

MARKVILLE SECONDARY SCHOOL

Student Expectations Contract
Switzerland, Italy, France, and Spain
Wednesday, March 6th 2019 to Saturday, March 16th 2019

Your son/daughter, _____, has chosen to represent **Markville Secondary School** and the York Region District School Board on a study tour to Switzerland, Italy, France, and Spain from **Wednesday, March 6th 2019 to Saturday, March 16th 2019** inclusive.

In representing a school, it is important to note that at all times during this trip, students need to adhere to school rules, regulations and the behaviour code in order to leave a lasting impression with our hosts that solidifies our great reputation. The students that are going on this trip are involved because of our belief in them to show good character. This includes attributes such as honesty, integrity, respect, responsibility and fairness.

Despite our belief in the students, it is important to remind parents/guardians and students of the following expectations on extended study tours:

- a) Always be on time for events. Tardiness causes the entire group to be delayed.
- b) Follow curfew times. Be where you are supposed to be at all times.
- c) Do not consume any alcoholic beverages or be under the influence of any illegal drug at any time during the trip.
- d) Never allow "other people" (besides your classmates) into your hotel room.
- e) Be respectful of other people who may be in our hotel. Keep noise levels low at all times.
- f) Follow appropriate by-laws with respect to smoking cigarettes.
- g) Always behave appropriately representing **Markville Secondary School** in a positive and excellent manner.

It is our hope that none of these expectations are breached by any of the students. If, however, there is a situation that arises that is deemed to be inappropriate, the adult chaperones will determine the best course of action for the student and his/her family. Serious offences may result in parent contact and possibly the need to return the student to Ontario at the expense of the parents/guardians. They may also involve further disciplinary action such as suspension by the school.

We are looking forward to an amazing, memorable experience for all involved.

I have read and understand the expectations outlined above. I understand that Mr. Ebrahim plus the other teacher chaperones of Markville will be taking my son/daughter out of Ontario to Switzerland, Italy, France, and Spain from March 6th to March 16th 2019.

(Student)

(Date)

(Parent/Guardian)

(Date)

YORK REGION DISTRICT SCHOOL BOARD
PERMISSION FORM FOR EXTENDED STUDENT STUDY TOUR

As a condition of participation in an Extended Student Study Tour activity, the York Region District School Board requires that this form be completed by the parent/guardian of each student participating and that one copy be kept on file in the school office.

Name of School: MARKVILLE SECONDARY SCHOOL

Name of Student: _____

Telephone #: _____ Emergency Contact #: _____

Email Address (optional): _____

Travel Destination: SWITZERLAND, ITALY, FRANCE AND SPAIN Travel Dates: MARCH 6-MARCH 16, 2019

The student named above has expressed a desire to be included in this group of students participating in the extended student travel activity. Please review this form and acknowledge your consent and understanding of the conditions of participation by signing each section.

INSURANCE

Medical Insurance and trip cancellation insurance is recommended for anyone who travels to a foreign country. A comprehensive insurance package will be offered to you as part of the trip's fee structure.

Please indicate if you will purchase this coverage: Yes No

In the event of injury, I agree to accept all the financial responsibility beyond the coverage provided for in those plans under which the student is registered. As parent/guardian, I authorize the teacher supervisor to consent to and authorize any necessary emergency medical attention to my son/daughter during this Extended Student Study Tour.

Parent/Guardian Signature

Student Signature

Date

STUDENT CONDUCT

I understand an itinerary and rules for the conduct of students will be developed as a part of the travel plan. I also understand that serious violation of the rules by a student participant may result in the student being sent home at his/her expense. In the case of a minor, the parent/guardian may be requested to accompany the student home at the expense of the parent/guardian.

Parent/Guardian Signature

Student Signature

Date

TRAVEL CONTRACT

All contracts are between the parent/guardian/student and the tour operator. It is recommended that you read and fully understand all parts of the agreement and in particular those sections on financial obligations and insurance.

Parent/Guardian Signature

Student Signature

Date

TRIP CANCELLATION

Please note that the York Region District School Board reserves the right in its sole discretion to withdraw its support for this trip for any reason and more particularly in response to concerns about events internationally, nationally or locally which may compromise student and/or staff safety. Should the York Region District School Board decide to withdraw its support for this trip, please be aware that any deposit or monies paid up to and including the date of cancellation may not be refunded by the travel service providers.

The York Region District School Board takes no responsibility for any monies which may not be refunded as a result of the York Region District School Board's decision to withdraw its support for the trip. The responsibility for any and all monies owing and or forfeited as a result of the York Region District School Board's decision to withdraw its support for the trip is the sole responsibility of the student attending on the trip and his or her parents/guardians. Cancellation insurance may not cover circumstances in which the Board has withdrawn its support for a trip and the trip is cancelled or rescheduled.

Parent/Guardian Signature

Student Signature

Date

Principal or Designate Signature

Date

This information is collected and used pursuant to the Education Act. The information will be used to acknowledge that parents/guardians are informed about field trip participation and be used in the case of an accident or emergency. If you require further information contact the school principal.

Retain C+1 at the school. In the event of an accident, attach Accident/Injury Report and forward to Administrative Services.

YORK REGION DISTRICT SCHOOL BOARD

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