

POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
CLASS LISTS: PROTECTION OF INFORMATION	JRB/JRC

I. POLICY

The Louis Riel School Division (Division) recognizes the importance of communication between Parent Advisory Committees and the parents/guardians in the school community. Likewise, the Division recognizes that communication among the parents/guardians of classmates may benefit learning, socioemotional development, and community-building.

Notwithstanding the foregoing, the Division:

- upholds its responsibility to manage and protect records and information in its custody in accordance with legislative requirements, notably [The Freedom of Information and Protection of Privacy Act](#) (FIPPA), [The Public Schools Act](#), and the [Manitoba Pupil File Guidelines](#) (see [Policy JRA – Pupil Files/ Student Records](#)); and
- requires employees to respect the private and confidential nature of information acquired about students and their families at all times (see [Policy GBEB – Standards for Employee Conduct](#)).

Therefore, the Division requires the Principal to obtain the express consent of parents/guardians before releasing or distributing their contact information, with exceptions to apply when legislation mandates or allows such release or distribution.

II. GUIDELINES

- A. The Principal is responsible for informing all staff members that have access to class lists of their duty to maintain the confidentiality of the information with which they have been entrusted.
- B. Except as outlined in **GUIDELINES C, D & E** below, the Division expressly prohibits the release of these lists of names, addresses, e-mail addresses, and/or telephone numbers to any group or individual, other than the Department of Education, without the express consent of the parents/guardians.
- C. Parents/guardians may authorize the Principal to provide their name, address, e-mail address, and/or telephone number to the Chair of the school's Parent Advisory

Adopted:	May 2, 2006	Legal References: Freedom of Information and Protection of Privacy Act (FIPPA) ; The Public Schools Act ; Manitoba Pupil File Guidelines ; The Advocate for Children and Youth Act ; The Child and Family Services Act
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Committee (or equivalent parent organization) and/or the parents/guardians of their child's classmates.

- D. In situations where the school receives a request for personal information related to a student and/or family and where legislation mandates the release of personal information (notably section 17(1) of [The Advocate for Children and Youth Act](#), and section 4(2) of [The Child and Family Services Act](#)), the Principal shall comply with the request.
- E. In situations where the school receives a request for personal information related to a student and/or family and where legislation provides for the discretionary release of personal information (notably section 44(1) of [FIPPA](#)), the Principal shall consult the Superintendent of Schools or designate prior to releasing the information.

III. PROCEDURES

- A. The Student Registration Form will provide parents/guardians the opportunity to authorize the School Principal to provide their name, address, e-mail address, and/or telephone number to:
 - 1. The Chair of the school's Parent Advisory Committee (or equivalent parent organization); and/or
 - 2. The parents/guardians of their child's classmates.
- B. Parents/guardians may withdraw their consent for the release of their name, address, e-mail address, and/or telephone number at any time during the school year by providing a written request to that effect. When parents/guardians update the annual Student Data Verification Form, they will have to opportunity to affirm or withdraw their consent in this regard.
- C. Where the Principal releases information as per **GUIDELINE D** or **E**, they shall document details of the disclosure.

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