

COMMUNITY RELATIONS	1000
COMMUNICATIONS WITH THE PUBLIC	1100
PUBLIC'S RIGHT TO KNOW	1107

The Melrose School Committee is made up of public servants, 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 matter.

The Committee supports the right of the people of the District 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 Committee meetings, its written policies and regulations, and its financial records will be open for inspection by any citizen desiring to examine them. No records pertaining to individual students or staff members will be released for inspection by the public or any other unauthorized persons, by the Superintendent or any other persons responsible for the custody of confidential files. The exception to this will be information about an individual employee (or student), which has been authorized in writing for release by the employee (or student, or student's parent) or by court order.

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.

The Superintendent and the Principals will develop a plan that sets out the procedural details of School-Parent and School-Community communications. This plan will include elements about the use and protection of phone numbers, emails and other identifying information. This plan will be reviewed by the School Committee on an annual basis. The details of the plan will then be communicated to the parents at the beginning of each school year.