

Policies and Procedures for the Ontario Student Record (OSR)

To outline the policies and procedures for the establishment, maintenance, use, retention, transfer, and disposal of the Ontario Student Record (OSR) in accordance with the Ontario Student Record Guideline, 2000.

1. Establishment of the OSR

1.1 Creation:

- An OSR will only be created for students whose designated day school is Royal Ontario Academy
- The OSR will include the student's identification information, academic records, and any other relevant documents as stipulated by the Ontario Student Record Guideline.

1.2 Documentation:

- The OSR will contain, but is not limited to, the following documents: report cards, the Ontario Student Transcript (OST), the Ontario Secondary School Literacy Test (OSSLT) results, community involvement records, and any special education documentation.

2. Maintenance of the OSR

2.1 Updates:

- The OSR will be updated regularly to reflect the student's current academic progress, attendance records, and any other relevant information.
- Any changes or additions to the OSR will be documented promptly and accurately.

2.2 Security:

- The OSR will be kept in a secure location to ensure the confidentiality and integrity of the student's records.
- Access to the OSR will be restricted to authorized personnel only.

3. Use of the OSR

3.1 Access:

- Access to the OSR is restricted to the student, their parents/guardians (if the student is under 18), and authorized school personnel.
- Requests for access to the OSR must be made in writing and will be granted in accordance with the Ontario Student Record Guideline.

3.2 Purpose:

- The OSR is used to support the educational progress and development of the student.
- Information contained in the OSR will be used for guidance, assessment, and administrative purposes as required.

4. Retention of the OSR

4.1 Duration:

- The OSR will be retained for a period specified by the Ontario Student Record Guideline, until the student reaches the age of 26.
- Certain documents within the OSR, such as the OST, will be retained permanently.

4.2 Storage:

- The OSR will be stored in a secure and organized manner to ensure ease of access and protection from damage or loss.

5. Transfer of the OSR

5.1 Procedure:

- When a student transfers to another school, the OSR will be transferred upon receipt of a written request from the receiving school.
- A copy of the OSR will be retained by Royal Ontario Academy until confirmation of receipt is received from the new school.

5.2 Notification:

- Parents/guardians (or students if they are 18 or older) will be notified of the transfer of the OSR.

6. Disposal of the OSR

6.1 Criteria:

- The OSR will be disposed of when it is no longer required to be retained as per the Ontario Student Record Guideline.
- Disposal will occur after the student reaches the age of 26 or as otherwise specified.

6.2 Method:

- The disposal of the OSR will be conducted in a manner that ensures the confidentiality and security of the student's information.
- Shredding or other secure destruction methods will be used.

By adhering to these policies and procedures, Royal Ontario Academy ensures the proper management and protection of student records in accordance with the Ontario Student Record Guideline, 2000.

The school administration will review this policy/procedure annually to ensure its effectiveness and alignment with educational standards and goals, making revisions as needed. For further information regarding this policy, students and parents/guardians are encouraged to contact us at Royal Ontario Academy at info@royalontarioacademy.com.