

# Rancho Santiago Community College District ADMINISTRATIVE REGULATION

## Chapter 4 Academic Affairs

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### **AR 4300 Field Trips and Excursions**

#### **Reference(s):**

Government Code Section 11139.8  
Title 5 Section 55220

The Colleges 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, unless otherwise prohibited by the California Community College Chancellor's Office.

The Colleges shall permit 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 Colleges, at the discretion of the College President, shall transport students, instructors, supervisors or other personnel by use of District vehicles, contract to provide transportation, or arrange transportation by the use of other modes of transportation.

When District vehicles are 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 College 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 College President. The College 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 in accordance with the funding source.

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. The College shall coordinate efforts of community services groups to provide funds for students in need of them.

All persons participating in 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 Field Trip/Excursion Liability Form.

**Adopted: September 17, 2018**