

FIELD TRIPS AND EXCURSIONS

Reference: *Title 5, Section 55220*

Southwestern Community College District shall establish Procedure 4300 that regulates 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. All field trips or excursions must be approved and conducted in accordance with Procedure 4300 prior to the event.

Field trips are off-campus educational visits that provide experiences not available on campus and which enhance the teaching and learning of course objectives. Clinical placements, internships, and certain field experience placements are not to be considered as field trips.

Southwestern Community College District may arrange, at its expense or at the expense of the students, transportation during a field trip. The expenses of instructors, chaperones, and other personnel traveling with students may also be paid from District funds. 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, but the general fund will not reimburse a student for the cost of a field trip.

Alternate assignments/experiences must be made available for students with disabilities who are unable to participate in required off-campus activities.

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