PUBLIC'S RIGHT TO KNOW/FREEDOM OF INFORMATION

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 public records will be acted on fairly, completely and expeditiously. One copy of the requested public record will be furnished upon request upon payment of a reasonable fee. Persons requesting a search of public records will pay the actual expense of such search, as determined by the person having custody of such records. These fees include labor and copying. Requests for reports or research that do no exist in public record cannot be accommodated within this policy.

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 or on the Mohawk Trail Regional School District website at any time.

No records pertaining to individual students or staff members will be released for inspection by the public or any unauthorized persons by the Superintendent or other persons responsible for the custody of confidential files. 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.

LEGAL REFS.: M.G.L. 4:7; 66:10; 39:23B

First Reading: April 9, 2008
Second Reading and Adoption: May 21, 2008
Revisions: March 9, 2011
Mohawk Trail Regional School District School Committee