

# Tyrone Area School District

TITLE: PENALTIES FOR TARDINESS

ADOPTED:

REVISED:

<p>1.Purpose</p> <p>2.Authority</p> <p>3.Delegation of Responsibility</p>	<p style="text-align: center;">418. PENALTIES FOR TARDINESS</p> <p>School programs cannot commence and pupils cannot be taught at prescribed times without the punctual and reliable attendance of the teaching staff. Therefore, a prerequisite for efficient performance of a teacher's professional duties is the punctual commencement and proper completion of regularly assigned duties and such extracurricular duties as may be assigned.</p> <p>Timely attendance by district employes is a matter of primary concern to the Board. These guidelines express that concern through direction to the Superintendent and district staff as to how tardiness and attendance are to be treated.</p> <p>It shall be the responsibility of the Superintendent to assess the following penalties when a professional employe fails to meet attendance requirements:</p> <p>a. The accumulation of one (1) hour accumulated time of lateness without an excusable cause to an assigned period within any one school year will result in a half-day's deduction from pay.</p> <p>b. Each unexcused tardiness, after the first accumulation of one (1) hour in a given school year will result in an assessment of a half-day's wages per lateness.</p> <p>c. Any unexcused absence during the working day shall result in a deduction equal to the ratio of the periods missed to the total periods offered, times 11/83 of the employe's annual salary.</p> <p>Whether tardiness or absence is excusable shall be determined by the principal in accordance with applicable district rules.</p> <p>Tardiness records shall not be cumulative from one school year to the next.</p> <p>Records of tardiness and deductions for this or other cause will(not) be retained in the employe's personnel file.</p> <p>The Board reserves the right to assess an employe's salary for failure to perform</p>
---	---

418. PENALTIES FOR TARDINESS - Pg. 2

	<p>contracted services for situations not specified herein or for gross violations of this policy.</p> <p>Continuing tardiness or absence without excusable cause shall be grounds for dismissal after a warning.</p>
--	---