

CALGARY SCIENCE SCHOOL SOCIETY

Policy Title: **Student Records**

Policy No. **6.01**

Legal Reference: School Act Section 23
Alberta Regulation 71/99
School Act
Student Record Regulation
Freedom of Information and Protection of Privacy Act
Personal Information Protection Act

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 for the exclusive purpose of providing for the needs of the student's educational welfare.

First Reading March 8, 2000

Adopted March 8, 2000

Amended Feb 12, 2004

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, 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.
- 3) Pursuant to Section 7 of the Student Record Regulations, the Secretary Treasurer shall be designated to ensure compliance with this policy, the regulations, and the Freedom of Information and Protection of Privacy Act.