

AR 4440 Academic and Extracurricular Trips

Arrangements for off-campus trips are the responsibility of the faculty member or faculty advisor associated with the class or student group, including clubs and other nonathletic extracurricular activity groups. Such arrangements must be compliant with section 55220 of the Title 5 regulation. Permission to conduct such off-campus activities with student groups must be obtained a minimum of two weeks prior to the activity. Submission of requests for approval differs for academic and extracurricular trips.

1. Instructors who wish to take their classes, or other extracurricular student groups, on trips off-campus, must receive prior approval from the Vice President of Academic Affairs. Such approval may be requested by submitting a Field Trip Form, in duplicate, to the Vice President of Academic Affairs. The Field Trip Form may be obtained from the faculty member's departmental administrative assistant or from the Office of the Vice President of Academic Affairs.
2. Advisors who wish to take their clubs on trips off-campus must receive prior approval from the Dean of Student Life. Such approval may be requested by submitting an Extracurricular Trip Form, in duplicate, to the Dean of Student Life. Arrangements for trips by clubs and other nonathletic extracurricular activity groups must be made through the respective advisor. The Extracurricular Trip Form may be obtained from the Student Activities Office. ~~Advisors who wish to take their clubs on trips off-campus must receive prior approval from the Dean of Student Life. Instructors who wish to take their classes or other extracurricular student groups on trips off-campus, must receive prior approval from the Vice President of Academic Affairs. Such approval may be requested by submitting Extracurricular Trip Form, in duplicate, to the Dean of Student Life two weeks prior to the scheduled trip.~~

Transportation by Santa Monica College vehicles is sometimes available. Requests for such transportation may be made to the transportation department manager.

Liability insurance (district blanket coverage) is provided to advisors and instructors while in the normal pursuit of their duties.

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The Extracurricular Trip Form may be obtained from the Student Activities Office.

Responsibilities of Advisors and Instructors on Extracurricular Trips

Advisors and instructors who take extracurricular student groups on off-campus trips are responsible for:

- Obtaining written approval by completing and submitting the Extracurricular Trip Form to the appropriate college administrator two weeks prior to the scheduled trip.
- Supervising the conduct of all students during the entire trip. Such conduct will at all times conform to the Santa Monica College Board of Trustees policy 4420-4410 "Student Conduct."
- Assuring that each student going on extracurricular activity trips possesses a current Santa Monica College student identification card.

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4. Ascertaining that all drivers have current drivers' licenses and adequate automobile insurance if private vehicles are utilized for transportation.
5. Travel by private automobile may be used with the following provisions:
 - a. That the student's automobile is in a reasonably safe operating condition.
 - b. Students ~~are to be given specific~~must be given instructions ~~that include as to the~~ time and place of departure and the time and place of arrival, ~~and that s~~Students must be instructed-are to proceed directly from the college or any other assigned point to the field trip site.
 - c. Students wishing to leave early, or who are asked to leave early from the field trip must sign a waiver indicating their time and date of departure. This action serves as the student's acknowledgement that he/she is no longer a part of the field trip.
 - d. Parent eConsent slips, ~~also~~ available in the Student Activities Office, should be obtained for any student under 18 years of age. ~~Liability insurance (district blanket coverage) is available to advisors while in the normal pursuit of their duties.~~

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Reviewed and/or Updated: ~~12/11/01~~09/09/2015

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Advisors and instructors who take extracurricular student groups on off-campus trips are responsible for:

1. Obtaining written approval by completing and submitting the Extracurricular Trip Form to the appropriate college administrator two weeks prior to the scheduled trip.
2. Supervising the conduct of all students during the entire trip. Such conduct will at all times conform to the Santa Monica College Board of Trustees policy 4410 "Student Conduct."
3. Assuring that each student going on extracurricular activity trips possesses a current Santa Monica College student identification card.
4. Ascertaining that all drivers have current drivers' licenses and adequate automobile insurance if private vehicles are utilized for transportation.
5. Travel by private automobile may be used with the following provisions:
 - a. That the student's automobile is in a reasonably safe operating condition.
 - b. Students must be given instructions that include the time and place of departure and the time and place of arrival. Students must be instructed to proceed directly from the college or any other assigned point to the field trip site.
 - c. Students wishing to leave early, or who are asked to leave early from the field trip must sign a waiver indicating their time and date of departure. This action serves as the student's acknowledgement that he/she is no longer a part of the field trip.
 - d. Parent Consent slips, available in the Student Activities Office, must be signed and submitted for any student under 18 years of age.

Reviewed and/or Updated: 10/27/2015