

ADMINISTRATIVE REPORTS

Weekly reports will be filed by all principals on forms provided by the Superintendent's Office. Reports will be filed in the Superintendent's Office on Fridays. In case of a short week, the report will be filed on the last school day of the week.

The weekly report will include:

- A. Teacher absences / leaves;
- B. Student disciplinary actions;
- C. Student enrollment
- D. Custodial/maintenance needs; and
- E. Support staff absences / leaves

All serious disciplinary issues, police reports, and accidents involving serious personal injury, will be called into the Superintendent's Office at the time of the incident.

The Superintendent will notify the Board when appropriate.

First Reading: December 13, 1995
Second Reading: January 17, 1996