



Tardy/Partial Absence Definition

- **A tardy** is defined as *missing a specific amount of instructional time at the beginning of the day or class per class period.*
- **A partial absence** is defined as *any part of the school day.* See clarification below in the appropriate school level section.

Additional Information per District Policy

- The tardy policy will take effect the second week of school.
- Tardies at any level (elementary, middle, or high school) will count against perfect attendance and exemption status.
- Since loss of perfect attendance and exemption status are now linked to tardiness, it is crucial for teachers to keep accurate tardy logs.
- The tardy count will start over each six weeks instead of at semester.

JHHS Tardy Policy (per District guidelines)

Teacher Tardy Disciplinary Actions:

- 1st Tardy: Teacher warning/ tardy log signature/parent contact via call or email
2nd Tardy: Teacher warning/ tardy log signature/parent contact via call or email
3rd Tardy: Teacher detention/ tardy log signature/**parent phone contact/ exemption warning**
4th + Tardy: Office referral/tardy log signature

When sending an office referral, be sure to document prior tardy dates and evidence of parent contact.

Administrative Tardy Disciplinary Actions:

- 1st Tardy Referral: Administrative detention/parent contact/**loss of exemption for referring class**
2nd Tardy Referral: Mandatory tutoring or school community service/parent contact/SST, ARD, or 504 meeting
3rd + Tardy Referral: ISS/parent contact

Partial Absence

High school – arrival after 8:35 a.m. is considered a tardy. Tardies beyond 8:55 a.m. are considered an unexcused absence for that period. Starting with second period and subsequent periods during the day, students will be given a partial absence if they arrive more than 10 minutes late without a doctor's note, teacher's note, or note from the administration office. Tardies are based on a 6 week grading period and start over at the beginning of each 6 week period. Partial days are considered during each semester for the evaluation of truancy.

Electronic Equipment in the Classroom

The use of cell phones and other electronic devices is restricted in schools and district facilities. Cell phones must be turned off during school hours **unless used for educational purposes under the direction of a teacher**. At the high school level, students may bring a cell phone with internet connectivity, an electric tablet, or laptop to school to use in class under the direction of a teacher. However, devices may not be used in hallways and may not be used to record teachers or other students due to FERPA laws and restrictions. If students use their own devices to access information using a network other than the MISD filtered network, the AUP rules still apply. Devices that cause a disruption during the school day or those that are being used in a way not sanctioned by the teacher will be confiscated. Headphones and ear buds are not allowed in common areas of the campus or in classrooms, unless issued by teacher for specific learning activities. Inappropriate use of these items will cause them to be confiscated.

Once a device has been taken up, the following procedures will be used to return the device:

1st Violation:

- Teacher will turn in cell to Mrs. Everson in the ticket booth and contact the parent via call or email.
- The first time a device is taken up, it will be logged into the office. It can be picked up by either the student or the parent before or after school. The parent will be notified that the device has been taken up for inappropriate use.

2nd+ Violation:

- Teacher will turn in the cell phone to Mrs. Everson in the ticket booth and contact the parent via call or email.
- Subsequent confiscations of a device will result in a \$15 administrative fee to be charged before the device can be returned.

If a student refuses to give his/her device to school personnel an office referral should be written. The student will be subject to appropriate discipline.

Be sure to turn in confiscated cell phones to Mrs. Everson as soon as possible. If there is damage or loss of device while in your possession, you will be held responsible.