



ATTENDANCE PATTERNS

The Board of Trustees believes that the regular presence of assigned personnel is vital to the success of the school's educational program. Consistent absenteeism or tardiness is unacceptable and subject to disciplinary action.

The Executive Director shall develop and the board shall adopt a plan to encourage all staff to strive for excellent attendance and punctuality records. These procedures should include a requirement that the staff member personally report all illnesses and request all leave at the earliest possible time. Procedures shall be in accordance with New Jersey statutes and school negotiated contracts.

The Executive Director shall report on staff attendance and punctuality at every regular monthly board meeting.

Provisions shall be made for public acknowledgment of outstanding staff attendance records.

Board Approval Date: 12/15/2009