



ST. THOMAS AQUINAS CATHOLIC SECONDARY SCHOOL

1360 Oxford Street W, London, Ontario N6H1W2

TEL: (519) 660 - 2798 FAX: (519) 660 - 2763

Dear Parents:

On January 1, 1991, the Freedom of Information and Protection of Privacy Act came into force. This act has required us to modify our past procedures regarding communications with parents*. Once a student reaches the age of majority, the information held by the school pertaining to a student becomes the right and responsibility of the students. The Education Act and the Freedom of Information and Protection of Privacy Act clearly define that personal information now belongs to the student and not the parent. However, a student may give the school written permission to share information with parents. To comply with these Acts, the following procedures have been established. **In this document, the term parent includes legal guardian(s).*

STUDENTS UNDER 18 YEARS OLD

ATTENDANCE: Our school requires that parents send a signed note to school immediately preceding or following a student's absence. The office will contact a parent if a note has not been received.

STUDENT REPORTS: Students and parents have access to the student's records at the school. This includes the student's marks, copies of discipline notices and the contents of the Ontario School Record folder. Both parents have access to these records unless there is a court order denying access to the parent.

REPORT CARDS: Report cards will be addressed to the parent. If a student is not living with his or her parents, a copy will also be sent to the student.

PARENT-TEACHER CONFERENCES: Student progress will be discussed with parents.

DISCIPLINE NOTICES: Parents shall be contacted by the school regarding discipline concerns.

STUDENTS 18 YEARS AND OVER

ATTENDANCE: The student is assigned the obligation for signing his or her own notes and the school administration will deal directly with the student rather than with the parents on attendance matters. The school will not be able to confirm attendance with parents if they contact the school.

STUDENT RECORDS: Only the student will have access to these records.

REPORT CARDS: Report cards shall be addressed to the student.

PARENT-TEACHER CONFERENCES: The student must be present for the conference and may invite parents to attend.

DISCIPLINE NOTES: Students shall be dealt with directly by the school regarding discipline concerns.

Notwithstanding the above, a student 18 and over may give the school written permission to share information with parents. Should you need more information or clarification of these procedures, please contact the principal or vice-principal of the school.

Mr. Dan Howard, Principal

Mr. Jim Sefeldas, Vice Principal



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**Release of Student Information
Students 18 Years of Age and Older**

Student's Name: _____ **D.O.B:** _____

I give permission for my parents and teachers to receive, review and discuss my academic progress, reports cards and attendance. This permission to share information is to be used to assist and encourage me in my academic pursuits in order that I may experience success.

Student must abide by school policies and rules. Legitimate reasons for absence from class normally include illness, unavoidable appointments and or urgent family matters. Students must not excuse themselves from class to do homework, to miss tests or to take extra part-time work. Students who leave school during the day may be asked to see the Principal or Vice-Principal when they sign out.

Student's Signature: _____ **Date:** _____

Parent's/Guardian's Signature: _____ **Date:** _____

Vice Principal Signature: _____ **Date:** _____