

LIBERTY HIGH SCHOOL STUDENT RECORDS, ATTENDANCE, AND TRANSFERS POLICY
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Liberty High School Student Records, Attendance, and Transfers Policy

I. Introduction

In compliance with Ontario's Education Act and associated regulations, Liberty High School's policy on Student Records, Attendance, and Transfers is designed to ensure the responsible management of student records, diligent tracking of student attendance, and the seamless handling of student transfers.

II. Student Records Management

Confidentiality and Security: Student records are maintained in a secure and confidential manner. Access to these records is limited to authorized personnel, and all handling of student information complies with the Ontario Education Act and the Municipal Freedom of Information and Protection of Privacy Act.

Accuracy and Completeness: Student records, including the Ontario Student Record (OSR), are kept up-to-date and complete, containing accurate documentation of a student's academic progress, including report cards, assessment results, and special education documentation, where applicable.

Transfer of Records: When a student transfers to another school, their OSR is forwarded to the receiving school in a timely and secure manner, in accordance with Ontario's guidelines for OSR management.

III. Attendance Management

Daily Attendance Tracking: Attendance is recorded daily for each class. The school follows procedures for monitoring and documenting student absences, late arrivals, and early departures.

Notification System: Parents or guardians are notified promptly of unexplained absences or patterns of lateness, in line with Ontario's Safe Schools Act.

Intervention Strategies: The school has intervention strategies for addressing attendance issues, including counseling, parental involvement, and, where necessary, referral to appropriate community agencies.

IV. Student Transfers

Inbound Transfers: For students transferring to Liberty High School, the school reviews the incoming student's records to ensure appropriate placement and to identify any special education needs or accommodations.

Outbound Transfers: When a student transfers from Liberty High School to another institution, the school ensures a smooth transition by providing the necessary documents and information to the new school, adhering to provincial guidelines.

Transition Support: The school offers support and resources to both incoming and outgoing transfer

students to help them adapt to their new educational environments.

V. Policy Monitoring and Compliance

Regular Reviews: This policy is reviewed regularly to ensure compliance with current provincial laws and regulations governing student records, attendance, and transfers.

Staff Training: School staff receive ongoing training in the management of student records, attendance monitoring, and the transfer process.

VI. Roles and Responsibilities

School Administration: Oversees the implementation of this policy, ensuring compliance with legal requirements.

Teachers and Staff: Responsible for maintaining accurate attendance records and supporting the transfer process.

Parents and Guardians: Expected to collaborate with the school in addressing attendance issues and facilitating the transfer process.

Liberty High School is committed to maintaining the highest standards in managing student records, tracking attendance, and handling transfers. This policy ensures that we meet our obligations under Ontario's educational laws, providing a secure and supportive environment for our students' academic journey.

