

The School Board of Gadsden County

Bylaws & Policies

Unless a specific policy has been amended and the date of the policy was revised is noted at the bottom of that policy, the bylaws and policies of The School Board of Gadsden County were adopted on June 25, 2013, and were in effect beginning June 26, 2013.

1180 - RECORDS AND REPORTS

Administrators shall keep all reports as are required by these rules and procedures or as the Superintendent may deem necessary for the effective administration of the schools/departments.

- A. The administrator shall be responsible to the Superintendent for the accurate and prompt submission of all reports, whether developed by the employee or by the administrator. Such records shall include 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.
- B. All reports shall be officially reviewed by the immediate supervisor and brought up to date by the employee before a resigning or retiring administrator receives final pay.
- C. All such reports shall be filed by the designated time. The Superintendent may withhold any salary warrants until the required report is submitted in acceptable form. School Board employees who resign shall receive full salary warrant when all reports are current and officially checked.

F.S. 1001.51

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