

POLICY: <u>ONTARIO STUDENT RECORD</u>	#	<u>716</u>
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APPROVAL/REVISION DATE: <u>December 2, 2021</u>	EFFECTIVE DATE: <u>December 3, 2021</u>	REVIEW DATE: <u>December 3, 2026</u>
CROSS REFERENCE: <u>The Ontario Student Record (OSR) Guideline, 2000</u>		

A: **POLICY**

1. 1.1 The Thunder Bay Catholic District School Board acknowledges the need to establish and maintain accurate records conducive to the improvement of instruction for the individual students in its care.
- 1.2 Compliance with and adherence to the relevant provincial legislation as well as the Board'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 in our custody.
- 1.3 Therefore, it is the policy of the Board 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, the Records Management Policy and the guidelines which follow are adhered to by all areas within the Board's jurisdiction.

B: **GUIDELINES**

2. Responsibility for the Establishment, Maintenance and Transfer of the O.S.R.
  - 2.1 The principal has primary responsibility for the establishment, maintenance and transfer of the O.S.R. 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. Refer to the *O.S.R. Maintenance Form* that will facilitate documentation of responsibilities.
3. Types of Information beyond those specified in the Ministry Guideline to be placed in the O.S.R.
  - 3.1 Photographs shall be entered in grades junior or senior kindergarten, three and six. In Grade 7 to 12 the student identification office photo will suffice.
4. Types of Information beyond those specified in the Guidelines that shall be placed in the Documentation File
  - 4.1 A *Documentation File Checklist* shall be attached to every documentation file that is established.
  - 4.2 A copy of Baptismal Record, Birth Certificate and/or Passport shall be retained from **J.K. to Grade 12.**
  - 4.3 Any report that states a **formal diagnosis** (such as a learning disability, developmental delay, significant health issues requiring SSP assistance) shall remain in the Documentation File of the OSR until the diagnosis is no longer relevant.
  - 4.4 The following shall be retained for **a minimum of four (4) years:**

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- an Individual Education Plan (I.E.P.).

4.5 The following shall be retained for a **maximum of four (4) years**; or removed earlier in accordance with Section 5.2:

- Student Conference Summaries
- Consultation Reports/Assessments from agencies/ individuals
- Psychological Reports
- Educational Assessments done by the Special Education Staff.

4.6 The information relating to serious violent incidents leading to suspension or expulsion must be maintained and recorded on the *Violent Incident Form* as well as a copy of the school board's letter to the student and/or parent(s) regarding the suspension or expulsion. The information relating to **violent incident suspensions** shall not be removed from the O.S.R. unless **three (3) consecutive years** have passed during which no further suspensions for serious violent incidents have taken place. The information relating to **expulsions** shall be removed **five (5) years** after the date on which the school board expelled the student.

4.7 Approved letters of exemption from compulsory courses of study shall be retained **until retirement**.

4.8 The following information forms shall be reviewed, removed or updated annually: Request and Authorization for Administration of Oral Prescription Medication; the Individual Student Emergency Procedure Sheet; the Anaphylactic Management and Emergency Action Plan; the Statement of Intent to Provide Home Schooling; and the Student Information Form.

4.9 Admission forms for non-supporters (Policy 701) shall be kept from J.K. to Grade 12 or completion of Grade 8 if transferring out of the system.

## 5. Pertinence of Materials in the O.S.R.

5.1 The content of the O.S.R. shall be retained in accordance with Section 8 of the Ministry O.S.R. *Guidelines* and Section 4 of this policy. In addition, information in the student's documentation file shall be reviewed:

- 5.1.1 upon referral to an I.P.R.C.;
- 5.1.2 at the time of the annual I.P.R.C., with special attention given to the pertinence of behavioral and psychological reports at this time;
- 5.1.3 at the completion of the junior division (Grade 6);
- 5.1.4 at the completion of the elementary school (Grade 8);
- 5.1.5 when a student transfers to another school or school board;
- 5.1.6 upon leaving secondary school; or

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5.1.7 when the record is to be transferred to the Central Storage Records Centre.

- 5.2 The principal or other person designated by the principal shall review the O.S.R. to determine that all parts of the O.S.R. are conducive to the improvement of the instruction of the student. Any parts deemed not to be conducive shall be removed from the O.S.R. and destroyed.
- 5.3 **Personal information** that has been collected by the school shall be retained for at least one year after use unless the principal receives written consent to its earlier disposal from the adult student or the parents, or guardians of a student who is not an adult.

#### 6. Security, Storage and Destruction of O.S.R. Materials at the School Level

- 6.1 The principal is responsible for the storing of the O.S.R. in a locked cabinet in the school office or, where applicable, in the guidance office.
- 6.2 The Office Index Card shall be stored in the school in a secure manner, in a different location (i.e. cabinet) from the O.S.R.
- 6.3 These records must be kept in the designated storage area.
- 6.3.1 If the O.S.R. must be removed from the area, permission must be granted by the principal or designate. A sign out procedure must be used.
- 6.4 Following five (5) years after a student retires from school, the O.S.R. shall be reviewed in accordance with Section 5 of this policy and forwarded to the Central Storage Records Centre where it shall be held for the remainder of its fifty-five (55) years retention period as per Section 8.
- 6.5 In accordance with Sections 4 and 5, the principal shall be responsible for the removal and destruction of those documents in the O.S.R. which are no longer required. Only the remaining components shall be transferred to the Central Storage Records Centre.

#### 7. Storage of the O.S.R. at the Central Storage Records Centre

- 7.1 The complete O.S.R. and its components as stated in Section 8 of the O.S.R. Guideline shall be retained at the school until the fifth year following the year in which the student retired from the school.
- 7.2 After the five (5) year period, the O.S.R. shall be reviewed in accordance with Sections 4 and 5 and the remaining components of the O.S.R. (O.S.R. Folder, O.S.T.) shall be transferred to

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storage at the Central Storage Records Centre. The Office Index Card shall remain at the school for the fifty-five (55) year period.

7.3 Where an O.S.R. 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 five (5) years following the year in which the student retires from the school and the microrecording shall be retained for a period of fifty-five (55) years after the retirement. The microrecording or computer files should be done in duplicate, one to be retained by the school, the other in the Central Storage Records Centre.

7.4 The Director of Education shall be responsible for designating those persons responsible for the clerical functions with respect to the retired O.S.R.'s stored at the Central Storage Records Centre.

8. Disposal of the O.S.R.

8.1 Upon the completion of fifty-five (55) years from the retirement of the student, the Director of Education shall be responsible for the destruction of the O.S.R.

8.2 Destruction of the O.S.R. and its components shall be done in such a manner that the material cannot be recreated (i.e. by shredding or incineration).