



MONTEREY PENINSULA
College

ADMINISTRATIVE PROCEDURES

Chapter 4 Academic Affairs

4300

AP 4300 Field Trips and Excursions

The District may conduct field trips 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 non-restricted state, the District of Columbia, or a foreign country.

The District shall not approve a request for state-funded or sponsored travel to any state that, after June 26, 2015, has eliminated protections against discrimination on the basis of sexual orientation, gender identity, or gender expression (see Government Code Section 11139.8). This prohibition also applies to any state that has enacted a law that authorizes or requires discrimination against same-sex couples or their family or on the basis of sexual orientation, gender identity, or gender expression, subject to certain exceptions.

The District shall, at the discretion of the appropriate administrator, 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 reimburse expenses of instructors, chaperones, and other personnel participating in a field trip or excursion. Reimbursement shall be completed through the standard District travel and reimbursement approval process provided by Fiscal 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 funding source.

No student shall be prevented from making a field trip or excursion that is integral to the completion of the course because of a lack of sufficient funds. The District shall coordinate efforts to provide funds for students in order to ensure their participation.

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.

See Board Policy 4300 - Field Trips and Excursions



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References: *Government Code Section 11139.8;*
Title 5 Section 55220

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