

## CCS Administrative Procedure

### 3.40.01-G Student Travel

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#### Implementing Board Policy [3.40.01](#)

Contact: Vice President of Instruction, SCC, 533-7075  
Vice President of Learning, SFCC, 533-3538  
Associate Dean of Student Development, SCC, 533-8657  
Director of Student Funded Programs, SFCC, 533-4197

#### 1.0 Purpose

To ensure that students understand the risks and their responsibilities while participating in travel associated with student activities, student clubs, class and/or instructional related activities, including service learning and other volunteer service activities in the community sponsored by the college. Community Colleges of Spokane (CCS) expects students will conduct themselves as responsible members of the college community. This includes the expectation that students will obey all applicable laws and rules of the hosting jurisdiction and comply with the rules, regulations, policies and procedures of the district and its respective institutions including the Standards of Conduct for Students [WAC 132Q-10](#); will maintain a high standard of integrity and honesty; and will respect the rights, privileges and property of other members of the college community. Students are also required to follow the reasonable instructions of the trip supervisor(s).

#### 2.0 Definitions

- 2.1 Community engagement: an instructional method that combines learning goals and community service in ways that can enhance both student growth and the common good.
- 2.2 Guest: an invited person contributing to or participating in a Spokane Colleges sponsored activity three or fewer times per quarter who has the written permission of the trip supervisor to participate in the activity or trip. This individual may be responsible for covering the cost of their travel and expenses.
- 2.3 Probable cause: sufficient facts to lead a reasonable person in the same situation to believe something.
- 2.4 Reasonable effort: take the steps a reasonable person would take in the same situation.
- 2.5 Service learning: a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities.
- 2.6 Trip supervisor: college employee(s) who are participating in the activity/trip.
- 2.7 Volunteer: a person who is authorized to perform in a volunteer capacity for CCS. Authorization must be obtained in advance of the volunteer activity. Please refer to Spokane Colleges Administrative Procedure [2.00.01-J Volunteers and Student Interns](#).

#### 3.0 Limitations and Requirements

- 3.1 Registered sex offenders may be prohibited from student travel, or if permitted to travel may have restrictions placed upon them. The Vice President of Student Services or his/her designee shall make a decision after consultation with the trip supervisor. These decisions shall be made on a case-by-case basis and shall be in writing. Please see Spokane Colleges Administrative Procedure [2.30.05-M Sex Offender Admission/Employment](#).
- 3.2 Individuals not affiliated with the activity (e.g., not in enrolled in the course or program) may not participate, share a room, or travel on a trip without prior written authorization of

the trip supervisor. The trip supervisor shall facilitate the removal of any unauthorized person(s) to leave immediately.

- 3.3 Volunteer events coordinated by the Career & Community Engagement Center at SFCC and Multicultural Student Services and Outreach Office at SCC may encourage students to bring friends or family members with them to a service activity.
- 3.4 Meals provided as part of the program or available in that locale may not accommodate special dietary needs.
- 3.5 In the event a student, guest or volunteer wishes to extend his/her stay, the student must notify the trip supervisor in writing at least five days prior to departure along with the submission of the *Community Colleges of Spokane Instructional Field Trip or Student Activity Vicinity Travel Assumption of Risk, Release of Liability, Waiver and Medical* or *Community Colleges of Spokane Field Trip Involving Lodging and/or Transportation, and Trip Services Assumption of Risk, Release of Liability, Waiver and Medical Consent* Form.
  - 3.5.1 Minors must have written permission from a parent or guardian.
  - 3.5.2 The student, guest or volunteer is considered out of travel status for this portion of the travel and is solely responsible for all costs and expenses during any extended stay, for all costs and expenses related to the return trip, and for any personal or financial liability.

#### 4.0 Forms

- 4.1 The travel prior approval form(s) required by Spokane Colleges must be completed before any trip. The college president must approve out of state travel requests. Any international travel requests must also be approved in advance by the Chancellor.
- 4.2 Students, guests and volunteers should complete and sign the appropriate travel waiver form. This form shall remain in effect for the entire academic quarter if it applies to travel for a particular class.
  - 4.2.1 For travel that is within 50 miles of their home campus, students shall complete and submit the *Community Colleges of Spokane Field Trip or Student Activity Vicinity Travel Assumption of Risk, Release of Liability, Waiver and Medical* Form at least five business days before departing on any trip.
  - 4.2.2 For travel that is greater than 50 miles from their home campus and/or requiring an overnight stay, students shall complete and submit the *Community Colleges of Spokane Field Trip or Student Activity Involving Lodging and/or Transportation, and Trip Services Assumption of Risk, Release of Liability, Waiver and Medical Consent* Form at least five business days before departing on any trip.
  - 4.2.3 Before the trip begins, the trip supervisor will send a copy of these completed forms to the appropriate instructional division office or student activities office.
- 4.3 If students, guests or volunteers do not complete and sign one of the forms listed in 4.2.1 or 4.2.2, they will be required to sign a form acknowledging the risks associated with the activity prior to commencing travel.
- 4.4 For community engagement and service learning activities, students must complete the appropriate form(s) depending upon whether the activity is affiliated with a class, student club or student government, or coordinated through the service learning program at the college.

## 5.0 Preparation for Travel

- 5.1 If a student will miss other class sessions, the student is responsible for making arrangements with their other instructor(s).
- 5.2 Students, guests or volunteers with disabilities who wish to request accommodations are responsible for contacting Disability Support Services and making requests as early as possible, usually at least three weeks in advance of scheduled trip.
- 5.3 For international travel and certain domestic travel, Spokane Colleges recommends that students, guests and volunteers ensure that vaccinations and immunizations are up to date. Spokane Colleges also recommend adequate health, medical evacuation, and accident insurance.
  - 5.3.1 Spokane Colleges will not be responsible for the cost of the medical treatment of any student, guest or volunteer.
  - 5.3.2 Student Health and Injury Only Insurance can be purchased by students. Information about this coverage is available in the Cashier's Office.
  - 5.3.3 Spokane Colleges recommend students, guests and volunteers bring proof of insurance with them during their trip.

## 6.0 Preparation for International Travel

- 6.1 For international trips, the college shall require each student to be covered by insurance to cover emergency evacuation, repatriation of remains, injury illness or death outside the United States.
- 6.2 For international trips, students, guests and volunteers are responsible for obtaining required Passports and visas. In addition, students are responsible for obtaining any medical immunizations, vaccinations, examinations, or documents required by destination countries.
- 6.3 For international travel, if the College advises students, guests and volunteers to register with the U.S. Embassy in the countries to be visited, students shall follow the applicable procedures.

## 7.0 Travel Arrangements Using Vehicles

- 7.1 When a trip requires students to travel together by vehicle, travel must be in college-approved vehicles.
- 7.2 All drivers must have a valid driver's license and vehicle insurance. The license and proof of vehicle insurance must be in the driver's possession while operating any vehicle.
  - 7.2.1 The driver's insurance is first in line in the event of an accident.
- 7.3 Drivers are required to show their driver's license to the agency's vehicle contact person and sign the [Informed Acknowledgement of Vehicle Operator Responsibility Form](#).
- 7.4 Individuals who are not Spokane Colleges employees, guests, volunteers or students may be transported only if such passenger is performing a "business-related" function for the District and/or state. Individuals who are not employees, students, or performing a business-related function are unauthorized occupants.
- 7.5 When a trip does not require students to travel together, students may travel at their own risk using their personal vehicles.

## 8.0 Behavior

- 8.1 Students are subject to the provisions of the [Standards of Conduct for Students](#), WAC 132Q-10 while involved in class and/or instructional related travel.
- 8.2 Students, guests and volunteers are responsible for following the directions of the trip supervisor which includes complying with the provisions of this Administrative Procedure. Failure of students to do so may result in disciplinary action under the Standards of Conduct for Students, including being sent back to their campus or home at their own expense.
- 8.3 Students, guests and volunteers shall adhere to all travel itinerary and timelines. When travel as a group is required, students, guests and volunteers shall not deviate from these travel arrangements without permission of the trip supervisor. Failure to follow this rule may be cause for being sent back to their campus or home, and/or disciplinary action under the Standards of Conduct for Students.
- 8.4 Students, including those over the age of 21, shall not possess, sell, distribute or consume alcohol during the trip. Being under the influence of any alcoholic beverage or otherwise using, possessing, manufacturing, selling, distributing any alcoholic beverages, or public intoxication (except as expressly permitted by law and college rules) are prohibited. Alcoholic beverages may not, in any circumstance, be used by, possessed by, sold, or distributed to any person under twenty-one years of age. Please refer to the [Standards of Conduct for Students](#), WAC 132Q-10.
- 8.5 No student, guest or volunteer shall engage in the illegal use of drugs. The Drug Free Schools and Campus Act and WAC 132Q-10-228 shall have precedent over local law and custom. Marijuana is a Schedule I controlled substance, and is prohibited, regardless of local law or custom. Students using prescription medicine shall have the prescription bottles or written prescription(s) with them. Medical use of marijuana, even if prescribed, is not permitted.
- 8.6 The trip supervisor may return a student, guest or volunteer to their campus or home, at their expense, should there be probable cause to believe that the individual has violated any law or college policy/procedure that significantly impacts the trip, has been materially or substantially disruptive, has significantly deviated from the trip itinerary and/or timelines, has purposefully failed to follow the reasonable instructions of those in charge, or presents a material or substantial safety risk to self or others.
  - 8.6.1 The trip supervisor shall make reasonable effort to contact his or her supervisor before exercising this option.
  - 8.6.2 If the student, guest or volunteer is a minor, the trip supervisor must contact the parent or legal guardian and make suitable arrangements with the parent or guardian for travel home. In the event the parent or guardian cannot be contacted by the trip supervisor, the trip supervisor's supervisor will assist in contacting the parent.
  - 8.6.3 When sending a student, guest or volunteer home, the trip supervisor should take safety concerns into consideration.
  - 8.6.4 The student, guest or volunteer and/or their parents, if a minor, may be required to reimburse Spokane Colleges for any expenses caused by the student's actions.
- 8.7 In cases where a student needs to be left behind on a trip for reasons such as, but not limited to, hospitalization, incarceration, etc., the trip supervisor shall contact his or her

supervisor as soon as practical. In the case of a minor, the trip supervisor must also contact the student's parent or guardian, either directly or through the college supervisor.

## **9.0 International Students**

- 9.1 International students shall check with the Global Education Office before leaving the United States.
  - 9.1.1 The Designated School Official (DSO) must determine if the current SEVIS I-20 is endorsed for travel, that the SEVIS record is accurate and up-to-date, and that the student is in-status.
  - 9.1.2 International Students shall review the details regarding their intended travel with the DSO to determine which documents and requirements are needed for re-entry into the United States.
- 9.2 International students shall take their I-20 endorsed for travel and signed by the DSO and Passport with them during travel. The Passport shall be valid through the date of re-entry and in some cases for at least six months after re-entry. International students shall determine which rule applies with the help of the DSO.
- 9.3 International students shall also take an enrollment verification letter from the Global Education Office and a copy of their current class schedule when traveling outside the United States. Other documents such as a transcript may also be helpful. Students from most countries will need a valid U.S. visa in order to return. The DSO will assist students in determining the appropriate documentation needed

## **10.0 Community Engagement and Service Learning Activities**

- 10.1 Spokane Colleges supports community engagement and service-learning opportunities and activities for students.
- 10.2 Community engagement and service learning opportunities and activities may be a class requirement, sponsored by a club or student government, or coordinated through the Career and Community Engagement Center at SFCC or Multicultural Services and Outreach Office at SCC.
- 10.3 Community engagement and service learning activities that are not affiliated with a class will require students to complete separate forms.
  - 10.3.1 Students 18 and over will be required to complete the Informed Consent, Assumption of Risk, and Release of Liability Agreement for Voluntary Student Activity/Trip and Medical Consent form
  - 10.3.2 Students under the age of 18 will be required to complete the Informed Acknowledgment of Risks and Hazards Parental Release of Liability and Agreement to Indemnify for Voluntary Student Activity/Travel and Medical Consent for Minor Student form.
- 10.4 Students who have a concern during their community engagement or service learning activity must contact the Career and Community Engagement Center at SFCC or Multicultural Services and Outreach Office at SCC for assistance.

## **11.0 Campus Contacts**

- 11.1 Spokane Community College  
Multicultural Student Services and Outreach, Bldg. 6, Rm 115, 533-7378  
Global Education Office, Bldg. 15, Rm 114, 533-8885  
Vice President of Instruction, Bldg. 6, Rm 202B, 533-7075

Student Activities Office, Bldg. 6, Rm 125, 533-8657

- 11.2 Spokane Falls Community College  
Global Education Office, Bldg. 17, Rm 107, 533-3242  
Career and Community Engagement Center, Bldg. 17, Rm 105, 533-3521  
Vice President of Learning, Bldg. 30, Rm 0222, 533-3538  
Student Activities Office, Bldg. 17, Rm. 136, 533-4197

## 12.0 Related Information

- 12.1 Field Trip or Student Activity Vicinity Travel Assumption of Risk, Release of Liability, Waiver and Medical Consent [Form](#).
- 12.2 Field Trip or Student Activity Involving Lodging and/or Transportation, and Trip Services Assumption of Risk, Release of Liability, Waiver and Medical Consent Form, [CCS 5774](#)
- 12.3 Guidelines for Roommate Assignments for College-sponsored Instruction Related and Student Activities Travel, [CCS 5772](#)
- 12.4 Informed Acknowledgment of Risks and Hazards Parental Release of Liability and Agreement to Indemnify for Voluntary Student Activity/Travel and Medical Consent for Minor Student [Form](#)
- 12.5 [Informed Acknowledgement of Vehicle Operator Responsibility Form](#)
- 12.6 Standards of Conduct for Students, [WAC132Q-10](#)
- 12.7 CCS Administrative Procedure [3.40.01-C Student Rights and Responsibilities](#)
- 12.8 CCS Administrative Procedure [2.30.05-M Sex Offender Admission/Employment](#)
- 12.9 CCS Administrative Procedure [2.00.01-J Volunteers and Student Interns](#)
- 12.10 [U.S. Department of State](#)