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| Book    | SJECCD Administrative Procedures |
| Section | Chapter 4 - Academic Affairs     |
| Title   | Field Trips and Excursions       |
| Number  | AP 4300                          |
| Status  | Active                           |
| Adopted | September 29, 2016               |

## **AP 4300 FIELD TRIPS AND EXCURSIONS**

### **Reference:**

Title 5 Section 55220

The College 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 shall be approved in advance by the Dean.

The Board shall approve out-of-state student travel in advance of the field trip or excursion.

The College 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 Administrative Services 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 Chief Business Officer. 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.

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 in a form prescribed by the District before they may participate in a field trip or excursion. The Instructor or the Dean shall retain the signed Waiver for a period of one year.