

## **PUBLIC'S RIGHT TO KNOW**

Acton and Acton-Boxborough School Committees' members are public servants, and as such, their meetings, discussion, and records will be a matter of public information. Some exceptions will be made for exemptions specifically outlined in the Open Meeting Law to be discussed in Executive Session. The School Committees support the right of the people to know about the programs and services of their schools and will make every reasonable effort to disseminate information. All reasonable requests for information will be acted on fairly, completely and expeditiously.

The official minutes of the Committees, their written policies and regulations, and their 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. 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 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

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