

**PUBLIC'S RIGHT TO KNOW**

The Board 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 Board 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.

The official minutes of the Board, its written policies and regulations, and its financial records will be open for inspection at the office of the Superintendent/CEO by any citizen desiring to examine them during hours when the office is open. No records pertaining to individual students or staff members will be released by the Superintendent/CEO or other persons responsible for the custody of confidential files for inspection by the public or 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).

The administration 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 References:**

SDCL 13-8-43	<u>Records of business manager open to public inspection</u>
POLICY BDDG	<u>Minutes</u>
POLICY GBL	<u>Personnel Records</u>
POLICY JO	<u>Student Records</u>
POLICY KBAA	<u>Public records</u>

1<sup>st</sup> Reading-6/21/2016  
2<sup>nd</sup> Reading-7/19/2016  
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