

**General Information**

The Board of Education adopts this Policy Statement in connection with the Oklahoma Open Records Act (the "Act"), effective November 1, 1985.

This school district, as a tax-supported institution, recognizes that the public has a right to be fully informed concerning its operations. This 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.

As permitted by the Act, the school district hereby designates the following records as confidential and not open for public inspection:

- Records, which can be kept confidential under federal or state law as designated in Section 5 of the Act.
- Personnel records which relate to internal personnel investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline, or resignation.
- 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.
- If disclosure would give an unfair advantage to competitors or bidders, the following: bid specifications for competitive bidding prior to publication; contents of software (but not the data thereon); and appraisals relating to the sale or acquisition of real estate prior to the award of a contract.
- 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.

- 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 (1) has been designated by the School District as directory information and (2) parents have been notified of and have not exercised their non-release rights.
- Teacher lesson plans, tests, and other teaching materials.
- Personal communications concerning individual students.
- 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.

The Board of Education hereby designates its superintendent or if such person is not available during regular business hours, then the superintendent's office secretary as the person authorized to release non-confidential public records for inspection, copying, or mechanical reproduction.

The school district shall charge reasonable fees to recover the direct cost of document copies. Reasonable document search fees shall be charged as permitted by the Act. The schedule of fees will be posted in the superintendent's office. The district will make every effort to provide public requests within five (5) working days of the request.

If inspection of documents designated as confidential is denied, the person requesting access to such documents shall have a right to appeal the denial to the Board of Education.

**Fee Schedule**

Please contact the Office of the Superintendent for the most current fee schedule.

Approved: October 6, 2010

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Board Clerk

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Board President