

OKLAHOMA OPEN RECORDS ACT

The School District, as a tax supported institution, recognizes that the public has a right to be fully informed concerning its operations. The School District strongly believes that informed citizens are vital to the successful functioning of the democratic government process which this School District desires to exemplify to its students.

In order to achieve these goals, the Board of Education hereby states that all records of the School District, except those records designated as confidential in this policy statement, shall be open to any person for inspection, copying and/or mechanical reproduction during regular business hours. All persons requesting the right to inspect non-confidential records of the School District shall be accorded prompt access to those records. The district offices are open Monday through Friday from 8:00 to 4:30. There will be occasions when the district office is closed or hours changed, notice will be provided on the school calendar and/or website regarding these dates.

As permitted by the Oklahoma Open Records Act, the School District hereby designates the following records as confidential and not open for public inspection:

1. Records which can be kept confidential under federal or state law.
2. Personnel records which relate to internal personnel investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline or resignation.
3. Personnel records where disclosure would constitute a clearly unwarranted invasion of personal privacy such as employee evaluations, payroll deductions, or employment applications submitted by persons not hired.
4. If disclosure would give an unfair advantage to competitors or bidders, the following: bid specifications for competitive bidding prior to publication; contents of sealed bids prior to bid opening; computer programs or software (but not the data thereon); and appraisals relating to the sale or acquisition of real estate prior to the award of a contract.
5. Except for the fact that a communication has been received and that it is or is not a complaint, personal communications received from a person exercising rights secured by the Oklahoma or United States Constitution. Any response to such personal communications shall be confidential only to the extent necessary to protect the identity of the person exercising the right.
6. Individual student records, except for: (a) statistical information not identified with a particular student if such information is maintained in a composite form and (b) directory information as defined in the Act, if,

pursuant to the Family Educational Rights and Privacy Act that information (i) has been designated by the School District as directory information and (ii) parents have been notified of and have not exercised their non-release rights.

7. Teacher lesson plans, tests and other teaching materials. As per state law, parents may review information related to their children's curriculum. This review is an in-person review and arrangements for such will be made with the building principal. There should be expectation that copies of lesson plans, tests and other teaching materials will be provided.
8. Personal communications concerning individual students.
9. Prior to taking action, including making a recommendation or issuing a report, personal notes and personally created materials of School District personnel, excluding departmental budget requests, prepared as an aid to memory or research leading to the adoption of a School District policy or School District project.
10. The home address of any person employed or formerly employed by the School District.

The school district may charge a document fee for recovery of the reasonable, direct costs of document copying and/or mechanical reproduction. However, if the request is solely for commercial purposes or clearly would cause excessive disruption of the public body's essential functions, then the public body may charge a reasonable fee to recover the direct cost of document search. The board of education has determined that a request which requires more than three (3) hours of staff time to search and copy records will be an excessive disruption of the schools district's operation as this will divert employees from being able to fulfill contractual responsibilities as they search for the information, assemble the documents and redact any confidential information from documents.

Where possible, the actual copying and/or search costs will be calculated in advance with payment to be made in cash upon notice to the individual of the anticipated costs. When costs are unknown, those making requests will be asked for cash they wish to spend. Employees will accept the cash and stop activity when the cost reaches the amount of cash received from the requestors. When additional cash is received, activity will resume.

The following photocopy or computer reproduction fee schedule is established:

- A. No charge for photocopies up to ten (10).
- B. Photocopies over ten (10) in number: \$.10 per page.
- C. Computer-produced documents: \$.25 per page

- D. Copies of audio tapes or video tapes : \$6.00 for each tape.

The following search fee will be imposed if this request is solely for commercial purposes, or if the request is going to cause excessive disruption of the business of the School District.

- A. \$12 per hour for support staff time with regard to searching, copying, assembling and redacting records. \$50 per hour for administrative time with regard to searching, copying, assembling and redacting records.
- B. \$100 per hour for IT time with regard to locating digital records which are then provided to support staff to copy, assemble and redact prior to disclosure of the records.

In some cases both A and B will be charged when a records request involves searching through digital documents as those documents will need to be carefully reviewed prior to release to make sure that all necessary confidential information is redacted to protect information that should not be disclosed under state or federal law.

The Superintendent of Schools or his/her designee shall be authorized to release eligible records and information. In the absence of the Superintendent, an administrator shall always be designated to release eligible records and information.