

KIS Student Records Policy

Purpose

The purpose of Kimberley Independent School's Student Records Policy is to establish a secure and organized framework for managing student information. This policy ensures the confidentiality, accuracy, and integrity of student records, in compliance with laws. It outlines clear guidelines for collecting, storing, and retrieving data, safeguarding sensitive information. Access is restricted to authorized personnel only. The policy emphasizes maintaining organized and accessible records to support administrative processes and educational planning. Records are retained for a specified period, promoting responsible data stewardship while prioritizing student well-being and adhering to legal and ethical standards.

1. Only information that is in the legitimate interest of the student or the school system will be maintained in student records.
2. The required items for the student record, as defined in the Order:
 - a. The Permanent Student Record, as defined in the Order: a. Form 1704, PSB 048 (revised 1997) completed according to the current Permanent Student Record Instructions requirements
 - b. Copies of a minimum of the two most recent years of Student Progress Reports or an official transcript of grades 2.
 - c. Student Learning Plan (SLP) only as applicable to students in DL programs
 - d. Individual Education Plan (IEP) where applicable
 - e. Copies of documents listed as inclusions. Inclusions are documents (or copies of documents) used to plan or support a student's educational program. Not all students will have inclusions as part of their Permanent Student Record.

Required Inclusions

The following items must be filed with Form 1704, and dated and listed as an inclusion in the appropriate section on Form 1704, for any student to whom these may apply:

- a. health services information as indicated by the medical alert checkbox (see Form 1704) such as diabetes, epilepsy, anaphylaxis producing allergies, blood clotting disorders, and serious heart conditions; any other condition which may require emergency care (after consultation with health care professional); situations/conditions which may interfere with student performance, health, or behavior (hearing aids, prescribed medication, cerebral palsy, cystic fibrosis, etc.); and severe allergies in K-3 students to school-based allergens
- b. court orders as indicated by the legal alert checkbox (see Form 1704) or their rescinding date if applicable;

- c. other legal documents (e.g. name change or immigration document);
- d. support services information (e.g. psychometric testing, speech and hearing tests, adjudication requirements for completing assessment activities);
- e. Individual Education Plans (IEP's) or Case Management Plans (CMP's);
- f. Notification of student being homeschooled.

Optional Inclusions

The following optional inclusions may be listed on Form 1704 but the school is not required to do so:

- a) standardized test scores;
- b) records of information which an educator deems relevant and important to the educational program of the student;
- c) award information (Ministry awards information should include year, date and serial number of the award).

Note: If the school chooses to list an item as an inclusion, then it is required that the document(s) supporting the item listed be filed with Form 1704 as an inclusion and these items then become part of the Permanent Student Record.

- 3. Student record items which must be included in the student's records:

Required Items

The following items must be included in student records to establish student eligibility for funding and ensure that student health and safety information is complete:

- a) legal name of child - verify the original and file a photocopy or scanned copy of birth certificate or similar legitimate identification document;
- b) official name(s) of parent(s) or guardian(s) with home and work contact information
- c) document verifying the information about the student's parent or guardian in respect of students eligible for funding.

Required by Kimberley Independent School, but not by the ministry:

The following optional items are additional items according to school developed student records policy to address the educational and/or safety needs of students:

- a) care card number
- b) emergency contact numbers;
- c) doctor's name and contact information;
- d) allergies, medication and/or other health concerns (other than those required to be listed under the medical;
- e) previous student progress reports (other than the two most recent years required in the PSR;

- f) serious student discipline reports (e.g., copies of letters to parents/guardians regarding discipline matters and corrective actions taken);
- g) reports of important meetings/discussions relating to the student

4. Though the term is not defined in legislation, “sensitive information”, from the perspective of independent school authorities, may include information which by its nature requires that school staff observe a high level of confidentiality.

Examples information that could be seen as “sensitive”:

- a) psychiatric reports;
- b) family assessments;
- c) referrals to or reports from school arranged counseling services;
- d) record of a school-initiated report of alleged sexual or physical child abuse made to a child protection social worker under section 14 of the Child, Family and Community Service Act.

Handling Procedures

- a. obtain parental consent for collection, use, and disclosure of psychiatric reports and family assessments (written, dated and signed consent is best);
 - b. store where only the school principal or persons authorized by the principal can access such information;
 - c. disclose or transfer only according to law.
 - d. handle records of reports under section 14 of the Child, Family and Community Service Act, according to instructions in the previous NOTE, under "sensitive information".
5. Information should be updated as it changes and the student progresses through the British Columbia school system.
6. Data for Form 1704 may be stored in electronic and/or paper format. If Form 1704 data are stored in electronic format:
- a. the school must be capable of recreating the data in case of a system failure;
 - b. printouts must represent the same fields as on Form 1704.
7. Access to student records shall be restricted to:
- a. school and school system personnel.
 - b. parents as defined in the School Act.
 - c. the student whose record it is.
 - d. personnel authorized by the parent, or by the principal, under Section 79 of the School Act.
 - e. specialized services in areas of health, psychological or legal support, or as adjunct information in delivering educational services that are in the best interests of the student.

Access to a student record or student file will only be granted upon assurance of confidentiality (with consent), to professionals who are planning for or delivering education, health, social or other support services to that student. Consent will be obtained in writing, listing the name and date of birth of the student, the name and signature of the parent/guardian, and the date of the request.

8. Those who wish to examine records pertaining to a student shall contact the principal of the school the student if the student no longer attends school.
 - a) The school authority may use an individual student's personal information for the following purposes, assuming that the school has disclosed such purposes to the individual student verbally or in writing on or before collecting the personal information:
 - i) To communicate with the student and/or the student's parent or legal guardian, to process a student's application, and to provide a student with the educational services and co-curricular programs provided by the school authority.
 - ii) To enable the authority to operate its administrative function, including payment of fees and maintenance of ancillary school programs such as parent voluntary groups and fundraising activities.
 - iii) To provide specialized services in areas of health, psychological or legal support, or as adjunct information in delivering educational services that are in the best interests of the student.
9. In the case of any student under the age of 19 years, prior permission in writing must be obtained from the parent or guardian before access to records is permitted.
10. When such a request is made by a parent/guardian or student, that individual is entitled to examine all student records kept by a Board pertaining to the student while accompanied by the principal, or a person designated by the principal to interpret the records.
 - a. The individual has the right to make copies or extracts of the records.
 - b. Students or parents/guardians will not be permitted to change or remove all or any part of the accumulated file of records.
 - c. A student or parent/guardian may request that the principal or designate remove any data considered detrimental and not in the best interests of the student.
 - d. Should disagreement develop concerning the removal of data, the student, parent(s)/guardian(s) may appeal to the Board of Directors.
 - e) Persons who have "access" under a Divorce Act are entitled to receive information concerning the education of the children who are the subject of the order.

11. The PSR should be retained by schools until another school requests the PSR or for 55 years after a student has withdrawn and not enrolled in another K-12 school, or graduated from the school. Permanent Student Records should be stored securely and in a manner that ensures the record's preservation from calamity (fire, flood, etc.). Furthermore, the school is required (under Section 34 of PIPA) to protect personal information from unauthorized access, collection, use, disclosure, copying, modification, or disposal, or similar risks.
12. If a student withdraws from an authority's school and enrolls in another K-12 educational institution, the authority must, upon request from the enrolling K-12 educational institution, transfer the PSR. (See section 5 of the Order and section 10 of the Regulation). Additional student record items (see Part II below) are not part of the transferable Permanent Student Record and may be returned to students, disposed of, or retained according to school policy
13. In the case of a student transferring from one school to another within the province, records may also be transferred, **without** prior consent of the parent, guardian or student, upon request of the receiving principal.
14. In the case of a student transferring to a school outside British Columbia, copies of student records may be sent upon request of the receiving principal, but the original Permanent Record card must remain within the School District or province.
15. Staff will respect the confidentiality of all student records and, unless otherwise permitted by Law, will not release student information **without** the permission of the student or the parent.
16. Student records for delivery of Health Services, Social Services, or other Support Services may occur **without** parental consent, as per Ministry protocols.