

### GOVERNING CITIZEN/PUBLIC REQUESTS FOR DATA

North Hampton School office personnel are employees of the citizens of the District. However, the structure and purpose of the building and office support the initiatives and policies which help create an effective learning environment at North Hampton School.

North Hampton School therefore seeks to be as responsive as possible to public requests and inquiries while balancing such requests with its primary mission of service to children and teachers. The following guidelines shall apply:

1. North Hampton School complies with all tenets of RSA 91-A, the New Hampshire Right-to-Know Law. Under this statute the school is required to conduct public business in an open manner and provide access to appropriate public documents and data as requested.
2. Within the tenets of applicable regulations, the school will make every reasonable effort to respond to citizens' requests for information. However, school staff must give priority to efforts on behalf of the students and teachers, as well as activities necessary to maintain the orderly and efficient functioning of the school.
3. All records of the school, unless exempted or privileged by law, are open to public inspection. When a written request to review appropriate records is received, school personnel will establish a mutually agreeable time during the business day to meet with the person initiating the request. Sufficient opportunity must be allowed for school personnel to assemble the requested documents.
4. The Right-to-Know Law does not obligate public officials or organizations to retrieve or compile random information into a list or create documents not normally maintained or used. The Right-to-Know Law does not require a response to comments, questions or allegations regarding procedures, policies, or operations when a specific written record or directory is not already compiled or available.
5. The school will assess a fee of 25 cents per page for any public document photocopied at the request of a member of the public as described in North Hampton School Policy EGAB.

**Adopted:** **DATE:** December 18, 2008  
**Reviewed:**  
**Revised:**  
**Cancellation:**