

# CITRUS COMMUNITY COLLEGE DISTRICT ACADEMIC AFFAIRS

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

Reference: Title 5 Section 55220  
Government Code Section 11139.8

### **Field Trips & Excursions**

Citrus College encourages students to participate in field trips and excursions in connection with courses of instruction or college related social, educational, cultural, athletic or musical activities (Title 5, section 55220a1). The District shall provide supervision of students involved in field trips or excursions by engaging instructors, supervisors, and other personnel as may be necessary who desire to contribute their services over and above the normal period for which they are employed by the District (Title 5, section 55220a2).

During the field trip itself, the District employee who is the designated chaperone shall be responsible for students. This responsibility constitutes a twenty-four-hour commitment including all scheduled and unscheduled activities. Students will be expected to comply with all college regulations including those related to Student Conduct (per BP 5500).

The District shall, at the discretion of the Vice President of Academic Affairs and with prior approval of the Board of Trustees, transport students, District employees, and chaperones by use of District equipment, contract to provide transportation or arrange transportation by use of other equipment for out-of-state field trips or excursions.

As soon as it is determined that an out-of-state trip is planned, the Division/ Department responsible for the trip shall request that the item be placed on the board agenda through the office of The Vice President of Academic Affairs. Included in the board agenda item will be:

- Justification and background for the field trip
- Names of all participants including students, instructors, staff, and chaperones;
- Complete itinerary for the trip
- Preliminary list of all plans/arrangements for all costs and sources of funding
- Arrangement for coverage of classes missed by the accompanying instructor, including sections missed, day, and hours, and names of substitutes who will cover sections.

## **Transportation**

The District shall, at the discretion of the supervising Dean, transport students, instructors, staff, and chaperones, or other personnel by use of District equipment, contract to provide transportation, or arrange transportation by the use of other equipment (Title 5, section 55220a3).

In order for faculty or staff to use a District vehicle and gas card on an approved field trip or excursion they must complete a transportation request form and submit the form to the transportation office at least two weeks in advance of the trip.

Any student driving a District vehicle on a trip or excursion must be listed as an approved trip participant, have a valid driver's license, and if required possess the proper vehicle class license.

Students who wish to drive their own vehicles and/or transport other students must complete a Voluntary Field trip and/or Performance Tour request form. This form must be completed in its entirety and be submitted to the division/department office. Once clearance is obtained the student may use his/her personal vehicle and may transport other students to the approved field trip or excursion.

## **Liability**

All students participating in out-of-state or international field trips or excursions must complete a Voluntary Field trip and/or Performance Tour assumption of risk, and Medical Treatment Authorization Form. The division office shall retain, for a minimum of two years, forms including a complete list of students, faculty, staff, chaperones, dates, and locations. All completed student participation forms, emergency contact forms, and medical release forms shall be retained by the faculty/staff during the field trip.

When a group of students under the direction of a District employee participates in out-of-state and/or international trips, all students shall return to their original point of departure unless alternate travel arrangements have been approved by the District. Students or volunteers who desire to continue on after the trip/excursion conclusion date shall assume all liability and risk from that point forward.

## **Expenses**

No student shall be prevented from participating in a field trip or excursion which is integral to the completion of the course because of lack of sufficient funds (Title 5 section 55220b). No group shall be permitted to take a field trip or excursion, which is integral to the completion of a course if any student who is a member of such an identifiable group will be excluded from participation because of lack of funds. However, the District may not be prevented from offering a study abroad program because a particular student or group of students is unable to participate in the course or program due to a lack of funds (Title 5 section 55220c).

Expenses of students participating in a field trip or excursion may not be paid with public funds, except where auxiliary (not considered public funds [Title 5, Section 55220c]), grant, or categorical programs permit use of such funds consistent with the requirements of the funding source (Title 5, Section 55220d).

### **Faculty, Staff, and Chaperones**

The expenses of students, faculty, chaperones, and/or other personnel participating in a field trip or excursion authorized by the District may be paid from District funds, and the District may pay from District funds all incidental expenses for the use of District equipment during such field trip or excursion (Title 5, Section 55220f). Faculty and staff must complete a Travel/Conference Request & Expense Report, secure approval signatures prior to the field trip or excursion, and follow all established District procedures for reimbursement.

### **Claim for Apportionment**

The attendance or participation of a student in a field trip or excursion authorized by the District may be claimed for apportionment to the extent that the field trip or excursion is part of a course. However, attendance claimed for apportionment as a result of a field trip or excursion shall be limited to the amount of attendance that would have accrued had the students not been engaged in the field trip or excursion. No more contact hours shall be generated by a field trip or excursion than if the class were held on campus (Title 5, Section 55220g).

Board Approved	02/02/10
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