

PUBLIC'S RIGHT TO KNOW

In fulfillment of the rationale for the creation of public governing bodies, the meetings and records of the Board are considered matters of public information.

Educational matters are discussed and decisions made at public meetings of the Board. Per Ohio Revised Code 121.22, areas of discussion limited to executive session include the following:

1. considering personnel matters;
2. considering the purchase of property or the sale of same at competitive bidding, when premature disclosure would give an unfair competitive advantage to a private party;
3. conferring with legal counsel concerning disputes involving the Board that are the subject of pending or imminent court action;
4. preparing for, conducting or reviewing collective bargaining;
5. considering matters required to be kept confidential by Federal or State law and
6. considering specialized details or security arrangements.

The official minutes of the Board, its written policies and its financial records are open for inspection in the office of the Superintendent during the hours the administration offices are open. However, no records pertaining to individual students are released for inspection by the public or any unauthorized persons. Release of employee records are subject to any applicable collective bargaining agreements to the extent permitted by law.

The Board supports the right of the people to know about the programs and services of their schools and encourages dissemination of information about Hilliard Schools to its publics. The Board may, by resolution, designate one or more persons to attend public records training on its behalf.

Parents of students enrolled in the District who wish to review instructional materials for classes in which their child is enrolled should submit such requests directly to the teacher of the class.

Instructional materials that are public records pursuant to State law are made available for review. Instructional materials containing personally identifiable student information or student specific information are student records and are not public records. The release of student records is governed by State and Federal law and the Board's student records policy and regulations. If a record contains questions, answers or other information related to tests, test protocols or copyrighted information for which disclosure and/or copying is prohibited by law or pursuant to generally accepted testing standards, then disclosure and/or copying is not provided.

Each principal is authorized and expected to keep the school's community informed about the school's program and activities. It is the responsibility of each staff member to facilitate dissemination of information by helping news media representatives obtain available information as accurately, quickly and conveniently as possible.

Public Record Request(s)

The Board recognizes the importance of public records as the record of the acts of this District and the repository of information about this District. Members of the public have the right to inspect and copy, with certain exceptions, the public records of this District.

The public records of this District are defined by Ohio Revised Code 149.43. The Board makes the public records of this District available for inspection and copying with the exception of those records exempted from such inspection and copying by law. The Treasurer or his/her designee is the person responsible for public records.

In order to ensure all citizens have an equal right to examine and copy the records of this District and to ensure the inspection does not endanger the safety of the records or unreasonably interfere with the discharge of the duties of the Treasurer or his/her designee, all requests for the inspection of public records are made in the following manner:

1. Any individual wishing to review a public record may make the request verbally or in writing. A request form is available to those who prefer to put their request in writing. All requests are honored within a reasonable time.
2. An individual may purchase copies of the public records of this District upon the payment of a fee, as set by the Superintendent or his/her designee, equivalent to the cost of handling and reproduction.
3. No public record may be removed from the office in which it is maintained.

[Adoption date: August 14, 2001]

[Re-adoption date: October 11, 2005]

[Re-adoption date: January 28, 2008]

[Re-adoption date: June 19, 2009]

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

CROSS REFS.: BDC, Executive Sessions
BDDG, Minutes
GBL, Personnel Records
IGBA, Programs for Students with Disabilities
JO, Student Records
KA, School-Community Relations Goals
KKA, Recruiters in the Schools