

## **AR 4300 Field Trips and Extracurricular Activities**

Replaces AR 4440 and AR 5450

### **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).

### **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.
  - 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.
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.

### **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.
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.
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.

## **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 going on an extracurricular activity trip is a currently enrolled student.
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. \*\*

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### **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