

**IMPORTANT NOTICE: WE ARE EVALUTING THE NEW LAW REGARDING STUDENT FEES. FIELD TRIPS ARE SUBJECT TO THE REGULATIONS AS DETERMINED BY OUR BOARD.**

**Field Trip Approval Process**

**2014-2015**

	<b>In State Overnight</b>	<b>Out of State</b>	<b>International</b>
<b>Field Trips</b>	<b>Associate Superintendent</b>	<b>Board</b>	<b>Board (To MPG, 6 Months in Advance)</b>
<b>Staff Conferences</b>	<b>Associate Superintendent, Instruction (2 or more nights)</b>	<b>Associate Superintendent</b>	<b>Board</b>
<p><b>Submit 7 weeks or more in advance to Instruction Department, attention Mary Anne Barrett</b>  <b>International Trip paperwork must be submitted at least 10 weeks in advance.</b>  <b>All overnight, out of state and international field trips must be in the pre-approval form that is due October 1 and in late Spring.</b></p>			

**Field Trip and Conference Approval Update**

Principals, APs and Administrative Assistants

Here’s a quick overview of the general process for the **2014-2015** school year for Field Trips and Conferences. Field trips require one certificated employee. The ratio is 10 students to 1 chaperone.

- **All Overnight field trips** in California with students must be sent to the Associate Superintendent, Instruction, seven weeks in advance of the trip. If male and female students are participating, there must be a male and female chaperone.
- **All Overnight field trips** outside of California with students must be sent to the Associate Superintendent, Instruction, seven weeks in advance of the trip for Board approval. If male and female students are participating, there must be a male and female chaperone.
- **International field trips** with students must be presented at an MPG (Principal’s) meeting for approval six months in advance of the trip before seeking Board approval. All paperwork should be submitted at least 10 weeks before the trip.
- **All Staff Conferences** for staff/teachers for more than two nights must be sent to the Associate Superintendent, Instruction, six weeks in advance of the trip for district level approval. Staff conferences out of country must be sent to the Associate Superintendent, Instruction, at least 10 weeks in advance of the trip for Board level approval.