

West Canada Valley CSD
Attendance Policy Updates
January 12, 2026

Tardiness Policy

The Board of Education recognizes that regular and punctual attendance is a critical component of student achievement and school safety. Consistent with New York State Education Law and the District Code of Conduct.

Definition of Tardy

A student is considered tardy when they are not present in their first period class that starts at 7:35am. The doors open at 7:15am each morning.

Reporting Period

Tardiness is monitored and recorded by marking period (quarter). Tardy counts reset at the beginning of each new quarter.

All absences or late arrivals must be substantiated with authentic documentation (e.g., a doctor's note, court notice, or college visit confirmation) in order for the student to remain eligible for extracurricular participation on that day.

Students are given two unexcused tardy per marking period throughout the school year totaling 8 times throughout the year that they will not be subjected to discipline.

Progressive Intervention and Consequences

Level 1 – Initial Incidents

- **Tardies 1–2 (per quarter):**
 - No disciplinary consequence
 - Documented for attendance monitoring
 - Designed to promote responsibility while recognizing occasional circumstances

Level 2 – School-Based Disciplinary Response

- **Tardies 3 (per quarter):**
 - After-school detention
 - Parent/guardian notification
 - Interventions may be implemented as appropriate

Level 3 – Additional Consequences Including Extracurricular Participation

- **Tardies 4 and beyond (per quarter):**
 - Students that do not participate in extracurricular activities will receive an after-school detention
 - For students participating in extracurricular activities (including athletics, clubs, and performing arts clubs) will lose eligibility for participation that day.

Interventions and Support

In accordance with NYSED guidance, students demonstrating chronic tardiness may be referred for additional supports, which may include:

- Counselor intervention
- Parent/guardian conferences

The goal of all interventions is to remove barriers to punctual attendance and support student success.