

PUBLIC'S RIGHT TO KNOW
(Public Access to Records)

The Deerfield Board of Education recognizes that parents, citizens, school and community groups have all become more concerned about the quality and cost of public education.

Since community involvement in the educational process requires knowledge of that process, it is the policy of the district that all facts and information kept or prepared on the activities of the Deerfield Community School District, except confidential information concerning personnel, and students, will be considered public information.

Any citizen may request information about the operation of the district from a member of the Board of Education or the District Administrator. Information provided from routine reports (those reports annually completed from the Department of Public Instruction or the Board of Education) will be supplied without cost.

Specific information requests which require the preparation of a special document, inventory, evaluation or presentation will be charged to the requesting party. The party requesting the information will be advised of the cost prior to the work being started and will be expected to pay for the work upon delivery. The cost shall reflect the district's actual cost to produce the document including any fees charged by special service agencies (such as the auditors). Requests for special reports shall be made in writing to the Clerk of the School Board.

Any citizen may, with proper care, during regular office hours, have access to and inspect the public records of the school district. Such requests shall be directed in writing to the Clerk of the School Board who will respond within ten working days and arrange for inspection in cooperation with the District Administrator. Under no circumstances are the records of the district to leave the building in which they are being kept. The photocopy machines will be made available at cost for any desired copies. The district may charge for secretarial service if more than one hour of time is required to locate the records which the citizen desires to inspect.

LEGAL REFS: WS 19.21
118.125
120.17