The Garrett County Board of Education recognizes the right of individuals and groups to present inquiries or questions concerning school personnel, the curriculum and instructional materials, school services, and school facilities. The Board also recognizes the importance of effective two-way communications between the Garrett County Public Schools and the community; this is particularly essential between the schools and the parents/guardians of students. Strong efforts shall be directed toward maintaining open communications among the schools, the public and public agencies.

The Superintendent of Schools will be responsible for initiating and administering a continuous program of communication with the community. The Superintendent will make use of appropriate school personnel and all available media in discharging this responsibility. All efforts shall be made to fully comply with the Maryland Public Information Act (MPIA) and State Government Article Title 10, Subtitle 6 of the Annotated Code of Maryland.

Inquiries regarding matters in a particular school should be directed to the Principal of that school, who shall promptly respond to the inquiry.

Other public and agency inquiries should be made by contacting the Public Information Office through website e-mail at http://garrettcountyschools.org/public-information or telephone 301-334-8931, or by contacting the Office of the Superintendent at 301-334-8902. For any requested information not considered a public record under State Government Article Section 10-613(c)(2), the Superintendent has the authority to waive requirement that said requests need to be in writing, and any such waiver shall be at the Superintendent’s discretion. SG §10-614(a)(2)(ii). The individual or group making an inquiry shall be promptly notified of a requirement of writing or waiver thereof. The information requested, if determined to be
lawful and appropriate to disclose, will be made available after involvement of the appropriate staff and pursuant to time limits specified by State Government Article Title 10, Subtitle 6. Any failure on the part of the Public Schools staff to properly adhere to the MPIA may be addressed through remedies allowed under State Government Article Title 10, Subtitle 6.

A person or organization shall also have the opportunity to speak to the subject of inquiry at a public meeting of the Garrett County Board of Education, providing that such communication complies with Policy BED, *Board Meeting Procedures*. 