AP 4300  FIELD TRIPS AND EXCURSIONS

Reference: Title 5 Section 55220

The District may conduct 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 for students.

The District shall engage instructors, 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 Vice President of Student Learning, transport students, instructors, supervisors, or other personnel by use of District equipment, contract to provide transportation, or arrange transportation by the use of other equipment.

When District equipment is used, the District shall obtain liability insurance, and 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 pay expenses of instructors, 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 Vice President of Student Learning. 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.

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 services groups to provide funds for students in need of them.

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.

**NOTE:** The red type signifies legally advised language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in this procedure has been revised to reflect the CC League’s Update #13 distributed on September 21, 2007.

**Date Approved:**
(This is a new procedure recommended by the CC League and the League’s legal counsel)
s 55220. Excursions and Field Trips.

(a) The governing board of a community college district may:

(1) Conduct field trips or excursions in connection with courses of instruction or instructionally-related social, educational, cultural, athletic, or band activities to and from places in the state, or any other state, the District of Columbia, or a foreign country for students enrolled in a college. A field trip or excursion to and from a foreign country may be permitted to familiarize students with the language, history, geography, natural sciences, and other studies relative to the district's course of study for the students.

(2) Engage instructors, supervisors, and other personnel who desire to contribute their services over and above the normal period for which they are employed by the district, if necessary, and provide equipment and supplies for the field trip or excursion.

(3) Transport students, instructors, supervisors or other personnel to and from places in the state, any other state, the District of Columbia, or a foreign country where the excursion or field trip is being conducted. Transportation may be provided by use of district equipment, by contracting with a transportation provider, or by arranging transportation by the use of other equipment. When district equipment is used, the governing board shall secure liability insurance, and 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.

(4) Provide supervision of students involved in field trips or excursions by academic employees of the district.

(b) No student shall be prevented from taking a field trip or excursion which is integral to the completion of a course because of lack of sufficient funds. To this end the governing board shall coordinate efforts of community service groups to supply funds for students in need of them.

(c) No group shall be permitted to take a field trip or excursion which is integral to the completion of a course if any student who is a member of such an identifiable group will be excluded from participation in the field trip or excursion because of lack of sufficient funds. Nothing in this subdivision or subdivision (b) shall be construed to prevent a district from offering a study abroad
course or program because a particular student or group of students is unable to participate in the
course or program due to lack of funds.

(d) Expenses of students participating in a field trip or excursion authorized by this section may not
be paid with public funds, except where:

(1) the expenditure is authorized pursuant to subdivision (a); or

(2) funds from a state or federal grant or categorical program are used consistent with the
statutory, regulatory or contractual conditions applicable to the expenditure of such funds.

(e) For purposes of subdivision (d), funds of an auxiliary organization duly established pursuant to
education Code section 72670 et seq. shall not be considered to be public funds.

(f) Expenses of instructors, chaperons, and other personnel participating in a field trip or excursion
authorized by this section may be paid from district funds, and the district may pay from district
funds all incidental expenses for the use of district equipment during a field trip or excursion
authorized by this section.

(g) The attendance or participation of a student in a field trip or excursion authorized by this section
may be claimed for apportionment to the extent that the field trip or excursion is part of a course.
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 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 held on campus.

(h) All persons making the field trip or excursion shall be deemed to have waived all claims against
the district or the State of California for injury, accident, illness, or death occurring during or by
reason of the field trip or excursion. All adults taking out-of-state field trips or excursions and all
parents or guardians of minor students taking out-of-state field trips or excursions shall sign a
statement waiving such claims.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901,
Education Code.