

PUBLIC RECORDS

The Board supports the right of the people to know about the programs and services of their schools and makes efforts to disseminate appropriate information. Each building principal is authorized and expected to keep the school's community informed about the school's programs and activities. The release of information of District-wide interest is coordinated by the Chief Executive Officer and/or the Chief Communications Officer.

Business of the Board is discussed and decisions are made at public meetings of the Board, except such matters as may be discussed in executive sessions.

The official minutes of the Board, its written policies, and the financial records of the District and all other public records are open for inspection in the School District offices during regular business hours.

Each Board member is encouraged to attend public records training every term for which he or she is appointed to office. However the Board may designate one or more persons to attend public records training on its behalf.

The District may ask that the identity of an individual requesting information, and the reason the information is sought, be in writing. Except for student records as noted below, the District first informs the requester that such disclosure is not mandatory, unless the request is for student directory information. The District also informs the requester that providing such information in writing enhances the District's ability to identify, locate or deliver the records sought. The District may also ask that the request be put in writing, but notifies the requester that it is not mandatory to do so.

Any individual who wants to obtain or inspect a copy of a public record may request to have the record duplicated on paper, on the same medium on which the record is kept or on any other medium that the Chief Executive Officer and/or designee determines reasonable. If the request is ambiguous or overly broad, the District informs the requester of the manner in which the records are maintained and accessed in the ordinary course of business and allows the requester to revise the request.

Records pertaining to individual students and other confidential materials are not released for inspection. Only that information deemed "directory information" may be released from an individual student's file, and only if the parents or legal guardians have not affirmatively withdrawn their consent to release in writing and only if the information will not be used in a profit-making plan or activity. The District may require the disclosure of the requester's identity or the intended use of the directory information. Other Student records that consist of "personally identifiable information" generally are exempt from public disclosure.

The definition of what constitutes directory information is provided in Board Policy JO, Student Records.

All records responsive to the request are made available in a reasonable period of time. The District makes the requester aware of any information that is exempt from disclosure requirements by notifying the requester of any redacted information or by making redactions in a plainly visible manner. If a public records request is denied, the District provides an explanation with legal authority for the denial of the request. This explanation is provided in writing if the request is made in writing or if the Chief Executive Officer and/or designee determine(s) written explanation is necessary.

The Chief Executive Officer and/or designee transmit the information sought by mail or by any other means of delivery requested, if the method is reasonably available. The number of mail requests sent by any one person is limited to ten a month unless the person certifies, in writing, that the neither records nor the information in them will be used for commercial purposes. The term “commercial” does not include reporting or gathering news.

A fee may be charges for copies and/or delivery. The District may require the fee charged for copies and/or delivery be paid in advance.

A poster describing the Public Records policy will be developed and posted in a conspicuous location in the Board of Education Administration Building and in all other District buildings. The policy may be posted on the District’s website and will be posted in the Board’s Policy manual. The policy is distributed directly to the Chief Financial Officer or other person designated as records custodian and receipt of the policy is acknowledged.

[Adoption date: September 26, 2007]

LEGAL REFS.: ORC 149.43
3319.321
Family Educational Rights and Privacy Act; 20 USC 1232g

CROSS REFS: JO, Student Records