

Tapestry Public Charter School Policy Manual

Attendance and Leave Policy -- Addendum

Adopted: 7/15/2019

The Tapestry Public Charter School Board adopts the following policy, effective on the date of adoption by the Board.

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I. Purpose

This policy governs attendance and leave for Tapestry Public Charter School (TPCS) personnel.

II. Policy

A. Attendance and Leave

1. All staff members are expected to adhere to the school's stated policies for attendance and leave. It is important that each staff member clock in each day when they arrive at school and clock out when they leave the building. If they leave the building before the end of the school day, they should clock out upon departure and clock back in upon return. An accurate clock in/clock out is necessary in the event of an emergency or school evacuation.
2. All employees are required to work according to the schedule and dates stated in their employment agreement.

B. Professional Duties and Events Outside of School Hours

1. Teachers are required to participate in programs related to their professional duties that may be outside of school hours. These days include teacher in-service sessions conducted within regular work hours, staff meetings, and parent-teacher-student conferences.
2. All employees are encouraged to attend school functions and events that occur after hours to maintain an integrated presence in the school community. Employees will be notified of those functions they are required to attend.