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## REGULAR BOARD MEETING

**TUESDAY, MARCH 26, 2019**

Peter L. Roach Catholic Education Centre - Boardroom

**OPEN MEETING – 6:30 to 9:30 P.M.**

**Chairperson:** Michelle Griepsma

**Vice-Chairperson:** David Bernier

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<p>Trustees who are unable to attend the meeting are asked to please notify Michelle Kennedy (<a href="mailto:mkennedy@pvnccdsb.on.ca">mkennedy@pvnccdsb.on.ca</a>).</p>
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### **A. Call to Order of the Open Meeting – 6:30 P.M.:**

1. Examen.
2. Opening Prayer.
3. We acknowledge that we are meeting on the traditional territory of the Mississauga Anishinaabe.
4. Singing of the National Anthem.
5. Approval of the Agenda.
6. Declarations of Conflicts of Interest.
7. Approval of the Minutes of the February 26, 2019 Regular Meeting.
8. Business Arising Out of the Minutes.

### **B. Reports from the Office of the Director and Student Trustees:**

1. Report from the Director of Education, Michael Nasello.
2. Report from the Student Trustees, Calahndra Brake and Eveline Fisher.
3. Report from the Manager of Communications, Mr. Galen Eagle.  
Highlights of System Achievements

### **C. Presentations:**

1. R.A. Proposed Holy Trinity Catholic Secondary School Student Excursion to Camp Northern Lights, May 15-16, 2019.  
Mark Joly, Principal and Derek Sheridan, Teacher.
2. R.A. Proposed Holy Trinity Catholic Secondary School Student Excursion to Algonquin Park, June 3-6, 2019.  
Mark Joly, Principal and Derek Sheridan, Teacher.
3. R.A. Proposed St. Mary Catholic Secondary School Student Excursion to RKY Camp, May 1-3, 2019.  
Tim Moloney, Superintendent of Learning and Yvette Paldy-McCartney, Teacher.
4. Mathematics Strategies Presentation.  
Sarah Taylor, Learning Consultant and Mike Mooney, Itinerant Math Teacher.
5. R.A. Proposed Holy Cross Catholic Secondary School and St. Peter Catholic Secondary School Student Excursion to Italy, March 11-19, 2020.  
James Brake, Principal, and Christine Clarke, Teacher,  
Sherry Davis, Principal, and Reginald Hartwick, Teacher.

### **D. Programs and Services:**

### **E. Business, Finance and Governance:**

1. Ontario Catholic School Trustees' Association (OCSTA) Open Session Report.  
Michelle Griepsma, Board Chairperson.
2. Annual Freedom of Information Report to the Information Privacy Commissioner.  
Galen Eagle, Manager of Communications.
3. R.A. Process for Voting on Recommended Actions from Policy Committee.  
Michael Nasello, Director of Education.

### **F. Human Resources:**

### **G. Policy Development:**

1. R.A. Recommended Actions from the Policy Committee Meeting, March 25, 2019.  
David Bernier, Policy Committee Chairperson.

### **H. Old Business:**

### **I. New Business:**

**J. Bring Forward:**

**K. Information Items:**

1. Chairperson's Report.  
Michelle Griepsma, Board Chairperson.
2. Correspondence Received from Durham Region.  
Michael Nasello, Director of Education.
3. Trustees' Committee Reports.  
(Past Approved and Draft Meeting Minutes shared on Google.)
  - a. Special Education Advisory Committee, February 21, 2019.

**L. Future Meetings and Events:**

1. Board Standing Committee Meetings: (Listed in chronological order.)
  - a. Chairperson's Committee, April 8, 2019, 4:30 p.m.
  - b. Committee-of-the-Whole, April 8, 2019, 6:30 p.m.
  - c. Board Meeting Open Session, April 23, 2019, 6:30 p.m.  
(In-camera Session, 6:00 p.m.)
  - d. Policy Development Meeting, May 21, 2019, 6:30 p.m.
2. Other Committee Meetings: (Listed in chronological order.)
  - a. Supervised Alternative Learning Meeting – March 28, 2019, 3:00 p.m..
  - b. STSCO Governance Committee Meeting, March 29, 2019, 3:00 p.m.
  - c. Catholic Parent Engagement Committee Meeting, April 1, 2019, 6:30 p.m.
  - d. French as a Second Language Committee, April 3, 2019
  - e. Student Council Liaison Committee, April 23, 2019, 4:15 p.m.
  - f. Special Education Advisory Committee, April 25, 2019, 6:30 p.m.
  - g. Faith and Equity Committee Advisory Meeting, May 2, 2019, 6:30 p.m.
  - h. Accessibility for All Committee, May 14, 2019, 1:15 p.m.
  - i. First Nation, Métis and Inuit Advisory Committee, June 4, 2019.
3. Board Events:
  - a. Catholic Leadership Development Series – Session #3, April 4, 2019.
  - b. OCSTA 2018-2019 AGM and Conference, Toronto, April 25-27, 2019.

- c. Catholic Education Week, May 5-10, 2019.
- d. Catholic Student Leadership Awards, Holy Cross Catholic Secondary School, May 8, 2019.
- e. CPEC and Catholic School Council Appreciation Event, May 15, 2019.
- f. CCSTA 2018-2019 AGM and Conference, Canmore, AB, May 30-June 1, 2019.

**M. Conclusion:**

1. Report from the In-camera Meeting.
2. Closing Prayer.
3. Adjournment.



# Minutes

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THE MINUTES OF THE OPEN SESSION OF THE REGULAR MEETING OF THE BOARD held Tuesday, February 26, 2019, at 6:30 p.m. in the Boardroom, 1355 Lansdowne Street West, Peterborough.

**PRESENT:**

Trustees - Mmes. Linda Ainsworth, Calahndra Brake (Student Trustee), Michelle Griepsma, and Helen McCarthy.

Messrs. Dave Bernier, Braden Leal, Kevin MacKenzie, and Emmanuel Pinto.

Administration – Mmes. Joan Carragher, Laurie Corrigan, Anne Marie Duncan, Isabel Grace, and Dawn Michie

Messrs. Galen Eagle, Tim Moloney, and Michael Nasello.

Recorder – Mrs. Michelle Kennedy.

Regrets – Miss Eveline Fisher (Student Trustee)

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**A. Call to Order of the Open Meeting:**

Mrs. Michelle Griepsma, Chairperson, called the meeting to order at 6:37 p.m.

1. **Examen**

The Chairperson, Michelle Griepsma, led all who were present through the Examen.

2. **Opening Prayer**

Michelle Griepsma concluded the Examen with a short prayer to open the meeting.

3. **Acknowledgement**

Michelle Griepsma, Board Chairperson, acknowledged that the Board Meeting was taking place on the traditional territory of the Mississauga Anishinaabe.

4. **Singing of the National Anthem**

The National Anthem was sung.

5. **Approval of the Agenda.**

MOTION: Moved by Kevin MacKenzie, seconded by Braden Leal

that the Agenda be approved with the addition of items I.1, Recommended Action, OAPCE Conference; I.2, Inclement Weather; and L.1a), Recommended Action, Committee-of-the-Whole meeting, March 4, 2019.

Carried.

6. Declarations of Conflicts of Interest.

There were no conflicts of interest declared.

7. Approval of the Minutes of the January 29, 2019 Regular Meeting

MOTION: Moved by Linda Ainsworth, seconded by Emmanuel Pinto

that the Minutes of the regular meeting of January 29, 2019, be approved.

Carried.

8. Business Arising Out of the Minutes.

Laurie Corrigan, Superintendent of Schools reported follow up information to item C.3, Excursion to Cantando Music Festival, Whistler, BC. The group will be attending Mass during the excursion at Our Lady of the Mountains Catholic Church in Whistler.

**B. Reports from the Director of Education and Student Trustee(s):**

1. Report from the Director of Education.

Michael Nasello gave the Director's Report, including the following highlights:

- Attended the Annual St. Joseph Dinner in support of Chaplaincy at Trent University and Fleming College on February 2<sup>nd</sup>. Fr. Raymond D'Souza was the keynote speaker and Michael thanked Emmanuel Pinto for his testimony to his experiences in the Catholic Chaplaincy program at Trent University.
- Visited Trent University Faculty of Education with Superintendent Laurie Corrigan to speak about the opportunities and challenges of being a teacher in the 21<sup>st</sup> century.
- Max Eisen gave a moving presentation to the students and staff at St. Stephen Catholic Secondary School on February 8<sup>th</sup> where he encouraged everyone to remain vigilant against the degradation of others and shared his remarkable story of survival of the Holocaust.

- Father Paul Massel is away with the Peterborough Medical Brigade in Uganda. We pray for their safety and for a successful mission.
- Became part of the staff of Good Shepherd Catholic Elementary School for the day on February 20<sup>th</sup> and enjoyed working with a number of classes and clubs in the Learning Commons.
- Participated in the Fleming College Strategic Planning process
- Will be attending the Deanery Meetings (Regional Priests' Meetings) of the Diocese of Peterborough to continue and strengthen partnerships of School, Home and Parish.
- Robotics competitions will be happening in Clarington and in Peterborough.
- Enter into Lent next week and all of our schools will be celebrating this holy season.

At the conclusion of his report, Michael Nasello invited questions from the trustees.

## 2. Report from the Student Trustees

Calahndra Brake, Student Trustee, gave a report to the Board of the activities which are taking place in secondary schools throughout the system:

- Course selection is underway for students returning next year. For those who are graduating, they are anxiously awaiting acceptance letters from colleges and universities.
- Black History month was observed across the system with literature and resources being featured in schools' learning commons which detail contributions of Canadians of African and Caribbean heritage.
- Many social justice initiatives have taken place including, a blood drive at St. Peter, Holy Trinity students volunteering at St. Vincent de Paul Soup Kitchen, Sock Drives at Holy Cross and Holy Trinity for St. Vincent de Paul, St. Stephen students knitted comfort dolls, and St. Thomas Aquinas participated in the City of Kawartha Lakes 'Great Grain Challenge'.
- Holy Cross hosted a Kindness and Inclusivity week with student-led activities
- St. Stephen hosted Max Eisen, Holocaust survivor who gave a powerful message for students not to be bystanders to injustices.
- Sweater days were held to bring awareness to climate change and the temperature in a number of schools was lowered.
- Money was raised at St. Stephen through the sale of bracelets to plant 56 trees.

This initiative was part of the same class that raised awareness through the 'Ribbon Tree' campaign.

- New Specialist High Skills Major programs are being planned for Holy Cross: Sustainable Environmental Education and Design, and Construction and Mechanical Trades.
- Eveline Fisher and Calahndra Brake were able to participate in the Ontario Student Trustees' Association Catholic Board Council Conference in Ottawa and were grateful to the board for the opportunity to do so. The event hosted many inspirational speakers. OSTA Indigenous Relations Working Group held a smudging ceremony and a performance was given by an Indigenous hoop dancer.

Calahndra Brake then invited and answered questions at the conclusion of their report.

3. Report from the Manager of Communications, Galen Eagle

Manager of Communications, Galen Eagle reviewed his monthly electronic newsletter of system achievements and highlighted the following stories:

- Olympian Elvis Stojko visited St. Martin Catholic Elementary School, Ennismore to share his figure skating expertise.
- Director of Education, Michael Nasello took over the duties of Learning Commons Specialist, Ruth Teeninga at Good Shepherd Catholic Elementary School for the day on February 20<sup>th</sup> as a result of the Put Your Director to Work United Way challenge.
- Students at St. Stephen Catholic Secondary School created a ribbon tree project as a result of deep learning in the area of climate change. The project generated a positive response, which included media coverage by the Toronto Star and extended to raising money to fund planting 56 trees.
- Max Eisen, Holocaust survivor and author visited St. Stephen Catholic Secondary School on February 8 to tell his story of survival of the brutalities endured in Auschwitz-Birkenau.

**C. Presentations:**

**D. Programs and Services:**

**E. Business, Finance and Governance:**

1. Ontario Catholic School Trustees' Association (OCSTA) Open Session Report.

Board Chairperson, Michelle Griepsma, gave an update on information shared from



OCSTA.

In preparation for the OCSTA Annual General Meeting, resolutions are being reviewed in preparation for discussion. The resolution put forward by our board will be part of the resolution package. Michelle Griepsma noted that there was an increase in the number of resolutions put forward, the most since 2013.

2. Bill 68 – Municipal Conflict of Interest Requirements – Update from OCSTA.

Michael Nasello, Director of Education, distributed a copy of 'Navigating the *Municipal Conflict of Interest Act*: A Manual for Catholic School Board Trustees', a document prepared by Borden Ladner Gervais and distributed through OCSTA. Trustees were encouraged to read through the document to gain further understanding of responsibilities and requirements relating to this topic. Beginning on March 1, 2019, there is a requirement to record all declared conflicts during Board meetings and Committee meetings. A form has been developed for this purpose and when filled out will be logged in the registry and retained in the Office of the Director of Education. Forms will be available at the Board meeting and Committee meeting from the recorder of the minutes.

3. R.A. Long Term Accommodation Plan, 2019-2023.

Isabel Grace, Superintendent of Business and Finance, gave a brief summary of the report on the Board's Long Term Accommodation Plan which was initially introduced at the Committee-of-the-Whole meeting on February 4, 2019 and gave rationale for bringing forth the recommended action for consideration. She then answered questions from the trustees.

MOTION: Moved by Braden Leal, seconded by Helen McCarthy

that the Long Term Accommodation Plan be received; and, that the actions noted therein be approved for the 2018-2019 and 2019-2020 school year.

Carried.

**F. Human Resources:**

**G. Policy Development:**

1. R.A. Recommended Actions from the Policy Committee Meeting, February 5, 2019.

MOTION: Moved by David Bernier, seconded by Emmanuel Pinto

that the Director of Education be considered the head of the Board for the purposes of the Municipal Freedom of Information and Protection

of Privacy Act (MFIPPA).

Carried.

MOTION: Moved by David Bernier, seconded by Helen McCarthy

that Policy and Administrative Procedure – #308 – *Freedom of Information* be deleted and the revised, newly formatted, Administrative Procedure – #1207 – *Freedom of Information*, be received and posted as amended under Directional Policy – #1200 – *Records and Information*;

and,

that Policy and Administrative Procedure – #306 – *Protection of Privacy* be deleted and the revised, newly formatted, Administrative Procedure – #1202 – *Protection of Privacy*, be received and posted as amended under Directional Policy – #1200 – *Records and Information*;

and,

that new Administrative Procedure – #619 – *Playground Equipment Installation and Maintenance*, be received and posted under Directional Policy – #600 – *Stewardship of Resources*;

and,

that new Administrative Procedure – #510 – *Conflicts of Interest*, be received and posted under Directional Policy – #500 – *Employee Relations*.

and,

that new Administrative Procedure – #518 – *Scent Awareness*, be received and posted under Directional Policy – #500 – *Employee Relations*.

Carried.

MOTION: Moved by David Bernier, seconded by Helen McCarthy

that new Directional Policy – #800 – *Healthy Schools and Workplaces*, be received and posted for public consultation.

Carried.

MOTION: Moved by David Bernier, seconded by Helen McCarthy

that Administrative Procedures – #508 – *Workplace Harassment Prevention* and – #509 – *Workplace Violence Prevention* be received and posted under Directional Policy – #500 – *Employee Relations*;

and,

that Board Administrative Procedure – #512 – *Occupational Health and Safety*, be deleted and the revised, newly formatted Administrative Procedure – #809 – *Occupational Health and Safety*, be received and posted under new Directional Policy – #800 – *Healthy Schools and Workplaces*.

Carried.

**H. Old Business:**

**I. New Business:**

1. OAPCE Annual Parent Conference, April 5-6, 2019.

The Board Chairperson, Michelle Griepsma gave background to PVNC's recent involvement with the Ontario Association of Parents in Catholic Education. At present, our board does not have paid membership in this association, however, recently the OAPCE President encouraged our board to endorse parent attendance at the upcoming OAPCE AGM and Conference. Membership is not required to attend the conference.

Following a review of the parent engagement budget for participation in this event, it has been determined that there would be funds available for up to eight parents to attend.

MOTION: Moved by Emmanuel Pinto, seconded by David Bernier

that the Board approve up to five parents representing Catholic School Councils from PVNC schools, to be chosen by lottery, and up to three Catholic Parent Engagement Committee members to attend the OAPCE Annual Parent Conference on April 5-6, 2019, in Toronto, ON.

Carried.

MOTION: Moved by David Bernier, seconded by Braden Leal

that up to three trustees wishing to attend the OAPCE Annual Parent Conference on April 5-6, 2019, in Toronto, ON, be authorized to do so.

Carried.

2. Inclement Weather

Trustee Kevin MacKenzie asked about the procedures and steps taken to determine school closure due to inclement weather. There was a lengthy discussion about the extenuating circumstances that precipitate a decision to close schools. It was noted that

the decision to close a school lies with the Director of Education and that there is not a policy or administrative procedure that defines circumstances requiring closure.

There was discussion about the provisions in the Inclement Weather Administrative Procedure. When buses are cancelled due to inclement weather the message to the public is that schools remain open and students are welcome to attend. Accommodation and coordination with staff ensures that the buildings are open and students who arrive are supervised and programming adjusted accordingly.

There was further discussion about the number of days so far this year in comparison to other years. While the number of days has been an inconvenience, at the present time there is not a need to consider extension of the school year due to missed instructional time. The process for determining school bus cancellation is posted on the Student Transportation Services of Central Ontario (STSCO) website and in the case of transportation in City of Kawartha Lakes, on the Trillium Lakelands District School Board website.

**J. Bring Forward:**

**K. Information Items:**

1. Chairperson's Report.

Board Chairperson, Michelle Griepsma reminded trustees to file the required financial reports relating to the election with their respective municipalities. This requirement, if not fulfilled will result in the incumbent being removed from their seat as trustee.

Michelle Griepsma noted that there was an email notification about a conference call presentation regarding EQAO being offered by OCSTA. This information session would be of particular interest to trustees as they have not been through the EQAO process. Michael Nasello will be participating in the EQAO conference call.

2. Trustees' Committee Reports:

The draft minutes from the following committee meetings were shared ahead of the Board Meeting.

a. Catholic Parent Engagement Committee, February 4, 2019.

Kevin MacKenzie reported that his experience at his first meeting with the Catholic Parent Engagement Committee included a very warm welcome from the members of the committee and he looks forward to participating in future meetings and activities.

b. Policy Committee, February 5, 2019.

**L. Future Meetings:**

1. Board Standing Committee Meetings:

a. Chairperson's Committee, March 4, 2019, 4:30 p.m.

b. Committee-of-the-Whole, March 4, 2019, 6:30 p.m.

MOTION: Moved by Linda Ainsworth, seconded by David Bernier  
that the Committee-of-the-Whole meeting scheduled for Monday,  
March 4, 2019, be cancelled and that a notice be placed on the  
PVNC website to this effect.

Carried.

c. Policy Committee, March 25, 2019, 6:30 p.m.

d. Board Meeting Open Session, March 26, 2019, 6:30 p.m.  
(In-camera Session, 6:00 p.m.)

2. Other Committee Meetings:

a. First Nation, Métis and Inuit Advisory Committee, March 19, 2019

b. Special Education Advisory Committee, March 21, 2019, 6:30 p.m.

c. Student Council Liaison Committee, March 26, 2019, 4:15 p.m.

d. STSCO Governance Committee Meeting, March 29, 2019, 3:00 p.m.

e. Catholic Parent Engagement Committee Meeting, April 1, 2019

f. French as a Second Language Committee, April 3, 2019

g. Faith and Equity Committee Advisory Meeting, May 2, 2019, 6:30 p.m.

h. Accessibility for All Committee Meeting, May 14, 2019.

i. Supervised Alternative Learning Meeting – TBA

3. Board Events:

The list of future board events was reviewed by the Trustees.

a. OCSTA 2018-2019 AGM and Conference, Toronto, April 25-27, 2019.

b. Catholic Education Week, May 5-10, 2019.

c. Catholic Student Leadership Awards, Holy Cross Catholic Secondary School, May 8,  
2019.

d. CPEC and Catholic School Council Appreciation Event, May 15, 2019.

e. CCSTA 2018-2019 AGM and Conference, Canmore, AB, May 30-June 1, 2019.

MOTION: Moved by Helen McCarthy, seconded by David Bernier  
that the meeting move into closed session at 8:26 p.m.

Carried.

The meeting reconvened in open session at 8:58 p.m.; Calahndra Brake and Galen Eagle did not rejoin the open meeting.

**M. Conclusion:**

1. Report from the In-camera Meeting.

MOTION: Moved by Emmanuel Pinto, seconded by Braden Leal  
that the Board approve the actions and the discussions arising from the in-camera session, as follows:

- A. Call to Order:
  - 1. Opening Prayer
  - 2. Approval of Agenda with additional items, E.1, E.2, and G.2
  - 3. Declarations of Conflicts of Interest: None were declared
  - 4. Approval of In-camera minutes: Motion carried to approve the minutes from the January 29, 2019.
- D. Business, Finance and Governance:
  - 1. OCSTA In-camera Session Report from Michelle Griepsma, Chairperson of the Board.
- E. Human Resources
- F. Other Urgent Matter:
- G. Old Business:
  - 1. Response to Parent Delegation heard on January 29, 2019.
  - 2. Report on Director of Education 360 Assessment - Deferred to special in-camera board meeting on February 26, 2019.
- I. Convening in Open Session:
  - 2. Motion to re-convene in Open Session at 8:58 p.m.

Carried.

2. Closing Prayer.

At the request of the Board Chairperson, Kevin MacKenzie led the group in Closing Prayer.

3. Adjournment

MOTION: Moved by Emmanuel Pinto, seconded by Linda Ainsworth

that the meeting be adjourned at 9:02 p.m.

Carried.

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Michelle Griepsma  
Board Chairperson

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Michael Nasello  
Director of Education, Secretary-Treasurer  
per M.K.

Proposed Holy Trinity Catholic Secondary School, Courtice, Student Excursion to Camp Northern Lights, Haliburton, ON, from May 15 to May 16, 2019.

**R.A.:** that the proposed Holy Trinity Catholic Secondary School Student Excursion to Camp Northern Lights, Haliburton, ON, from May 15, 2019 to May 16, 2019 be approved in principle; and, that the trip activities meet OPHEA guidelines for Outdoor Education.





Peterborough Victoria  
Northumberland and Clarington  
Catholic District School Board

### CATEGORY 4 APPROVAL FORM

To be used for wilderness trips anywhere in Canada

Teacher/Organizer: Derek Sheridan	School: Holy Trinity
Adult Supervisors Attending: Derek Sheridan, others to be determined	
Destination: Camp Northern Lights	Mode of Transportation: School Bus
Grade/Course: PAD30 and PAD40	Date of Submission: 28 Feb 19
Departure Date: Wednesday, 15 May 2019	Return Date: Thursday, 16 May 2019
Number of Students: boys: 17 girls: 0	Number of Adult Supervisors: female: 0 male: 4
Name of Travel Agent: None used	Type of Excursion: <input checked="" type="checkbox"/> Curricular <input type="checkbox"/> Co-instructional
Total cost to be paid by each Student: \$300 (part of course)	

#### Summary of Proposed Activity:

Camping trip to Camp Northern Lights with the purpose of having students practice camping and canoeing skills prior to the Algonquin Park trip.

#### Curricular Relevance: (provide the overall expectations addressed)

B1. perform movement skills, demonstrating an understanding of the basic requirements of the skills and applying movement concepts as appropriate, as they engage in a variety of physical activities;

B2. apply movement strategies appropriately, demonstrating an understanding of the components of a variety of physical activities, in order to enhance their ability to participate successfully in those activities.

Estimated Cost for Entire Group:		Anticipated Sources of Revenue:	
Accommodation	\$0	School Accounts	\$
Travel	\$1300	School Fund-raising	\$
Cost of Supply Teachers	\$0	Student/Parent share	\$1500
Meals	\$200	Other:	\$
Programs/Materials	\$0	Other: Teacher contributions, if applicable	\$
Other (equipment rental)	\$0		
<b>Total</b>	<b>\$1500</b>	<b>Total</b>	<b>\$1500</b>

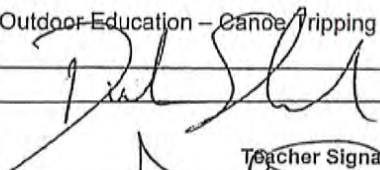
**It is understood that this excursion will not proceed without the approval of the Board and signed parental forms completed.**

Checklist of Criteria: Include all of the applicable information below in the package submitted to the Superintendent

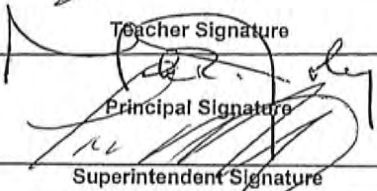
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|--|--|
| <ul style="list-style-type: none"> <li>X Itinerary (including Mass if on the weekend) - attached</li> <li>X Contract Information – with bus, outfitter and sat phone</li> <li><input type="checkbox"/> Additional Medical Coverage needs considered</li> <li>X History of Excursion – number of years: 1</li> <li>X Certification required by staff attending: first aid and ORCKA Tripping level 3</li> <li>X Educational objectives stated - attached</li> </ul> | <ul style="list-style-type: none"> <li>X Information and consent letter to parents - attached</li> <li>X Liability waivers signed – once approved</li> <li>X Supervision ratio in alignment with A.P. 305</li> <li>X List of destination/emergency phone numbers provided – will be provided before departure</li> <li><input type="checkbox"/> Passports (if required)</li> </ul> |
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X This excursion complies with the OPHEA Guidelines for the High Care Activities listed below:

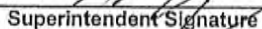
Outdoor Education - Canoe Tripping



Teacher Signature



Principal Signature

  
Superintendent Signature

Date

March 4, 2019

Date

March 4, 2019

Date



## INFORMED CONSENT/PERMISSION FORM FOR EDUCATION TRIPS

### Category 4 or 5 - Students Under 18 Years

The Holy Trinity Outdoor Education Classes PAD30 and PAD40 is arranging an Outdoor Education trip to Camp Northern Lights on the days of 15 – 16 May 2019.

**THIS FORM MUST BE READ AND SIGNED BY EVERY STUDENT WHO WISHES TO PARTICIPATE  
AND BY A PARENT OR GUARDIAN OF A PARTICIPATING STUDENT.**

#### ELEMENTS OF RISK:

Educational activity programs, such as canoe tripping and camping involve certain elements of risk. Injuries may occur while participating in these activities. The following list includes, but is not limited to, examples of the types of injury which may result from participating in canoe tripping and camping:

1. Nutrition deficiency and dehydration
2. Impact injuries such as breaks, contusions and concussions
3. Water related injuries

The risk of sustaining these types of injuries result from the nature of the activity and can occur without any fault of either the student, or the school board, its' employees/agents or the facility where the activity is taking place. By choosing to take part in this activity, you are accepting the risk that you/your child may be injured.

The chance of an injury occurring can be reduced by carefully following instructions at all times while engaged in the activity.

If you choose to participate in the Camp Northern Lights trip during the week of 13 – 17 May 2019, you must understand that you bear the responsibility for any injury that might occur. In case of serious student misconduct during this trip, the staff in charge will have the authority to dismiss the student and contact you to pick him/her up at the location of the activity. Parents will be responsible for any applicable costs.

The Peterborough Victoria Northumberland and Clarington Catholic District School Board does not provide accidental death, disability, dismemberment or medical expense insurance on behalf of the students participating in this activity.

#### ACKNOWLEDGEMENT

WE HAVE READ THE ABOVE. WE UNDERSTAND THAT IN PARTICIPATING IN THE ACTIVITY DESCRIBED ABOVE, WE ARE ASSUMING THE RISKS ASSOCIATED WITH DOING SO.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

#### PERMISSION

I give \_\_\_\_\_ permission to participate in the Outdoor Education canoe trip to Camp Northern  
(name of student)  
Lights to be held on or about 15 – 16 May 2019.

Signature of Parent/ Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

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**ACKNOWLEDGEMENT**

WE HAVE READ THE ABOVE. WE UNDERSTAND THAT IN PARTICIPATING IN THE ACTIVITY DESCRIBED ABOVE, WE ARE ASSUMING THE RISKS ASSOCIATED WITH DOING SO.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**PERMISSION**

I give \_\_\_\_\_ permission to participate in the Outdoor Education canoe trip to Camp Northern  
(name of student)  
Lights to be held on or about 15 – 16 May 2019.

Signature of Parent/ Guardian: \_\_\_\_\_ Date: \_\_\_\_\_



# Camp Northern Lights Trip Itinerary

## 15 May – 16 May 2019

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Date	Time	Activity
15 May	0800	Students arrive at Holy Trinity and start loading equipment on school bus.
	0900	Bus departs for Camp Northern Lights.
	1100	Arrive at Camp Northern Lights. Get canoes and equipment from cabins.
	1200	Prepare lunch and camp.
	1400	Practice canoeing.
	1900	Dinner prepared by student groups.
	2100	Night hike.
	2200	Students in tent for night.
16 May	0700	All students up and breakfast prepared by student groups.
	0900	Canoes returned to cabin.
	1000	Navigation activity (or more canoeing if necessary).
	1200	Students prepare lunch during navigation activity.
	1300	Student groups prepare equipment for return.
	1400	Bus departs for Holy Trinity.
	1600	Bus arrives at Holy Trinity and students are dismissed.

Holy Trinity C.S.S.  
2260 Courtice Road South  
Courtice, ON L1E 2M8

28 February 2019

Dear Parent/Guardian,

I am pleased to announce the Outdoor Education trips that are planned to be part of the outdoor education course that your son or daughter is enrolled in. The following trips or activities are currently planned to occur:

Trip	Activity	Planned Dates
1	Winter Camping at Camp Northern Lights	Week of 18 – 22 March 2019
2	Swim Test	TBC
3	Canoeing at Camp Northern Lights	Week of 13 – 17 May 2019
4	Treetop Trekking	Wednesday, 29 May 2019
5	Canoe Trip to Algonquin Park	Monday, 3 June to Thursday, 6 June

The goals of these trips and activities are to:

1. Provide a challenging physical and mental opportunity in a safe, supervised environment within a wilderness setting to build confidence and team-building in students.
2. Expose students to a popular Canadian outdoor activity with the hope that they will take it up as a life-long venture.
3. Develop students' appreciation and care of the environment through teaching and demonstrating low-impact and environmentally friendly camping techniques.

All workup training and preparation will be done in class beforehand, including a swim test, canoe skills, camping skills, food preparation, and safety. There is a list of equipment and items that each student will need to produce. These have been covered in class, and each student has a list. It will also be covered during this meeting.

I am looking forward to providing this opportunity for our students. However, if you ever have any questions or concerns in the meantime, please feel free to contact me at the email below.

Derek Sheridan  
Teacher  
Holy Trinity C.S.S.  
dsheridan@pvnccdsb.on.ca  
(905) 404-9349

Proposed Holy Trinity Catholic Secondary School, Courtice, Student Excursion to Algonquin Provincial Park, from June 3 to June 6, 2019.

**R.A.:** that the proposed Holy Trinity Catholic Secondary School Student Excursion to Algonquin Provincial Park from June 3, 2019, to June 6, 2019 be approved in principle; and, that the trip activities meet OPHEA guidelines for Outdoor Education.





Peterborough Victoria  
Northumberland and Clarington  
Catholic District School Board

### CATEGORY 4 APPROVAL FORM

To be used for wilderness trips anywhere in Canada

Teacher/Organizer: Derek Sheridan	School: Holy Trinity
Adult Supervisors Attending: Derek Sheridan, others to be determined	
Destination: Algonquin Park	Mode of Transportation: School Bus
Grade/Course: PAD30 and PAD40	Date of Submission: 28 Feb 19
Departure Date: Monday, 3 June 2019	Return Date: Thursday, 6 June 2019
Number of Students: boys: 17 girls: 0	Number of Adult Supervisors: female: 0 male: 4
Name of Travel Agent: None used	Type of Excursion: <input checked="" type="checkbox"/> Curricular <input type="checkbox"/> Co-instructional
Total cost to be paid by each Student: \$300 (part of course)	

#### Summary of Proposed Activity:

Canoe trip to Algonquin Park with the purpose of exposing students to the natural environment and participate in physical fitness activities in an outdoor setting. This activity is the culminating activity for the outdoor education courses PAD30 and PAD40.

Curricular Relevance: (provide the overall expectations addressed)

B1. perform movement skills, demonstrating an understanding of the basic requirements of the skills and applying movement concepts as appropriate, as they engage in a variety of physical activities;

B2. apply movement strategies appropriately, demonstrating an understanding of the components of a variety of physical activities, in order to enhance their ability to participate successfully in those activities.

Estimated Cost for Entire Group:		Anticipated Sources of Revenue:	
Accommodation	\$200	School Accounts	\$
Travel	\$1600	School Fund-raising	\$
Cost of Supply Teachers	\$0	Student/Parent share	\$5300
Meals	\$1000	Other:	\$
Programs/Materials	\$0	Other: Teacher contributions, if applicable	\$
Other (equipment rental)	\$2500		
<b>Total</b>	<b>\$5300</b>	<b>Total</b>	<b>\$5300</b>

**It is understood that this excursion will not proceed without the approval of the Board and signed parental forms completed.**

Checklist of Criteria: Include all of the applicable information below in the package submitted to the Superintendent

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>X Itinerary (including Mass if on the weekend) - attached</li> <li>X Contract Information – with bus, outfitter and sat phone</li> <li><input type="checkbox"/> Additional Medical Coverage needs considered</li> <li>X History of Excursion – number of years: 5</li> <li>X Certification required by staff attending: first aid and ORCKA Tripping level 3</li> <li>X Educational objectives stated – above</li> </ul> | <ul style="list-style-type: none"> <li>X Information and consent letter to parents - attached</li> <li>X Liability waivers signed – once approved</li> <li>X Supervision ratio in alignment with A.P. 305</li> <li>X List of destination/emergency phone numbers provided – will be provided before departure</li> <li><input type="checkbox"/> Passports (if required)</li> </ul> |
|---|--|



X This excursion complies with the OPHEA Guidelines for the High Care Activities listed below:

Outdoor Education - Canoe Tripping

Teacher Signature

Date

March 4, 2019

Principal Signature

Date

March 4, 2019

Superintendent Signature

Date

## INFORMED CONSENT/PERMISSION FORM FOR EDUCATION TRIPS

### Category 4 or 5 - Students Under 18 Years

The Holy Trinity Outdoor Education Classes PAD3O and PAD4O is arranging an Outdoor Education trip to Algonquin Park from Monday, 3 June 2019 to Thursday, 6 June 2019.

**THIS FORM MUST BE READ AND SIGNED BY EVERY STUDENT WHO WISHES TO PARTICIPATE  
AND BY A PARENT OR GUARDIAN OF A PARTICIPATING STUDENT.**

#### ELEMENTS OF RISK:

Educational activity programs, such as canoe tripping and camping involve certain elements of risk. Injuries may occur while participating in these activities. The following list includes, but is not limited to, examples of the types of injury which may result from participating in canoe tripping and camping:

1. Nutrition deficiency and dehydration
2. Impact injuries such as breaks, contusions and concussions
3. Water related injuries

The risk of sustaining these types of injuries result from the nature of the activity and can occur without any fault of either the student, or the school board, its' employees/agents or the facility where the activity is taking place. By choosing to take part in this activity, you are accepting the risk that you/your child may be injured.

The chance of an injury occurring can be reduced by carefully following instructions at all times while engaged in the activity.

If you choose to participate in The Algonquin Camping Trip on 3-6 June 2019, you must understand that you bear the responsibility for any injury that might occur. In case of serious student misconduct during this trip, the staff in charge will have the authority to dismiss the student and contact you to pick him/her up at the location of the activity. Parents will be responsible for any applicable costs.

The Peterborough Victoria Northumberland and Clarington Catholic District School Board does not provide accidental death, disability, dismemberment or medical expense insurance on behalf of the students participating in this activity.

#### ACKNOWLEDGEMENT

WE HAVE READ THE ABOVE. WE UNDERSTAND THAT IN PARTICIPATING IN THE ACTIVITY DESCRIBED ABOVE, WE ARE ASSUMING THE RISKS ASSOCIATED WITH DOING SO.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

#### PERMISSION

I give \_\_\_\_\_ permission to participate in the Outdoor Education canoe trip to Algonquin Park  
(name of student)  
to be held on or about 3 – June 2019.

Signature of Parent/ Guardian: \_\_\_\_\_ Date: \_\_\_\_\_



Holy Trinity C.S.S.  
2260 Courtice Road South  
Courtice, ON L1E 2M8

28 February 2019

Dear Parent/Guardian,

I am pleased to announce the Outdoor Education trips that are planned to be part of the outdoor education course that your son or daughter is enrolled in. The following trips or activities are currently planned to occur:

Trip	Activity	Planned Dates
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The goals of these trips and activities are to:

1. Provide a challenging physical and mental opportunity in a safe, supervised environment within a wilderness setting to build confidence and team-building in students.
2. Expose students to a popular Canadian outdoor activity with the hope that they will take it up as a life-long venture.
3. Develop students' appreciation and care of the environment through teaching and demonstrating low-impact and environmentally friendly camping techniques.

All workup training and preparation will be done in class beforehand, including a swim test, canoe skills, camping skills, food preparation, and safety. There is a list of equipment and items that each student will need to produce. These have been covered in class, and each student has a list. It will also be covered during this meeting.

I am looking forward to providing this opportunity for our students. However, if you ever have any questions or concerns in the meantime, please feel free to contact me at the email below.

Derek Sheridan  
Teacher  
Holy Trinity C.S.S.  
ds Sheridan@pvnccdsb.on.ca  
(905) 404-9349

# Algonquin Trip Itinerary

## Monday, 3 June – Thursday, 6 June 2019

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Date	Time	Activity
3 June	0730	Students arrive at Holy Trinity and finish final packing and load on bus.
	0900	Bus departs for Algonquin Park.
	1200	Estimated time for lunch stop en route.
	1400	Arrive at Algonquin Park. Get canoes and equipment from outfitters.
	1500	Depart starting point on Canoe Lake.
	1700	Arrive at Joe Lake and setup camp.
	1800	Dinner prepared by student groups.
	2100	Students in tent for night.
4 June	0600	All students up and breakfast prepared by student groups.
	0800	Canoes in water and departing campsites on Joe Lake.
	1300	Arrive at campsites on Tom Thompson Lake. Campsites established.
	1400	Canoe paddling skills lessons. Covering different tandem strokes.
	1700	Dinner prepared by student groups.
	2100	Students in tent for night.
5 June	0600	All students up and breakfast prepared by student groups.
	0800	Canoes in water and departing campsites on Tom Thompson Lake.
	1200	Arrive at campsites on Tepee Lake. Campsites established.
	1300	Lunch prepared by student groups.
	1400	Canoe paddling skills lessons. Covering solo paddling with half of group and land navigation and hiking with other half.
	1530	Switch paddling and navigation groups.
	1700	Dinner prepared by student groups.
	2100	Students in tent for night.
6 June	0500	All students up and breakfast prepared by student groups.
	0700	Canoes in water and departing campsites on Tepee Lake.
	0900	All groups stop to visit and take group photos at Tom Thompson's cairn on Canoe Lake.
	1000	Arrive at end point and outfitters. Return canoes and complete equipment check.
	1100	Board bus for Courtice.
	1200	Approximate time for lunch stop en route.
	1500	Approximate return time to Holy Trinity. Return equipment to portable for cleaning next day.
	1600	Estimated latest time for dismissal of all students and parent pick up.





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Access Point 5 is on Highway 60 and is the main canoe access point to the park interior. Located at this point are:

- The park store for permits
- The outfitting store for supplies and canoe rental
- Telephones
- Parking lot where safety vehicle would be located

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This route is considered a beginner route. There are a minimum of 5 portages, with the longest being 1.14 km. The portages along this route are high use, well marked, and well maintained by the park. The lakes for camping have multiple campsites, ensuring that a campsite will be secured each night.

For safety concerns, any person requiring extraction could be paddled out to the access point in less than 2 hours, and EMS would get to this point within one hour from Huntsville. These both meet the OPHEA guidelines.

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# Risk Analysis

This trip will follow all OPHEA Safety Guidelines for both Outdoor Education – Canoe Tripping and Outdoor Education – Camping. The tables below identify all guidelines and how it will be addressed for this trip.

## OPHEA Safety Guidelines for Outdoor Education – Canoe Tripping

Single day trips which travel more than 2 hours from the arrival of emergency medical assistance, or multi-day trips.

Guideline	How it will be addressed
<b>Equipment</b>	
Determine that all equipment is safe for use prior to departing on the excursion.	Checking of equipment is completed as part of the course curriculum, and each group has and maintains the same equipment for the duration of the course. A final kit check will be done just prior to departure.
A fully stocked first aid kit must be readily accessible and waterproofed.	First aid kits are carried at each level. <ul style="list-style-type: none"> <li>• Each tent group carries a small first aid kit for minor injury treatment.</li> <li>• Each group supervisor carries a larger first aid kit.</li> <li>• The trip guide carries a comprehensive first aid kit which includes equipment for splinting breaks or sprains.</li> </ul>
A working communication device (e.g., satellite or cell phone, or satellite GPS messenger) suitable for the activities/locations must be available. This device must be maintained, waterproofed, protected and dedicated for emergency communications only.	A satellite phone will be rented. It will be in the possession of the trip guide at all times and stored in a waterproof bag in the trip guide's portage pack. All supervisors will be aware of where the satellite phone is stored and how to use it to reach EMS.
Comply with the Minimum Safety Equipment Requirements in Transport Canada's Safe Boating Guide.	Each supervisor will have an FMS radio at all times to ensure communication between the groups and with the trip guide. These will be stored in waterproof bags and have extra batteries available. All canoes will have the required safety equipment. These are included with the canoe rental. Supervisors will check for this equipment prior to the start of canoeing each day.



Correctly fitting and Transport Canada approved P.F.D./life-jackets, with whistle attached, must be worn and properly fastened at all times while on the water.	This will be supplied with canoe rental. Students that bring their own will have them inspected to ensure they meet the required guidelines.  All participants will have the PFD properly fastened at all times in the canoe, and each group supervisor will check prior to the start of canoeing at the beginning of the day and after each portage.  The trip guide will ensure that each student has a whistle properly attached to the PFD prior to departing on trip.
Two paddles per canoe, with some spare paddles taken along in case of broken or lost paddles.	Canoe paddles are included for each participant as part of the canoe rental. The trip guide will also ensure that each group has an extra paddle in case of breakage.
Paddles and canoes must be checked for cracks, splinters and leaks.	Canoes will be rented from outfitter and should be suitable. However, the trip guide will check all canoes and paddles prior to departure.
Repair kit.	The trip guide will have a repair kit available. Repair of canoes will be covered as part of the course, but any actual repairs will be completed under the direct supervision of the trip guide.
Appropriate canoe tripping packs.	Waterproof portage packs (Seal Bags) have been purchased by the school that are suitable for canoe tripping. Each tent group has at least one portage pack for tent, sleeping gear and clothing.
A means of hydration must be available, accessible, and appropriate for the activity, location and duration of the trip (direct access to potable water, filters, purifier, chemical).	Both pump and gravity style water filters, with replacement filters, are part of the course equipment. Proper use and maintenance is covered as part of the course curriculum. Each tent group has one style of water filter included in their tent group equipment.
An adequate supply of nutritious food preserved and packed to suitable weight for carrying.	As part of the course, students learn, plan and prepare nutritious food that is either previously packaged, or dehydrated if necessary, to prevent spoilage. Each tent group has a 30 L food barrel and harness to store and carry all food items. No fuel bottles or stoves are permitted in the food barrels to prevent contamination by fuel.
For emergency purposes, trips must not rely solely on campfires. A camp stove must be available, accessible, and appropriate for the activity, location and duration of the trip.	Each group has an MSR Firefly stove with two 900 mL fuel bottles. Proper use and maintenance is covered as part of the course curriculum. Each group supervisor carries an MSR Firefly repair kit in case of any damage or repair that may be required. Although repair and maintenance is covered as part of the course, any repairs will only be carried out under the direct supervision of the group supervisor.
Waterproof matches and/or matches in a waterproof container.	Each group and group supervisor carries waterproof matches in a waterproof container.

Set of maps for canoe trip location including marked access and potential evacuation locations. A GPS unit may be used as an additional navigational tool, but must not be used in place of print maps. An identical map set should also be available to the principal/designate and local emergency contact (e.g., park official, area police station).	Each canoe will have a copy of the Algonquin Park canoe route map for the area to be used with the route clearly marked, and a magnetic compass.  The trip guide will have a GPS unit in addition to a marked route map.  A copy of the map will be left with the principal before departure from the school.  A copy of the map will be left with in the park office at Canoe Lake before departure.
<b>Clothing/Footwear</b>	
Determine that all necessary clothing and footwear are included prior to departing on the excursion.	Proper clothing selection is covered as part of the course. A clothing kit check will be completed during the week prior to departure.
Students must be provided with a clothing and equipment list prior to the activity.	The clothing and equipment list is provided both to the student during the course, and to the parent or guardian during the informational meeting prior to the trip.
A process must be established to check student clothing and equipment prior to the trip.	Students will have their packed clothing and equipment checked the week prior to departure, and the clothing they are wearing the day of departure will be checked.
	Any student that does not have appropriate clothing or equipment will not participate until the deficiency is corrected.
Clothing (in layers where appropriate) and footwear (i.e. closed-toed shoes that provide traction when on land) appropriate for the activity, location and environmental conditions must be worn.	The layering principle and appropriate clothing is covered as part of the course curriculum. When clothing and footwear is checked prior to departure, it will be checked for appropriateness.
Dry change of clothing kept in a watertight bag/container.	Each student is given a dry bag for packing clothing to ensure it is dry, as well as the requirement that all clothing bags are packed in the portage bag for each group.
Rain gear.	Every person will have rain gear as part of his or her equipment and it will be accessible at all times.
No articles (jewellery, clothing, lanyards) shall be worn that could become tangled, caught or cause injury or restrict the student in the event of an emergency.	The trip guide and group supervisors will check prior to departure and periodically during the trip to ensure none of these articles are worn.
<b>Facilities</b>	
Check with local authorities for current information regarding route	The trip guide will contact Algonquin Park both the week prior to



safety	departure, and upon arrival, for any current information on safety concerns for the route to be used.
Canoe route and water conditions must be appropriate to age/skill level of students.	All water to be travelled on are lakes and low flowing streams. No rapids or fast running water will be used at any time.
Trip guide must be familiar with the route (e.g., length of route, terrain).	The same route has been used for five previous years, and the trip guide is very familiar with this route.
Appropriate environmental and sanitary practices (e.g., washroom routines) must be taught.	Students are taught proper sanitary procedures during the course, both for using the washroom and food preparation.
	Hand sanitizer is provided for each kitchen set for students to use prior to preparing food.
	Hand sanitizer will be provided for bag with toilet paper to use after using washroom facilities.
<b>Special Rules/Instructions</b>	
Determine and follow school/board emergency procedures, including accessibility to a vehicle, for transportation of a student to hospital.	The trip guide is in possession of a satellite phone to contact EMS, school principal, and student's parents or guardians in case of any emergency. If any student requires to be transported to hospital, the trip guide will oversee this process personally and the remainder of the group will not proceed until the trip guide is both finished with the transportation and has returned to the group.
Students must receive training or information on concussion prevention and awareness specific to the activity prior to participating. Students must not participate in the activity until this instruction has been received.	As part of the course, students will receive training on concussion prevention and awareness. Students will be required to pass a test on this material prior to participating.
Be aware of students whose medical condition (e.g., anaphylaxis, asthma, casts, previous concussion, and orthopaedic device) may affect participation (see Generic Section).	Parents will communicate all medical concerns to the trip supervisor during the parent meeting. This information will be in the possession of both the trip guide and group supervisor for the duration of the trip.
Risks involved with the activities must be communicated to parents/guardians with a signed response form from the parents/guardians, giving permission for student to participate.	There will be a parent informational session planned where parents will be made aware of: <ul style="list-style-type: none"> <li>• Itinerary</li> <li>• Route</li> <li>• Emergency contact information</li> <li>• Student expectations</li> </ul> Parents will need to sign a permission form prior to student participating in any activities.
Where the activity takes students off school property,	A school bus will be used for transportation, and will be covered in the

parents/guardians must be made aware of means of transportation used.	parent information session.
A principal/designate in the school, and each teacher (and trip guide [where appropriate]) on the excursion must have: a map of route and an excursion itinerary including an emergency action plan (e.g., supervisory chain of command, emergency evacuation plan, emergency access points, local emergency contact phone numbers).	The trip guide and each group supervisor will have a marked map of the route, the excursion itinerary, and a copy of the emergency action plan.  The trip guide will have copies of the students' emergency contact information.
The loading of a canoe with people and/or gear must not exceed the manufacturer's load capacity rating.	This will all be stored in a waterproof bag.
Teacher and trip guide must both take into consideration: <ul style="list-style-type: none"> <li>• previous training and fitness level of all trip participants</li> <li>• length of time and intensity of physical activity</li> </ul>	The canoes that are rented have a load capacity that exceeds the course requirements.  The fitness level of participants will be evaluated during the course prior to departure. Building the students' fitness level will also be part of the course.
<p>The amount of time each day for both canoeing and portaging is kept within the capabilities of the participants.</p> <p><b>Environmental Considerations</b></p>	
Trip guide must take into consideration environmental conditions (e.g., air and water temperatures, currents, tides and wave conditions, weather, wind, air quality, humidity, UV rating, insects).	The trip guide will take these environmental conditions into consideration each day before starting. If there are any concerns, then the groups will not proceed until the trip guide feels that it is safe to do so.
<p>Trip guide must:</p> <ul style="list-style-type: none"> <li>• be aware of and respond to changing weather and water conditions prior to and during the trip;</li> <li>• cancel, postpone or alter the excursion if conditions put students' safety at an elevated level of risk (e.g. wind, temperature, lightning storms, fog).</li> </ul>	The trip guide will take these weather and water conditions into consideration each day before starting. If there are any concerns, then the groups will not proceed until the trip guide feels that it is safe to do so.
If inclement weather suddenly approaches, leave the water immediately.	The trip guide will ensure that the group will leave the water and find an appropriate halt area is inclement weather approaches. He will travel near the front of the group to ensure that this positive control is maintained.
The trip leader in charge must postpone excursion if there is any	The group will not proceed until the trip guide feels that it is safe to do so.
	The trip guide will check the weather report the week prior to determine



indication of inclement weather or cold water conditions severe enough to put students' safety at risk.	forecast. If severe weather is forecasted that would put students' safety at risk, then the trip will be postponed to the following week. If necessary, the trip will be cancelled.
Daylight canoeing only except under emergency situations.	The itinerary is set that all canoeing will be done during daylight hours, with several hours extra in case of unforeseen circumstances. If canoeing at night is necessary for emergency purposes, the proper procedures for boating at night will be followed.
<b>Canoeing Skills</b>	
Skills for the safe manoeuvring of a canoe must be taught in proper progression.	The course curriculum teaches the required skills in a progressive manner. A one night trip to Camp Northern Lights is planned that will cover basic canoeing to ensure that all students have a basic ability to safely move the canoe.
Activities must be based on skills taught.	The itinerary is based on the skills taught, and no deviation from these will occur unless for emergency purposes and only under the direction of the trip planner.
Students must be instructed on the appropriate loading of the canoe, and trimming of the canoe once loaded.	This is covered as part of the course curriculum, and all group supervisors will personally ensure that all canoes are loaded properly at all times.
As a prerequisite for open water canoeing the student must demonstrate basic competence to a trip leader in: <ul style="list-style-type: none"> <li>• lifts, carries and portaging</li> <li>• launching a canoe</li> <li>• proper entry/exit from canoe</li> <li>• positioning of paddlers and gear</li> <li>• pivot 360 degrees in both directions</li> <li>• draw and pry strokes</li> <li>• sweep stroke</li> <li>• forward and reverse stroke</li> <li>• synchronized strokes</li> <li>• stopping</li> <li>• paddling forward in a straight line</li> </ul>	All canoeing skills are taught and practiced prior to the trip.  A one night trip to Camp Northern Lights is planned that will cover these basic canoeing skills to ensure that all students have a basic ability to safely use and move the canoe.

<ul style="list-style-type: none"> <li>• sideslip</li> <li>• circles in both direction radius 10 meters</li> <li>• landings (shore and dock)</li> <li>• j-stroke, stern draw and stern pry strokes</li> <li>• canoe over canoe rescue procedure</li> <li>• self-rescues into dry and/or swamped canoes</li> </ul>	
<p><b>Students Communications</b></p> <p>Prior to the trip, students must be familiar with:</p> <ul style="list-style-type: none"> <li>• suitable clothing (e.g., recommend layering principle, avoid cotton)</li> <li>• canoeing equipment and repairs</li> <li>• camping skills and safety (e.g., fire building and safety, setting up tarps in an emergency, proper storage of food in camp, water treatment options, use of cooking devices and camp cooking)</li> <li>• environmental concerns (e.g., wildlife, weather, low impact camping, poison ivy/oak)</li> <li>• use of a compass</li> <li>• map reading</li> <li>• the trip itinerary, by reviewing the map, including emergency evacuation points</li> </ul> <p>Students must receive instruction on safety procedures related to:</p> <ul style="list-style-type: none"> <li>• severe weather conditions (e.g., wind, lightning - see Appendix F - Lightning Protocol)</li> <li>• hydration and nourishment</li> <li>• ways to protect themselves from environmental conditions (e.g., use of hats, sunscreen, sunglasses, personal water bottles, insect repellent, appropriate clothing)</li> </ul>	<p>All of these skills are taught as part of the course curriculum.</p>
<p>Students must receive instruction on safety procedures related to:</p> <ul style="list-style-type: none"> <li>• severe weather conditions (e.g., wind, lightning - see Appendix F - Lightning Protocol)</li> <li>• hydration and nourishment</li> <li>• ways to protect themselves from environmental conditions (e.g., use of hats, sunscreen, sunglasses, personal water bottles, insect repellent, appropriate clothing)</li> </ul>	<p>All of these skills are taught as part of the course curriculum.</p>

Swim Test	
<p>Prior to canoeing, students must successfully complete the following swim test in its entirety:</p> <ul style="list-style-type: none"> <li>• rolling entry (backwards or forward) into deep water at 2.75m (9') minimum depth</li> <li>• tread water for 1 minute</li> <li>• swim 50m (164') continuously any stroke</li> </ul> <p>The components of the swim test must be completed in sequence and without any aids or stops.</p> <p>The test must be administered by a qualified instructor/guard (test is based on the Lifesaving Society's Swim to Survive™ Standard.</p> <p>The swim test must be completed within the school year in which the activity is taking place.</p> <p>In lieu of completing the swim test, students may provide proof of Bronze Medallion certification or higher.</p> <p><i>Students who do not pass the above swim test or who do not have the aforementioned certification must not participate in canoe tripping.</i></p> <p>Trip guide and outside provider (if applicable) must be aware of the swim test results.</p>	<p>A swim test is scheduled near the start of the course at the Courtyce Recreation Centre.</p> <p>The NLS qualified life guards at the Courtyce Recreation Centre administer the test.</p> <p>The swim test will be scheduled for approximately 3 months before the trip.</p> <p>Any students that meet this qualification will be identified, but will still be required to complete the swim test as a course requirement.</p> <p>Any students not passing the test will be identified and will not participate in the trip. This requirement will also be made known at the parent meeting to identify any non-swimmers.</p> <p>The trip guide will be present during the swim test to personally be aware of results.</p>
Supervision	
<p>For all overnight excursions, two adult supervisors are required as a basic minimum, one of whom must be a teacher.</p> <p>Where males and females participate on an excursion, both male and female supervisors are required.</p> <p>If the group is divided into two or more excursions, each excursion must have a trip guide who has the required certifications.</p> <p>1 supervisor per 8 students.</p> <ul style="list-style-type: none"> <li>• For every 1-8 students, personnel and qualifications required: one trip guide, one First Aid certification, and one lifeguard certification. These qualifications can be fulfilled by one or more supervisors.</li> </ul>	<p>There will be more than two adult supervisors present. At a minimum, the trip guide is the outdoor education teacher for all student participants.</p> <p>Any female student group will be supervised by a female group supervisor.</p> <p>At no point will be trip be divided into more than one excursion. All participants will travel as a group and will occupy campsites that are on the same lake and within a reasonable distance with each other.</p> <p>This ratio, or better, will be maintained at all times. Each group supervisor will have up to two tent groups which will have a maximum of four students each. This will maintain the required ratio.</p> <p>All of these qualifications are held by the trip guide.</p>



Instructor Qualifications	
At least one trip leader must have one of the following current certifications: <ul style="list-style-type: none"> <li>• ORCKA Canoe Tripping Level 3 Trip Leader</li> <li>• Paddle Canada Advanced Tripping Skills</li> <li>• Or equivalent</li> </ul>	The trip guide has ORCKA Canoe Tripping Level 3 Trip Leader and ORCKA Canoe Tripping Instructor Level 1.
At least one trip guide or instructor must have the following current lifeguard certification: <ul style="list-style-type: none"> <li>• N.L. certificate</li> </ul>	The trip guide has this certification.
First Aid Certification	
When on a multi-day trip travelling within 2 hours from the arrival of emergency medical assistance to arrive, at least one teacher, trip guide, instructor or supervisor must have one of the following certifications: <ul style="list-style-type: none"> <li>• St. John Ambulance's Emergency First Aid with CPR C + AED</li> <li>• St. John Ambulance Wilderness First Aid</li> <li>• Canadian Red Cross Emergency First Aid &amp; CPR (Level C)</li> <li>• Canadian Red Cross Wilderness and Remote First Aid</li> <li>• Canadian Ski Patrol First Aid Certificate</li> <li>• Equivalent to any of the above.</li> </ul>	The trip guide has at least one of these certifications. Some of the group supervisors may have one or more of these certifications as well.
When taking students to wilderness areas (which travel more than 2 hours from the arrival of emergency medical assistance), one teacher, trip guide, instructor or supervisor must have one of the following certifications: <ul style="list-style-type: none"> <li>• Wilderness First Aid OR</li> <li>• Wilderness Advanced First Aid OR</li> <li>• Wilderness First Responder OR</li> <li>• Equivalent to any of the above.</li> </ul>	The trip will not be this far from EMS arrival. Extraction could be done within 2 hours from anywhere on the route if necessary. The trip supervisor is also trained and qualified in first aid in a wilderness setting through continual military first aid training.
Supervision for Swim Test	
There must be a minimum of two certified swimming instructors/lifeguards on deck or in the pool.	The Courtoise Recreation Centre has a policy of two NLS qualified lifeguards at all times. This will be maintained during the swim test.



Supervision ratio is 2 instructors per 50 students with both instructors/lifeguards certified as outlined below. All swimming instructors must hold one of the following current certifications:		
<ul style="list-style-type: none"> <li>• Canadian Red Cross Water Safety Instructor Award</li> <li>• Lifesaving Society Instructor Certificate plus an Assistant Lifeguard Certificate</li> <li>• Lifesaving Society Swim Instructor Certificate plus an Assistant Lifeguard Certificate</li> <li>• YMCA Instructor Certificate</li> <li>• Ontario Teachers Aquatic Standard (OTAS) - for pool situations only</li> <li>• National Lifeguard Certificate (NL)</li> </ul>		The Courtyce Recreation Centre has a policy of two NLS qualified lifeguards at all times. This will be maintained during the swim test.
One swimming instructor must also hold one of the following current certifications:		
<ul style="list-style-type: none"> <li>• National Lifeguard Certificate (NL)</li> <li>• Standard First Aid Certificate (e.g., Red Cross, Lifesaving Society, St. John Ambulance, Canadian Ski Patrol)</li> </ul>		The Courtyce Recreation Centre has a policy of two NLS qualified lifeguards at all times. This will be maintained during the swim test.

## OPHEA Safety Guidelines for Outdoor Education – Camping

An extended overnight camping experience in an outdoor environment with students using tents and doing their own food preparation.

Guideline	Equipment	How it will be addressed
Determine that all necessary equipment is included and is safe for use prior to departing on the excursion.	Checking of equipment is completed as part of the course curriculum, and each group has and maintains the same equipment for the duration of the course. A final kit check will be done just prior to departure.	
A fully stocked first aid kit appropriate for the number of participants must be readily accessible and waterproofed. (See Appendix D).	COVERED IN ABOVE SECTION.	
A working communication device (e.g., satellite or cell phone, or satellite GPS messenger) suitable for the activities/locations must be available. This device must be maintained, waterproofed, protected and dedicated for emergency communications only.	COVERED IN ABOVE SECTION.	
Collect and check all necessary equipment before the excursion.	Students will have the same equipment for the duration of the course and be taught the proper maintenance and pre-trip checks.	
If cooking on stoves, use propane/liquid gas type stoves, in quantity sufficient to feed all students in a timely manner, plus one extra in case of malfunctioning stove.	Each tent group of 3-4 students has an MSR Dragonfly stove that uses white fuel and will carry two full fuel bottles.	
Shovel/trowel.	Each group of 4 students has a small, packable shovel.	
Flashlight.	Every student must have his or her own working flashlight with spare batteries.	
An adequate supply of nutritious food preserved and packed to suitable weight for carrying.	COVERED IN ABOVE SECTION.	
An adequate supply of safe water for one day.	Each student is required to have a water bottle with a minimum capacity of 1 L at all times.	
The group must have a water purification method.	COVERED IN ABOVE SECTION.	
Students must be made aware of water sources prior to embarking on trip.	Proper collection and filtering of water from the lake will be covered as part of the course curriculum.	
Waterproof matches and/or matches in a waterproof container.	Each group carries waterproof matches in a waterproof container.	
Clothing/Footwear		
Determine that all necessary clothing and footwear are included prior to departing on the excursion.	COVERED IN ABOVE SECTION.	



Clothing (in layers where appropriate) and footwear (i.e. closed-toed shoes that provide traction) appropriate to the activity, location and environmental conditions must be worn.	COVERED IN ABOVE SECTION.
Rain gear and/or a dry change of clothing kept in a watertight bag/container must be accessible.	COVERED IN ABOVE SECTION.
<b>Facilities</b>	
Trip guide must check with local authorities to determine the level of potential hazards (e.g., bears, forest fires).	COVERED IN ABOVE SECTION.
Routes must commensurate with age and abilities of group.	COVERED IN ABOVE SECTION.
Appropriate environmental and sanitary practices (e.g., washroom routines) must be taught.	COVERED IN ABOVE SECTION.
<b>Special Rules/Instructions</b>	
Determine and follow school/board emergency procedures, including accessibility to a vehicle, for transportation of a student to hospital.	COVERED IN ABOVE SECTION.
Be aware of students whose medical condition (e.g., anaphylaxis, asthma, casts, previous concussion, or orthopaedic device) may affect participation (see Generic Section).	COVERED IN ABOVE SECTION.
Risks involved with the activities must be communicated to parents/guardians with a signed response form from the parents/guardians, giving permission for student to participate.	COVERED IN ABOVE SECTION.
Where the activity takes students off school property, parents/guardians must be made aware of means of transportation used.	COVERED IN ABOVE SECTION.
Skills must be taught in proper progression.	The skills required are incorporated into the course curriculum and taught in a progressive manner.
Program activities must be appropriate for both the age and skill level of the participants.	All skills are appropriate for high school students with little to no camping experience.
Students must receive training or information on concussion prevention and awareness specific to the activity prior to participating. Students must not participate in the activity until this instruction has been received.	COVERED IN ABOVE SECTION.
Students must be made aware of expectations as they relate to: <ul style="list-style-type: none"> <li>• emergency procedures</li> <li>• signal to assemble</li> <li>• boundaries for activity</li> </ul>	These concerns will be communicated to both the student during the course, and to the parents during the parent info session.
A process for keeping track of students must be in place (e.g. buddy	Students will not be permitted to wander alone, and each will be paired

system).	with a partner.
Program must be planned in detail with contingency plans for inclement weather.	The trip planner will make final decision on plan during inclement weather, with the priority being on student safety. COVERED IN ABOVE SECTION.
A principal/designate in the school, and each teacher (and trip guide [where appropriate]) on the excursion must have: a map of route and an excursion itinerary including an emergency action plan (e.g., supervisory chain of command, emergency evacuation plan, emergency access points, local emergency contact phone numbers)	
Food must be hung, stored in a car or in bear-proof containers, or kept as far away from camp as possible.	These procedures will be covered as part of the course curriculum. Each group has a barrel for food and toiletries that will be hung in the trees each night, under supervision.
Students must not use axes.	No axes will be taken on the trip.
Safety procedures for camp/cooking fires must be established (e.g., water bucket in close proximity, safe movement when near fire, review of "stop, drop and roll")	Safe operation of the stove and cooking procedure will be covered as part of the course curriculum.
No open flame, of any sort, in or near tents.	No cooking will take place in or near the tents. The group supervisors will ensure that a suitable cooking area is established away from the tents.
No bare feet in campsite area.	Students will be informed and group supervisors will ensure that students have footwear on at all times. Proper checking of skin for ticks will be covered and supervised during the trip. COVERED IN ABOVE SECTION.
Teacher and trip guide must both take into consideration: * previous training and fitness level of all trip participants * length of time and intensity of physical activity	
<b>Environmental Considerations</b>	
Trip guide must take into consideration environmental conditions (e.g., temperature, weather, wind, air quality, humidity, UV index, insects)	COVERED IN ABOVE SECTION.
Trip guide and teacher must: <ul style="list-style-type: none"> <li>• be aware of and respond to changing weather conditions prior to and during the trip;</li> <li>• cancel, postpone or alter the excursion if conditions put students' safety at an elevated level of risk (e.g. wind, temperature, lightning storms, fog).</li> </ul>	COVERED IN ABOVE SECTION.
<b>Instructions and Communications</b>	
Students must receive instruction on safety procedures related to:	This will all be covered prior to departure as part of the course

<ul style="list-style-type: none"> <li>ways to protect themselves from environmental conditions (e.g. use of hats, sunscreen, sunglasses, personal water bottles, insect repellent, appropriate clothing);</li> <li>severe weather conditions (e.g., wind, lightning, [see Appendix F Lightning Protocol]);</li> <li>hydration and nourishment.</li> </ul>	curriculum.
<b>Supervision</b>	
On-site supervision.	A group supervisor is present with students at all times. At no point will students be left unattended.
If using tents, at least one of the trip guides must have tent-camping experience.	All group supervisors and the trip guide have tent camping experience.
Filling and lighting camp stoves and lighting of campfires by students must be done under constant visual supervision.	These activities will be completed under the direct supervision of the group supervisors.
Saws and camping knives may be used by students under adult supervision following instruction in their use.	This will be covered as part of the course curriculum prior to departure.
	When used on trip, it will be under the direct supervision of the group supervisors.
<b>Supervisor Ratio</b>	
1 supervisor per 15 students.	This ratio will be maintained throughout. The students are divided into groups of no more than 8 with a supervisor assigned to each group.
Where males and females participate on an excursion, both male and female supervisors are required.	COVERED IN ABOVE SECTION.
<b>First Aid Certification</b>	
At least one supervisor must have one of the following current first aid certifications:	COVERED IN ABOVE SECTION.
<ul style="list-style-type: none"> <li>N.L.S. lifeguard certificate</li> <li>St. John Ambulance's Emergency First Aid with CPR C + AED</li> <li>St. John Ambulance Wilderness First Aid</li> <li>Canadian Red Cross Emergency First Aid &amp; CPR</li> <li>Canadian Red Cross Wilderness and Remote First Aid</li> <li>Canadian Ski Patrol First Aid Certificate</li> <li>Equivalent to any of the above.</li> </ul>	

Proposed St. Mary Catholic Secondary School, Cobourg, Excursion to RKY Camp, Parham, Ontario, from May 1 to May 3, 2019.

**R.A.:** that the proposed St. Mary Catholic Secondary School Student Excursion to RKY Camp, Parham, Ontario from May 1, 2019 to May 3, 2019 be approved in principle and that the trip activities meet OPHEA guidelines for Outdoor Education.





Peterborough Victoria  
Northumberland and Clarington  
Catholic District School Board

## CATEGORY 4 APPROVAL FORM

To be used for wilderness trips anywhere in Canada

Teacher/Organizer: Yvette McCartney, M. O'Neill, T. Hunt	School: St. Mary Catholic Secondary School, Cobourg
Adult Supervisors Attending: Y. McCartney, M. O'Neill, P. Ainsworth, T. Hunt & K. Ironside with 14 RKY camp counsellors	
Destination: RKY Camp, Parham, ON	Mode of Transportation: bus
Grade/Course: Grades 9, s10, 11 & 12	Date of Submission: Feb. 12 <sup>th</sup> , 2019
Departure Date: Wed, May 1 <sup>st</sup> , 2019 @ 8:00 am	Return Date: Fri, May 3 <sup>rd</sup> , 2019 @ 4:00 pm
Number of Students: boys: 20 girls: 30	Number of Adult Supervisors: female: 2 male: 3
Name of Travel Agent: none	Type of Excursion: <input checked="" type="checkbox"/> Curricular <input type="checkbox"/> Co-instructional
Total cost to be paid by each Student: \$ 160.00	

**Summary of Proposed Activity:** This camping experience meets the requirements of the Duke of Edinburgh's Award Program Qualifying Adventurous Journey for the Bronze Level or the Practice Journey for the Silver or Gold Levels. Students will be required to pass the OPHEA swim test prior to attending RKY Camp. Activities at camp will include: camping, hiking, canoeing, kayaking, low ropes, high ropes, team building activities or initiatives, fire building techniques, outdoor cooking, orienteering with compass work, shelter building, nature hike, and other outdoor activities.

**Curricular Relevance:** (provide the overall expectations addressed) Students could receive certificates for: Paddling Techniques, Leave No Trace Camping, Knot Techniques, Map & Compass Use, Wilderness First Aid, and Water & Ice Safety. SHSM students will be completing curriculum related to ENVR36, the Dual Credit Fleming Course. Course expectations for: CGG3O; CGR4E/M; CGW4U; GPP3O; HLS3O; HSP3M; HZB3O & HZT4U; PLF4C; PPL3O & PPL4O; TFH3E & TFT4C; and SVN3E/M, SCH3C/U & SCH4E/M will also be addressed.

Estimated Cost for Entire Group:		Anticipated Sources of Revenue:	
Accommodation	\$ 0	School Accounts	\$ 7,204
Travel	\$ 3,000	School Fund-raising	\$ 0
Cost of Supply Teachers	\$ 744 (3 days x \$248)	Student/Parent share	\$ 4,800
Meals	\$ included	Other:	\$ 0
Programs/Materials	\$ 8,100	Other: Teacher contributions, if applicable	\$ 0
Other	\$ 160		
<b>Total</b>	<b>\$12,004.00</b>	<b>Total</b>	<b>\$12,004.00</b>

It is understood that this excursion will not proceed without the approval of the Board and signed parental forms completed.

Checklist of Criteria: Include all of the applicable information below in the package submitted to the Superintendent

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Itinerary (including Mass if on the weekend) <u>N/A</u><br><input checked="" type="checkbox"/> Contract Information<br><input checked="" type="checkbox"/> Additional Medical Coverage needs considered <u>N/A</u><br><input checked="" type="checkbox"/> History of Excursion – number of years: <u>12 years</u><br><input type="checkbox"/> Certification required by staff attending: <u>none required</u><br><input checked="" type="checkbox"/> Educational objectives stated | <input checked="" type="checkbox"/> Information and consent letter to parents<br><input checked="" type="checkbox"/> Liability waivers signed<br><input checked="" type="checkbox"/> Supervision ratio in alignment with A.P. 305<br><input checked="" type="checkbox"/> List of destination/emergency phone numbers provided<br><input type="checkbox"/> Passports (if required) |
|--|---|

- ☒ This excursion complies with the OPHEA Guidelines for the High Care Activities listed below:

Camping, Canoeing/Kayaking, Climbing, and Archery.

*Yvette McCartney*  
Teacher Signature

*R. Majdell*  
Principal Signature

*T. Hunt*  
Superintendent Signature

*March 5<sup>th</sup> /19*  
Date

*March 5, 2019*  
Date

*March 20, 2019*  
Date





# RKY Camp Outdoor Centre Group Agreement

## ORGANIZATION INFO

Name **St. Mary's Secondary School**  
 Address **1050 Birchwood Trail Road**  
 City / State / Zip **Cobourg, Ontario K9A 5S9**  
 Group Leader **Yvette McCartney**  
 E-mail **ymccartney@pvnccdsb.on.ca**

## GROUP INFO

Reservation # **1185**  
 Group Name **St. Mary's - Spring - 2019**  
 Phone  
 Work Phone **905-372-4339**  
 Type **School**

## DATES

Arrival **01-May-2019** Time **10:45 am** Departure **03-May-2019** Time **1:30 pm**

## GUESTS

Expected # **55** Guaranteed Minimum (90%) **50**

## SPECIAL REQUESTS / MEALS

Special Requests

First Meal **Dinner**

Last Meal **Lunch**

## FINANCIAL INFORMATION

St. Mary's - Spring - 2019: 2019-05-01 to 2019-05-03

Date Due	Description	Amount	HST 13%	Total
01-08-19	Three Day Two Night >15 yrs old (55 @ 130)	\$7,150.00	\$929.50	\$8,079.50
Totals:		\$7,150.00	\$929.50	\$8,079.50

Total Charges: **\$8,079.50**  
 Deposit Amount: **\$800.00**

## TERMS and CONDITIONS

This agreement is between St. Mary's Secondary School ("The Organization"), represented by its authorized representative Yvette McCartney and RKY Camp. The Participants that will attend RKY Camp pursuant to this Group Agreement are from St. Mary's - Spring - 2019 (the "User Group").

### General Terms and Conditions

1. A 10% deposit, based on the initial invoice amount, must be made to RKY Camp within 30 days of this Group Agreement being issued to secure desired spot. Final amount will be invoiced upon departure from RKY Camp.
2. No User Group booked at RKY Camp is guaranteed site exclusivity unless previously arranged at the time of booking. Additional fees apply for complete site exclusivity.
3. RKY Camp may use photographs, images, or recordings of participants for promotional purposes only.
4. RKY Camp is not responsible for lost, damaged, or stolen personal property.
5. User Groups are not permitted to bring pets to the RKY Camp site unless arranged and agreed upon by RKY Camp prior to arrival.
6. RKY Camp reserves the right to allocate meeting space(s) and cabin(s) based on the size of your group. Participants are required to use only the cabins and spaces that are assigned to them.
7. Intentional damage, graffiti, or defacing of RKY Camp property or equipment could result in additional costs of repairs or replacement to be charged to the User Group.
8. All program equipment, the ropes course, and waterfront areas are not to be used without direct RKY Camp staff supervision.
9. User Groups are required to provide their own supervision for their participants. Unless agreed otherwise in writing by RKY Camp, supervision ratios will be maintained by the User Group as follows:

A minimum of one Adult Supervisor for every 16 minor participants for a day group (1:16)

A minimum of one Adult Supervisor for every 12 minor participants for an overnight group (1:12)

A minimum of one Adult Supervisor to be a group supervisor for each activity group in the daytime program rotations.

One extra Adult Supervisor to "float" and help where needed (illness, injury, behavioural needs etc.) during the daytime program rotations.

Adult Supervisors are at all times responsible for supervision of the students and dealing with any behavioural issues, illness, injury, health concern or any other issues that may arise at any time during the program.

Adult Supervisors will also:

- (i) Assist at activities so that each group has at least one Adult Supervisor;
- (ii) Assist at free swims with managing students and controlling the "buddy system" (see document attached);
- (iii) Assist with evening programs; and
- (iv) Directly supervise students from 9:00 pm to 7:30 am and during all non-programming times (free times, meals, etc.)

RKY Camp staff are responsible solely for teaching activities, life guarding during free swims, as well as planning and running evening programs if agreed in writing. RKY Camp staff will be free of all Program responsibilities from 9:00pm to 7:30am

10. General quiet time at RKY Camp begins at 10:30pm.

11. Illegal drugs, tobacco and alcohol and/or any acts of physical violence are strictly prohibited at the RKY Camp. Alcohol may be consumed only in situations that have been pre-arranged at the time of booking. Alcoholic beverages are only to be consumed by individuals of legal drinking age in the centre of RKY Camp and the Homestead/Dining Hall area.

12. If a participant and/or adult supervisor is involved in any conduct that in the opinion of RKY Camp directors or his/her designate is in breach of the health and safety standards or rules of conduct or otherwise endangers the well-being of participants, supervisors or RKY Camp staff, the participant will be dismissed from RKY Camp immediately at the sole discretion of RKY Camp.

13. Inappropriate behaviour will not be tolerated. RKY Camp reserves the right to remove participants at its sole discretion and at the cost of the User Group should a participant's behaviour be deemed unsafe or disruptive.





## RKY Camp Outdoor Centre Group Agreement

14. RKY Camp does not provide emergency transportation to participants. Please ensure that appropriate arrangements are in place in the case of an emergency involving a participant.

### Booking Requirements

1. A minimum of 10 participants are required to book a visit to RKY Camp.
2. All day use bookings do not include lunch, unless pre-arranged at the time of booking.
3. At the time of booking, User Groups must indicate an accurate number of participants. User Groups must inform RKY Camp at least 14 days prior to the scheduled booking to adjust their participant numbers. Should a User Group's final numbers decrease by more than 10%, their fees will only be adjusted up to a maximum of 10% less their original booking cost. Any additional participants will be charged at the regular group rate.
4. User Groups must return program request sheets within 14 days after a booking has been made in order to guarantee their spot and activity choices. RKY Camp reserves the right to alter outdoor centre programming based on safety concerns, age and/or behaviour of participants and equipment available.
5. Bookings that are cancelled less than 14 days prior to the booking date are subject to payment of the full contract fee.
6. All bookings are subject to annual availability and payment.

### Acknowledgement & Assumption of Risk

While RKY Camp staff will make every reasonable effort to minimize exposure to known risks, we recognize that participation in an RKY Camp program, will involve participation in physical activities by the participants and that with any physical activities, there is a risk of bodily injury or death and/or damage to or loss of property. By renting RKY Camp facilities or participating in RKY Camp programs, the undersigned authorized representative of the Organization entering into this Group Agreement agrees and acknowledges that each participant understands that he/she is participating voluntarily and is doing so at his/her own risk, and that all participants participating in the RKY Camp programs or renting RKY Camp facilities have been made aware of such responsibilities.

### Exclusive Jurisdiction and Applicable Law

Any dispute arising out of, in connection with or incidental to the RKY Camp shall be litigated, if at all, before the Superior Court of Ontario located in Toronto, Ontario, to the exclusion of the courts of any other city, province or country. The applicable law to be applied to any dispute shall be the law of the Province of Ontario, with the exception of its conflict of laws rules.

### Severability

If any provision of this Group Agreement is held by a Court to be unenforceable, then such provision will be modified to reflect the parties' intention. All remaining provisions of this Group Agreement shall remain in full force and effect as drafted.

### AGREEMENT

In consideration for RKY Camp allowing the User Group of the Organization to attend and participate in the RKY Camp program, the Organization agrees as follows.

The Organization acknowledges and agrees to all of the terms and conditions of this Group Agreement. The Organization acknowledges that it has been advised of the risks involved in the RKY Camp program. The Organization agrees that its Participants and/or Adult Supervisors may participate in the program. The Organization agrees that its Participants and/or Adult Supervisors will abide by RKY Camp terms and conditions as detailed in this Group Agreement and as otherwise provided to the Organization.

The undersigned authorized representative of the Organization hereby agrees that he/she will:

- a. present accurate and complete health information of all Participants to RKY Camp as required;
- b. inform the custodial parents/guardians of all minor Participants of the activities in which their children will take part; and
- c. if necessary, act on behalf of the custodial parent/guardian of the participant should a medical emergency occur.

The Organization will indemnify RKY Camp, their agents, servants, employees, volunteers, successors, assigns, directors, officers, shareholders and insurers for any and all claims against them arising out of the attendance at RKY Camp, along with all associated legal costs, subject to the following: the Organization is responsible for errors or omissions of its own employees, agents, servants and volunteers. The Organization is also responsible for conduct of participants or supervisors that cause injury/death or property damage. RKY Camp is responsible for errors and omissions of their own employees, agents, servants and volunteers.

I/We have read the terms & conditions above and wish to confirm our reservation for the dates requested above. I am authorized to sign on behalf on my Organization.

I understand that facilities and services will be reserved only if the signed Group Agreement and deposit are received by RKY Camp by the due date of: February 9, 2019.

Dated: January-15-19 Name: Andrew Walker  
(Outdoor Centre Director)

Signature: 

Dated: Jan. 16<sup>th</sup>/19 Name: Yvette McCartney  
(Authorized Signatory)

Signature: 



To: Participants in Duke of Edinburgh Program & SHSM Environment  
Re: **12<sup>th</sup> Annual Outdoor Camping Adventure to RKY Camp**  
From: Ms. Y. McCartney, Ms. M. O'Neill, Mr. T. Hunt and Mr. B. Yantha

- Who:** All Duke of Edinburgh & SHSM Environment Participants from grades 9, 10, 11, and 12.
- When:** Leaving SMCSS @ 8:00 am on Wed, May 1<sup>st</sup> returning @ 4:00 pm on Fri, May 3<sup>rd</sup>, 2019.
- Where:** RKY Camp in Parham, Ontario. Website: <https://www.rkycamp.org>
- Why:** The Duke of Edinburgh's **Bronze** Qualifying Journey OR Practice Journey for **Silver** or **Gold**.  
Receiving possible SHSM certificates for: paddling techniques, knot tying techniques, map & compass use, water / ice safety, Leave No Trace camping, ...
- How:** We will travel by bus to camp and back from camp.
- Cost:** \$ 160.00 Our school is funding a portion of the transportation and camp costs.  
Packing list and the itinerary are available in guidance and will be discussed at planning meetings.
- Activities:** Canoeing, kayaking, big group games, initiatives (team building activities), climbing wall, high ropes, low ropes (leadership activities), knot tying techniques, campfire building activities, iron chef cook off, overnight camping (around camp or on deserted island), leave no trace camping, water/ice safety, wilderness first aid, map and compass use, archery, polar bear dip or swim (weather permitting), ...
- Required:** Students must pass swim test (50 meter swim & tread water) @ YMCA – date to be determined.
- Interested:** Please pay \$100 deposit online and bring signed permission before Wed, April 3<sup>rd</sup> /19 to Mrs. McCartney in guidance.
- NOTE:** Parent Information Meeting will be held on Tues, April 2<sup>nd</sup> @ 5:30 pm in the guidance office.  
All signed permission forms & money are due on Wednesday, April 10<sup>th</sup>, 2019.
- There is a limit on the number of campers = please bring in your form & money ASAP.



## INFORMED CONSENT/PERMISSION FORM FOR EDUCATION TRIPS

Category 4 or 5 - Students Under 18 Years

St. Mary Catholic Secondary School's Duke of Edinburgh's Program & SHSM Environment students are arranging  
12<sup>th</sup> Annual Spring Camping at RKY Camp in Parham, ON from Wed, May 1<sup>st</sup> to Fri, May 3<sup>rd</sup>, 2019

THIS FORM MUST BE READ AND SIGNED BY EVERY STUDENT WHO WISHES TO PARTICIPATE  
AND BY A PARENT OR GUARDIAN OF A PARTICIPATING STUDENT.

### ELEMENTS OF RISK:

Educational activity programs, such as spring camping involve certain elements of risk. Injuries may occur while participating in these activities. The following list includes, but is not limited to, examples of the types of injury which may result from participating in canoeing, kayaking, low & high ropes, orienteering, archery, fire & shelter building:

1. Concussion

2. Sunburn / rashes

3. Burns / blisters / bug bites

The risk of sustaining these types of injuries result from the nature of the activity and can occur without any fault of either the student, or the school board, its' employees/agents or the facility where the activity is taking place. By choosing to take part in this activity, you are accepting the risk that you/your child may be injured.

The chance of an injury occurring can be reduced by carefully following instructions at all times while engaged in the activity.

If you choose to participate in the outdoor camp activities you must understand that you bear the responsibility for any injury that might occur. In case of serious student misconduct during this trip, the staff in charge will have the authority to dismiss the student and contact you to pick him/her up at the location of the activity. Parents will be responsible for any applicable costs.

The Peterborough Victoria Northumberland and Clarington Catholic District School Board does not provide accidental death, disability, dismemberment or medical expense insurance on behalf of the students participating in this activity.

### ACKNOWLEDGEMENT

WE HAVE READ THE ABOVE. WE UNDERSTAND THAT IN PARTICIPATING IN THE ACTIVITY DESCRIBED ABOVE, WE ARE ASSUMING THE RISKS ASSOCIATED WITH DOING SO.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

### PERMISSION

I give \_\_\_\_\_ permission to participate in the 12<sup>th</sup> Annual RKY Spring Camping & Activities  
(name of student)  
to be held on Wednesday, May 1<sup>st</sup> to Friday, May 3<sup>rd</sup>, 2019.

Signature of Parent/ Guardian: \_\_\_\_\_ Date: \_\_\_\_\_



## RELEASE AND INDEMNIFICATION FORM FOR EDUCATION TRIPS

### Category 4 or 5 - Students over 18 Years

The Peterborough Victoria Northumberland and Clarington Catholic District School Board will make available the opportunity of participating in SMCSS' 12<sup>th</sup> Annual Spring Trip for Duke of Ed & SHSM Environment students  
(describe activity) to RKY Camp, Parham, ON on Wed, May 1<sup>st</sup> to Fri, May 3<sup>rd</sup>, 2019.

THIS FORM MUST BE READ AND SIGNED BY ALL STUDENTS WHO WISH TO GO.

#### ELEMENT OF RISK

Educational activity programs, such as, canoeing, kayaking, low & high ropes, orienteering, archery, fire building techniques, present various elements of risk. Accidents resulting from such activities may occur and cause injury. The risk associated with the activity MUST be assumed by the participants.

#### ACKNOWLEDGEMENT

I, \_\_\_\_\_ understand and accept the above and provide the Peterborough Victoria Northumberland and Clarington Catholic District School Board with the following waiver of liability and indemnification agreement:

#### RELEASE AND INDEMNIFICATION AGREEMENT

I, \_\_\_\_\_ hereby release the Peterborough Victoria Northumberland and Clarington Catholic District School Board and its staff and agents from any and all liability for any injury sustained by me, regardless of how caused, resulting from my participation in the SMCSS' 12<sup>th</sup> Annual Spring Trip to RKY Camp arranged through the Peterborough Victoria Northumberland and Clarington Catholic District School Board on May 1<sup>st</sup> to May 3<sup>rd</sup>, 2019.

I further agree to indemnify and save harmless the Peterborough Victoria Northumberland and Clarington Catholic District School Board and its staff and agents from any and all suits, demands, torts, and actions of any kind which may be brought against its staff or agents for which it/they may become liable by reason of any injury, loss, damage or death resulting from, or occasioned to, or suffered by any person or any property, by reason of any act, neglect or default of mine.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_





St. Mary CSS  
May 1<sup>st</sup> to 3<sup>rd</sup>, 2019  
DRAFT ITINERARY

Wednesday, May 1 <sup>st</sup>	Thursday, May 2 <sup>nd</sup>	Friday, May 3 <sup>rd</sup>
10:45 am Arrival at RKY 😊 - Unpack bus - Community Meeting - Big Group Games - Move Into Cabins - Survival Game	7:30 Wake up 8:30 Breakfast 9:30 <b>Rotation #6</b> 11:00 <b>Rotation #7</b>	7:30 Wake up 8:30 Breakfast Grade 12s Pack Up – return by 9 am Unpack ready for Rotation #13 @ 9:30 9:30 <b>Rotation #13</b> Grade 11s Pack Up – return by 11 am Unpack ready for Rotation #14 @ 11:30 11:00 <b>Rotation #14</b> 12:20 First Meal Meeting (12s)
12:00 Bagged Lunch	12:30 Lunch	12:30 Lunch
12:45 <b>Rotation #1</b> 2:15 <b>Rotation #2</b> 3:30 Grade 9/10s Gear Pack Up and depart for island 3:45 <b>Rotation #3</b> Grade 12s Gear Pack up and depart for island 5:20 First Meal Meeting (11s)	1:15 <b>Rotation #8</b> Grade 9/10s arrive back by 2 pm Unpack ready for Rotation #9 @ 2:45 2:45 <b>Rotation #9</b> 3:30 Grade 11s Gear Pack Up and depart for two different islands 4:00 <b>Rotation #10</b> 5:20 First Meal Meeting (9/10s)	1:30 pm Pack up the bus 2:00 pm Departure from RKY Camp ☹️
5:30 Dinner	5:30 Dinner	Contact: Yvette McCartney Total: <u>50 students</u> from Grades 9 to 12
6:30 <b>Rotation #4</b> 7:45 <b>Rotation #5</b>	6:30 <b>Rotation #11</b> 7:45 <b>Rotation #12</b>	
Grade 9/10s on Golly Island Grade 12s on Middle Island Certifications: Leave No Trace, Knot Tying, Fire Building, Shelter Building Techniques 9:30 Bed Time	Grade 11 Girls on Golly Island Grade 11 Boys on Middle Island Grade 12s on another Island Certifications: Leave No Trace, Knot tying, Fire Building, Shelter Building, Water & Ice Safety, ... 9:30 Bed Time	

Rotations could include:

- |                      |                   |                               |                    |
|----------------------|-------------------|-------------------------------|--------------------|
| -Canoeing            | -Kayaking         | -Low Ropes                    | -High Ropes        |
| -Climbing Wall       | -Initiative Games | -Orienteering (land or water) | - Nature Hike      |
| - Archery            | - Lunch Cookout   | - Iron Chef                   | - Shelter Building |
| - Water & Ice Safety | - Bridge Building | .....                         |                    |



St. Mary CSS  
May 1<sup>st</sup> to 3<sup>rd</sup>, 2019  
DRAFT ITINERARY

Groups:	<b>Grade 9/10s</b>	<b>Grade 11 A</b>	<b>Grade 11 B</b>	<b>Grade 12s</b>
# per group:	12	14	14	10
Rotation #1	High Ropes	Kayaking	Climbing Wall	Canoeing
Rotation #2	Canoeing	Climbing Wall	Kayaking	High Ropes
Rotation #3	GEAR PACK UP Paddle on lake	Initiatives	High Ropes	GEAR PACK UP Paddle on lake
Rotation #4	Set up - Golly Island	High Ropes	Initiatives	Set up - Middle Island
Rotation #5	Certifications	Iron Chef	Iron Chef	Certifications
Rotation #6	GEAR Pack Up Morning Paddle	Canoeing	Orienteering	GEAR Pack Up Morning Paddle
Rotation #7	Paddle to new island	Low Ropes	Canoeing	Paddle on lake
Rotation #8	Cookout for lunch UNPACK GEAR	Orienteering	Low Ropes	Paddle to new island Cookout for lunch
Rotation #9	Climbing Wall	GEAR PACK UP Paddle on lake	GEAR PACK UP Paddle on lake	Certifications Paddle on lake
Rotation #10	Low Ropes	Paddle on lake	Paddle on lake	Paddle on lake
Rotation #11	Orienteering Nature Hike	GIRLS set up on Golly Island	Boys set up on Middle Island	Set up on new island
Rotation #12	Iron Chef	Certifications	Certifications	Iron Chef on island
Rotation #13	Kayaking	Paddle on lake	Paddle on lake	UNPACK GEAR Climbing Wall
Rotation #14	Initiatives Clean & clear cabins PACK UP	UNPACK GEAR Girls – Initiatives Clean & clear cabins PACK UP	UNPACK GEAR Boys – Archery Clean & clear cabins PACK UP	Kayaking Clean & clear cabins PACK UP





## Duke of Edinburgh & SHSM Environment Students PACKING LIST

**RKY Camp will provide all safety and camping equipment**  
(canoes, kayaks, PFD lifejackets, paddles, ropes, helmets, tents, stoves, ...)

Duke of Ed. & SHSM students will be spending their time outside at RYK Camp. Temperatures during the night can be cold, so please pack & dress accordingly.

- Rain Jacket with hood and rain pants
- Thick Sweater or Fleece Jacket – not cotton
- Hiking Boots or sneakers
- Shoes for around camp or rain boots
- 3 Pairs of wool/thick warm socks
- 2 Long Johns/Underwear Bottoms
- Pair of Pants to wear paddling – not jeans, nor cotton sweatpants
- Shorts (?)
- 2 long sleeve shirts – preferably not cotton
- 2 T-Shirts
- 4 Pairs of Underwear
- **Sleeping Bag** (Extra Blanket?)
- **Sleeping Pad** (Therm-a-Rest mattress)
- **Water Bottle** (all water at RYK is drinkable)
- **Flashlight** (or head lamp)
- Insect Repellent (?)
- Hat, Sun Screen (?)
- Mittens & Toque (for cool nights?)
- Bathing Suit (?)
- Toothbrush, ... toiletries, small towel
- Personal Medications (listed on registration form)
- **Lunch on our 1st day** at camp
- Money for a possible stop on the way back

**\*\*Participants should pack belongings in a backpack or duffel bag (not a suitcase with wheels).\*\***

### **Optional:**

RKY Camp provides all food, group camping gear and large waterproof bags. However you could bring the following items: your own lifejacket or your own waterproof bag.

### **What NOT to Bring**

We will be doing a duffel shuffle where the guides will see all of the participants' gear. Should the following items find their way to RYK Camp, they will be left at Camp and returned after the trip.

- Cell Phone
- iPod
- Jeans
- Cotton Hoodie and Clothing
- Pillow
- **All nuts – this is a NUT free camp**
- Drugs, Alcohol, Cigarettes, Vaps or Knives
- Clothing outside of the gear list
- Additional Toiletries (Shampoo, Deodorant, Body Lotions, etc..)
- Valuables

**Camp Contact information**      Phone at RYK Camp: (613) 375-6295





**OUT-OF-SCHOOL PARENTAL PERMISSION FORM**  
**Category 2 Activity (Day Trip off school property using transportation)**

Ms. Y. McCartney & Ms. M. O'Neill will be taking students to the Northumberland YMCA on Elgin Street in Cobourg on \_\_\_\_\_. Students will be travelling by walking to the YMCA and walking back to school departing the school at \_\_\_\_\_ and returning at \_\_\_\_\_. The trip is linked to the following curriculum expectations: SHSM Environment Program and the Duke of Edinburgh Program.

The required **SWIM TEST** for our outdoor camping adventure to RKY Camp on May 1<sup>st</sup> to May 3<sup>rd</sup>, 2019.

The student should come prepared with a bathing suit, shorts (not jeans) t-shirt, a towel, and their lunch – we will be eating lunch at the YMCA. We will also be discussing the packing list and itinerary for our trip in May.

**SWIM TEST:** Swim two lengths of the pool & tread water for 30 seconds while wearing bathing suit, shorts & t-shirt.

The cost of the trip is \$ 0

Dear Parent/Guardian:

Please take a moment to complete the following and sign the permission form. Students will not be allowed to attend this trip without your signature.

Student name: (print) \_\_\_\_\_

Parent/Guardian name: (print) \_\_\_\_\_

Medical conditions that should be taken into consideration for this trip: \_\_\_\_\_

In case of emergency, you will be contacted at the number that you have provided the school upon registration. If you wish to be contacted at a different number on this day, please provide it. \_\_\_\_\_

In case of serious student misconduct during this trip, the staff in charge will have the authority to dismiss the student and contact you to pick him/her up at the location of the activity. Parents will be responsible for any applicable costs.

Educational activities such as these involve a certain element of risk. An accident may occur while participating in this activity. Accidents may occur without any fault on either part of the student, or the School Board or its employees or agents, or the facility where the activity is taking place. The chance of an accident occurring can be reduced by carefully following instructions at all times while engaged in the activity. The staff has taken every reasonable precaution in preparing students for this activity. The Peterborough Victoria Northumberland and Clarington Catholic District School Board does not provide any accidental death, disability, dismemberment or medical expenses insurance on behalf of the students participating in this trip.

I have read the information regarding this trip, and I am familiar with the nature of the activities in which my son/daughter will be participating. To my knowledge my son/daughter is capable physically and emotionally of participating in this trip. I give permission for my child to take part in this activity.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_



# Appendix E

## Sample First Aid Plan and Sample First Aid Emergency Response

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### **SAMPLE FIRST AID PLAN**

#### **RESPONSIBILITIES OF TEACHERS PROVIDING FIRST AID FOR STUDENTS**

- Common Law Duties of Teachers: to assist or allow an injured student to seek medical attention for illness or injuries as a careful parent/guardian would.
- Implement the content of the school site First Aid Emergency Action Plan to:
  - Provide immediate assistance and/or first aid that is appropriate in the circumstances.
  - Where appropriate to get medical care to the injured/ill student as quickly as possible.

#### **ROLE OF PRINCIPAL/DESIGNATE**

The principal/designate must inform/train teachers, coaches, supervisors of physical activities on school board/school policies and procedures for the provision of immediate assistance/first aid to students and/or accessing medical care.

#### **SAMPLE CONTENTS OF A FIRST AID EMERGENCY ACTION PLAN**

This section provides sample content to be addressed in a school site's first aid emergency action plan.

- School first aider(s) - name(s), location, and procedures for contacting. A school first aider is an individual on staff trained to provide first aid.
- Emergency Medical Services (EMS) – 911 – school site procedures for contacting EMS and required follow-up.
- First aid kits - location and access to gym and outside activity fields.

- Communication device (telephone) - location and access to gym and outside activity fields.
- Contacting office from gymnasium and outside activity fields – school site procedures.
- Students with identified medical conditions (for example, anaphylaxis, asthma, diabetes, epilepsy) – roles and responsibilities related to students with medical conditions. Teachers must be familiar with:
  - the students' medical conditions;
  - the plan of care for those students;
  - the medication that must be readily accessed;
  - the procedures to manage medical conditions for physical activities;
  - the ways to recognize and respond to a student's medical condition emergency.
- Sudden Arrhythmia Death Syndrome (SADS) – sample information and procedures including SADS warning signs and the school response to a fainting episode.
- Suspected concussions - roles and responsibilities of teachers/coaches/supervisors detailed in the board's protocol for a suspected concussion (that is, how to recognize a suspected concussion, actions required when Red Flag signs and other signs and symptoms are present, communication required, and forms supplied to parents/guardians).
- Cardinal rule of injury care – if the injured student is not moving or you suspect a head, neck, or spinal injury, do not move the student and tell the student not to move.
- Equipment (for example, helmet, shoulder pads) – wait for EMS, do not remove equipment unless there is a life-threatening injury because removal of equipment may cause damage to neck or spinal cord.

- Universal blood and body fluid precautions - procedures for avoiding contact with blood and bodily fluids, for sample consult Appendix K - Universal Precautions – Blood and Bodily Fluids.
- Conditions that require an automatic 911 call – that is, loss of consciousness/fainting, uncontrolled bleeding, anaphylactic reaction, any life-threatening illness/condition or injury and the philosophy to err on the side of caution and call 911 if unsure.
- Transporting an injured/ill student – procedures for staff members accompanying student to the hospital and for transporting by private vehicle to the hospital.
- Food and drink - school board/school procedure (for example, do not feed or give fluids to the injured student unless otherwise identified as per the student's Plan of Care, for example, diabetic low blood sugar incident).
- Medications to students - School board/school procedures for providing and documenting medication given to students.
- School first aider is available - school board/school procedures for teacher/coach/supervisor during school hours.
- School first aider is not available - school board/school procedures for teacher/coach/supervisor providing first aid after school hours.

## **SAMPLE FIRST AID EMERGENCY RESPONSE**

The principal/designate must communicate to staff a First Aid Emergency Action Plan that contains all relevant board policies and procedures for providing first aid for student injury/illness.

The principal/designate must develop and communicate a First Aid Emergency Response suitable to the school site, for school staff to attend to an injured/ill student.

This section contains two samples of content for a First Aid Emergency Response.

### **SAMPLE A: FIRST AID EMERGENCY RESPONSE**

1. Attend to injured/ill student.
2. Call for First Aid Provider (refer to the list on the first aid kit)
3. Initiate 911 (call according to board policy/procedures)
4. Send for an Automated External Defibrillator (AED)
5. Apply first aid protocol

### **SAMPLE B: FIRST AID EMERGENCY RESPONSE**

#### **First Aid Providers**

- Name: all Rky camp staff  
Location: camp grounds
- Name: Andrew Walker - Director  
Location: Rky office
- Name: Yvette McCartney  
Location: near Rky office

#### **Emergency Medical Services - 9 1 1**

Location of phone: Rky office

Automated External Defibrillator (AED) Location: Rky office



### **Care of injured/ill student**

- Clear the risk of further harm to the injured student by securing the area and shelter the injured student from the elements.
- Assess the injured/ill student. Follow board policy in calling for your school's First Aid Provider or Emergency Medical Services, if needed. Attend to student based on level of training.
- If the injured student is not moving or you suspect a head, neck or spinal injury do not move the student and tell the student not to move.
- Check that airway is clear, breathing is present.
- Protect yourself (wear gloves or personal protective equipment (PPE) if in contact with blood or bodily fluids).
- Control bleeding. Look for signs of shock.
- For students with medical conditions, administer medication to the student as per Plan of Care (for example, auto-injector (for example, EpiPen), asthma inhaler). If medication is not present access immediately.
- Check for sign(s) and/or symptom(s) of a suspected concussion.

### **Transportation of student to hospital (EMS not required)**

- Follow school board's first aid plan, including accessibility to a vehicle for transportation of a student to hospital.

### **When Emergency Medical Services (EMS) are required**

Designated person:

- Identifies an individual to call 911.
- Provides the call person with information on the condition of the injured/ill student.
- Provides the call person with other relevant information under the circumstances (for example, access entrance for EMS).

- Requests the call person to report back to confirm the call and provide the estimated time of ambulance arrival.

### **Preparing for EMS Arrival**

Designated person:

- Sends person(s) outside to the access entrance to greet ambulance/fire department and to guide them to the injured/ill student.
- Observes/attends to injured/ill student carefully for any changes in condition and reassures student until EMS help arrives.

### **Transfer of care to EMS Personnel**

Designated person:

- Ensures the injured/ill student's medical information is available when EMS arrives (for example, pre-existing conditions and/or prescribed medication(s), Plan of Care).
- Provides information to EMS personnel e.g., time incident occurred; what happened; condition the injured student was found in; first aid procedures performed; changes in injured student's condition.

### **Roles and Responsibilities of call person**

- Makes 911 Call to Dispatcher
- States nature of emergency and requests an ambulance.
- Provides their name and site location Information (for example, name of site, municipality, address, cross streets, phone number, access entrance closest to injured/ill student, if more than one).
- Responds to dispatcher's questions regarding condition of injured student (for example, conscious, breathing, bleeding).

- Returns to the designated person to confirm call and provide estimated time of ambulance arrival.

Proposed Holy Cross Catholic Secondary School, Peterborough, and  
St. Peter Catholic Secondary School, Peterborough Student  
Excursion to Italy, March 11-19, 2020.

**R.A.:** that the proposed Holy Cross Catholic Secondary School and St. Peter Catholic Secondary School Student Excursion to Italy, from March 11, 2020 to March 19, 2020, be approved in principle and that the trip will include mandatory insurance for all travelers. Such insurance must cover school board or principal rulings for cancellation of the trip.



### CATEGORY 5 APPROVAL FORM

Teacher/Organizer: Reg Hartwick & Christine Clarke		School: St. Peter & Holy Cross CSS
Adult Supervisors Attending: Reg Hartwick, Christine Clarke, Chris Clarke, Sandra Coyle		
Destination: Italy	Mode of Transportation: Airplane/ Bus	
Grade/Course: Grades 10,11,12 (co-instructional)	Date of Submission: Jan 30 <sup>th</sup> , 2019 Feb 28 2019	
Departure Date: March 11 <sup>th</sup> , 2020	Return Date: March 19 <sup>th</sup> , 2020	
Number of Students: boys: TBA girls: TBA	Number of Adult Supervisors: female: 2 male: 2	
Name of Travel Agent: Explorica Educational Travel	Type of Excursion: <input type="checkbox"/> Curricular <input checked="" type="checkbox"/> Co-instructional	
Total cost to be paid by each Student: \$ 3,729.00		

**Summary of Proposed Activity:** Students will have the opportunity to immerse themselves in the Italian culture, historical and Catholic religious sites. They will travel with a licensed tour guide to a variety of historic and religious locations including: Venice- St. Mark's Basilica, Verona, Florence- the Duomo, Assisi- St. Francis of Assisi Basilica, Rome-the Spanish Steps, The Vatican & Sistine Chapel and Pompeii.

**Curricular Relevance:** (provide the overall expectations addressed): The students will experience historic, cultural and religious sites / monuments throughout the tour. Please see the submitted package for a more detailed explanation in the section Historical and Educational Significance of the Trip (TAB 3).

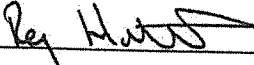
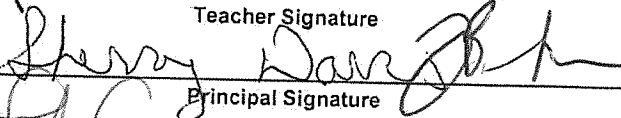
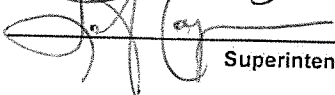
Estimated Cost for Entire Group:		Anticipated Sources of Revenue:	
Accommodation	\$	School Accounts	\$
Travel	\$	School Fund-raising	\$
Cost of Supply Teachers	\$See Contract Section (Tab 4)	Student/Parent share	\$ 3,729.00
Meals	\$	Other:	\$
Programs/Materials	\$	Other: Teacher contributions, if applicable	\$
Other	\$		
<b>Total</b>	<b>\$ 3,729.00</b>	<b>Total</b>	<b>\$ 3,729.00</b>

It is understood that this excursion will **not** proceed without the approval of the Board and signed parental forms completed.

**Checklist of Criteria:** Include all of the applicable information below in the package submitted to the Superintendent

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>✓ Itinerary (including Mass if on the weekend) (TAB 2)</li> <li>✓ Contract Information (TAB 4)</li> <li>✓ Additional Medical Coverage needs considered (TAB 6)</li> <li>✓ History of Excursion – number of years: <u>3</u></li> <li>✓ Certification required by staff attending: <u>NA; Tour Director</u> will have required safety certification</li> <li>✓ Educational objectives stated (TAB 3)</li> </ul> | <ul style="list-style-type: none"> <li>✓ Information and consent letter to parents (TABS 6 to 9)</li> <li>✓ Liability waivers signed (TAB 7)</li> <li>✓ Supervision ratio in alignment with A.P. 305 (1:8 ratio)</li> <li>✓ List of destination/emergency phone numbers provided (TAB 8)</li> <li>✓ Passports (required)</li> <li>✓ All safety considerations accounted for at the upcoming Parent meetings in 2019-2020. (TAB 10)</li> </ul> |
|--|---|

COMPLIANCE WITH OPHEA GUIDELINES FOR HIGH CARE ACTIVITIES Reviewed

  
 Teacher Signature  
  
 Principal Signature  
  
 Superintendent Signature

Feb. 26, 2019

Date

Feb 26, 2019

Date

Feb 28/19

Date

# CONTENTS

March 11<sup>th</sup>-19<sup>th</sup>,  
2020

St Peter & Holy  
Cross Catholic  
Secondary  
Schools trip to  
Italy

NO.1	Out of School Activity Request for Approval Form
NO.2	Itinerary
NO.3	Historical and Educational Significance of the Trip
NO.4	Contract Information & Terms and Conditions
NO.5	Cost and Sharing Arrangements
NO.6	Medical and Travel Coverage
NO.7	Waivers
NO.8	Emergency Contact Numbers (Sample)
NO.9	Safety & Security Guide
NO.10	Parent Meetings

Ms. Laurie Corrigan  
Superintendent of Schools  
The Peter L. Roach Catholic Education Centre  
P.V.N.C. Catholic District School Board  
1355 Lansdowne St. West  
Peterborough, ON K9A 7M3

January 30<sup>th</sup>, 2019

Dear Ms. Corrigan,

Please accept this letter as a request for approval of a proposed international March Break trip. St. Peter and Holy Cross Catholic Secondary Schools would like to tour Italy visiting: Venice, Florence, Rome and Pompeii. This trip will take place during March Break; leaving late Wednesday March 11<sup>th</sup> to Thursday March 19<sup>th</sup>, 2020. We have previously organized the joint SPSS/ Holy Cross trips to Greece (2018), and to Spain (2019). As well we have both been chaperones on several different trips. We have found that the students thoroughly enjoyed the itineraries and travel experiences.

We will be using Explorica Worldwide Educational Travel to organize the trip. They are a very reputable company. Schools throughout our Board use this company and we have used this company in the past to organize our European trips.

The student to chaperone ratio will be 8 to 1.

Attached please find:

- An Out of School Activity Request for Approval Form (Category 5) – **Tab 1**
- A copy of the itinerary – please note the addition of Mass on Sunday March 15<sup>th</sup> in Florence – **Tab 2**
- Historical and educational significance of the trip – **Tab 3**
- Contract information & Terms and Conditions – **Tab 4**
- Cost and sharing arrangements – **Tab 5**
- Details of medical and travel coverage – **Tab 6**
- Waivers – **Tab 7**
  - International Travel Registration form
  - Participant release and agreement form
  - Release and indemnification Form for Education Trips (over 18 years)
  - Informed consent form for Education Trips (under 18 years)
  - Custom Form
  - Student Code of Behaviour
- Emergency contact numbers – **Tab 8**
- Safety & Security Guide – **Tab 9**
- Parent Meetings – **Tab 10**

Thank you for your consideration of this proposed trip and we look forward to hearing from you regarding our next steps.

Sincerely,

Reg Hartwick, Canadian & World Studies Curriculum Chair  
St. Peter Catholic Secondary School.

Christine Clarke, Science Teacher  
Holy Cross Catholic Secondary School



**Itinerary for Venice, Verona, Florence, Assisi, Rome and Pompeii trip on March 11<sup>th</sup>- 19<sup>th</sup>, 2020**

March 11– Fly Toronto to Milan and then onto Venice

March 12 – Ciao Venice

- Meet our Tour Director, travel to Venice and check into our hotel
- Dinner enroute to Venice

March 13 – Venice Landmarks

- Venice guided walking sightseeing tour with Whisper headsets
- Visit St. Mark's Square, St. Mark's Basilica, Doge's Palace and glass-blowing demonstration

March 14 – Venice – Florence (via Verona)

- Travel to Florence via Verona
- Italian pizza dinner

March 15 – Florence Landmarks

- Florence guided walking sightseeing tour with Whisper headsets.
- Visit the Palazzo Vecchio, Piazza della Signoria, Chiesa di Santa Croce, Ponte Vecchio, Duomo visit, leather workshop, Gates of Paradise, Giotto's Bell Tower and Dante's house.
- Mass time at Santa Maria del Fiore (the Duomo)
  - students will attend Mass at 7:30am, March 16 – Florence – Rome (via Assisi)
- Travel to Rome via Assisi.
- Visit St. Francis of Assisi Basilica

March 17 – Rome Landmarks

- Rome guided walking sightseeing tour with Whisper headsets.
- Visit Vatican museums, Sistine Chapel, St. Peter's Basilica, Colosseum, Piazza Venezia and Forum Romanum.
- Trattoria dinner.

March 18 – Pompeii

- Guided tour excursion of Pompeii site.

March 19 – Fly home Rome to Toronto

### **Rationale for the trip.**

The trip will be an opportunity for the students to explore and experience a variety of educational opportunities.

### **Historical and Educational:**

- Students will have the opportunity to immerse themselves in the Italian culture, Catholic religious sites and historical sites.
- We will attempt to visit a Canadian Commonwealth War cemetery to honour Canadians who fought in Italy during World War II.
- They will travel with a licensed tour guide to a variety of historic locations including: Venice – St. Mark's Square, St. Mark's Basilica, and Doge's Palace; Verona – Romeo and Juliet balcony and Verona Arena; Florence – Ponte Vecchio and Duomo; Assisi – St. Francis of Assisi Basilica; Rome – Trevi Fountain, Vatican, Sistine Chapel and St. Peter's Basilica; Pompeii – guided tour of the site.
- From a religious, cultural and historical perspectives the students will be able to visit sites that fit into all the religion courses, Grade 10 History, Grade 11 Travel and Tourism and ancient history courses. This is great chance for them to truly see the past.

### **Curriculum Expectations:**

Canada and World Studies, 2013

Canada History, Grade 10

C2.3 explain the main causes of World War II (*e.g., economic hardship in Germany produced by the Treaty of Versailles and economic depression; invasions by fascist Italy, Nazi Germany, and imperial Japan; the inadequacy of the League of Nations to address international crises*), and analyse Canada's contribution to the war effort (*e.g., with reference to the Battle of the Atlantic, the Battle of Hong Kong, the Italian campaign, D-Day, the liberation of the Netherlands, the liberation of concentration camps, the British Commonwealth Air Training Plan, Camp X; the contribution of individuals such as Paul Triquet and Charles Tompkins; the contributions of women*) .

C2.4 explain some of the ways in which World War II affected Canada and Canadians (*e.g., with reference to economic recovery, censorship, rationing*), including how the war changed the lives of various groups in this country (*e.g., young men who fought and those who did not; farmers; women in the workforce and at home; "enemy aliens"; veterans, including men who were in the merchant navy.*)

A1.2 select and organize relevant evidence and information on aspects of Canadian history since 1914 from a variety of primary and secondary sources (*e.g., primary sources: art works from the time, diaries, legislation, letters, maps, period newspapers, photographs, political cartoons, statistics, treaties; secondary sources: books and/or articles from the library, current newspaper or magazine articles, documentary and/or feature films or videos, information from websites, textbooks*), ensuring that their sources reflect multiple perspectives .

A1.5 use the concepts of historical thinking (*i.e., historical significance, cause and consequence, continuity and change, and historical perspective*) when analysing, evaluating evidence about, and formulating conclusions and/or judgements regarding historical issues, events, and/or developments in Canada since 1914.

Canada and World Studies, 2015  
Travel and Tourism, Grade 11

A2.4 identify some careers in which a geography background might be an asset (*e.g., travel agent, hospitality worker, travel writer, web designer for a tourist destination, marketing analyst, tourist attraction worker, community museum interpreter, GIS technician*)

B1.2 identify the world's major tourist destinations, and analyse the cultural and natural characteristics of successful tourist destinations

C1.1 assess the impacts of tourism, both positive and negative, on the natural environment in selected tourist locations.

D1.2 describe major components of the local tourism industry, and explain how they are interrelated

Canada and World Studies, 2015  
World History to the End of the 15<sup>th</sup> Century

A1.2 select and organize relevant evidence and information on aspects of world history to 1500 from a variety of primary and secondary sources (*e.g., primary: archaeological evidence; architecture, art works, or music from the period under study; artefacts; books from the time; letters; maps; oral traditions; photographs of ancient sites; treaties and other official documents; secondary: books and/or articles from the library, digital and built models, documentaries or other films, textbooks, websites*), ensuring that their sources reflect a range of perspectives

A2.4 identify various careers in which the skills learned in history might be useful (*e.g., archaeologist, archivist, curator, educator, game designer, lawyer, policy analyst, political speech writer, and researcher*)

C3.3 assess the artistic and/or scientific contributions of various individuals to the identity and/or culture of the society/civilization in which they lived (*e.g., Al-Zahrawi, Archimedes, Avicenna [Ibn Sina], Homer, Leonardo da Vinci, Phidias, Virgil; temple, mosque, and cathedral builders; Greek, Roman, and/or Indian sculptors; Byzantine mosaicists; Chinese or Chimu ceramicists; Mayan or Incan goldsmiths; Phoenician or Viking shipbuilders*)



### City Specific:

#### Venice:

- Glass Blowing demonstration
  - Venice is famous for its ornate glass-work, known as Venetian glass. It is world-renowned for being colourful, elaborate, and skilfully made.
  - Art, Science
- St. Mark's Basilica
  - The Patriarchal Cathedral Basilica of Saint Mark (officially known in Italian as the Basilica Cattedrale Patriarcale di San Marco and commonly known as Saint Mark's Basilica) is the cathedral church of the Roman Catholic Archdiocese of Venice. It is the most famous of the city's churches and one of the best known examples of Byzantine architecture. It contains relics of St. Mark.
  - Religion, Art, History
- Doge's Palace
  - The Doge's Palace (Italian: Palazzo Ducale) is a palace built in the Venetian Gothic style, and one of the main landmarks of the city of Venice. The palace was the residence of the Doge of Venice, the supreme authority of the Republic of Venice and opened as a museum in 1923.
  - History, Art, Civics

#### Verona

- Roman Amphitheatre
  - The Arena found in the city's largest piazza, the Piazza Bra. Completed around 30 AD, it is the third largest in Italy after Rome's Colosseum and the arena at Capua. It measures 139 metres long and 110 metres wide, and could seat some 25,000 spectators in its 44 tiers of marble seats.
  - History, Art
- Juliet's Balcony
  - A house claiming to be the Capulets' has been turned into a tourist attraction. It features the balcony, and in the small courtyard, a bronze statue of Juliet. It is one of the most visited sites in the town.
  - Art, Languages, English

#### Florence – capital of Tuscany:

- The Basilica di Santa Maria del Fiore (The Duomo – Cathedral)
  - The cathedral complex, located in Piazza del Duomo, includes the Baptistery and Giotto's Campanile. The three buildings are part of the UNESCO World Heritage Site covering the historic centre of Florence. The Basilica is one of Italy's largest churches, and until the modern era, the dome was the largest in the world. It remains the largest brick dome ever constructed.
  - Religion, History, Art
- Piazza della Signoria
  - An L-shaped square in front of the Palazzo Vecchio. It was named after the Palazzo della Signoria, also called Palazzo Vecchio. It is the focal point of the origin and of the history of the Florentine Republic and still maintains its reputation as the political hub of the city.
  - History, Civics

- The Ponte Vecchio
  - This is a medieval bridge over the Arno River which is famous for still having shops built along it. Butchers initially occupied the shops; the present tenants are jewellers, art dealers and souvenir sellers. It has been described as Europe's oldest wholly stone, closed-spandrel segmental arch bridge.
  - History, Art, Business

#### Assisi

- The Basilica and Tomb of St. Francis
  - The Papal Basilica of St. Francis of Assisi (Italian: *Basilica Papale di San Francesco*) is the mother church of the Roman Catholic Order of Friars Minor—commonly known as the Franciscan Order—in Assisi, Italy. The basilica is one of the most important places of Christian pilgrimage in Italy. With its accompanying friary, the basilica is a distinctive landmark to those approaching Assisi. It has been a UNESCO World Heritage Site since 2000.

#### Rome & Vatican:

- St. Peter's Basilica
  - St. Peter's Basilica is regarded as one of the holiest Catholic sites. The basilica is the burial site of its namesake Saint Peter, who was one of the twelve apostles of Jesus and, according to tradition, the first Bishop of Rome and therefore first in the line of the papal succession.
  - Religion, Art, Science
- Sistine Chapel
  - This best-known chapel in the Apostolic Palace is the official residence of the Pope in Vatican City. It is famous for its architecture and its decoration that was frescoed throughout by Renaissance artists including Michelangelo, Sandro Botticelli, Pietro Perugino, Pinturicchio and others. Under the patronage of Pope Julius II, Michelangelo painted 1,100 m<sup>2</sup> of the chapel ceiling between 1508 and 1512. The ceiling, and especially *The Last Judgement* (1535–1541) and *The Creation of Adam* are believed to be Michelangelo's crowning achievement in painting.
  - Religion, Art
- Colosseum
  - An elliptical amphitheatre in the centre of the city of Rome, the largest building ever built in the Roman Empire. It is considered one of the greatest works of Roman architecture and engineering. Capable of seating 50,000 spectators, the Colosseum was used for gladiatorial contests and public spectacles such as mock sea battles, animal hunts, executions, re-enactments of famous battles, and dramas based on Classical mythology. The building ceased to be used for entertainment in the early medieval era. It was later reused for such purposes as housing, workshops, and quarters for a religious order, a fortress, a quarry, and a Christian shrine.
  - History, Science, Religion, Art

- Roman Forum
  - This is a small, rectangular forum (plaza) surrounded by the ruins of ancient government buildings at the center of the city of Rome. Citizens of the ancient city referred to this marketplace as the *Forum Magnum*, or simply the *Forum*. Here statues and monuments commemorated the city's great men. The teeming heart of ancient Rome, it has been called the most celebrated meeting place in the world. Located in the small valley between the Palatine and Capitoline Hills, the Forum today is a sprawling ruin of architectural fragments and intermittent archaeological excavations.
  - History, Religion

**Pompeii:**

- Guided tour of Pompeii
  - Pompeii is an ancient Roman city near modern Naples. Pompeii, along with Herculaneum was buried under volcanic ash and pumice in the eruption of Mount Vesuvius in AD 79.
  - It is part of a larger Vesuvius National Park and was declared a World Heritage Site by UNESCO in 1997.
  - Religion, Art, Science





## Italian Highlights

[explorica.ca/Hartwick-549](http://explorica.ca/Hartwick-549)

March 11 - March 19, 2020

### Day 1 Start tour

#### Day 2 Ciao Milan

Meet your tour director, travel to Venice & check into hotel

#### Day 3 Venice landmarks

Venice guided walking sightseeing tour with Whisper headsets: St. Mark's Square, St. Mark's Basilica, Doge's Palace visit, glass-blowing demonstration

#### Day 4 Venice--Florence

Travel to Florence

Verona tour director-led sightseeing: Romeo and Juliet balcony, Verona Arena  
Traditional Italian pizza dinner

#### Day 5 Florence landmarks

Florence guided walking sightseeing tour with Whisper headsets: Palazzo Vecchio, Piazza della Signoria, Chiesa di Santa Croce, Ponte Vecchio, Duomo visit, leather workshop, Gates of Paradise, Giotto's Bell Tower, Dante's House  
*Optional Pisa guided excursion: Baptistry visit, Leaning Tower*

#### Day 6 Florence--Rome

Travel to Rome

St. Francis of Assisi Basilica visit  
Rome city walk: Spanish Steps, Trevi Fountain, Pantheon, Piazza Navona

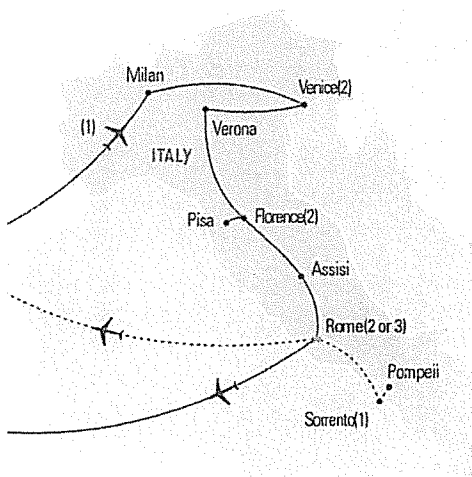
#### Day 7 Rome landmarks

Rome guided walking sightseeing tour with Whisper headsets: Vatican Museums & Sistine Chapel visit, St. Peter's Basilica visit, Colosseum visit, Piazza Venezia, Forum Romanum visit  
Authentic trattoria dinner

#### Day 8 Rome

Pompeii guided excursion

#### Day 9 End tour



# Reserve your Spot!



Tour Center ID: Hartwick-549  
Registration deadline: December 30, 2018

## What's included

We provide everything you need for a remarkable trip:

- Round-trip airfare
- 6 overnight stays (8 with extension) in hotels with private bathrooms
- Full European breakfast daily
- Dinner daily
- Full-time services of a professional Tour Director
- Guided sightseeing tours and city walks as per itinerary
- Visits to select attractions as per itinerary
- Guided sightseeing tours with high-tech headset as per itinerary
- Tour Diary™
- Note: On arrival day only dinner is provided; on departure day, only breakfast is provided
- Note: Tour cost does not include airline-imposed baggage fees, or fees for any required passport or visa. Please visit our Fees FAQ page for a full list of items that may not be included in the cost of your tour.

## Tour investment

Students (travellers under the age of 23): \$3,729  
Adults (age 23 and over): \$4,134

Price reflects savings of \$150 travel grant. Sign up by 1/1/2019 and enter code early2020 in order to take advantage of this limited-time offer!

### Automatic monthly payment plan

Pay just \$50 upon enrolment and the balance will be divided into equal monthly payments, charged automatically to your credit card or chequing account. As of December 14, 2018, your monthly payment would be just \$269.15.

Manual plan also available; learn more on [explorica.ca/paymentplans](http://explorica.ca/paymentplans).

## Travel protection

Most Explorica travellers protect their investment with one of our trusted plans, starting from just \$15 per day. To learn more, visit [explorica.ca/cfar](http://explorica.ca/cfar).

Enrol online,  
by phone, or by mail



[explorica.ca/Hartwick-549](http://explorica.ca/Hartwick-549)



1.888.378.8845



Download and complete  
a paper application on  
[explorica.ca/resources](http://explorica.ca/resources)



3080 Yonge Street  
Suite 5052, Box 77  
Toronto, ON M4N 3N1



Explorica CA  
3080 Yonge St  
Toronto, ON M4N 3N1  
Tel: 1.888.378.8845  
Fax: 1.888.378.8846

Wednesday, January 9<sup>th</sup> 2019

To whom it may concern at the Peterborough Victoria Northumberland and Clarington Catholic District School Board.

This letter is to state that all students attending the Explorica Italian Highlights tour departing March 11<sup>th</sup> 2020 with St. Peter's and Holy Cross, will be required by Explorica, as per the PVNCCDSB requirement, to purchase our TripMate Travel Protection Plus plan with Cancel for Any Reason benefit. This plan also includes as a covered reason cancellation by the school board due to a teacher's labour strike or the school board determining there is a risk of harm when students are scheduled to visit a destination listed on the itinerary of their insured Trip. Please consult the full attached TripMate Travel Protection Plan certificate for full details.

Stephanie Crosbie  
3080 Yonge St Suite 5052  
Toronto ON M4N 3N1  
Tel: 1.888.378.8845 x256 Fax: 1.888.378.8846

Explorica Canada Inc.  
Explorica, Worldstrides, Keating By Explorica, Heritage Festivals  
3080 Yonge St.  
Suite 5052, Box 77  
Toronto ON M4N 3N1

Fed



## Travel Industry Council Of Ontario

2700 Matheson Blvd. E., Suite 402, West Tower, Mississauga, Ontario L4W 4V9  
Tel: 905-624-6241 • Toll Free: 1-888-451-TICO • Fax: 905-624-8631 • Web site: www.tico.ca

Explorica Canada Inc.

Explorica, Worldstrides, Keating By Explorica, Heritage Festivals

is registered under the

## ONTARIO TRAVEL INDUSTRY ACT, 2002

TICO Registration No.	50012536	(RETAIL)	Issue Date	September 30, 2018
Category	CORPORATION		Expiry Date	September 30, 2019

TICO Business Registration Certificate



### **Cost & Sharing**

- Consolidated Tour Fee: **\$3729.00** per student
  - Includes the following:
    - Gratuities of \$85.00 per student
    - Supply teacher cost of \$50.00 per student
    - Travel Protection Plan Plus cost of \$180.00
- Additional Costs:
  - Passport Application
  - Bus to and from airport (approx. \$40)
  - To be paid by the student and/or their parent(s)
- Any personal bonuses will be used to offset the cost of the trip and/or to enhance the trip.

### **Chaperone Information**

- Chaperone to student ratio will be approximately 1:8; this allows for close supervision at all times.
- All chaperones will have police checks (teachers have already had police records checks completed).
- Proposed Chaperones:
  - Reg Hartwick – Group Leader, male teacher & previous chaperone
  - Christine Clarke- Group Leader, female teacher & previous chaperone
  - Chris Clarke- Male teacher & previous chaperone
  - Sandra Coyle- Female teacher & previous chaperone

### **Liability Forms & Student Information**

- See attached forms:
  - Informed Consent (Category 5) for Students under 18 Years
  - Informed Consent (Category 5) for Students over 18 Years
  - Code of Behaviour Contract
  - International Travel Registration Form and Participant Release & Agreement
  - Student Information & Parental Consent, Custom's Letter
- These are collected at the pre-departure meeting (along with copies of passports and birth certificates). Copies are made for each chaperone to carry with them. Rooming lists are created and used for nightly room checks.

**DISCLOSURE TO CALIFORNIA RESIDENTS: [1754(a)(7) & (8)]**

1. Purchasing travel insurance is not required in order to purchase any other product or service offered by the travel retailer.
2. Your travel retailer may not be licensed to sell insurance, and is therefore not qualified or authorized to:
  - a. Answer technical questions about the benefits, exclusions, and conditions of any of the insurance offered by the travel retailer.
  - b. Evaluate the adequacy of your existing insurance coverage.

This plan provides insurance coverage that only applies during the covered trip. You may have coverage from other sources that provide you with similar benefits but may be subject to different restrictions depending upon your other coverages. You may wish to compare the terms of this policy with your existing life, health, home and automobile insurance policies. If you have any questions about your current coverage, call your insurer or insurance agent or broker.

**DISCLOSURE TO DELAWARE RESIDENTS: [1772(2)a.7.]**

The insurance coverage may duplicate existing coverages you may have. You may wish to compare the terms of this policy with your existing life, health, home and automobile policies, and other sources of protection.

**DISCLOSURE TO MARYLAND RESIDENTS: [10-122 (d)(1)(ii)(4)]**

This insurance coverage may duplicate certain provisions of insurance coverage already provided by your homeowner's, renter's or similar coverages or insurances, and that the purchase of travel insurance would make travel insurance primary to any other duplicate or similar coverage.

## RELEASE AND INDEMNIFICATION FORM FOR EDUCATION TRIPS

Category 4 or 5 - Students over 18 Years

The Peterborough Victoria Northumberland and Clarington Catholic District School Board will make available the opportunity of participating in Trip to Italy to its students on or about March 11<sup>th</sup>-19<sup>th</sup>, 2020

THIS FORM MUST BE READ AND SIGNED BY ALL STUDENTS WHO WISH TO GO.

### ELEMENT OF RISK

Educational activity programs, such as, flying and walking present various elements of risk. Accidents resulting from such activities may occur and cause injury. The risk associated with the activity **MUST** be assumed by the participants.

### ACKNOWLEDGEMENT

I, \_\_\_\_\_ understand and accept the above and provide the Peterborough Victoria Northumberland and Clarington Catholic District School Board with the following waiver of liability and indemnification agreement:

### RELEASE AND INDEMNIFICATION AGREEMENT

I, \_\_\_\_\_ hereby release the Peterborough Victoria Northumberland and Clarington Catholic District School Board and its staff and agents from any and all liability for any injury sustained by me, regardless of how caused, resulting from my participation in the Trip to Italy arranged through the Peterborough Victoria Northumberland and Clarington Catholic District School Board on or about March 11<sup>th</sup>-19<sup>th</sup>, 2020.

I further agree to indemnify and save harmless the Peterborough Victoria Northumberland and Clarington Catholic District School Board and its staff and agents from any and all suits, demands, torts, and actions of any kind which may be brought against its staff or agents for which it/they may become liable by reason of any injury, loss, damage or death resulting from, or occasioned to, or suffered by any person or any property, by reason of any act, neglect or default of mine.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

## INFORMED CONSENT/PERMISSION FORM FOR EDUCATION TRIPS

### Category 4 or 5 - Students Under 18 Years

The Holy Cross and St. Peter Catholic Secondary Schools are arranging a trip to Italy on March 11<sup>th</sup> to March 19<sup>th</sup>, 2020.

**THIS FORM MUST BE READ AND SIGNED BY EVERY STUDENT WHO WISHES TO PARTICIPATE  
AND BY A PARENT OR GUARDIAN OF A PARTICIPATING STUDENT.**

#### ELEMENTS OF RISK:

Educational activity programs, such as flying and walking involve certain elements of risk. Injuries may occur while participating in these activities. The following list includes, but is not limited to, examples of the types of injury which may result from participating in flying and walking:

1. Motion Sickness
2. Strains / Sprains of muscles, tendons, and ligaments
3. Exhaustion

The risk of sustaining these types of injuries result from the nature of the activity and can occur without any fault of either the student, or the school board, its' employees/agents or the facility where the activity is taking place. By choosing to take part in this activity, you are accepting the risk that you/your child may be injured.

The chance of an injury occurring can be reduced by carefully following instructions at all times while engaged in the activity.

If you choose to participate in the Italy trip on March 11<sup>th</sup>- March 19<sup>th</sup>, 2020, you must understand that you bear the responsibility for any injury that might occur. In case of serious student misconduct during this trip, the staff in charge will have the authority to dismiss the student and contact you to pick him/her up at the location of the activity. Parents will be responsible for any applicable costs.

The Peterborough Victoria Northumberland and Clarington Catholic District School Board does not provide accidental death, disability, dismemberment or medical expense insurance on behalf of the students participating in this activity.

#### ACKNOWLEDGEMENT

WE HAVE READ THE ABOVE. WE UNDERSTAND THAT IN PARTICIPATING IN THE ACTIVITY DESCRIBED ABOVE, WE ARE ASSUMING THE RISKS ASSOCIATED WITH DOING SO.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

#### PERMISSION

I give \_\_\_\_\_ permission to participate in the \_\_\_\_\_  
(name of student) (description of activity)  
to be held on or about \_\_\_\_\_  
(date)

Signature of Parent/ Guardian: \_\_\_\_\_ Date: \_\_\_\_\_



**Code of Behaviour**  
**Italy**  
**March 11<sup>th</sup>-19<sup>th</sup>, 2020**

This trip is a school-sanctioned excursion and accordingly the rules and regulations of the Peterborough, Victoria, Northumberland and Clarington Catholic District School Board and those of St. Peter Catholic Secondary School and Holy Cross Catholic Secondary School will be adhered to by all students at all times.

Each student is an ambassador for our school and country and appropriate language, manners and deportment are expected during the trip.

To ensure that everyone will be able to enjoy this excursion, the following Code of Behaviour has been put in place.

1. Drugs and alcohol (wine, beer or liquor) are **strictly forbidden**.
2. Curfew times will be strictly followed by all students. "Curfew" means that you will be in your assigned room at a specific time, based on the day's activities. No guests are allowed in your rooms and the door must be locked for your safety. Lights are to be turned out within 30 minutes. There will be room checks every night. Group members of the opposite sex are not to be invited into your hotel room. You will sleep only in the room that is assigned to you.
3. No guests or visitors will be permitted in the rooms or be allowed to participate in any activity.
4. You are not allowed to accept beverages from strangers nor carry packages for them.
5. Activities will not begin until **all participants** are present. It is therefore important that each individual be on time for every function. A scheduled activity, which all participants have paid for, could be forfeited, with no reimbursement, due to one's tardiness. Lateness is not only inconsiderate, but can cause serious problems when travelling.
6. You are to go **nowhere alone** at any time, including washroom visits. Prior to using the washroom facilities you must inform your designated chaperone. During your free time and when travelling as a group you must inform your designated chaperone where you are going, with whom and when you will return. When you are out exploring the cities during free time, you will travel in groups of no less than three people. When using Public Transportation as a group you will travel with your designated chaperone.
7. You are not allowed outside the hotel at night unless accompanied by a chaperone.

8. Smoking is not condoned by the board or by the school. **If you are not of legal age to smoke in Canada, you may not smoke on the trip.**
  9. Dress appropriately. Clothing which is unacceptable on dress down days at school is unacceptable on the trip. In order to enter churches you must be wearing a shirt with sleeves, your shirt must meet your pants, and you must not be wearing short shorts/skirts. You are not permitted to wander the halls of the hotel or lobby areas wearing pyjamas.
  10. All participants are subject to the laws of the countries they are visiting. Shoplifting, illegal drug possession and other offences carry severe consequences.
  11. A student, who chooses not to follow the outlined expectations, is subject to the appropriate consequences during the trip and upon his/her return, which may include the loss of future school excursion privileges.
  12. If, in the judgement of the chaperones, the action of a student seriously breaches the Code of Behaviour, that **student will be sent home** on the first available commercial flight at the expense of the parent/guardian.
  13. You are to listen to the chaperones from our group. Regardless of what the group we are paired with is doing you are to follow the rules laid out in this document and the directions of Mr. Hartwick or any of the chaperones.
- 

I/We understand the guidelines set out by the above Code of Behaviour and have discussed with the participant the need to follow them or face the appropriate consequence which can include being sent home at our/my expense:

Parent/guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I have read the guidelines set out in the Code of Behaviour and agree to follow them or face the appropriate consequence which can include being sent home at my parent/guardian's expense:

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I/We, \_\_\_\_\_ am/are the parent(s), legal guardian (s) or other authorized person(s) or organization with custody rights, access rights or parental authority over the following child:

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

My child is travelling on a March Break Trip, planned by Explorica, and offered through Holy Cross & St. Peter Catholic Secondary Schools, in Peterborough, ON. The group of students are travelling with two lead teacher/chaperones, Reginald Hartwick & Christine Clarke.

By signing this letter, I am giving my permission for my child to be travelling on March 6<sup>th</sup>, 2020 from Toronto Pearson International Airport, and arriving in Milan, Italy on March 11<sup>th</sup>, 2020. They will be returning from Rome, Italy to Toronto Pearson International Airport on March 19<sup>th</sup>, 2020. The group will be travelling throughout Italy.

Should you need to contact me/us:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signed before me on this \_\_\_\_\_ day of \_\_\_\_\_ (month), \_\_\_\_\_ (year)

By \_\_\_\_\_ (name/s of person/s giving consent)

Signature of Official \_\_\_\_\_

Name/Title of Official \_\_\_\_\_

## Emergency Response Plan For SPCSS and HCCSS Trip to Italy March 2020

### **Holy Cross**

Charge: Chris Clarke

Care: Christine Clarke

Control: Reg Hartwick/Sandra Coyle

### **St. Peter**

Charge: Reg Hartwick

Care: Sandra Coyle

Control: Chris Clarke, Christine Clarke



## Emergency Contact Information

- This is an **example** of the Reservation Card that all participants will receive at the airport on the day of departure (this is the reservation card from March 2010).
- It contains:
  - Flight Details
  - Hotel Names, Addresses & Phone Numbers
  - Cell Phone number to contact me, should they need to at any time

<b>Rome Hotel:</b> Hotel Cascina Palace Via Attilio Benigni 7 Roma, 00153 Phone Number: 011 39 0682002283	<b>Florence Hotel:</b> Club Hotel de la Gare Via Santa Caterina da Siena 11 Firenze, 50123 Phone Number: 011 39 055217707
<b>Venice Hotel:</b> Hotel Apollo (Lido di Jesolo) Via B. Colleoni, 3 Lido di Jesolo, 30017 Phone Number: 011 39 0421370370	<b>Milan Hotel:</b> Express Holiday Inn Milan Bicocca Via Della Giustizia 10/D Milan 20125 Phone Number: 011 39 0266715000
<b>Mr. Hartwick's International Cell Number: +447924225107</b>	
<b>Departing Flight:</b> Alitalia 651 depart 5:15pm arrive Rome 7:45 am	
<b>Returning Flight:</b> Air One 2701 Depart Milan 6:45 am arrive Rome 7:55am	
Alitalia Flight 650 Depart Rome 10:20 am arrive Toronto 3:20	

This is a **SAMPLE** Parent Information Package that is sent home a week prior to departure. Copies are also given to the administration team. This contains all the phone numbers that parent(s)/guardian(s) would require to contact the group while on tour should they need to. This is the one used for the March 2010 trip with the same itinerary.

### **Parent Information Package**

#### **Explorica Contact:**

Emergency Phone Number (24/7): 1.617.210.6194

International Tours: 1.888.378.8845 (Toll-free within Canada)  
1.416.485.1200 (Outside Canada)

Customer Service: 1.888.378.8845, select option #3 (Toll-free within Canada)

**Departing Flight:** Alitalia 651 depart 5:15pm arrive Rome 7:45 am

#### **Rome Hotel:**

Hotel Cascina Palace  
Via Attilio Benigni 7 Roma, 00153  
Phone Number: 011 39 0682002283

#### **Florence Hotel:**

Club Hotel de la Gare  
Via Santa Caterina da Siena 11  
Firenze, 50123  
Phone Number: 011 39 055217707

#### **Venice Hotel:**

Hotel Sant'ambrogio (Lido di Jesolo)  
Via Bafile 393 Lido di Jesolo, 30017  
Phone Number: 011 39 0421370370

#### **Milan Hotel:**

Express Holiday Inn Milan Bicocca  
Via Della Giustizia 10/D Milan, Italy 20125  
Phone Number: 011 39 0266715000

**Returning Flight:** Air One 2701 Depart Milan 6:45 am arrive Rome 7:55am  
Alitalia Flight 650 Depart Rome 10:20 am arrive Toronto 3:20

March 12 Fly Toronto → Rome

March 13 Ciao Rome

- Meet your Tour Director and check into hotel
- Rome City Walk
- Spanish Steps, Trevi Fountain, Pantheon, Piazza Navona

March 14 Rome Landmarks

- Rome Guided Walking Sightseeing Tour with Whisper headsets
- Visit St. Peter's Basilica, Catacombs tour Visit Colosseum, Piazza Venezia, Forum Romanum visit
- Authentic Trattoria Dinner

March 15 Rome--Florence

- Travel to Florence
- Visit St. Francis' Basilica
- Italian Pizza dinner

March 16 Florence Landmarks

- Florence Guided Walking Sightseeing Tour with Whisper headsets
- Palazzo Vecchio, Piazza della Signoria, Chiesa di Santa Croce, Ponte Vecchio, Duomo visit, Leather workshop, Gates of Paradise, Giotto's Bell Tower, Dante's house
- Optional Pisa Guided Excursion - Visit Banti's Leaning Tower

March 17 Florence—Venice

- Transfer to Venice

March 18 Venice Landmarks

- Venice Guided Walking Sightseeing Tour with Whisper headsets
- St. Mark's Square, Basilica di San Marco, Visit Doges' Palace, Glass-blowing demo

March 19 Venice--Milan

- Travel via Verona to Milan
- Romeo and Juliet balcony
- Milan Guided Sightseeing Tour
- La Scala, Duomo, Fashion walk

March 20 Fly Milan → Rome → Toronto

Tour Diary Link



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# Italy

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**Last updated:** November 15, 2018 10:58 ET

**Still valid:** February 28, 2019 12:09 ET

**Latest updates:** Natural disasters and climate - removal of information on recent floods

## Risk level(s)

### Italy - Take normal security precautions

Take normal security precautions in Italy.

## Safety and security

### Crime

Petty crime such as pickpocketing and purse snatching occur:

- at tourist sites
- on public transportation
- at major airports and railway stations

Foreigners are targeted.

If possible, avoid carrying handbags. Motorcyclists frequently grab bags and other personal belongings from pedestrians, often resulting in injury to the robbery victim.

There have also been thefts of unattended belongings at beaches.

Thieves often work in pairs or groups and will attempt to distract the victim while their accomplices rob them. Be particularly careful of offers to help with flat tires or if someone spills food or a beverage on you; these are common ploys used by groups of thieves.

The number of lost and stolen passports increases during the summer months. To prevent loss or theft, exercise caution and carry a photocopy of your passport, rather than the original.



Pay attention to your surroundings. Avoid showing signs of affluence and carrying large sums of cash on you.

Ensure that your personal belongings, including your passport and other travel documents, are secure at all times.

Never travel with your passport and proof of Canadian citizenship (birth certificate or Canadian citizenship certificate) in the same bag or pouch. Keep a photocopy of your passport in case of loss.

Exercise caution and be alert while travelling by road and rail. Foreigners are often targeted by criminals.

## **On the road**

Theft of items from vehicles is common and can occur at gas stations and service areas along the highway, as well as in parking lots.

Be especially vigilant when stopped at traffic lights. Thieves on scooters or on foot often snatch bags from passenger seats.

- Keep your windows closed
- Keep bags and handbags out of reach
- Make sure your car doors are locked at all times
- Never leave personal belongings unattended in a vehicle
- Use secure parking facilities, especially overnight

## **On public transportation**

Train passengers have been robbed while distracted or sleeping, and there have been thefts on the train connecting Fiumicino Airport to central Rome.

Thefts on public transit (buses, subway and trams, particularly those servicing major tourist sites) are common, with thieves often hassling or crowding their victims. Keep your valuables secure and out of sight.

## **Spiked food and drinks**

Never leave food or drinks unattended or in the care of strangers. Be wary of accepting snacks, beverages, gum or cigarettes from new acquaintances, as they may have drugged the item to put you at risk of assault and robbery. Incidents of this sort have occurred even in small towns known to be frequented by tourists.

Rail passengers have received drugged food or drink and were then robbed or assaulted while sleeping. Keep your compartment door securely locked.

## **Terrorism**

There is a threat of terrorism in Europe. Terrorists have carried out attacks in several European cities and further attacks are likely.

Targets could include:

- government buildings, including schools
- places of worship
- airports and other transportation hubs and networks
- public areas such as tourist attractions, restaurants, bars, coffee shops, shopping centres, markets, hotels and other sites frequented by foreigners

Always be aware of your surroundings when in public places. Be particularly vigilant if attending sporting events and during religious holidays and other public celebrations, as terrorists have used such occasions to mount attacks.

Because of the ongoing threat in Europe, Italy has set its terrorism threat level at 2 out of 3 levels. Expect increased security and more police and armed forces, particularly at airports, large events and major landmarks. Such security measures are further increased during religious holidays.

## Demonstrations and strikes

Demonstrations and protests occur regularly, particularly in larger cities and often with little notice. They can lead to significant disruptions to traffic and public transportation.

Transportation strikes are also common and affect travel by air, rail and public transportation services. Plan on having to make alternate travel arrangements and regularly check with transportation providers for any schedule change.

Even peaceful demonstrations can turn violent at any time. They can also lead to disruptions to traffic and public transportation.

- Avoid areas where demonstrations and large gatherings are taking place
- Follow the instructions of local authorities
- Monitor local media for information on ongoing demonstrations

## Useful links

- [More about mass gatherings \(large-scale events\)](#)
- [Information on planned strike action](#) - Ministry of Infrastructure and Transport (in Italian, only)

## Fraud

Fraudulent electronic readout devices are sometimes used at ATMs in Italy. These devices are designed to capture the account information stored on the card's magnetic strip through a card reader fixed over the legitimate reader. The customer's PIN is recorded with a small video camera installed above the keypad. The victim's banking information is then sold or traded online.

To avoid being a victim of this type of fraud:

- pay careful attention when your cards are being handled by others
- use ATMs located in well-lit public areas or inside a bank or business
- avoid using card readers with an irregular or unusual feature
- cover the keypad with one hand when entering your PIN
- check for any unauthorized transactions on your account statements

More about overseas fraud

## Road safety

Road conditions and road safety can vary greatly throughout the country.

City streets are often narrow, winding and congested. In mountainous areas, roads are often winding and narrow, and weather conditions can make driving conditions dangerous. Avalanches or landslides can occur and block access routes to small isolated towns.

Drivers do not always obey road rules and may use excessive speed and reckless manoeuvring. In cities, signage, traffic lights and road markings may be non-existent, unclear or ignored.

Pay close attention to road conditions and refrain from driving during or immediately after severe storms. Monitor local news and follow the advice and warnings issued by local authorities.

In northern Italy, be aware of the potential for ground fog and poor visibility, especially in winter.

Be cautious when using pedestrian crossings as drivers do not always stop, even though they are required to by law.

## Public transportation

Only use officially licensed taxis equipped with roof lights and meters. If you call a radio taxi, be aware that the meter starts to run as soon as the cab leaves to pick you up.

## Air travel

We do not make assessments on the compliance of foreign domestic airlines with international safety standards.

General information about foreign domestic airlines

## Mountain activities

If you intend to do mountaineering or skiing:

- never do so alone and always hire an experienced guide from a reputable company
- buy travel insurance that includes helicopter rescue and medical evacuation

- ensure that your physical condition is good enough to meet the challenges of your activity
- ensure that you're properly equipped and well informed about weather and other conditions that may pose a hazard
- inform a family member or friend of your itinerary, including when you expect to be back to camp
- know the symptoms of acute altitude sickness, which can be fatal
- obtain detailed information on trekking routes or ski slopes before setting out and do not venture off marked trails or slopes

Information on avalanche risk - Meteomont

## Migrants and refugees

There has been a significant increase in the number of migrants and refugees entering Europe. Some countries have already experienced disruptions to transportation services, including at ferry ports and railway stations, and have seen major delays at border crossings. The situation also heightens the potential for demonstrations that could turn violent without warning, particularly at railway stations and other transportation hubs. If you are travelling in the region, monitor local news and follow the advice of local authorities, and contact your transport carrier to determine whether the situation could disrupt your travel.

## Entry/exit requirements

Every country or territory decides who can enter or exit through its borders. The Government of Canada cannot intervene on your behalf if you do not meet your destination's entry or exit requirements.

We have obtained the information on this page from the Italian authorities. It can, however, change at any time.

Verify this information with [foreign diplomatic missions and consulates in Canada](#).

## Schengen area

Italy is a Schengen area country. Canadian citizens do not need a visa for travel to countries within the Schengen area. However, visa-free travel only applies to stays of up to 90 days in any 180-day period. Stays are cumulative and include visits to any Schengen area country.

If you plan to stay in the Schengen area for a longer period of time, you will need a visa. You must contact the high commission or embassy of the country or countries you are travelling to and obtain the appropriate visa(s) prior to travel.

- [General information about the Schengen area](#)
- [Foreign diplomatic missions and consulates in Canada](#)



## Passport

Entry requirements vary depending on the type of passport you use for travel.

Before you travel, check with your transportation company about passport requirements. Its rules on passport validity may be more stringent than the country's entry rules.

### Regular Canadian passport

Your passport must be valid for at least 3 months beyond the date you expect to leave the Schengen area.

### Passport for official travel

Different entry rules may apply.

#### Official travel

### Other travel documents

Different entry rules may apply when travelling with a temporary passport or an emergency travel document. Before you leave, check with the closest diplomatic mission for your destination.

### Useful links

- [Foreign diplomatic missions and consulates in Canada](#)
- [Canadian passports](#)

## Visas

Tourist visa: Not required for stays up to 90 days

Business visa: Not required for stays up 90 days

Work visa: Required

Student visa: Required

## Other entry requirements

Customs officials may ask you to show them a return ticket, proof of the purpose of your visit to Italy and/or proof of sufficient funds for your stay. Having more than one source of funds (for example, cash, traveller's cheques, credit card, bank card) is recommended.

[General information for foreign nationals](#) - Polizia di Stato (Italy's national police)

## Declaration of presence

Canadians arriving from a Schengen area country, staying less than 90 days and not staying in commercial accommodations must file a declaration of presence (dichiarazione di presenza) with the local police office (questura) within 8 days of arrival.

Commercial accommodations will generally file the declaration of presence on behalf of travellers, but the traveller is responsible to ensure that it is done.

Obtain a copy of the registration form from the hotel. Failure to comply with this regulation could result in expulsion from Italy.

If arriving from a non-Schengen country, ensure that border officials place an entry stamp in your passport, as this is the equivalent to a declaration of presence.

[More information about entering Italy](#) - Polizia di Stato

## Children and travel

Learn about [travel with children](#).

## Yellow fever

Learn about [potential entry requirements related to yellow fever](#) (vaccines section).

## Health

### Related Travel Health Notices

- [Measles in Europe](#) - December 13, 2018

Consult a health care professional or visit a travel health clinic preferably six weeks before you travel.

### ► Vaccines

### ► Food/Water

### ► Insects

### ► Malaria

### ► Animals

## ► Person-to-Person

### Medical services and facilities

Good medical care is widely available in Italy, but services may be limited in rural areas.

Doctors and nurses may not be able to communicate in English (or French) and not all hospitals have translation services available.

Medical treatment for life-threatening emergencies and in an emergency room is free of charge. Hospitals charge up front for any convalescence or follow-up care.

Decompression chambers are available in major hospitals throughout the country.

Make sure you get travel insurance that includes coverage for medical evacuation and hospital stays.

Travel health and safety

### Keep in Mind...

The decision to travel is the sole responsibility of the traveller. The traveller is also responsible for his or her own personal safety.

Be prepared. Do not expect medical services to be the same as in Canada. Pack a travel health kit, especially if you will be travelling away from major city centres.

### Laws and culture

You must abide by local laws.

Learn about what you should do and how we can help if you are arrested or detained abroad.

Canada and Italy are signatories to the Convention on the Transfer of Sentenced Persons. This enables a Canadian imprisoned in Italy to request a transfer to a Canadian prison to complete a sentence. The transfer requires the agreement of both Canadian and Italian authorities.

### Dual citizenship

Dual citizenship is legally recognized in Italy.

If you are a Canadian citizen, but also a citizen of Italy, our ability to offer you consular services may be limited while you're there. You may also be subject to different entry/exit requirements.

General information for travellers with dual citizenship

## Identification

Authorities may require you to present identification at any time.

Keep a photocopy of your passport in case it is lost or seized.

Hotels and other commercial accommodation providers must provide the Italian authorities with personal details on their guests. For this reason, foreign visitors are often required to present a passport upon check-in. Wait at the reception while they have taken the details or made a copy of your passport.

## Illegal activities

Buying counterfeit merchandise, such as sunglasses or purses, is illegal. Local authorities may impose heavy fines on tourists caught buying counterfeit merchandise.

It is illegal to photograph government buildings and military installations without permission from local authorities.

Observe public notices about conduct, which are found in and around tourist areas in major cities. Visitors may be issued tickets and fines for dropping litter or for sitting, eating or drinking on steps and courtyards around the main churches and public buildings in Florence and Rome.

Recreational and commercial flying of unmanned aerial vehicles or drones is regulated. Failure to comply with regulations may lead to confiscation of equipment and heavy fines.

[More about flying drones](#) - Italian Civil Aviation Authority (in Italian only)

## Illegal drugs

Penalties for possession, use or trafficking of illegal drugs are severe. Convicted offenders can expect jail sentences or heavy fines.

## Driving

You may drive for up to one year with a valid Canadian driver's licence and an international driving permit, or an official translation by a recognized translator of the Canadian licence.

You must also have an international car insurance plan.

If driving a foreign car, an adhesive sticker indicating country of origin must be displayed on the back of the car.

- [More about driving in Italy](#) - European Commission
- [More about the International Driving Permit](#)

## Traffic regulations



Penalties for driving under the influence of alcohol or drugs are severe. The legal blood alcohol limit is 0.05%. Convicted offenders can expect heavy fines, your driver's licence may be confiscated immediately and you could face imprisonment.

You can't turn right at red lights.

The use of a cellular telephone while driving is prohibited, unless it is fitted with a hands-free device.

The use of headlights on highways and major roads, even during the day, is mandatory.

You may be required to pay fines for minor traffic violations immediately, in cash.

Vehicles must be equipped with safety equipment, including a warning triangle and reflective jacket.

## **Seasonal regulations**

You must use snow tires in winter. Alternatively, you can carry snow chains on board and affix them to the tires in the event of snow.

Rules differ regionally and road signage across the country will indicate where and when snow tires or snow chains are mandatory. Pay particularly close attention to these requirements when driving in mountainous regions or other parts of the country prone to snow. Fines can be issued for non-compliance.

In the summer, only residents are allowed to take their cars to the islands of Capri, Ischia and Procida.

## **Limited traffic zones**

A special permit is necessary to have vehicle access to city centres in Rome, Milan and other major cities and towns. This permit is only issued to residents and members of public organizations

Take note of street signage and abide by the limited traffic zone (zona a traffico limitato or ZTL). Drivers who enter these zones without a permit may be issued a fine. Cameras may be used to record the licence plate of vehicles that violate these restrictions.

If you rent a vehicle, the rental agency may receive the fine and may provide contact details of the client to authorities. Travellers have received traffic tickets by mail several months after their return to Canada. Sometimes, municipalities use the services of a private company in order to collect the fees abroad.

## **Public transportation**

You must purchase bus, metro and tram tickets in advance (at kiosks in stations or at tobacco shops) and validate them at machines located on board or in the station. Failure to validate tickets may result in fines requiring immediate payment.

## Money

The currency of Italy is the euro (EUR).

Payment in cash is restricted to transactions under €1000.

Credit cards are widely accepted. ATMs (known as “bancomat” in Italy) are widely available.

If you are carrying more than €10,000 or the equivalent in other currencies, you must make a declaration to customs upon your entry or exit to the European Union. The sum can be in cash, cheque, money order, traveller's cheque or any other convertible asset. This does not apply if you are travelling within the European Union or in transit to a non-EU country.

[More information about cash controls](#) - European Commission

## Natural disasters and climate

### Seasonal risks

Forest fires occur often in the summer months, including on the islands of Sardinia and Sicily. In case of a major fire, stay away from affected areas, follow the advice of local emergency services personnel and monitor local media for up-to-date information. The air quality in areas near active fires may deteriorate due to heavy smoke and affect travellers with respiratory ailments.

In the fall, strong rainfall and winds often cause significant damage to roads and generate localized landslides in coastal regions, including popular tourist areas such as:

- Calabria
- Campania (Amalfi coast)
- Liguria (Cinque Terre)
- Sicily
- Tuscany

Pay close attention to road conditions and refrain from driving during or immediately after severe storms.

Venice is prone to flooding, particularly during periods of high water (acqua alta). Some streets and squares become impassable during these periods. Rome is subject to flash floods during periods of heavy rainfall. Monitor local news and follow the advice and warnings issued by local authorities.

In winter, avalanches and heavy snow pose a risk. They can make roads impassable and can cause power disruptions. These conditions can affect access to isolated areas, including to some tourist resorts. The conditions can also limit the ability of responders to reach these areas in case of emergency.

- [Latest weather alerts](#) - Italian Civil Protection Department
- [Latest bulletins](#) - National hydrogeological and hydraulic criticalities

- [Weather reports](#) - National weather vigilance
- [Information on avalanche risk](#) - Meteomont

## Seismic activity

Italy is located in an active seismic zone.

Between August 2016 and January 2017, the country was hit by 5 powerful earthquakes of magnitudes between 5.0 and 6.5. The earthquakes caused deaths and damage to infrastructure, homes and property throughout the affected areas.

On August 21, 2017, a 4.0-magnitude earthquake struck the island of Ischia, in the region of Campania in southern Italy. The earthquake caused deaths, injuries and damage to infrastructure.

Further seismic activity may occur and can trigger landslides and avalanches, as well as further damage.

[Information on seismic activity in Italy](#) - Protezione Civile (Italy's civil protection department)

## Volcanic activity

Mount Etna, on the island of Sicily, is Europe's most active volcano. If you are travelling to the area, closely monitor activity levels through local media, be aware of any risks and follow the advice of local authorities.

Mount Stromboli, on the island of Stromboli, which is one of the Aeolian islands, is also active with regular minor eruptions and lava flow.

Mount Vesuvius, near Naples, is the only active volcano on the European mainland, though it has not erupted since 1944. It is continually monitored by the local authorities. There are several other dormant volcanoes throughout the country that could erupt with little warning. Volcanic eruptions could result in airport closures.

[Information on active volcanoes](#) - Italian national institute of Geophysics and Volcanology.

## Assistance

### Local services

► [Emergency services](#)

### Consular assistance

► [Rome - Embassy of Canada](#)

**► Milan - Consulate of Canada**

For emergency consular assistance, call the Embassy of Canada in Rome and follow the instructions. At any time, you may also contact the [Emergency Watch and Response Centre](#) in Ottawa.

The decision to travel is your choice and you are responsible for your personal safety abroad. The Government of Canada takes the safety and security of Canadians abroad very seriously and provides credible and timely information in its Travel Advice to enable you to make well-informed decisions regarding your travel abroad. In the event of a large-scale emergency, every effort will be made to provide assistance. However, there may be constraints that will limit the ability of the Government of Canada to provide services.

See [Large-scale emergencies abroad](#) for more information.

**Date modified:**

2018-11-15

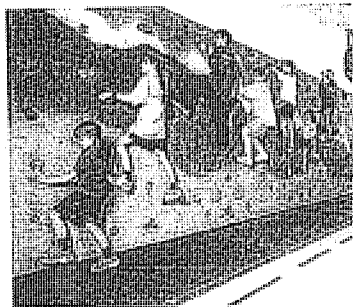
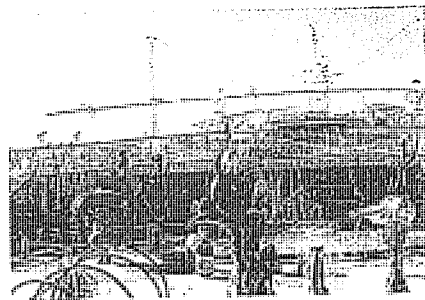
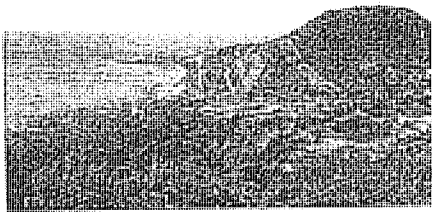


# OSBIE

## FIELD TRIP

### RISK MANAGEMENT

### GUIDELINES



December, 2008

## **OSBIE Field Trip Risk Management Guidelines**

Some level of injury risk is inherent to any activity. The guidelines contained in this document are intended to assist members of the Ontario School Boards' Insurance Exchange in identifying and managing the risks of school approved field trips or excursions. These guidelines are not to be interpreted as an endorsement for school boards to organize or participate in any particular activities referenced in this material. School boards should only undertake to organize field trip activities in accordance with board policies/procedures and after careful assessment of the risk factors and their ability to manage those risks.

### **Risk Identification**

It is not possible to list every risk associated with hundreds of possible school activities. However, by setting a systematic and consistent process in place, organizers of any school activities can identify most foreseeable risks as the first step in planning a school trip.

Consideration should be given to the risks associated with several components of any school trip, as follows:

- Mode of Student Transportation being used;
- The foreseeable hazards at the planned destination;
- “Collateral hazards” resulting from other activities that are incidental or may take place en route to the planned destination.
- Supervision requirements
- Volunteer recruitment and supervision

### **Mode of Transportation**

It is well known that transportation poses one of the highest daily risks for most people. Because the purpose of a school field trip is to achieve an educational experience by leaving the school grounds, some form of transportation risks will always exist and should always be considered in the planning process. The following risks associated with the more common forms of transportation should be considered:

Walking – Field trip destinations that are within walking distance of the school will have various risk profiles to consider, depending on factors such as traffic density, crosswalks, sidewalks, rugged terrain, weather conditions, hilly terrain, student age, ability, special needs and distance being travelled should also be considered.

Cycling – Factors to be considered include age/experience of students, traffic conditions, helmet use, nature of terrain, weather conditions, etc. Since this mode of transportation is

also a formalized physical education activity, it is recommended that the OPHEA Physical Education Ontario Safety Guidelines be referenced when planning this mode of transportation.

Passenger Car – Student Trip Driver – This is the highest risk form of student transportation (See Risk Assessment) and is NOT recommended by OSBIE. According to the Insurance Bureau of Canada statistics, inexperienced drivers under age 25 may be involved in as many as 4 times more crashes than drivers over 25 years of age.

Passenger Car – Parent Volunteer Driver – Risk factors to be considered include driver experience, driving record (i.e. accident and conviction record), vehicle condition, weather conditions, distance, traffic density, etc.

Passenger Vans (Up to 8 passengers) - Parent Volunteer Driver – See Passenger Car.

Passenger Vans (9+ Passengers) - These types of vehicles, which come in various seating configurations (9, 12 and 15 passengers) have been associated with safety concerns in both the United States and in Canada. Under full-load conditions, the handling characteristics of these types of vehicles make them very unstable in emergency situations (skids, crash avoidance, braking, etc.) and they have a high roll-over crash history as the result of a high centre of gravity.

Although OSBIE does not recommend the use of these vehicles for student transportation, in Ontario, the Highway Traffic Act contains regulations that apply to the use of these types of vehicles for school purposes, including a provision for a higher category of driver license. Refer to OSBIE Risk Management Advisory A-2 for further information.

School Buses - School buses are engineered to provide the highest level of passenger protection. The design of a school bus includes more than 30 safety features that are not present in other passenger vehicles, including a safety compartment that surrounds a student with energy absorbing material to reduce injuries in collisions. Because of its passive safety systems design, seat belts on a school bus have not been found to provide any additional protection.

School buses are up to 16 times safer than any other passenger vehicle, and are the recommended mode of road transportation for school excursions.

Tour Buses and/or Transit Buses- These vehicles are not required to meet the same safety and design criteria as a North American built school bus. Caution should be exercised when booking tour buses or using transit buses in foreign jurisdictions, as safety standards and driver qualifications may not meet North American standards.

Watercraft – Commercial watercraft operated in Canada are subject to Transport Canada regulations, however, craft below 100 feet may not be required to meet certain safety standards for larger vessels, such as crew evacuation training, lifeboat capacity/drills, etc.

Caution should be exercised for watercraft being operated in foreign jurisdictions, as safety standards and operator qualifications may not meet North American standards.

Aircraft - Commercial airlines regulated by a federal authority should be the only form of aircraft transportation acceptable for school excursions.

Private aircraft are not recommended for school excursions.

Rail - Commercial rail lines that are regulated by a federal authority are recommended for school excursions.

Shuttle trains, monorails, etc. operated by a private operator associated with amusement parks, etc. may not be licensed or regulated and should be approached with caution – ask for documentation on licensing, maintenance, inspection and insurance.

### *Foreseeable Hazards – Planned Destination*

It is not possible to list all hazards for all possible school excursion destinations.

For simplicity, the risks for any school activity can be sorted into three major categories – Low, Medium and High, based on the following criteria (See Figure 1):

Low - There is an identifiable risk of a loss occurring, but it is either unlikely to occur or would not cause serious injury/damage. Some characteristics of low risk factors include, but are not limited to: sedentary classroom activities, low impact exercises, walking, computer studies, reading activities, etc.

A particular event or situation may also be considered a low risk if the likelihood of an occurrence is rare or atypical for a school environment or location. Events with low statistical probability of occurring, such as hurricanes, earthquakes, nuclear war, radioactive fall-out, students experiencing fatal heart attacks, etc. are examples of remote risk that rarely occur, and unless situations or conditions suddenly change, would not warrant an allocation of resources to manage such risks.

Medium: There is a known risk associated with the activity that may cause a loss to occur regularly, but you can take steps to remove or reduce the risk. Some characteristics of medium risk factors include, but are not limited to: physical contact sports, transportation, water transportation, downhill sports (ski, toboggan, tubing, etc.), water activities (swimming, sailing, canoeing, etc.), physical education programs, etc.

There is also a sub-class in this category called “High Medium”, which applies to activities where relatively few losses occur, but because of the nature of the hazards, any loss that does occur will result in a catastrophic injury. School excursions/activities that fall in this sub-category need to be carefully considered as to whether they are an appropriate activity, and if selected, managed with more caution. This sub-category

includes activities such as Extreme Sports, wilderness excursions, rock climbing, high ropes, canopy walks, etc.

**High -** The nature of the activity or the presence of obvious hazards results in a high probability of a loss occurring with catastrophic results, it is foreseeable that a loss will occur, and/or you have no control over the risks that are present. Some characteristics of high risk factors include, but are not limited to:

Fall heights exceeding 8 feet;  
 Exposure to weather elements – sun, wind, extreme heat/cold;  
 Extreme tidal conditions, currents or wave action (including white water);  
 High speeds;  
 Uncontrolled free fall or jumps;  
 Areas prone to natural elements – avalanche, mudslides, volcanic activity, flash flood, disease outbreak, etc.;  
 Natural disaster areas – hurricane, ice/snow storm, tornadoes, earthquake, etc.  
 Areas experiencing war (declared or undeclared), civil and/or political unrest (Contact Canadian Department of Foreign Affairs for Travel information and Advisories)  
 Exposure to wild and/or exotic animals;  
 Inexperienced volunteers and/or teacher supervisors;  
 Use of student drivers for transportation.

The presence of any one or more of these factors is indicative of a high risk activity and may not be an acceptable risk for your school board.

Figure 1 – Risk Assessment Chart

## Risk Assessment Chart

	High Frequency ↓	Low Frequency ↓
High Severity →	HIGH RISK	HIGH/MEDIUM RISK
Low Severity →	MEDIUM RISK	LOW RISK



### **Collateral Hazards**

During the course of a school excursion reaching its' planned destination, other activities may be planned along the route. Organizers often focus primarily on the destination risks, and overlook the risks of other activities that may take place incidental to the primary purpose of the school excursion. Caution should be exercised when unscheduled or "ad hoc" activities are permitted.

Typical examples of collateral hazards can occur when stops are made along the route of travel to visit venues including, but not limited to, amusement parks, restaurants, paint ball parks, go kart tracks, wave pools, hotel swimming pools, etc.

The same consideration must be given to whether such incidental activities are appropriate for the group, and as a school activity. Many physical activities, such as swimming or other sports, are referenced in the OPHEA Physical Education Ontario Safety Guidelines document, and these guidelines should be referenced when organizing such activities. The same categories of hazards listed in "*Foreseeable Hazards – Planned Destination*" section should be used to identify unacceptable activities.

### **Supervision Requirements**

The OPHEA Physical Education Ontario Safety Guidelines provide basic guidance for supervision and may set ratios for many common school activities.

**However**, based on court cases involving student injuries arising from school activities, caution should be exercised when relying solely on a numeric ratio to guarantee a safe level of supervision. In these court cases, meeting the standard of providing "adequate supervision" for an activity will be based on a combination of the following factors:

**Nature of the activity -** Foreseeable risk(s) of injury associated with participating in a particular activity (see *Foreseeable Hazards – Planned Destinations*)

**Ability of the Participants –** Degree of difficulty, physical strength, endurance, coordination, mobility, physical/mental limitations.

**Experience of the Participants -** First time experience versus various degrees of experience/skill in participating in the activity.

**Age of the Participants-** Factors such as physical size (height/weight), maturity level, risk perception, comprehension of rules/instructions, etc. are dependant on age.

**Environmental Factors -** Site lay-out (clear sight lines versus obstructions); dispersed groups (e.g. ski hills, amusement parks); tour groups versus self-guided, presence of

dangerous features (e.g. cliffs, allurements, unusual weather or environmental phenomenon, etc.)

Number of Students - The ratio of supervisors to participants after considering all of the preceding factors.

It is expected that an organizer of a school board excursion/activity will act as a reasonable and prudent person by taking all of these variables into consideration when determining what level of supervision is required for the activity. Organizers should always consult with school board policies and procedures regarding supervision.

Supervision levels for excursions/activities should be reviewed each time a recurring event is being planned and should take into consideration changes in any of these variables that may have occurred since the last time it took place. It is recommended that for physical activities, the OPHEA Physical Education Ontario Safety Guidelines be consulted for activity-specific supervision guidelines.

When sufficient staff and volunteer resources are not available to provide adequate supervision, an excursion/activity should not take place – the school/board should always reserve the right to cancel an event at any time if supervision or safety requirements cannot be met.

Contingency plans should also be in place to provide supervision for students who may:

- be injured or become ill (i.e. provide for someone to accompany to hospital, or return home)
- experience travel changes/delays (e.g. airline over-booking of flights, reassign flights, weather delays or connecting flights, etc.)
- be detained by authorities (passport, immigration or other legal issues)

Students should never be left unaccompanied in any of these situations.

### *Volunteer Recruitment and Supervision*

Many school excursions rely on parent volunteers to assist the teachers in supervising. The emphasis is on assist, as parent volunteers should not be in charge of the excursion or be administering discipline to students.

While use of volunteers has many benefits, organizers of any school activities, including excursions, need to be aware that there are always risks of assault, sexual misconduct and negligent acts that must be mitigated and managed. The school board will be held legally liable for any actions of a volunteer that cause injury to a student or a third party.

Volunteer Tips:

1. Utilize a screening process for volunteers that includes interview screening and reference checks. For over-night excursions, or for activities that involve long-term interaction with students, criminal background checks (CPIC) are recommended.
2. Define which activities are appropriate for volunteers to be involved in.
3. Follow up or investigate any rumors of inappropriate behavior.
4. Ensure volunteers are properly supervised by school staff.
5. Ensure volunteer drivers have valid driver's license and automobile Liability insurance. Use OSBIE Volunteer Driver Form (see Risk Management at a Glance – Recommended Forms and Checklists on OSBIE Web-site at [www.osbie.on.ca](http://www.osbie.on.ca))
6. Do not use volunteer drivers to operate passenger vans (9 + vans require special driver licenses).

### **Risk Management Strategies for School Field Trips**

Based on the identified risks and the assessment of their priority noted in the previous sections, the following risk management strategies can be applied. In most cases, it will be common to use combinations of strategies to address the different types of risks associated with the excursion.

#### **Avoidance**

- 100% effective in preventing an injury
- Use if risk assessment indicates activity is “High Risk” and/or the hazards cannot be mitigated or controlled

#### **Reduce (Manage) the Risk**

- Modify the activity; remove unnecessary hazards/risks
- Establish and enforce safety rules
- Refer to OPHEA guidelines for activity-specific excursions
- Conduct a pre-trip visit to site; learn local conditions, qualified leaders
- Hold pre-trip meetings with parents/students
- Use Informed Consent forms

#### **Risk Transfer**

- Promote Student Accident Insurance for sports and excursions
- Request Proof of Insurance from event/venue operators
- Out-of-Province Medical insurance if excursion is outside Ontario
- DO NOT sign waivers for students
- DO NOT agree to name commercial operators under the school board's insurance

### *Loss Reduction*

- First Aid providers are on trip/site
- Evacuation Plan
- Emergency notification system
- Emergency Response Procedure

### *Duplication of Resources*

- Adequate number of supervisors
- Substitute leader (back-up in case of illness or unexpected events)
- Contingency plan to stay with any student who is delayed or detained

See also OSBIE Risk Management Guidelines:

<http://www.osbie.on.ca/risk-management/manual/>

## APPENDIX 1 – Field Trip “Quick Tips”

### Out-of-Province Trips:

- Ensure proper supervision is available
- Assess transportation risks (see Mode of Transportation section)
- Define rules for student behavior and enforce them
- Host a planning meeting with parents and volunteers prior to trip
- Use board approved Informed Consent Forms (or see sample form APPENDIX 2)
- Have a defined itinerary – beware of collateral risks of other activities along the way
- Out-of Province Medical insurance
- Recommend Student Accident Insurance

### Water-Related Trips

- Use board approved Informed Consent Forms (or see sample form APPENDIX 2)
- Refer to OPHEA Guidelines for specific small craft activities or swimming activities
- Know skill level for all students for any swimming activity or small craft
- Request evidence of insurance for tour boat operators
- Ensure that students are taught proper safety and PFD's are in use for small craft and readily accessible for larger craft.

### Overnight Trips

- Ensure proper supervision is available with back-up plan
- Define rules for student behavior and enforce them
- Use board approved Informed Consent Forms (or see sample form APPENDIX 2)
- Have a defined itinerary – beware of collateral risks of other activities along the way
- Recommend Student Accident Insurance

### Ski/Snowboard Trips

Refer to OSBIE School Board Snow Resort Safety Guidelines

<http://www.osbie.on.ca/pdf/English-Ski-Package.pdf>

## APPENDIX 2 – Sample Informed Consent Form (Under 18 years)

<http://www.osbie.on.ca/risk-management/at-a-glance/pdf/consent-form.pdf>



Sample Release and Indemnification (Over 18 years)

<http://www.osbie.on.ca/risk-management/at-a-glance/pdf/release-form.pdf>

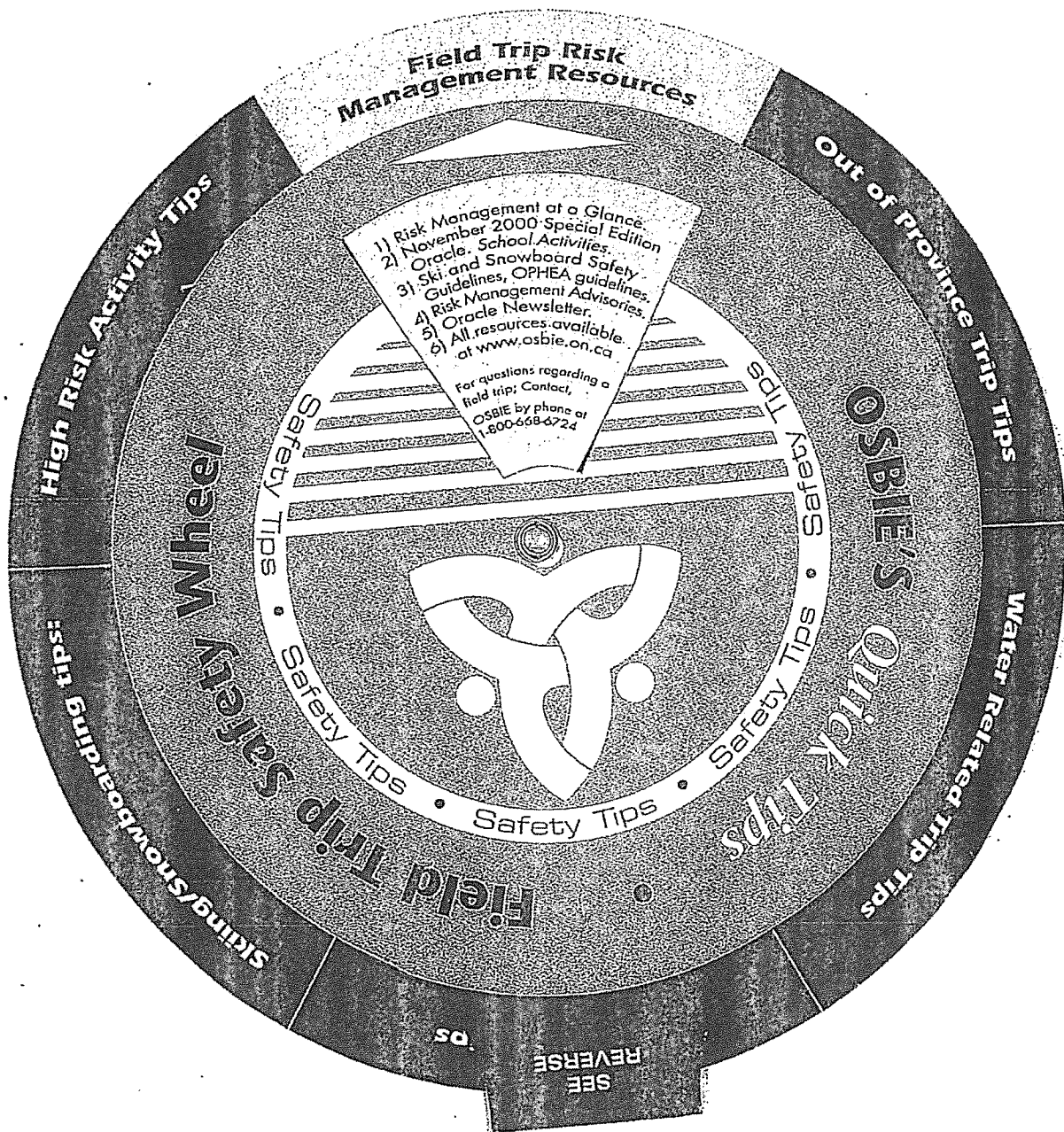
APPENDIX 3 – Sample Volunteer Driver Form

<http://www.osbie.on.ca/risk-management/at-a-glance/pdf/volunteer-driver-partA.pdf>

<http://www.osbie.on.ca/risk-management/at-a-glance/pdf/volunteer-driver-partB.pdf>

APPENDIX 4 – Field Trip Safety Wheel

To order copies, contact OSBIE Risk Management Department





SEE  
REVERSE

## **PARENT MEETINGS**

- 1. Parent information meeting on March Break Trip to Italy, April, 2019.**
- 2. First meeting with confirmed trip participants, October, 2019.**
- 3. Final meeting with confirmed trip participants, February, 2020.**

Process for Voting on Recommended Actions from Policy Committee.

**R.A.:** that in receiving and approving recommendations from the Policy Committee, the Board proceed with the following standard motion:

“that the Board receive the report and recommendations of the Policy Committee of [date] for publication and implementation.”



Recommended Action from the Policy Committee Meeting, March 25, 2019.

**R.A.:** that the Board receive the report and recommendations of the Policy Committee of March 25, 2019, for publication and implementation.



The Regional Municipality  
of Durham

Office of the Regional Chair

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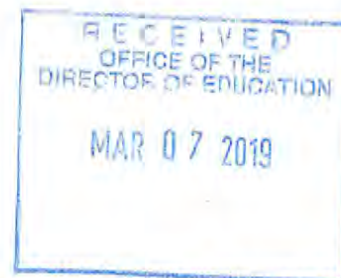
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John Henry  
Regional Chair and CEO

March 5, 2019

The Honourable Jeff Yurek  
Minister of Transportation  
Ferguson Block, 3rd Floor  
77 Wellesley Street West  
Toronto, Ontario  
M7A 1Z8



Dear Minister Yurek:

**Re: School Bus Stop Arm Infractions**

A Notice of Motion was presented to the Council of the Regional Municipality of Durham at their meeting held on Wednesday, February 27<sup>th</sup>, 2019. The recommendations in the Notice of Motion were previously adopted by the Council of the Municipality of Clarington. Durham Regional Council passed the motion, as amended, as follows:

"To ensure we keep our children safe when they board or exit a school bus, which is an extension of a school zone, the Municipality of Clarington supports Bill 174, specifically the duty of drivers when the school bus is stopped;

WHEREAS the Municipality of Clarington currently has over 160 school buses transporting children to and from school. Children are at their most vulnerable while they are boarding or exiting the school bus, ensuring their safety while they do so is paramount;

AND WHEREAS for over 30 years, school buses have been using their flashing lights and stop arms that warn drivers of all vehicles to stop within 20 metres of the school bus. This law is a provincial offense governed by the Ontario Highway Traffic Act under subsection 175(11) or (12);

AND WHEREAS all vehicles in both directions must stop regardless of which side of the road they are on while the stop arm is deployed, unless there is a median dividing the road. It is becoming a regular occurrence for vehicles to ignore the stop arm and 'blow by' school buses;

AND WHEREAS in December 2017, an omnibus bill – Bill 174, Cannabis, Smoke-Free Ontario and Road Safety Statute Law Amendment Act, 2017 was adopted by the Province of Ontario which includes School Bus Camera legislation;

**NOW THEREFORE BE IT RESOLVED** that Regional Chair John Henry submit a letter on behalf of the Regional Municipality of Durham to the Ontario Minister of Transportation, Jeff Yurek, all Durham Region School Boards and MPPs to expedite and develop policy and regulations to enforce school bus stop arm infractions."

Yours truly,



John Henry  
Regional Chair and CEO

- c: Ms. Lisa Millar, Director of Education, Durham District School Board  
Ms. Anne O'Brien, Director of Education, Durham Catholic District School Board  
Ms. Jennifer Leclerc, Director of Education, Kawartha Pine Ridge District School Board  
Mr. Michael Nasello, Director of Education, Peterborough Victoria Northumberland and Clarington Catholic District School Board  
Ms. Sylvie Landry, Présidente du conseil, Conseil scolaire de district du Centre-Sud-Ouest  
Mr. André Blais, Directeur de l'éducation, Conseil scolaire de district catholique Centre-Sud  
The Honourable Rod Phillips, MPP (Ajax)  
Ms. Lindsey Park, MPP (Durham)  
The Honourable Laurie Scott, MPP (Haliburton/Kawartha Lakes/Brock)  
Mr. David Piccini, MPP (Northumberland/Peterborough South)  
Ms. Jennifer French, MPP (Oshawa)  
The Honourable Peter Bethlenfalvy, MPP (Pickering/Uxbridge)  
Mr. Lorne Coe, MPP (Whitby)