

FIELD TRIPS

The Colorado Springs School District 11 Board of Education (the Board) recognizes that the first-hand learning experiences provided by field trips are effective and worthwhile means of learning. Field trips are an essential part of the instructional program of Colorado Springs School District 11 (the District). Purposeful, well-organized and properly supervised travel experiences enable students to discover new worlds, stimulate interests in further learning, increase cultural awareness and bring historical events to life.

The Board directs the Superintendent or designee to develop specific regulations providing guidelines and procedures regarding field trips in order to screen, evaluate and approve each trip to ensure that all reasonable steps are taken for the safety of the participants.

Standard and non-standard field trips may take place providing that they are of significant educational value. A trip is of significant educational value if it surpasses that which could be experienced in a classroom setting, as determined by the principal of the school.

Standard Field Trip – A standard field trip is one where students participate in activities considered to be low risk (e.g., museum, planetarium). Its activities should not involve overnight travel, do not involve open water-related activities (lakes, rafting, boating, river tubing and any other open water activities – this does not include swimming pools, water parks or similar venues), or do not require travel 100 miles or more outside of El Paso County. The principal of the participating school shall have the authority to approve a standard field trip request.

Non-Standard Field Trip – A non-standard field trip is an instructional program or student activity field trip that includes one or more of the following:

1. Activities with some risk exposure to student safety or which may increase liability exposure to the District. “Liability” means being exposed to conditions beyond those normally attributed to a school setting.
2. Overnight activities.
3. Activities such as rock climbing, white-water rafting, caving, wilderness skiing and snowshoeing, and other non-typical field trip activities.
4. Water-related activities (e.g., educational boat or ship excursions, ocean surfing).
5. Travel 100 miles or more outside El Paso County.
6. Any out-of-country field trip.

The appropriate executive director of K-12 schools shall have the authority to approve a non-standard field trip request; however, all out-of-country field trips must be approved by the Superintendent or designee.

District-sponsored field trips are for District staff, students, and volunteers only. Non-students (students not enrolled in the District 11 class or classes participating in the field trip activity) may not attend District-sponsored field trips.

A field trip is considered District-sponsored when the field trip request has received approval by the principal of the requesting school (standard field trip) or appropriate executive director or Superintendent or designee (non-standard field trip). The principal, executive director and Superintendent or designee indicate their approval by signing the field trip notification form.

When a field trip activity is District-sponsored, fund raising activities may/will be performed and all funds will be accounted for in accordance with Policy DFG-Revenues Generated from School or District Activities.

If a field trip is NOT sponsored by the District, insurance liability coverage and workers compensation coverage will NOT be provided by the District (see Field Trips Regulation, IJOA-R, section III (B)(3)(e)).

All individuals participating in field trip activities must register with the D11 Engage Office. Volunteers participating in overnight field trip activities must pass an extensive background check. If a volunteer is a District employee and/or District student under the age of 18, he/she is not required to pass background check. However, volunteer students under the age of 18 are not permitted to be alone with other minor students without adult supervision.

Absences related to field trips will be administered according to Board Policy JH, Student Absences and Excuses.

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CROSS REFS.: EEAG, Student Transportation in Private Vehicles
 GBEBC, Gift to and Solicitations by Staff
 JLCD, Administering Medicines to Students
 JLCE, First Aid and Emergency Medical Care
 IJOA-R-1, Field Trip Regulation
 IJOA-R-2, International Field Trip Regulation
 IJOC, School Volunteer Services
 JH, Student Absences and Excuses