

CONNECT CHARTER SCHOOL SOCIETY

Policy Title: **Student Records**

Policy No. **6.01**

RATIONALE: The Board recognizes that accurate student records must be maintained.

POLICY: The Board shall comply with and maintain student records according to the *School Act Section 23* and Regulation entitled "Student Record Regulation"

PRINCIPLE:

- 1) All information in the student record file shall be treated as confidential and accessible only by authorized persons.

First Reading March 8, 2000

Adopted March 8, 2000

Amended Feb 12, 2004

Amended March 18, 2014

PROCEDURES

- 1) A single student record file for each student shall be established upon initial registration with the school and maintained at the school in a secure manner.
- 2) Student record files may be accessed only by:
 - a) the administrative and instructional staff employed by the Board who have need for it in the performance of their duties;
 - b) the following persons, pursuant to Section 23(2) of the School Act :
 - i) The student;
 - ii) The student's parent or legal guardian, except where the student is an independent student;
 - iii) A person who has access to the student under a separation agreement or an order of a court;
 - iv) Other resource personnel acting on behalf of the school who have written consent to access the student record;
 - v) Other resource personnel acting on behalf of the parent or legal guardian who have written consent to access the student record.