

**CRANFORD PUBLIC SCHOOLS  
CRANFORD, NEW JERSEY**

**POLICY: ATTENDANCE PATTERNS**

The Cranford 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 will subject the offender to disciplinary action.

The Superintendent of Schools shall develop procedures to encourage all staff to strive for excellent attendance and punctuality records. These procedures should include a requirement that staff members personally report all illnesses and request all leaves at the earliest possible time. Procedures shall be in accordance with New Jersey statutes and negotiated contracts to which the Board is a party.

The Superintendent of Schools shall report to the Board on staff attendance and punctuality periodically, but not less than annually.

<b><u>Legal References:</u></b>	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:27-4	Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
	<u>N.J.S.A.</u> 18A:29-14	Withholding increments; causes; notice of appeals
	<u>N.J.S.A.</u> 18A:30-1 <u>et seq.</u>	Sick Leave
	<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
	<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts
	<u>N.J.A.C.</u> 6A:32-2.1	Definitions

**Possible**

<b><u>Cross References:</u></b>	4150	Leaves
	*4151.1	Personal illness and injury/health and hardship
	4151.6	Religious observance
	4151.7	Emergency/personal
	*4251	Attendance patterns

Adopted: October 17, 1988  
 Revised: November 24, 1997  
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