

CAPITAL AREA SCHOOL FOR THE ARTS CHARTER SCHOOL

SECTION: PROFESSIONAL EMPLOYEES

TITLE: PENALTIES FOR TARDINESS

ADOPTED: 12/8/2014

REVISED:

418. PENALTIES FOR TARDINESS	
1. Purpose	CASA Charter School's 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.
2. Authority	Timely attendance by school employees is a matter of primary concern to the Board. Guidelines should express that concern through direction to the Principal and staff as to how tardiness and attendance are to be treated.
3. Delegation of Responsibility	It shall be the responsibility of the Principal to assess penalties when a professional employee fails to meet attendance requirements.