

PUBLIC'S RIGHT TO KNOW

The School Committee is a public servant, and its meetings and records will be a matter of public information except as such meetings and records pertain to individual personnel and other classified matters.

The School Committee supports the right of the people to know about the programs and services of their schools and will make every effort to disseminate information. All requests for information will be acted on fairly, completely, and expeditiously.

All commonly available public record documents of the School District will be posted on the district's website. The length of time such records will remain posted on the district website shall be in accordance with the Municipal Record Retention Manual.

In addition, the official minutes of the Committee, its written policies and regulations, and its financial records will be open for inspection at the Office of the Superintendent by any citizen desiring to examine them during hours when the office is open. The Superintendent or other persons responsible for the custody of confidential files will not release records pertaining to individual students or staff members for inspection by the public or any unauthorized persons. The exception to this will be information about an individual employee (or student) that has been authorized in writing for release by the employee (or student, or student's parent).

Each building administrator is authorized to use all means available to keep parents and others in the particular school's community informed about the school's program and activities.

Revised: October 24, 2017

LEGAL REFS.: M.G.L. 4:7, Statutes, Definitions of statutory terms
MGL 66:10; Public Records, Public inspection and copies of records; presumption; exceptions
M.G.L. 30A:18-25; State Administrative Procedure, Open Meeting Law
Freedom of Information Act (FOIA)

CROSS REFS.: BEDG, Minutes
GBJ, Personnel Records
JRA, Student Records