

Academic Affairs

This procedure is legally advised and due for review as part of the regular review cycle. Compared to CCLC model policy. Legal reference updated. Formatting updated. This is a 10 +1. Mici 2-16-2023
Approved without changes. Jonathan E/Carol Hernandez 3-27-2023
To Academic Senate 4-13-2023

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 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 **and Success**, 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 **and Success**. 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.

Office of Primary Responsibility: ~~Office of~~ Student Learning **and Success**

Date Approved: May 18, 2010

Reviewed/Revised:

