

School District No. 22 (Vernon) **PROCEDURE**

Please file in By-Laws, Policy & Procedure Manual

No. PR 9.9.0

Adopted: 12 Mar. 1991
Amended:

STUDENT RECORDS

1. In accordance with District Policy, records will be maintained on all pupils registered in District schools. Student records include all information pertaining to a student which is stored in written or electronic form to be shared by two or more persons. They do not include personal notes prepared by a person if those notes are not shared with others.
 2. As part of the student record all of the following are included:
 - The Permanent Record (P.R.) Card
 - The Student File
 - Any files pertaining to that student and maintained by Student Support Services
 - All electronically stored data such as demographics, attendance, discipline and student marks.
 3. Information from student records will be accessible to:
 - authorized school personnel
 - individual students and their parents (parent as defined Section I of the School Act) as stipulated in the School Act (Section 9)
 - others as stipulated in the School Act (Section 97 (2))
 - other persons authorized to provide services to the student and to the extent permitted by the Superintendent of Schools or his/her designate.
 - other persons as stipulated by Court Order
- 3.1 Making information accessible to others as stipulated in the School Act (Section 97(2)) will be according to the following guidelines.

Sharing Information from Student Records

Information from student records may be shared, on an as needed basis, with agencies providing services outlined in the School Act and

authorized by the Superintendent or his/her designate (Ministry of Health, Public Health and Mental Health; Ministry of Social Services and Housing; Ministry of the Solicitor General, Probation; and the North Okanagan Youth Resources Society) in the same manner as a student and the parents of a student, that is: "while accompanied by the principal or a person designated by the principal to interpret the records."

Written summaries of information included in student files may be sent to authorized agencies by the principal. These summaries shall be prepared by the principal, or a person designated by the principal, from student files.

Information from student records may be shared with other agencies, groups or persons, which are not specified above, only with the written permission of the student, or the parents of the student, as defined in the School Act.

4. In the event that a student or parent requests to examine a student record:
 - the principal shall ensure that appropriate school personnel are present to interpret data,
 - the principal shall record such requests and this record shall be maintained in the student file,
 - the principal shall ensure that all requests will be met as soon as practical; only in exceptional cases shall this be later than three school days after receiving the request.
5. In the event that a student moves from one school to another school and student records are forwarded to that school, it is the responsibility of the principal in the sending school to ensure that a notation is kept of where and when the record is sent. This notation must be maintained for a period of five years after the student leaves, or in the case of a student moving to a school outside of the District, for a period which would ensure that the student has left the school system and reached the age of majority.
6. Student Records (specific Procedures)
 - A. PERMANENT RECORD (P.R.) CARD
 1. The Permanent Record (P.R.) Card will include the following information about every student: name, parent(s) name(s), address, telephone number, birthdate, gender, school(s)

attended, name of School Districts, date of entry to the school, date of withdrawal from the school system.

At all grade levels, the P.R. Card will record the results of subject achievement as prescribed for student report cards (refer to Minister of Education Orders 8/89 and 11/89) or guidelines established by the District Report Card Committee.

2. The P.R. Card will be reviewed by school personnel at least once a year to ensure that the information contained is up-to-date and complete.
3. The P.R. Card will be kept in the school that the student attends. Should the student transfer to another public school in the Province,, the P.R. Card will be mailed directly to the Principal of that school upon the request of that principal. If the new school is outside the Province of British Columbia, or is a B.C. independent school, a copy of the Record Card will be sent if requested. The original P.R. Card will then be kept in the school until the end of the current school year, at which time it will be sent to the Board Office for retention and future information.
4. One year after graduation of a student, or at age 21, provided the student is no longer in school, the P.R. Card will be sent to the Board Office for microfilming.
5. School or District personnel may provide only the following information to an employer, an agency as approved by the Superintendent of Schools, or educational institution regarding the student's P.R. Card: the student's name, address, telephone number, birthdate, gender, school(s) attended, School District(s), dates of entry and withdrawal, attendance and school achievement. This information will be provided only with written approval of the student or, in the case of a student under the age of majority, the parent of that student.

B. STUDENT'S FILE

1. A permanent school file folder shall be kept in the school and shall contain:
 - detailed descriptions of student growth and development,
 - student health records,
 - copies of student report cards,

- Student Support Services Reports
 - reference to the existence of other student records,
 - any other material which, in the opinion of school personnel, will serve to assist teachers in better meeting the needs of the student.
2. Any material placed in the student file must be dated.
 3. In the event that a student moves to a different school the file must be reviewed by appropriate school personnel and any material which is no longer valid must be destroyed. If requested, the file will then be forwarded, along with the P.R. Card to the receiving school. Any files not requested by a receiving school will be kept in the school and after five years must be destroyed.
 4. Teachers should review student files every year to ensure that information is up-to-date and complete. Any information that, in the opinion of the teacher reviewing the file, is no longer valid may be destroyed upon the authorization of the principal.
 5. The contents of all students' files will be destroyed by the school not sooner than two years after the student has reached the age of majority.

C. ELECTRONICALLY STORED DATA

1. Each school in the District shall maintain a system of recording the daily attendance of students.
2. At the end of each school year schools shall submit, to the Board Office, a hard copy of that year's school attendance data for retention and future information.
3. The principal of a school shall ensure that reasonable safeguards are in place to ensure the security and confidentiality of electronically stored data.