to me records to perform their duties. Board policy and regulations are required.

Policy

The Board shall establish and maintain, subject to the orders of the minister, appropriate student records, shall establish procedures for the storage, retrieval, appropriate use, and accessibility of the records, and shall ensure the confidentiality of the information and the privacy of students and their families.

Regulations

1. The individuals dealing with student records should be well aware of Freedom of Information and Protection of Privacy Act regulations and the restrictions of confidentiality.
2. Permanent record cards shall contain grades or records in school subjects only, or information required by the Ministry.
3. Individual pupil files may contain standardized test scores, scholastic aptitude tests, copies of year end report cards, anecdotal comments, and individual educational plans or other pertinent information.
4. When a student graduates from the school system, only the permanent student record shall be retained. It shall be submitted to the Board Office at the time the individual reaches or would have reached the age of 19 plus three (3) years (Ministry guideline) where it will be microfilmed or electronically maintained in the school district archives.
5. Copies of achievement records shall be forwarded to prospective employers only upon the written request of the student or former student.
6. Where a copy of the permanent record card of a student is required for educational or employment purposes, or when requested for legal purposes, it can be released only with the written consent of the student

concerned, or his/her parent or guardian.

7. Parent shall have the right to review the contents of the records of a son or daughter by arrangement with the principal of the school which the student attends.
8. Student records kept by the Board at any school, or at a central depository, shall be made available to a person acting on behalf of a provincial government agency, who is planning for the delivery of, or is delivering, public health services, probation services, social services or other support services to that student or child. The person who receives that information shall not disclose that information to any other person except for the purpose of delivering or planning the delivery of these services.
9. Student records shall be made available to the Board's insurer to the extent necessary to meet any claims being made against the insurance provided to the Board by the insurer. The insurer shall keep any such record confidential and protect the privacy of the child and family except where a court may order a disclosure. The insurer shall not use the records for any purpose other than litigation, threatened litigation or investigations with respect to the claim.