

**Regulation**

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ATTENDANCE PATTERNS

A. Review of Attendance Data

1. A record shall be kept of the attendance of each teaching staff member, educational services personnel, and the superintendent. Any absence, for part or all of a school day, shall be recorded along with the reason for absence. The record shall distinguish sick leave, professional days, unpaid leaves of absence, personal days, serious illness in the family, death in the family, and required meetings. A yearly tabulation of days absent will be made and filed in the individual folders;
2. At the end of each 30 day period a cumulative attendance record shall be assembled and placed on file in the board office and office of the superintendent;
3. A record of substitute appointments will be maintained by the board secretary/business administrator.

B. Attendance Improvement Plan

1. Planning

The superintendent shall meet annually with the personnel committee of the board to review the staff attendance record.

2. Implementation

- a. The superintendent is responsible for implementing the board approved plan for the improvement of professional staff member attendance;
- b. The superintendent will review at the opening day faculty meeting the approved administrative guidelines for temporary leaves of absences and the staff attendance improvement plan;
- c. The superintendent will require that all teachers maintain an up-to-date plan book. Teachers are expected to develop plans that will support the continuity of the program. Special plans will be encouraged when a teacher anticipates an absence in advance. Long term absences may require planning guidance from the absent teacher, if possible, in maintaining the direction of the curriculum;
- d. The superintendent shall consult directly with any staff member he/she suspects is misusing sick leave or falsifying the reasons for absence;
- e. The personnel committee of the board shall be notified of any confirmed inappropriate uses of leaves of absence.

C. In-Service Training

The superintendent is required to include as part of his/her yearly faculty meetings a review of all board and administrative requirements/regulations regarding staff attendance.

D. Counseling

1. A teaching staff member shall be required to attend a conference with the superintendent for the purpose of discussing any aspect of employee attendance. The purpose of the meeting will be to clarify the employee's attendance status and the plan for his/her improvement;
2. A written report of this required meeting shall be prepared and retained as part of the staff member's evaluation folder. The employee has the right to affix his or her comments, if any, to the report.

ATTENDANCE (regulation continued)

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