

## Attendance

Getting to school on time each day is a way to show you understand the RESPONSIBILITY part of HEART at John Glenn Middle School. Leave yourself enough time to get ready and to get to school on time. It is important that you are making a strong effort to come to school on time each and every day.

Tardies	Absences
<p>Keep track to make sure that you don't arrive late too often!</p> <ul style="list-style-type: none"><li>● 5 Tardies: Warning notice given to student</li><li>● 8 Tardies: Warning Letter mailed home</li><li>● 10 Tardies: Office Detention assigned for EACH additional tardy</li></ul> <p>If you are going to be late and your parent or caregiver can excuse it, make sure a parent or caregiver calls the office or sends an email to the attendance line, at <a href="mailto:jgms_attendance@bedfordps.org">jgms_attendance@bedfordps.org</a>.</p>	<p>Being at school each day is not only important to your success, but it is also required by the state. Student's absences are only excused for the following:</p> <ul style="list-style-type: none"><li>● Medical Reasons (doctor's note required)</li><li>● Religious Observance (parent call required),</li><li>● Court appearance (court documentation required)</li><li>● Funeral</li><li>● Suspensions from school</li></ul> <p>All other absences are not excused, and too many absences could mean missing out on a field trip or other activity. Be here every day!</p>

## Field Trips

Field trips are planned to add to classroom studies. All school rules are in effect during and enroute to the field trip destination. Students are expected to behave in the most positive manner in order to represent our school and community in the best light.

**Students with excessive absences, discipline or safety issues, or late arrivals to school or class may lose the privilege of attending any school field trip.** In addition, students who misbehave on in-state and out-of-state field trips, or immediately prior to the date of departure, can be excluded from participation and may not be eligible for a refund. (JGMS Handbook, pg. 18)

## General Field Trips/Enrichment Activities

Students may lose the opportunity to attend the field trip if the student has any of the following:

- A suspension (ISS or OSS) during the quarter of the field trip
- More than 5 detentions in the quarter of the field trip.
- More than 1 failing (F) grade for the quarter at the time of the field trip.
- More than 5 unexcused absences or tardies in the quarter of the field trip.
- Any student on suspension (ISS or OSS) on the date of the activity will not be eligible to attend.

## 8th grade Washington DC Eligibility

Each student's behavior, from September to May, will be evaluated by the administration to determine whether the student is eligible to attend this trip.

Those students who are suspended at any time during 8th grade or who have illustrated a pattern of not being good school citizens during their eighth grade year are in jeopardy of not attending the trip. (JGMS Handbook, pg. 19)

Students MAY be ineligible to participate in the Washington DC Trip and will be subject to a review process that may lead to be found ineligible for the trip if:

**The student earns more than 10 days of Office Detentions during the school year up to the quarter of the Washington DC trip.**

**The student receives a suspension (ISS or OSS) at any time during the school year up to the quarter of the Washington DC trip.**

- A review of students who may be ineligible for Washington DC due to any criteria is held on or around the first day of the 3rd Quarter.
- A student with a single day of suspension or numerous detentions in the quarters prior to the Washington DC Trip may inform that building administrator that they would like to appeal the potential loss of the trip. The building administrator will then determine whether to allow participation or not through a formal review process.
  - Students who are in a review process to determine their eligibility may submit a letter and any other material that they feel may be helpful for consideration before the end of the 2nd Quarter.

Students WILL be considered ineligible to participate in the Washington DC Trip if:

**If a student earns a suspension (ISS or OSS) during the quarter of the field trip or more than 1 suspension during the school year they are no longer eligible.**

**Students are also considered ineligible for the field trip if:**

- The student earns more than 12 unexcused absences or tardies for the entire year, or 5 unexcused absences or tardies in the quarter of the field trip.
- The student earns more than 5 detentions in the quarter of the field trip.
- The student earns a suspension (ISS or OSS) on the date of the activity