

**Academic Affairs**

**AP 4300 FIELD TRIPS AND EXCURSIONS**

**Reference:**

Title 5 Section 55220

[Government Code Section 11139.8](#)

The District may conduct 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 outside of the United States require Board approval.

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 Chancellor, 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 Chancellor of Business Services. 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.

**Class I Field Trips** – 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.

Instructor Responsibility - A Class I field trip must be a planned educational experience which is not available in the classroom. The instructor planning a Class I field trip is responsible for:

1. Pre-planning, previewing, leading, and evaluating the field trip as an educational experience.
2. Obtaining verbal authorization from the Division Dean.
3. Advising the division office on the day of the trip of the time to be gone from the classroom and the destination.
4. Obtaining necessary clearance from the College business office for the use of campus facilities other than the assigned classroom(s). After the semester schedule is completed all unassigned space is placed under the jurisdiction of the community services office.

**Class II Field Trips** – 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.

Instructor Responsibility - A Class II field trip must be a planned educational experience which is not available in the classroom. The instructor planning a Class II field trip is responsible for:

1. Pre-planning, previewing, leading, and evaluating the field trip as an educational experience.
2. Preparing and submitting the college Field Trip Request Form at least two weeks prior to the date of the trip. Requests will be submitted to the Division Dean or other designated manager. Approved requests will be forwarded by the Division Dean to the office of Academic Services. Approved requests will be submitted by the Vice President of Academic Services or designee to the President of the college or designee.
3. Ensuring ~~that~~ all arrangements are made.
4. Supervising the conduct of the trip.

Division Dean Responsibility - The Division Dean or other designated manager is responsible for:

1. Validating the purpose of the proposed field trip.
2. Ensuring ~~that~~ funds are available either in the division budget or through other sources to defray the costs of the trip.
3. Forwarding approved requests to the office of Academic Services.

**Class III Field Trips** – ~~Field~~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.

Instructor Responsibility - A Class III field trip must be a planned educational experience which is not available in the classroom. The instructor planning a Class III field trip is responsible for:

1. Pre-planning, previewing, leading, and evaluating the field trip as an educational experience.
2. Preparing and submitting the college Field Trip Request Form at least one month prior to the date of the trip. Requests will be submitted to the Division Dean or other designated manager. Approved requests will be forwarded by the Division Dean to the office of Academic Services. Approved requests will be submitted by the appropriate Dean or designee to the President of the college or designee.
3. ~~E~~nsuring ~~that~~ all necessary arrangements are made.
4. Supervising the conduct of the trip.

Division Dean Responsibility - The Division Dean or other designated manager is responsible for:

1. Validating the purpose of the proposed field trip.
2. ~~Insuring~~Ensuring ~~that~~ funds are available either in the division budget or through other sources to defray the costs of the trip.
3. Forwarding approved requests to the office of Academic Services.

**Class IV Field Trips** – ~~Field~~Class IV field trips are out-of-state activities conducted outside the State of California.

**Authorization.** President of the college or designee.

In accordance with the Education Code, adult students or parent/guardians of minor students must sign the waiver of claims against the District and the State of California for injury, accident, illness, or death occurring during or by reason of the field trip.

Instructor Responsibility - A Class IV field trip must be a planned educational experience which is not available in the classroom. The instructor planning a Class IV field trip is responsible for:

1. Pre-planning, previewing, leading, and evaluating the field trip as an educational experience.
2. Preparing and submitting the college Field Trip Request Form at least one month prior to the date of the trip. Requests will be submitted to the Division Dean or other designated manager. Approved requests will be forwarded by the Division Dean to the office of Academic Services. Approved requests will be submitted by the appropriate dean or designees to the President of the college or designee.
3. ~~Insuring~~Ensuring ~~that~~ all necessary arrangements are made.

4. ~~Insuring~~ Ensuring that all students and the parents or guardian of minor students have signed and returned the waiver of claims form. Forms for all students must be filed by the instructor in the Vice President of Academic Services office at least three school days before the field trip begins. Failure to file the form with the Vice President shall prevent student(s) from participating in the field trip.
5. Supervising the conduct of the trip.

Division Dean Responsibility - The Division Dean or other designated manager is responsible for:

1. Validating the purpose of the proposed field trip.
2. Ensuring funds are available either in the division budget or through other sources to defray the costs of the trip.
3. Forwarding approved requests to the office of Academic Services.

### **Field Experience Activities**

The description of all approved field experience activities will be included in the class schedule.

The authorization for extended campus activities allows students to report directly to assigned stations off campus at scheduled dates and times. The authorization allows instructors to assign and schedule individual students to alternate stations according to the division master plan. Such assignment may or may not be under the direct supervision of the instructor.

Any movement or assignment of students not shown on the master plan and quarterly schedule will be processed as a Class II or III field trip.

Authorization for field experience activities is granted by the Board on an annual basis.

Division Responsibility - The Dean of each division or other designated manager who is involved with extended campus activities will:

1. Prepare an annual master plan for extended campus activities.
2. Submit a request for authorization to implement the plan. The master plan and request will be submitted to the Vice President of Academic Services or designee on or before February 1 of the preceding year.
3. Submit to the Vice President of Academic Services or designee each semester a schedule showing the extended campus assignments of students.
4. Ensure that all arrangements are made.
5. Coordinate the program during each semester.

### **Procedures Relating to Both Field Trips and Field Experience**

The following limitations are established for field trips:

1. Field trips may not be scheduled on State, legal, or school holidays. Field trips during recess periods require prior discussion and approval of the Vice President of Academic Services or designee.

2. Field trips may not be scheduled during the last two weeks of any semester.
3. Students cannot be required to attend field trips when admission fees are charged.
4. Activities requiring admission fees and other such costs to students should not be scheduled during regular class hours.
5. Field trips that require students to miss other classes should be carefully coordinated in advance with the instructors involved.
6. It is the responsibility of the individual student to notify in advance the instructors of classes which ~~he or she~~ will be missed while on the field trip.
7. Students must make up work missed because of field trips.
8. There will be no penalty for students who miss a class because of a field trip required by another if the trip is verified in advance and if the student makes up the required work within the agreed time.
9. Class sessions held off campus in instructors' homes, students' homes, or elsewhere are authorized only when approved as Class II or III field trips.
10. Instructors cannot be reimbursed for time devoted to field trips held outside of the regularly assigned class hours. Under special circumstances and with appropriate approval for the classification, a field trip may be conducted in lieu of a regularly scheduled class period. In these situations, the instructor can be reimbursed for time equal to the class involved.

#### Instructor Responsibility

1. Each instructor sponsoring a field trip is an agent of the college and as such is responsible for making proper arrangements for the trip, including a first-aid kit, and conducting the trip in ways which ensure against negligence and safeguard the welfare of the students while under the jurisdiction of the college.
2. Each instructor planning a field trip which will take students from other classes shall prepare a notice of that activity including a roster of the names of the students involved. Copies of this notice and roster will be given to each student for presentation to the instructor(s) of the class(es) ~~he/she will~~ to be missed while on the field trip.
3. When arrangements have been made in advance to have students go on their own to a field trip destination and when the class assembles and convenes at the destination, the instructor may meet them at the destination.
4. -When a class is convened on campus and moved as a group from the campus to the field trip destination the instructor must meet the class on campus and accompany it en route unless other arrangements have been approved by the Vice President of Academic Services or designee.

Transportation for Class II, III and IV field trips can be arranged in any one of several ways.

1. The use of District-owned vehicles may be requested on the Field Trip Request Form, dependent upon the number of students participating. The cost of the use of the District-owned vehicles is chargeable to the budget of the appropriate division at the current mileage rate.

2. If the number of persons exceeds the capacity of District vehicles, charter bus transportation may be requested on the Field Trip Request Form. The cost of the charter service is chargeable to the budget of the appropriate division.
3. Instructors may use their own vehicles to provide transportation for students on approved field trips. Approval must be obtained on the Field Trip Request Form.
4. The use of privately-owned vehicles to carry students on field trips is the least desirable method of transportation. Only under unique conditions should this mean of transportation be considered. Under no circumstances will privately owned vehicles be used without prior approval obtained on the Field Trip Request Form.
5. Instructors may suggest that students go on their own to destinations or events to observe, to hear, to see, or otherwise gain experience related to the course of study. The assignment must be voluntary, however, and no penalty can be assessed for students who do not or cannot complete the assignment. Alternative assignments should be provided.

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**Approved:** February 18, 2014

~~(This new procedure replaces current  
Administrative Rules and Procedure 6216)~~