

# ***Comprehensive Attendance Policy***

Cheektowaga-Maryvale  
Union Free School District

## **“Enabling Growth Through Education”**

Revised June 2023

## **Attendance Policy Mission Statement**

Every student has a right to educational opportunities that will enable the student to develop his or her fullest potential. Attendance policies are based on the principles that regular school attendance maximizes the student's interaction with his or her teachers and peers and is a major component of academic success. Improved school attendance generally increases student achievement and graduation rate. Established policies will account for all children enrolled in schools and for the whereabouts of those children throughout each school day. Attendance policies that provide for the early identification of attendance problems and effective methods to address them are most likely to succeed. Successful implementation of any attendance policy requires cooperation among all members of the education community, including parents and persons acting in a parental capacity, students, teachers, administrators and support staff. The District has developed this Comprehensive Attendance Policy based on the recommendations of a committee of administrators, teachers, counselors, a Board of Education member, parents and a student.

### **Compulsory Education under New York State Law and Maryvale Board of Education Policy**

According to Education Law, students who become six years of age on or before the first day of December in any school year shall be required to attend full-time instruction from the first day that the District schools are in session in September. Except as otherwise provided in Education Law Section 3205(3), a student shall be required to remain in attendance until the last day of session in the school year in which the student becomes the age of 16.

### **Tardiness**

Missing part of a class because of unauthorized tardiness requires that the pupil make up work missed. Three unauthorized tardiness of ten minutes or more from a given class will be counted as one absence from the class for purposes of this policy.

## **Student Vacations**

Absence from school for vacations is not authorized and must be treated by the school as unexcused.

### **Implementation**

After 5 consecutive days of absence, if teachers are unable to reach parent or student, the school nurse and school social worker will be notified and will contact the family to check on the student's health and wellness.

**Tier 1:** At the end of the month, if a student has reached the indicated number of absences/tardies for Tier 1, the student's teacher(s) will make contact with the family to inquire about the reasons for the absences/tardiness. An attendance information letter will be sent home indicating how many days the student has missed school and the importance of regular school attendance.

**Tier 2:** At the end of the month, if a student has reached the indicated number of absences/tardiness for Tier 2, a letter signed by the principal will be sent home. School counselors/social workers will work with the family to complete an attendance improvement plan. This will be documented in the phone journal in eschool.

**Tier 3:** At the end of the month, if a student has reached the indicated number of absences/tardiness for Tier 3, a letter will be sent by the school requiring a meeting with parent(s)/guardian(s), teacher(s), social worker and/or school counselor and/or school psychologist, and principal. A coordinated school and interagency response action plan will be developed. Legal intervention could be implemented.

<b>DAYS ABSENT/ TARDINESS</b>	<b>At Risk for Chronic Absenteeism</b>	<b>Chronic Absenteeism</b>	<b>Severe Chronic Absenteeism</b>
	<b>TIER 1</b>	<b>TIER 2</b>	<b>TIER 3</b>
<b>SEPTEMBER</b>	1	2	3
<b>OCTOBER</b>	2	3	4
<b>NOVEMBER</b>	4	5	6
<b>DECEMBER</b>	6	7	8
<b>JANUARY</b>	8	9	10
<b>FEBRUARY</b>	9	10	11
<b>MARCH</b>	11	12	13
<b>APRIL</b>	13	14	15
<b>MAY</b>	15	16	17
<b>JUNE</b>	17	18	20

## Records and Reporting Attendance

Parents have the obligation to inform the school of an absence, tardiness or early dismissal.

A pupil's presence, absence, tardiness and early dismissals in Pre-Kindergarten through grade twelve shall be recorded after the taking of attendance in homeroom and in each period of scheduled instructions thereafter.

A written excuse must be provided by the parent/guardian of a student. The note should state the pupil's name, date of absences, tardiness or early dismissal, reason for absence, tardiness or early dismissal. It must be signed by a parent or legal guardian. Notes for absences and tardiness should be sent to school immediately, but no later than three (3) school days. The school will consider the absence, tardiness as unexcused if a note is not sent

in that time frame, and **may result in disciplinary action and/or academic consequences for the student.** A student will not be excused for an early dismissal without a written note presented on that day. The school has the right to ask for a doctor's note or Appointment card if the absence is related to a doctor's/dentist's visit during the school day. Following an absence of 5 consecutive school days, parents will be required to provide a doctor's note or the absence will be documented unexcused.

An **excused** absence, tardiness or early dismissal includes one of the following reasons: personal illness, medical/dental appointment, death/illness in the family, family emergency, incarceration, court date, impassable roads due to inclement weather, delay in transportation by the district, approved cooperative work program, music lessons provided by the district, military obligations, religious observance, "student to work day", approved field trip, approved in school activity, approved college visit or Teacher removal of a disruptive student from class to designated area as per SAVE legislation.

An **unexcused** absence, tardiness or early dismissal includes one of the following reasons: lack of required immunization without a medical exemption, employment, babysitting duties, illegally detained by a parent, lack of transportation, illegal pickup by parent, shopping, family vacation, overslept, missed bus, violation of dress code, lack of written excuses for absences or truancy.

Any student arriving after the official start of the school day will be considered tardy. Any student leaving before the official end of the school day will be counted and have an early dismissal. Tardy students are required to sign in at the appropriate office on arrival if classes have already started. Students who are leaving early must sign out at the appropriate office before leaving school grounds.

Students beyond the mandatory age of attendance shall be dropped from enrollment after 20 consecutive days of absence.

## **Course Credit and Promotion**

Any absence from school or class, whether excused or not, detracts from the learning process. Therefore, all absences of any nature shall be included in this policy. Students who are absent more than 20 days per school year may be subject to grade level retention or an incomplete for their course completion (10 days for semester courses). A portion of the student's grade at the secondary level is based on participation within the classroom setting. Class absences will directly impact the student's ability to be successful in that course.

## **Appeal Process**

Parent/guardian(s) may request a building level review of the decision to deny a student course credit or promotion to the next grade level. Appeals must be made in writing to the building principals.

## **Truancy**

A truant is a student whose parents/guardian expects him/her to be in school and does not attend for all or part of the school day. Truancy will result in disciplinary action. Furthermore, truancy will also result in no credit for that day for each class missed.

## **Class Cuts or Skips**

A "class cut" is an unexcused absence from class.