

## **Education: Staff Attendance**

Rhode Island Department of Children, Youth, and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.1710**

*Effective Date: June 14, 2004 Version: 1*

All school staff will report to work as scheduled. Routine and or excessive absence and lateness will require an administrative response that may result in disciplinary action that may include sanctions.

School staff will comply with the procedures that are established by this policy regarding attendance.

**Related Procedures...**

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### Procedure from Policy 1200.1710: Education: Staff Attendance

- A. Educational staff contacts a designated staff member on the morning of an absence between the hours of 6:00 am and 6:30 am.
- B. Educational staff complies with the lateness standards established by the Rhode Island Training School.