



## **Extended Trips Field Trips and Excursions**

It is the policy of the Board of Directors that trips requiring more than one night away from home or of a unique nature in destination or activity, or involving school district costs such as substitute teachers, will be referred to the Superintendent of Schools for both approval in principle and final approval. Trips exceeding seventy-five (75) miles (one way) also will require the approval of the Superintendent of Schools.

### **Approval in Principle**

Approval in principle must be received before announcement to parents and students and the beginning of fund-raising activities. Requests for approval in principle must include:

1. A statement of educational objectives of the trip.
2. A proposed budget including costs to students and sources of finance.
3. An estimate of the number of students participating.
4. A general plan or schedule for the trip.

### **Final Approval**

Requests for final approval must include:

1. A detailed itinerary of the trip including educational activities, accommodations, and travel arrangements.
2. Planned adult supervision.
3. A detailed budget including receipts and disbursements anticipated.
4. Assurance that the above details have been provided to parents and that written approval for the trip has been gained from each parent involved on a form prescribed by the Board of Directors.

### **Conditions**

Ability of a student to pay costs of the trip must not be a factor in determining participation in trips involving school time. Schools may organize voluntary field trips outside school time in which student ability is a factor in determining participation.

Arrangements for supervision of students on extended or unique field trips are subject to approval by the Superintendent of Schools.

### **Extended Trips**

Traveling offers an opportunity to learn first hand about other lands and other people. People and places they have read about, language they have studied, foods they have imagined can all be seen, heard, smelled or tasted. High school students are at an age when they are mature enough, if properly supervised, to visit other lands. At the same time they are sufficiently open and receptive to fully benefit from the challenges presented by new and foreign ideas. Additionally, students who have benefited from the opportunity to travel return with a much more personalized interest in studying the histories, arts, and/or languages of other lands. Other benefits of such travel include, but are not limited to, a greater understanding of the tolerance towards people different from themselves. Not inconsequentially, students return having gained a new perspective on American life.

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### **Trip Categories**

At Mt. Ararat School, the Foreign Languages Department sponsors two categories of extended trips:

1. Trips organized through the services of experienced and reliable student travel and study organizations. Such organizations generally act as "Principals;" they are fiscally responsible for the programs offered in accordance with the requirements of the International Air Transport Association and the Civil Aeronautics Board.

Similarly, such organizations generally offer contracts specifically excluding teachers, schools administrators, school boards and districts from any liability in connection with their programs; that is, the organization as the principal is responsible to all participants for all claims arising from the program.

Additionally, some other organizations supply umbrella liability policies in excess of \$10,000,000 through which teachers, schools, administrators, school boards and districts are named as additional insured persons. This policy offers coverage for the costs of legal defense as well as liability claims.

2. Trips organized "in-house," that is, by teachers with the services of local travel agents or transportation companies. These companies act only as agents or contractors providing transportation, accommodations and other services. The issuance and acceptance of tickets are deemed to be consent. The agents are not liable for any loss, injury to any person or damage to any property.

Likewise, the supplier of transportation is not held responsible for any act, omission or event during the time passengers are not on board their conveyances.

In both categories of trips, health and accident insurance is required of the trip participants (the students and their parents/guardians). Individually-held health insurance plans can be used for medical expenses, but an added insurance policy for emergency return home transportation due to illness or accident is required should the student miss the pre-scheduled return trip with the rest of the group.

### **Supervision of Students**

It is recommended that one teacher be responsible for no more than eight to ten students. The Superintendent of Schools should be aware of and approve any change in this recommendation. Supervision of students begins with the agreed point of return (i.e., the school, the airport or the bus/train stations). Students must follow the rules and regulations set by the teacher and the study group organization. Failure to comply with such rules will entail the termination of the student's participation in the program, and the student or the parents/guardians of the student will be responsible for the expense of the return home ticket. The teacher (s) is (are) responsible for the general safety and welfare of the students.