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Section	SCHOOLS & STUDENTS	
Policy Name	MANAGING INFORMATION FOR STUDENT ACHIEVEMENT (MISA) <i>Management Guideline Applies</i>	526
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<i>Board Approved: March 22, 2011 December 6, 2005</i>		
<i>Reviewed: February 28, 2011</i>		
<i>Review Prior To: December 2016</i>		

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## **POLICY**

Superior-Greenstone District School Board shall make every effort to enhance the capacity of teachers, Principals and board staff to work with data in support of student achievement and in making evidence-based decisions supported by research data.

Superior-Greenstone District School Board recognizes that information collected must be handled in accordance with The Municipal Freedom of Information and Protection of Privacy Act and other relevant legislation and regulations.

## **PROCEDURES**

- 1.0 All personal information in the custody of the Superior-Greenstone District School Board shall be treated as confidential, and:
  - Will not be disclosed to anyone other than the person to whom the information relates and
  - Will be shared with parents/guardians of students who are under the age of 18
  - Will only be released to individuals or agencies that have permission of the Principal or as their authority to receive the requested information.
  - 1.1 All data reports that are shared with the public will not include reference to individual students that may, at any time, lead to the identification of those students.
- 2.0 All data must be collected for the purposes of assessing student performance and for setting avenues/actions for school improvement planning.
- 3.0 Under the direction of the Principal, teachers must ensure that data is stored to protect the rights of students and others to whom the data relates. Principals are responsible for ensuring that appropriate information is stored in the Ontario Student Record (OSR) in accordance with the Ministry of Education applicable guidelines.
- 4.0 All tests conducted under the auspices of the Education Quality and Accountability Office (EQAO) will be shared in accordance with EQAO practices for the protection of privacy and sharing of test results.
- 5.0 The following Superior-Greenstone District School Board Policies must also be adhered to in relation to data collection and the release of confidential information:
  - Policy 502 Ontario Student Records
  - Policy 511 Student Questionnaires
  - Policy 607 Electronic Communications Systems
  - Policy 904 Protection of Privacy