

The purpose of these guidelines is to provide district employees and students with information about traveling with students for college-sponsored events and activities. These guidelines are applicable to all travel-related activities, including local, within the state of California, out-of-state, and international travel with students.

General Guidelines

All overnight trips with students require at least one employee in a permanent position or faculty member (full-time or associate faculty) to be present during the trip. All exceptions require approval from the department's Dean/Director, Associate Vice President, or Vice President.

The responsible employees should have emergency contacts for all participants. All student travel requires a Field Trip Form (and/or Field Trip Form for Minors) to be completed and signed by students (and if applicable, their Parent/Legal Guardian) prior to travel.

Behavioral Expectations

It is an expectation that all participants follow local laws and district policies during travel.

Drugs, alcohol, and/or smoking are not permitted during the official itinerary of any MiraCosta-sponsored travel activity or event.

The district reserves the right to end travel at any point for a student who is in violation of the student travel guidelines and/or behavioral expectations.

Lodging

The district strongly prefers that students and employees stay in hotels during overnight travel. All exceptions (AirBnB, VRBO, etc.) require approval from the department's Dean (if applicable) and Vice President (or Associate Vice President).

During overnight travel, the requirement is one student per bed.

Employees and students should always sleep in separate rooms.

All participants (employees and students) need to sleep in a room that locks.

Employees may not room with other employees where there is a power and/or reporting dynamic. Examples can be found in AP 3430: Prohibition of Harassment and include, but are not limited to, supervisors and their employees. Overnight rooms are for MiraCosta-sponsored participants only and non-students may not stay overnight. Exceptions (e.g. parent/guardian of a minor student, aide for ADA Accommodations, etc.) may be considered in unique circumstances by the department's Dean, Associate Vice President, or Vice President.

Students should participate in the process of roommate selection, and the district reserves the right to assign roommates when needed. Final decisions on room assignments are within the sole discretion of the district. Students should be provided with individual rooms when requested due to health,