

 <p>Jarvis Community Christian School SCHOOL POLICY BINDER</p>		POLICY NUMBER 603	PAGE NUMBER 1 of 3
		TITLE: Student Records	
PREVIOUS REVISION DATES: None – New Policy		DATE OF APPROVAL: February 9, 2010	
		SIGNATURE OF CHAIRMAN: Andrew Bergsma	
LAST REVIEWED: 2016	REVIEW MONTH: August of even numbered years		

Background

The Education Act requires the School to establish and maintain student records for each student enrolled and make these available to appropriate individuals.

The School requires that a record be maintained for each student, containing such information as is directly useful in facilitating the student's education.

Procedures

1. Types of records kept include:

Ontario Student Record containing:

- Student identification - birth date, legal name, address, phone number, etc.;
- Student status - grade, class, program;
- Record of academic progress;
- Scores obtained on standardized tests;
- Teacher anecdotal comments; and

Record of special services including:

- Educational assessments/tests administered;
- Individual education plans;
- Consultation/interview reports/notes;
- Case histories; and
- Other relevant documents

Report Cards - standard school format.

Community Health Records - A public health record is maintained for each student in the local health unit.

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2. Access to Student Records

The Education Act provides for unrestricted access to all student records for:

- Students 16 years of age or older;
- Parents or legal guardians; and
- Individuals with access to the student under an order made under the Divorce Act (Canada).

Access to a student's Ontario Student Record without written permission of parent(s), guardians or adult students is available to:

- Professional staff members as required to meet their professional responsibilities to the student;
- Research personnel approved by the COO subject to guaranteed pupil anonymity; and
- Officers of the Court acting on a duly executed court order.

Access to a student's Ontario Student Records with the written consent of the parent/guardian or adult student is available to:

- Prospective employers;
- Post secondary educational institutions;
- Courts where a court order has not been provided;
- Social service agencies/government departments; and
- Police and probation officers.

Access to student records by educational and other agencies:

Inquiries for assistance in locating children:

- Information should not be given out without written consent of the parents/guardian or student (independent);
- Inquiries for assistance for locating children should be referred to the COO.

Student records are available only to staff and the administrator who have responsibilities related to the student's education;

To facilitate transfers, copies of student records and promotion reports may be forwarded to the receiving school principal upon written request; and

Standardized test results and reports are to remain confidential to the School administration and staff.

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A parent, guardian or student may review a student record only in the presence of a staff member. When parents, guardians or students request an opportunity to review a test, assessment or psychological report, a qualified professional staff member must be present to interpret the information to ensure that it is clearly understood.

3. Maintenance of Student Records

Student records are not to be given to the student, parent or guardian.

In the event that a parent, guardian or student is of the opinion that the contents of the student record are inaccurate, a written request is to be made to the COO to have the record rectified. If the complainant is not satisfied with the action taken, the decision may be appealed through the established appeal procedures.

The COO is responsible for ensuring that accurate, complete records are kept for each student and that these records are updated annually

4. To facilitate transfers between schools, records are to be forwarded to the receiving principal upon written request.
5. Student records are to be retained by the school for a seven (7) year period after the student's potential graduation date.
6. Student health records other than information which parents wish to have placed on the student's record are the responsibility of the local health unit. All requests for health-related records are to be referred to the health unit.