

	<h2>Policy on Secondary V Orientation Trips</h2>	
	<p>Department responsible: School Operations Effective date: June 2005 (<i>Resolution 2005-058</i>) Amended on: November 19, 2014 and March 17, 2016 Approved by: Resolution #EC 2016-089</p>	
	<p>References:</p>	<p><i>Council Policy Manual:</i> E-1, EL-1 (2.3, 3, 7), EL-2 (#2) and EL-4 (#8)</p>
	<p><u>Other Policies</u></p>	<p>Safe schools (EDU-02) Against harassment (ADM-01) Fund-raising (FIN-04)</p>

The Secondary V Orientation Trips allow students who are currently enrolled in Cree School Board schools to visit Post Secondary Institutions prior to leaving their communities for Post-Secondary studies.

The Board strongly believes that this Orientation helps the students in making a smoother transition from Secondary to Post Secondary and serves its purpose in fostering success among the students. The Board also recognizes that each student must be provided with equal educational opportunities.

1) General provisions

Purpose **1.1.** This Policy is intended to establish rules pertaining to the eligibility of students to the Secondary V Orientation Trips as well as to the proper supervision and safety of students.

Application **1.2.** This Policy applies to all schools within the Board.

Objectives **1.3.** The specific objectives of the Secondary V Orientation Trips are to allow the students to:

- a) meet the academic advisors of the Post Secondary Institutions of which they wish to attend;
- b) meet their fellow Cree students who are already attending Post Secondary institutions;
- c) meet the personnel at the Cree School Board Post Secondary Student Services offices (Montreal and Gatineau);
- d) ask questions on the concerns that they may have prior to leaving home for their studies;
- e) familiarize themselves with the city of which they will become residents.

Definitions **1.4.** In this Policy the following words or expressions mean:

- a) **team leader:** the person appointed to supervise the entire group during the Orientation Trip;

- b) **supervisor:** the adult accompanying the students during the orientation trip;
- c) **parents:** mother and father or legal guardian of a student or the Cree traditional adoptive parent(s) of a student or, unless that person objects, the person having de facto custody of the student;
- d) **SAT:** Student Affairs Technician.

2) Eligibility

Evaluation team **2.1.** The Principal establishes an evaluation team consisting of Secondary V teachers, Principal or Vice-Principal, Guidance Counsellor/counsellor in academic training and the SAT(s) . The purpose is to determine the eligibility of each participating student. The Principal approves the list of eligible students and the team leader forwards the list to Student Services at least 3 weeks before the Orientation Trip. This list may be modified at any time by the Principal before the trip takes place if the eligibility of a student changes. The Principal will notify Student Services of any such change.

Conditions **2.2.** In order to be eligible to participate in the Orientation Trip, the student must:

- a) be registered within the Youth sector of the Board;
- b) not have previously taken part in an Orientation Trip;
- c) be eligible to graduate at the end of the academic year (including the next summer school session);
- d) have maintained a good attendance record since the start of the school year;
- e) attend all preparatory meetings for the Orientation Trip;
- f) participate in related fund-raising activities.

3) Organization and supervision

Organizing Team **3.1.** The Principal establishes a team to plan and organize the Orientation Trip. The Organizing Team consists of Secondary V students, teachers, Principal or Vice-Principal, Guidance Counsellor, SAT(s) and parents of the Secondary V students. The parents on the team are selected at a parent-student meeting. The Organizing Team is responsible for determining and scheduling:

- responsibilities*
- a) preparatory meetings;
 - b) fund-raising activities;
 - c) academic and leisure activities;

Moreover, the Team is responsible for:

- d) selecting the supervisors;
- e) appointing a group leader for the overall supervision of the group during the Trip;

- f) providing a copy to each student and parent:
 - i) the schedule of all planned activities;
 - ii) telephone numbers (hotels, post-secondary institutions, etc.);
 - iii) names of the supervisors;
- g) ensuring that the parents get a copy of the Consent and Release Form and sign it (see **Annex A**);
- h) ensuring the Organizing Team makes all proper reservations for accommodations;
- i) working in collaboration with Student Services for travel arrangements.

[Deadline](#)

3.2. Orientation Trips should take place between October 1st and December 5th because of the February 1st and March 1st deadlines for college applications.

[Supervision](#)

3.3. Responsible leadership and supervision must be assured and a ratio of one adult for every 3 students is required. The SAT and Guidance Counsellor are included in the ratio when they are part of the Orientation Trip. If students of both genders are involved, the supervision of the group must involve adults of both genders.

[Other traveller](#)

3.4. Only students, supervisors and the group leader may take part in the Orientation Trip. No other traveller may accompany the group if not authorized by Student Services.

4) Student's responsibilities

[Rules](#)

4.1. The student must:

- a) respect the school code of conduct;
- b) conduct himself in a responsible, respectable and mature manner at all times;
- c) respect the appointment times for activities, travel, etc.;
- d) attend all scheduled academic and leisure activities;
- e) remain with his supervisor;
- f) respect curfews;
- g) not possess or use alcohol, drugs or any other similar substances;
- h) pay for any damage that could result out of an irresponsible conduct;
- i) sign the Student Agreement (see **Annex B**).

Any infraction to these rules may result in the student being sent home.

Should work related to the Orientation Trip be assigned to students, it must be completed during the Trip.

[Other arrangements](#)

4.2. Students choosing to make additional arrangements during the course of the Orientation Trip must submit a written request from parents to the school Principal, at least 1 week prior to departure from the community. This request must constitute a release from the parents that during the period when the student is not in the

presence of the supervisor that the school is not responsible for him. Upon approval by the Principal, the Organizing Team must be informed.

[Documents](#)

4.3. At all times during the Orientation Trip, the student must carry:

- a) valid identification:
 - i) health card
 - ii) Indian status card, if applicable
 - iii) student ID card, if applicable
- b) the schedule (telephone numbers, etc.).

5) Parents' roles and responsibilities

[Participation](#)

5.1. Parents are encouraged to:

- a) participate in the planning and organizing of the Orientation Trip;
- b) accompany the students as supervisors.

[Obligations](#)

5.2. The parents must:

- a) sign the Consent and Release Form (see **Annex A**);
- b) inform the school of any special health conditions which might affect the student during the Trip;
- c) when the physical condition of a student requires special care, the parent (or his designate) may be required to accompany the student.

6) Supervisor's responsibilities

[Duties](#)

6.1. The supervisor must:

- a) sign the Supervisor Agreement (see **Annex C**);
- b) accompany the students to all scheduled events;
- c) ensure that the students are on schedule;
- d) monitor the behavior of students;
- e) ensure that the students respect the school's code of conduct;
- f) ensure the safety and well-being of students;
- g) stay in the same hotel room as the students.

7) Group leader's responsibilities

Duties

7.1. The group leader is subject to the same responsibilities identified in article 6.1 in addition to the following responsibilities where he must:

- a) manage the overall organization during the trip;
- b) ensure that all participants respect their obligations as established in this Policy;
- c) be responsible for the disbursements of allocated funds and register them in a receipt book with the date and signature of the recipient;
- d) submit Financial and Activity reports to Student Services at the completion of the Orientation Trip.

8) Funding

Funding

8.1. Student Services covers travel and accommodation costs for the students and their supervisors. However, Student Services will not pay for cancellation fees incurred when hotel cancellations were not properly carried out. Student Services will not pay for meals and other activities. The students must therefore fund-raise for this portion of the Trip or obtain the required funding from other sources.

Request

8.2. In order to get financial assistance from Student Services, the school must send a request¹ with the following information:

- a) approved list of participating secondary V students;
- b) schedule of planned academic and leisure activities for each day;
- c) budget;
- d) list of supervisors;
- e) means of transportation;
- f) dates of departure and return;
- g) confirmation of hotel reservations, room cost per night and room assignments.

Final report

8.3. Financial and activity reports² must be provided by the group leader to Student Services within 30 calendar days of the completion of the Orientation Trip. Student Services will not provide funding for any other project for the following year until all the reports are submitted.

¹ Must be submitted at least 3 weeks in advance as per article 2.1

² According to article 7.1 d)

9) Application of this Policy

[Previous provisions](#)

9.1. The present Policy replaces all other Policies of the Board pertaining to this subject, while respecting the Council of Commissioners Policies/Ends where applicable.

[Official version](#)

9.2. The official version of this Policy is kept by the Secretary-General of the Board.

[Responsibility](#)

9.3. Any person referred to in this Policy must abide by all its provisions and all managers of the School Board are responsible to ensure that all its provisions are applied and respected.

The Director of School Operations in collaboration with the Coordinator of Student Services is the person responsible for providing support in the interpretation of this Policy and to ensure its revision when necessary.

Annex A
Consent and Release Form
SECONDARY V ORIENTATION TRIPS
AUTHORIZATION FORM FOR THE STUDENTS

To be completed by the school
School: _____
Destination / Itinerary _____ _____ _____
Departure time/date: _____
Return time/date: _____
SUPERVISION:
The ratio adult/student for this trip is 1 supervisor for every <u>3</u> students
Name of the supervisors :
Leader of the group (Person in charge of the trip): _____

Authorization and Release / to be completed by the parent(s)
I authorize my child _____ to participate in the Secondary V Orientation Trip and I: <div style="text-align: center; margin-left: 100px;"><small><i>Print the child's name</i></small></div>
<ul style="list-style-type: none"> a) accept the arrangements for supervision as noted above; b) agree to not hold responsible the Cree School Board and its employees from damages and injury arising to my child during the Secondary V Orientation Trip; c) certify that my child is physically fit and able to engage in this activity³; d) agree that my child shall act in a responsible manner and follow all rules pertaining to this activity; e) understand that violation of the rules may result in my child being sent home.
Medical condition(s), allergies, etc. (specify type:) _____ _____
If medication has been prescribed, specify type: _____

³ If there is any particular needs please contact the School Principal

Name of parents (printed): _____

Home telephone: _____ Cell Phone: _____

Signature(s)

Date

Person(s) to be contacted in case of emergency if different from the parents :

Name

Relationship to the student

Home Phone: _____

Cell Phone: _____

Annex B

**Student Agreement
Secondary V Orientation Trips**

The Orientation Trip is an educational activity intended to allow Secondary V students to visit and learn about the colleges and institutions they want to attend. This Trip is academic in nature and has scheduled events that must be attended. The following rules must be respected by the student during the Orientation Trip:

- a) respect the school code of conduct;
- b) conduct himself in a responsible, respectable and mature manner at all times;
- c) respect the appointment times for activities, travel, etc.;
- d) attend all scheduled academic and leisure activities;
- e) remain with the supervisors;
- f) respect curfews;
- g) not possess or use alcohol, drugs or any other similar substances;
- h) pay for any damage that could result out of an irresponsible conduct.

I _____ have read, understood and agree to the items in this Agreement. I have read, understand and agree with the school rules on behavior and conduct. I also understand and agree that not abiding by the items in this Agreement and the school rules can result in my early return to the community.

Student's signature

Date: _____

I _____ the parent of the above mentioned student have read, understood and agree to the above items in this Agreement and without prejudice allow my child to participate in the Orientation Trip. I understand that the Cree School Board will do its utmost to ensure the safety and wellbeing of students but it can not be held responsible for any unexpected incident that may occur on this Trip.

Parent (guardian) signature

Date: _____

Annex C

Supervisor Agreement

I, _____, understand and accept the duties and responsibilities of being a supervisor, and will be available to accompany the Secondary V students on their Orientation Trip.

My duties will be, but are not limited to:

- a) accompany the students to all the scheduled events
- b) ensure that the students are on schedule;
- c) monitor the behavior of students;
- d) ensure that the students respect the school's code of conduct;
- e) ensure the safety and wellbeing of students;
- f) stay in the same hotel room as the students.

Supervisor's signature

Date: _____