



COLLEGE OF
SOUTHERN
IDAHO

**College of Southern Idaho
Campus Procedures and
Guidelines**

2025-2026

COLLEGE OF SOUTHERN IDAHO CAMPUS PRACTICES AND PROCEDURES

This document outlines the College of Southern Idaho's practices and procedures related to unique student populations. In instances where practices and procedures are directly connected to the College of Southern Idaho Employment Policies and Operational Policies, as approved by the College of Southern Idaho Board of Trustees, the appropriate Policy is identified. In these instances, the practices and procedures outlined in this document are intended to add clarity and additional information related to the specific Policy. In instances where practices and procedures are not directly linked to a policy, the information in this document is intended to provide information regarding the accepted practices and procedures of the College. Employees of the College of Southern Idaho are expected to follow all College policies, practices, and procedures. Nothing in this document should be construed to run contrary to the Board approved Employment Policies and Operational Policies, as those policies supersede language in this document.

Final decisions on practices and procedures are always the purview of the President.

Updates to these procedures can be made as needed by the identified department responsible. Changes should be (1) initiated through standard reporting lines (2) brought to Cabinet for awareness (3) updated (with revision date) on the official posted copy at www.csi.edu

Finalized: April 2026

Unique Student Population Interaction Practices and Procedures
Responsible Department: Enrollment Management and Student Services in collaboration
with Instruction and Academic Affairs

Contact Information: Vice President for Student Affairs and Enrollment Management
(non-credit contacts) OR Vice President for Instruction (credit bearing contact)

MINORS ON CAMPUS (Rev: 1/27)

College of Southern Idaho – Minors on Campus Procedures

Purpose & Scope

The College of Southern Idaho (CSI) is committed to providing a safe environment for minors participating in camps, workshops, programs, or activities on campus or under CSI supervision. This policy applies to all CSI employees, volunteers, contractors, and third-party organizations hosting minors on CSI property.

Exclusions: Public events where parents/guardians supervise and regular academic courses.

Definitions

- **Minor:** Any person under 18 years of age.
- **Authorized Adult:** An individual 18+ who interacts with minors in a covered program and is a **mandated reporter** under Idaho Code §16-1605.
- **Covered Program:** Any CSI-sponsored or third-party activity involving minors (e.g., camps, clinics, workshops, orientations).
- **Abuse/Neglect:** As defined in Idaho Code §16-1602.
(See Idaho statutes for full definitions.)

Standards of Conduct

Authorized Adults must:

- Keep activities observable and open.
- Avoid being alone with a minor outside of program activities.
- Treat minors respectfully; no sexualized talk or touch.
- Remain drug/alcohol-free when supervising minors.
- Transport minors only with chaperones and parental consent for one-on-one situations.

Screening & Training

Before working with minors CSI employees must:

- Complete a **background check** through CSI HR.

- Complete CSI's **online training** at least 48 hours before program start; refresh annually.

Reporting & Response

- **Report suspected abuse immediately**—do not investigate first.
- Call **911** or **Idaho Department of Health & Welfare**; notify CSI Campus Security for non-emergencies, and immediately after reporting to 911 and or Health and Welfare.
- Title IX and Clery reporters must also follow those policies.
(Reporting contacts and links available on CSI website.)

Program Administration

CSI employees must:

- Register programs with CSI HR/Student Affairs (either through Event Registration or Admission/group tour registration).
- Ensure supervision ratios and emergency plans follow CSI guidelines.
- Collect permission, medical, and media release forms.
- Follow transportation and overnight protocols.
(See Working with Minors Guide for operational details.)
- *CSI student workers will take the minors on campus training annually.*

Non-CSI Program directors must:

- Complete the Event Registration application and follow all instructions and requirements associated with the application.
 - [Host Your Event at CSI | College of Southern Idaho](#)
 - [Campus Tours | Admissions | College of Southern Idaho](#)
- Non-CSI employees who work in an industry with required background check must agree to the compliance language and follow the operation guide but are not required to produce a copy of the background check.
- Large group events may be required to provide a waiver of liability.

Accountability

- CSI HR tracks compliance (background checks, training, for CSI employees).
- Violations may result in suspension, termination, or exclusion of outside groups.
- CSI reviews this policy annually and updates any changes in Idaho law.
- **Non-CSI** programs mark the Minors on Campus Policy Acknowledgement at the end of their agreement. Where applicable, groups must provide proof of current background check for the individual authorized to represent their organization, prior to approval of event.
- **Overnight** programs will be required to have a current background check on every adult/chaperone who participates (current means within three years of the event).

Working with Minors (non-credit): Operational Guide

Purpose and Use

This guide provides program directors and staff with practical checklists and procedures for operating safe and effective programs involving minors on campus. Use it in conjunction with the College of Southern Idaho Minors on Campus policy.

Supervision Ratios (Recommended)

Follow these minimum ratios for Authorized Adults to Minors:

Camps/activities on CSI Campus (overnight):

- 1 authorized adult per 5 campers (ages 4–5)
- 1 authorized adult per 6 campers (ages 6–8)
- 1 authorized adult per 8 campers (ages 9–14)
- 1 authorized adult per 10 campers (ages 15–17)

Day camps/activities:

- 1 authorized adult per 6 campers (ages 4–5)
- 1 authorized adult per 8 campers (ages 6–8)
- 1 authorized adult per 10 campers (ages 9–14)
- 1 authorized adult per 12 campers (ages 15–17)

Additional Supervision Considerations

- Ensure ratios reflect the gender distribution of participants.
- Avoid one-on-one unsupervised contact; always have at least one other Authorized Adult, parent or guardian present.
- Identify ultimate decision-maker when multiple leads or outside organizations are involved.

Emergency Planning

Prepare for and respond to emergencies:

- Train staff in campus emergency procedures and first aid.
- Establish plans for weather and other hazards, especially for outdoor/unstructured activities.
- Keep emergency contact information readily available for all minors and staff.
- Create an information handout or website for parents with emergency instructions and contacts.

Transportation Protocols

- Follow CSI procedures for drivers and vehicles when transporting minors.
- At program start/end and during events, clearly designate drop-off and pick-up locations.
- Obtain parental permission for children who travel separately from the main group or with non-parents.
- Never transport a single minor alone; chaperones or parents must accompany one-on-one transport.

Overnight Stay Requirements

- Ensure a substance-free environment in housing and facilities.
- Provide visible identification for all staff and participants (*must have current Background check for all staff).
- Set and enforce appropriate curfews.
- Publish and enforce a code of conduct for overnight participants.
- Assign multiple authorized adults for supervision on overnight stays.

Forms and Recordkeeping

- Collect signed permission slips for program participation.
- Gather comprehensive medical information including allergies, disabilities, medications, and emergency contacts.
- Obtain liability waivers when appropriate.
- Secure parental consent for use of media images of minors.
- Keep forms secured but accessible to appropriate personnel.

Additional Operational Guidelines

- Register all programs involving minors with CSI Human Resources/Student Affairs prior to start.
- Verify all personnel clearances are on file with HR.
- Train all personnel in CSI's Mandatory Child Abuse Reporting and their responsibilities.
- Ensure facilities are appropriate for minors and compliant with safety standards.
- Check minors into and out of the program and maintain attendance records for the duration of the event.

Student Travel Outside Country (Rev: 7/25)

The College of Southern Idaho recognizes the educational and cultural value of international experiences for our students, and therefore the college supports safe and well-planned educational international travel when practical. International travel is defined as any student

travel that takes place outside of the fifty states of the United States of America. Trips to Puerto Rico and other U.S. territories and protectorates are considered international trips and are subject to these guidelines. The following sets forth the specific conditions for international travel and attendant procedures.

Purpose for Travel

Educational purpose:

- Though activities may also be included (and are encouraged) which provide cultural and artistic aspects, advisors must demonstrate the measurable academic value of student travel.
- All travel requests must include appropriate student learning outcomes with appropriate assessment.
- Regular credit-bearing classes including international travel may exist as approved by the CSI Curriculum Committee. In other instance, and contingent upon Department Chair, Instructional Dean, and Vice President of Instruction approval, credit may be attached to unique international travel opportunities by way of a special topics course section.
- Travel activities must be structured in such a way as to support student learning outcomes.

Participant Qualifications and Responsibilities

Required Advisor Qualifications and Responsibilities

Advisor(s) are responsible for the health and safety of all participants and must properly plan and prepare for a safe and educational international trip or program. Planning and preparation must include thorough research about the destination to be visited, local transportation, overnight accommodations, and dining options; creation of a detailed itinerary; and clear communication of plans and expectations with participants and campus contacts. Leaders must bear in mind that the health and safety of the students is of paramount importance in all aspects of the planning.

- At least one advisor must be a full-time employee of the College of Southern Idaho. A minimum ratio of one full-time CSI employee per 14 students is required. In certain cases, it may be deemed prudent to reduce the ratio in the interest of students and the advisor. Any increase in the ratio must be approved in writing by the Dean of Students, Instructional Dean, Vice President of Instruction, and Department Chair.
- Advisors must be familiar with the CSI Student Code of Conduct and are responsible for ensuring that students are familiar with and follow the Code.
- Advisors must hold a valid CPR/First Aid certification at the time of travel.
- Advisors must follow all CSI guidelines, policies, and procedures at all times.
- Trip participants must have 24/7 access to the advisors at CSI and at program sites abroad. Advisors must also be available during the immediate 48 hours preceding the scheduled departure dates of the trip. Trip participants must also have 24/7 access to the designated contact person abroad who is responsible for the trip abroad. The advisor(s) must identify the name and phone number(s) for all such responsible contact persons on

the International Travel Notification Form.

- Advisors shall:
 - Verify in the 48 hours immediately preceding the sponsored trip that the U.S. Department of State has not issued any travel warnings or alerts related to the destination(s) to be visited.
 - Exchange emergency contact information (phone numbers and email addresses) with participants.
 - Be available and on-call at all times (24/7) during the sponsored trip to respond to student participant concerns and problems and in the immediate 48 hours before the scheduled departure date(s) of the trip.
 - At all times (24/7) during the sponsored trip possess an International Travel Notification Form and a full set of student participant International Travel Participation, Waiver, and Emergency Contact Forms. Copies of said forms shall also be filed with the Dean of Students.
 - Serve as the official college representative in cases of emergency.
 - Coordinate emergency response and all communications between and among the college, and the relevant persons and organizations on-site.
 - Notify authorities at the local site immediately in the event that one or more student participants cannot be accounted for or is missing.
 - Ensure students receive medical attention by trained professionals in case of a medical emergency.
 - Be familiar with and follow all existing college guidelines, including those on sexual harassment and confidentiality and federal laws and regulations such as FERPA, HIPAA, Title IX and the Clery Act.
 - Conduct all appropriate follow-up activities, such as completing incident reports.

Required Student Qualifications and Responsibilities:

- International trips may be canceled at the discretion of the college if seven (7) or fewer students choose to participate.
- The college will provide institutional liability insurance in support of international travel.
- Departmental travel funds may be used to support advisor travel expenses.
 - Advisor(s) should work with their respective department chairs/departments well in advance of any planned travel in order to determine availability of such funds.
 - The college will not be held responsible for covering advisor travel costs when departmental funds are not available.
- Only registered students and/or student club members in good standing are permitted to participate.
- Students must be making satisfactory academic progress and not be on academic probation nor suspension.
- Family members of students or advisors are generally not permitted to travel.
 - Appeals may be made to the Dean of Students or the Vice President of Instruction (depending on the travel sponsor) in the event that family member participation is warranted, but there must be significant mitigating circumstances to make any exception. Neither institutional nor student funds may be used to fund non-CSI faculty or students. Student fees may not subsidize travel by non-CSI personnel.

- Student fees may be set at a rate to cover both student and instructor travel expenses.

Orientation

- All study abroad programs and college-sponsored international activities involving students must include pre-departure orientation for all participants.
- Although face-to-face orientation is ideal, orientation materials in written and electronic formats can be used instead.
- The academic or administrative unit sponsoring the activity will conduct or arrange for the pre-departure orientation session and will ensure that all participants attend or receive the materials in written or electronic formats.
- At a minimum, the pre-departure orientation must include a discussion of appropriate and expected behavior for participants; potential social, political, economic and legal risks involved in the experience; and emergency procedures in case of individual or group incidents.
- Participants will be subject to the laws and customs of the locations they visit. The College of Southern Idaho is not responsible for the violation of any laws and customs by participants.
- The CSI Code of Conduct and Academic Integrity Code, and other academic procedures or rules apply to all college-sponsored activities abroad.

The following provisions apply to all CSI students who wish to participate in international travel funded by CSI, awarded credit by CSI, or in connection with a trip abroad by a recognized student organization:

- All CSI students are responsible for their own safety when traveling internationally, whether or not their work abroad is funded by CSI or is accorded credit by CSI. Before departure, students traveling abroad with CSI, studying abroad for credit from CSI, or participating in a recognized student organization trip abroad, as individuals or in groups, must provide the college a statement in a form provided by the college, acknowledging their understanding of the risks of such travel, affirming that they have reviewed and understand relevant safety-related materials, and assuming the risks related to their international travel. Students under the age of 18 must obtain a parental signature on the form.

CSI will not fund, award credit for, or otherwise sponsor or support any international academic or extracurricular experience in any country for which:

- The U.S. State Department has issued a warning that orders departure of U.S. dependents and non-emergency personnel; recommends that U.S. citizens depart the country; advises U.S. citizens against all travel to the country; or recommends that U.S. citizens defer non-essential travel to the country, or;
- The travel assistance organization United Healthcare Global has rated the country a "5" (very high) level threat. This restriction will apply through the date of departure. If such a warning comes into effect after the students' departure, the college reserves the right to end its sponsorship at that time, and to require students to end the trip and leave the

country. Such determinations will be made on a case-by-case basis. During travel abroad, students should monitor the State Department and United Healthcare Global Web sites for up-to-date information about changing conditions.

- Unpredictable disasters may result in the cancelation or delay of a scheduled trip, as determined by CSI administration.

Emergency Procedures

If urgent medical attention is needed, participants should call emergency services or go to the nearest emergency department for treatment.

If non-emergency medical treatment is needed, participants should contact the international travel insurance provider.

In the event of an emergency while participating in an CSI international activity, participants should immediately contact the CSI on-site advisor(s) or staff, the CSI on-campus contact, and the nearest U.S. consular service for direct assistance, if necessary.

Advisor(s) are required to make reasonable efforts to plan for emergencies and to make contingency plans consistent with professional standards for educational trips. The following guidelines are meant to assist in thinking through appropriate responses in the event of an emergency. Advisor(s) are required to develop a crisis management protocol that takes into consideration the following key issues:

- Emergency response and rescue.
- Notification of participants' emergency contacts.
- Press and media.
- Legal and liability issues that may arise.
- Stress and psychological issues and effects resulting from an emergency event.
- Post-incident responses: arranging participants' return, medical treatment, follow-up information, and debriefing.
- As needed, according to the incident, advisor(s) shall:
 - Contact local police or law enforcement to report theft, vandalism, or any other criminal activity.
 - Contact the local emergency medical provider for medical emergencies.
 - Contact the Vice President of Instruction and the Vice President for Student Affairs and Enrollment Management.
 - Contact CSI Campus Safety, particularly if a student is involved with the police abroad.
 - Report all injuries or illnesses to designated campus officials.
 - Complete any accident or incident reports within 24 hours to the appropriate campus officials including the office of the Vice President of Instruction and the office of the Vice President for Student Affairs and Enrollment Management.
 - Be prepared to contact appropriate service providers.
- Advisor(s) shall not leave behind, unsupervised, an ill or injured student while continuing on with the trip itinerary, even if the consequence is the changing of plans for the entire

group or added cost or inconvenience.

Insurance

All trip participants must have international medical and travel insurance coverage for the following benefit areas: accident/medical, evacuation for medical or security reasons, and repatriation of remains. Advisor(s) must contact the CSI Business Office at least 90 days prior to departure to arrange for international travel insurance. The insurance policy must provide coverage for the insured individual for the entire program period including travel days to and from the destination(s). Advisor(s) must clearly communicate in writing insurance coverage start and end dates with covered participants. Participants who wish to extend their trip dates beyond the insured trip dates are responsible for purchasing extended insurance that covers them throughout their particular travel dates.

The following information and documents are required to be submitted to the Dean of Students, Instructional Dean, Campus Safety, and Department Chair:

- Dates, destination, and description of program or purpose of travel.
- Overall budget, broken out by students and faculty/staff.
- Name(s) of advisor(s) traveling and in charge, as well as the names of participating students, with their CSI ID numbers.
- Country of permanent residence for each traveler.
- Complete travel itinerary.
- Country risk assessment reports for all countries to be visited regardless of security rating (Destination countries with security rating of 4 or 5 are flagged and additional information may be required).
- Communication and contingency plans.
- All students must complete the Consent and Release Agreement form as a condition of participating in the international program or travel.

Refunds:

- International travel is based on the expectation of a minimum number of participants in order to be available at the published project cost. A single participant's withdrawal, therefore, may cause an increase in the cost of a project for the remaining participants. Any such expense will be borne by the withdrawn participant, subject to the procedures explained below.
- Any withdrawal from an international trip must be made in writing to the advisor(s) and signed and dated by the participant. The effective date of such withdrawal will be determined by the advisor(s), based upon their receipt of such notice.
- In the case of a participant's withdrawal from an international trip due to extenuating circumstances prior to departure, the following reimbursement procedures apply to payments made by participants:
 - Deposits submitted at the time of application are generally non-refundable.
 - In the case of withdrawal, if a replacement participant is found in a timely manner, participant payments for the withdrawn student may be refunded, with

the exception of penalties assessed changes (e.g., airline ticket changes). Approval of a replacement participant is entirely at the discretion of the advisor(s), and such replacement(s) must otherwise qualify under the terms of this and any other applicable CSI procedures.

- If a replacement participant is not found in a timely manner, funds not yet disbursed or committed for international travel expenses may be refunded. If a participant's withdrawal from an international trip causes the group's projected costs to increase, there will be no refund made to the extent of such increased costs. The advisor will determine the impact of each withdrawal on project costs. Such determination will be final.
- No refunds will be made for funds already paid out or scheduled for disbursement (including, but not limited to, airline tickets, accommodations, guides, transportation and other costs) as of the date of the advisor's acknowledged receipt of the participant's notification of his/her withdrawal.
- There will be no refund made to any participant who is administratively dropped from a travel/study project at or subsequent to the group's departure.

All current travel procedures apply to international travel, except as outlined in the following timelines and approvals:

Item	Deadline	Approved by
Prior to departure		
Review the most recent relevant U.S. State Department, Centers for Disease Control, and World Health Organization Travel Warnings, Alters, Health Notices and Watches available. ¹	Review at beginning planning stages before trip and include documentation of any Travel Warnings, Alters, Health Notices and Watches in the Prior Approval for Travel Form.	<i>Discussed with Department Chair/Director</i>
Prior Approval for Travel Form	<i>Six months before trip</i>	<i>Department Chair, Instructional Dean, Dean of Students</i>
Vehicle Request Form	<i>Two months before trip</i>	<i>Department Chair</i>
Student Conduct Form	<i>Two months before trip</i>	<i>Faculty</i>
Student Health History Form	<i>Two months before trip</i>	<i>Faculty</i>
Emergency Contact Information	<i>One month before trip</i>	<i>Dean of Students</i>
Daily Detailed Trip Itinerary	<i>One month before trip</i>	<i>Dean of Students</i>
Copies of Passports/Visas	<i>One month before trip</i>	<i>Dean of Students</i>
Proof of Required Vaccinations/Waivers	<i>One month before trip</i>	<i>Dean of Students</i>
Following Return		
RFP or Travel	<i>No later than one month after</i>	<i>Department Chair,</i>

Reimbursement Form(s)	<i>return</i>	<i>Instructional Dean, Dean of Students</i>
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¹ If any country, area, region or state is indicated for risk, include this documentation in the Prior Approval for Travel Form and continue to monitor the country, area, region or state. Please note: travel to countries, areas, regions or states with specified increased risk will require additional review and may be denied.

International Student Travel Forms

- Forms required to conform to these procedures above are available in the office of the Dean of Students.