Note

This Policy is no longer active

It is made available here for archival purposes only
Aloha, All,

After re-organization of the community college system, there has been some confusion about which policies are official. The Community College Chancellors Memorandum (CCCMs) do not always apply anymore, since they filled in the gap between colleges and the former chancellor's office. Many decisions have been delegated to the college level, and often UH system policies are in place to cover current decision-making. Some CCCM's are still being followed by mutual agreement until they can be replaced. The system publishes a chart to try to show which those are at http://www.hawaii.edu/offices/cc/docs/policies/UHCC_Policy_Conversion_Analysis.pdf.

A subcommittee of the Windward Faculty Senate took on the task of clarifying college questions about current policy. At their recommendation, I am making it official that the Windward Community College Policy Manual is found at http://windward.hawaii.edu/Policies/Campus/. This can also be found by going to our website, then clicking Governance, and then clicking the button labeled "Policies". The 1995 paper "WCC Policies" documents are no longer in use.

The faculty senate subcommittee on procedures and policies has also suggested procedures for development of new policies. I have accepted their recommendations, and their procedures will be used to create a "policy on policies" that will be issued soon. I would like to thank Ellen Nagaue, Leslie Lyum, Toshi Ikagawa, and Letty Colmenares for their work on this project. Thanks also to Jan Lubin for her assistance to them, and to the faculty senate for following through.

Angela Meixell
Chancellor

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Policy Guideline No. 1-2
August 1, 1995

WINDWARD COMMUNITY COLLEGE
Administration, General

STAFF DEVELOPMENT FIELD TRIPS

1. **Purpose**

To establish a procedure to insure that orientation and safety information is provided to staff who take part in a college sponsored field trip.

2. **Policy**

Leaders of field trips should adhere to the following instructions when conducting planned Staff Development field trips:

A. Turn in a "Field Trip Notification" form (attached) to the Staff Development Coordinator for all field trips.

B. **Prior** to actually taking the field trip:

1) conduct a safety briefing for all participants ensuring that all safety procedures are outlined, warning of possible hazards, and emergency procedures to take in the event of a mishap;

2) require each participant to complete the "Assumption of Risk and Release" form (attached). Participants not completing this form should not be allowed on the field trip. Forms are available from the Office of the Dean of Instruction.

C. The completed "Assumption of Risk and Release" forms are to be filed with the Office of the Dean of Instruction, and will be kept for three years, after which they may be destroyed.

3. **Effective Date**

This policy is effective as of August 1, 1995.

[Signature]

Peter T. Dyer
Provost

Attachment (2)
WINDWARD COMMUNITY COLLEGE
STAFF DEVELOPMENT NOTIFICATION

ACTIVITY: ____________________________________________

ACTIVITY LEADER: __________________________________

Contact person and phone number: ________________________
(If available)

Place to be visited: ___________________________________

Date of Field Trip: ___________________________________

Purpose of field trip: ___________________________________

Number of participants: ________________________________

File this form with your Staff Development Coordinator, prior to date of field trip.

WCC (05/22/92)
WINDWARD COMMUNITY COLLEGE
ASSUMPTION OF RISK AND RELEASE

I, the undersigned, in full recognition and appreciation of the dangers and hazards inherent in staff development field trips, and during transportation to and from such trips, to which I may be exposed during my participation in ______________________ at ______________________
activity location
on ________________ 19__, do hereby agree to assume all the risks and responsibilities surrounding date
my participation in such field trips or any independent research undertaken as an adjunct thereto; and, further, I do for myself, my heirs, executors, and administrators hereby remise, release, and forever discharge the University, and all of its officers, agents and employees, acting officially or otherwise, from any and all claims, demands, and actions, or cause of action, on account of damage to my personal property, or personal injury which may result from any cause during the period of participation as aforesaid.

IN WITNESS WHEREOF, I have caused this release to be executed this _____ day of __________, 19__.

________________________________________
(Participant's Signature)

Participant attended safety briefing on ________________, 19__.

________________________________________
(Activity Leader's Signature)

WCC (05/22/92)
(ii) ASSUMPTION OF RISK AND RELEASE
(Laboratory, Apprenticeship, Practicums, Intramural, Athletics, etc.)

Name of Course/Activity: ________________________________
Period: ________________________________

I have read and fully understand the written safety and other rules and precautions that are a part of the requirements for my participation in the above referenced course/activity, as well as those explained to me by my instructor(s), and I agree to strictly observe them;

AND

I hereby accept full responsibility for and indemnify, release and discharge the University of Hawaii, its officers, agents, and employees from any and all claims of actions for property damage, and/or personal injury which may result from my failure to abide by these safety rules and precautions, or from any inherent risks in said course/activity.

Student/Participant ________________________________ Date ________________________________

Co-signature of parent or guardian if student/participant is under 18 years of age.

______________________________ Date ________________________________