

Kenjgewin Teg
POLICY & GUIDELINES: STUDENT RECORDS

A: POLICY

1.0 Kenjgewin Teg acknowledges the need to establish and maintain accurate records conducive to the improvement of instruction for students.

1.1 Compliance with and adherence to the relevant provincial legislation as well as the Kenjgewin Teg's own policies and procedures will promote an awareness of the expectations for record keeping and a greater sensitivity to the protection of confidentiality with respect to the personal information .

1.2 Therefore, it is the policy of Kenjgewin Teg to ensure that the requirements, as specified in the 2000 Guidelines for Ontario School Records (O.S.R.), the Municipal Freedom of Information and Protection of Personal Privacy Act.

B: GUIDELINES

2.0 Responsibility for the Establishment, Maintenance and Transfer of the Student Record.

2.1 The Registrar has primary responsibility for the establishment, maintenance and transfer of the Student Record Clerical functions may be delegated to the school secretary, Guidance secretary or appropriate teaching staff. This delegation is to be defined, documented, and put into place by the Principal of Academics.

2.2 The Registrar shall review the Student Record to determine that all parts of the Student Record are conducive to the improvement of the instruction of the student. Any parts deemed not to be conducive shall be removed from the Student Record and destroyed.

2.3 Personal information shall be retained for at least one year after use unless the principal of academics receives written consent to its earlier disposal from the adult student

3.0 Security, Storage and Destruction of Student Record Materials at Kenjgewin Teg

3.1 The Registrar is responsible for the storing of the Student Record in a locked cabinet in the file room.

3.2 These records must be kept in the designated storage area.

3.2.1 If the Student Record must be removed from the area, permission must be granted by the principal of Academics or designate. A sign out procedure must be used.

3.4 The Student Record shall be held for the seven years retention period.

3.5 The Registrar shall be responsible for the removal and destruction of those documents in the Student Record.

4.0 Storage of the Student Record

4.1 The complete Student Record shall be retained at Kenjgewin Teg.

4.2 Where a Student Record has been micro-recorded or stored on computer files in a manner that permits a clear and legible reproduction to be printed, the record folder may be destroyed after seven (7) years.

4.3 The Executive Director shall be responsible for designating those persons responsible for the clerical functions with respect to the retired Student Record's stored at Kenjgewin Teg.

5.0 Disposal of the Student Record

5.1 Upon the completion of seven years from the course, the Executive Director shall be responsible for the destruction of the Student Record.

5.2 Destruction of the Student Record and its components shall be done in such a manner that the material cannot be recreated (i.e. by shredding or incineration).