

Kettle and Stony Point First Nation EDUCATION POLICIES	NO 200 - 03
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SUBJECT: Ontario School Records	EFFECTIVE DATE: 08/12/2010
	Motion: 19 Year/Month: 2010/08

POLICY

It is the policy of the Kettle and Stony Point First Nation Education Committee that Hillside School must establish and maintain accurate records conducive to the improvement of instruction for the individual students in its care according to the Guidelines of Ontario School Records (OSR) 1992 and the Municipal Freedom of Information and Protection of Personal Privacy Act.

Regulations:

1. The KSPFN Education Committee will set out criteria for OSR's considering the following:
 - a) the types of information beyond those specified in this guideline that could be considered to be conducive to the improvement of the instruction of the student,
 - b) the uses of the documentation file beyond those specified in this guideline;
 - c) the pertinence of the materials in the OSR and the regular review of the OSR's, with a view to removing those no longer considered to be conducive to the improvement of the instruction of the student;
 - d) the times other than those specified in this guideline at which it could be considered appropriate to issue report cards;
 - e) the types of information beyond those required by this guideline that could be added to the student data management system;
 - f) the clerical function with respect to the establishment and maintenance of the OSR and the procedures that ensure the security of the information contained in the OSR during both the period of use and the period of retention and storage;
 - g) the storage of OSR for the period specified in the retention schedule; and
 - h) the complete and confidential disposal of the OSR.

2. It is the duty of the Hillside School Principal to:
 - a) establish, maintain, retain, transfer and dispose of a record for each student enrolled at Hillside School in compliance with the criteria established.
 - b) ensure that the materials in the OSR comply with the guidelines and the criteria established.
 - c) ensure the security of the OSR;
 - d) ensure that all persons specified by the Education Committee to perform clerical functions with respect to the establishment and maintenance of the OSR are aware of the confidentiality provisions of the Education Act and the Freedom of Information and Protection of Privacy Act.