

## PUBLIC RECORDS

The Board supports the right of the community to know about the programs and services of the school and makes efforts to disseminate appropriate information. The school administrator is authorized and expected to keep the school's community informed about school programs and activities.

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

The official minutes of the Board, its written policies, its financial records, and all other public records are open for inspection in the school office during the hours when those offices are open.

Each Board member, and school officials who may be requested to provide copies of public records, attend yearly public records training.

The school may ask the identity of the individual requesting information, the reason the information is being sought, and may also ask that the request be put in writing. The school first informs the requester that such disclosure is not mandatory unless the request is for student directory information. The school also informs the requestor that providing such information in writing enhances the school's ability to identify, locate or deliver the records sought.

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 Superintendent/ designee determines is reasonable. If the request is ambiguous or overly broad, the school informs the requester of the way 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 after complying with the regulations prepared by the administration for the release of such information. Student directory information is not released to profit-making purposes or when parents have affirmatively, in writing, withdrawn their consent. Student records that consist of "personally identifiable information" generally are exempt from disclosure.

All records responsive to the request are made available in a reasonable period of time. The school 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 school provides an explanation with legal authority for the denial of the request. The explanation is made in writing if the request is made in writing, or if the Superintendent/ designee determines written explanation is necessary.

The Superintendent/ designee transmits the information sought by mail or by any other means of delivery requested if the method is reasonably available. The number of requests physically sent by mail or another delivery service, or provided in digital format, to any one person may be limited to 10 a month unless the person certifies, in writing, that neither the records nor the information in them will be used for commercial purposes.

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

LEGAL REFS.: Family Educational Rights and Privacy Act; 20 USC, Section 1232g  
ORC 121.22  
149.001; 149.35; 149.381; 149.41; 149.43  
3319.321  
OAC 3301-35-03; 3301-35-04

Adopted: November 4, 2020