

Progressive Interventions for Students with excessive tardies and absences

All Day Absences (A student missing more than 50% of instructional time):

Tiers	Staff	Interventions
I (All Students)	All	-Discussion & advertisement of attendance good habits and expectations. Conduct a welfare check on your students after returning from an absence! -Daily email notification to parent
I (2+ ABS/week)	Academy Time Teachers	Call parent/guardian & talk to student upon return: -Conduct a welfare check -Remind parent/guardian that attendance is important for academic success *Document on student contact log in Synergy *Communicate questions or concerns to attendance AP
II (5% Absences)	Attendance Clerk	Letter and call to parent/guardian *Document on student contact log in Synergy *Communicate questions or concerns to attendance AP
III (6-7% Absences)	Student Clerk	Call parent/guardian *Document on student contact log in Synergy. * Communicate questions or concerns to attendance AP
IV (8-9% Absences)	Student Counselor	Meeting with student & Call parent/guardian *Document on student contact log in Synergy. * Communicate questions or concerns to attendance AP
V (10+% Absences)	Student Assistant Principal	Meeting with student & Call parent/guardian Conduct Student Attendance Review Committee (SARC) with Counselor Attendance Contract Frequent Check Ins Interventions for Partial Absences as needed (See section below) *Document on student contact log in Synergy.

Partial Absences or AWOLs (A student missing less than 50% of instructional time) and Tardies:

Partial Absences/ Week:

Tier	Staff	Intervention
I (Less than 2 class periods/week)	Student clerk	-Daily email notification -Call parent/guardian
II (Between 2-5 class periods/week)	Student Assistant Principal	Administrative interventions: -Conference and call parent/ guardian -Cause analysis/ Goal Setting -Partial Absence Contract -Frequent Check Ins *Move student to next tier due to repetitive behavior
III (More than 6 class periods/ week)	Student Assistant Principal	Administrative interventions: -Conference and call parent/ guardian - Cause analysis/ Goal Setting - Tardy contract - Frequent Check Ins - Office detention - Period detention - Lunch detention - ISS/OSS/District Attendance Contracts/Disciplinary Hearing

Tardies/ Week:

Tier	Staff	Intervention
I (Less than 4 class periods/week)	Student clerk	-Daily email notification -Call parent/guardian *Move student to next tier due to repetitive behavior
II (Between 5-10 class periods/week)	Student Assistant Principal	Administrative interventions: - Conference and call parent/ guardian - Cause analysis/ Goal Setting - Tardy contract - Frequent Check Ins -ISS (1 block/ half day) *Move student to next tier due to repetitive behavior
III (More than 10 class periods/week)	Student Assistant Principal	Administrative interventions: -Conference and call parent/ guardian - Cause analysis/ Goal Setting - Tardy contract - Frequent Check Ins - Office detention - Period detention - Lunch detention - ISS (+1 Day)