



GLOBAL JOURNEYS, ACADEMY OF LEARNING
MINISTRY OF EDUCATION BSID# 885651

Summer Programs Abroad
Staff Manual 2022-2023

Welcome to the Global Journeys Academy Summer Program!

Global Journeys Academy offers students a memorable educational experience in an enhanced, immersive learning environment: online and onsite classes around the world. Our international courses enhance the traditional secondary school experience, giving students the opportunity to study, travel, and volunteer abroad, whilst earning a credit and community service hours towards the OSSD, developed and delivered according to the standards of the Ontario Ministry of Education. We are committed to providing meaningful learning experiences that support student success: we promote the highest academic standards, encourage intellectual growth, and create positive, inclusive learning environments, wherever our courses take place.

Our courses run at different times throughout the year, but our embedded international experience is usually offered in July or August. Online classes include text-based conferencing, group learning activities, and interactivity with learning materials and students / teachers. Our onsite classes are taught in non-traditional environments (e.g. hotel conference rooms, university campuses, public libraries, historical sites, galleries and museums, etc.), using non-traditional methods (e.g. public performances in ancient theatres, still-life drawing in public places, etc.) and thus require an open-minded approach to teaching and learning. Classes are held from Monday to Friday, between the hours of 8:30am–12:30pm, and/or from 2:00pm–5:00pm, although some classes and site visits will take place at different times (evenings) and on weekends.

You have been hired by Global Journeys Academy because we believe you are capable of delivering outstanding instruction in a non-traditional school environment. As part of a supervised pre-university experience, you and your students will be immersed in new cultures, meeting new peoples, in countries around the world. As part of the Global Journeys Academy team, your role goes beyond that of a traditional teacher: you're a guardian, mentor, and tutor, supporting your students' academic success and personal welfare, whilst shaping conscious global citizens. We are so pleased to have you on board!

Each member of staff is contracted for a period of 5 months, from April 1 – September 1, and subject to the conditions of employment as outlined in your contract (attached). You are covered under our General Commercial Liability Insurance however you must obtain your own travel medical insurance if you are not already covered by your school/school board while travelling abroad.

We ask that you please read carefully the accompanying material that covers all of our updated policies and procedures.

THANK YOU!

The GJ Team ☺

YOUR ROLE AS TEACHER:

COURSE PLANNING

As a Global Journeys Academy teacher you are expected to deliver (both online and onsite) 110 hours of instruction, based on the Ontario Ministry of Education curriculum expectations. You are responsible for all normal duties related to the design and teaching of a secondary school credit course, including: the preparation and delivery of course syllabi and content; preparation of a Microsoft OneNote class site; development, administration, and marking of assignments, tests, and exams; calculation and submission of grades; holding regular student meetings; attending all staff meetings and training sessions; and other duties as required.

A detailed Outline of the Course of Study (explaining the units and hours of study, assessment criteria, and resource materials) and a Course Calendar (outlining daily class work, course activities, due dates, etc.) must be submitted to the Principal for review, according to a template which will be provided.

If more than one teacher is assigned to a course, you must work together to ensure consistency in academic expectations, course content, assessment strategies and evaluation. In all programs our goal is to optimize the integration of on-site learning with the travel opportunities that the program provides.

CLASS SCHEDULING

Onsite classes run Monday to Friday, between the hours of 8:30am–12:30pm, and/or from 2:00pm–5:00pm. In addition, site visits relevant to course content may take place on Saturdays and Sundays. In some instances this schedule may be altered, in order to accommodate travel schedules or other unforeseen travel circumstances. Instructional space will be available at university campuses or hotel conference rooms, however, we encourage teachers to make use of onsite locations outside of the four-walled classroom to enhance the learning experience. There is a need to be flexible and creative around the use of space allocated for instruction.

Scheduled class time along with informal learning opportunities outside of the classroom, including conferencing with students, student presentations, and course related excursions make up the 110 required hours for credit courses. Program enhancements (optional excursions), intended to augment the travel experience, are noted on our schedules and are usually held on weekends and one afternoon per week. It is important when scheduling course assignments to consider these excursions and other planned activities that are part of the students' program and their extended learning.

We expect teachers to work with group leaders to provide students with help to successfully complete their course, and to find time for sleep and to have fun. Teachers and staff must insist on punctuality and perfect class attendance. It is imperative that this be established at the beginning of the program because the condensation of time and compression of course material requires an absolute commitment.

COURSE RESOURCES

Global Journeys Academy is moving towards paperless courses. We use the Microsoft Office program OneNote for all courses. A class site will be set up for you before the staff meeting. All of your course resources, including handouts, required readings, etc. should be uploaded to the OneNote class site. Only the final exam should be printed prior to departure. Costs associated with printing will be reimbursed by Global Journeys Academy, with receipts.

Where a textbook is required for a course, the teacher is expected to provide texts for the students or to assist with other alternatives for students to purchase a text at reasonable cost. Please discuss any such costs with our Principal. We want to limit the cost to students and to limit the volume of materials they must carry with them on the program. If there is a rental fee at your school for example – if they are willing to provide texts for our program – please advise students. Students could also provide you with a deposit which can be refunded at the end of your program when they return their books to you.

As per the direction provided by our Principal, course material should be made available to students online at the pre-departure meeting in June. Please inform students in advance if they will be given materials at the airport to ensure they leave space in their luggage or carry-on.

Inform Global Journeys Academy of specific requirements for equipment you may need in your instruction. Equipment may not always be available, but we will do our best to assist in every way. Keep in mind that some classes which will be held outdoors or in non-traditional settings throughout the program.

Teachers are required to use the standardized heading below on all resource materials for students. You will be provided with a document template. Please remember that your course content is the intellectual property of Global Journeys Academy and must reflect this; be sure to omit personal details about your homeschool and any other identifying information (home school board, school name. etc).



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Program Abroad: Costa Rica, SBI 4U

Document Title: Unit 1 Assignment

CONNECTING WITH STUDENTS

Communication and organization is key to the success of our programs. Connecting with staff and students via email is crucial prior to departure and for the duration of the course. Students and teachers will be assigned a Global Journeys Academy email address; this address only works internally within the Microsoft Outlook application. Please be sure to use this email for all communication; you should **not** distribute your personal or homeschool email address to parents or students. Please also ensure that your students can access their emails and OneNote class site before departure.

Teachers are encouraged to provide all course content, especially readings and assignment instructions in advance of departure (usually June 1). Most of our courses will now have an online pre-departure component; this is intended to alleviate some of the pressure of the onsite schedule. Detailed information about course instruction for online classes will be provided by our Principal at the staff training.

Upon receiving your class list, you are expected to contact each of your students to:

- Introduce yourself (please do this prior to our info meeting in June)
- Direct the student's preparation for the course
- Begin to get to know each student
- Discuss any special needs with the student

Please contact students who are not able to attend the info meeting as soon as possible. Summarize the meeting for them and ensure that they are not at any disadvantage.

CONNECTING WITH PARENTS

Communication via email between teachers and parents should be limited; our Principal will work with teachers to communicate student progress while abroad to parents. All concerns about a student's performance should be directed to the Principal.

We understand that teachers can be bombarded with emails from parents inquiring about the health, wellbeing, and academic performance of their child. We want to mitigate against teacher stress by minimizing this. While we expect teachers to be friendly and professional with parents at the info meeting and prior to departure at the airport, you are not required to make personal phone calls or emails to parents.

Please also **do not** communicate final marks to parents or students before formal report cards are issued.

ASSESSMENT OF STUDENT LEARNING

Teachers must share their plans for student assessment and evaluation with students; this will be clearly noted in the course syllabus and on the OneNote class site. Students who have been formally identified in their homeschool as having special learning needs (IEPs) must be accommodated according to the Ontario Ministry of Education standards. All relevant information will be provided to the teacher and staff.

It is essential to ensure that students are assessed on a daily basis and that they are aware of their progress at all times. Day-to-day recording of marks and comments is essential to determining a student's final mark and for completion of the Report Card.

To protect our integrity each teacher must determine a process to prevent plagiarism in all written submissions. Global Journeys Academy has a **Plagiarism Policy** and this will be shared with you to ensure everyone is consistent with procedures and consequences should this situation occur.

Teachers will calculate a mid-course numeric mark (on a date to be assigned); this will be reviewed by the Principal and communicated to parents and students by our Parent Liaison.

Final Examinations must be prepared and submitted **two weeks** before departure. Once the exam has been reviewed and approved, you can photocopy prior to departure.

Report Cards must be completed within 7 days of return. A **Report Card Template** will be provided in Word format. Reports must include a comprehensive, personal and professional summary of each student's learning experience, and will be completed on the 'Comments' section of the Report Card template. We ask that this report be positive, constructive and encouraging while outlining areas for improvement where needed. Subjective or negative remarks should not be included in this report. A sample report card and Report Card Process information sheet will be provided to all teachers for reference.

All other course material (essays, assignments, attendance sheets, etc.) should be uploaded on an ongoing basis to the OneNote class site, and no later than mid-August. Exams can be delivered by mail or in person to the Global Journeys Academy office no later than mid-August. We require this material to be on file for inspection by the Ministry.

Please do NOT to convey final marks to students. Once our Principal has reviewed all course materials and report cards and has ensured calculations are correct, Global Journeys Academy will issue the marks and report cards accordingly.

Grading Policy: Please be sure to adhere to the Learning Skills Criteria and Achievement Charts outlined by the Ontario Ministry of Education for your respective course (levels of achievement and definitions).

Please also note our policy on a teacher's "professional judgement" in the determination of a student's final grade. We ask teachers to review our **Checklist** for evidence of informal observations and conversations.

YOUR ROLE AS GUARDIAN:

RESPONSIBILITIES FOR TRAVEL

Each teacher and staff member travels to and from the course location with the group of students.

It is a hallmark of our programs that teachers make every effort to speak with each of their students in the weeks before departure and to meet each of them at the airport, and again at the airport on arrival back home. Many parents want that opportunity to thank our staff for their efforts at the end of the trip.

Group leaders will provide direction with respect to:

- Arrival time at the airport
- Process for checking in and going through security
- Meeting prior to boarding the plane
- Ensuring all students are present at all times prior to departure on bus, ferry, train, or plane.
- Expectations on arrival at the destination airport
- Transfer to other terminals or course locations
- Ensuring all students have made contact with family while abroad and upon arrival back in Toronto

On arrival at the international destination group leaders will organize an orientation to provide information about local services, suggest things to do and see, plan free-time activities and manage optional excursions. We encourage teachers to suggest activities that will enhance the students' learning experience. We know that programs are most successful when staff members are involved with students in free-time activities and course-related outings. Please remember that:

- The group leader will try to organize free activities for the group, but costs for add-on activities must be covered by the student. Informally organized free-time outings must take into consideration that such costs for local travel and event admissions may be beyond some students' budgets.
- Several optional excursions have been booked and paid for by students prior to departure and they will be directed by the group leader. In some instances, additional staff will be required to assist with the supervision of the students while on these excursions. The group leader in discussion with the team will advise teachers accordingly. One teacher **must always remain** behind to supervise and be available for students who are not attending the optional excursion.
- In instances where one teacher and one group leader is present on the program both will attend the excursion or alternate as required by the group leader.

The entire group of staff is expected to ensure student safety and wellbeing from departure at the beginning of the program to arrival at the end. Likewise, developing a mutual respect and trust between staff and students is extremely important. Clearly communicate to each of your students that:

- The academic course is intrinsic to the overall program;
- It takes maturity and integrity for students to manage their course work, their travel and their free time effectively;
- Teachers are available for help outside of class time;
- Absence from a class is a serious matter and should not occur;
- Punctuality is required for all scheduled classes, event and activities;
- Students leaving residence during free time must sign out and in with their teacher;
- At no time can boys be in girls' rooms, or girls in boys' rooms;
- Students must follow the curfew times of 10:00 pm on Sunday to Thursday and 12:00 pm on Friday and Saturday. *This may be altered upon agreement of all staff to an earlier time where appropriate and occasionally to a later time with complete supervision when special local events are taking place.*

It is important for the team of staff to work together as one unit. The group leader is responsible for all business-related arrangements and is the local contact for all issues related to travel, accommodation, food, excursions and group activities. As most of these leaders are also teachers they may at times be able to assist students outside of class (academically) if you or students require additional assistance.

RESPONSIBILITIES TO STUDENTS

MANAGING STUDENT BEHAVIOUR

A Student Behaviour Policy is provided to every student and parent. Each student and parent signs this document and a sample copy will be provided for your reference.

Should there be an infraction of behavior, we expect the teacher or group leader to deal with the matter privately and on an individual basis. There must be a warning, a consequence, and a written record. It is essential that one of the staff (usually the group leader) contact a parent when there is a breach of the rules noted in our Behaviour Policy. While the ultimate consequence for serious misbehaviour is to return the student home, we expect that, as professionals, we will be able to manage and influence students effectively to change inappropriate behaviour.

In the event of a grave incident or a continuing serious problem, please contact Anna or Lisa. Lisa will be onsite at one of our locations throughout the summer and will provide you with a local cell number for emergency contact.

MANAGING STUDENT HEALTH

Generally, students traveling with Global Journeys Academy miss very little class time or activities owing to ill health. However, in the event of a student becoming unwell staff are asked to do the following:

- Inform all other staff on the team
- If a student does not show up for your class, please immediately check on the status of the student
- Inform the Parent Liaison or Principal if a student is not able to attend a class because of ill health. This information will be relayed to parents.
- Do not administer any medicine without the parents' permission (Group Leader). Students carrying their own medicines can administer to themselves
- Take the student to see a health professional when it is prudent to do so and you have the permission of the parents. Sometimes there is a fee. If a student is not able to make payment Global Journeys Academy can do so on their behalf. Please notify the office when time permits and keep all receipts. Keep us informed at every stage.

The group leader and teachers are all equally responsible for the health and safety of students enrolled in our programs; most of our teachers have Standard First Aid and CPR training, carry First Aid kits, epi-pens, and inhalers, and are equipped with the numbers and addresses of international emergency services. Medical needs of students are recorded and will be provided.

Students with diverse learning styles and needs are welcome in all of our programs. Students with learning disabilities or special learning needs may require support that will be documented in a letter from their schools. The Principal will set up a contract with the students who have IEPs in order to ensure all expectations are met – and this includes expectations for students.

Global Journeys Academy staff are responsible for upholding safe, welcoming learning and living environments for all students.

**We thank you for reading and abiding by these policies and procedures.
Welcome (back) to the Global Journeys Academy team!**

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