

Administrative Reports

The Board shall invite and encourage, through the superintendent, selected areas of the instructional program to be reported upon by staff members in those areas.

The superintendent may request a written report from any appointee of the Board or any employee of the district of the work being done by the appointee or employee.

The principal shall keep an accurate record of days worked, days absent and reason for absence for all staff members under his supervision. This report shall be submitted quarterly to the superintendent.

Teachers shall be responsible for reporting to the principal items, events and developments of community-wide and school-wide interest.

Adopted: November 1, 2000