

ATTENDANCE PATTERNS

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

The chief school administrator 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 illness and request all leave at the earliest possible time. Procedures shall be in accordance with New Jersey statutes and district negotiated contracts.

The chief school administrator 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.

Date: March 3, 1986

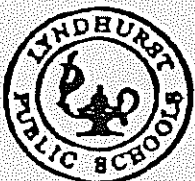
Revised: November 14, 1994

Legal References: N.J.S.A. 18A:11-1

N.J.S.A. 18A:27-4

N.J.S.A. 18A:29-14

General mandatory powers and duties  
Power of boards of education to make rules governing employment of teacher, etc.;  
employment thereunder  
Withholding increments; causes;  
notice of appeals



ATTENDANCE PATTERNSLegal References (continued)

<u>N.J.S.A.</u> 18A:30-1 <u>et seq.</u>	Leaves of absence
<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
<u>N.J.A.C.</u> 6:8-1.1	Words and terms defined

Montville Education Ass'n v. Montville Bd. of Ed.,  
1984 S.L.D. 550, rev'd St. Bd. 1984 S.L.D. 559,  
rev'd App. Div., unreported decision (docket no.  
A-1178-84T7, decided December 6, 1985) 1985 S.L.D.  
1972, decision on remand, St. Bd., 1986 S.L.D.  
3113

Burlington Educational Ass'n v. Burlington Bd. of  
Ed., 1985 S.L.D. 889, aff'd St. Bd. 1985 S.L.D.  
912

Scotch Plains-Fanwood Board of Education v. Scotch  
Plains-Fanwood Education Association, Appellate  
Division decision, docket number A6399-91T2  
(decided January 19, 1994), Supreme Court appeal  
pending

Possible

<u>Cross References:</u> 4150	Leaves
*4151.1	Personal illness and injury/ health and hardship
4151.6	Religious observance
4151.7	Emergency/personal
*4251	Attendance patterns

\*Indicates policy is included in the Critical Policy  
Reference Manual.

LYNDHURST BOARD OF EDUCATION  
Lyndhurst, N.J. 07071  
Regulation

File Code: 4151

### ATTENDANCE PATTERNS

#### Absences

Under no circumstances should any person be absent from school without the advance knowledge of the building principals, or the Superintendent of Schools.

Absence from school should be anticipated insofar as possible to avoid difficulties in obtaining substitutes and inaccuracies in records and reports.

All principals will report their absences to the Superintendent. All other professional personnel will report their absences to their immediate superior, or to the principal of their home building. The principal of the home building will notify principals of any other buildings to which the absentee is assigned for each day of absence. The following procedure will be used for all absences of regular classroom teachers and teachers of special subjects:

1. The teacher will call the principal, supervisor, or the designee and report the absence. Where possible, this call to the office or absence clerk should be made, on the day preceding the absence. If this is not possible, the teacher should call the principal or the principal's designee the morning of the absence by 6:30 a.m.
2. The day before the teacher is to return to class, the teacher should call the principal or the principal's designee at school before 2:30 p.m., so that the substitute may be advised of the impending return the next day. No teacher shall report to class on returning from an absence unless the school secretary has been notified of the return.
3. If a teacher finds that after notifying the principal or the principal's designee of the teacher's return, the teacher is unable to get to school, the school should again be called.



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4. The teacher should talk to the principal or the principal's designee. If the teacher is too ill to do this, a very definite message must be given to the school authority.
5. The teacher must turn in to the principal's office a signed absence card stating the reason for absence the first day back. A specific reason must be given including the nature of the illness. A doctor's certificate must accompany the card when more than five consecutive days of absence have occurred.

#### Staff Tardiness

To monitor certified staff tardiness and remediate any problems thereto connected the Lyndhurst Board of Education has set the following guidelines:

#### Procedures

1. Tardiness will be recorded and circled in red on the time sheets by the school administrator and forwarded to the central office.
2. Upon the third recorded tardy in any given school (either morning or afternoon, or both) a conference will be scheduled between the staff member and his or her immediate supervisor to discuss why repeated tardiness is a cause of concern to the district.
3. After a fourth tardy is noted on Individual Improvement Plan (I.I.P.) for that staff member will be drawn up by the staff member and his/her immediate supervisor to address the issue and signed by both parties in an attempt to correct the tardiness problem.
4. After the fifth tardy and after every successive recorded tardy a letter or memo to the staff member noting the tardy incident will be placed in the staff member's folder to document the event. A copy shall be given to the staff member.

5. If no improvement is shown the staff member shall be advised that an employment increment or an adjustment increment shall be denied and subsequently deducted from a salary check. It shall be the duty of the Board of Education to make the withholding by a recorded roll call majority vote of the full membership of the Board of Education and within ten (10) days to give written notice of such action, together with the reasons therefore, to the member concerned.

#### Guidelines

To insure that absences are not excessive to the point of being harmful to students' education, the following administrative guidelines shall apply:

1. Administrators shall review the attendance records and may conduct an informal conference with any staff member whose record indicates...
  - a. A pattern of absences taking place on the same day or days of the week.
  - b. A pattern of absences before or after non-working days.
  - c. The number of absences is approaching the yearly allocation.
  - d. The accumulates sick leave back has been habitually exhausted or nearly exhausted, and/or for any other related just reason.
2. If the situation continues without improvement then all subsequent conferences will be formal conferences.
3. With the exception of the initial informal conference all further conferences will be summarized in writing and...
  - a. May be used as part of the narrative evaluations.
  - b. May become part of the employee's permanent personnel file.

- c. May result in procedures which lead to the withholding of salary increments.
  - d. The employee may attach a response to any written conference summary sheet.
4. After the establishment of an existing concern under 1 a, b, c, d above, a physician's written statement certifying disability or the employee's personal written statement (if a physician's service was not required).
- a. May be requested for any day or days of sick leave claimed
  - b. Will be required for any absence which exceeds five (5) consecutive work days.

#### Procedures

Once a determination has been made to address the matter of a staff member's absence, the following shall apply:

1. The administrator may conduct an informal discussion with a staff member whose absence is excessive. No summary of this meeting shall be kept. The purpose of this initial step is to bring the concern to the staff member's attention with the hope that improvement will be made.
2. If the excessive absence or chronic absence pattern continues without improvement the administrator may conduct a formal conference with the staff member at any time or times during the school year. Prior written notification of this conference shall be given and such notification shall include all pertinent facts and documentation.
3. The administrator shall write a summary report of this or any formal meeting. The summary shall include documents, records and items discussed. The summary report will be signed by both staff member and administrator and placed in the staff member's personnel file. The staff member has the right to attach written comments and/or documents to the report for filing.

4. Three school months after the formal conference and summary filing, the administrator shall place in the staff member's personnel file either a letter of improvement or a letter of continuing excessive absences or pattern of absences with a copy to the staff member.
5. If the excessive absences or pattern of absences still shows no improvement, the administrator shall, in consultation with the staff member, design and implement a Professional Improvement Plan (PIP) for the purpose of improving attendance for that staff member.
6. Regular excessive absence may be cause for disciplinary action and staff members whose absences are excessive may be recommended for salary increment or adjustment increment withholding or non-renewal of a contract if non-tenure.

These guidelines and procedures will be administered both individually and collectively in a uniform and consistent manner by the administrative staff.

Date: March 3, 1986

Revised: April 2, 1996

Legal Reference:

N.J.S.A. 18A:11-1

General Mandatory Powers and Duties  
of the Board

N.J.S.A. 18A:29-14

Withholding Increments; Causes;  
Notice of Appeals

Cross References:

- |          |   |
|----------|---|
| 4150     | Leaves and Vacations - Unauthorized Leave |
|          | Rules and Regulations for Absences        |
| 4151.6   | Religious Leave                           |
| 4152     | Vacations                                 |
| 4211.1   | Affirmative Action                        |
| 4212.1   | Employment Contracts                      |
| 4212.6   | Personnel Records                         |
| 4217.51  | Withholding An Increment                  |
| 4218.111 | Grievance Procedure                       |