

<p style="text-align: center;">STRAIT REGIONAL SCHOOL BOARD <i>Excellence in Lifelong Learning</i></p> <p style="text-align: center;"><i>POLICIES AND GUIDELINES</i></p>	<p style="text-align: center;">STUDENTS IV-A-1</p>
	<p style="text-align: center;">STUDENT RECORDS GENERAL</p>
	<p>Adopted: August 4, 1999 Revised: September 1, 1999 January 9, 2008</p> <p>Page: 1 of 3</p>

STUDENT RECORDS

Policy Statement

The Strait Regional School Board acknowledges its responsibility for the custody and control of all student records within its jurisdiction.

The Strait Regional School Board recognizes that effective student records management is of considerable importance to students, parents/guardians, teachers, counsellors, and school board officials.

The purpose of Student Records policies is to support the effective management of student records and to safeguard the integrity of all documentation pertaining to students in the Strait Region.

The Student Records policies provide clear direction to principals and school educational/administrative staff regarding their roles and responsibilities for the completion, access, correction or removal of information, security, maintenance, storage, transfer, retention and destruction of student records. All student records management must be conducted in accordance with the security, access, transfer, retention and destruction provisions outlined in the Student Records policies.

In the enforcement of the Student Records policies, the Strait Regional School Board must adhere to relevant legislation, including but not limited to, the *Education Act and Regulations Under the Act* (Consolidated August 2006), the *Freedom of Information and Protection of Privacy (FOIPOP) Act*, the Nova Scotia Department of Education Student Records policy (August 2006), the *Youth Criminal Justice Act*, the *Adoption Information Act*, the *Children and Family Services Act* and all other applicable legislation and policies.

Accountability

Principals are accountable to the Superintendent of Schools for compliance with the Student Records policies.

STRAIT REGIONAL SCHOOL BOARD <i>Excellence in Lifelong Learning</i> POLICIES AND GUIDELINES	STUDENTS	IV-A-1
	STUDENT RECORDS GENERAL	
	Adopted:	August 4, 1999
Revised:	September 1, 1999 January 9, 2008	
Page:	2 of 3	

Monitoring

The Strait Regional School Board recognizes that the Minister of Education may audit the Board's and schools' compliance with the Student Records Policies.

The Strait Regional School Board may, from time to time, audit the school's compliance with the Student Records Policies.

Definitions

In the Student Records policies,

- **attendance record** means a record of actual dates, half days or periods (when appropriate) the student has been present and includes a summary of all dates, half days or periods the student has been absent.
- **confidential record** means all the recorded information related to the student's educational programming that is judged to be highly sensitive, as determined under this policy or as determined by the school principal or the principal's designate.
- **cumulative record** means the recorded information related to a student's educational progress that is not placed in the student confidential record.
- **parent** means the parent, guardian, or other person in place of the parent, who is *legally* responsible for the care and custody of a student.
- **student record** means the student's cumulative record, and where applicable, the student's confidential record and the youth criminal justice record. For the purposes of this policy, a student record may exist in paper or electronic format.
- **student records management** means the procedures related to the creation, collection, distribution and use (including access and transfer), updating, protection, organization, storage, maintenance and retention, and closure of the student record
- **youth criminal justice record** means all recorded information pertaining to the federal *Youth Criminal Justice Act* and services or programs from the criminal justice system in which a student is identified.

<p style="text-align: center;">STRAIT REGIONAL SCHOOL BOARD <i>Excellence in Lifelong Learning</i></p> <p style="text-align: center;"><i>POLICIES AND GUIDELINES</i></p>	STUDENTS IV-A-1					
	STUDENT RECORDS GENERAL					
	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Adopted:</td> <td style="text-align: right;">August 4, 1999</td> </tr> <tr> <td>Revised:</td> <td style="text-align: right;">September 1, 1999 January 9, 2008</td> </tr> <tr> <td>Page:</td> <td style="text-align: right;">3 of 3</td> </tr> </table>	Adopted:	August 4, 1999	Revised:	September 1, 1999 January 9, 2008	Page:
Adopted:	August 4, 1999					
Revised:	September 1, 1999 January 9, 2008					
Page:	3 of 3					

Records

The term 'student record' refers to information on students that is stored in any or all of the three following records:

- the Cumulative Record
- the Confidential Record
- the Youth Criminal Justice Record

A **cumulative record** must be opened, following registration, on a timely basis. It must contain the ongoing record of a student's progress related to educational programming. The cumulative record contains specific information for each year of the student's schooling that directly relates to educational programming, services, and progress that has not been designated by the principal as information required to be placed in the student confidential record.

A **confidential record** must be opened immediately when information that is judged to be highly sensitive, as determined by school principal or designate, is acquired. The confidential record must be kept in a separate student file. The existence of the confidential record must be noted on the cumulative record.

A **youth criminal justice record** must be opened immediately upon receiving or creating a record that identifies a student in any relation to the Youth Criminal Justice Act, programs, or services. This record must be kept in a secure location and separate from the cumulative record and the confidential record. No reference to this record may be made in the other student records. The principal or designate is responsible for maintaining security, informing appropriate staff of the existence of this record, and adhering to the principles of transfer in this Policy. The principal, or designate, is also responsible for destroying, in a secure manner, the youth criminal justice record at the time indicated on the youth criminal justice record.

This document was created with Win2PDF available at <http://www.daneprairie.com>.
The unregistered version of Win2PDF is for evaluation or non-commercial use only.