

AR 4300 Field Trips and Extracurricular Activities

Replaces AR 4440 and AR 5450

BP 4300 Field Trips and Excursions

NOTE: *This policy is legally required.*

The [*CEO*] shall establish 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 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. The expenses of instructors, chaperones, and other personnel traveling with students may also be paid from District funds.

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

Authorization

1. In accordance with Title 5, Section 55220 of the California Code of Regulations, field trips or extracurricular field trips (also known as “excursions”) may be conducted in connection with courses of instruction or instructionally-related social, educational, cultural, athletic, or band activities to and from places in the state, or any other state, the District of Columbia, or a foreign country for students enrolled in the college.
2. A field trip to and from a foreign country may be conducted when it relates to the College's course of study for the students.

Types of Field Trips

1. Class Field Trips are components of regularly scheduled classes or instructional programs and designed to provide experiences connected with specific elements of the course curriculum. Arrangements for Class Field Trips are the responsibility of the faculty member.
2. Extracurricular Field Trips are among the activities offered by the Associated Students of Santa Monica College and its approved student clubs. Arrangements for Extracurricular Field Trip are the responsibility of the appropriate faculty or administrator advisor.
3. Other authorized field trips conducted by special programs designed to provide experiences connected with specific elements of the program's focus (hereinafter Special Program Field Trips).

4. Field-Study trips

5. Study Abroad

Approval of Field Trips

1. Permission to conduct such off-campus activities with students must be obtained a minimum of two weeks prior to the activity.
2. Submission of requests for approval differs for Class Field Trips, Extracurricular Field Trips, and Special Program Field Trips:
 - a. Faculty who wish to conduct a Class Field Trip must receive prior approval from the Vice President of Academic Affairs or designee. Such approval may be requested by submitting the appropriate field trip authorization form to the Vice President of Academic Affairs. Field Trip Forms may be obtained from the faculty member's Department or from the Office of the Vice President of Academic Affairs. ? Classes
 - b. Advisors who wish to conduct an Extra-Curricular Field Trip must receive prior approval from the Vice-President of Student Affairs or designee. Such approval may be requested by submitting an Associated Students Field Trip Proposal Form to the Office of Student Life. The Associated Students Field Trip Proposal Form may be obtained from the Office of Student Life website.
 - c. Personnel who wish to conduct a Special Program Field Trip must receive prior approval from the appropriate Vice President or designee. Such approval may be requested by submitting the appropriate field trip authorization forms to the Vice President. Field Trip Forms may be obtained from the Office of the appropriate Vice President. ? All forms posted to a website for easy access and submission
3. The College's standard liability form shall be completed by all participants. The submission of an Excursion/Field Trip Individual Form for each student participant is required for all field trips involving overnight travel or involving participation of a minor. All forms should be completed and signed by all participating students prior to submission to the appropriate Vice President. If approved, the form(s) will be signed by the Vice President or designee and a copy returned to the supervising personnel. Originals will be kept on file in the office of the appropriate Vice President. Take copies on trip

Requirements for Field Trips

1. Every effort should be made to schedule Class Field Trips so as to not interfere with students' other classes. Class Field trips that occur outside the regularly scheduled class time may not be mandatory. An alternate assignment should be provided for students who are unable to attend the field trip outside of regularly scheduled class time if credit would otherwise be lost. No student shall be prevented from taking a field trip or excursion which is integral to the completion of a course because of lack of sufficient funds. When participation in a field trip is integral to completion of the course, the dates, times, locations, and costs of the trip(s) must be published in the Schedule of Classes prior to student registration and be included in the course syllabus.
2. Class Field Trips should include a minimum of one faculty for every 45 students. Other Field Trips should include a minimum of one college personnel for every 45 students.
3. For overnight trips or higher risk activities, it is advised to have one advisor for every 18 students. Field trip approval may be withheld for insufficient faculty or college personnel.

(overnight for field study courses, some courses have 36 students enrolled. Will District pay compensation for add'l faculty?)

4. No group shall be permitted to take a field trip or excursion which is integral to the completion of a course if any student will be excluded from participation in the field trip or excursion because of lack of sufficient funds. This subdivision does not apply to study-abroad trips where a student or group of students is unable to participate in the course or program due to lack of funds. Will they be cancelled?
5. Any field trip involving water activities, rock scrambling or climbing, other high-risk activities, or any activity at a location more than one hour from emergency medical care requires approval of a safety plan by the College's Risk Manager. The Risk Manager should be contacted at least ten days prior to any activity requiring a safety plan. (process to contact Risk Manager) for courses, can all trips be included in one notice? (beg. of each term).

Responsibilities of Faculty and Faculty Advisors on Field Trips

Faculty and advisors shall comply with the following rules during any field trip:

1. Obtain written approval for a field trip by completing and submitting the appropriate Field Trip form to the appropriate college administrator two weeks prior to the scheduled trip.
2. Secure appropriate signatures on the appropriate field trip authorization and waiver forms.
3. Escort students to and from the field trip destination unless students are providing their own transportation and/or prior District approval is received.
4. Supervise all students during the entire trip.
5. Assure that each student (participant) going on an extracurricular activity trip is a currently enrolled student in the class.
6. Provide students with instructions that include the time and place of departure and the time and place of arrival. Students must be instructed to proceed directly from the college or any other assigned point to the field trip site.
7. Obtain written acknowledgement on a college approved form of the date and time of any early departure from the trip by a student. This action serves as the student's acknowledgement that the student is no longer a part of the field trip.
8. On overnight trips, not share a bedroom or tent with students.
9. On overnight trips, ensure that a minor student does not share a bedroom or tent with an adult student unless the adult student is a parent or guardian of the minor.
10. Submit an Incident Reporting Form which can be found at the Care & Prevention Team website for any student conduct violation that occurs during the trip.
11. Follow any approved safety plan for the trip.

12. Notify as soon as possible the Vice President who approved the trip or designee, if any injury occurs on the trip. For serious injury or death, also contact Campus Police.

Student Responsibilities

Students shall follow the following rules on any field trip:

1. Comply with the Student Code of Conduct (AR 4410).
2. Not possess or consume alcohol or other non-prescription controlled substances notwithstanding their age or length of the trip.
3. Not possess or smoke or consume marijuana whether or not such consumption may be lawful.
4. Housing and room accommodations for overnight trips will be arranged and approved by the staff member leading the trip and this information shared with the area Administrator prior to the field trip. Changes to the accommodations during the field trip need to be approved by the staff member leading the trip. Guidelines include one student per bed. Sleeping bags on the floor are acceptable.
5. Unless the College has provided transportation to the field trip, students are responsible for their own transportation arrangements.

Liability Waiver

1. All persons making the field trip or excursion shall be deemed to have waived all claims against the District or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or extracurricular activity. All students participating in field trips shall sign a statement waiving such claims. The statement shall be signed by adult students and by the parent or guardian of a minor student.
2. College employees conducting field trips approved in accordance with the procedures above are covered by the College's liability insurance program.

Title 5, Sections 55220, 76060-76067, Education Code Sections 72670-72682
Government Code Section 11139.8

Reviewed and/or Updated: 12/11/01, 11/24/2015, 11/20/19, 5/26/21

AR 4440 Academic and Extracurricular Trips

~~Arrangements for off-campus trips are the responsibility of the faculty member or faculty advisor associated with the class or student group, including clubs and other nonathletic extracurricular* activity groups. Such arrangements must be compliant with section 55220 of the Title 5 regulation. Permission to conduct such off-campus activities with student groups must be obtained a minimum of two weeks prior to the activity. Submission of requests for approval differs for academic and extracurricular trips.~~

- ~~1. Instructors who wish to take their classes, or other extracurricular student groups, on trips off-campus must receive prior approval from the Vice President of Academic Affairs or designee. Such approval may be requested by submitting a Field Trip Form, in duplicate, to the Vice President of Academic Affairs. The Field Trip Form may be obtained from the faculty member's departmental Chair or administrative assistant or from the Office of the Vice President of Academic Affairs.~~
- ~~2. Advisors who wish to take their clubs on trips off-campus must receive prior approval from the Vice President of Student Affairs or designee. Such approval may be requested by submitting an Extracurricular Trip Form, in duplicate, to the Dean of Student Life. Extracurricular Trip Form may be obtained from the Student Activities Office.~~

~~The District's liability insurance covers advisors and instructors while in the normal pursuit of their duties.~~

~~Responsibilities of Advisors and Instructors on Extracurricular Trips~~

~~Advisors and instructors who take extracurricular student groups on off-campus trips are responsible for:~~

- ~~1. Obtaining written approval by completing and submitting the Extracurricular Trip Form to the appropriate college administrator two weeks prior to the scheduled trip.~~
- ~~2. Supervising the conduct of all students during the entire trip. Such conduct will at all times conform to the Santa Monica College Board of Trustees policy 4410 "Student Conduct."~~
- ~~3. Assuring that each student going on extracurricular activity trips possesses a current Santa Monica College student identification card.~~
- ~~4. Ascertaining that all drivers have current drivers' licenses and adequate automobile insurance if private vehicles are utilized for transportation.~~
- ~~5. Travel by private automobile may be used with the following provisions:~~
 - ~~a. That the student's automobile is in a reasonably safe operating condition.~~
 - ~~b. Students must be given instructions that include the time and place of departure and the time and place of arrival. Students must be instructed to proceed directly from the college or any other assigned point to the field trip site.~~
 - ~~c. Students wishing to leave early, or who are asked to leave early from the field trip must sign a waiver indicating their time and date of departure. This action serves as the student's acknowledgement that he/she is no longer a part of the field trip. **~~
 - ~~d. Parent Consent slips, available in the Student Activities Office, must be signed and submitted for any student under 18 years of age. **~~

~~Reviewed and/or Updated: 12/11/01, 11/24/2015~~

AR 5450 Field Trips

~~When appropriate, an instructor may incorporate an off-campus activity into the class instruction. The instructor must submit an "Authorization Request for Off-Campus Activity" to Academic Affairs for approval at least ten days prior to the field trip. An itinerary of the off-campus activity and a list of participating students must be attached. In addition, a signed field trip release and waiver for each student must be on file in the department office.~~

~~Reference: Education Code Section 72640~~

~~Reviewed and/or Updated 10/02~~

Title 5 and Ed Code language for AR 4300

§ 55220. Excursions and Field Trips.

(a) The governing board of a community college district may:

(1) Conduct field trips or excursions in connection with courses of instruction or instructionally-related social, educational, cultural, athletic, or band activities to and from places in the state, or any other state, the District of Columbia, or a foreign country for students enrolled in a college. A field trip or excursion to and from a foreign country may be permitted to familiarize students with the language, history, geography, natural sciences, and other studies relative to the district's course of study for the students.

(2) Engage instructors, supervisors, and other personnel who desire to contribute their services over and above the normal period for which they are employed by the district, if necessary, and provide equipment and supplies for the field trip or excursion.

(3) Transport students, instructors, supervisors or other personnel to and from places in the state, any other state, the District of Columbia, or a foreign country where the excursion or field trip is being conducted. Transportation may be provided by use of district equipment, by contracting with a transportation provider, or by arranging transportation by the use of other equipment. When district equipment is used, the governing board shall secure 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.

(4) Provide supervision of students involved in field trips or excursions by academic employees of the district.

(b) No student shall be prevented from taking a field trip or excursion which is integral to the completion of a course because of lack of sufficient funds. To this end the governing board shall coordinate efforts of community service groups to supply funds for students in need of them.

(c) 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 in the field trip or excursion because of lack of sufficient funds. Nothing in this subdivision or subdivision (b) shall be construed to prevent a district from offering a study abroad course or program because a particular student or group of students is unable to participate in the course or program due to lack of funds.

(d) Expenses of students participating in a field trip or excursion authorized by this section may not be paid with public funds, except where:

(1) the expenditure is authorized pursuant to subdivision (a); or

(2) funds from a state or federal grant or categorical program are used consistent with the statutory, regulatory or contractual conditions applicable to the expenditure of such funds.

(e) For purposes of subdivision (d), funds of an auxiliary organization duly established pursuant to education Code section 72670 et seq. shall not be considered to be public funds.

(f) Expenses of instructors, chaperons, and other personnel participating in a field trip or excursion authorized by this section may be paid from district funds, and the district may pay from district funds all incidental expenses for the use of district equipment during a field trip or excursion authorized by this section.

(g) The attendance or participation of a student in a field trip or excursion authorized by this section 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.

(h) All persons making the field trip or excursion shall be deemed to have waived all claims against the district or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking out-of-state field trips or excursions and all parents or guardians of minor students taking out-of-state field trips or excursions shall sign a statement waiving such claims.

§58166. Field Trips.

(a) State apportionment may be claimed for the attendance of students in courses which include a field trip or excursion pursuant to section 55220.

(b) No more attendance may be claimed for a field trip or excursion than if the class were held on campus.

§72670. Auxiliary Organizations.

The governing board of a community college district may establish auxiliary organizations for the purpose of providing supportive services and specialized programs for the general benefit of its college or colleges. As used in this article, "auxiliary organization" may include, but is not limited to, the following entities:

(a) Any entity in which any official of a community college district participates as a director as part of his or her official position.

(b) Any entity formed or operating pursuant to Article 4 (commencing with Section 76060) of Chapter 1 of Part 47.

(c) Any entity which operates a commercial service for the benefit of a community college or district on a campus or other property of the district.

(d) Any entity whose governing instrument provides in substance both of the following:

(1) Its purpose is to promote or assist a community college or district, or to receive gifts, property and funds to be used for the benefit of the community college or district or any person or organization having an official relationship therewith.

(2) Any of its directors, governors, or trustees are either appointed or nominated by, or subject to, the approval of the governing board of the district, an official of the district, or selected, ex officio, from the membership of the student body or the faculty or the governing board or the administrative staff of the district.

(e) Any entity which is designated as an auxiliary organization by the district governing board.

§76060. Student Organizations

§82542. Use of School Property, Public Purposes

ARTICLE 9.5. Discrimination [11135 - 11139.8]

11139.8.

(a) The Legislature finds and declares all of the following:

- (1) California is a leader in protecting civil rights and preventing discrimination.
- (2) California's robust nondiscrimination laws include protections on the basis of sexual orientation, gender identity, and gender expression, among other characteristics.
- (3) Religious freedom is a cornerstone of law and public policy in the United States, and the Legislature strongly supports and affirms this important freedom.
- (4) The exercise of religious freedom should not be a justification for discrimination.
- (5) California must take action to avoid supporting or financing discrimination against lesbian, gay, bisexual, and transgender people.
- (6) It is the policy of the State of California to promote fairness and equality and to combat discrimination.

(b) A state agency, department, board, authority, or commission, including an agency, department, board, authority, or commission of the University of California, the Board of Regents of the University of California, or the California State University, and the Legislature shall not do either of the following:

- (1) Require any of its employees, officers, or members to travel to a state that, after June 26, 2015, has enacted a law that voids or repeals, or has the effect of voiding or repealing, existing state or local protections against discrimination on the basis of sexual orientation, gender identity, or gender expression or has enacted a law that authorizes or requires discrimination against same-sex couples or their families or on the basis of sexual orientation, gender identity, or gender expression, including any law that creates an exemption to antidiscrimination laws in order to permit discrimination against same-sex couples or their families or on the basis of sexual orientation, gender identity, or gender expression.
- (2) Approve a request for state-funded or state-sponsored travel to a state that, after June 26, 2015, has enacted a law that voids or repeals, or has the effect of voiding or repealing, existing state or local protections against discrimination on the basis of sexual orientation, gender identity, or gender expression, or has enacted a law that authorizes or requires discrimination against same-sex couples or their families or on the basis of sexual orientation, gender identity, or gender expression, including any law that creates an exemption to antidiscrimination laws in order to permit discrimination against same-sex couples or their families or on the basis of sexual orientation, gender identity, or gender expression.

(c) Subdivision (b) shall not apply to travel that is required for any of the following purposes:

- (1) Enforcement of California law, including auditing and revenue collection.
- (2) Litigation.
- (3) To meet contractual obligations incurred before January 1, 2017.
- (4) To comply with requests by the federal government to appear before committees.
- (5) To participate in meetings or training required by a grant or required to maintain grant funding.

(6) To complete job-required training necessary to maintain licensure or similar standards required for holding a position, in the event that comparable training cannot be obtained in California or a different state not affected by subdivision (b).

(7) For the protection of public health, welfare, or safety, as determined by the affected agency, department, board, authority, or commission, or by the affected legislative office, as described in subdivision (b).

(d) The prohibition on state-funded travel described in this section shall continue while any law specified in subdivision (b) remains in effect.

(e) (1) The Attorney General shall develop, maintain, and post on his or her Internet Web site a current list of states that, after June 26, 2015, have enacted a law that voids or repeals, or has the effect of voiding or repealing, an existing state or local protection against discrimination on the basis of sexual orientation, gender identity, or gender expression, or have enacted a law that authorizes or requires discrimination against same-sex couples or their families or on the basis of sexual orientation, gender identity, or gender expression, including any law that creates an exemption to antidiscrimination laws in order to permit discrimination against same-sex couples or their families or on the basis of sexual orientation, gender identity, or gender expression.

(2) It shall be the responsibility of an agency, department, board, authority, or commission described in subdivision (b) to consult the list on the Internet Web site of the Attorney General in order to comply with the travel and funding restrictions imposed by this section.