

CHAPTER 6.00 - SCHOOL ADMINISTRATION

6.40* - Records and Reports

POLICY:

All employees of the Board shall faithfully and accurately keep such records and file such reports as may be required by Florida Statutes, State Board of Education Regulations, and Regulations of the School Board or as the Superintendent may deem necessary for the effective administration of the school system. Such records and reports shall include:

- A. any determination to withhold from a parent information regarding the provision of any services to support mental, physical, or emotional well-being of the parent's minor child. Any such determination must be based solely on child-specific information personally known to the school personnel, documented, and approved by the school principal or designee. The determination must be annually reviewed and re-determined.
- B. student attendance, property inventory, personnel, school funds, and other types of information.

Reports shall be submitted on forms prescribed for such purposes at designated intervals or on specified dates. All such reports shall be filed by the designated time. The Superintendent may withhold any salary warrants until the required report is submitted in an acceptable form. School Board employees who resign shall receive the final salary warrant when all reports are current and officially checked.

STATUTORY AUTHORITY: 1001.41 (2), 1012.22, 1012.23, F.S.

LAWS IMPLEMENTED: 1001.43, 1012.22, 1012.53, F.S.

HISTORY: Adopted: 06/17/97
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Formerly: