

## **STUDENT TRIPS**

Students of the District can participate in a variety of trips authorized by the President or designee. The selection of students to serve as representative of the college at recognized events shall be determined by the President or designee in order to provide sufficient representation at a given event, festival or conference as well as allow for the development of additional skills through leadership development, performance or competition, and student advocacy. Course-related field trips are offered in order to provide a hands-on experience in a given subject matter or to enhance student learning.

Expenses of students participating in a student trip or excursion may be paid with District funds when the trip or excursion is in connection with courses of instruction or instructionally-related social, educational, cultural, athletic, or band activities to and from places in the state, or any other state, the District of Columbia, or a foreign country for students enrolled in the college.

1. Organization-related trips
  - a. The President or designee of each college is authorized to approve trips by students to attend student government conferences, tournaments, festivals and other activities of recognized organizations, which students are attending as official representatives of the college.
  - b. The President or designee is authorized to designate staff members, both academic and classified, who are to travel with the student groups and whose necessary expenses are to be reimbursed from the funds of the District.
  - c. The college may set specific limits on the number of students or basic criteria for student participation in organization-related trips.
2. Course-related trips
  - a. Faculty, with the approval of the Division Dean, can develop and offer field trips for students as a part of their course which is consistent with the course offering.
  - b. No student shall be prevented from making a field trip or excursion which is integral to the completion of the course because of lack of sufficient funds. The District:
    - 1) may pay for expenses of students participating in a field trip or excursion with auxiliary, grant or categorical program funds if the funds are available and used consistently with the funding source; and
    - 2) shall coordinate efforts of community service groups to provide funds for students in need of them.
  - c. Faculty will offer an alternative academic option for students who are unable to participate in a required course field trip.
3. All students participating in an approved organization-related trip or course-related field trip shall be deemed to have waived all claims against the District for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking such trips and all parents or guardians of minor students shall sign a statement waiving such claims. These forms must be carried by the designated academic or classified staff member on the trip.

4. All trips outside the State of California must receive prior authorization by the Board per Business Procedure 8.21. Transportation may be provided by use of District equipment or a contract to provide transportation.
5. For programs such as Vocational and Registered Nursing, the President or designee is authorized to provide transportation for required travel from the campus to the locations where clinical training is given.
6. Nothing in this procedure shall be construed to prevent the District from offering a study abroad course or program because a particular student or group of students is unable to participate in the course or program due to lack of funds.

Title 5, California Code of Regulations, Section 55220