

6101: INTERNATIONAL EDUCATIONAL/ATHLETICS TOURS (AP)

Approved: 93 06 15

POLICY

The Board of Education recognizes that individual district schools will cooperate with recognized travel agencies to undertake educational tours overseas to coincide generally with school holiday periods.

The Board reserves the right to provide approval for such school sponsored tours provided that the students participating will govern their behaviour in accordance with school rules and/or special provisions as agreed upon by the principal, parents of the students involved, and the chaperone(s).

It is understood that educational tours overseas shall be at no cost to the Board other than such costs that are specifically identified at the time of formal Board approval of the tour.

ADMINISTRATIVE PROCEDURES

Teachers planning international educational tours should be guided by the following regulations.

1.0 APPROVAL

- 1.1 Approval in principle must be obtained from the Board prior to advertising the tour opportunity to students.

Approval in principle applications should include

- i) destination
- ii) total time of travel
- iii) chaperone assignments
- iv) time away from regular classes
- v) tour company
- vi) teacher substitutes required
- vii) individual student cost

- 1.2 Application for final Board approval must be obtained by the sponsor(s) when all travel arrangements have been finalized for the tour.

2.0 FUNDING

- 2.1 International educational tours shall generally be at no cost to the Board.
- 2.2 Tour sponsors shall be responsible for substitute costs and all transit costs, except where the Board has provided specific approval to the contrary.

3.0 CHAPERONE ARRANGEMENTS

- 3.1 All international tours shall be accompanied by a sponsor teacher(s) from the school which sponsors the tour.
- 3.2 The adult to student ratio shall be at least one adult to each twelve students.
- 3.3 Chaperones for mixed groups shall include both males and females.
- 3.4 Chaperones shall conduct themselves according to general standards expected from classroom teachers.

4.0 STUDENT DISCIPLINE

- 4.1 The principal, teacher sponsor, chaperones, and parents of participating students shall meet to establish an appropriate code of conduct to be followed during the tour.
- 4.2 Students who have been found to be in violation of an understood standard of behaviour shall either be formally warned of the deviation or the incident shall be reported to the principal by telephone.
- 4.3 Students who repeat a violation after having been warned or are involved in a major deviation from an understood standard shall either
 - i) be returned home at the earliest opportunity at parents expense, or
 - ii) have the incident reported to the principal by telephone and be disciplined according to existing Board or school policy.