

GUIDELINES FOR EXTRACURRICULAR SUPERVISORS AND PARENT CHAPERONES

This document is prepared for the guidance of teachers in charge of co-curricular activities and parent chaperones accompanying them.

Each activity should be under the direction of a staff member(s) who would have complete charge and responsibility for the students in the same manner as in a classroom. Parent volunteers and paraprofessionals may be used to assist with the activity and to provide the desired pupil/adult ratio of 10 to 1. The staff member(s) in charge would be responsible to give direction and delegate duties to parents or paraprofessionals assisting with co-curricular trips.

As part of the foregoing the staff members in charge should see that the following are done:

A. Re: Bus Ridership

- Windows should be opened only with the permission of the driver. Arms, legs, heads, etc. are not to be stuck out of windows. Garbage is not to be tossed out of the windows.
- Eating on the bus is under your control as supervisor. Containers are provided for garbage and it is expected that garbage would be either in these containers or taken from the bus as students disembark so that the bus is left tidy.
- Fuel and rest stops should be arranged in consultation with your driver(s). The driver's authority will prevail in decisions resulting from bad weather, poor roads and other conditions that the driver may consider hazardous or unsafe.
- Equipment and/or luggage taken on the trip must be stored in accordance with the Policy titled Carry On Items on Schools Buses.
- Seating may be assigned or changed at your discretion.
- Supervisors are encouraged to sit nearer the middle or rear of the bus for better control and monitoring of student behaviour.
- A list of students actually riding on each bus must be left with the school prior to departure on any trip.
- When more than one bus is used students are to be assigned to a particular bus for purposes of list accuracy.
- Students travelling by bus should be allowed to join or leave the group if:
 - a) their parent/legal guardian picks them up at a pickup or drop off location that is part of the normal itinerary

OR

- b) with prior written notice from the parent that clearly identifies the adult that will directly pick up or drop off the student. Any pickup and drop off can only occur at points that are part of the normal itinerary.

B: Related

1. Provide students with information re:
 - i) the itinerary
 - ii) behaviour or dress requirements, and consequences for misbehaviour
 - iii) the duties and authority of the parent chaperones
 - iv) meal arrangements or routines including portions provided
 - v) room and billet arrangements or routines if applicable
2. Provide chaperones with the information listed for students; a copy of this document; a list of students and a briefing on what assistance or duties are expected of them.
3. Chaperones might be expected to assist with one or more of the following:
 - i) supervising on the bus
 - ii) supervising small groups on tours
 - iii) arranging, assisting with, and supervising meals
 - iv) arranging and supervising check in at hotels
 - v) overseeing loading and unloading of equipment
 - vi) monitoring and enforcing required behaviour
 - vii) answer questions, provide information, direct traffic

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