



Policies and Procedures

Section Four – Curriculum and Instruction

412 – STUDENT RECORDS

Policy 412

Kelowna Christian School will keep an official student file for each student enrolled.

PROCEDURES

What Will Be Included:

Files will be current and complete and will contain the official KCS Student Application form, medical and emergency information, report card copies, educational testing (Level B & C), and other assessments such as FSA. Legal documents outlining court orders for guardianship and access must be included.

If the student is not a Canadian citizen, a copy of the appropriate documents from Immigration Canada indicating the student has been legally admitted to Canada must be in the student's file. The files of foreign students must contain a copy of official documentation from Immigration Canada.

Permanent record cards will be kept for each student and filed in accordance with school procedures.

What Will Not Be Included:

Student records will not contain information of a sensitive nature, for example information relating to a report to the Ministry for Children and Families (i.e. reports on abuse or neglect of a student). Transfer of such information to other institutions will most likely not occur unless there is a demonstrated "need to know".

Student records will only contain information that cannot be used to the detriment of the student. Sensitive discipline reports and other types of similar confidential items should be kept in a confidential file in the appropriate principal or counselor's office.

Student records should not contain any information of which parents are not aware.

When Records Are Sent To Other Institutions

Before a student record is sent to another institution, the secretary in charge of student records will review the file, making certain that the above guidelines are followed. If there is a question, the appropriate principal will make a judgment call as to whether a specific document will be sent. If confidential tests, for example, psycho-educational assessments, are sent to another school, the parents or legal guardians should be contacted for their approval prior to sending them.

Transfer of any sensitive and/or confidential information will be done only if there is a demonstrated “need to know”.