

INTERNATIONAL FIELD TRIPS (REGULATION TO POLICY IJOA, FIELD TRIPS)

Background and Introduction

Colorado Springs School District 11 (the District or District 11) recognizes the educational, cultural, and global value of international field trips and programs that support service-learning, immersion study and other cultural experiences in relation to Colorado Academic Standards.

This regulation applies to staff and students who participate in international field trips approved by the Global Education Department for the purpose of service-learning, personalized-learning, environmental impacts, immersion and ecotourism.

This regulation does not apply to field trips that are not approved through the Global Education department.

Staff Requirements

Staff will be subject to the following “General Requirements”.

1. Staff member will submit application to Global Education Department for review.
2. Staff member will work only with District-approved travel vendors. Travel only with vetted organizations will be considered for approval.
3. Staff member(s) will not receive per-diem or additional expenses because this is a voluntary field trip/learning experience.
4. Consider obtaining travel insurance.
5. Staff will plan travel at least 18 months in advance so that families have time to better financially prepare for the experience.
6. Must adhere to all U.S. government travel advisories and warnings.
7. Must use organizations that have been vetted by the District Global Education Department.
8. Staff will submit a fundraising plan that may include but is not limited to monthly payment plans, fundraising, donations, scholarships, etc....
9. May not collect monies outside of fundraising.
10. Identify ALL possible District 11 students who would qualify for this experience and either communicate or use Global Education Department to communicate opportunities to all stakeholders.
11. Provide the Global Education Department a complete list of travelers and a detailed itinerary before departure.
12. Staff member will retain “paid spots” for additional District chaperones to reach the appropriate student/staff ratio for the trip. Paid spots will not be used for spouses, significant others, children or any other family or friend who is not a certified District chaperone.
13. Staff will hold a passport that does not expire within six months of the return date.

Partnership Organization Requirements

1. Mission/vision must align to District mission, vision and equity policy.
2. May not solicit/advertise to staff, students, District employees or parents.
3. Maintain updated documents, paperwork and insurance policies with District Global Education Department.

4. Must adhere to an in-person or telephone interview with Global Education Department.
5. Must carry a liability policy and provide a certificate of liability insurance ACORD document that includes District 11 as an additional insured party.
6. Must offer viable travel/medical insurance to all travelers at a reasonable cost that is a requirement to travel.
7. Offer credit and/or follow up experiences to all travelers (staff and students).
8. Handle all financial exchanges between travelers and the travel organization.
9. Provide monthly payment plans, fundraising and scholarship opportunities.
10. Partnership organizations will include the provision of travel insurance as part of the costs for out-of-country trips.
11. All vendors will be required to provide appropriate insurance coverage as required by the District.
12. Must be able to offer scholarship and/or fundraising opportunities to all travelers.

Parent/Guardian Requirements

1. Attend all meetings and trainings required for participation.
2. Signed appropriate field trip paperwork for a “non-standard” field trip.
3. Signed release of liability document.

Student Responsibilities

1. Adhere to all District, tour company and visiting country rules.
2. Meet any academic prerequisites for the learning purpose of the trip.
3. Attend all meetings and trainings required for participation, in order to become familiar with expectations and to develop rapport with fellow travelers and supervisor(s).
Exceptions can be made for excused, pre-arranged absences or absences due to illness.
4. Behavior history that does not include insubordination, drug use, fighting, truancy and other equivalent level of infractions.

Global Education Department

1. Act as a sounding board for anything related to international student travel.
2. Communication support.
3. Provide checklists and document tracking support.
4. Vet organizations and companies.
5. Advertise fundraising opportunity events to District and community stakeholders.
6. Support for finding meeting space in order to provide equitable attendance for students across the District.

CROSS REFS.: DFG, Revenues Generated from Activities and Fundraisers
 EEAG, Student Transportation in Private Vehicles
 GBEB, Gifts to and Solicitations by Staff
 IJOA, Field Trips
 IJOA-R-1, Field Trips Regulation
 IJOC, School Volunteer Services
 JLCD, Administering Medicines to Students
 JLCE, First Aid and Emergency Medical Care
 JH, Student Absences and Excuses