

<b>SEVEN GENERATIONS CHARTER SCHOOL</b>	SECTION: OPERATIONS
	TITLE: 801 – RIGHT TO KNOW OVERVIEW
	ADOPTED: April 12, 2011
	REVISED:

Policy	<p>In accordance with the Right-to-Know Law, Act 3 of 2008, the Board of Trustees of Seven Generations Charter School (“Seven Generations”) hereby establishes the following:</p> <ol style="list-style-type: none"> <li>(1) Right-to-Know Law Policy,</li> <li>(2) Right-to-Know Law Request for Access to Records Form, and</li> <li>(3) Right-to-Know Law Request Fee Structure.</li> </ol>
Delegation of Responsibility	The Board of Trustees of Seven Generations Charter School appoints the Chief Executive Officer (CEO) as the Open Records Officer.
Procedures	<p>The Board of Trustees hereby directs that the Right-to-Know Law Policy, Right-to-Know Request for Access to Records Form and Right-to-Know Law Request Fee Structure be posted at Seven Generations’ main administrative office and on Seven Generations’ Internet website together with the following:</p> <ol style="list-style-type: none"> <li>(1) Contact information for the Open Records Officer (may be included in the Right-to-Know Law Policy).</li> <li>(2) Contact information for the Office of Open Records or other applicable appeals officer (may be included in the Right-to-Know Law Policy).</li> <li>(3) Any additional Administrative Procedures or regulations that may be developed consistent with this Policy and the Right to Know Law.</li> </ol> <p>In accordance with the Right-to-Know Law, Requesters may elect to access the Official Records Request Form available through the Office of Open Records.</p>
References	<p>School Code – 24 P.S. Sec. 408, 518 Right-to-Know Law – 65 P.S. Sec. 67.101 et seq.</p>