

## **STUDENT RECORDS**

### **Background**

In order to provide appropriate instruction and educational services, the District maintains current and historical student information. A student record is defined as any documentation (written or electronic) pertaining to a student that is created and/or stored by an employee of the School District. Student records require sensitive treatment to maintain confidentiality and ensure their effective use. Student records will be safeguarded and maintained on behalf of the District, students, and parents.

### **Procedures**

The District recognizes its duty to ensure confidentiality of student records. In order to protect such confidentiality:

1. Personal information collected about students shall be secured and stored in a manner that ensures its privacy and any use of such personal information shall be for the purpose for which the information was collected;
2. When collecting personal information, school personnel must inform students and their parents/guardians of the authority by which the information is collected, the purpose of collecting the information, and the name of someone in the organization to whom they may speak about the collection;
3. Each student shall have a school file, which contains confidential information including current records used in the planning and administration of the student's education program;
4. Only educationally significant information is to be maintained;
5. Under British Columbia law, any communication between student, teacher, principals, counsellors or outside agencies must be produced, if required to do so, through a court order;
6. When records are requested in child custody proceedings, school authorities shall wait for a court order before revealing any information, regardless of whether or not either parent has requested information for use in court;
7. Information regarding a student may be disclosed to:
  - a. New Westminster School District employees as needed
  - b. A person who is providing health services, social services or other support services if the information is required to provide that service
  - c. The parent/guardian of the school age student

NOTE: Parents/guardians may examine the records while accompanied by the principal or a person designated by the principal to interpret the records, and may request copies on payment of a fee that does not exceed the school's cost of providing copies.

8. All requests for student records from lawyers or other third parties who are not the legal parents/guardians of the student, or are not providing health services or social services, should be forwarded to the Secretary-Treasurer. Clerical staff should immediately date stamp the request upon receipt and forward it to the Secretary-Treasurer.
9. All student records remain the property of the School District

*Reference: Sections 7, 17, 20, 22, 65, 85 School Act*

*SD No. 40 (New Westminster)*

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*Adopted: May 30, 2017*

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Modification to this document is not permitted without prior written consent from SD No. 40 (New Westminster)