

GENERAL ADMINISTRATION

Policy 1450
(Regulation 1450)
(Form 1450)

Allen Village/Community Relations

Public Access to School Documents

The School provides public access for the inspection and copying of Allen Village's public records. As a general practice, Allen Village requires advance payment of a copy fee that does not exceed ten (10) cents per page for pages not larger than nine by fourteen inches and a search and duplication fee that does not exceed the average hourly rate of pay for school clerical staff. However, copies of Allen Village's public records may be provided without a fee or at a reduced fee when the Board determines that a reduction is in the public interest. In assessing fee reductions, the Board will consider the potential that the reduction will significantly contribute to public understanding of Allen Village's operations and will consider the degree of commercial value to be gained by the person requesting a fee reduction. In accordance with state law, search time that would require more than clerical duplication of documents may be charged at the actual cost of research time.

Similarly Allen Village will provide public access for inspection and duplication of Allen Village's public records maintained on audio, video, or similar media. Public access includes but is not limited to computer facilities, recording tapes, discs, videotapes, films, pictures, slides, graphics, and illustrations. Allen Village requires advance payment not to exceed the cost of copies, staff time (not to exceed the average hourly rate of pay for clerical staff), and the cost of the disk or tape used for duplication.

In order to facilitate public access to Allen Village's public records, the Board will appoint a custodian of records. The custodian will be responsible for maintaining Allen Village's public records as well as for assuring access to Allen Village's public records. The identity, business address, and office telephone number of the custodian of records will be published annually and will be available at Allen Village's administrative office. The procedures for implementing public access provided in this policy are set forth in Regulation 1450.

Allen Village will make available for public inspection, and provide upon request, to the parent, guardian, or other custodian of any school age pupil resident in the public school district within which Allen Village is located the following information:

- Allen Village's Charter;
- Allen Village most recent annual report card published according to state law; and
- the results of background checks on the school's board members.