



ADMINISTRATIVE GUIDELINE

Title: Annual Reporting of Student Achievement

Effective Date: June 6, 2001 Responsibility

4.0 Legislative Requirements

The Education Act, Municipal Freedom of Information and Protection of Privacy Act and the Education Quality Improvement Act set out the general rules that District School Boards must follow regarding collection, retention, use and disclosure of student information. The Near North District School Board will without exception, adhere to this body of legislation as it pertains to individual student information and access to personal information of a student. This will only be permitted in accordance with this legislation. Otherwise the following legislation sets the expected standard:

A) The Education Act Section 266:

- (2) **Pupil Records Privileged** Records privileged for the information and use of supervisory officers and the principal and the teachers of the school for the improvement of instruction of the pupil, and such record,
 - (a) subject to subsections (2.1), (3) and (5), is not available to any other person; and
 - (b) except for the purposes of subsection (5), is not admissible in evidence for any purpose in any trial, inquest, inquiry, examination, hearing or other proceeding, except to prove establishment, maintenance, retention or transfer of the record, without written permission of the parent or guardian of the pupil or, where the pupil is an adult, the written permission of the pupil.
- (2.1) **Information to medical officer of health.** The principal of a school shall, upon request by the medical officer of health serving the area in which the school is located, give that medical officer of health the following information in respect of pupils enrolled in the school:
 1. The pupil's name, address and telephone number.
 2. The pupil's birth date.
 3. The name, address and telephone number of the pupil's parent or guardian.
- (3) **Right of parent and pupil.** A pupil and his or her parent or guardian where the pupil is a minor, is entitled to examine the record of such pupil.
- (5) **Reference where disagreement.** Where the principal refuses to comply with a request under subsection (4), the pupil parent or guardian who made the request may, in writing, require the principal to refer the request to the appropriate supervisory officer who shall either require the principal to comply with the request or submit the record and the request to a person designated by the Minister, and such person shall hold a hearing at which the principal and the person who made the request are the parties to the proceeding, and the person so designated shall, after the hearing decide the matter, and his or her decision is final and binding upon the parties to the proceeding is not available to any other person; and

- B) The Education Act 266(10) **Secrecy** **Re Contents**. Except as permitted under this section, every person shall preserve secrecy in respect of the content of a record that comes to the person's knowledge in the course of his or her duties or employment, and no such person shall communicate any such knowledge to any other person except, a) as may be required in the performance of his or her duties; or b) with the written consent of the parent or guardian of a pupil where the pupil is a minor; or c) with the written consent of the pupil where the pupil is an adult.
- C) The Municipal Freedom of Information and Protection of Privacy Act Section 32: An institution shall not disclose personal information in its custody or under its control except according to the exceptions outlined in Appendix A.

5.0 Reporting of Student Achievement Data

As required by **BOARD POLICY**

Agenda Planning, a monitoring report that focuses on **Section 4**, progress made towards achievement of the **ENS** Policies, will be provided to the Board on an annual basis at its regular meeting in November. The reporting of student achievement will be presented in the following manner according to the availability of current data:

5.1 Context

Assessment results are only one piece of information about a school. Other types of information are necessary to set the context within which the system and schools are working, to be able to report to the Board, parents, students, school councils, staff, school communities and the public on factors affecting student progress, school progress and work towards student, school and Board growth. There are several pieces of information that will be provided, some annually and others as they are individually made available to the Board. The intention of this data collection process is to access as much relevant information as possible, and to ensure that the context is considered before conclusions are drawn.

The Education Quality and Accountability Office (EQAO) is responsible for the Education Quality Indicators Program (EQUIP). EQUIP will be updated annually and will reflect profiles of schools, Board of s

- Teachers
- x Student Achievement

Additional information, as phased in by EQUIP will include:

- x Safety in Schools
- x School/Community Partnerships
- x School Councils
- x Professional Development
- x Parental Involvement
- x Curriculum
- x Perception and Satisfaction with Education
- x Graduates'/school leavers' destinations

The Ontario Provincial Children's Secretariat facilitates the development and collection of information according to an Early Development Indicators Program. This is specific to students in their Junior Kindergarten year, at 4 years of age. This information which is available every second year, reflects children's readiness to learn when they enter school and provides information according to the following guidelines: physical health and well-being, social competence, emotional maturity, language and cognitive development, communication skills and general knowledge.

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- g) Percentage of students at risk in their grade two year according to the Grade 2 screening follow-up to the First Steps assessment
- h) Reading Recovery outcomes
- i) Attendance Records
- j) Suspension and Violent Incident Records

5.3 Analysis of Data

The first phase of analysis of data will be completed as follows:

- A) Superintendent of Program (Elementary Schools), Curriculum and Special Education Coordinators will ensure that the following data is compiled in an understandable format:
 - x Term and final report card marks for students Grades 1 to 8
 - x Grade 3 and 6 EQAO test results
 - x First Steps Screening Data
 - x Grade 2 Screening Data

Municipal Freedom of Information and Protection of Privacy Act

Where disclosure permitted

S. 32. An institution shall not disclose personal information in its custody or under its control except,

- (a) in accordance with Part I;
- (b)