SUGAR VALLEY RURAL CHARTER SCHOOL

POLICY NUMBER: 318

SECTION: EMPLOYEES

TITLE: **PENALTIES FOR TARDINESS / LEAVING EARLY**

DATE ADOPTED: NOVEMBER 2008

DATE LAST REVISED:

PENALTIES FOR TARDINESS / LEAVING EARLY

PURPOSE

School programs cannot commence, and students cannot be taught at prescribed times without the punctual and reliable attendance of the professional staff. Therefore, a prerequisite for efficient performance of professional duties is the punctual commencement and proper completion of assigned and extracurricular duties.

When a staff member is arriving late or leaving early, the must receive permission from their supervisor and administration needs to be notified.

AUTHORITY

Timely attendance by school employees is a matter of primary concern to the Board.
That concern is expressed through the Board's direction to the CEO and school staff as to how tardiness and attendance will be treated.

The Board reserves the right to assess an employee's salary for failure to perform contracted services or for violations of Board policy.

DELEGATION OF RESPONSIBILITY

It shall be the responsibility of the CEO or designee to assess penalties when a professional employee fails to meet attendance requirements.