



# **MS/HS Discovery Trips Guidelines and Procedures 2023-24**



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# Mission, Vision, Core Values



## MISSION

AISL provides exceptional learning experiences within a global community where all voices count. We spark the inspiration in students so that they can joyously soar on their own paths of learning, growing, leading, and contributing as world citizens.

Why do we exist?

## VISION

Empowering our community of learners to create a just and sustainable world.

What do we aspire to do?

## CORE VALUES

What guides our actions?

### Respect

We are considerate of ourselves and others in order to foster an inclusive and equitable environment.

### Empathy

We honor our diversity, treat one another with kindness, and demonstrate compassion through service.

### Responsibility

We are accountable for ourselves, others, and our community.

### Integrity

We act morally, tell the truth, and feel good about what we do.

### Courage

We take on life's challenges with resilience and are confident in mind and spirit.



## AISL Eagle Expectations

The AISL Eagle Expectations are aligned with the AISL Core Values and describe behavioral expectations on campus, online, and on school sponsored trips.

<h1>RESPECT</h1>	<ul style="list-style-type: none"> <li>• Use appropriate language; no profanity and insults.</li> <li>• Recognize and accept differences in others.</li> <li>• Seek permission before handling someone else's property.</li> </ul>
<ul style="list-style-type: none"> <li>• Be on time and give your best effort.</li> <li>• Follow the school rules, including uniform guidelines.</li> <li>• Clean up after yourself and others.</li> </ul>	<h1>RESPONSIBILITY</h1>
<h1>EMPATHY</h1>	<ul style="list-style-type: none"> <li>• Treat others the way that you would like to be treated.</li> <li>• Be kind to others; teasing, put downs, and bullying are not acceptable.</li> <li>• Listen to and consider the perspectives of others.</li> </ul>
<ul style="list-style-type: none"> <li>• Be honest; tell the truth.</li> <li>• Present your own work and cite sources.</li> <li>• Take ownership of your words, actions, and learning.</li> </ul>	<h1>INTEGRITY</h1>
<h1>COURAGE</h1>	<ul style="list-style-type: none"> <li>• Be an upstander and help others in need.</li> <li>• Try your best and work through hardship and challenge.</li> <li>• Take responsibility for your mistakes and learn from them.</li> </ul>
<p>Character is doing the right thing when no one is watching. - J.C. Watts</p>	



## Discovery Trips Overview

The AISL Discovery Trips program is driven by our Mission, Vision, and Learning Principles. The Discovery Trips embody the following AISL Learning Principles:

**Learning happens in an authentic and meaningful context;** therefore, students learn when they:

- make connections to the real world and across disciplines.
- solve authentic problems that involve the use of flexible, creative, and critical thinking skills.
- transfer learning to new and novel contexts.

**Learning is influenced by environment;** students learn best when they:

- make decisions about the space they select to learn.
- have access to and options for investigation, collaboration, independence choice and project work within and outside of a classroom.

The AISL Discovery Trips guidelines are as follows:

- Academically inclusive: the design and schedule of the discovery trip program facilitates all students - irrespective of academic achievement - to participate.
- Coordinated Schedule: Where possible grade level discovery trips are synchronized into 'trip week' to prevent trip chaperones from being drawn from teaching commitments.
- Service Learning: Where possible and authentic, opportunities for service learning are woven into discovery trips.
- Student Numbers: There must be sufficient student numbers to run a trip (minimum of 10 students for a trip).

Discovery trips provide students with an opportunity to explore interests and to build relationships, develop social emotional skills and explore other cultures and communities. In short, Discovery Trips enhance the AISL curriculum as students learn to do by doing and by reflecting on their experience.

AISL offers two types of discovery trips: Week Without Walls and Interest-Based Trips.

## Week Without Walls

Week without Walls is a one week experience designed for students to extend the AISL curriculum to an unfamiliar outdoor/cultural setting. Trips are organized by grade level, and each trip provides students with two or more of the following four components which complement the AISL curriculum.

- Adventure Education
- Intercultural Awareness
- Environmental Sustainability
- Service Learning

The 2023-24 Week Without Walls Trip destinations are as follows:

Grade Level	Location/Vendor	Focus
6	Switzerland, Village Camps	Outward Bound / Outdoor Education
7	Switzerland, Village Camps	Outward Bound / Outdoor Education
8	Norway, Discover the World	Outward Bound / Student Leadership
9	Kenya, Rift Valley Adventures	Service Learning (Conservation) Outward Bound

### Students Unable to Travel

Students are strongly encouraged to participate in their grade level trip wherever possible. For those students unable to travel overseas due to financial, health, parental concerns or other reasons, there will be a school-based learning opportunity provided during the time of the trip for the grade(s) remaining behind.

## Interest-Based Trips

Interest based trips are designed for middle / high school students who wish to pursue an interest or passion and/or wish to develop talents and skills. During the course of the year, a selection of the following interest based trips are usually offered to students. Trip offerings are based on student interest and the availability of faculty trip leaders. The menu of interest based trips are optional and are designed to provide students with choice.

- Model United Nations
- WAISAL Middle School Robotics
- WAISAL School Sports- Volleyball, Swimming, Basketball, Soccer/Football and MS Sports Festival
- WAISAL Model United Nations
- WAISAL Music/Band
- WAISAL Mathcounts
- International School Theatre Association (ISTA) Middle School Festival
- International School Theatre Association (ISTA) High School Festival
- IB CAS Trip

### Criteria for Interest-Based Trips

Please note that all trips scheduled during the academic year must meet the following criteria in order for the trip to receive final approval from the Principal/Superintendent.

Criteria	Description
Educational Merit	Trip objectives aligned with learning principles and curriculum standards
Reputable Vendor/Host	Vendors/hosts vetted to ensure safety and a quality experience
Student Interest	A minimum of 10 students have committed to go on the trip through a non-refundable deposit (typically the cost of the r/t flight).
Chaperone Commitment	A minimum of 2 chaperones - 1 male and 1 female. Must maintain a maximum of 10:1 student/chaperone ratio
Risk Management	Ensure that the potential risks can be managed/mitigated.
Cost	Competitive cost which is fairly distributed among parents.

**Please note:** All overnight trips must be approved by the respective Principal and the Superintendent.

### MS/HS Student Eligibility

Interest based trips should enhance (not compromise) academics. To attend an interest-based trip MS/HS students must display sustained effort and be performing close to or at their personal potential. Satisfactory effort in all classes as reported by their teachers is mandatory.

Students are expected to serve as ambassadors of AISL and uphold the Eagle Expectations when traveling on school trips. Recent Tier 3 behavioral incidents or repetitive Tier 2 behavioral

incidents may compromise a student from attending a trip. Such decisions are at the discretion of the MS/HS Principal.

MS/HS students are limited to participating in three (3) school sponsored overnight trips per year. Students who wish to participate in more than three trips must appeal to the MS/HS Principal to gain permission.

# Expectations

## Students

Students have an important responsibility on field trips; not just as learners and competitors, but also as ambassadors for AISL and the community. Together with the Eagle Expectations, the following guidelines must be adhered to on any trip outside of the school.

### Students are expected to:

- honor and uphold the AISL Eagles Expectations.
- Follow the rules communicated by the trip company, the host school, or host organization (ISTA, WAISAL, MUN, etc.)
- participate to the best of their abilities.
- respect and cooperate with all chaperones.
- create, maintain, and promote good relationships toward other participants.
- wear appropriate clothing.
- be on time.
- abide by the curfew, which includes staying in their respective rooms unless there is an emergency.
- maintain the academic standards and course load required by AISL.
- set a good example at all times.
- represent your program, school, and community with pride.

### Student Discipline

The MS/HS Positive Discipline Tier System applies to off campus trips as well. Students who commit Tier 1 or Tier 2 infractions may receive the following consequences:

- A verbal warning
- Issue an apology for those affected
- A task related to the infraction (cleaning up, etc.)
- Exclusion from an activity(s)

If a student commits a Tier 3 infraction and compromises his/her safety and/or the safety of others, then s/he may be sent home accompanied by a chaperone at the parent's expense.

### Trip Leaders and Chaperones

The safety of students is the top priority of all accompanying adults (trip leader and chaperones) field trips. It is for this reason that accompanying adults play a vital and important role, ensuring the safety of students as well as the success of the field trip and educational experience offered.

### Trip Leaders and chaperones are expected to

- uphold the AISL Eagle Expectations.
- be responsible for the safety and behavior of students assigned to them.
- remain at all times with the students for whom they are responsible.
- exercise caution and always avoid risks to themselves and to students.
- maintain an active and vigilant approach to supervision of students at all times.
- routinely count and account for students in their care.
- issue a "what to pack list".

- engage in a risk assessment of the trip with the vendor/host.
- seek clarification from the Field Trip Leader whenever necessary to ensure understanding and the safety of students.
- maintain contact with the Field Trip Leader throughout the field trip.
- take an active and equal role in ensuring the success of the field trip, the educational objectives are met, and the safety of students upheld.
- refrain from consuming alcoholic beverages while on the trip with students
- be punctual, recognising the need for timeframes to be adhered to.
- be prepared in advance so that they can contribute effectively to the field trip.

***Please note that the Trip Leader and Chaperones have received the following training: Child Safeguarding, First Aid/CPR.***

## **Parents/Guardians**

Parents/guardians are expected to understand the trip goals and objectives and communicate with the Trip Leader about the particulars (what to pack list, payments, emergency contact information, student health information, etc.)

### **Parents/Guardians are expected to:**

- Be supportive of trip guidelines and expectations.
- Support the participants including the trip leader.
- Submit the permission form before the due date.
- Update critical student information in the School Information System (e.g. emergency contact information, student health information, etc.)
- Communicate critical health concerns with the Trip Leader (allergies, medication, etc.)
- Issue trip deposit and payments before the deadlines.
- Attend any parent meetings.
- Raise questions about the trip with the Trip Leader.

### **Communication**

Parents/Guardians are expected to contact the Trip Leader via email directly if questions or concerns emerge about the trip. If questions or concerns remain after initial contact with the Trip Leader, then the parent should contact the MS/HS Principal or the Afterschool Athletics/Activities Director (WAISAL Trip).

A trip leader/chaperone may choose to begin and moderate an informal WhatsApp group consisting of students, parents, and the trip leader/chaperones. The purpose of the group is to provide a forum for students/parents to share trip experiences and impressions through texts, photos, and video.

If an issue emerges (e.g. emergency, illness, discipline, etc.), then the Trip Leader will communicate with those involved and with those who need to know through the AISL Gmail account.

### **Parents Joining the School Trip**

AISL discourages parents/guardians from accompanying their child(ren) on an overnight school trip. Trips provide students with an opportunity to develop independence and resilience away from home and family in an unfamiliar environment. A parent(s) may accompany his/her child overnight on a school sponsored trip if there is a compelling reason for doing so. The parent is expected to seek the approval to accompany their son/daughter on an overnight school trip from the Trip Leader and the MS/HS Principal.



If a parent/guardian is approved to attend the trip, s/he is expected to cover their own costs (e.g. flight, accommodation, etc.) and attend a Child Protection training facilitated by AISL's Child Protection Officer.

## **Health and Safety and Risk Management**

Parents/guardians are expected to update student health information on AISL's Student Information System (Veracross) prior to the trip. If a student has a health condition (e.g. allergies, prescription medication) that may impact his/her experience on the trip, then the parent is expected to share this information with the Trip Leader.

Students should avoid taking valuable items such as jewelry, electronics and designer clothing on school trips. The school is not responsible for any such items.

The Trip Leader and the Chaperones will conduct a Risk Management exercise in collaboration with the vendor or the host. Risk Management will consist of the following elements:

- Potential Risks/Hazards
- Level of Risk
- Mitigation of Risks/Hazards
- Contact information of local clinics/hospitals that provide care at an international standard.

The School will purchase an international travel insurance policy for each student that applies to the dates of the trip through TIECare.

## **Trip Costs, Payments, Refunds**

The Trip Leader and the Business Office will calculate the cost of the trip which will be itemized in the following manner:

1. Flight
2. Accommodation
3. Miscellaneous (Insurance, Registration Cost, Local Transport, Security, Day Trips, Travel Shirts, Airport Shuttle etc.)
4. Estimated "out of pocket" expenses

This cost breakdown will be sent to the parents.

This cost breakdown will be sent to the parents by the business office upon agreement by the trip leader. Hence there must be a meeting between the parent and the trip leaders to agree the cost, terms and conditions of the trip.

Naira and USD cost shall be established by the business office and trip leaders and actual cost currencies must be billed and received from the parent to settle invoices in actual currencies

AISL will only purchase guaranteed seats within a group booking. Of ten lower priced flights on offer are not guaranteed and part of a group booking. Due to risk of cancellation and separation of students, AISL will not reserve these lower priced flights for school trips.

AISL expects that parents make a deposit for the trip on or before the deadline to secure a spot for the student. Typically the deposit is equivalent to the approximate cost of a roundtrip flight to the destination. Failure to make a deposit or other payments in a timely manner may result in the child not going on the trip.

AISL is not able to provide a full refund for the trip if a parent decides to cancel the trip after the deadline. AISL will refund only what it is able to secure from the airline and any of the vendors including the hotel.



# Appendices

## Appendix A: Trip Permission Form Template

AISL will use google forms to acquire parent permission for the student to go on the trip. The google form will also be used to collect important information about the student.

**To be completed by the parent/guardian.**

### Part 1: Profile

My child's full name (as it appears on the passport) is:

My (parent) email address:

My (parent) full name as it appears on the passport is:

My spouse's (or child's other legal guardian) full name (as it appears on passport) is:

### Part 2: Trip Costs

I understand that my child will depart to (trip location) from Lagos Airport on day/month/year, and will depart from (trip location) on (day/month/year), arriving in Lagos on day/month/year.

Yes

No

I understand that the total cost of the trip is as follows:

Flight: N

Accommodation: N

Miscellaneous (Security, Transfers, field trip, etc.): N

**Total:** N

I understand that I must pay/transfer a deposit of N ? before the end of the day on day/month/ year in order to secure a place on the trip. I also understand that my child may not be able to go on the trip if I do not pay the deposit on time.

Yes

No

I will cover any expenses incurred in the event my child is prevented from participating in the trip due to the following or other unforeseen reasons: 1) inadequate/invalid travel documents; 2) sickness.

Yes

No

### Part 3. Parent Documents

Please upload a copy of the data page (personal details) of your passport.

Please upload a copy of your CERPAC (both sides).

Please upload a copy of the data page (personal details) of your spouse's passport.

Please upload a copy of your spouse's CERPAC (both sides).

#### **Part 4. Student Documents**

Student Nationality

Please upload a copy of the data page (personal details) of the student passport.

Please upload a copy of your child's Minor Stamp page (if non-Nigerian).

#### **Part 5. Host Country Visa Requirements**

Visa requirements for (host country)

Please check the requirements. (insert website)

My child (host country) VISA Status:

Yes, my child has a valid visa OR does not need a visa for travel to the ?

No, my child does not have a valid visa for travel to ???

I will make sure that my child has the necessary travel documents (valid passport and visa) for the trip.

Yes

No

#### **Part 6 Student Health**

Please upload your child's Yellow Fever vaccination certificate.

I certify that my child is, to the best of my knowledge, in a state of good health and that s/he is not suffering from any known or latent illness or disease or disability which by reason therefore renders him/her unfit to participate in this event.

Yes

No

Is there anything that you would like us to be aware of (eg. dietary needs, allergies, medications, etc.) before we travel?

#### **Part 7 Permission**

I understand and acknowledge that certain risks are inherent in this type of excursion that are not reasonably within the control of the trip supervisor(s). As a condition of the child's participation in this field trip, I/We indemnify the American International School of Lagos, the Lagos and its employees/agents for all claims resulting from the child's participation in the activity, including but not limited to any injury, accident, illness, or any loss or damage to personal property.

Yes

No

I hereby give my consent to the American International School Lagos, Nigeria to have my child participate in the trip to (location) from day/month/year to day/month/year.

Yes

No

## Appendix B: Trip Preparation Checklist

1. Initial Planning (3-6 months before the trip)	2. Detailed Planning (6-8 weeks before the trip)
<ul style="list-style-type: none"> <li><input type="checkbox"/> Determine and document the purpose and educational benefit of the trip.</li> <li><input type="checkbox"/> Develop a preliminary itinerary of activities.</li> <li><input type="checkbox"/> Identify if the trip has special hazards, including on/in/near water, in remote locations/hiking, involving animals, outdoor education, ect.</li> <li><input type="checkbox"/> Project number of students and chaperones traveling.</li> <li><input type="checkbox"/> Secure a preliminary approval of the Principal/ Superintendent.</li> <li><input type="checkbox"/> Post on the calendar and inform students and parents.</li> <li><input type="checkbox"/> Establish a tentative booking with the vendor/ host.</li> <li><input type="checkbox"/> Determine preliminary costs and funding.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Finalize trip dates, program, accommodation, and itinerary of activities.</li> <li><input type="checkbox"/> Calculate cost of trip- flight, accommodation, miscellaneous (transfer, security, etc.)</li> <li><input type="checkbox"/> Work with the vendor or host to conduct a risk assessment.</li> <li><input type="checkbox"/> Establish a hard deadline for student commitment in the form of a non-refundable trip payment.</li> <li><input type="checkbox"/> Check for student eligibility.</li> <li><input type="checkbox"/> *Secure final approval of the trip from the Principal/ Superintendent based on trip criteria.</li> <li><input type="checkbox"/> Review and finalize contracts and/or arrangements with the vendor or host.</li> <li><input type="checkbox"/> Work with the travel agent to determine visa requirements for students.</li> <li><input type="checkbox"/> Collect student documents (passports, applications, etc.) to secure visas.</li> <li><input type="checkbox"/> Provide trip information to parents including: <ul style="list-style-type: none"> <li><input type="checkbox"/> Letter to parents</li> <li><input type="checkbox"/> What to pack list</li> <li><input type="checkbox"/> Trip itinerary</li> <li><input type="checkbox"/> Risk assessment summary</li> <li><input type="checkbox"/> Permission Forms (emergency contact information, informed consent, health conditions)</li> </ul> </li> <li><input type="checkbox"/> Hold parent meetings for Week Without Walls trips (Gr 6-9).</li> </ul>

### Notes:

1. Please note that a trip may not receive final approval from the Principal/Superintendent if the criteria are not met.
2. A Trip Leader(s) may offer an interest-based trip during a school holiday if there are concerns about the minimum number of students who will commit to go on the trip.

3. Final Arrangements (2-3 weeks before the trip)	4. Final Arrangements (Day of Trip/1-2 Days Before)
<ul style="list-style-type: none"> <li><input type="checkbox"/> Confirm transport, accommodation / roommates, airline tickets and visas.</li> <li><input type="checkbox"/> Finalize arrangements with the vendor or host.</li> <li><input type="checkbox"/> Inform teachers and the main office of the student trip roster and the dates of travel and missed school days.</li> <li><input type="checkbox"/> Continue to work with travel agents to secure airline tickets and visas for all students and chaperones.</li> <li><input type="checkbox"/> Develop agreements with chaperones about supervision.</li> <li><input type="checkbox"/> See the school doctor to confirm special health needs of students (e.g. medication, dietary restrictions, etc.)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Confirm that there is adequate adult supervision (up to 10:1 Student/Chaperone Ratio)</li> <li><input type="checkbox"/> Review risk assessment</li> <li><input type="checkbox"/> Confirm that transport and security detail is in place.</li> <li><input type="checkbox"/> Check student attendance.</li> <li><input type="checkbox"/> Ensure that each student has an airline ticket and the necessary travel documents (visa).</li> <li><input type="checkbox"/> Ensure that emergency contact information and health information for each student is accessible.</li> <li><input type="checkbox"/> Check in with the school doctor and pick up first aid kit.</li> <li><input type="checkbox"/> Review student health information including prescription medication.</li> <li><input type="checkbox"/> Review behavior and safety standards with chaperones and students including <ul style="list-style-type: none"> <li>○ Rules and expectations</li> <li>○ System for accounting for students (e.g. buddy system)</li> <li>○ Review emergency procedures (e.g. injury, accident, inappropriate activity, etc.)</li> <li>○ Explain what to do if someone gets separated from the group.</li> </ul> </li> </ul>

### **Trip Evaluation**

Upon return, the Trip Leader will conduct and document an evaluation of the trip. Students and/or chaperones will have an opportunity to provide input on the three following areas:

1. Quality of Experiences (alignment with trip goals)
2. Travel / Logistics
3. Preparation and Procedures
4. Lessons Learned

The Trip Leader is responsible for documenting this evaluation to ensure that it will inform trip planning and preparation for next year.

## Appendix C: Risk Assessment

The Trip Leader and the trip vendor/host is expected to conduct a risk assessment for each trip using the template below. The assessment applies to travel to and from the trip location and the actual trip experiences. The purpose of the assessment is to mitigate (not eliminate) the inherent risks associated with a school trip.

Significant hazard	Person at risk	Control measures	Additional comment / action	Risk rating
Student lost or separated from group, inadequate supervision.	Children	<ul style="list-style-type: none"> <li>• Ensure supervising staff are competent and understand their roles.</li> <li>• Sufficient adult supervision numbers</li> <li>• Relevant phone numbers saved</li> <li>• Plan and use suitable group control measures (for example, buddy systems, large groups split in small groups each with named leaders, etc)</li> <li>• Discuss itinerary and arrangements with students</li> <li>• Briefing to all on what to do if separated from group</li> <li>• Head counts by leaders particularly at arrival/departure points, and when separating and reforming groups</li> </ul>	Plan supervision before visit and brief staff and students.	Low
Illness or injury	Children / Adults	<ul style="list-style-type: none"> <li>• 1st aid cover accessible and appropriate</li> <li>• Leaders know how to call emergency services.</li> <li>• students and parents are reminded to bring individual medication and this is securely kept (where applicable)</li> <li>• First aid and travel sickness equipment carried.</li> <li>• Mobile phones carried if available.</li> <li>• Emergency contacts arranged</li> </ul>	Check adult's first aid certificate current.  Medication brought by students (where applicable)	Low
Bus travel safety	Children / Adults	<ul style="list-style-type: none"> <li>• Buses have seat belts that staff ensure are used.</li> <li>• Sufficient supervision numbers</li> <li>• Suitable embarkation points used).</li> <li>• Close supervision and head counts when embarking and disembarking</li> </ul>	Update as needed:	Low
Proximity to water (where applicable)	Children / Adults	<ul style="list-style-type: none"> <li>• Risk awareness of route, banks, crossings, etc.</li> <li>• Awareness that water levels change and need to assess conditions before and during activity.</li> <li>• Other routes MUST be taken if the route is unsafe (eg bank-side path, stepping stones).</li> <li>• Good supervision of students to ensure sensible behavior.</li> <li>• Depending on depth, ensure someone can swim / Method of extraction from water in place (where applicable)</li> </ul>	Update as needed:	Low
Add any extras as needed here and below	Children/ Adults	<ul style="list-style-type: none"> <li>• Child protection guidelines continue to apply off campus for school led field trips (Adult / Student bathrooms etc.). Here is the link to</li> </ul>	<a href="#">Intimate and Personal Care Plan (Pg. 11)</a>	

		the <a href="#">Child Protection Handbook</a> and <a href="#">Intimate Care Policy</a> .	<a href="#">Code of Conduct</a>	
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### Local Clinic and Hospitals

Name	Address/Phone Number	Contact Person

Please note that the Trip Leader and Chaperones have current First Aid/CPR Training.