

Sylvan Heights Science Charter School

Policy Number: 318

Policy Title: Penalties for Tardiness

Approved: November 16, 2020

Revised:

Authority

Timely attendance by Sylvan Heights Science Charter School (School) employees is a matter of primary concern to the Board. That concern is expressed through the Board's direction to the Principal/Chief Academic Officer (CAO) or designee and School staff as to how tardiness and attendance will be treated.

Punctual and reliable attendance by administrative, professional, and support employees is essential for the operation of the School. Therefore, a prerequisite for efficient performance of job functions by employees is the punctual commencement and proper completion of all assigned duties.

Delegation of Responsibility

It shall be the responsibility of the Principal/Chief Academic Officer (CAO) or designee to assess penalties when a School employee fails to meet attendance requirements.

Whether tardiness is excusable shall be determined by the Principal/CAO or designee.

The efficient operation of the School requires all employees to work their assigned times. Timely attendance is a matter of primary concern to the Administration. Employees who are repeatedly late are subject to discipline up to and including termination.

Non-exempt employees will be expected to clock in/out to record the times that they arrive at and leave from school.

References:

24 P.S. 510

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