

Academic Affairs
DRAFT as of 3/5/13

BP 4300 FIELD TRIPS AND EXCURSIONS

Reference:

Title 5 Section 55220

❖ **From the current CLPCCD Policy 6216 titled Field Trips**

Field trips specifically related to the learning objectives of a course of study are encouraged by the District and the Colleges. A field trip is defined as any movement of a class outside of its regularly assigned classroom(s) for the purpose of receiving educational experiences not possible in the classroom(s). Travel study, field trips and excursions outside of the United States require Board approval.

Field trips are defined under four classes:-

Class I: = Class I field trips are on-campus activities extending outside the assigned classroom(s) but limited to the boundaries of the college campus. (Authorization: = First line administrator or other designated administrator.)

Class II and III: = Class II field trips are in-district activities conducted off campus but limited by the boundaries of the Chabot-Las Positas Community College District. (Authorization - President of the College or designee)

Class III field trips are activities conducted outside the boundaries of the Chabot-Las Positas Community College District, but within the State of California. (Authorization: = President of the college or designee.)

Class IV: = Class IV field trips are out-of-state activities conducted outside the State of California. (Authorization: = President of the college or designee unless outside of United States wherein Board approval is required.)

The procedures necessary to carry out this policy are included in the Administrative Rules and Procedures.

NOTE: *The following language in red, underlined ink is legally required.*

The Chancellor 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 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. The expenses of instructors, chaperones, and other personnel traveling with students may also be paid from District funds.

Students and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.

❖ **From the current CLPCCD Policy 5430 titled Student Transportation**

The District shall not provide transportation for students to and from homes at public expense except as provided for residents of non-District territories as defined in the Education Code.

NOTE: The **red ink** signifies language that is **legally required** and recommended by the Policy and Procedure Service and its legal counsel. The language in **black ink** is from current Chabot-Las Positas CCD Policy 5430 titled Student Transportation adopted on March 19, 1996 and current Chabot-Las Positas CCD Policy 6216 titled Field Trips adopted on December 10, 2002. The language in **blue ink** is included for consideration. This document was reviewed by representatives of the Academic Senates on December 12, 2013.

Date Adopted:

(This policy replaces current CLPCCD Policies 5430 and 6216)

Legal Citation for BP 4300

5 CCR § 55220
Cal. Admin. Code tit. 5, § 55220

TITLE 5. EDUCATION
DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
CHAPTER 6. CURRICULUM AND INSTRUCTION
SUBCHAPTER 3. ALTERNATIVE INSTRUCTIONAL METHODOLOGIES
ARTICLE 2. EXCURSIONS AND FIELD TRIPS

§ 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.