

## CONNECT CHARTER SCHOOL SOCIETY

Policy Title: **Student Records**

Policy No. **6.01**

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

**POLICY:** The Board shall comply with and maintain student records according to the *School Act Section 38* and Regulation entitled "Student Record Regulation"

**PRINCIPLE:**

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

First Reading      March 8, 2000

Adopted            March 8, 2000

Amended          Feb 12, 2004

Amended          March 18, 2014

Amended          March 13, 2018

## **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 and accurate 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 38 (2) of the School Act;
    - i) The student; except where the student is a child referred to in section 30(1)(a) of the School Act;
    - ii) The student's parent, except where the student is an independent student;
    - iii) a person who has access to the student under a separation agreement dated before October 1, 2005, or an access order under section 18 or 19 of the Provincial Court Act or under similar legislation, but not under a contact order under Part 2, Division 3, of the Family Law Act.