

## STUDENT TRAVEL-FIELD TRIP AND EXCURSIONS

### A. FIELD TRIPS

Field trips conducted in connection with courses of instruction are encouraged and are permitted when approved a minimum of two weeks in advance by the Office of Instruction of the college.

The Office of Instruction or designee must be informed via the appropriate forms of the proposed date, time, location and purpose of the field trip as well as all transportation arrangements. The instructor of the class must accompany the students on all field trips. Field trips should not be scheduled during the last two weeks of the semester.

Faculty may schedule a maximum of two field trips per semester which conflict in time and date with other classes. However, with Office of Instruction approval, additional field trips which do not conflict with other classes may be scheduled.

Instructors must provide students with an alternate assignment in cases where students are unable to participate in the field trip due to a sufficient and necessary cause.

When possible, related field trip information, such as dates, times, etc., should be shown in the "Comments" section of the specific class listing in the Schedule of Classes.

#### 1. Transportation

The instructor must seek official approval for the use of district-owned vehicles through the division/school office. Student drivers of private vehicles must complete appropriate authorization forms and submit them to the division/school office for processing.

#### 2. Funding

When funds are required for an instructional field trip, they must be allocated from the divisions/schools' operational budget. Meals and lodging cannot be paid with district funds. Students may be assessed a fee for meals and lodging when approved by the Board of Trustees.

#### 3. Request Forms

Field Trip Request forms may be obtained from the division/school offices or the college Office of Instruction. All field trip requests are to be submitted for

approval to the Office of Instruction by the appropriate administrator of the division/school in which the course is taught.

B. FIELD STUDY COURSES

Students who enroll in field study courses\* must, as a prerequisite to participation in the field activity or portion of the course, satisfactorily complete the orientation portion of the course.

Students shall not be permitted to participate in field study courses unless they have signed the Waiver, Release, and Indemnity Agreement.

1. Required Orientation

An orientation session shall be held by the instructor sufficiently in advance to provide the student with information concerning course requirements, and to determine that the student meets course prerequisites. The orientation session for each field study course shall include the instructor's description of the activities in the field portion of the course, disclosure of course activities, including the extent of travel, the mode of travel, the duration of course activities, accommodations, anticipated climactic conditions, and what physical requirements there may be of participants.

The orientation shall include the instructor's presentation to students of district and college disciplinary rules and regulations. The student shall, as a condition of participation in the course, acknowledge in writing the student's receipt, understanding of, and agreement to abide by lawful District and college rules and regulations for student conduct.

2. Accommodation of Special Student Needs

The orientation shall include a questionnaire concerning the relevant medical conditions and health history of students. The questionnaire shall inquire of students if they have any medical condition or special need which would require, in order to fully participate in the course, any special accommodation such as physical assistance, medication, specialized transportation requirements, or specialized medical appliances or care. If the student's answers are in the affirmative, the instructor shall meet with the division/school dean, the vice president of instruction and/or vice president of student services, and the student to determine how the student's needs can reasonably be accommodated. Personal information disclosed by the student in such questionnaire shall remain confidential, and shall be utilized by college personnel only in accordance with this policy. In attempting to accommodate students with special needs, the appropriate administrator shall, together with the student and the instructor, investigate available campus resources to enable the student's participation,

including disabled student programs and services, the associated student body, and any other available support services.

Field study course students, as a condition of participation, shall be required to provide emergency medical information, authorization for emergency medical treatment, and individuals who may be contacted in the event of an emergency. The instructor shall maintain a copy of such emergency information with him/her during the field activity.

If the instructor has information which would reasonably lead him or her to believe that the student's participation in the activity could endanger himself, other students, or other individuals, the instructor shall meet with the student and the vice president of instruction and/or vice president of student services to determine whether reasonable accommodation is necessary, and, if so, if the student's needs can be met. Where appropriate, a physician's written release may be required as a condition of student participation in the course.

If it is the judgment of the instructor and the vice president of instruction after attempting to arrive at a reasonable accommodation, that student participation in the field course may adversely affect the health, safety, or welfare of the student, staff, or other students of the college, the instructor shall work with the student to make available an alternative instructional experience.

C. GENERAL INFORMATION PERTAINING TO BOTH FIELD TRIPS AND FIELD STUDY COURSES

1. Procedures for the collection and accounting of funds.
  - a. All revenues collected will be deposited into the district depository account as they are submitted to the Diversified Funds department.
  - b. Advances relative to field course can be made through the district depository to the extent that funds are available. Requests for advances must be accompanied by a request which states field course date, ticket number, amount of advance and board approval date. All requests for advance payments must be approved by the division dean.
  - c. An accounting of the field course must be submitted to the division dean on a Field Course Expense Form, No. FS 113, within 10 working days following the course. Receipts for expenses must accompany the form. The division dean must approve the form and submit it to the Diversified Funds department. FS 113 forms are available in the warehouse and can be ordered through a stores requisition.
  - d. Requests for reimbursement of over expended amounts must be accompanied by a purchase requisition. These amounts will be expensed to

the General Fund. Excess cash advances must be returned with the form. Under expended amounts must be closed into dedicated revenue accounts. An abatement of expenditures will be allowable only in those cases where a purchase order is referenced, and will be limited to the amount of the applicable expenditure.

- e. Receipts for all funds spent must be secured and placed on file with the appropriate division dean. The instructor sponsoring the activity may be liable for those expenses for which no receipt is secured.
- 2. If an accident or injury occurs during the course of a field trip or field study course, it will be the responsibility of the sponsoring instructor to report the incident to his/her supervisor, and file an incident report as soon as possible but not later than the next business day.
- 3. The sponsoring instructor is accountable to ensure that all policies and procedures have been adhered to and followed.
- 4. The district will indemnify and defend instructors and other personnel participating in field study courses or supervision thereof who are acting within the scope and course of their duties in accordance with the provisions of the California Government Code.

D. DEFINITIONS

- 1. Field Trip: A field trip is a trip to an off-campus location that is required of all students enrolled in a particular course, and is supervised by the faculty member.

An assignment which is required, but which may be satisfied in a number of ways, one of which is by visiting an off campus location, even though the instructor may be present, does not constitute a field trip.

Attendance by students at an off campus event, such as a speech or movie, which is not attended by the instructor, is not a field trip, even though attendance is required.

- 2. Field Study Course: A field study course is an extended (multi-day) trip to an off campus location that is required of all students enrolled, and is supervised by a faculty member.

Adopted: 10-26-90  
Revised: 8-15-91  
Revised: 8-30-99  
Revised: 2-27-12