

COLLEGE OF THE SISKIYOU

Procedure Manual

Title: Field Trips and Excursions

Adoption Date:

Revision Date: 3/2/10; May 14, 2013, May 9, 2018

Responsible Area: Vice President, Instruction

Responsible Office: Instruction Office

Policy Reference: Board Policy 4300; Education Code Section 55220

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

The District shall engage instructors, supervisors, and other personnel as may be necessary for such excursions or field trips who desire to volunteer their services over and above the normal period for which they are employed by the District.

The District shall, at the discretion of the Vice President, Administrative Services, 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 any additional and appropriate liability insurance. If travel is to and from a foreign country, the liability insurance shall be secured from a carrier licensed to transact insurance business in that 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 Vice President, Administrative Services. 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 terms of the funding source.

No student shall be prevented from making a field trip or excursion which is integral to the completion of the 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.

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 adults taking such trips and all parents or guardians of minor students shall sign a statement waiving such claims.