

DATA MANAGEMENT

Informing school district personnel of the activities in the school district and otherwise conveying information to the public, board and students shall be the responsibility of the superintendent.

Internal communications shall be placed in the employee's mailbox or sent by electronic mail, and it shall be the responsibility of the employee to collect and read such information.

Members of the school district community seeking information from the school district shall make such requests to the superintendent. The superintendent shall answer the request within a reasonable period of time and may invoice the charges allowed by board policy.

Requests for printing shall be filed with the board secretary for processing.

Legal Reference: Iowa Code §279.8 (2011).

Cross Reference: 502 Student Rights and Responsibilities
503 Student Discipline
507 Student Health and Well-Being

Approved: February 11, 1991
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