

Instruction and Educational Program

Administrative Rules and Procedures

6216 Field Trips

1. Class I Field Trips

a. **Instructor Responsibility** - A Class I field trip must be a planned educational experience which is not available in the classroom. The instructor planning a Class I field trip is responsible for:

- 1) Pre-planning, previewing, leading and evaluating the field trip as an educational experience.
- 2) Obtaining verbal authorization from the Division Dean.
- 3) Advising the division office on the day of the trip of the time to be gone from the classroom and the destination.
- 4) Obtaining necessary clearance from the office of community services for the use of campus facilities other than the assigned classroom(s). After the semester schedule is completed all unassigned space is placed under the jurisdiction of the community services office.

2. Class II Field Trips

a. **Instructor Responsibility** - A Class II field trip must be a planned educational experience which is not available in the classroom. The instructor planning a Class II field trip is responsible for:

- 1) Pre-planning, previewing, leading and evaluating the field trip as an educational experience.
- 2) Preparing and submitting the college Field Trip Request Form at least two weeks prior to the date of the trip.

Requests will be submitted to the Division Dean or other designated manager. Approved requests will be forwarded by the Division Dean to the office of Academic Services.

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Approved requests will be submitted by the Vice President of Academic Services or designee to the President of the college or designee. The President or designee will submit requests to the Chancellor for approval by the Board of Trustees.

- 3) Insuring that all arrangements are made.
- 4) Supervising the conduct of the trip.

b. Division Dean Responsibility - The Division Dean or other designated manager is responsible for:

- 1) Validating the purpose of the proposed field trip.
- 2) Insuring that funds are available in the division budget to defray the costs of the trip.
- 3) Forwarding approved requests to the office of Academic Services.

3. Class III Field Trips

a. Instructor Responsibility - A Class III field trip must be a planned educational experience which is not available in the classroom. The instructor planning a Class III field trip is responsible for:

- 1) Pre-planning, previewing, leading and evaluating the field trip as an educational experience.
- 2) Preparing and submitting the college Field Trip Request Form at least one month prior to the date of the trip.

Requests will be submitted to the Division Dean or other designated manager. Approved requests will be forwarded by the Division Dean to the office of Academic Services. Approved requests will be submitted by the appropriate

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Dean or designee to the President of the college or designee.

- 3) Insuring that all necessary arrangements are made.
- 4) Supervising the conduct of the trip.

b. Division Dean Responsibility - The Division Dean or other designated manager is responsible for:

- 1) Validating the purpose of the proposed field trip.
- 2) Insuring that funds are available in the division budget to defray the costs of the trip.
- 3) Forwarding approved requests to the office of Academic Services.

4. Class IV Field Trips

In accordance with the Education Code, adult students or parent/guardians of minor students **must** sign the waiver of claims against the Chabot-Las Positas Community College District and the State of California for injury, accident, illness or death occurring during or by reason of the field trip.

a. Instructor Responsibility - A Class IV field trip must be a planned educational experience which is not available in the classroom. The instructor planning a Class IV field trip is responsible for:

- 1) Pre-planning, previewing, leading and evaluating the field trip as an educational experience.
- 2) Preparing and submitting the college Field Trip Request Form at least one month prior to the date of the trip.

Requests will be submitted to the Division Dean or other

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designated manager. Approved requests will be forwarded by the Division Dean to the office of Academic Services. Approved requests will be submitted by the appropriate dean or designees to the President of the college or designee.

- 3) Insuring that all necessary arrangements are made.
- 4) Insuring that all students and the parents or guardian of minor students have signed and returned the waiver of claims form. Forms for all students must be filed by the instructor in the Vice President of Academic Services office at least three school days before the field trip begins. Failure to file the form with the Vice President shall prevent student(s) from participating in the field trip.
- 5) Supervising the conduct of the trip.

5. Field Experience Activities

- a. The description of all approved field experience activities will be included in the class schedule.
- b. The authorization for extended campus activities allows students to report directly to assigned stations off campus at scheduled dates and times.
- c. The authorization allows instructors to assign and schedule individual students to alternate stations according to the division master plan. Such assignment may or may not be under the direct supervision of the instructor.
- d. Any movement or assignment of students not shown on the master plan and quarterly schedule will be processed as a Class II or III field trip.
- e. Authorization for field experience activities is granted by the Board on an annual basis.

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- f. Division Responsibility - The Dean of each division or other designated manager who is involved with extended campus activities will:
 - 1) Prepare an annual master plan for extended campus activities.
 - 2) Submit a request for authorization to implement the plan. The master plan and request will be submitted to the Vice President of Academic Services or designee on or before February 1 of the preceding year.
 - 3) Submit to the Vice President of Academic Services or designee each semester a schedule showing the extended campus assignments of students.
 - 4) Ensure that all arrangements are made.
 - 5) Coordinate the program during each semester.

6. Procedures Relating to Both Field Trips and Field Experience

- a. The following limitations are established for field trips:
 - 1) Field trips may not be scheduled on State, legal or school holidays. Field trips during recess periods require prior discussion and approval of the Vice President of Academic Services or designee.
 - 2) Field trips may not be scheduled during the last two weeks of any semester.
 - 3) Students cannot be required to attend field trips when admission fees are charged.
 - 4) Activities requiring admission fees and other such costs to

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students should not be scheduled during regular class hours.

- 5) Field trips that require students to miss other classes should be carefully coordinated in advance with the instructors involved.
- 6) It is the responsibility of the individual student to notify in advance the instructors of classes which he or she will miss while on the field trip.
- 7) Students must make up work missed because of field trips.
- 8) There will be no penalty for students who miss a class because of a field trip required by another, if the trip is verified in advance and if the student makes up the required work within the agreed time.
- 9) Class sessions held off campus in instructors' homes, students' homes, or elsewhere are authorized only when approved as Class II or III field trips.
- 10) Instructors cannot be reimbursed for time devoted to field trips held outside of the regularly assigned class hours. Under special circumstances and with appropriate approval for the classification, a field trip may be conducted in lieu of a regularly scheduled class period. In these situations the instructor can be reimbursed for time equal to the class involved.

b. Instructor Responsibility

- 1) Each instructor sponsoring a field trip is an agent of the college and as such is responsible for making proper arrangements for the trip, including a first-aid kit, and conducting the trip in ways which ensure against negligence and safeguard the welfare of the students while under the

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jurisdiction of the college.

- 2) Each instructor planning a field trip which will take students from other classes shall prepare a notice of that activity including a roster of the names of the students involved.

Copies of this notice and roster will be given to each student for presentation to the instructor(s) of the class(es) he or she will miss while on the field trip.

- 3) When arrangements have been made in advance to have students go on their own to a field trip destination and when the class assembles and convenes at the destination, the instructor may meet them at the destination.
- 4) When a class is convened on campus and moved as a group from the campus to the field trip destination the instructor must meet the class on campus and accompany it enroute unless other arrangements have been approved by the Vice President of Academic Services or designee.

- c. Transportation for Class II, III and IV field trips can be arranged in any one of several ways.

- 1) The use of **district-owned vehicles** may be requested on the Field Trip Request Form, dependent upon the number of students participating.

The cost of the use of the district-owned vehicles is chargeable to the budget of the appropriate division at the current mileage rate.

- 2) If the number of persons exceeds the capacity of district vehicles, **charter bus** transportation may be requested on the Field Trip Request Form.

The cost of the charter service is chargeable to the budget of

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the appropriate division.

- 3) Instructors may use their **own vehicles** to provide transportation for students on approved field trips. Approval must be obtained on the Field Trip Request Form.
- 4) The use of **privately-owned vehicles** to carry students on field trips is the least desirable method of transportation. Only under unique conditions should this means of transportation be considered.

Under no circumstances will privately-owned vehicles be used without prior approval obtained on the Field Trip Request Form.

- 5) Instructors may suggest that students go on their own to destinations or events to observe, to hear, to see, or otherwise gain experience related to the course of study. The assignment must be voluntary, however, and no penalty can be assessed for students who do not or cannot complete the assignment. Alternative assignments should be provided.