

**Academic Affairs**

**BP 4300 FIELD TRIPS AND EXCURSIONS**

**References:**

Title 5 Section 55220

Field trips specifically related to the learning objectives of a course of study are encouraged by the district and the colleges. A field trip is defined as any movement of a class outside of its regularly assigned classroom(s) for the purpose of receiving educational experiences not possible in the classroom(s).

Travel study, field trips and excursions outside of the United States require Board approval. Travel to states restricted under Government Code 11139.8 may not be approved in the absence of exceptional circumstances. Any exceptions must be approved by the Chancellor.

Field trips are defined under four classes:

**Class I** – Class I field trips are on-campus activities extending outside the assigned classroom(s) but limited to the boundaries of the college campus.

**Class II and III** – Class II field trips are in-district activities conducted off campus but limited by the boundaries of the Chabot-Las Positas Community College District (Authorization – President of the College or designee).

**Class III** field trips are activities conducted outside the boundaries of the Chabot- Las Positas Community College District, but within the State of California (Authorization – President of the college or designee).

**Class IV** – Class IV field trips are out-of-state activities conducted outside the State of California (Authorization – President of the college or designee). Additional authorization will be needed for travel to restricted states (Chancellor) and travel outside of the United States (Board).

The Chancellor shall establish procedures that regulate the use of district funds for student travel and attendance at conferences and other activities that are performed as a class assignment or co-curricular activity.

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. The expenses of instructors, chaperones, and other personnel traveling with students may also be paid from District funds.

Students and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.

The district shall not provide transportation for students to and from homes at public expense except as provided for residents of non-District territories as defined in the Education Code.

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**Adopted:** February 18, 2014; Edited November 20, 2017

**Board Reviewed:** May 20, 2025; February 16, 2021