

## **PUBLIC'S RIGHT TO KNOW/FREEDOM OF INFORMATION**

The Board is a public servant, and its meetings and records shall be matters of public information, subject to such restrictions as are set by federal law or regulation, by state statute or by pertinent court rulings.

The official minutes of the Board, its written policies and its financial records shall be open for inspection at the office of the Special Education Director by any citizen desiring to examine them during hours when the office of the Special Education Director is open. However, no records shall be released for inspection by the public or any unauthorized persons-either by the Special Education Director or any other person designated as custodian for BOCES records-if such disclosure would be contrary to the public interest as described in state law.

The Board wishes to support the right of the people to know about the programs and services of their BOCES and shall make every effort to disseminate information. The Special Education Director is authorized to use all means available to keep parents/guardians and others of the SFTBOCES' communities informed about the BOCES' program and activities.

The BOCES may charge reasonable fees for furnishing copies of such public records in accordance with the accompanying regulations.

Adopted: February 9, 2000

LEGAL REFS.: C.R.S. 22-9-109  
C.R.S. 22-32-109 (1)(c)  
C.R.S. 24-72-301 *et seq.*

CROSS REFS.: BEDA, Notification of Board Meetings  
BEDG, Minutes

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1. A person who has the right to inspect a public record also has the right to request to be furnished a copy of the record.
2. The fee for copying public records will be \$1.25 per page unless actual costs exceed that amount.
3. If the BOCES in response to a specific request manipulates data to generate a record in a form not used by the BOCES, it may charge a reasonable fee not to exceed the actual cost of manipulating the data and generating the record. Fulfilling such a request will be at the option of the BOCES.
4. If a requested record is a result of computer output other than word processing, the fee for a copy will be based on recovery of the actual costs of providing the electronic service and product together with a reasonable portion of the costs associated with building and maintaining the information system. This fee may be reduced or waived by the Special Education Director or designee if the electronic service or product is used for a public purpose.

Adopted: February 9, 2000

LEGAL REF.: C.R.S. 24-72-205

## **PUBLIC CONCERNS AND COMPLAINTS**

Constructive criticism motivated by a sincere desire to improve the quality of the educational program or to equip the BOCES to do their tasks more effectively is welcomed by the Board of Directors.

The Board believes that complaints and grievances are best handled and resolved as close to their origin as possible. Therefore, the proper channeling of complaints involving instruction, discipline or learning materials will be as follows:

1. Special Education Director
2. Board of Directors

Any complaint about BOCES personnel shall always be referred back through proper administrative channels before it is presented to the Board for consideration and action.

When a complaint is made directly to an individual Board member, the procedure outlined below shall be followed:

1. The Board member shall refer the person making the complaint to the Special Education Director.
2. If the person will not personally present the complaint to the Special Education Director, the Board member shall then ask that the complaint be written and signed. The Board member may then refer the complaint to the Special Education Director for investigation.
3. If at any time the person making a complaint feels that a satisfactory reply has not been received from the Special Education Director and, if not satisfied, to request that the complaint be heard by the Board of Directors.

Adopted: February 9, 2000