



SCHOOL DISTRICT NO. 64

PROCEDURE 130 Access to Information

*"Inspire learners, Integrate sustainability,
Involve community"*

Section: Governance

Dates of Revisions:

Date of Adoption and

Resolution Number: June 13, 2018- 76/18

The School District No. 64 Board of Education, both directly and through its schools, ensures that general information related to the operation of the school district as a whole and to individual schools is available to the communities served.

1. With regards to requests for information of a less general nature, the board's response is guided by The Freedom of Information, Protection of Privacy Act. Accordingly,
 - a. the Act, which is available from the Office of the Secretary Treasurer, should be consulted before submitting a request;
 - b. requests should be submitted in writing;
 - c. as outlined in The Act, a fee may be charged after the first three hours spent processing the request.

2. If a request for information
 - a. is related to a concern, please refer to Policy and Procedure 133.
 - b. involves appeal of a decision regarding a student's educational program, please refer to district Bylaw No. 3, A Bylaw Governing the Right to Appeal Board Decisions Affecting Students.

Reference:

- The Freedom of Information, Protection of Privacy Act
- School District No. 64 (Gulf Islands) Bylaw No. 3, A Bylaw Governing the Right to Appeal Board Decisions Affecting Students.
- Policies and Procedures 133, 140