

**INSTRUCTIONAL SERVICES**

**AP 4300 FIELD TRIPS AND EXCURSIONS**

**Reference:**

Title 5 Section 55220

The District recognizes the value of combining classroom instruction with field experiences which are consistent with the provisions of law and authorizes implementation.

The District may conduct student field trips and excursions in connection with courses of instruction or District-related social, educational, cultural, athletic or musical activities to and from places in California, or any other state, the District of Columbia, or a foreign country.

The District shall engage faculty members, supervisors, and other personnel as may be necessary for such excursions or field trips who desire to contribute their services over and above the normal period for which they are employed by the District.

The District shall, at the discretion of the Office of Finance and Administrative Services transport students, faculty members, supervisors or other personnel by use of District equipment, contract to provide transportation, or arrange transportation by the use of other equipment.

The District shall maintain appropriate liability insurance for District equipment. If travel is to and from a foreign country, the liability insurance shall be secured from a carrier licensed to transact insurance business in the foreign country.

If a District vehicle is desired, a Vehicle Request Form must be submitted to Facilities Office. If chartered transportation is desired, a purchasing requisition must be submitted to Purchasing Services.

The District may pay expenses of faculty members, chaperones, and other personnel participating in a field trip or excursion. Payment shall be by way of itemized reimbursement in a form prescribed by the Office of Finance and Administrative Services.

Forms for requesting approval of a field trip or excursion are available on the Instructional Services web page. It is the faculty member's responsibility to be familiar with the regulations governing field trips and excursions. Only students registered in the class may participate.

Students who participate in field trips or other College-sponsored activities such as performance or athletic events or competitions which may conflict with regularly

35 scheduled classes are responsible for any work missed as a result of the absence.  
36 Students must notify faculty members in advance of impending absences.

37 No faculty member may require or excuse a student's absence from another faculty  
38 member's class. Students who miss participating in field trips or other College-  
39 sponsored performances or competitions as a result of class conflicts shall not be  
40 penalized.

41 No student shall be prevented from making a field trip or excursion which is integral to  
42 the completion of the course because of lack of sufficient funds. The District shall  
43 coordinate efforts of community service groups to provide funds for students in need of  
44 them.

45 The faculty member must make arrangements with the Cashier's Office for the  
46 collection of any student fees, if applicable. Faculty members are not to collect fees  
47 from students.

48 All persons making a field trip or excursion shall be deemed to have waived all claims  
49 against the District for injury, accident, illness, or death occurring during or by reason of  
50 the field trip or excursion. All adults taking such trips and all parents or guardians of  
51 minor students shall sign a statement waiving such claims.

52 A Single-Day Field Trip Authorization Request Form is due to the appropriate division  
53 dean five weeks prior to the proposed trip if it is outside of the Country, or two weeks  
54 prior to the proposed trip if it is within the Country. Students cannot be required to  
55 attend a single-day field trip unless such request is noted in the syllabus.

56 A Field Course Authorization Request Form is due at least eight weeks prior to the  
57 proposed trip, and must receive Governing Board approval prior to the date of the trip.  
58 An itinerary that identifies required activities, total instructional hours, and specific  
59 meeting times is required.

60 A Extended Field Trip Authorization Request Form is due at least five weeks prior to the  
61 proposed trip and must receive Governing Board approval prior to the date of the trip.  
62 An itinerary which identifies required activities, total instructional hours, and specific  
63 meeting times is required.

64 A Study Abroad Course Authorization Request Form is due at least eight weeks prior to  
65 the date of the trip and must receive Governing Board approval prior to the date of the  
66 trip. An itinerary which identifies required activities, total instructional hours, and  
67 specific meeting times is required.

68 Office of Primary Responsibility: Instructional Services