



CONNECTIONS™

www.seedsconnections.org

High School Multicultural, Environmental and Leadership Program

2018-2019

Teacher Information Booklet



RBC Foundation®



Human Rights
Education and
Multiculturalism
Fund



Teacher Information Package

This package outlines what will be required to do as the school's coordinating teacher and liaison for the CONNECTIONS program. Included in this document are the following instructions and forms:

Information about the parent/ student booklet	p. 2-3
Teacher's role and expectations	p. 3-4
Teacher's info sheet	p. 4-5
Teacher's checklist	p. 6

Parent/ student booklet

You will have received the parent/student booklet via email along with this package. The following information will assist you in providing the students with accurate information.

CONNECTIONS Letter with dates and deadlines p. 2

Please note that you will need to fill in the specific details regarding the dates and information about the course that your students will be attending. Dates and deadlines will be confirmed with you via email or telephone once you have committed to the program.

Sponsor and Partner Information	p. 4
CONNECTIONS Information Fact Sheet	p. 5
“Students Embrace Diversity” article	p. 6
Course Outline and Expectations	p. 7

These pages provide the parent, student and teacher with an overview of the program. As a four credit course, it is essential that students who are enrolling in this course understand the commitment before and after the residential program. Please note that we require both a parent and student signature in response to page 7 on the corresponding form on page 16.

Residential Program Information	p. 8
Expectations for Student Behaviour	p. 9
Sample Residential Program Schedule	p. 10
Multicultural Pot Luck Supper Information	p. 11-13

The information provided on these pages focuses on the residential program providing an overview of what it will look like and what expectations are communicated to the parents and students. Please note that each day consists of a combination of activities that will be conducted in both indoor and outdoor venues. Also, there is no time allocated for school work although there is some free time scheduled each afternoon where we promote connecting with new friends in a less structured setting.

Clothing/packing list	p. 14
Map/location of Kamp Kiwanis	p. 15

Please take a copy of the packing list for yourself, however in addition you may wish to bring a coffee/tea mug; water bottle; indoor shoes/slippers; healthy snack food.

Risk Management at Kamp Kiwanis CONNECTIONS Program p. 16

Outlines how potential risks are managed at Kamp Kiwanis for the CONNECTIONS Program.

The following forms provided in the parent/student booklet are to be collected according to the following schedule:

*Form	Page	Due to you
Parent/ Student Commitment Form	p. 17	before course begins
Connections Student Information Sheet	p. 18	before on-site
Photographic consent	p. 19	before on-site
CONNECTIONS/Kamp Kiwanis A of R Form	p. 20-22	before on-site
Disconnect To CONNECT Form	p. 23	before on-site

***We do not require these forms until you come on-site, but please remember to bring them with you.**

*****PLEASE MAKE SURE TO FILL IN ALL OF YOUR SCHOOL DISTRICT'S OFF-SITE FORMS THAT YOU WILL HAVE TO DO PRIOR TO COMING OUT TO KAMP KIWANIS.**

Teacher's Role and Expectations

Pre- Trip

- Organize and select 6-10 students that will participate in the CONNECTIONS Program.
- Conduct **4-5 meetings** (30 - 40 minutes each) with the students prior to coming out. Teachers will receive an agenda of items that need to be discussed prior to each meeting via email. (You are welcome to meet with the students more often if you would like to)
- Arrange transportation to and from Kamp Kiwanis.
- Arrange for your own teaching sub(s)

On-site residential program

- You will be a "Family Group Leader" whereby you participate in the activities with students from other schools including collecting and responding to the student's daily journals.
- As a school group leader you will be checking in with your students every breakfast as well as meeting with them near the end of the week to begin plans for their final projects

- Programming and all activities are conducted by site staff and guest facilitators however we do ask that you assist with supervision

Post- Trip

- Conduct **8 - 10 meetings** to touch base with students and ensure that they are on track with their final project ideas and implementation plans.
- Email to CONNECTIONS confirmation of students' completing their final project.

Basically, your non-stressful role is to enjoy the program, relax and meet new students and teachers that want to make a difference!

Teacher Info Sheet

Course Delivery:

The online portion of the course is delivered online and coordinated by the CONNECTIONS instructor. Teachers will be given their own passwords in order to be able to go online to observe, monitor, and mark each of their student's work.

Student passwords will be provided by CONNECTIONS prior to the start of the online component of the course. Course navigation and explanations will be provided by the CONNECTIONS instructor.

CONNECTIONS Information Website

www.seedsconnections.org

Criteria for Student Selection

CONNECTIONS is in addition to their school course load, therefore students, teachers and parents must be aware of the extra demands that will be placed upon the student during the pre-trip, on-site and post-trip aspects of the program. Students selected must be willing to work independently and be able to manage their time effectively.

Additional criteria that teachers should consider when selecting students for this course are:

- Students should demonstrate an open mindedness and interest in learning about cross-cultural issues and diversity
- Students should be willing and able to share their thoughts on issues in a constructive manner.
- Students who are interested and enjoy meeting new people.

- Students must make their own arrangements with their teachers about catching up on the work that they will miss while away at CONNECTIONS.
- We are looking for students who want to make a positive difference!

Substitute teachers

For inside and outside Calgary based teachers, CONNECTIONS will provide up to \$600 of sub costs per school as necessary for participating teachers. If your sub costs will be greater than \$600, your school will need to cover the additional amount.

We ask you to arrange for your own sub and submit an invoice to CONNECTIONS.

Transportation

Travel to and from Kamp Kiwanis is the responsibility of each school. Schools within the same school division can and should look into sharing a school bus to lower the cost for each school. CONNECTIONS provides some financial assistance for transportation to and from Kamp Kiwanis and works out the details with each individual school depending on distance being travelled.

Accommodation

Teachers will have their own rooms but may have to share a room with another teacher. Please bring your own bedding, towels and toiletries. Most teacher rooms will have a private washroom and shower.

Cost

There is a student registration fee of \$275 per student. (Subsidies available where necessary)

There is no cost to teachers to attend the program.

Each school is asked to contribute up to \$300 towards a bus pooling fund. CONNECTIONS will cover the remaining bus costs.

Teacher Checklist: Everything you need to do/ collect/ arrange on one easy page!

- _____ Parent/ student package adjusted (p. 2) and any school specific forms added to package if necessary
- _____ Parent/ student package distributed
- _____ Students selected and confirmed at least four weeks prior to going to On-Site component.
- _____ Final names of students AND THEIR GENDER into CONNECTIONS 2 weeks prior to start of Pre-Trip online program.
- _____ All student forms and registration cost collected prior to pre-trip online component starting.
- _____ Hand out student passwords (sent to you one week before online course begins)
- _____ Arrange first pre-trip meeting and follow-up meetings **All meeting agendas will be provided by Connections*
- _____ Arrange all additional pre- trip meetings with students
- _____ Arrange sub
- _____ Transportation confirmed with CONNECTIONS Program Manager
- _____ Arrange First post-trip meeting and follow-up meetings **All meeting agendas will be provided by Connections*
- _____ Arrange all additional post-trip meetings with students

Forms (please include yourself where applicable)

PLEASE BRING ALL FORMS TO KAMP KIWANIS ON THE DAY OF ARRIVAL

- _____ Commitment form (p.17);
- _____ Student info form (p. 18) collected before names submitted
- _____ Media consent form (p. 19) collected and brought to camp
- _____ Health/ food restriction info submitted to CONNECTIONS one week before onsite experience.
- _____ **CONNECTIONS Acknowledgement of Risk form (p. 20-22) collected and brought to Kamp Kiwanis**
- _____ **Disconnect To CONNECT Form (p. 23)**
- _____ **Your school district's forms collected.**