

San Lucas Union Elementary School District

Board Policy

Eighth Grade Promotion Activities

An end-of-year trip by students in the eighth grade has become a traditional part of the San Lucas School experience. The eighth grade class trip is a privilege and not a right. Any student whose behavior during the eighth grade year results in multiple infractions, yellow slips and/or suspension from school may, at the discretion of the administration, be excluded from the class trip. In addition, students are required to meet the following stipulations:

1. Citizenship – cumulative maintenance of satisfactory (“S”) in “Effort” and “Citizenship” areas.
2. All financial obligations must be cleared prior to participation in the ceremony.
3. Excused or Unexcused absences: 10 days or less for 8th grade. The principal or designee may waive this requirement if extenuating medical circumstances caused the absences.
4. Excused or Unexcused tardies: 30 days or less for 8th grade. The principal or designee may waive this requirement if extenuating medical circumstances caused the absences.

Guidelines for the planning and implementation of the eighth grade trip are as follows:

1. All applicable policies and rules that are in effect in school are similarly in effect on the trip.
2. The number of chaperones, including class advisor/designee and one staff member accompanying students will be no less than one chaperone to six students. No less than one chaperone for each overnight lodging room shall be required.
3. The trip details including itinerary, budget, and chaperones, will be planned and decided by class advisor, with input from students and parents. All plans require the approval of the principal.
4. Preliminary plans for the eighth grade trip shall be submitted to the principal by the end of November. Preliminary plans for the eighth grade trip shall be presented to the School Board no later than the February school board meeting. Final plans for the eighth grade trip including a detailed itinerary and a list of chaperones shall be presented to the School Board for approval no later than the March school board meeting.
5. A preliminary fundraising plan to cover the cost of the class trip and other eighth grade class expenses (e.g., graduation, traditional class gift to school, etc.) is to be developed by the students and class advisor(s) and submitted to the principal no later than October 15th. All fundraising activities require prior approval of the principal.
6. All funds raised are the property of the San Lucas Union Elementary School District and

will be maintained in the eighth grade class account. Any unexpended funds at the close of the school year will carry forward to the incoming eighth grade class. All fundraising for the eighth grade class trip will be secured in a separate account. Individual students and/or parents will not be given funds from this account. It is understood that the fundraising is completed for the school field trip activity and promotion ceremony. Students are required to earn this privilege and will not be given funds in the event they decide not to attend, or lose the privilege of attending.

7. Prior to departure on the class trip, the school shall have on file the necessary medical and emergency information for each student which will be placed in a sealed envelope in the care of the advisor/designee. The eighth grade class advisor(s) will also provide to the school an itinerary and schedule of where the group can be reached in an emergency (with the understanding that changes while underway may be unavoidable).

San Lucas School
Field Trip Request

1) Teacher (s) _____ Grade (s) _____

2) Where? _____

3) Date of Trip _____

Departure Time from School _____

Arrival Time at Site _____

Arrival Time at School _____

4) Statement of Educational Objective

5) Will you need a bus? Yes () No ()

6) Cost/Expenses _____

7) Provisions for Meals/Lodging _____

8) Emergency Plans for Sudden Illness or Accident _____

9) Chaperones/Supervisors _____

10) Additional Info _____

I have reviewed this request and approval is granted.

(Principal)

(Date)

Note: Parental notification is to be given only after approval is given.

**STUDENT FIELD
TRIPS PARENT
PARTICIPATION
PROCEDURAL
GUIDELINES**

- 1) Advisor planning 8th grade field trip will determine parent chaperones at their discretion.**
- 2) Volunteers will be fingerprinted and comply with the Volunteer Policy and Procedure.**
- 3) Parent must be able to communicate with all students and fellow chaperones in English.**
- 4) Parents should know ahead of time what the purpose of the field trip is, and what type of learning activities the children will encounter. This would allow the parents to be a more informed and contributing member of the field trip.**
- 5) The number of parents participating in a field trip should be kept to a manageable number. Should more parents want to volunteer for a trip than is manageable, a list of parent volunteers should be established so that every parent has an opportunity to participate on an equal basis as the school year unfolds.**