

ATTENDANCE PATTERNS (All Staff)

The Norwood 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 statues and district negotiated contracts.

Date: March 11, 1985
Revised: November 20, 1988
Revised: January 15, 1996
Revised: April 23, 2009

Legal Reference:

N.J.S.A. 18A:1-1	General mandatory power and duties
N.J.S.A. 18A:30-1, <u>et seq.</u>	Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
N.J.S.A. 18A:29-14	Withholding increments; causes; notice of appeals
N.J.S.A. 18A:30-1, <u>et seq.</u>	Leaves of absence
N.J.S.A. 18A:54-20	Powers of board (county vocational schools)
N.J.S.A. 6:8-1.1	Words and terms defined
N.J.A.C. 18A:30-1, <u>et seq.</u>	Leaves

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

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

Schotch Plains-fanwood Board of Education v. Scotch Plains-Fanwood Education Association, 270 NJ Super 444 (App. Div. 1994) rev'd Supreme Court (A-45) decided January 26, 1995

Cross References:

4150	Leaves
4151/4251	Attendance Patterns

ATTENDANCE PATTERNS (District Plan)

Review/Improvement Plan to Address Staff Absenteeism

It is the district's philosophy that attendance is an individual matter and must be addressed on a personal basis. For this reason, the annual evaluation of employees has been the basis of review attendance and of implementing corrective measures where applicable.

A. Purpose

The primary purposes of the attendance improvement plan as set forth herein are to:

1. Foster a thorough and efficient education for students;
2. Maintain the quality of education;
3. Maintain the teacher-student contact time;
4. Provide a sound model for students to emulate;
5. Reduce the interruption of the continuity of learning;
6. Maintain student learning and growth;
7. Minimize the number of disciplinary problems

B. Attendance operational

1. Absence is the failure of an employee to report on the job when he/she is scheduled to work.
2. Incidental or short-term absences are sporadic periods of absences over a three-month period, each of which usually consists of one or two days.

3. Extended or long-term absences are absences over a long duration; consisting of five consecutive days or more, in which an employee is absent.
4. Absence proneness is a chronically high incidental absenteeism usually lasting
5. Monday or Friday absenteeism involves numerous incidental absences

C. Staff Reporting

1. Inform the caller of substitute teachers (see exhibit) or a supervisor of the need for an absence.
2. Provide the Chief School Administrator with a doctor's note for any use of five or more consecutive sick days.

D. Review

1. Daily reporting by Secretary to the Principal
2. Quarterly review by the Principal and the Chief School Administrator
3. Annual review by the evaluating administrator

E. Improvement

1. Conference with Principal or Business Administrator and staff member
2. If absences/latenesses are deemed to be of a questionable nature (such as but not limited to the above "Operational Definitions"), a conference will be held with the Chief School Administrator and staff member.
3. If accumulated absences/latenesses remain questionable or excessive, the staff member and Chief School Administrator will develop an individualized attendance improvement plan.
4. Prior written notification to the staff member specifying the purpose of the meeting shall be given in 1, 2, and 3 above.

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PROCEDURE FOR CALLING IN AN ABSENCE

DURING THE SCHOOL DAY: CSA'S SECRETARY

8:30 a.m. - 4:00 p.m.

- If, you are in school, speak with the C.S.A.'s secretary, who will approach subs working for us that particular day or notify our caller of subs.
- If you are already absent and need to remain out, kindly call the C.S.A.'s secretary at **(201) 768-6363, X226** only between the hours of 8:30 a.m. and 4 p.m.

EVENING/NIGHT: ANSWERING MACHINE

☎ Between 4 p.m. - 6 a.m. ☎

- Call the Board of Ed.'s Answering Machine #: **(201) 768-XXXX.**
- At 6 a.m., our caller of substitute teachers will use her remote access to link up with the answering machine and receive your messages.
- If a need to be absent the coming day develops after 6 a.m. the next morning, contact the caller of subs as noted below.

EARLY THE DAY OF ABSENCE: _____, CALLER OF SUBS

☎ Between 6 a.m. - 7 a.m. ☎

- As per contract, we need you to try to **contact us by 6:30 a.m.** so that we have a reasonable chance to secure substitute coverage of your responsibilities.
- As close to 6 a.m. as is possible, kindly call _____ at home: **(201) XXX-XXXX.**

EMERGENCY CALLS!

☎ After 7 a.m. ☎

- After 7:00 a.m., it will be very difficult for us to secure a sub.
- In such cases, call the Front Office **(201 768-6363, X223)** and leave a message or talk with us and we will try to secure coverage.
- During the day, begin the communication cycle again, by contacting the C.S.A.'s secretary.

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