

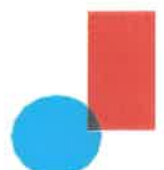
AGENDA

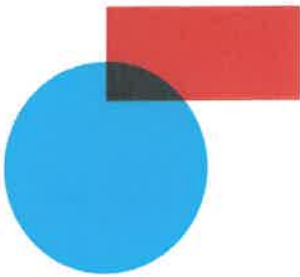
COMMITTEE
OF THE WHOLE

Wed. Sep. 8, 2021



1. CALL TO ORDER
2. CONSIDERATION OF AGENDA
 - 2.1 Additions/Deletions to Agenda
 - 2.2 Approval of Agenda
3. APPOINTMENTS
4. APPROVAL OF COMMITTEE NOTES
 - 4.1 Amendment/Correction of Notes
 - 4.2 Approval of Committee Notes – June 9, 2021
5. PRESENTATIONS
6. REPORTS FROM SENIOR EXECUTIVE
 - 6.1 First Nations, Métis, and Inuit Programming Update
 - 6.2 Targeted Funding
 - 6.3 September 30 Federal Holiday
7. REPORTS FROM TRUSTEES AND STANDING COMMITTEES
 - 7.1 Chair's Report
 - 7.2 Trustees Report
 - 7.3 Advocacy Committee
 - 7.4 Building and Maintenance Committee
 - 7.5 Education Committee
 - 7.6 Finance and People Services Committee
 - 7.7 Transportation Committee
8. REPORTS FROM SPECIAL COMMITTEES/TASK GROUPS
 - 8.1 Alberta School Boards' Association Zone 2/3
 - 8.2 Public School Boards' Association of Alberta
 - 8.3 Teacher Board Advisory Committee (Policy Advisory – ATA)
 - 8.4 Labour Management Committee (Policy Review – CUPE)
 - 8.5 Community Services Advisory Board





AGENDA

COMMITTEE
OF THE WHOLE

Wed. Sep. 8, 2021

9. NEW BUSINESS

- 9.1 Curricular and Extra-Curricular Field Trips in 2021/2022
- 9.2 Preliminary Enrolments
- 9.3 Development Permit – Namao
- 9.4 AP520 – Student Records Management
- 9.5 Monthly IT Report

10. QUESTION PERIOD

11. UNFINISHED BUSINESS

12. INFORMATION ITEMS

13. PENDING LIST

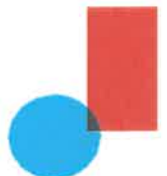
14. IN CAMERA

15. ADJOURNMENT



**Sturgeon
Public Schools**

Dare to reimagine learning





**Notes of the Meeting of
The Committee of the Whole
Held at Morinville on June 9, 2021**

PRESENT

Mr. Terry Jewell, Chair
Mrs. Janine Pequin, Vice Chair *
Mr. Joe Dwyer, Trustee
Mrs. Liz Kohle, Trustee
Mrs. Misty Featherley, Trustee *
Mrs. Tasha Oatway-McLay, Trustee *
Mrs. Trish Murray-Elliott, Trustee *
Ms. Mary Lynne R. Campbell, Superintendent/CEO
Mrs. Lisa Lacroix, Associate Superintendent, People Services*
Ms. Shawna Walter, Associate Superintendent, Education Services
Ms. Liliana LeVesconte, Secretary Treasurer*
Mr. Jonathan Konrad, Director, Curriculum & Instruction*
(* *electronic attendance*)

CALL TO ORDER

The Chair called the meeting to order at 4:00PM.

CONSIDERATION OF AGENDA

2.1 Additions/Deletions to Agenda

2.2 Approval of Agenda

Moved by Mr. Dwyer that the agenda be approved as presented.

CARRIED UNANIMOUSLY

APPOINTMENTS

APPROVAL OF COMMITTEE NOTES

4.1 Amendment/Correction of Notes

4.2 Approval of Committee Notes

Moved by Mrs. Oatway-McLay that the notes of May 12, 2021, be approved, as presented.

CARRIED UNANIMOUSLY

PRESENTATIONS

5.1 Transportation Services Update

Transportation Services Update was presented by Amy Hebert, Transportation Coordinator.

REPORTS FROM SENIOR EXECUTIVE

6.1 Curriculum Review Committees

The Superintendent/CEO presented a verbal and written report on behalf of the Senior Executive Team.

6.2 Targeted Intervention Funding

The Director, Curriculum & Instruction, presented a verbal and written report on behalf of the Senior Executive Team.

REPORTS FROM TRUSTEES AND STANDING COMMITTEES

7.1 Chair's Report

Trustee Jewell presented a verbal and written report.

Chair Jewell (Gibbons/Lamoureux)

Chair Jewell reported that he attended:

- ASBA Spring General Meeting
- ASBA Spring General Meeting Training
- PSBAA PD Day
- PSBAA Spring General Meeting and Awards
- TEBA Negotiations Review

7.2 Trustees' Reports

Trustee Featherley (Morinville Area)

Trustee Featherley reported that she attended:

- École Morinville Public School Parent Council Meeting

Trustee Kohle (Bon Accord/Legal)

Trustee Kohle reported that she attended:

- Bon Accord Community School Meetings
- Lilian Schick School Meetings
- Lilian Schick School Parent Council Meeting
- PSBAA Spring General Meeting
- Town of Bon Accord Joint Use Agreement Meeting

Trustee Murray-Elliott (Sturgeon Valley/West St. Albert)

Trustee Murray-Elliott reported that she attended:

- PSBAA PD Day
- PSBAA Spring General Meeting
- Recorded Video Message for Sturgeon Heights School Grade 9 Grad

Trustee Oatway-McLay (Cardiff/Garrison)

Trustee Oatway-McLay reported that she attended:

- PSBAA Spring General Meeting

Trustee Pequin (Redwater/Coronado Area)

Trustee Pequin reported that she attended:

- ASBA Spring General Meeting
- ASBA Spring General Meeting Training
- PSBAA PD Day
- PSBAA Spring General Meeting

7.3 Advocacy Committee**7.3.1 Work Plan Year End Report**

The Committee Chair presented a verbal and written report on behalf of the Advocacy Committee.

7.4 Building and Maintenance Committee**7.4.1 Work Plan Year End Report**

The Committee Chair presented a verbal and written report on behalf of the Building and Maintenance Committee.

7.5 Education Committee**7.5.1 Work Plan Year End Report**

The Committee Chair presented a verbal and written report on behalf of the Education Committee.

7.6 Finance and People Services Committee**7.6.1 Work Plan Year End Report**

The Committee Chair presented a verbal and written report on behalf of the Finance and People Services Committee.

7.7 Transportation Committee

7.7.1 Work Plan Year End Report

The Committee Chair presented a verbal and written report on behalf of the Transportation Committee.

REPORTS FROM SPECIAL COMMITTEES/TASK GROUPS

8.1 Alberta School Boards' Association Zone 2/3

A verbal report was provided.

8.2 Public School Boards' Association of Alberta

A verbal report was provided.

8.3 Teacher Board Advisory Committee (ATA)

No report was provided.

8.4 Labour Management Committee (CUPE)

No report was provided.

8.5 Community Services Advisory Board

No report was provided.

NEW BUSINESS

9.1 2021/2022 Educational Services Agreements – Language Immersion – Transported Students

Moved by Mrs. Featherley that the Board of Trustees forward the Educational Services Agreements - Language Immersion - Transported Students for Elk Island Public School and St. Albert Public School to the June 23, 2021, Public Board Meeting for approval.

CARRIED UNANIMOUSLY

9.2 Camilla Routes Retro Payment

Moved by Mr. Dwyer that the Board of Trustees approve in principle Camilla Routes Retro Payment, and forward to the June 23, 2021, Public Board Meeting for final approval.

CARRIED UNANIMOUSLY

9.3 Distance Rate Projections for 2021-2022

Moved by Mrs. Kohle that the Board of Trustees approve in principle the 2021-2022 Distance Rate at \$0.98 per km for Bus Contractors, and forward to the June 23, 2021, Public Board Meeting for final approval.

CARRIED UNANIMOUSLY

9.4 Reserve Transfers for 2020-2021

Moved by Mrs. Featherley that the Board of Trustees approve in principle, transfers to the following Reserves:

- System Administration Operating Reserve;
- Operations and Maintenance Capital Reserve;
- Board Capital Reserve; and
- Instructional Operating Reserve (Bridge Funding).

Futher, that this recommendation be forwarded to the June 23, 2021, Public Board Meeting for final approval.

CARRIED UNANIMOUSLY

9.5 Town of Bon Accord – Joint Use Agreement

Moved by Mrs. Kohle that the Board of Trustees approve in principle the Town of Bon Accord - Joint Use Agreement and forward to the June 23, 2021, Public Board Meeting for approval.

CARRIED UNANIMOUSLY

9.6 Summer Board Meetings

Moved by Mr. Jewell that the Board of Trustees forward the recommendation that the July and August Committee of the Whole meetings be cancelled, the July Public Board meeting be cancelled, and that the August 2021 Public Board Meeting be at the call of the Chair, to the June 23, 2021, Public Board Meeting for approval.

CARRIED UNANIMOUSLY

9.7 Policy 900 – Student Conduct and Discipline

Moved by Mrs. Featherley that the Board of Trustees review Policy 900 - Student Conduct and Discipline and refer the Policy to the June 23, 2021, Public Board Meeting for approval.

CARRIED UNANIMOUSLY

9.8 Administrative Procedures

Administrative Procedures was received as information.

9.9 Monthly IT Report

Monthly IT Report was received as information.

QUESTION PERIOD

10.1

UNFINISHED BUSINESS

11.1

INFORMATION ITEMS

12.1

PENDING LIST

13.1 No pending list

IN CAMERA

5:24PM – Moved by Mrs. Oatway-McLay that the Board go in camera.

CARRIED UNANIMOUSLY

The meeting recessed for a break at 5:24PM.

The meeting resumed at 5:30PM.

6:02PM – Moved by Mrs. Oatway-McLay that the Board revert to public.

CARRIED UNANIMOUSLY

Moved by Mr. Jewell that the Board of Trustees approve in principle an amendment to the Superintendent’s contract and forward to the June 23, 2021, Public Board Meeting.

CARRIED UNANIMOUSLY

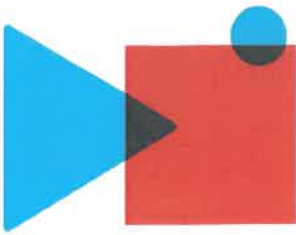
Moved by Mr. Jewell that the Board of Trustees forward the Education Services Agreement – Alexander First Nation to the June 23, 2021, Public Board Meeting.

CARRIED UNANIMOUSLY

ADJOURNMENT

The meeting adjourned 6:06PM.

**Discussions on items are held at Committee of the Whole Meetings.
Decisions on items are made at Public Board Meetings.**



BOARD MEMORANDUM

Date: September 8, 2021
To: Board of Trustees
From: Jonathan Konrad, Director, Curriculum and Instruction
Originator(s): Jonathan Konrad, Director, Curriculum and Instruction
Subject: First Nations, Métis, and Inuit Programming Update

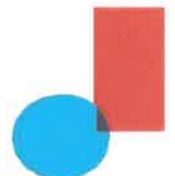
Background:

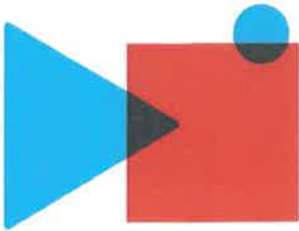
Our First Nations, Métis, and Inuit students achieve and succeed as part of a community committed to understanding foundational Indigenous perspectives and knowledge. In 2021-2022, Sturgeon Public Schools will continue to grow school communities in this commitment through targeted Indigenous support staffing and broad cultural programming for all students.

Sturgeon Public Indigenous students are directly supported by the Indigenous Student Success Coach working in each high school, by the Indigenous Student Counselor working at Camilla, École Morinville Public, and Four Winds Public schools, and by six Indigenous Success Educational Assistants working in schools with larger Indigenous populations. Teachers are supported by the Métis and First Nations learning coaches and Indigenous lead teachers in each school. All staff work together to improve Indigenous foundational knowledge and grow relationships and connections with Indigenous communities.

With COVID-19 restrictions lifted, schools will host blanket exercises and Indigenous elders in every grade 4, 7, and 10 classrooms. Field trips will resume to bring students to the Teepee at Central Office and the Teepee at the outdoor classroom at Pioneer Trail North. River walks will begin this year for students to connect with local Indigenous history. All schools provide teaching about Residential Schools, honour Orange Shirt Day and now Truth and Reconciliation Day on September 30th. Métis Heritage Week brings lessons and experiences to schools in November, and Junior High schools will attend Métis Discovery Day in person for the first time since 2019. At the end of the academic year, Sturgeon Public Schools will support in-person drumming, dancing, storytelling, and other Indigenous cultural activities on National Indigenous People's day in June.

In addition to events and experiences, teachers in Sturgeon Public Schools continue to bring Indigenous perspectives and knowledge into classrooms. *Under One Sun* literacy resources will be provided for grades 2 and 4, and *Indigenous Mathology* teaching resources for grades 1 and 2 in all Sturgeon Public Schools. At the Division Welcome back on August 30th, Dr. Dwayne Donald challenged staff to connect with the sacred ecology that sustains life and the Indigenous people who live here. Sturgeon Public Schools continues to support conditions that enable all staff and students to build this connection.





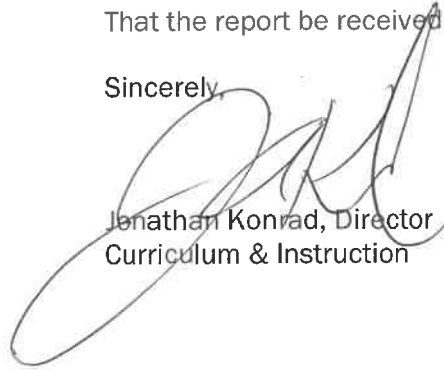
B O A R D
MEMORANDUM

Administration is prepared to respond to questions at the September 8, 2021, Committee of the Whole Meeting.

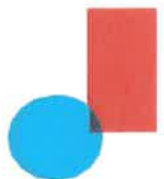
Recommendation:

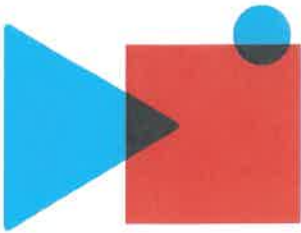
That the report be received as information.

Sincerely,



Jonathan Konrad, Director
Curriculum & Instruction





BOARD
MEMORANDUM

Date: September 8, 2021
To: Board of Trustees
From: Jonathan Konrad, Director, Curriculum and Instruction
Originator(s): Jonathan Konrad, Director, Curriculum and Instruction
Subject: Targeted Funding

Background:

Alberta Education has committed additional funding to support school authorities looking to implement targeted interventions to support students in Grades 1 to 3 who are experiencing difficulties as a result of COVID-19-related learning disruptions. This new funding is intended to provide short-term, targeted interventions for between 12 to 16 weeks. The funding will be granted to school authorities who apply to the ministry and outline the screening assessment and targeted intervention plan.

Understanding where students are experiencing difficulties is critical for teachers to provide proper programming and support. Each year, Sturgeon Public teachers use the Fountas and Pinnell Reading Comprehension Assessment and the MIPI in mathematics to inform their practice and ensure all students receive appropriate programming and instruction. This year, Sturgeon Public Schools will be applying to the ministry for the additional funding to implement new screening assessments and targeted interventions to support struggling students. The additional screening assessments and interventions are time-intensive, however, the Board's support of Learning Coaches for Kindergarten to Grade 4 has positioned our schools to meet these requirements this fall.

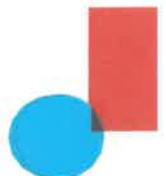
Administration is prepared to respond to questions at the September 8, 2021, Committee of the Whole Meeting.

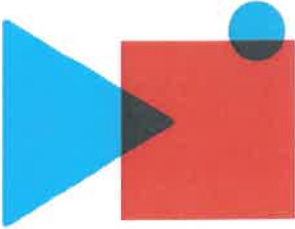
Recommendation:

That the report be received as information.

Sincerely,


Jonathan Konrad, Director
Curriculum & Instruction





B O A R D
MEMORANDUM

Date: September 8, 2021
To: Board of Trustees
From: Shawna Walter, Associate Superintendent, Education Services
Originator(s): Shawna Walter, Associate Superintendent, Education Services
Subject: Curricular and Extra-Curricular Field Trips – 2021/2022



Background:

In response to the COVID-19 pandemic, all curricular and extra-curricular field trips were cancelled for the spring of 2020 and for the entire 2020/2021 school year.

In 2021/2022, Sturgeon Public curricular and extra-curricular field trips, athletics and fine arts performances will resume as per Division Policy. The Division is working with Alberta Education, Alberta Health and education partners, including the Alberta School Athletics Association, to support athletic activities and events within the context of health measures that may be in place.

Sturgeon Composite High School is a member of the Metro Edmonton High School Athletic Association. Metro has decided that there will be no spectators for indoor league events for the month of September. This will impact league games for the SCHS volleyball teams, both home and away games, that are scheduled for September. This decision does not impact Redwater High School.

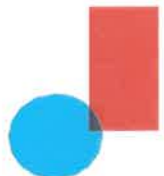
Administration is pleased to respond to questions at the September 8, 2021, Committee of the Whole Meeting.

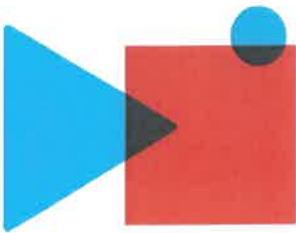
Recommendation:

That the report be received as information.

Sincerely,

Shawna Walter, M.Ed
Associate Superintendent, Education Services





B O A R D
MEMORANDUM

Date: September 8, 2021
To: Board of Trustees
From: Liliana LeVesconte, Secretary Treasurer
Originator(s): Administrative Assistants, Sturgeon Public Schools
Subject: Preliminary Enrolments

Background:

Preliminary enrolments, as of September 3, 2021, will be provided at the September 8, 2021, Committee of the Whole Meeting.

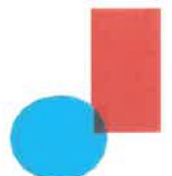
Administration is prepared to respond to questions at the September 8, 2021, Committee of the Whole Meeting.

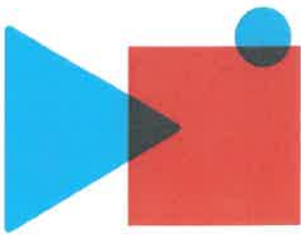
Recommendation:

That the report be received as information.

Sincerely,

Liliana LeVesconte, CPA, CMA, MBA Candidate
Secretary Treasurer





B O A R D
MEMORANDUM

Date: September 8, 2021
To: Board of Trustees
From: Terry Jewell, Board Chair
Originator(s): Facilities, Sturgeon Public Schools
Subject: Development Permit - Namao

Background:

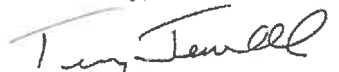
Find attached a Development Permit for Namao from Sturgeon County Planning and Development Department.

Administration is prepared to respond to questions at the September 8, 2021, Committee of the Whole Meeting.

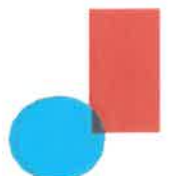
Recommendation:

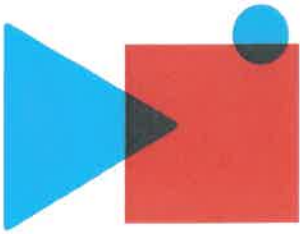
That the report be received as information.

Sincerely,


Terry Jewell, Board Chair
Sturgeon Public Schools

Attachment





B O A R D
MEMORANDUM

Date: September 8, 2021
To: Board of Trustees
From: Shawna Walter, Associate Superintendent, Education Services
Originator(s): Shawna Walter, Associate Superintendent, Education Services
Subject: AP520 – Student Records Management



Background:

Attached for Trustee information is the following Administrative Procedure with amendments.

- o AP520 – Student Records Management

Administration is prepared to respond to questions at the September 8, 2021, Committee of the Whole meeting.

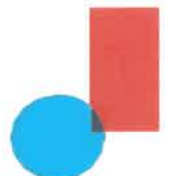
Recommendation:

That the report be received as information.

Sincerely,

Shawna Walter, M.Ed
Associate Superintendent, Education Services

Attachment





PURPOSE

The Education Act directs that the Board ensure that a system of recording information is in place for each student enrolled in its schools.

An ~~Official~~ Student Record shall be established and maintained at the highest standard of integrity. It must be treated as confidential to the student, the parent/legal guardian, and to ~~the~~ The Sturgeon Public School ~~Division~~ s staff, and shall be used to promote the educational welfare of students.

PROCESS

The Associate Superintendent, Corporate Services and the Associate Superintendent, Education Services are responsible for maintaining this Administrative Procedure and ensuring that the policies and procedures established by the Board relating to ~~Official~~ Student Records comply with the Student Record Regulation and the Freedom of Information and Protection of Privacy Act (FOIP).

PROCEDURE

- 1. For the purpose of this Administrative Procedure:
 - 1.1 An independent student means a student who is:
 - 1.1.1 18 years of age or older; or
 - 1.1.2 16 years of age or older; and
 - 1.1.2.1 who is living independently as determined by the Board in accordance with section 6 of the Education Act; ~~or~~
 - 1.1.2.2 party to an agreement under the Child, Youth and

References: Administrative Procedure: 300 Security of Personal and Division Information
 Education Act Sections: 1(1), (2), (3), 6, 42, 43, 56, 65, 70, 201
 Education Act Student Record Regulation
 Provincial Assessment Directive Canadian Charter of Rights and Freedoms Section 23
 Child, Youth and Family Enhancement Act
 Corrections Act
 Corrections and Conditional Release Act
 Family Law Act
 Freedom of Information and Protection of Privacy Act
 Freedom of Information and Protection of Privacy Regulation
 Public Health Act
 Vital Statistics Act
 Youth Justice Act
 Youth Criminal Justice Act





Responsible Administrators: Associate Superintendent, Corporate Services
Associate Superintendent, Education Services
Family Enhancement Act, (S)section 57.2).

1.2 Parent, unless otherwise specified, means in respect of a student or a child enrolled in an early childhood services program.

Subject to subsection 1.2.6,

- 1.2.1 the guardian as set out in section 20 of the *Family Law Act*,
- 1.2.2 the guardian appointed under Part 1, Division 5 of the *Child, Youth and Family Enhancement Act*, if the guardian notifies the Board in writing of the guardian’s appointment~~;~~ or
- 1.2.3 the guardian appointed under section 22 or 23 of the *Family Law Act*, if the guardian notifies the ~~B~~board in writing of the guardian’s appointment~~;~~
- 1.2.4 notwithstanding subsection 1.2.1 ,1.2.2 and 1.2.3, the guardian of a student appointed under:
 - 1.2.4.1 a temporary or permanent guardianship order under section 31 or 34 of the *Child, Youth and Family Enhancement Act*~~;~~
 - 1.2.4.2 a permanent guardianship agreement under section 11 of the *Child, Youth and Family Enhancement Act*~~;~~ or
 - 1.2.4.3 a private guardianship order under section 56 of the *Child, Youth and Family Enhancement Act*, if the

References: *Administrative Procedure: 300 Security of Personal and Division Information*
Education Act Sections: 1(1), (2), (3), 6, 42, 43, 56, 65, 70, 201
Education Act Student Record Regulation
Provincial Assessment Directive Canadian Charter of Rights and Freedoms Section 23
Child, Youth and Family Enhancement Act
Corrections Act
Corrections and Conditional Release Act
Family Law Act
Freedom of Information and Protection of Privacy Act
Freedom of Information and Protection of Privacy Regulation
Public Health Act
Vital Statistics Act
Youth Justice Act
Youth Criminal Justice Act





Responsible Administrators: Associate Superintendent, Corporate Services
Associate Superintendent, Education Services

guardian notifies the ~~B~~board in writing of the guardian’s appointment; or

1.2.5 notwithstanding ~~Subsection-subsection~~ 1.2.1, 1.2.2, 1.2.3 and 1.2.4, the Minister of Justice and Solicitor General, if the student is in custody under the *Corrections Act*, the *Corrections and Conditional Release Act (Canada)*, or the *Youth Criminal Justice Act (Canada)*,

1.2.6 the authority of a guardian to act under the *Education Act* is subject to any limitation imposed by law on the authority of the guardian, and where a person claims to be a parent or guardian or claims the existence of any limitation on the authority of a parent or guardian, the onus is on that person to provide proof of the claim.

2. Student means a person who is:

2.1 enrolled in a school; or

2.2 required by the *Education Act* to attend school, but does not include a child younger than ~~six~~ (6) years of age who is enrolled in an early childhood services program.

~~3. Official Student Record refers to the Student Record.~~

~~4.3.~~ Administration of Security

~~4.3.1~~ The Associate Superintendent, Education Services is responsible for record maintenance, security, and access to ~~Official~~ Student Records at the system level;

~~2.3.2~~ The school ~~p~~Principal is responsible for record maintenance,

References: *Administrative Procedure: 300 Security of Personal and Division Information*
Education Act Sections: 1(1), (2), (3), 6, 42, 43, 56, 65, 70, 201
Education Act Student Record Regulation
Provincial Assessment Directive Canadian Charter of Rights and Freedoms Section 23
Child, Youth and Family Enhancement Act
Corrections Act
Corrections and Conditional Release Act
Family Law Act
Freedom of Information and Protection of Privacy Act
Freedom of Information and Protection of Privacy Regulation
Public Health Act
Vital Statistics Act
Youth Justice Act
Youth Criminal Justice Act



Responsible Administrators: Associate Superintendent, Corporate Services
Associate Superintendent, Education Services

security, and access to ~~Official~~ Student Records at the school level;

~~3-3.3~~ All reasonable efforts must be taken to ensure that ~~Official~~ Student Records and confidential records are kept secure and confidential;

~~4-3.4~~ Files and other paper records must be kept in locked containers or in rooms that are not freely accessible to those who have neither a custodial responsibility nor a requirement for the performance of their duties;

~~5-3.5~~ Electronic ~~Official~~ Student Records must be protected ~~through the use of using~~ access controls, including security levels, passwords, and other controls and procedures established by the Associate Superintendent, Education Services and school ~~p~~Principals or their designate.

5-4. Types of Records

~~1-4.1~~ ~~Official~~ Student Record

~~1-4.1.1~~ A record is maintained for each student or child in the school in which that student is enrolled. It shall contain all information that is directly useful in facilitating the student or child’s education and shall contain all information required in *Education Act, Student Record Regulation*;

~~2-4.1.2~~ The school ~~p~~Principal or designate is responsible for establishing an ~~Official~~ Student Record for each student upon the student’s initial registration at Sturgeon Public Schools; ~~and-~~

~~3-4.1.3~~ The school ~~P~~principal or designate is responsible for updating ~~Official~~ Student Records annually.

References: *Administrative Procedure: 300 Security of Personal and Division Information*
Education Act Sections: 1(1), (2), (3), 6, 42, 43, 56, 65, 70, 201
Education Act Student Record Regulation
Provincial Assessment Directive Canadian Charter of Rights and Freedoms Section 23
Child, Youth and Family Enhancement Act
Corrections Act
Corrections and Conditional Release Act
Family Law Act
Freedom of Information and Protection of Privacy Act
Freedom of Information and Protection of Privacy Regulation
Public Health Act
Vital Statistics Act
Youth Justice Act
Youth Criminal Justice Act



2-4.2 Confidential Record

1-4.2.1 A Confidential Record is a record kept separate from the ~~Official~~ Student Record and it contains information of a sensitive nature, the disclosure of which, in the opinion of the Superintendent/~~CEO~~, would clearly be injurious to the student or child; ~~and~~.

2-4.2.2 Professional staff may keep confidential records as required. The ~~Official~~ Student Record will indicate the existence of a Confidential Record. Reports or materials placed in confidential files shall be stamped as “Confidential”.

5. Information included in ~~Official~~ Student Record

1-5.1 The ~~Official~~ Student Record for a student or child must contain all information affecting the decisions made about the education of the student or child that is collected and maintained by a Board, regardless of the manner in which the ~~Official~~ Student Record is maintained or stored, including:

1-5.1.1 the student’s or child’s name;

5.1.1.1 as registered under the *Vital Statistics Act* if the student or child was born in Alberta;

1-5.1.1.2 as registered under the applicable legislation of the province or territory in which the student or child was born, if the student or child was born in a province or territory of Canada other than Alberta; or

- References:
- Administrative Procedure: 300 Security of Personal and Division Information*
 - Education Act Sections: 1(1), (2), (3), 6, 42, 43, 56, 65, 70, 201*
 - Education Act Student Record Regulation*
 - Provincial Assessment Directive Canadian Charter of Rights and Freedoms Section 23*
 - Child, Youth and Family Enhancement Act*
 - Corrections Act*
 - Corrections and Conditional Release Act*
 - Family Law Act*
 - Freedom of Information and Protection of Privacy Act*
 - Freedom of Information and Protection of Privacy Regulation*
 - Public Health Act*
 - Vital Statistics Act*
 - Youth Justice Act*
 - Youth Criminal Justice Act*



Responsible Administrators: Associate Superintendent, Corporate Services
Associate Superintendent, Education Services

5.1.1.3 as shown on the documents under which the student or child was lawfully admitted to Canada, if the student or child was born outside of Canada and any other surnames by which the student or child is known.

~~2.5.1.2~~ the student identification number assigned to the student by the Minister and any student identification number assigned to the student or child by The Sturgeon Public School Divisions;

~~3.5.1.3~~ the name of the student’s or child’s parent or guardian;

~~4.5.1.4~~ proof of guardianship of the student or child and any documents evidencing limits on the guardianship of the student or child;

~~5.5.1.5~~ the birth date of the student or child;

~~6.5.1.6~~ the gender of the student or child;

~~7.5.1.7~~ the addresses, email addresses and telephone numbers of the student or child and of the student’s or child’s parent or guardian;

~~8.5.1.8~~ the name of the resident Board of the student;

~~9.5.1.9~~ the citizenship of the student or child and, if the student or child is not a Canadian citizen, the type of document pursuant to which the student or child is lawfully entitled to remain in Canada, and the expiry date of that document;

~~10.5.1.10~~ the names of all schools attended by the student or child in Alberta and the dates of enrolment, if known except for

References: *Administrative Procedure: 300 Security of Personal and Division Information*
Education Act Sections: 1(1), (2), (3), 6, 42, 43, 56, 65, 70, 201
Education Act Student Record Regulation
Provincial Assessment Directive Canadian Charter of Rights and Freedoms Section 23
Child, Youth and Family Enhancement Act
Corrections Act
Corrections and Conditional Release Act
Family Law Act
Freedom of Information and Protection of Privacy Act
Freedom of Information and Protection of Privacy Regulation
Public Health Act
Vital Statistics Act
Youth Justice Act
Youth Criminal Justice Act



Responsible Administrators: Associate Superintendent, Corporate Services
Associate Superintendent, Education Services

the names of any schools in respect of which including the name of the school would be contrary to subsection 7.1.4;

~~44-5.1.11~~ an annual summary, or a summary at the end of each semester, of the student’s or child’s achievement or progress in the courses and programs in which the student is enrolled;

~~42-5.1.12~~ the results obtained by the student or child on any:

5.1.12.1 provincial assessment under a program established by the Minister;

5.1.12.2 diagnostic test; and

5.1.12.3 standardized tests, under any testing program to all or a large portion of the students or children or to a specific grade level of students.

5.1.13 any accommodation or exemption in respect of a provincial assessment under a program established by the Minister;

5.1.14 in relation to any formal intellectual, behavioural or emotional assessment or evaluation administered individually to the student or child;

5.1.14.1 the name of the assessment or evaluation, a summary of the results of the assessment or evaluation, the date of the assessment or evaluation, the name of the individual who administered the assessment or evaluation; any interpretive report relating to the assessment or evaluation, and any action taken

References: *Administrative Procedure: 300 Security of Personal and Division Information*
Education Act Sections: 1(1), (2), (3), 6, 42, 43, 56, 65, 70, 201
Education Act Student Record Regulation
Provincial Assessment Directive Canadian Charter of Rights and Freedoms Section 23
Child, Youth and Family Enhancement Act
Corrections Act
Corrections and Conditional Release Act
Family Law Act
Freedom of Information and Protection of Privacy Act
Freedom of Information and Protection of Privacy Regulation
Public Health Act
Vital Statistics Act
Youth Justice Act
Youth Criminal Justice Act



Responsible Administrators: Associate Superintendent, Corporate Services
Associate Superintendent, Education Services

as program planning as a result of the assessment, evaluation or interpretive report, including, without limitation, the provision of specialized supports or services.

5.1.15 in relation to any formal intellectual, behavioural or emotional assessment or evaluation requested by the student’s or child’s parent or guardian and administered to the student or child by an independent party;

5.1.15.1 the name of the assessment or evaluation, a summary of the results of the assessment or evaluation, the date of the assessment or evaluation, the name of the individual who administered the assessment or evaluation; any interpretive report relating to the assessment or evaluation, and any action taken as program planning as a result of the assessment, evaluation or interpretive report, including, without limitation, the provision of specialized supports or services.

5.1.16 any health information that the parent or guardian of the student or child or the student wishes to be placed on the ~~Official~~ Student Record;

5.1.17 an annual summary of the student’s or child’s school attendance;

5.1.18 information about any suspension of more than one day or expulsion relating to the student or the student’s rights pursuant to the *Education Act*, must be:

5.1.18.1 retained on the ~~Official~~ Student Record for a student; and

- References:
- Administrative Procedure: 300 Security of Personal and Division Information*
 - Education Act Sections: 1(1), (2), (3), 6, 42, 43, 56, 65, 70, 201*
 - Education Act Student Record Regulation*
 - Provincial Assessment Directive Canadian Charter of Rights and Freedoms Section 23*
 - Child, Youth and Family Enhancement Act*
 - Corrections Act*
 - Corrections and Conditional Release Act*
 - Family Law Act*
 - Freedom of Information and Protection of Privacy Act*
 - Freedom of Information and Protection of Privacy Regulation*
 - Public Health Act*
 - Vital Statistics Act*
 - Youth Justice Act*
 - Youth Criminal Justice Act*



Responsible Administrators: Associate Superintendent, Corporate Services
Associate Superintendent, Education Services

5.1.18.2 be removed from the ~~Official~~ Student Record for a student not later than 3 years after the date on which the suspension or expulsion began.

5.1.19 if the parent or guardian of the student or child has the right to have the student or child receive primary and secondary school instruction in the French language under section 23 of the *Canadian Charter of Rights and Freedoms*, a notation to indicate that and a notation to indicate whether the parent or guardian wishes to exercise that right ~~and~~;

~~4-5.1.20~~ if the parent of the student or child or the student or child wishes to provide information that the student is of aboriginal ancestry, a notation indicating whether the student or child is Status Indian/First Nations, Non-Status Indian/First Nations, Metis or Inuit; and

~~2-5.1.21~~ if an individualized program plan is specifically devised for a student or child for a school year, the plan and any amendments to the plan must be placed on the ~~Official~~ Student Record of that student or child in addition to summaries of all individualized program plans for previous school years for that student or child.;

5.2 Each year that a student or child is enrolled in a school operated by The Sturgeon Public Schools Division, the Principal or designate must ensure that:

- References:
- Administrative Procedure: 300 Security of Personal and Division Information*
 - Education Act Sections: 1(1), (2), (3), 6, 42, 43, 56, 65, 70, 201*
 - Education Act Student Record Regulation*
 - Provincial Assessment Directive Canadian Charter of Rights and Freedoms Section 23*
 - Child, Youth and Family Enhancement Act*
 - Corrections Act*
 - Corrections and Conditional Release Act*
 - Family Law Act*
 - Freedom of Information and Protection of Privacy Act*
 - Freedom of Information and Protection of Privacy Regulation*
 - Public Health Act*
 - Vital Statistics Act*
 - Youth Justice Act*
 - Youth Criminal Justice Act*



Responsible Administrators: Associate Superintendent, Corporate Services
Associate Superintendent, Education Services

5.2.1 Information included in ~~Official~~ Student Record, subsection 5.3.1 must be recorded on or updated on the ~~Official~~ Student Record for the student or child annually; and

5.2.2 any information to which subsection 5.3.1.18.2 applies is removed from the ~~Official~~ Student Record for the student or child annually.

6. ~~The~~ Sturgeon Public Schools ~~Division will may~~ require a student's or child's parent/~~guardian~~ or an independent student to provide:

an acceptable, legible copy of:

6.1 the student's or child's ~~b~~Birth ~~e~~Certificate, and, if applicable, ~~e~~Change of ~~n~~Name ~~e~~Certificate, if the student or child was born in Canada; or

~~4.6.2~~ another official document acceptable to the Division, referred to in subsection 5.3.1.1.3, if the student or child was born outside Canada; and

6.3 the student's or child's Canadian ~~e~~Citizenship ~~e~~Certificate or the document pursuant to which the student or child is lawfully admitted to Canada for permanent or temporary residence.

[TS1][CB2]

~~4.7.~~ The ~~Official~~ Student Record for a student or child maintained or retained by ~~The~~ Sturgeon Public Schools ~~Division~~ must not include:

~~4.7.1~~ any information contained in:

~~4.7.1.1~~ notes and observations prepared by and for the exclusive use of a teacher, teacher's assistant, ~~C~~counsellor or ~~P~~principal, and that are not used in program placement decisions; and

- References:
- Administrative Procedure: 300 Security of Personal and Division Information
 - Education Act Sections: 1(1), (2), (3), 6, 42, 43, 56, 65, 70, 201
 - Education Act Student Record Regulation
 - Provincial Assessment Directive Canadian Charter of Rights and Freedoms Section 23
 - Child, Youth and Family Enhancement Act
 - Corrections Act
 - Corrections and Conditional Release Act
 - Family Law Act
 - Freedom of Information and Protection of Privacy Act
 - Freedom of Information and Protection of Privacy Regulation
 - Public Health Act
 - Vital Statistics Act
 - Youth Justice Act
 - Youth Criminal Justice Act



Responsible Administrators: Associate Superintendent, Corporate Services
Associate Superintendent, Education Services

~~2.7.1.2~~ a report or an investigation record relating to the student or child under the *Child, Youth and Family Enhancement Act*; or

~~3.7.1.3~~ counselling records relating to the student or child that are or may be personal, sensitive, or embarrassing to the student, unless subsection 8 applies; or

~~4.7.1.4~~ any information that identifies a student as a young person as defined in the *Youth Justice Act* or the *Youth Criminal Justice Act (Canada)* and all information relating to that student in that capacity.

~~2.8.~~ The Sturgeon Public Schools Division may include in an ~~Official~~ Student Record any information referred to in subsection 7.1.3 if, in the Board's opinion, inclusion of the information in the ~~Official~~ Student Record would be:

~~1.8.1~~ in the public interest; or

~~2.8.2~~ necessary to ensure the safety of students or children and staff.

~~3.9.~~ The Division will exclude from an ~~Official~~ Student Record a test instrument or any part of it relating to a test, examination, assessment or evaluation referred to in subsection 5.3.1.12, 5.3.1.14 or 5.3.1.15, but if there is an appeal relating to the test, examination, assessment or evaluation or an evaluation of a student or child in respect of the test, examination, assessment, or evaluation, the persons referred to under ~~S~~section 56(3) of the *Education Act* may review the test instrument as if it were part of the ~~Official~~ Student Record.

~~4.10.~~ Access to ~~Official~~ Student Records

10.1 The Associate Superintendent, Education Services or the school Principal shall ensure that the persons who, under section 56 of the

- References:
- Administrative Procedure: 300 Security of Personal and Division Information*
 - Education Act Sections: 1(1), (2), (3), 6, 42, 43, 56, 65, 70, 201*
 - Education Act Student Record Regulation*
 - Provincial Assessment Directive Canadian Charter of Rights and Freedoms Section 23*
 - Child, Youth and Family Enhancement Act*
 - Corrections Act*
 - Corrections and Conditional Release Act*
 - Family Law Act*
 - Freedom of Information and Protection of Privacy Act*
 - Freedom of Information and Protection of Privacy Regulation*
 - Public Health Act*
 - Vital Statistics Act*
 - Youth Justice Act*
 - Youth Criminal Justice Act*



Responsible Administrators: Associate Superintendent, Corporate Services
Associate Superintendent, Education Services

Education Act, are entitled to review the ~~Official~~ Student Record of a student or child are informed that they are entitled to review the ~~Official~~ Student Record.

~~1-10.1.1~~ following persons may review the ~~Official~~ Student Record maintained in respect of a student or child enrolled in an early childhood services program:

~~1-10.1.1.1~~ the student;

~~2-10.1.1.2~~ the student’s parent or guardian, except where the student is an independent student;

~~3-10.1.1.3~~ the parent or guardian of a child enrolled in an early childhood services program.

~~2-10.2~~ The Associate Superintendent Corporate Services, or the school Principal, must ensure that the contents of an ~~Official~~ Student Record are disclosed

~~1-10.2.1~~ in accordance with the *Freedom of Information and Protection of Privacy Act* (FOIP);

~~2-10.2.2~~ in accordance with sections 56 and 70 of the *Education Act*;

~~3-10.2.3~~ to an employee of The Sturgeon Public Schools Division, if the information in the ~~Official~~ Student Record is necessary for the performance of the duties of the employee;

~~4-10.2.4~~ to the Minister of Education if the information is necessary for the performance of the duties of the Minister;

10.2.5 with proof of identity to: the written consent of:

- References:
- Administrative Procedure: 300 Security of Personal and Division Information*
 - Education Act Sections: 1(1), (2), (3), 6, 42, 43, 56, 65, 70, 201*
 - Education Act Student Record Regulation*
 - Provincial Assessment Directive Canadian Charter of Rights and Freedoms Section 23*
 - Child, Youth and Family Enhancement Act*
 - Corrections Act*
 - Corrections and Conditional Release Act*
 - Family Law Act*
 - Freedom of Information and Protection of Privacy Act*
 - Freedom of Information and Protection of Privacy Regulation*
 - Public Health Act*
 - Vital Statistics Act*
 - Youth Justice Act*
 - Youth Criminal Justice Act*



Responsible Administrators: Associate Superintendent, Corporate Services
Associate Superintendent, Education Services

10.2.5.1 the parent/guardian -in the case of a child or a student who is under 16 years of age;; or

10.2.5.2 the student or the parent/guardian in the case of a student who is 16 years of age or older.

10.2.6 to the Department of Justice and Solicitor General or its designate when requested by the Department or its designate;;

10.2.7 to a mMedical eOfficer of hHealth as defined in the *Public Health Act* or their designate, at their written request, for the purpose of contacting a parent or guardian of a student, or contacting an independent student, respecting voluntary health programs, including immunization, hearing, vision, speech and dental health programs, and for the purpose of communicable disease control;

10.2.7.1 a student’s name, address, postal code, date of birth, gender, grade level and school;and

10.2.72 the name, address, postal code, telephone number and electronic address,or

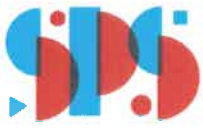
10.2.7.2.1 of parent or guardian of a student other than an independent student, or

10.2.7.2.2 of an independent student;and

10.2.7.2.3 any other information prescribed in the regulations.

References: *Administrative Procedure: 300 Security of Personal and Division Information*
Education Act Sections: 1(1), (2), (3), 6, 42, 43, 56, 65, 70, 201
Education Act Student Record Regulation
Provincial Assessment Directive Canadian Charter of Rights and Freedoms Section 23
Child, Youth and Family Enhancement Act
Corrections Act
Corrections and Conditional Release Act
Family Law Act
Freedom of Information and Protection of Privacy Act
Freedom of Information and Protection of Privacy Regulation
Public Health Act
Vital Statistics Act
Youth Justice Act
Youth Criminal Justice Act





Responsible Administrators: Associate Superintendent, Corporate Services
Associate Superintendent, Education Services

- 10.2.8 to a Child Welfare Worker at their written request, subject to the *Child, Youth and Family Enhancement Act* and the workers presentation of picture identification containing their employee number;
- 10.2.9 to a school in accordance with the provisions for transfer of an ~~Official~~ Student Record in subsection ~~132~~ of this Administrative Procedure;
- 10.2.10 in accordance with any other regulation under the Act, or
- 10.2.11 upon request from either a Francophone regional authority or the Minister of Education for the purpose of disclosing information to a Francophone regional authority, disclose the name, address, date of birth, gender and school of a student or child whose parent or guardian has been noted under subsection ~~5.3-1.19~~, as having a right to have the student or child receive primary and secondary school instruction in the French language under section 23 of the *Canadian Charter of Rights and Freedoms* and the name, address and telephone number of the student’s or child’s parent or guardian.

11. Procedure for ~~A~~access to ~~Official~~ Student Records

- 11.1 Before access is given to an ~~Official~~ Student Record, the record must be reviewed by the school ~~P~~principal or designate, in accordance with the *Freedom of Information and Protection of Privacy Act (FOIP)*, to ensure that there is no reference to, or personal information of others, included in the ~~Official~~ Student Record:-

References:

- Administrative Procedure: 300 Security of Personal and Division Information*
- Education Act Sections: 1(1), (2), (3), 6, 42, 43, 56, 65, 70, 201*
- Education Act Student Record Regulation*
- Provincial Assessment Directive Canadian Charter of Rights and Freedoms Section 23*
- Child, Youth and Family Enhancement Act*
- Corrections Act*
- Corrections and Conditional Release Act*
- Family Law Act*
- Freedom of Information and Protection of Privacy Act*
- Freedom of Information and Protection of Privacy Regulation*
- Public Health Act*
- Vital Statistics Act*
- Youth Justice Act*
- Youth Criminal Justice Act*



Date: ~~August 27, 2021~~ July 24, 2020

Responsible Administrators: Associate Superintendent, Corporate Services
Associate Superintendent, Education Services

- 11.2 Information about a student that is excluded from the ~~Official~~ Student Record under Subsection 5.3 of this Administrative Procedure may be requested under the ~~Freedom of Information and Protection of Privacy Act~~ FOIP.
- 11.3 Persons who are entitled to examine the contents of an ~~Official~~ Student Record may do so on an appointment basis. The appointment can be made at the location where the record is housed or at another suitable place in the presence of the ~~Deputy Associate~~ Superintendent, Education Services, school ~~p~~Principal or their designate:-
- 11.4 When an ~~Official~~ Student Record contains information, a test result or an evaluation or information administered by an employee or an agent of the Division who has relevant recognized expertise or training in the subject area, arrangements must be made as soon as possible for the employee, agent or a suitable alternate to be available for the purpose of providing an explanation and interpretation of its contents; ~~and-~~
- 11.5 When a record contains information prepared by a person who is not an employee or agent of the Division, the person who wishes to review, or has reviewed, the record must be referred to the originator of the information for an explanation and interpretation of its contents.
- 11.6 A request for a copy of an ~~Official~~ Student Record by any individual or agency other than a school to which the student has newly transferred must:
 - 11.6.1 be in writing, include the identity of the individual or agency making the request and include a signature; and be in writing;
 - 11.4.1 identify what part of the record is to be released.
 - ~~1. identify what is to be copied;~~

References: *Administrative Procedure: 300 Security of Personal and Division Information Education Act Sections: 1(1), (2), (3), 6, 42, 43, 56, 65, 70, 201*
Education Act Student Record Regulation
Provincial Assessment Directive Canadian Charter of Rights and Freedoms Section 23
Child, Youth and Family Enhancement Act
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Corrections and Conditional Release Act
Family Law Act
Freedom of Information and Protection of Privacy Act
Freedom of Information and Protection of Privacy Regulation
Public Health Act
Vital Statistics Act
Youth Justice Act
Youth Criminal Justice Act



In the event of a request for a paper copy of the Student Record, a cost recovery copying fee will apply.

~~11.7 Copying Fees for Official Student Records~~

~~1. There is no initial fee for someone accessing their own Official Student Record if the request is for 40 pages or less.~~

~~11.7.2 Copy charges for requests in excess of 40 pages shall be twenty-five cents per page and \$6.75 per one quarter hour for copy time and preparing the records for release.~~

~~11.7.3 This subsection does not apply to authorized staff or agents of the Division acting in accordance with their duties.~~

12. Transfer of The Sturgeon Public School ~~Divisions Official~~ Student Records

12.1 Parental consent is not required to transfer The Sturgeon Public Schools ~~Official~~ Student Records;

12.2 If a student transfers from the Division to another school in Alberta;

12.2.1 the Principal or designate of the school from which the student or child transfers may disclose the ~~Official~~ Student Record for the student or child containing the information referred to in subsection 5.3.1 to the receiving school; and

12.2.2 the school to which the student or child transfers may collect the ~~Official~~ Student Record for the student or child containing the information referred to in subsection 5.3.1.

- References:
- Administrative Procedure: 300 Security of Personal and Division Information*
 - Education Act Sections: 1(1), (2), (3), 6, 42, 43, 56, 65, 70, 201*
 - Education Act Student Record Regulation*
 - Provincial Assessment Directive Canadian Charter of Rights and Freedoms Section 23*
 - Child, Youth and Family Enhancement Act*
 - Corrections Act*
 - Corrections and Conditional Release Act*
 - Family Law Act*
 - Freedom of Information and Protection of Privacy Act*
 - Freedom of Information and Protection of Privacy Regulation*
 - Public Health Act*
 - Vital Statistics Act*
 - Youth Justice Act*
 - Youth Criminal Justice Act*



Responsible Administrators: Associate Superintendent, Corporate Services
Associate Superintendent, Education Services

12.3 If the ~~Official~~ Student Record for a student or child who transfers from a school in Alberta to another school in Alberta is not in electronic form, the board from which the student or child transfers must, on receipt of a written request from the school to which the student or child transfers, send the original ~~Official~~ Student Record for the student or child containing the information referred to in subsection 5.3.1;

12.4 If a student or child transfers from the Division to a school outside Alberta, the ~~Deputy~~ Associate Superintendent, Education Services or designate must:

4.12.4.1 send a copy of the Student Record for the student or child containing the information referred to in section 5.1; and

12.4.2 keep the original digital record for at least seven (7) years after the date the student could be expected to have completed grade 12, if the student had not transferred from the school.

12.5 Additional documentation may be required for transfer of ~~Official~~ Student Records outside of Alberta or Canada.

13^[TS6]. Maintenance and ~~s~~Storage of Inactive ~~Official~~ Student Records

13.1 Inactive ~~Official~~ Student Records will be centrally stored in the Division Central Office and will be maintained in accordance with record retention guidelines, pursuant to the *Education Act*, *Student Record Regulation*.

- References:
- Administrative Procedure: 300 Security of Personal and Division Information*
 - Education Act Sections: 1(1), (2), (3), 6, 42, 43, 56, 65, 70, 201*
 - Education Act Student Record Regulation*
 - Provincial Assessment Directive Canadian Charter of Rights and Freedoms Section 23*
 - Child, Youth and Family Enhancement Act*
 - Corrections Act*
 - Corrections and Conditional Release Act*
 - Family Law Act*
 - Freedom of Information and Protection of Privacy Act*
 - Freedom of Information and Protection of Privacy Regulation*
 - Public Health Act*
 - Vital Statistics Act*
 - Youth Justice Act*
 - Youth Criminal Justice Act*



14^[TS7]~~[CB8]~~. Retention of ~~Official~~ Student Record

14.1 Sturgeon Public Schools must retain the ~~Official~~ Student Record for a student or child containing the information referred to in subsection 5.3.1 for 7 years after the student or child ceases to attend a school operated by Sturgeon Public Schools or until the ~~Official~~ Student Record has been provided in accordance with subsection 12.

14.2 If a student or child transfers from a school in Alberta to a school outside Alberta, Sturgeon Public Schools must retain the ~~Official~~ Student Record for the student or child containing the information referred to in subsection 5.3.1 for 7 years after the date the student or child would have been expected to have completed grade 12 had the student or child not transferred from the school.

15. Compliance

15.1 Sturgeon Public Schools delegates the Deputy Superintendent Education Services to be responsible for ensuring that the policies and administrative procedures established by the Board relating:

15.1.1 to ~~Official~~ Student Records subsection 5.3; and

15.1.2 to information referred to in subsection 7

comply with this Administrative Procedure, the *Education Act*, the *Student Record Regulation* and the *Freedom of Information and Protection of Privacy Act*.

- References:
- Administrative Procedure: 300 Security of Personal and Division Information*
 - Education Act Sections: 1(1), (2), (3), 6, 42, 43, 56, 65, 70, 201*
 - Education Act Student Record Regulation*
 - Provincial Assessment Directive Canadian Charter of Rights and Freedoms Section 23*
 - Child, Youth and Family Enhancement Act*
 - Corrections Act*
 - Corrections and Conditional Release Act*
 - Family Law Act*
 - Freedom of Information and Protection of Privacy Act*
 - Freedom of Information and Protection of Privacy Regulation*
 - Public Health Act*
 - Vital Statistics Act*
 - Youth Justice Act*
 - Youth Criminal Justice Act*



Responsible Administrators: Associate Superintendent, Corporate Services
Associate Superintendent, Education Services

PURPOSE

The *Education Act* directs that the Board ensure that a system of recording information is in place for each student enrolled in its schools.

A Student Record shall be established and maintained at the highest standard of integrity. It must be treated as confidential to the student, the parent/legal guardian, and to The Sturgeon Public School Division staff, and shall be used to promote the educational welfare of students.

PROCESS

The Associate Superintendent, Corporate Services and the Associate Superintendent, Education Services are responsible for maintaining this Administrative Procedure and ensuring that the policies and procedures established by the Board relating to Student Records comply with the *Student Record Regulation* and the *Freedom of Information and Protection of Privacy Act (FOIP)*.

PROCEDURE

1. For the purpose of this Administrative Procedure:
 - 1.1 An independent student means a student who is:
 - 1.1.1 18 years of age or older; or
 - 1.1.2 16 years of age or older; and
 - 1.1.2.1 who is living independently as determined by the Board in accordance with section 6 of the *Education Act*; or
 - 1.1.2.2 party to an agreement under the *Child, Youth and Family Enhancement Act*, section 57.2.

References: Administrative Procedure: 300 Security of Personal and Division Information
Education Act Sections: 1(1), (2), (3), 6, 42, 43, 56, 65, 70, 201
Education Act Student Record Regulation
Provincial Assessment Directive
Canadian Charter of Rights and Freedoms Section 23
Child, Youth and Family Enhancement Act
Corrections Act
Corrections and Conditional Release Act
Family Law Act
Freedom of Information and Protection of Privacy Act (FOIP)
Freedom of Information and Protection of Privacy Regulation
Public Health Act
Vital Statistics Act
Youth Justice Act
Youth Criminal Justice Act



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Associate Superintendent, Education Services

- 1.2 Parent, unless otherwise specified, means in respect of a student or a child enrolled in an early childhood services program.

Subject to subsection 1.2.6,

1.2.1 the guardian as set out in section 20 of the *Family Law Act*;

1.2.2 the guardian appointed under Part 1, Division 5 of the *Child, Youth and Family Enhancement Act*, if the guardian notifies the Board in writing of the guardian's appointment; or

1.2.3 the guardian appointed under section 22 or 23 of the *Family Law Act*, if the guardian notifies the Board in writing of the guardian's appointment;

1.2.4 notwithstanding subsection 1.2.1, 1.2.2 and 1.2.3, the guardian of a student appointed under:

1.2.4.1 a temporary or permanent guardianship order under section 31 or 34 of the *Child, Youth and Family Enhancement Act*;

1.2.4.2 a permanent guardianship agreement under section 11 of the *Child, Youth and Family Enhancement Act*; or

1.2.4.3 a private guardianship order under section 56 of the *Child, Youth and Family Enhancement Act*, if the guardian notifies the Board in writing of the guardian's appointment; or

References: Administrative Procedure: 300 Security of Personal and Division Information
Education Act Sections: 1(1), (2), (3), 6, 42, 43, 56, 65, 70, 201
Education Act Student Record Regulation
Provincial Assessment Directive
Canadian Charter of Rights and Freedoms Section 23
Child, Youth and Family Enhancement Act
Corrections Act
Corrections and Conditional Release Act
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- 1.2.5 notwithstanding subsection 1.2.1, 1.2.2, 1.2.3 and 1.2.4, the Minister of Justice and Solicitor General, if the student is in custody under the *Corrections Act*, the *Corrections and Conditional Release Act (Canada)*, or the *Youth Criminal Justice Act (Canada)*; and
- 1.2.6 the authority of a guardian to act under the *Education Act* is subject to any limitation imposed by law on the authority of the guardian, and where a person claims to be a parent or guardian or claims the existence of any limitation on the authority of a parent or guardian, the onus is on that person to provide proof of the claim.

2. Student means a person who is:

- 2.1 enrolled in a school; or
- 2.2 required by the *Education Act* to attend school but does not include a child younger than six (6) years of age who is enrolled in an early childhood services program.

3. Administration of Security

- 3.1 The Associate Superintendent, Education Services is responsible for record maintenance, security, and access to Student Records at the system level.
- 3.2 The school principal is responsible for record maintenance, security, and access to Student Records at the school level; and
- 3.3 All reasonable efforts must be taken to ensure that Student Records and Confidential Records are kept secure and confidential.

References: Administrative Procedure: 300 Security of Personal and Division Information
Education Act Sections: 1(1), (2), (3), 6, 42, 43, 56, 65, 70, 201
Education Act Student Record Regulation
Provincial Assessment Directive
Canadian Charter of Rights and Freedoms Section 23
Child, Youth and Family Enhancement Act
Corrections Act
Corrections and Conditional Release Act
Family Law Act
Freedom of Information and Protection of Privacy Act (FOIP)
Freedom of Information and Protection of Privacy Regulation
Public Health Act
Vital Statistics Act
Youth Justice Act
Youth Criminal Justice Act



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Responsible Administrators: Associate Superintendent, Corporate Services
Associate Superintendent, Education Services

- 3.4 Files and other paper records must be kept in locked containers or in rooms that are not freely accessible to those who have neither a custodial responsibility nor a requirement for the performance of their duties; and
 - 3.5 Electronic Student Records must be protected using access controls, including security levels, passwords, and other controls and procedures established by the Associate Superintendent, Education Services and school principals or their designate.
4. Types of Records
- 4.1 Student Record
 - 4.1.1 A record is maintained for each student or child in the school in which that student is enrolled. It shall contain all information that is directly useful in facilitating the student or child's education and shall contain all information required in *Education Act, Student Record Regulation*;
 - 4.1.2 The school principal or designate is responsible for establishing a Student Record for each student upon the student's initial registration at Sturgeon Public Schools; and
 - 4.1.3 The school principal or designate is responsible for updating Student Records annually.
 - 4.2 Confidential Record
 - 4.2.1 A Confidential Record is a record kept separate from the Student Record and it contains information of a sensitive nature, the disclosure of which, in the opinion of the Superintendent/CEO, would clearly be injurious to the student or child; and

References: *Administrative Procedure: 300 Security of Personal and Division Information*
Education Act Sections: 1(1), (2), (3), 6, 42, 43, 56, 65, 70, 201
Education Act Student Record Regulation
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4.2.2 Retention and storage of Confidential Records must adhere to the standards of the professional regulatory body which guides the record keeper ie: Social Work, Psychology. Counselling notes created by teaching staff and others not governed by another professional regulation, should be kept for a minimum period of one (1) full school year following the last supports provided to the student, with record destruction in June. Reports or materials placed in confidential files shall be stamped “Confidential” and must be stored in a locked container. The Student Record will indicate the existence of a Confidential Record.

5. Information included in Student Record

5.1 The Student Record for a student or child must contain all information affecting the decisions made about the education of the student or child that is collected and maintained by a Board, regardless of the manner in which the Student Record is maintained or stored, including:

5.1.1 the student’s or child’s name;

5.1.1.1 as registered under the *Vital Statistics Act* if the student or child was born in Alberta;

5.1.1.2 as registered under the applicable legislation of the province or territory in which the student or child was born, if the student or child was born in a province or territory of Canada other than Alberta; or

References: Administrative Procedure: 300 Security of Personal and Division Information
Education Act Sections: 1(1), (2), (3), 6, 42, 43, 56, 65, 70, 201
Education Act Student Record Regulation
Provincial Assessment Directive
Canadian Charter of Rights and Freedoms Section 23
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- 5.1.1.3 as shown on the documents under which the student or child was lawfully admitted to Canada, if the student or child was born outside of Canada and any other surnames by which the student or child is known.
- 5.1.2 the student identification number assigned to the student by the Minister and any student identification number assigned to the student or child by The Sturgeon Public School Division;
- 5.1.3 the name of the student’s or child’s parent or guardian;
- 5.1.4 proof of guardianship of the student or child and any documents evidencing limits on the guardianship of the student or child;
- 5.1.5 the birth date of the student or child;
- 5.1.6 the gender of the student or child;
- 5.1.7 the addresses, email addresses and telephone numbers of the student or child and of the student’s or child’s parent or guardian;
- 5.1.8 the name of the resident Board of the student;
- 5.1.9 the citizenship of the student or child and, if the student or child is not a Canadian citizen, the type of document pursuant to which the student or child is lawfully entitled to remain in Canada, and the expiry date of that document;
- 5.1.10 the names of all schools attended by the student or child in Alberta and the dates of enrolment, if known except for the names of any schools in respect of which including the name of the school would be contrary to subsection 7.1.4;

*References: Administrative Procedure: 300 Security of Personal and Division Information
Education Act Sections: 1(1), (2), (3), 6, 42, 43, 56, 65, 70, 201
Education Act Student Record Regulation
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Canadian Charter of Rights and Freedoms Section 23
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- 5.1.11 an annual summary, or a summary at the end of each semester, of the student's or child's achievement or progress in the courses and programs in which the student is enrolled;
- 5.1.12 the results obtained by the student or child on any:
 - 5.1.12.1 provincial assessment under a program established by the Minister;
 - 5.1.12.2 diagnostic test; and
 - 5.1.12.3 standardized tests, under any testing program to all or a large portion of the students or children or to a specific grade level of students.
- 5.1.13 any accommodation or exemption in respect of a provincial assessment under a program established by the Minister;
- 5.1.14 in relation to any formal intellectual, behavioral or emotional assessment or evaluation administered individually to the student or child;
 - 5.1.14.1 the name of the assessment or evaluation, a summary of the results of the assessment or evaluation, the date of the assessment or evaluation, the name of the individual who administered the assessment or evaluation; any interpretive report relating to the assessment or evaluation, and any action taken as program planning as a result of the assessment, evaluation or interpretive report, including, without limitation, the provision of specialized supports or services.

*References: Administrative Procedure: 300 Security of Personal and Division Information
Education Act Sections: 1(1), (2), (3), 6, 42, 43, 56, 65, 70, 201
Education Act Student Record Regulation
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- 5.1.15 in relation to any formal intellectual, behavioral or emotional assessment or evaluation requested by the student’s or child’s parent or guardian and administered to the student or child by an independent party;
 - 5.1.15.1 the name of the assessment or evaluation, a summary of the results of the assessment or evaluation, the date of the assessment or evaluation, the name of the individual who administered the assessment or evaluation; any interpretive report relating to the assessment or evaluation, and any action taken as program planning as a result of the assessment, evaluation or interpretive report, including, without limitation, the provision of specialized supports or services.
- 5.1.16 any health information that the parent or guardian of the student or child or the student wishes to be placed on the Student Record;
- 5.1.17 an annual summary of the student’s or child’s school attendance;
- 5.1.18 information about any suspension of more than one day or expulsion relating to the student or the student’s rights pursuant to the *Education Act*, must be:
 - 5.1.18.1 retained in the Student Record for a student; and
 - 5.1.18.2 be removed from the Student Record for a student not later than three (3) years after the date on which the suspension or expulsion began.
- 5.1.19 if the parent or guardian of the student or child has the right to have the student or child receive primary and secondary school instruction in the French language under section 23 of the *Canadian Charter of Rights and Freedoms*, a notation to indicate that and a notation to indicate whether the parent or guardian wishes to exercise that right;

References: Administrative Procedure: 300 Security of Personal and Division Information
Education Act Sections: 1(1), (2), (3), 6, 42, 43, 56, 65, 70, 201
Education Act Student Record Regulation
Provincial Assessment Directive
Canadian Charter of Rights and Freedoms Section 23
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- 5.1.20 if the parent or guardian of the student or child or the student or child wishes to provide information that the student is of aboriginal ancestry, a notation indicating whether the student or child is Status Indian/First Nations, Non-Status Indian/First Nations, Métis or Inuit; and
- 5.1.21 if an individualized program plan is specifically devised for a student or child for a school year, the plan and any amendments to the plan must be placed on the Student Record of that student or child in addition to summaries of all individualized program plans for previous school years for that student or child.
- 5.2 Each year that a student or child is enrolled in a school operated by The Sturgeon Public School Division, the principal or designate must ensure that:
 - 5.2.1 information included in the Student Record, subsection 5.1 must be updated in the Student Record for the student or child annually; and
 - 5.2.2 any information to which subsection 5.1.18.2 applies is removed from the Student Record for the student or child annually.
- 6. The Sturgeon Public School Division will require a student's or child's parent/guardian or an independent student to provide an acceptable, legible copy of:
 - 6.1 the student's or child's Birth Certificate, and, if applicable, Change of Name Certificate, if the student or child was born in Canada; or
 - 6.2 another official document acceptable to the Division, referred to in subsection 5.1.1.3, if the student or child was born outside Canada; and

*References: Administrative Procedure: 300 Security of Personal and Division Information
Education Act Sections: 1(1), (2), (3), 6, 42, 43, 56, 65, 70, 201
Education Act Student Record Regulation
Provincial Assessment Directive
Canadian Charter of Rights and Freedoms Section 23
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- 6.3 the student's or child's Canadian Citizenship Certificate or the document pursuant to which the student or child is lawfully admitted to Canada for permanent or temporary residence.
- 7. The Student Record for a student or child maintained or retained by The Sturgeon Public School Division must not include:
 - 7.1 any information contained in:
 - 7.1.1 notes and observations prepared by and for the exclusive use of a teacher, teacher assistant, counsellor or principal that are not used in program placement decisions; and
 - 7.1.2 a report or an investigation record relating to the student or child under the *Child, Youth and Family Enhancement Act*; or
 - 7.1.3 counselling records relating to the student or child that are or may be personal, sensitive, or embarrassing to the student, unless subsection 8 applies; or
 - 7.1.4 any information that identifies a student as a young person as defined in the *Youth Justice Act* or the *Youth Criminal Justice Act (Canada)* and all information relating to that student in that capacity.
- 8. The Sturgeon Public School Division may include in a Student Record any information referred to in subsection 7.1.3 if, in the Board's opinion, inclusion of the information in the Student Record would be:
 - 8.1 in the public interest; or
 - 8.2 necessary to ensure the safety of students or children and staff.

*References: Administrative Procedure: 300 Security of Personal and Division Information
Education Act Sections: 1(1), (2), (3), 6, 42, 43, 56, 65, 70, 201
Education Act Student Record Regulation
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9. The Division will exclude from a Student Record a test instrument or any part of it relating to a test, examination, assessment or evaluation referred to in subsection 5.1.12, 5.1.14 or 5.1.15, but if there is an appeal relating to the test, examination, assessment or evaluation or an evaluation of a student or child in respect of the test, examination, assessment, or evaluation, the persons referred to under section 56(3) of the *Education Act* may review the test instrument as if it were part of the Student Record.

10. Access to Student Records

10.1 The Associate Superintendent, Education Services or the school principal shall ensure that the persons who, under section 56 of the *Education Act*, are entitled to review the Student Record of a student or child are informed that they are entitled to review the Student Record;

10.1.1 The following persons may review the Student Record maintained in respect of a student or child enrolled in an early childhood services program:

10.1.1.1 the student;

10.1.1.2 the student's parent or guardian, except where the student is an independent student; or

10.1.1.3 the parent or guardian of a child enrolled in an early childhood services program.

References: *Administrative Procedure: 300 Security of Personal and Division Information*
Education Act Sections: 1(1), (2), (3), 6, 42, 43, 56, 65, 70, 201
Education Act Student Record Regulation
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- 10.2 The Associate Superintendent Corporate Services, or the school principal, must ensure that the contents of a Student Record are disclosed;
 - 10.2.1 in accordance with the *Freedom of Information and Protection of Privacy Act* (FOIP);
 - 10.2.2 in accordance with sections 56 and 70 of the *Education Act*;
 - 10.2.3 to an employee of The Sturgeon Public School Division, if the information in the Student Record is necessary for the performance of the duties of the employee;
 - 10.2.4 to the Minister of Education if the information is necessary for the performance of the duties of the Minister;
 - 10.2.5 with proof of identity to:
 - 10.2.5.1 the parent/guardian in the case of a child or a student who is under 16 years of age, or
 - 10.2.5.2 the student or the parent/guardian in the case of a student is 16 years of age or older.
 - 10.2.6 to the Department of Justice and Solicitor General or its designate when requested by the Department or its designate;
 - 10.2.7 to a Medical Officer of Health (MOH) as defined in the *Public Health Act* or their designate, at their written request, for the purpose of contacting a parent or guardian of a student, or contacting an independent student, respecting voluntary health programs, including immunization, hearing, vision, speech and dental health programs, and for the purpose of communicable disease control;

References: *Administrative Procedure: 300 Security of Personal and Division Information*
Education Act Sections: 1(1), (2), (3), 6, 42, 43, 56, 65, 70, 201
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- 10.2.7.1 a student's name, address, postal code, date of birth, gender, grade level and school; and
- 10.2.7.2 the name, address, postal code, telephone number and electronic address;
 - 10.2.7.2.1 of parent or guardian of a student other than an independent student, or
 - 10.2.7.2.2 of an independent student; and
 - 10.2.7.2.3 any other information prescribed in the regulations.
- 10.2.8 to a Child Welfare Worker at their written request, subject to the *Child, Youth and Family Enhancement Act* and the workers presentation of picture identification containing their employee number;
- 10.2.9 to a school in accordance with the provisions for transfer of a Student Record in subsection 13 of this Administrative Procedure;
- 10.2.10 in accordance with any other regulation under the *Act*, or
- 10.2.11 upon request from either a Francophone regional authority or the Minister of Education for the purpose of disclosing information to a Francophone regional authority, disclose the name, address, date of birth, gender and school of a student or child whose parent or guardian has been noted under subsection 5.1.19, as having a right to have the student or child receive primary and secondary school instruction in the French Language under section 23 of the *Canadian Charter of Rights and Freedoms* and the name address and telephone number of the student's or child's parent or guardian.

References: Administrative Procedure: 300 Security of Personal and Division Information
Education Act Sections: 1(1), (2), (3), 6, 42, 43, 56, 65, 70, 201
Education Act Student Record Regulation
Provincial Assessment Directive
Canadian Charter of Rights and Freedoms Section 23
Child, Youth and Family Enhancement Act
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Associate Superintendent, Education Services

11. Procedure for access to Student Records

- 11.1 Before access is given to a Student Record, the record must be reviewed by the school principal or designate, in accordance with the *Freedom of Information and Protection of Privacy Act (FOIP)*, to ensure that there is no reference to, or personal information of others, included in the Student Record;
- 11.2 Information about a student that is excluded from the Student Record under subsection 5 of this Administrative Procedure may be requested under FOIP;
- 11.3 Persons who are entitled to examine the contents of a Student Record may do so on an appointment basis. The appointment can be made at the location where the record is housed or at another suitable place in the presence of the Associate Superintendent, Education Services, school principal or their designate;
- 11.4 When a Student Record contains information, a test result or an evaluation or information administered by an employee or an agent of the Division who has relevant recognized expertise or training in the subject area, arrangements must be made as soon as possible for the employee, agent or a suitable alternate to be available for the purpose of providing an explanation and interpretation of its contents; and
- 11.5 When a record contains information prepared by a person who is not an employee or agent of the Division, the person who wishes to review, or has reviewed, the record must be referred to the originator of the information for an explanation and interpretation of its contents.

References: Administrative Procedure: 300 Security of Personal and Division Information
Education Act Sections: 1(1), (2), (3), 6, 42, 43, 56, 65, 70, 201
Education Act Student Record Regulation
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11.6 A request for a copy of a Student Record by an individual or agency other than a school to which the student has newly transferred must:

11.6.1 be in writing, include the identity of the individual or agency making the request and include a signature; and

11.6.2 identify what part of the record is to be released.

In the event of a request for a paper copy of the Student Record, a cost recovery copying fee will apply.

12. Transfer of The Sturgeon Public School Division Student Records

12.1 Parental consent is not required to transfer The Sturgeon Public School Division Student Records;

12.2 If a student transfers from the Division to another school in Alberta:

12.2.1 the principal or designate of the school from which the student or child transfers may disclose the Student Record for the student or child containing the information referred to in subsection 5.1 to the receiving school; and

12.2.2 the school to which the student or child transfers may collect the Student Record for the student or child containing the information referred to in subsection 5.1.

12.3 If the Student Record for a student or child who transfers from a school in Alberta to another school in Alberta is not in electronic form, the Board from which the student or child transfers must, on receipt of a written request from the school to which the student or child transfers, send the original Student Record for the student or child containing the information referred to in subsection 5.1;

*References: Administrative Procedure: 300 Security of Personal and Division Information
Education Act Sections: 1(1), (2), (3), 6, 42, 43, 56, 65, 70, 201
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12.4 If a student or child transfers from the Division to a school outside Alberta, the Associate Superintendent, Education Services or designate must:

12.4.1 send a copy of the student record for the student or child containing the information referred to in section 5.1; and

12.4.2 keep the original digital record for at least seven (7) years after the date the student could be expected to have completed grade 12, if the student had not transferred from the school.

12.5 Additional documentation may be required for transfer of Student Records outside of Alberta or Canada.

13. Maintenance and storage of Inactive Student Records

13.1 Inactive Student Records will be centrally stored in the Division Central Office and will be maintained in accordance with record retention guidelines, pursuant to the *Education Act Student Record Regulation*.

14. Retention of Student Record

14.1 The Sturgeon Public School Division must retain the Student Record for a student or child containing the information referred to in subsection 5.1 for seven (7) years after the student or child ceases to attend a school operated by the Division or until the Student Record has been provided in accordance with subsection 12; and

14.2 If a student or child transfers from a school in Alberta to a school outside Alberta, The Sturgeon Public School Division must retain the Student Record for the student or child containing the information referred to in subsection 5.1 for seven (7) years after the date the student or child would have been expected to have completed grade 12 had the student or child not transferred from the school.

References: Administrative Procedure: 300 Security of Personal and Division Information
Education Act Sections: 1(1), (2), (3), 6, 42, 43, 56, 65, 70, 201
Education Act Student Record Regulation
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Associate Superintendent, Education Services


15. Compliance

15.1 The Sturgeon Public School Division delegates the Associate Superintendent, Education Services to be responsible for ensuring that the policies and Administrative Procedures established by the Board relating:

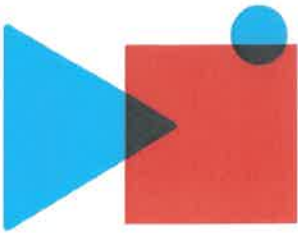
15.1.1 to Student Records subsection 5; and

15.1.2 to information referred to in subsection 7;

comply with this Administrative Procedure, the *Education Act*, the *Student Record Regulation* and the *Freedom of Information and Protection of Privacy Act*.



References: *Administrative Procedure: 300 Security of Personal and Division Information*
Education Act Sections: 1(1), (2), (3), 6, 42, 43, 56, 65, 70, 201
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BOARD
MEMORANDUM

Date: September 8, 2021
To: Board of Trustees
From: Liliana LeVesconte, Secretary Treasurer
Originator(s): Steve Schick, Director, Technology Services
Subject: Monthly IT Report

Background:

Find attached a written IT Report for the month of August 2021.

Administration is prepared to respond to questions at the September 8, 2021, Committee of the Whole Meeting

Recommendation:

That the report is received as information.

Sincerely,

Liliana LeVesconte, CPA, CMA, MBA Candidate
Secretary Treasurer

Attachment

