



SECTION: 130

TITLE: PARENT AND

NESHAMINY SCHOOL DISTRICT

1	PURPOSE	130. PARENT AND FAMILY INVOLVEMENT	1
2		The Neshaminy Area School District is committed to the belief that all students	2
3		can learn and acknowledge that schools and parents share a commitment to	3
4		the educational success of children. The district believes that the education of	4
5		students is a joint responsibility shared with parents. To ensure that the best	5
6		interests of each student is served in the educational process, the district	6
7		believes that a strong program of communication between home and school	7
8		must be maintained. The district believes that the cooperation of school and	8
9		home is a vital component in the growth and education of the whole child.	9
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15	II. DEFINITION	The public records of this district shall mean any account, voucher or	15
16		contract dealing with the receipt or disbursement of funds; acquisition, use or	16
17		disposal of services, supplies, materials, equipment or other property; or any	17
18		minutes, orders or decisions fixing the personal or property rights, privileges,	18
19		immunities, duties or obligations of any person or group.	19
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24		Public records shall not include the following:	24
25		1. Any report, communication or other paper whose publication would	25
26		disclose the existence of, progress or result of an investigation	26
27		undertaken in the performance of official duties.	27
		2. Any record, document, material, exhibit, pleading, report, memorandum,	
		or other paper to which access or publication is prohibited, restricted, or	
		forbidden by law, regulation, court order or decree of court; would operate	
		to the prejudice or impairment of a person's reputation or personal security;	
		or would result in the loss of federal funds, except the record of a	
		conviction of any criminal act.	
		3. Education records concerning individual students, in accordance with	
		federal and state laws.	
		4. Personnel files, in compliance with applicable laws.	

1	III AUTHORITY	The Board shall make the district's public records available for inspection and	1
2		duplication to any state resident, in accordance with Board policy and district	2
3		procedures, with the exception of records exempted by law.	3
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5		The Board exempts from public inspection any material whose disclosure	5
6		would constitute an invasion of privacy, unless the individual concerned, or	6
7		the parent/guardian of a minor student, consents in writing to public	7
8		disclosure of the materials.	8
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10	IV. GUIDELINES	The public may inspect and procure copies of the public records of the	10
11		district during the regular business hours of the district offices.	11
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13		A public record shall be provided to the requester in the medium requested	13
14		if it exists in that form; otherwise, it shall be provided in its existing medium.	14
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16		The district is not required to create a public record that does not exist nor to	16
17		compile, maintain, format or organize a public record in a manner different	17
18		from that currently maintained by the district. If a public record is maintained	18
19		only in an electronic format, the district shall, duplicate the record on paper,	19
20		upon request.	20
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22		Information shall be made available to individuals with disabilities in an	22
23		appropriate format, upon request and with sufficient advance notice.	23
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25		No public record shall be removed from the control or supervision of the	25
26		designated official.	26
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28		<u>Request for Access</u>	28
29		A request for access to a public record shall be submitted to the office of the	29
30		Superintendent. Requests shall be submitted in writing. Each request	30
31		must include the following information:	31
32		1. Identification of the requested record, in sufficient detail.	32
33		2. Medium in which the record is requested.	33
34		3. Name and address of the person to receive the district's response.	34
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36		<u>Response to Request</u>	36
37		The Superintendent or designee shall review the request and respond	37
38		promptly, within five (5) business days of receiving the request.	38
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41		If the district determines that the request will be granted, a response shall be	41
42		sent within five (5) business days. The response shall include the regular	42
43		business hours of the district office, the medium in which the record is	43
44		provided, and the assessed fees.	44
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If the district determines that more than five (5) business days are required to respond to the request, in accordance with the exceptions stated in law, notice shall be sent indicating that the request is being reviewed, the reason for the review, and a date when the response will be provided.

Denial of Request

If the district denies the request for access to a public record, a response shall be sent within five (5) business days of receiving the request. The response denying the request shall include the following:

1. Description of the record requested.
2. Specific reasons for denial, including a citation of supporting authority.
3. Name, title, business address and telephone number, and signature of the employee who denied the request.
4. Date of response.
5. Procedure to appeal denial of access.

If the district fails to respond to a request within five (5) business days, the request for access shall be deemed denied.

The district shall not deny access to a public record based on the intended use by the requestor.

Appeal of Denial

If a request for access to a public record is denied or deemed denied, the requester may file a written exception within fifteen (15) business days of the mailing date of the response or a deemed denial.

Upon receipt of the exception, the Superintendent or designee shall make a final determination of the request within thirty (30) days of the mailing date. If denied, a written explanation shall be provided.

The final determination shall be the final order of the school district.

The requester may appeal the district's final order, in accordance with the provisions of law.

1		<u>Fees</u>	1
2		Duplicates of public records shall be provided by the district upon payment of	2
3		applicable fees.	3
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5		A list of fees that may apply shall be provided to each requester, posted in the	5
6		district office, and be available electronically.	6
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8		The district shall not assess any fees for staff time or resources used to evaluate	8
9		a request for access to public records.	9
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11		The district may require prepayment of estimated fees when the fees required	11
12		to fulfill the request are expected to exceed \$25.00.	12
13		Access to public records and the list of applicable fees are posted at the district	13
14		office.	14
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16	V. DELEGATION	The Superintendent or designee shall develop procedures to implement this	16
17	of	policy which include:	17
18	RESPONSIBILITY		18
19		1. Preparation of a retention schedule that: conforms to law; requires	19
20		permanent safeguarding of Board minutes, annual audit reports and	20
21		permanent student records; and mandates retention of all fiscal records	21
22		required for audit until the audit has been received and approved.	22
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24		2. A list of reasonable fees applicable to all requests for inspection and	24
25		duplication of public records, in accordance with law.	25
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27		3. Provisions to guard the confidentiality of records exempted from the	27
28		availability of public records.	28
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30		4. Training of appropriate staff regarding public access to public records.	30
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38	Approved: 2/25/03		38
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