

## Student Reference Policy

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**Policy Purpose:** To ensure that requests for student references are provided in a timely and professional manner while also minimizing any potential liability.

**Scope:** The school recognizes the right of currently enrolled students to consider other educational options and provides appropriate support in that process.

**Policy:** Upon written request from the student's legal guardian(s), the Whistler Waldorf School Lower School Faculty Chair or High School Chair will provide the prospective school information regarding the student's academic, social and/or behavioural performance.

**General Principles:** When providing written references, the following principles must be observed:

1. Information regarding a student cannot be disclosed without the written authorization of the student's legal guardian(s).
2. The reference must be able to be substantiated if necessary. Information provided should be limited to what has been included in the student's report card(s)
3. The reference given should not intentionally misrepresent the student by deliberate non-disclosure of information.
4. A copy of any reference provided on behalf of WWS should be kept on the relevant student's file.

### Responsibilities:

#### Lower/High School Faculty Chairs

It is the responsibility of the Lower and High School Faculty Chairs to 1) complete requests for student references and 2) ensure that faculty who may respond to requests for references in respect of past or present students are aware of and abide by these guidelines.

#### Class Teacher/Guardian

It is the responsibility of the Lower and High School Faculty to submit requests for reference to the Lower and High School Faculty Chairs.