

SAN DIEGO CONTINUING EDUCATION FIELD TRIP GUIDELINES

District Policy 3120 (Off-Campus Student Activities) states the following: In accordance with Educational Master Plan Goal I: TO MINIMIZE ANY SITUATION THAT ACTS AS A BARRIER TO EDUCATION, and Goal II: TO CREATE A CLIMATE THAT FOSTERS LEARNING AND ELICITS THE BEST PERFORMANCE FROM EACH INDIVIDUAL; the Board hereby defines, authorizes, and regulates off-campus student activities under the following rules:

Field trips, excursions, and classes convened off campus are defined as those activities which replace regularly scheduled on-campus class sessions. Students are expected to attend since the activity is a part of regularly scheduled class time.

1. The activity must have a direct relationship to the instructional program and demonstrate a benefit greater than could be achieved in classroom activity.
2. The learning experience must not be conveniently available to students outside class time.
3. Adequate preparation or orientation shall be provided in advance.
4. The activity shall be scheduled insofar as possible to avoid requiring that students be absent from other classes.
5. The requirement for the activity shall be specified in the catalog course description.
6. Overnight trips or trips outside California shall be individually approved in advance by the Board. The Chancellor may approve travel within California.
7. District vehicles, including contract carriers, may be used to provide transportation, and expenses for transportation/use of District vehicles may be paid from District funds which have been budgeted for this purpose.
8. No expenses other than transportation for students may be paid from District funds; e.g., entry fees, food, lodging, etc.
9. These activities shall not be authorized if any student cannot participate because of lack of funds. Community service groups should be solicited to provide funds for students in need of them.
10. The necessary expenses of staff/chaperones may be paid from budgeted funds (see Policy 8960).

IN ORDER TO IMPLEMENT THE RULES SET FORTH IN POLICY 3120, CONTINUING EDUCATION ADOPTS THE FOLLOWING GUIDELINES:

1. Field trip destinations and relevance to subject matter should be included in the course **syllabus** that is distributed on the first day of class (or on monthly syllabi). This syllabus can be attached to the REQUEST/AUTHORIZATION TO CONDUCT OFF-CAMPUS STUDENT ACTIVITY (**Field Trip Request Form**) and submitted to the Program Dean at the beginning of the semester.

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2. A **lesson plan** for the field trip class including location, time, travel arrangements, fees (if any) and purpose of the visit, including anticipated objectives, should be attached to the Field Trip Request Form when submitted for approval.
3. Field Trip Request Forms must be submitted a minimum of ten working days prior to the scheduled field trip. If an instructor is concerned that a planned location may be questionable, it is strongly suggested that the form be submitted 15 working days before the scheduled event.
4. Field trips may take place on a day **other than the regularly scheduled class meeting day**, with prior approval from the Program Dean and evidence that students are able and willing to attend.
5. The designated instructor for the field trip MUST be present with ALL students at ALL times during a scheduled field trip.
6. Destinations that will not be approved:
 - a. Pose a significant danger or health hazard to the students.
 - b. Anywhere to eat a meal (exceptions will be made for certain culinary art or nutrition classes if the tasting of a food product is the concluding event after a field trip to observe kitchen practices and food preparation).
 - c. Locations that the general public would view as “recreational: - e.g. Sea World, Zoo, Wild Animal Park, sporting events, movie theaters, etc. (Certain exceptions will be made for Child Development Classes, conditionally with point #7).
7. Field trips should never represent more than 10% of the scheduled class time of any semester.
8. Travel time to and from a field trip location cannot be counted as class time for apportionment or instructor pay. (Certain exceptions may be made if travel is by rented bus and the lesson plan clearly delineates activities for the travel time).
9. On occasion, a RARE exception to 6(c) may be granted (for disciplines other than Child Development), but only with prior approval of the Program Dean and the Vice President, Instructional Services.
10. Approved off-campus, “on-location” classes such as, *Landscape Painting On Location* or *Parenting - Outdoor Classroom* do not require the standard field trip form, however, the “peripatetic nature” of the course must be noted in the Continuing Education Class Schedule and a complete syllabus including all locations must be submitted to the Program Dean for approval and referral, at least two weeks prior to each semester.
11. Transportation to field trip locations shall be the sole responsibility of the student, unless District approved alternatives (e.g. rented bus) are arranged (see District Policy 3120 #7, above). District employees are expressly prohibited from transporting students to or from field trip locations.