

**ADMINISTRATIVE POLICIES OF THE  
MILWAUKEE PUBLIC SCHOOLS**

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**ADMINISTRATIVE POLICY 9.02  
PUBLIC'S RIGHT TO KNOW**

**(1) GENERAL**

(a) The Board recognizes that parents and other citizens, school community groups, and other community organizations have all become more concerned about the quality of public education. They are questioning the effectiveness of school programs and activities, and they seek to become actively involved in the planning for educational improvements.

(b) Since community involvement in the educational process requires knowledge of that process, it shall be the policy of the Board that all facts and information kept or prepared for the purposes of reporting the activities of the Milwaukee Public Schools, and in such form as to maintain the confidentiality of the individuals involved, shall be considered as public information and shall be open for inspection by any member of the public at all reasonable times.

(c) Any member of the public may — with proper care, during office hours, and subject to such regulations as the superintendent or director of the Office of Board Governance may prescribe — examine, copy, or otherwise duplicate at his/her own expense any of the public records in the possession of the Milwaukee Public Schools.

(d) Printouts and copies of public information contained in computer data banks, as well as on microfilm and in photographic or other forms, shall also be provided to any member of the public upon request and upon payment of a reasonable fee.

(e) Procedures which delineate the responsibility of the school system to maintain the confidentiality of records involving individual students and employees and which establish guidelines for conducting research in the school system shall be developed by the superintendent and submitted to the Board for approval.

**(2) RECORDS CUSTODIANS**

(a) The Milwaukee Public Schools is a public school district created and governed in accordance with Chapter 119, Wisconsin Statutes, regarding first-class city school systems. The Milwaukee Public Schools is governed by the Milwaukee Board of School Directors, whose duties include maintaining the public schools in the City of Milwaukee and the control and management of schools, facilities, operations, property, and affairs of the school district.

(b) Records for the Milwaukee Public Schools are kept at the Central Services Building, 5225 West Vliet Street, Milwaukee, Wisconsin, 53208. The public may obtain information and access to records by making requests either in writing or in person to the designated records custodians listed below. Written requests that are sent by mail should be sent to the appropriate designated records custodian at Post Office Box 2181, Milwaukee, WI 53201-2181.

(c) The types of records available and the designated custodians are as follows:

<u>Type of Record</u>	<u>Custodian</u>
Performance evaluations of the Superintendent and the Director, Office of Board Governance.....	Board President
Records of the Board of School Directors, including proceedings of the Board and records of Board and Committee meetings; communications and reports to the Board; records pertaining to program, financial and performance audits; and other records of the Office of Board Governance.....	Director, Office of Board Governance

Records of individual Board members and the records of their offices..... Respective Board members

All administrative records of the district, including records pertaining to curriculum, student assignment, personnel, financial records, student records, facilities records, insurance records and purchasing records; and any other records not already identified herein. ....Superintendent or his/her designee(s)

Records of the individual school..... Respective school principals

- History:** Adopted 11-2-71; revised 2-22-95, 3-31-95
- Previous Coding:** Admin. Policy KBA, prior to May 1995; Admin. Policy 11.02, May 1995-August 1996
- Legal Ref.:** W.S. 19.21(1) (2); 19.81 et seq., 119.18(22)
- Cross Ref.:** Admin. Policy 6.31 Professional Research Activities: Certificated Staff  
8.42 Student Records  
Admin. Proc. 9.02 Public's Right to Know

