

FIELD TRIPS

Procedures for Scheduling

FIELD TRIPS REQUEST

The request **MUST** be submitted in triplicate to your division dean for signature. Ordinarily, NO FIELD TRIP MAY BE SCHEDULED WHICH WOULD TAKE THE STUDENTS OUT OF OTHER CLASSES DURING THE LAST SCHOOL MONTH OF EACH SEMESTER OR THE LAST WEEK OF THE SUMMER SESSION. Any field trip which has a destination **GREATER THAN 75 MILES** from Rio Hondo College **MUST** be approved by the Vice President Academic Affairs. A request for such a trip should be submitted at least two (2) weeks in advance. It is the responsibility of the instructor to verify the approval of the field trip prior to its departure. THE VERIFICATION SHALL BE THE PINK COPY OF THE ORIGINAL REQUEST FORM, RETURNED TO THE FACULTY MEMBER, SIGNED BY YOUR DIVISION DEAN.

Mileage reimbursement for all field trips outside the metropolitan Los Angeles and Orange County areas, exceeding a 75 mile radius from the college REQUIRES PRIOR BOARD APPROVAL. Requests for this approval are to be submitted on "Travel Authorization" forms in sufficient time to allow processing for the board agenda BEFORE the proposed field trip. REQUESTS FOR OUT-OF-STATE TRAVEL REQUIRES BOARD APPROVAL AND MUST BE SUBMITTED AT LEAST 10 WORKING DAYS PRIOR TO BOARD MEETING AND 16 WORKING DAYS PRIOR TO DEPARTURE DATE (SEE CP 7400). NO EXCEPTIONS.

When field trips are conducted at locations where emergency first aid may be needed, a first aid kit is required. This may be checked out from the Student Health Services Office.

Instructors and students must park their cars OUTSIDE of the maintenance yard. Spaces in the maintenance yard are for MAINTENANCE WORKERS ONLY. Citations will be issued for all unauthorized vehicles parked in maintenance yard.

FIELD TRIP PARTICIPANTS

Faculty are advised that participants on a field trip must be either students registered for the class or instructors assigned to teach the class. The faculty advisor supervising the field trip shall not allow the participation of an individual other than that described above on the field trip without authorization from the Office of Academic Services.

It is important that the faculty advisor supervising the field trip emphasize that it is the responsibility of field trip participants to make arrangements with faculties from whom the field trip will cause an absence so that such arrangements will include provisions for making up missed work, handing in papers late, or rescheduling examinations, etc. No student can be forced to attend a field trip. An alternative assignment must be available.

INSURANCE COVERAGE DURING A FIELD TRIP

In order for coverage under the Students' Accident and Sickness Medical Expense Plan, all trips should be planned so as to **leave from and return** to the Rio Hondo College campus.

Instructors are reminded that "Field Trip and Activities Permission Waiver" forms are **required** for all students. The forms may be obtained from your division office, Evening College or Office of Academic Affairs.

Paragraph 3 of the field trip procedures as covered by Students' Accident and Sickness Medical Expense Plan states that students are covered:

"While traveling to or from such regularly scheduled and approved school activity with other students of such school as a group, provided such group is at the time under supervision of proper authority of the school (individual travel is NOT covered)".

Based on the Students' Accident and Sickness Medical Expense Plan, field trips or activities are covered within the limits of the plan, provided the field trip or activity was:

1. Approved by the college.
2. Travel was with other students (individual travel is NOT covered).
3. Students left from and returned to the college campus in a group for the field trip or activity.
4. Is supervised by a proper authority of the college.
5. The faculty advisor supervising the field trip or activity has obtained a statement of consent from the parent or guardian of every minor student involved. Full details of the trip should appear on this statement, i.e., date, time, location, activity, etc.
6. The faculty advisor should also obtain from the parent or guardian of every minor student involved, a statement giving permission for medical treatment to be provided to the student in case of an emergency.

STUDENT CONDUCT

A field trip shall be considered an extension of the classroom and student conduct is expected that will promote learning. Faculty should review this policy and share it's content with students prior to departure.