

# **GREAT RIVER CONNECTIONS ACADEMY**

## **PUBLIC RECORDS POLICY**

**Adopted on: November 17, 2017**

**Great River Connections Academy (hereinafter “GRCA”) abides by the Ohio Public Records and Open Meetings laws and makes all efforts to disseminate appropriate information. The Records Custodian coordinates the release of information of school wide interest. The business of the Board is discussed and decisions are made in accordance with the Ohio Open Meetings law. The official minutes of the Board, its written policies, its financial records and all other public records are open for inspection in GRCA’s administrative office during the hours when the administrative office is open.**

**GRCA may ask the identity of an individual requesting information and the reason the information is sought to be in writing. However, GRCA shall first inform the requestor that such disclosure is not mandatory, unless the request is for student directory information. GRCA shall also inform the requestor that providing such information in writing enhances GRCA’s ability to identify, locate, and deliver the records sought.**

**Any individual who seeks to obtain or inspect a copy of a public record may request that the record be duplicated on paper, on the same medium on which the record is kept, or any other medium that GRCA’s Records Custodian deems reasonable. If the request qualifies as ambiguous or overly broad, GRCA shall inform the requestor of the manner in which records are maintained and accessed in the ordinary course of business, and shall allow the requestor to revise the request accordingly.**

**Individual student records and other confidential records protected by Ohio or Federal law may not be released for inspection. The only student information that may be released is information deemed “directory information” pursuant to the Federal Family Educational Rights and Privacy (“FERPA”). However, student directory information is only released pursuant to GRCA’s policies governing release of such information. Student directory information is not released when parents/guardians/students affirmatively withdraw consent to release such information in writing. Student records that consist of “personally identifiable information” generally are exempt from disclosure.**

**All records provided in response to a public records request are made available in a reasonable period of time. GRCA shall notify the requestor of any information that was exempt from disclosure by either informing the requestor of redacted information or making redactions in a plainly visible manner. If a public records request is denied, GRCA shall provide an explanation with the legal authority for the denial of the request.**

**The GRCA's records custodian shall transmit the request by mail or by other means of delivery request, if the method requested is reasonably available. The number of mail requests sent to any one person is limited to ten (10) a month unless the person certifies, in writing, that the records and/or information contained in the records will not be used for commercial purposes.**

**A fee of five (5) cents per photocopy calculated from the first photocopy may be charged for copies along with the delivery cost incurred by the Board to provide the records. Two sided photocopies shall be charged at a rate of five (5) cents per sheet. GRCA may require that the fee for copies and/or delivery be paid in advance.**

**GRCA's public records policy shall be posted in a conspicuous location at GRCA's administrative office, GRCA's satellite locations and on the GRCA "About Us Page" at [www.connectionsacademy.com](http://www.connectionsacademy.com). The policy shall be distributed to the GRCA Records Custodian and record of acknowledgement of receipt of the policy by the Records Custodian shall be maintained on record. A copy of a records retention schedule shall be maintained and available to the public in GRCA's administrative office.**