

Rising Leaders Academy

Public Records Policy

Student Records

Pursuant to state and federal law, student records are **not** considered public records. Accordingly, no document containing student records or personally identifiable student information shall be produced in response to a public records request. This includes, but is not limited to, incident reports, report cards, and any other educational record containing student information.

Public Information and Inspection of Records

All records designated as public under Florida law shall be available for inspection and/or copying at reasonable times during regular office hours, in accordance with Chapter 119, Florida Statutes. An appointment is required to inspect and copy records at the school. This ensures that staff can prepare records in advance and provide proper supervision.

1. Submission of Requests

- Public records requests shall be directed to the Administrator in person, by telephone, by regular mail, or via the District-designated email address. The School shall not be responsible for mail requests that are not delivered or for email requests that are diverted to spam or otherwise not received. A timely acknowledgment of receipt will be provided to the requestor to confirm that the Public Records Request has been received. If no acknowledgment is received, the requestor should contact the Administrator to confirm submission.

2. Documentation of Requests

- Each request shall be documented by the Administrator, including the date of receipt. The School will maintain a log of all public records requests received.
- The Administrator shall notify the requestor of the estimated date of production and any applicable costs.

3. Response and Production Timeline

- We work hard to respond to public records requests as quickly as we can. Many requests can be filled within a few weeks. However, if the request is large, complex, or if several requests are submitted within a short period of time, it may take longer.
- Florida law requires that we respond within a “reasonable time”—not a set number of days. We will keep you informed and do our best to provide the records as soon as possible, while staying focused on our mission of serving our students.

4. Redaction and Exemptions

- Public records requests are subject to redaction requirements under:
 - The Family Educational Rights and Privacy Act (FERPA);
 - Attorney-client privilege;
 - Security exemptions under Chapter 119, Florida Statutes;
 - Personal identifying information exemptions under Chapter 119.
- Records requiring review for exemptions shall not be released until the review is complete.

5. Unavailable Records

- If the requested record is not immediately available, the Administrator shall notify the requestor and shall provide the record once it becomes available.

All requestors are subject to the **Bay District Visitors and Civil Conduct Policy** referenced at the conclusion of this document.

Records Requests by Email

All email requests for public records shall be sent to: **PublicRecords@RisingLeadersAcademy.org**

1. Required Formatting

- Requests may be submitted in any written form, including email body, letter, or attachment.

- To assist with processing, requestors are encouraged to include a clear subject line such as **“NOTICE OF SERVICE OF PUBLIC RECORDS REQUEST [DATE],”** which helps staff easily recognize and prioritize the request among other emails and allows for easier searching by date.
 - The body of the email shall identify each document requested and include the requestor’s contact information.
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Charges and Deposits

- 1. Estimates and Deposits**
 - An estimate shall be provided prior to production.
 - A deposit of **50% of the estimated cost** is required before commencement of production.
 - The balance, adjusted for actual costs, shall be paid in full prior to delivery.
 - 2. Standard Copying Charges**
 - \$0.20 per one-sided copy.
 - 3. Labor and Review Charges**
 - Charges shall include time spent locating, retrieving, reviewing, redacting, copying, and re-filing records.
 - If review is required to identify or redact exempt information, charges will reflect the actual labor cost of the staff necessary to complete the review and redaction.
 - 4. Special Service Charges**
 - Pursuant to Fla. Stat. §119.07(1)(b), where a request requires “extensive use” of information technology resources or clerical/supervisory assistance, the School may impose a reasonable service charge in addition to duplication fees.
 - 5. “Extensive use” is defined as:**
 - More than 15 minutes of clerical or supervisory assistance (locating, reviewing, redacting, and preparing records).
 - More than 15 minutes of information technology services (executing software commands, configuring systems, or processing data).
 - 6. The special service charge may be based on:**
 - The actual cost of information technology resources; and/or
 - The actual labor cost of personnel involved, calculated at the current hourly rate (including benefits).
 - 7. Notification of Costs**
 - The requestor shall be notified of all estimated costs prior to duplication or assessment of any special service charges.
 - Any deposit in excess of actual costs shall be refunded; underpayments shall be remitted prior to release.
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Cost Reduction

Requestors are encouraged to narrow the scope of requests to reduce costs. Use of specific keywords, individuals, or divisions will minimize the use of extensive staff time and reduce charges.

Visitors and Civil Conduct

Bay District School Board Policy 2.115 applies to all requestors accessing District property.

- 1. Visitors**
 - Any person other than an employee or student must immediately report to the principal’s office and obtain permission before proceeding.
- 2. Disruptive Conduct**
 - Any person who disrupts school operations, threatens health or safety, damages property, uses offensive or obscene language/gestures, or repeatedly enters without authorization shall be directed to leave the premises by the principal or designee.
- 3. Abusive Conduct**
 - If a member of the public uses obscenities, or communicates in a demanding, loud, insulting, or demeaning manner, staff shall warn the individual to communicate civilly.
 - If the conduct persists, the meeting, conference, or call shall be terminated, and the individual directed to leave District property immediately.