

Field Trip Participation Guidelines

Updated 9/27/18

Behavior Guidelines

How Behavior Can Affect Attending Field Trips and SWARM Celebrations

Office Referrals:

Students that receive one Office Referral during a 9 week grading period will not qualify to attend the SWARM Celebration for that 9 weeks.

Suspensions from School or Bus:

Students who have **any suspensions from school or the bus** will not be allowed to attend any field trip opportunity offered by their grade level.

Accumulation of 3 or 4 Office Referrals:

Students who receive their **3rd office referral** during the first semester **will not be able to attend the field trip that takes place during the 1st semester.**

Students who receive their **4th office referral** **will not be allowed to attend any field trips for the remainder of the year.**

Attendance Guidelines

How Being Absent, Tardy, and Early Check Outs Can Affect Attending Field Trips and SWARM Celebrations

Absences:

All absences must be followed with a written excuse from the parent or Doctor within **3 days** of the absence. Three unexcused tardies equals one unexcused day. Early Check Outs accumulate as well. Attendance, excused and unexcused, will have an impact on students being allowed to attend Field Trips and quarterly SWARM Celebrations.

Tardies:

The CMS morning tardy bell rings at 8:20 A.M. All students are to be in their homeroom, in their seats at this time. Students entering the building at 8:20 A.M. are tardy. **Three unexcused tardies equal one unexcused day of school.**

Early Check Outs:

Student absenteeism is counted by the number of minutes out of class. If a student checks out of school early, the minutes they are absent accumulates. When the minutes for "early check out" accumulate to more than half day of school, the child will accumulate 1 day absent.

Attendance Guidelines to be able to participate in Grade Level Field Trips:

Students who accumulate more than 3 unexcused absences or accumulate 9 total days absent, excused or unexcused, by the end of the first semester will not qualify to attend the grade level field trip being offered during the first semester. Students who accumulate more than 5 unexcused absences or accumulate 12 total days absent, excused or unexcused, by the end of the second semester will not qualify to attend the grade level field trip being offered during the second semester. Excessive absenteeism is missing more than 10 days of school, not counting the 2 discretionary days. (12 or more days)

Reminder: Three unexcused Tardies equals one day absent. Students must be in homeroom at 8:20 am.

SWARM Celebrations per 9 weeks:

Students who miss 3 or more days (excused or unexcused) of school per 9 week grading period will not qualify to attend the SWARM celebration for that grading period.

1st 9 weeks - 3 or more days absent

2nd 9 weeks - 6 or more days absent

3rd 9 weeks - 9 or more days absent

4th 9 weeks - 12 or more days absent

Discretionary Days:

Each student is allowed 2 discretionary days in order to attend functions and family events that would otherwise be counted as unexcused. If you would like for your child to use 1 or 2 of their discretionary days (excused – no questions asked) please write a request to the principal 5 days prior to the absence. If the note requesting discretionary days is given to the principal after the absence, it will be counted as unexcused.