

PVHS TARDY INTERVENTION POLICY

Tardy (Of the Grading Period)	Action	Steps
Tier 1 1 st , 2 nd Tardy	Teacher Intervention (Warning/Consequence At Teacher Discretion At Minimum Verbal Warning)	Tardy #1 and #2 Documented in AERIES Attendance (e.g. Mark students tardy in Aeries)
Tier 2 3rd Tardy	Teacher Intervention (Warning, Consequence, Make Parent Contact ParentSquare, E-Mail or Phone Call)	On the 3rd Tardy, Document in AERIES Pre-Referral Interventions.
Tier 3 4 th Tardy	Guidance Technician Intervention (Via Referral to Intervention)	On the 4 th Tardy, the teacher will submit a Referral to Intervention from the Pre-Referral to Interventions screen in AERIES. Referral will be received by the Dean of Students, who will disseminate to the appropriate Guidance Technician for parent contact. <i>*In Comments section of Referral to Intervention, teacher will write "4th Tardy".</i>
Tier 4 5th Tardy	Counselor Intervention Counselor/Parent/Student/Teacher conference	On the 5th Tardy, the teacher will submit a Referral to Interventions in AERIES. Referral will be received by the Dean of Students, who will disseminate to the appropriate academic counselor to schedule a conference with the parent, student, teacher, and academic counselor. <i>*In Comments section of Referral to Intervention, teacher will write "5th Tardy".</i>
Tier 5 6th Tardy and above	Assistant Principal/Dean Intervention Parent/Student/Counselor/Administrator meeting: Lunch detention will be assigned in ISI, and the student may be placed on a Tardy Intervention Plan, which may include parent shadowing of the student.	On the 6 th or more Tardy, the teacher will submit a Referral to Interventions in AERIES. <i>*In Comments section of Referral to Intervention, teacher will write "{#} Tardy". Admin places student in lunch detention.</i>

- Please write just one referral for each tier, starting with tier 3.
- If a student is 30 minutes later or longer, please mark the student with an L instead of a T or A for attendance in Aeries (per the District Office).
- Tardies reset at grading period.
- If students arrive late with a pass from the attendance office or security due to a delayed bus, please do not count it as one of the 6 tardies.