

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### PUBLIC INFORMATION AND INSPECTION OF RECORDS

3.50

All public records pursuant to Florida Statutes shall be available for inspection or copying at reasonable times during normal office hours of the District office or other offices in which records are maintained.

- I. Photocopying or other reproduction of any record shall be performed upon a person's request. Charges for photocopying or reproducing shall be in accordance with the School Board Rule 3.51, Copying of Public Records.
- II. Records which are exempt from public inspection and maintained by the District include the following:
  - A. Personally identifiable records of students pursuant to Florida Statutes and the federal Family Educational Rights and Privacy Act (FERPA);
  - B. Portions of personnel records pursuant to Florida Statutes;
  - C. All work products developed in preparation for collective bargaining pursuant to Florida Statutes;
  - D. Appraisals, offers, and counter offers relating to purchase of real property pursuant to Florida Statutes;
  - E. Legal records prepared by an attorney exclusively for civil or criminal litigation pursuant to Florida Statutes, and litigation files regarding employees while the case is active;
  - F. A complaint of misconduct filed with the District against a District employee and information obtained in the investigation until the investigation is concluded with a finding to proceed or not to proceed with disciplinary action or charges and the subject of the complaint has been notified of the finding;
  - G. Data processing software obtained under a licensing agreement which prevents its disclosure and data processing software designated by the School Board as "sensitive" pursuant to Florida Statutes;
  - H. Sealed responses to request for bids or proposals, until such time as they are publicly opened pursuant to Florida Statutes;
  - I. Personally identifiable records of dependent children of former or current employees who are insured by a District group insurance plan;

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- J. Employee and student health and medical records as prescribed by Florida Statutes and P.L. 104-191, Health Insurance Portability and Accountability Act of 1996 (HIPAA);
  - K. Architectural plans and drawings of school facilities; and
  - L. Risk management claims files.
- III. The Superintendent shall:
- A. Keep the citizens adequately informed through all channels of communication on all policies, programs, problems, and planning of the school system and instruct schools to carry out this policy through their own efforts and the office of the Superintendent.
  - B. Seek the advice and opinion of the people of the school District at all times and especially at regular and special meetings of the Board.
  - C. Encourage each school and members of the District staff to cooperate in keeping the public informed of all newsworthy events which would be of interest or concern to the citizens of the District and which would promote the welfare of the school system, provided that any news release made by a particular school or staff member be approved by the principal or supervisor and that any adverse information of a serious nature or any release relating to the District as a whole be approved by the Superintendent.

### STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

### LAW(S) IMPLEMENTED:

119.07, 119.071, 447.605, 1001.43, 1002.22,  
1002.221, 1008.24, 1012.31, 1013.14, F.S.  
34 CFR 99, P.L. 103-382, 104-191

### HISTORY:

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