

Holland High School

BE ON TIME! Attendance Expectations (Tardy Policy)

Regular attendance and classroom participation are important for students to be successful. A student must be on time to school and their classes in order to benefit fully from the educational program. Furthermore, school officials are required to enforce the regular attendance of students.

Students are expected to adhere to the following BE ON TIME attendance expectations:

- Students are expected to make every effort to arrive at school/class on time.
- During passing time, all staff and students will support each other in transitioning to the next class.
- Students arriving late must have staff permission and a valid hall pass → Tardy will be excused.
- If a student is in need/crisis during passing time, they should notify a staff member or report to the Student Success Office.
- Non-urgent needs should not interfere with the transitions to the next class.
 - Attend to non-urgent needs during non-instructional/passing times (E.g. Lunch, After School).

TARDY to class:

- Tardy = Arriving at class after the start of class bell.
 - Teachers will mark a student tardy when they arrive to class after the start bell, up to half of the class period.
 - An absence will not be changed to tardy if a student arrives after half of the class.
 - Excessive late arrival (beyond 5 minutes) without a pass or confirmed explanation may result in a skipping referral.

Being TARDY to class has a negative impact on you and others:

- Arriving late to class disrupts the teaching and learning, and is disrespectful to the teacher and your classmates.
- Arriving late to class adds up: **10 min./day = 50 min./week = Over 1 week missed/school year**

A student who is chronically tardy will receive school interventions/consequences, as detailed below.

TARDY VIOLATIONS*	INTERVENTION
0 Tardies	You qualify for perfect attendance!
5 Tardies	Warning/Reteach sent via Remind to student and parent
10 Tardies	Behavior Referral → Detention + Policy Reteach
20 Tardies	Behavior Referral → ½ Day in RTC + Attendance Contract
30 Tardies	Behavior Referral → RTC + Individual Plan
40 Tardies	Behavior Referral → 1 Day OSS for Persistent Disobedience
Continued violations over 50 Tardies will result in additional school consequences for persistent disobedience.	

*Tardy violations are tracked based on accumulation over the semester. Previous tardies are zeroed out at semester change.