

RECORD KEEPING DAYS

Board Policy

The Calendar Committee as led by the Superintendent and a member of the Board of Trustees will ensure that a full day at the end of each quarter be set aside for updating student records. This allows for all necessary record keeping duties of teachers such as preparing permanent records, reports cards, etc. Students shall not be in attendance during that day of school.

Suggested Implementation Guidelines

- A. The Superintendent along with the Calendar Committee and a representative from the school board will ensure that this day is placed at the end of each quarter.