418. PENALTIES FOR TARDINESS

1. Purpose
   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.

2. Authority
   Timely attendance by district employees 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.

3. Delegation of Responsibility
   It shall be the responsibility of the Superintendent to assess penalties when a professional employee fails to meet attendance requirements.