

## **BP 4300 Field Trips and Excursions**

Reference:

**Title 5, Section 55220**

- 1.0 The District may conduct field trips or excursions 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 for enrolled students.
- 2.0 Expenses of students participating in a field trip or excursion may not be paid with District funds unless the expenditure is authorized pursuant to Section 1.0 of this policy.
- 3.0 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 statutory, regulatory, or contractual conditions applicable to the expenditure of such funds.
- 4.0 The expense of instructors, chaperones, and other personnel participating in an authorized field trip or excursion may be paid from District funds. The District or campuses may pay from District funds all incidental expenses for the use of District equipment during an authorized field trip or excursion.
- 5.0 Students participating in field trips or excursions shall at all times adhere to the standards of conduct as stated in Board Policy 5500, Standards of Student Conduct and Discipline, and to other District policies and procedures regulating student conduct.
- 6.0 All participants in field trips or excursions must be authorized staff, enrolled students or Board-approved volunteers.
- 7.0 The Chancellor shall establish procedures that regulate the use of District funds for travel and attendance in conjunction with field trips and excursions authorized pursuant to this policy.

See Administrative Procedure AP4300.

**Date of Adoption:** June 22, 2004

**Date of Last Revision:** November 22, 2011  
April 14, 2009