

FILE: KB

Cf: [CN](#)

PUBLIC INFORMATION PROGRAM

The Superintendent of the Jefferson Davis Parish School Board and the administrative staff shall be responsible for the maintenance of all documents, letters or other printed materials collected, assembled and maintained by the school district. All written requests by citizens or outside agencies for information shall be directed to the Superintendent or his/her designee. The Superintendent or his/her designee shall review the request to determine if the information requested is public in nature.

If the information is determined to be public in nature, the Superintendent or his/her designee shall direct that it be released for duplication on the premises during normal business hours. The party requesting the information shall be charged the cost of reproduction and any other expenses entailed in locating and retrieving the information. If the information is in active use or otherwise unavailable, the party requesting the information shall be so notified and shall be notified again upon its becoming available.

NOTIFICATION

The School Board shall require each school, at the beginning of each school year, to provide the parent or legal guardian of each student with written information outlining the process and procedures to be followed in order to make a complaint, or request information from the school or School Board. Such information shall include at least, the name, address, phone number and e-mail address of the appropriate person to contact at each step of the process, and shall be updated annually.

Members of the general public should call the School Board office for assistance when requesting information or to make a complaint.

New policy: September, 2008

Approved: October 16, 2008

Ref: La. Rev. Stat. Ann. §§[17:172](#), [17:415](#), [44:1](#)

Board minutes, [10-16-08](#)

Jefferson Davis Parish School Board