



Board Policy 4300 Field Trips and Excursions

Reference: Education Code Sections 72640, 72641, 87706

The Chancellor has established 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 Board recognizes that field trips, when used as a device for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program. Properly planned and executed field trips can supplement and enrich classroom procedures by providing learning experiences in an environment outside the college.

For purposes of this policy, a field trip shall be defined as:

“Any journey by a group of students away from college facilities under the supervision of an instructor, which is an integral part of an approved course of study and conducted for the purpose of affording a first-hand educational experience not available in the classroom.”

Field trips are a part of the curriculum; attendance on field trips is governed by the same rules as attendance at regular classroom activities.

Board approval shall be required for those field trips that take students outside the State of California. The Chief Instructional Officer (CIO) shall approve all other field trips.

No student shall be denied participation in field trips which are a part of the College’s regular curriculum, except that no expenses of students participating in a field trip to another state, the District of Columbia, or a foreign country shall be paid by district funds. Auxiliary, grant or categorical program funds may be used 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. The District will provide transportation for approved field trips. The Chancellor may approve other expenses as he/she deems necessary.

In accordance with the California Education Code Sections 66700 and 70901, a waiver statement must be signed by all adult students and by the parent or guardian of minor students participating in the field trip. A class roster is to be provided to the CIO with the “Request to Conduct a Field Trip” submitted by the instructor. The class roster will be used as a check off list. Verification of field trip waiver statements will be the responsibility of the CIO.

The Board does not endorse, support, or assume liability in any way for any staff member of this District who takes students on trips not approved by the Board or Chancellor or designee.

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

See Administrative Procedure 4300

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