AP 4300, Field Trips and Excursions

Reference: *Title 5 CCR Sections 55220 and 55222*

The District may conduct field trips and excursions for students in connection with courses of instruction or instructionally-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.

The District shall engage 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. Academic employees of the district shall provide supervision of students involved in field trips or excursions.

All persons making the field trip or excursion are to abide by all laws and all Ohlone rules and regulations, including but not limited to all rules governing conduct during the trip, all Ohlone rules, and all instructor’s rules. Students will comply with all laws and all rules and regulations for student behavior, including not engaging in any behavior, which violates any rule or requirement for behavior while on campus. Violation of laws, rules or regulations may be cause for suspension or expulsion from the College and is subject to the District Student Code of Conduct. It is the responsibility of the instructor to be present and provide supervision during the entire field trip or excursion. The instructor is to ensure that all behavior by all students is appropriate and that students comply with all laws and all rules and regulations that apply to on-campus behavior, and if not, the instructor is to direct the student to leave the field trip or excursion at the student’s own expense. The instructor must ensure that the instructor’s behavior is appropriate and must comply with all laws and all rules and regulations, including those that apply to on-campus behavior. Students and instructors on field trips or excursions act as ambassadors for the Ohlone program and are required to conduct themselves appropriately at all times on the field trip or excursion. Inappropriate behavior or misconduct will result in corrective action or discipline of the student or the employee. Inappropriate behavior or misconduct on a field trip or excursion may result in future field trips or excursions not being approved or loss of future field trip or excursion privileges for the individual engaging in inappropriate behavior or misconduct.

The District shall, at the discretion of the Academic Dean for the Division of the class or program conducting the field trip, transport students, instructors, supervisors or other personnel by use of District equipment, contract to provide transportation, or arrange transportation by the use of other equipment.

When District equipment is 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 District 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 Business Services Office. 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 consistent with the requirements of the funding source.
No student shall be prevented from making a field trip or excursion, which is integral to the completion of a course, because of lack of sufficient funds. The District shall coordinate efforts of community services groups to provide funds for students in need of them.

In compliance with 5 CCR Section 55220, all persons making 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 adult students taking such trips and all parents or guardians of minor students shall sign a statement assuming the risks of the field trip or excursion, waiving all claims, releasing all liability, agreeing to indemnify and hold harmless Ohlone from all claims, and agreeing to medical treatment and payment for treatment deemed necessary or advisable by medical personnel (unless the individual makes Ohlone aware of a religious or other objection to medical treatment).

Ohlone makes available, at the student's expense, medical and/or hospital insurance from an authorized insurer, for Ohlone students who might be injured while participating in the field trip or excursion if the student requests information on this.

At least two weeks before the field trip or excursion, to arrange and obtain approval for a field trip or excursion, the instructor must: (1) complete in its entirety a form requesting the field trip or excursion be approved and obtain written approval on the form from the Division's Dean and the VP of Academic Affairs, and (2) at least two weeks before the field trip or excursion, ensure that each student completes in its entirety a form for the trip, provide a copy to the Division's Dean of all completed forms, and maintain in the instructor's possession during the field trip or excursion the completed forms for all students on the trip. The instructor must follow all instructions on the field trip forms.

*Adopted: April 2007*

*Revised: April 2017, March 2021*