

INSTRUCTIONAL SERVICES

AP 4300 FIELD TRIPS AND EXCURSIONS

References:

Government Code Section 11139.8;
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. However, funds and resources shall not be used to fund, sponsor, or support employee or student travel to states that are subject to the travel ban (as identified in Government Code Section 11139.8) which prohibits state-funded and state-sponsored travel to states with laws that authorize or require discrimination on the basis of sexual orientation, gender identity or gender expression or against same-sex couples or their families, with the exception of those situations specifically exempted in the legislation as determined by the Chancellor.

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.

Date Approved: SPC 2/15/11; Revised: 12/4/18

(Replaces former Palomar Procedure 306 and all previous versions of AP 4300.)

The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant, or categorical program funds if the funds are used consistently with the funding source.

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

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

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

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

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

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

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

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

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

Office of Primary Responsibility: Instructional Services