Administrative Procedure 315

Students

STUDENT RECORDS

Background

Cumulative records shall be prepared and kept for every student enrolled in STEM Collegiate. These records are the sole property of STEM Collegiate.

Procedures

1. All student and school records shall be used to promote and assess the welfare of the student and shall not be made available to any outside person or agency unless it is reasonably clear that such person or agency will use the records to the advantage of the child or his/her family.

2. The principal is responsible for ensuring that the provisions of the Student Record Regulation are followed, that student records are complete, appropriate and that they are properly secured.

3. No teacher or school system employee shall give information from a child's record to anyone outside the school staff unless they have first obtained permission of the Principal or designate.

4. The Student Record Regulation specifies the following:
    - Information included in student record
    - Information not to be included in student record
    - Retention of student record
    - Disposal of student record
    - Access to student record
    - Disclosure of information
    - Student transfer
    - Closure

Approved: July 2023