

**Santa Clarita Community College District  
POLICY MANUAL**

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<b>534 FIELD TRIPS AND EXCURSIONS</b>	<b>DATE ADOPTED</b>	<b>1/18/06</b>

**534 FIELD TRIPS AND EXCURSIONS**

**534.1 Authorization of Field Trips and Excursions:**

The Governing Board of the Santa Clarita Community College District authorizes faculty and staff to:

(a) Conduct field trips or excursions in connection with courses of instruction or college-related social, educational, cultural, athletic, or college musical 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. 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.

(b) 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.

(c) Transport by use of district equipment, contract to provide transportation, or arrange transportation by the use of other equipment, of 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 excursions and field trips are being conducted; provided that, 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.

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

(e) Require instructors to provide alternative assignments to students who are unable to participate in a field trip or excursion for any reason.

**534.2 Students Not to Be Excluded Due to Insufficient Funds**

No student shall be prevented from making the field trip or excursion because of a lack of funds. To this end, the governing board, or its designee, shall coordinate efforts of community service groups to supply funds for students in need of them. If a field trip or excursion is part of a course and a student is unable to participate because of a lack of funds, the instructor of the course will provide an alternative assignment. Courses with field trips or excursions will be noted as such in each term's schedule of classes and in the college catalog.

Per Title V Section 55450, no group shall be authorized to take a field trip or excursion authorized by this section 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 a lack of funds.

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<p>534.3 District May Not Pay for Student Attendance</p> <p>No expenses of students participating in a field trip or excursion to any other state, the District of Columbia, or a foreign country authorized by this section shall be paid with district funds. 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.</p> <p>534.4 Crediting Attendance for Apportionment</p> <p>The attendance or participation of a student in a field trip or excursion authorized by this section shall be considered attendance for the purpose of crediting attendance for apportionments in the fiscal year. Credited attendance resulting from such 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 was held on campus.</p> <p>534.5 Waiver of Claims by Participants</p> <p>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 student participants of a field trip or excursion shall sign a statement waiving such claims. All adults taking out-of-state field trips or excursions and all parents or guardians of students taking out-of-state field trips or excursions shall sign a statement waiving such claims.</p> <p><b>NOTE</b></p> <p>Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code, and Section 55450, Title V.</p>		