

Y O R K R E G I O N D I S T R I C T S C H O O L B O A R D

SUPERVISION EXPECTATIONS FOR EXTENDED STUDENT STUDY TOURS

***All parents, chaperones and administrators must review this information together.
Parents and students must sign to acknowledge understanding.***

Supervision is defined as follows:

- Teachers will create groups of students and identify the chaperone who will be in charge of each group;
- If students are visiting a museum, gallery or shopping area, there may be times when it may be difficult to stay together as a tight group. The expectation at this time is that the group supervisor will give students parameters where they can go, a timeline for regrouping, a cell number where the supervisor/chaperones can be reached and/or a location where the supervisor will be found at all times;
- Since parents sign for the itinerary that was outlined to them, students should understand that it may not be possible for a small group of students to visit a particular location with a chaperone supervisor, even if the location is appropriate and approved;
- Students may not leave the hotel in the evening at any time unless accompanied by a designated supervisor/chaperone;
- Tour companies may choose to hire hotel security overnight to ensure that students remain in rooms while supervisors/chaperones are sleeping; and
- Supervisors/chaperones will create a supervision schedule to cover evenings when students return to the hotel.
- During the trip, chaperones must review general and specific expectations for each day with the students (e.g., in the morning, after lunch, at bedtime, etc.).

If any student is not capable of managing this level of supervision, parents should declare this to the school administration, and the administration, parents and staff will determine whether this student should participate in the trip.

Other Issues:

- Where possible and reasonable, an administrator should attend an Extended Student Study Tour;
- Administration will attend meetings with parents during the organization and planning for the trip - in particular, the first meeting and last meeting prior to students leaving. At both of these meetings, the administration must review the itinerary, identify any situations they may have other than group supervision - dinners, shopping, etc and outline the expected behaviour of students at that time;
- It is recognized that when visiting other countries, there may be different attitudes toward drugs and alcohol and different age limits. Students and parents must understand that students must abide by the Board's and school's policy relating to these issues; and
- Administrators must ensure that there is no free time scheduled or planned for the trip where students will be unsupervised.

Despite our best efforts, and constant supervision, students often behave in a different manner than they do when at home or at school. Parents and students must understand the liability and risks involved in an Extended Student Study Tour and have a serious discussion about expected behaviour and the consequences that are likely to result if their behaviour falls short of expectations outlined.

PLEASE NOTE:

It is imperative that at the first meeting with parents that the Principal of the school review the itinerary step-by-step and describe what supervision for each event will look like. Parents must understand that there are times when students will be supervised indirectly by chaperones. This is not free time. At no time will students be given free and/or unsupervised time - that is, time when they can go off by themselves and do as they wish. Staff must also provide a supervision schedule for the evenings at the hotel.

Example 1: Students are spending 4 hours at the Louvre. Students will arrive at the Louvre and a head count will be taken. It is impossible for a large group to stay together all of the time so students will be divided into smaller groups of perhaps 3 or 4. They will be given a phone number of a chaperone to call if they have an emergency. They will also be given a place to meet at different times – perhaps two hours – to reconnect with the chaperone. At the end of the visit, a head count will be taken and students will again move into a larger group as they move on to the next location.

Example 2: Students are visiting a large area that has multiple shops. Students cannot move as a large group through the small shops. Students will be divided into smaller groups of perhaps 4 students. They will be given instructions that will include the parameters they must stay within and told that they must stay together as a group. The chaperone will designate a meeting place within a reasonable time – perhaps 1½ hours and a cell phone number for the chaperone will be given in case of an emergency.

If there are any other extraordinary situations re supervision, these must be explained to parents at the first meeting. Parents must know and understand that if their child cannot manage this level of supervision, they should not proceed with participating on the trip. Principals should ensure that the permission form to be signed by parents outlines these terms very carefully.

Reviewed by:

Parent/Guardian Signature

Date

Student Signature

Date