



NORMANDY SCHOOLS COLLABORATIVE

Michael Triplett, Ph. D.
Superintendent of Schools

Christopher Petty, Ph.D.
Associate Superintendent

**Normandy Schools
Collaborative**
3855 Lucas and Hunt Road
St. Louis, MO 63121
Office: 314.493.0400
Fax: 314.493.0480
mtriplett@normandysc.org

Mission

Normandy Schools Collaborative prepares global leaders for college, career, and productive citizenship by empowering a community of confident learners and valuing the unique contributions of every student.

Joint Executive Governing Board Members

Ronald L. Roberts
President

Valerie Patton
Vice President

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Director

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Director

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Director

Pursuant to RSMO 610.023 - All requests for district information (media and/or third parties) should follow this procedure.

Requests for district information should be sent in writing to the district's custodian of records via a freedom of information act request (FOIA), (also known as a sunshine request). The district should not honor a request for district records which is not in writing.

As set forth more fully below, the district is not legally permitted to provide certain records.

The district's custodian of records should receive the request and a determination should be made regarding the request (at the superintendent or board level (with the advice of legal counsel).

Required response

The district has **three (3) business days** to respond to a proper written request (the request must be specific enough to understand the record sought and the record must be a legally permissible record for release).

The district's initial response should be a written acknowledgment of the request which includes the cost associated with providing the record **or** a denial because the record is one which the district is not permitted to release by law.

Once the fee for the records is received from the requester, the district should provide the record in written form.

If access to the public records is not granted immediately, the custodian shall give a detailed explanation of the cause for further delay and the place and earliest time and date that the record will be available for inspection. This period for document production may exceed three days for reasonable cause.

The district should maintain a repository of all requests for district records together with the district's response to the requests.

Fee for records

The district is permitted to charge a fee for the cost of providing the records PLUS the cost of postage PLUS the clerical costs. The district may charge up

to \$0.10 cents per page plus the hourly rate of clerical staff to copy the record PLUS the actual cost to research in order to fulfill the request.

There are certain records which the district is not permitted to release:

1. employee/personnel records
2. records which are likely to lead to accusations of criminal behavior
3. records which constitute an invasion of privacy
4. records which may endanger the safety of personnel and/or law enforcement
5. medical/mental health records of personnel, board members and/or students; and
6. student records

If a request for access is denied, the custodian shall provide, upon request, a written statement of the grounds for such denial. Such statement shall cite the specific provision of law under which access is denied and shall be furnished to the requester no later than the end of the third business day following the date that the request for the statement is received.