

BP 4300 FIELD TRIPS AND EXCURSIONS

References:

Government Code Section 11139.8;
California Education Code Section 70902, 87706
Title 5 Section 55220

It is the policy of the Hartnell Community College District to encourage ongoing educational development of all students, which may include participation in field trips, conferences, meetings, and off-campus events related to instructional classes or academic, cultural, social, athletic, or club activities. The Superintendent/President shall establish procedures that regulate the use of District funds for student travel and attendance at conferences and other activities that are performed as a class assignment or co-curricular activity. The Superintendent/President, as designee of the Board of Trustees, may authorize field trips or excursions within the contiguous United States.

The District shall, at the discretion of the Chief Business Officer or designee, transport students or personnel by use of District equipment, contract to provide transportation, or arrange transportation by the use of other equipment.

Pursuant to CCR Title, Section 55220, all persons, including students participating in the field trip or excursion, shall be deemed to have waived all claims against the District and/or the State of California for injury, accident, illness or death occurring during or by reasons in connection with the travel. Participating minors must submit a statement signed by a parent or guardian.

See Administrative Procedure 4300.

AP 4300 FIELD TRIPS AND EXCURSIONS

References:

Government Code Section 11139.8; Title 5 Section 55220

At the request of faculty, administration, or staff, the District may approve field trips and excursions in connection with courses of instruction or college-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 for students.

Field trips and excursions incurring expenses that exceed \$5,000 per student group travel, or exceed \$1,500 for individual student travel, or any travel outside of the contiguous United States must be submitted to the Board of Trustees for pre-approval.

When District equipment is used, the District shall obtain liability insurance. 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.

The District may reimburse expenses of instructors, designated chaperones, and other personnel participating in a field trip or excursion. Reimbursement shall be completed through the standard District travel and reimbursement approval process provided by the District Business Office.

No student shall be prevented from participating in a field trip or excursion which is integral to the completion of a course because of lack of sufficient funds (Title 5 section 55220b).

Expenses of students participating in a field trip or excursion may not be paid with public funds, except where auxiliary, grant, or categorical programs permit use of such funds, consistent with the requirements of the funding source (Title 5, Section 55220d).

During the field trip itself, the District employee who is designated as chaperone shall comply with all District policies and procedures, and shall be responsible for students, who shall comply with all college policies and regulations, including those related to Student Conduct per BP 5500. If the field trip requires overnight stays, the responsibility constitutes a twenty-four-hour commitment, including all scheduled and unscheduled activities. All accompanying faculty, staff, and designated chaperones must complete all required training for district employees and additional training for Title IX regulations.

At least one week prior to the activity, all field trip or excursion participants are required to submit all completed District Field Trip waivers and forms. All persons making a field trip or excursion shall be deemed to have waived all claims against the State of California and 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.

The attendance or participation of a student in a field trip or excursion authorized by the District may be claimed for apportionment to the extent that the field trip or excursion is part of a course.

(BP) Board Approved:
(AP) Approved Superintendent/President:

However, attendance claimed for apportionment as a result of a field trip or excursion shall be limited to the amount of attendance that would have accrued during instruction had the students not been engaged in the field trip or excursion. No more contact hours shall be generated by a field trip or excursion than if the class were to meet as regularly scheduled (Title 5, Section 55220g).

District employees who plan to participate in a field trip should follow current processes for Travel Approval, use of district vehicles, and/or reimbursement of travel expenses.

The Instructor/Advisor designated as chaperone for the trip/excursion must submit the following forms:

- 1) Field Trip/Excursion Notice To Be Signed By All Participants
- 2) Field Trip/Excursion Request To Be Submitted By Instructor/Advisor to the area dean or director.
- 3) Voluntary Activity Waiver, Release & Indemnity Agreement To Be Signed By All Participants
- 4) Student Emergency Medical Authorization/Student Transportation Acknowledgement & Release to be completed by all participants

1. For All Trips and Excursions:

- a. Instructor/Advisor must submit a request for Field Trip/Excursion and all related forms. Allow at least 2 weeks in advance.
- b. Approval of the Dean/Director, area Vice President, and Vice President of Administrative Services is required as indicated by signatures on the Field Trip/Excursion Request at least 5 days in advance.
- d. Written approval of the Superintendent/President or Board of Trustees is required for trips or excursions incurring expenses that exceed \$1,500 for individual student travel, or \$5,000 for student group travel, or any travel out of the state.
- f. The supervising instructor or staff member designated as chaperone is required to accompany the participants throughout the field trip or excursion.
- g. The supervising instructor or staff member designated as chaperone is required to provide an updated list of participants to the area Vice President on the day of departure, and to carry one set of Student Emergency Medical Authorization/ Student Transportation Acknowledgement & Release forms during the trip.

2. Instructional Field Trips and College-Sponsored Activities

- a. Courses which require student participation in instructional trips shall be identified in the Schedule of Classes.

(BP) Board Approved:

(AP) Approved Superintendent/President:

- b. Content and purpose of both optional and required field trips and excursions must support course objectives as stated in the course syllabus.
- c. Alternative activities must be provided for students who cannot participate in a required field trip.

3. Non-instructional travel for individuals on behalf of Associated Students, Student Athletics, non-instructional programs and clubs:

- a. Authorized students traveling on behalf of Associated Students, College Athletics, non-instructional programs or a district-recognized club will submit the same forms and comply with all district policies as outlined for instructional field trips/excursions.