



Chilliwack School District
"Partners In Learning"

POLICY 507

STUDENT RECORDS

A student record is defined as any piece of written, electronic, or photographic information about a student that is shared with another person.

Student record data are designed to promote the welfare of students. When parents and students provide information about themselves, they have a right to expect that such information will be used in a professional manner, and in the best interests of the students.

Student records remain the property of the school district.

Student records will be kept in accordance with the School Act and Regulations, the Freedom of Information & Protection of Privacy Act and Regulations, Ministerial Orders, Youth Justice Act, Family Act and this Board Policy and Regulation. It is the responsibility of school district personnel, who are authorized by the Board, to ensure that accurate records are kept and preserved in original form or on microfilm as prescribed in the accompanying regulation.

Personnel shall be guided by the philosophy to keep only that information that is necessary to assist adults who work with students in making appropriate decisions for the student's welfare or is otherwise necessary for operating authorized programs of the school district. School District personnel shall be guided by the need to maintain confidentiality of all student records. Access to student records shall be limited to:

- the student who is the subject of the student record
- parents or guardians of the student
- authorized school district personnel
- the adult student in accordance with the School Act
- others agencies involved with the School District
- that which FOIPOP regulations allows, provided such access is approved by the Superintendent or designate.

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The Superintendent of Schools shall be responsible for implementing appropriate procedures for the storage, retrieval and transfer of student records in the school district, consistent with this policy and regulation.

Cross Refs: School Act and Regulations Ministerial Orders M14/91, M190/91
 Sharing Information with Probation

Adopted: May 25, 1993

Reviewed:

Revised: April 26, 2005