

## 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.

~~The President of each college is authorized to approve trips by students to attend student government conferences, speech tournaments, music festivals and other activities of recognized organizations which students are attending as official representatives of the college.~~

### 1. Organization related trips

- a. ~~The President 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 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. ~~Each expense claim shall be approved retroactively by the Governing Board.~~
- 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. No expenses of students participating in a field trip or excursion outside the State of California shall be paid with District funds except as provided in section 2.b. above. 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 is authorized to provide transportation for required travel from the campus to the locations where clinical training is given.

Title 5, California Code of Regulations, Section ~~55450~~ **55220**