

EDUCATION: STUDENTS

Policy 505.1

Use of Student Records

The schools shall maintain such records as are required by the Ministry and by the Board (see 515.4 [previously 605.4]).

In terms of confidentiality and access, two types of records may be identified:

- (1) Records collected by or on behalf of the school, the Board of Education (Richmond), or the Ministry of Education. These are accessible to authorized professional staff, to parents, and to students provided that a professional staff member is present to ensure a proper interpretation of such records.
- (2) Notes and observations prepared by and for the exclusive use of the teacher and/or the principal. Such notes are considered to be the property of the author, and are not accessible to other parties except by court order.

The confidentiality of student records shall be protected. Staff members are expected to use their professional judgment in preventing the use of data out of context, and in preventing their disclosure to unauthorized persons. Working information or sensitive matters of a medical, counselling, or personal nature should not become part of the permanent records of students.

Although student records in category (1) above are the property of the Board and may be released at the Board's discretion to third parties such as potential employers, it is the practice of the Board to seek parents' or adult students' consent before records are released.

Access to, and use of, student records shall be governed by administrative procedures issued by the Superintendent of Schools. Records shall be kept and stored in such manner and for such length of time as the Superintendent of Schools shall determine.