



## SECTION II: COMMUNITY RELATIONS POLICY 2015

### CHILD NUTRITION INFORMATION FOR FAMILIES

All district students may, but are not required to, participate in any or all of the district's child nutrition program services. The district participates in the following USDA child nutrition program:

- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)
- Fresh Fruit & Vegetables Program (FFVP)
- Summer Food Service Program (SFSP)
- Child Adult Care Feeding Program (CACFP)
- Farm to School
- Breakfast in the Classroom
- Grab 'n' Go Breakfast

Although the district complies with all USDA child nutrition program requirements, this policy is designed to provide families with pertinent information regarding meals at schools. Any individual who wishes to obtain more detailed information about the district's programs may contact the Child Nutrition Admin Office.

#### Cafeteria Use

Except under special circumstances<sup>1</sup> all students will eat in the cafeteria or other designated location.

Guest must be cleared by the building principal prior to joining a student in the cafeteria. Non-district individuals or groups who wish to use the cafeteria must also be cleared by the building principal.

#### Meal Costs

The superintendent or designee will establish the cost for meals prior to the beginning of each school year and bring to BOE for approval. Meal cost will be widely publicized and posted in the cafeteria.

#### Meal Payments

Students are encouraged to pre-pay for meals to ensure quicker checkout in the cafeteria and to reduce the likelihood of forgotten or lost lunch money. Students may also add funds to their accounts at their school cafeteria via cash or check.

The district provides several options to keep parents informed of their student's meal account balance. The district will send a charge letter notifying parents of a negative balance weekly.

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<sup>1</sup> Special circumstances include, but are not limited to, lunch detention, severe food allergies, and IEP requirements. The district will not separate students during meals based on a student's ability to pay.



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Parents may also check their child's account balance online through the Parent Information System.

#### Free and Reduced-Price Meals

All families will have the opportunity to submit an application for free and/or reduced priced meals. This application must be completed each year. The district will utilize federal guidelines in determining eligibility for free and/or reduced-price meals, and those guidelines will be publicized with other notices regarding the district's child nutrition program. The Child Nutrition Department is responsible for reviewing applications and determining eligibility. Child Nutrition Department is responsible for promptly notifying families whether their application has been approved and following up with families who have submitted incomplete applications.

Any family who wishes to appeal a decision regarding their eligibility may make an appeal to the board clerk. If an appeal is filed, the individual will be notified of the date and time for an appeal hearing. Individuals may bring a representative with them to any appeal hearing.

School personnel will use discretion in handling applications, and the names of students eligible for free/reduced price meals will not be published, posted, announced, etc. Students receiving free/reduced price meal will not:

- Use a separate cafeteria or area of the cafeteria
- Use separate serving line
- Enter the cafeteria through a different entrance
- Eat meals at a different time
- Work for their meals
- Use a different method at the checkout
- Eat a different meal

#### Collecting Debt

The district must work to ensure that its child nutrition services are run in a fiscally responsible manner. Families will be notified when their child's account balance is low so that the account can be replenished. If a child's account has a negative balance, the following steps will be taken.

1. An initial notice of delinquent account, along with another copy of this policy, will be sent home with the student in a plain envelope once the student's balance is negative.
2. The Child Nutrition Department will attempt to contact families via phone, email, or through other personal contact if their account is still delinquent.



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#### Charging Meals

If the account remains delinquent despite these efforts the district will serve an alternate reimbursable meal to the student. The reimbursable meal will meet the standards of the NSLP and NSBP.

Charging procedures per grade level can be found on the school website.

#### Policy Distribution

This policy will be widely circulated in the community prior to the start of each school year. It can be found on the district website.

Source: *Broken Arrow Board of Education policy adoption, <Date>*



## **SECTION II: COMMUNITY RELATIONS POLICY 2140**

### PRODUCTION OF PUBLIC RECORDS

Purpose: The purpose of this policy is to describe the District's obligations and procedures with regard to the Oklahoma Open Records Act (the "Act").

#### District Philosophy

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, or, otherwise, as required by federal or state law, 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.

#### Confidential Records Not Available for Inspection

As permitted by the 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, and employment applications submitted by persons not hired, and transcripts from institutions of higher education.
4. 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 – if disclosure would give an unfair advantage to competitors or bidders.
5. Personal communications received from a person exercising rights secured by the Oklahoma or United States Constitution, except for the fact that a communication has been received and that it is or is not a complaint. 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



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b. Directory information as defined in the Act, if, pursuant to the Family Educational Rights and Privacy Act that information has been designated by the School District as directory information and parents have been notified of and have not exercised their non-release rights.

7. Instructor lesson plans, tests and other teaching materials.

8. Personal communications concerning individual students.

9. Personal notes and personally created materials, when made prior to taking action, making a recommendation or issuing a report. Confidentiality does not extend to departmental budget requests prepared as an aid to memory or research leading to the adoption of a public policy or the implementation of a public project.

10. The home address of any person employed or formerly employed by the School District.

11. The home telephone number of any person employed or formerly employed by the School District, where disclosure would constitute a clearly unwarranted invasion of personal privacy.

~~11.~~12. Any contract for use of a student athlete's name, image, or likeness disclosed to a postsecondary institution pursuant to the Student Athlete Name, Image and Likeness Rights Act.

#### Records Custodian

The Board of Education hereby designates its Director of Public Relations or if such person is not available during regular business hours, its Superintendent (or designee) as the person authorized to release non-confidential public records for inspection, copying or mechanical reproduction. The Records Custodian shall ensure that confidential records of the School District are not improperly disclosed, inspected, copied or reproduced.

Under Oklahoma law, the Board Clerk is the custodian of the District's copy of required school board election related filings. Copies of these documents can be obtained by making a request through the Records Custodian as noted above.

#### Fees for Records and for Search for Records

The fees for duplicating records are described in the attached fee schedule. When a request for public records would clearly cause excessive disruption of the School District's essential functions or is solely for commercial purpose, the School District will charge a reasonable fee for any search time, administrative time or computer query/programming time as specified in the attached fee schedule to recover the direct cost of document search.

The School District does not consider publication in a newspaper or broadcast by news media as resale or use of data for trade or commercial purpose. However, the School District shall charge the news media and others the direct cost of copying electronic data.



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A search fee shall not be charged when the release of documents is in the public interest, including, but not limited to, release to the news media, scholars, authors and taxpayers seeking to determine



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whether those entrusted with the affairs of the government are honestly, faithfully, and competently performing their duties as public servants.

Costs associated with reproduction of public records shall be paid by, or on behalf of the requestor, at the time documents requested are to be picked up. In the event of a large records request, the School District may request a deposit, to be set by the records custodian, to be made at the time of the request.

#### Request for Records

Requests for public records shall be made to the attention of the Superintendent of Schools or the District's Records Custodian. The request shall identify with specificity the record or records sought. Where the request for records is unclear or confusing, the Records Custodian may request that the requestor provide a more precise explanation or description of the records requested. The District shall produce records requested promptly, taking into consideration the accessibility of the record, the number and type of records requested, and the press of School District business.

An individual requesting public records, pursuant to the Act, is requested to use the District's Request Form to expedite the processing of the request.

#### Appeal of Denial of Records

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 Superintendent of Schools.

Source: *Broken Arrow Board of Education policy adoption, July 13, 2009.*  
*Broken Arrow Board of Education policy revision, December 8, 2014.*  
*Broken Arrow Board of Education policy revised, December 11, 2017.*  
*Broken Arrow Board of Education policy revised, November 7, 2022.*  
*Broken Arrow Board of Education policy revised, <DATE>.*

Policy submitted to Tulsa/Wagoner County Clerks December 9, 2014.

Policy submitted to Tulsa/ Wagoner County Clerks December 13, 2017.



## **SECTION II: COMMUNITY RELATIONS POLICY 2140**

### PRODUCTION OF PUBLIC RECORDS

#### **FEE SCHEDULE FOR DUPLICATION OF AND SEARCH FOR SCHOOL RECORDS**

In compliance with provision of the Oklahoma Open Records Act (Title 51, Oklahoma Statutes 24 A. 1 et seq.), the following fee schedule is established for the search and duplication of District and/or student records. The fee schedule shall be effective for the 2008-2009 fiscal year, and for subsequent years until amended by the Board of Education or altered by change in the Oklahoma Open Records Act or other federal or state statute.

1. If copies of District documents are requested, the person making the request agrees to pay in advance \$0.25 per page for 8 ½ x 11 copies or electronic files in JPG, PDF or TIFF format.
2. If copies of District documents are requested, the person making the request agrees to pay in advance \$0.25 per page for 8 ½ x 14 copies or electronic files in JPG, PDF or TIFF format.
3. If copies of District documents are requested, the person making the request agrees to pay in advance \$.50 per page for computer printouts.
4. If dubs or copies of audio tapes are requested, the person making the request agrees to pay in advance \$6.00 for each tape.
5. If dubs or copies of videotapes are requested, the person making the request agrees to pay in advance \$15.00 for each DVD (copies of ArrowVision programs may be obtained by contacting ArrowVision - the ArrowVision rate schedule is \$10 per DVD if picked up; \$13 per DVD if mailed by ArrowVision to person making the request).
6. If copies of material on computer disk are requested, the person making the request agrees to pay in \$10.00 for each disk.

If a search is necessary to furnish the documents and 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, the person or organization making the request agrees to pay a search fee of \$9.00 per hour for secretarial time; \$30.00 per hour for administrative time; \$100.00 per hour for computer query or programming (all calculated on quarter-hour increments). The Superintendent of Schools, after consultation with appropriate District officials, and if deemed appropriate, the District's legal counsel, will determine whether any request is going to cause excessive disruption of the business of the District. This determination by the superintendent shall be made in the light of the totality of the circumstances involved with each request. The Superintendent shall consider such things as the number of documents sought, their page lengths, the number of employees who will be involved in the search, the length of time it will take to assemble the documents, whether employees will be required to redact confidential information from documents, and whether the request will divert staff from their regular jobs.

Fee Schedule submitted to Tulsa/Wagoner County Clerks December 9, 2014.

Fee schedule submitted to Tulsa/Wagoner County Clerks December 13, 2017.





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PUBLIC RECORD ACCESS REQUEST OKLAHOMA OPEN RECORDS ACT

TO: Broken Arrow Public Schools  
701 S Main Street  
Broken Arrow, OK 74012-4334

- 1. Pursuant to the Oklahoma Open Records Act, the undersigned hereby requests access to the following School District records:

\_\_\_\_\_

(Describe records as specifically as possible; attach additional sheets if necessary)

- 2. The undersigned requests access to the foregoing records for the following purpose:

\_\_\_\_\_

\_\_\_\_\_

- 3. If copies of the documents are requested, the undersigned agrees to pay \$.25 per page for copies, and/or such other fees as specified in the District's Fee Schedule for Duplication of and Search for School Records. If a search is necessary to furnish the documents and would clearly cause excessive disruption of the School District's essential functions or if this request is solely for commercial purposes, the undersigned agrees to pay the search fee as specified in the District's Fee Schedule for Duplication of and Search for School Records.

- 4. The undersigned is acting as representative or agent for

\_\_\_\_\_

\_\_\_\_\_

To Be Completed By Requestor:

To Be Completed By School District:

\_\_\_\_\_  
(Print name)

Received by Broken Arrow School District

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
Record Request No.

\_\_\_\_\_  
(City, State, Zip)

\_\_\_\_\_  
(Phone Number)