

RESTRICTIONS ON
WRITTEN REPORTS

The School shall limit redundant requests for information, including the number and length of written reports, which teachers are required to prepare.

The School may require teachers to prepare:

1. Reports concerning the health, safety, or welfare of a student;
2. Reports of a student's grades on assignments or examinations;
3. Reports of student academic progress in a class or course;
4. Reports of student grades at the end of each grade reporting period;
5. Report on instructional materials;
6. Lesson plans, by unit or weekly, that briefly outlines information to be presented by period or, if elementary level, by subject or topic.
7. Report on Attendance;
8. Reports required for accreditation review;
9. Information required for a complaint, grievance or litigation when it involves the teacher; or
10. Any information required by law, rule or regulation.

The School and teacher may agree on other essential information to be collected.

PAPERWORK REVIEW

Upon request from the Board, the Superintendent shall report to the Board efforts to minimize teacher paperwork and on the number and length of written reports that teachers are required to prepare.

Adopted: 10-20-17