
REGULAR BOARD MEETING

TUESDAY, FEBRUARY 25, 2020

Peter L. Roach Catholic Education Centre - Boardroom

OPEN MEETING – 6:30 to 9:30 P.M.

Chairperson: Michelle Griepsma

Vice-Chairperson: David Bernier

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

1. Examen.
2. Opening Prayer.
3. Land Acknowledgement.
4. Singing of the National Anthem.
5. Approval of the Agenda.
6. Declarations of Conflicts of Interest.
7. Approval of the Minutes of the January 28, 2019 Regular Meeting. Page 5
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, Eveline Fisher and Josh Hill.
3. Report from the Manager of Communications, Galen Eagle.
Highlights of System Achievements.

C. Presentations:

1. R.A. Environmental Sustainability Presentation R.A. Page 15
Eveline Fisher, Senior Student Trustee, Josh Hill, Junior Student Trustee, Jake Douglas, St. Peter Catholic Secondary School, Kaitlyn D'Sa, St. Thomas Aquinas Catholic Secondary School, Sam Kightley, St. Anne Catholic Elementary School, Charlotte Patterson, St. Anthony Catholic Elementary School, Emily Schmyr, Holy Trinity Catholic Secondary School, Ella Smit, Monsignor O'Donoghue Catholic Elementary School.
2. R.A. Proposed St. Mary Catholic Secondary School Boys' Baseball Excursion to Hawaii, USA, March 12-21, 2021. R.A.: Page 16 Details: Page 17
James Brake, Principal, St. Mary Catholic Secondary School and Greg Conway, Teacher, St. Mary Catholic Secondary School.
3. R.A. Proposed Holy Trinity Catholic Secondary School Outdoor Education Excursion to Algonquin Park, May 25-28, 2020. R.A.: Page 32 Details: Page 33
Dawn Michie, Superintendent of Learning.
4. Dual Credit Presentation
Tim Moloney, Superintendent of Learning.

D. Programs and Services:

E. Business, Finance and Governance:

1. Ontario Catholic School Trustees' Association (OCSTA) Open Session Report.
Michelle Griepsma, Board Chairperson.

F. Human Resources:

G. Policy Development:

1. R.A. Recommended Actions from the Policy Development Committee Meeting, February 4, 2020. R.A.: Page 53 Report: Page 54
Emmanuel Pinto, Chairperson, Policy Development Committee.

H. Old Business:

1. Ontario Association of Parents for Catholic Education (OAPCE) Update – Correspondence Page 56
Michael Nasello, Director of Education

I. New Business:

1. Ontario Catholic School Trustees' Association Report on Special Education Advisory

Committee
Michelle Griepsma, Board Chairperson

J. Bring Forward:

K. Information Items:

1. Chairperson's Report.
Michelle Griepsma, Board Chairperson.
2. Committee Chairpersons' Reports.
 - a. Catholic Parent Engagement Committee Meeting, February 3, 2020.
 - b. Special Education Advisory Committee, February 20, 2020.

L. Future Meetings and Events:

1. Board Meeting:
 - a. Board Meeting Open Session, March 24, 2020, 6:30 p.m.
(In-camera Session, 6:00 p.m.)
2. Board Standing Committee Meetings: (Listed in chronological order.)
 - a. Chairperson's Committee, March 9, 2020, 4:30 p.m.
 - b. Committee-of-the-Whole, March 9, 2020, 6:30 p.m.
 - c. Policy Development Committee, March 31, 2020, 6:30 p.m.
3. Other Committee Meetings: (Listed in chronological order.)
 - a. First Nation, Métis and Inuit Advisory Committee, March 10, 2020, 6:30 p.m.
 - b. Catholic Parent Engagement Committee Meeting, March 23, 2020, 6:30 p.m. (St. Thomas Aquinas Catholic Secondary School, Lindsay)
 - c. Student Council Liaison Committee, March 24, 2020, 4:15 p.m.
 - d. STSCO Governance Committee Meeting, March 25, 2020, 3:00 p.m.
 - e. Special Education Advisory Committee, March 26, 2020, 6:30 p.m.
 - f. French as a Second Language Advisory Committee, April 15, 2020, 4:30 p.m.
 - g. Faith and Equity Advisory Committee Meeting, April 30, 2020, 6:30 p.m.
 - h. Supervised Alternative Learning Meeting, TBA.

4. Board Events: (Listed in chronological order.)
 - a. Toonies for Tuition – Board-wide Fundraising Day, April 23, 2020.
 - b. St. Catherine Catholic Elementary School 25th Anniversary Celebration, April 28, 2020, 10:00 a.m.
 - c. OCSTA 2019-2020 AGM and Conference, Ottawa, April 30-May 2, 2020.
 - d. Catholic Education Week, May 3-9, 2020.
 - e. Catholic Student Leadership Awards, Holy Cross Catholic Secondary School, May 6, 2020.
 - f. CPEC Parent Engagement Event: Craig Kielburger, “The World Needs Your Kid: How to Raise Children Who Care and Contribute”, Holy Trinity Catholic Secondary School, May 20, 2020, 6:30 p.m.
 - g. CCSTA 2019-2020 AGM and Conference, Collingwood, ON, June 4-6, 2020.

M. Conclusion:

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



Minutes

THE MINUTES OF THE OPEN SESSION OF THE REGULAR BOARD MEETING, held on Tuesday, January 28, 2020, in the Boardroom at 1355 Lansdowne Street West, Peterborough.

PRESENT:

Trustees – Linda Ainsworth, David Bernier, Michelle Griepsma (Chair), Braden Leal, Kevin MacKenzie, Helen McCarthy and Emmanuel Pinto.

Administration – Joan Carragher, Laurie Corrigan, Isabel Grace, Dawn Michie, Tim Moloney, and Michael Nasello.

Recorder – Michelle Kennedy

A. Call to Order of the Open Meeting:

The Board Chairperson, Michelle Griepsma, called the meeting to order at 6:30 p.m. and welcomed everyone in attendance, including those giving presentations on the agenda and the principal representatives, Jennifer DeMaeyer from St. Martin Catholic Elementary School, Ennismore and Mark Collins from St. Joseph Catholic Elementary School, Douro.

1. **Examen**

Michael Nasello, Director of Education, led everyone in a daily examen.

2. **Opening Prayer**

Following the examen, Michael Nasello opened the meeting with prayer.

3. **Land Acknowledgement**

Michelle Griepsma, Board Chairperson, respectfully acknowledged that the Board Meeting was taking place on the treaty and traditional territory of the Mississauga Anishinaabeg.

4. **Singing of the National Anthem**

The National Anthem was sung.

5. Approval of the Agenda

MOTION: Moved by Linda Ainsworth, seconded by Braden Leal
that the Agenda be approved.

Carried.

6. Declarations of Conflicts of Interest

There were no declarations of conflicts of interest.

7. Approval of the Minutes.

MOTION: Moved by Kevin MacKenzie, seconded by Braden Leal
that the minutes of the December 17, 2019 Regular Meeting be
approved with corrections.

Carried.

8. Business Arising Out of the Minutes.

There was no 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.

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

- We enter this new year and new decade with renewed hope, faith and love.
- A full-day walkout is planned by OECTA members for Tuesday, February 4.
- An outcome of the current labour sanctions has been the decision to cancel the January Grade 9 EQAO Math Assessment. Information updates about the plans for a June assessment will be shared with trustees and parents when they are known.
- The Ontario Secondary School Literacy Test (OSSLT) is currently scheduled for March 31st. At present, labour sanctions include work on EQAO activities and Directors of Education and Ministry of Education officials are reviewing the situation.
- Planned excursions to overseas destinations scheduled in the near future are being monitored with requirements for cancellation in the insurance policies in

mind. Cancellations will only be considered as a last resort, however commitment to student safety and supervision are of utmost importance.

- Information about the recent outbreak of the Wuhan Novel Coronavirus from the Chief Medical Officer for Ontario, Dr. David Williams, was shared with all student families and staff members. The focus of the communication is to engage in good health practices and to stay home when ill.
- We continue to work with the local public health units in Peterborough, Durham Region and Haliburton, Kawartha, Pine Ridge, which collectively support all of our schools.
- This week marks the end of the semester and secondary students are writing exams. Elementary students are engaged in meaningful learning and co-curricular activities.
- Thank you to our dedicated teaching, support staff and administrators. Catholic Education is alive and well.
- On January 29th the Principals, Priests and Chaplaincy Leaders will welcome His Excellency, Bishop Miehm and gather for an afternoon of discussion and fellowship.
- The board took part in consultations with the Minister of Finance. Thanks are extended to Isabel Grace, Superintendent of Business for her representation.
- The 75th anniversary of the liberation of Jews and other prisoners from Concentration Camps was commemorated on January 27th with International Holocaust Remembrance Day.
- Bell “Let’s Talk” Day is January 29th. It is an annual event to promote openness in communicating about mental health.
- Plans are underway for Lobby Day at Queen’s Park on March 30, 2020. This day is an event to meet with MPPs and inform them of the value of Catholic Education to Ontario.

Following his presentation, Michael Nasello invited questions from the trustees.

2. Report from the Student Trustees, Eveline Fisher and Josh Hill.

On behalf of Josh Hill, Junior Student Trustee, and Eveline Fisher, Senior Student Trustee, Michael Nasello, Director of Education, gave a report to the Board of the activities which are taking place in secondary schools throughout the system:

- Students resumed classes and activities on January 6th. January is a busy and stressful time but students are excelling through another exam season.
- Ski clubs at St. Mary and Holy Trinity have students from grades 9-12 getting out to enjoy the snow.

- Holy Trinity student cabinet participated in a trip to the St. Vincent DePaul soup kitchen to give back to the community.
- Students have endured a one-day strike and the end of semester moratorium on school activities has allowed students to focus on their studies.
- The Catholic Board Cabinet of the Ontario Student Trustee Association remains determined to make our boards as environmentally friendly as possible, but has also begun to work on their second pillar of focus which is “Faith in Action”. This pillar will focus on social justice, specifically the “Toonies for Tuition” campaign.
- Look forward to working together with students in our schools who are extremely passionate for the environment and towards positive changes in our schools. This is the best way to move forward with climate advocacy.
- We pray for guidance in our tasks ahead.

3. Report from the Manager of Communications, Galen Eagle.

Galen Eagle, Manager of Communications shared the system achievements and highlighted the following events and other stories from across the Board:

- A new kindergarten promotional video was viewed. Galen Eagle explained the advertising campaign that was developed for kindergarten registration and the use of online advertising. Different advertising methods are used strategically in different regions of the board to attain the most economical and greatest reach.
- A St. Mary Campbellford student, Gordie Gilders, was cast as a young Wayne Gretzky for a Tim Horton’s commercial that was viewed throughout the holiday season.
- The total collection of the United Way campaign of the four areas covered by the Peterborough Victoria Northumberland and Clarington Catholic District School Board topped \$60,000. The money raised was through special events and payroll contributions.
- The recent wildfires in Australia have prompted students from St. Anthony to raise money through a bake sale that raised \$1,300 to aid fire victims.

C. Presentations:

1. Proposed St. Mary Catholic Secondary School Girls’ Rugby Excursion to Scotland, March 12-20, 2021.

James Brake, Principal and Shawn Carmichael, Teacher, gave a presentation of their proposed excursion. Following their presentation, Mr. Brake and Mr. Carmichael answered questions from the trustees.

MOTION: Moved by David Bernier, seconded by Braden Leal
that the proposed St. Mary Catholic Secondary School Girls' Rugby excursion to Scotland, from March 12, 2021 to March 20, 2021, 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.

Carried.

D. Programs and Services:

1. R.A. Approval of Member Appointment to the Special Education Advisory Committee.

MOTION: Moved by Emmanuel Pinto, seconded by Helen McCarthy
that Sandra Scott, of the Down Syndrome Association, be approved as a member of the Special Education Advisory Committee for the remaining term of December 1, 2018 to November 30, 2022.

Carried.

E. Business, Finance and Governance:

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

The Board Chairperson, Michelle Griepsma reported on OCSTA updates as follows:

- all information and memoranda that have come to her from OCSTA has been sent on to trustees.
- gratitude extended to the superintendents for providing background information for the sharing sessions at the OCSTA Trustees' Seminar in Toronto.

2. Trustees' Report, Ontario Catholic Trustees' Association (OCSTA) Seminar, January 17-18, 2020.

Board Chairperson, Michelle Griepsma reported that the workshop summaries from the OCSTA Trustees' Seminar are now posted on the OCSTA website under the member portal for those who could not be in attendance. Michelle

Griepsma extended thanks to Michael Nasello and the students who accompanied him on the presentation on the Holocaust Education Program. There were many positive comments and praise from participants from other boards about their inspiring presentation.

Trustee Linda Ainsworth reported on her attendance at the workshops entitled “Exploring the Topic of Gender in Catholic Education” by Dr. Moira McQueen and “The Time of Your Life...Make it Your Best Friend, Never Your Foe” by Bob Koehler and Associates Inc. Trustee Helen McCarthy also reported on her attendance at the “Gender in Catholic Education” workshop. David Bernier shared his report on the excellent presentation on Holocaust Education Program at PVNC which proudly included alumni and current students.

3. STSCO Governance Committee Meeting, Open Session Report.

Michelle Griepsma, Board Chairperson, reported that the minutes from the previous STSCO Governance meeting have been shared with trustees through their Google Drive.

It was reported that there has been a review of operations by STSCO staff to identify efficiencies and suggested ways of streamlining processes to enhance operations. These suggestions will be reviewed and possibly adopted in the coming months.

4. R.A. Recommended Action from the Committee-of-the-Whole: In-Year Deficit Plan.

MOTION: Moved by Linda Ainsworth, seconded by Kevin MacKenzie

that the Board approve the In-Year Deficit Elimination Plan as submitted with the 2019-2020 Revised Estimates document set.

Carried.

5. R.A. School Year Calendar, 2020-2021.

MOTION: Moved by Linda Ainsworth, seconded by Braden Leal

that the proposed Elementary and Secondary School Year Calendars for 2020-2021 (Option B) be approved and submitted to the Ministry of Education for approval, as required.

Carried.

F. Human Resources:

G. Policy Development:

H. Old Business:

I. New Business:

J. Bring Forward:

K. Information Items:

1. Chairperson's Report

The Board Chair, Michelle Griepsma reported on her participation in the Peterborough Family Literacy Day. Gratitude was extended to participants from PVNC who also attended and participated.

Mary Flagler, wife of former PVNC trustee, Frank Flagler passed away on January 8, 2020. A Mass Card was sent on behalf of the PVNC Community.

On January 24, Michelle Griepsma attended a meeting where School Boards were invited to participate in Budget Consultations with the Minister of Finance.

The trustees were alerted of a survey that has been wide-spread by email from a person named Jack Lucas. This survey has been sent independent of any approved research or association with the OCSTA.

On February 6, 2020 there will be a viewing of a documentary about the Community Garden in the City of Kawartha Lakes. The viewing will take place at Fleming College Frost Campus and is a fundraiser in support of the Community Garden.

Trustees were reminded to please continue to be cautious about any suspicious emails and to contact Computer Services should you be in question about any questionable correspondence.

2. Trustees' Committees Reports

a. Special Education Advisory Committee, January 16, 2020.

Laurie Corrigan, Superintendent of Special Education gave a brief report of meeting highlights.

3. Correspondence from the Corporation of the Municipality of Clarington re: National School Bus Safety Week and Stop Arm Cameras.

The correspondence that was received from Clarington was reviewed by the trustees.

Trustee Kevin MacKenzie shared information that he gathered from the recent Municipality of Clarington meeting that he attended. There was discussion about safety information and how it is shared with students.

L. Future Meetings and Events:

1. Board Meeting

- a. Board Meeting Open Session, February 25, 2020, 6:30 p.m.
(In-camera Session, 6:00 p.m.)

2. Board Standing Committee Meetings: (Listed in chronological order.)

- a. Policy Development Committee, February 4, 2020, 6:30 p.m.
- b. Chairperson's Committee, February 10, 2020, 4:30 p.m.
- c. Committee-of-the-Whole, February 10, 2020, 6:30 p.m.

3. Other Committee Meetings: (Listed in chronological order.):

- a. Catholic Parent Engagement Committee Meeting, February 3, 2020, 6:30 p.m. (St. Mary Catholic Secondary School, Cobourg)
- b. Accessibility for All Committee Meeting, February 4, 2020, 1:15 p.m. – **It was noted by Laurie Corrigan, Superintendent of Special Education, that this meeting may be postponed.**
- c. Faith and Equity Advisory Committee Meeting, February 13, 2020, 6:30 p.m.
- d. Special Education Advisory Committee, February 20, 2020, 6:30 p.m.
- e. Student Council Liaison Committee, February 25, 2020, 4:15 p.m.
- f. First Nation, Métis and Inuit Advisory Committee, March 10, 2020, 6:30 p.m.
- g. STSCO Governance Committee Meeting, March 25, 2020, 3:00 p.m.
- h. French as a Second Language Advisory Committee, April 15, 2020, 4:30 p.m.
- i. Supervised Alternative Learning Meeting, TBA.

4. Board Events:

- a. Toonies for Tuition – Board-wide Fundraising Day, April 23, 2020.
- b. St. Catherine Catholic Elementary School 25th Anniversary Celebration, April 28, 2020.
- c. OCSTA 2019-2020 AGM and Conference, Ottawa, April 30-May 2, 2020.
- d. Catholic Education Week, May 3-9, 2020.

- e. Catholic Student Leadership Awards, Holy Cross Catholic Secondary School, May 6, 2020.
- f. CPEC Parent Engagement Event, Craig Kielburger, "The World Needs Your Kid: How to Raise Children Who Care and Contribute", Holy Trinity Catholic Secondary School, May 20, 2020.
- g. CCSTA 2019-2020 AGM and Conference, Collingwood, ON, June 4-6, 2020.

M. Conclusion:

1. Report from the In-camera Meeting

MOTION: Moved by David Bernier, seconded by Braden Leal

that the Board approve the actions and the discussions arising from the January 28, 2020, regular in-camera session, as follows:

- A. Call to Order: The in-camera meeting was called to order at 6:02 p.m.
 - 1. Opening Prayer
 - 2. Approval of agenda as presented.
 - 3. There were no declarations of conflicts of interest.
 - 4. Approval of Minutes: Motions carried to approve the minutes from the December 17, 2019 Regular In-camera meeting
- D. Business, Finance and Governance:
 - 1. OCSTA In-camera Session Report
 - 2. STSCO In-camera Session Report
 - 3. Approval of recommended actions from the January 15, 2020 STSCO Governance Committee Meeting, In-camera session:
 - a) that the Boards approve a temporary exception to the 25% bus route share limit set out under board policy until June 30, 2020, in order to permit consideration of approval of the transfer of all Campeau Bus Lines bus routing to First Student.
 - b) that subject to a temporary route share limit policy exception being supported, the school board approve the transfer of all Campeau Bus Lines bus routes effective March 1, 2020, subject to the contract extension terms already in place for First Student through to the 2023-2024 school year.
- E. Human Resources:
 - 1. Update on OECTA Labour Disruption.
- F. Other Urgent Matter:

1. Approval of a recommended action from the Expulsion Committee meeting held on January 28, 2020.
- I.
 1. Closing Prayer
 2. Motion to convene in Open Session at 6:20 p.m.

Carried.

2. Closing Prayer

The Board Chairperson, Michelle Griepsma closed the meeting with prayer.

3. Adjournment

MOTION: Moved by Braden Leal, seconded by Emmanuel Pinto
that the meeting be adjourned at 7:59 p.m.

Carried.

Michelle Griepsma
Board Chairperson

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

Recommended Actions from the Environmental Sustainability Presentation, February 25, 2020.

1. R.A.

that the board declare its commitment to the urgency expressed in Pope Francis' Encyclical, and adopt a commitment to greater ecological sustainability in all of its educational, strategic, and corporate practices.

2. R.A.

that the board review its Vision and Mission, Strategic Plan, and Policies and Procedures to ensure that Environmental Sustainability is given priority and that the six actions as requested are addressed, including roles and responsibilities for all stakeholders.

January 31, 2020.

Student Trustees and Administration

**Proposed St. Mary Catholic Secondary School Boys' Baseball
Excursion to Hawaii, USA, March 12-21, 2021.**

R.A.: that the proposed St. Mary Catholic Secondary School Boys' Baseball excursion to Scotland, from March 12, 2021 to March 21, 2021, 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.

February 10, 2020.

Administration



Peterborough Victoria
Northumberland and Clarington
Catholic District School Board

CATEGORY 5 APPROVAL FORM

To be used for travel outside of Canada or travel requiring flights

Teacher/Organizer: Greg Conway	School: 256, St. Mary SS Cobourg
Adult Supervisors Attending: G. Conway, T. Linehan, A. Janssen, K. Kelly	
Destination: Oahu, Hawaii, USA	Mode of Transportation: Airplane, Motorcoach, School bus
Grade/Course: Grade 10-12/Boys Baseball Team	Date of Submission: November 1 st , 2020
Departure Date: March 12, 2021	Return Date: March 21, 2020
Number of Students: boys: 20 girls:	Number of Adult Supervisors: female: male: 4
Name of Travel Agent: Encore Sports Tours	Type of Excursion: <input type="checkbox"/> Curricular <input type="checkbox"/> Co-instructional
Total cost to be paid by each Student: \$2600	

Summary of Proposed Activity: 10 day tour of Oahu, Hawaii during March Break 2021. Visiting various historical and cultural sights, as well as full immersion into the local culture. Meeting peers from local and international teams and schools, playing 3 matches against school, club and international teams.

Curricular Relevance: (provide the overall expectations addressed)

Experience travelling as a sport ambassador for one's country; Cross-cultural relations – visiting local secondary schools and shadowing students; Historical impact – visiting several important cultural and historic sights, including Iolani Palace, Pearl Harbour & the USS Arizona Memorial, Polynesian Cultural Centre, Hanauma Bay Marine Reserve, etc.

Estimated Cost for Entire Group: \$52,000		Anticipated Sources of Revenue:	
Accommodation	\$22,160	School Accounts	\$0
Travel	\$22,750	School Fund-raising	\$0
Cost of Supply Teachers	\$0	Student/Parent share	\$52,000
Meals	\$0	Other:	\$0
Programs/Materials	\$4700	Other: Teacher contributions, if applicable	\$0
Other (Cancellation Insurance.)	\$2400		
Total	\$52,000	Total	\$52,000

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"> <input checked="" type="checkbox"/> Itinerary (including Mass if on the weekend) <input checked="" type="checkbox"/> Contract Information <input checked="" type="checkbox"/> Additional Medical Coverage needs considered (1st for Baseball) <input checked="" type="checkbox"/> History of Excursion – number of years: 4 <input checked="" type="checkbox"/> Certification required by staff attending: N/A <input checked="" type="checkbox"/> Educational objectives stated | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Information and consent letter to parents <input checked="" type="checkbox"/> Liability waivers signed <input checked="" type="checkbox"/> Supervision ratio in alignment with A.P. 305 <input checked="" type="checkbox"/> List of destination/emergency phone numbers provided <input checked="" type="checkbox"/> Passports (if required) <p>✓ SWIM TEST → FEB 10, 2021 3:00PM YMCA</p> |
|--|--|

COMPLIANCE WITH OPEHA GUIDELINES FOR HIGH CARE ACTIVITIES Swimming

Teacher Signature

Principal Signature

Superintendent Signature

Jan 30 2020

Date

Jan 30/2020

Date

Feb. 11/2020

Date



ST. MARY
CATHOLIC SECONDARY SCHOOL

*A Journey
With
The Spirit*

1050 BIRCHWOOD TRAIL • COBOURG • ONTARIO • K9A 5S9
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November 1st, 2019

Mr. Pepe Gareri
Superintendent of Schools
PVNC Catholic District School Board
1355 Lansdowne St W.
Peterborough, Ont.
K9J 7M3

Dear Mr. Gareri:


Enclosed is a proposal for the St. Mary's Secondary School Boys Baseball Team tour of Hawaii from March 12-21st, 2021. Please review the proposal as submitted for approval at the next Regular Board Meeting.

This will be the second such tour for the Boys Baseball Program. In 2019, the team toured to New York City and New Jersey. This will be the fourth time the school has experienced this exact tour of Hawaii. Previously, the Boys Rugby Team visited Oahu in 2008, 2010 and 2018 – all of which were organized by Greg Conway, who will be going on this tour as well.

These tours were an excellent opportunity and experience for both the players and coaches. The coaching staff for the proposed tour of Hawaii will be comprised of Tim Linehan, Kris Kelly, Greg Conway and Adam Janssen.

Our intent is to present the tour to the players immediately upon approval. Should you have any questions or require additional information regarding the proposal, feel free to contact me at (905) 372-4339 x254 at your earliest convenience.

Yours truly,


Greg Conway
Athletic Director, SMCSS

St.Mary's Secondary School
BASEBALL TOUR OF OAHU, HAWAII
March Break 2021

The St. Mary's Boys Baseball Team will have the opportunity to travel to the island of Oahu, Hawaii during the March Break of 2021. This tour should prove to be an exciting and rewarding experience for those involved, allowing the players to experience a different culture, expand their knowledge of the game of baseball experience first-hand the vast history of Hawaii, and learn about the different island cultures of Polynesia.

Itinerary: Friday, March 12th – Sunday, March 21st, 2021

Day 1 - Depart from Toronto for Honolulu, Hawaii. Upon arrival, the team will be transferred to the hotel. The group will be staying for the next 8 evenings at the **AQUA OHIA WAIKIKI HOTEL**, located in the heart of Waikiki.

Day 2 - First day to get acquainted with the area around the hotel. A good time to get some groceries and do some shopping at the international marketplace. We may spend some time at the hotel pool, or possible venture to Waikiki beach or the Iolani Palace.
We will have a training session at KAPIOLANI PARK this afternoon.

Day 3 - This morning, we will attend mass at St. Augustine By the Sea (130 Ohua Ave). We will then be heading to Hanauma Bay marine park for some excellent snorkelling. On the way back to Waikiki, we will climb Diamond Head in the east end of Kapiolani Park. The hike is tremendously worthwhile. The climb is easy, the trail well marked to the 760-foot summit.

Day 4 - Today we will travel to the North Shore of Oahu. We will visit Haleiwa for some shave ice, see the world famous surf beaches of Banzai Pipeline and Waimea Bay, lunch at the shrimp trucks in Kuhuku before returning back to Waikiki. Tonight will be our first baseball game versus a local high school team.

Day 5 - Today we will head to the east coast of Oahu, stopping at the Pali Lookout and spending time at Kailua beach for some sea-kayaking. This evening we will be attending a traditional Luau for a cultural Polynesian dinner and show.

Day 6 - Today we will take a trip to Pearl Harbor, site of the "Day of Infamy" that pulled the U.S. into World War II. We will visit the USS Arizona Memorial, which still holds the remains of 1102 sailors killed during the bombing. Your absolute respect is expected. This evening, we will play our second baseball game against a local high school team.

Day 7 - Today we will tour the campus of the University of Hawaii just north of Waikiki. We will explore the athletic facilities, shop in the bookstore, etc. There likely will be an opportunity to attend an NCAA game, with either Baseball, Softball or Volleyball being home.

Day 8 - Today we will head to Ala Moana Shopping Centre in Honolulu. We will also tour the Aloha Tower marketplace for lunch and possibly visit the Iolani Palace, former home of the Royal Family. This evening we will play our final baseball game against a local high school team. Following the game, we will have a Team Dinner in Waikiki.

Day 9 - Today is our final day on the island. We will then relax and do some last minute shopping. Transfer to the airport later this afternoon for the return flight back to TORONTO. Depending on flight schedules, we will attend Mass at St. Augustine By The Sea this evening prior to airport transfer if time permits.

Day 10 - Arrive back in Toronto. Transfer to SMSS.

Approximate cost per player (Understanding changes can occur as result of airfare costs at time of booking): \$2600 CDN, which includes:

- ☐ Return airfare TORONTO \ HONOLULU
- ☐ 8 nights accommodation at the **AQUA OHIA WAIKIKI HOTEL** in the heart of Waikiki (kitchenettes)
- ☐ Airport transfers and all ground transportation
- ☐ Entry fees to all excursions
- ☐ 2-3 baseball games versus local competition
- ☐ Commemorative Tour Kit

* Comprehensive travel CANCELLATION insurance will be purchased and is included.

* The Tour Kit, valued at \$100, is expected to be covered via fundraising by the players.

The coaching staff is committed to assisting players in fund-raising over the next 12 months. Parents who wish to organize fundraising events are encouraged to contact the coaches prior to commencing any such activity.

Through the concerted efforts of all tour members, there is a strong possibility of decreasing the overall cost of the tour. However, only those players who make the effort to fund-raise will benefit. Any player who does not actively participate in the campaign can expect to pay the original price.

A non-refundable deposit of \$250 is due by March 1st to reserve airfare, with a second installment of \$500 due by May 15th. The remaining balance will be paid in installments, and is to be paid in full by January of 2021.

Tour players will be required to adhere to a strict, zero tolerance no drug, vaping or alcohol policy. Players are also expected to demonstrate behaviour in accordance with the St. Mary's Code of Conduct. Failure to do so will result in immediate removal from the tour at the expense of the parents/guardian of the player, suspension from school upon return home, and removal from the team.

The company responsible for organizing the tour is Encore Sports Tours. Dave McCabe is our agent.

PERMISSION

I consent to my son, _____, participating in the St. Mary's Boys Baseball Tour of Oahu, Hawaii during March Break of 2021.

Signature of Parent/Guardian

Date

If you have any questions or concerns, feel free to call me at the school at any time. You can reach me at (905) 372-4339 x254 or via email at gconway@pvnccdsb.on.ca.

Sincerely,

Greg Conway, Tour Director

THUNDER HAWAII TOUR 2021
Parental Consent To Swim

Attention Parents/Guardians:

During the St. Mary's Secondary Boys Baseball Tour to Hawaii, March Break 2021, your son will be given the opportunity to participate in swimming activities at beaches with certified lifeguards. The following permission form must be read and signed by each participant's Parent/Guardian for them to be involved in any swimming activity.

ELEMENTS OF RISK

High Care Activities involving Water On Out of School excursions, water safety may be a concern, even if the general purpose of a trip does not involve students being in or on water. Even shallow water can present a danger. Water temperature, water current, watershed conditions and weather conditions can present significant risks. If there is any water in close proximity to the primary area of the excursion activities, this must be noted in the risk assessment portion of the parent permission form. For the purposes of excursions, close proximity to water is to be avoided if the activity does not involve water. If this proximity cannot be avoided, then supervision ratios must account for the possibility that students may access the water if not supervised appropriately, particularly on any overnight excursions. Parents/guardians must give written permission for their child to be involved in any swimming activity. Students are not allowed to swim after sunset or before sunrise, and may only swim in designated areas. Please reference AP 305 on our Board Website for further information.

While on the island of Oahu, Hawaii during the duration of the Baseball Tour, the following swimming activities may be offered to participants:

- a) Swimming in the Hotel pool
- b) Swimming in the Pacific Ocean from shore
- c) Introductory Surfing Lessons
- d) Snorkeling from shore

Leisure swimming activities involve certain elements of risk. Accidents may occur while participating in these activities. These accidents may cause serious injury, including death. A few examples of the type of accident which one is at risk of having occur while swimming are:

- 1. Head/neck trauma due to shallow diving
- 2. Drowning

These accidents can result from the nature of the activity and can occur without fault of either the student, or the Peterborough Victoria Northumberland and Clarington Catholic District School Board or its employees or agents. By choosing to participate in the activity, you are assuming the risk of an accident occurring.

The chance of an accident occurring can be reduced by carefully following instructions at all times while engaged in the activity. The following rules will be applied to all swimmers:

- 1. No distance swims. Swim only in designated areas.
- 2. Do not swim if there are any indications of threatening weather or conditions (large waves/riptides/undertow).
- 3. No swimming unless supervised by a Tour Director AND Lifeguard, and accompanied by 2 other swimmers.

4. Diving only allowed in designated safe areas by students who demonstrate competent diving skills to the Instructor. All dives are to be forward dives from a height of less than 1 metre.
5. No swimming after dark.

If you choose to participate in swimming activities, you must understand that you will bear the responsibility for any accident that might occur.

The PVNCC District School Board does not provide any accidental death, disability, dismemberment or medical expenses insurance on behalf of the students participating in this activity.

Please rate the competency of your son's swimming ability:

- ☐ **Advanced – excellent, strong swimmer**
 - ☐ **Intermediate – good, competent swimmer**
 - ☐ **Novice – beginner level, but competent without aid**
 - ☐ **Cannot swim – student will not be permitted to participate**
- **Participants MUST pass a mandatory swim test in order to participate in ANY water activities.**

ACKNOWLEDGEMENT

I HAVE READ THE ABOVE. I UNDERSTAND THAT BY PARTICIPATING IN SWIMMING ACTIVITIES IN HAWAII, I AM ASSUMING THE RISKS ASSOCIATED WITH DOING SO. I ALSO UNDERSTAND MY CHILD WILL NOT BE ABLE TO ATTEND IF THEY DO NOT PASS THE SWIM TEST.

Signature of Parent/Guardian: _____

Date: _____

PERMISSION

I give _____ permission to participate in any swimming activities undertaken as part of the St. Mary's Boys Baseball Tour to Hawaii to be held March Break of 2021.

Signature of Parent/Guardian: _____

Date: _____

TOUR RULES – Hawaii '21

1. ALL SCHOOL RULES APPLY. THIS IS ESSENTIALLY SCHOOL IN HAWAII FOR 9 DAYS.
2. Players will be assigned a Tour "Buddy" and Tour Supervisor. Before each departure, a Buddy check will be performed. You **MUST** confirm your Buddy's presence to your Tour Supervisor **BEFORE** the departure commences.
3. At **NO TIME** may any player venture off on his own. When the group explores an area for a period of time, players will be limited to groups of **AT LEAST 4** people. Before setting off, you **MUST** check in with your supervisor to ensure they know where you will be should they need to find you.
4. Players may not vape, smoke, or consume alcohol or illegal drugs **AT ANY TIME**. Failure to comply will result in **IMMEDIATE REMOVAL** from the tour at the expense of the Parent/Guardian of the player in question.
5. A curfew will be in effect **EACH NIGHT**. Players are expected to stay in their own rooms after this time. Routine checks will be conducted to ensure this rule is followed. **AT NO TIME** should a player be in the room of a member of the opposite sex with the door closed.
6. **ALL** players are to respect the hotel and its grounds. You will treat it the same, if not **BETTER**, than you would your own home. Failure to do so will result in **YOUR** removal from the hotel and subsequent placement in an alternate facility, at the cost of your Parent/Guardian. Any costs due to damage to the hotel will be incurred by the student **IMMEDIATELY**.
7. Players are to attend **MANDATORY** training sessions over the winter months in preparation of the trip. Failure to do so risks removal.

Parent Acknowledgement

_____ I have read, understand and agree to all of the above rules.

_____ I also understand that my son could be removed from the tour at any time due to school behavioural issues, not attending required training, etc and that full refunds cannot be granted.

Parent/Guardian Signature

Player Signature

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 ALGONQUIN CANOE TRIP (describe activity) to its students on or about

SEPT 22-25, 2020.

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

ELEMENT OF RISK

Educational activity programs, such as, CANOEING, PORTAGING, CAMPING (describe activity), 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 OUTDOOR ED CANOE TRIP (describe activity) arranged through the Peterborough Victoria Northumberland and Clarington Catholic District School Board on or about

SEPT 22-25, 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: _____

SMCSS March 2021 Baseball Tour
Hawaii

Three quotes were secured for this excursion. We chose to go with Encore Sports Tours. Not only does Encore give us the best price for our students, at \$2600.00 per student, they have built a reputation and relationship with St. Mary through previous successful excursions.

We also secured quotes from Carlson Wagonlit travel at \$2800.00 per student and Assist Travel and Tours at \$3290.00 per student.

ST.MARY'S BOYS BASEBALL TOUR PROPOSAL

TRAVEL AGENT

Encore Sports Tours is the agency we have chosen. They ran excellent tours for us in the past – Bermuda 2004, England 2006, Hawaii in 2008 and 2010. They did an amazing job for us on all of those occasions.

You can contact them directly:

Dave McCabe
Email: encoresports@gtn.on.ca
Encore Sports Tours
18 Mohawk Road
London, Ontario
Phone: 1-800-561-1844

CANCELLATION INSURANCE

To be provided by Brightspark, as previously used in our New York Tour. Included in trip price and mandatory for all participants. The policy included Travel Medical as well.

EDUCATIONAL OBJECTIVES

Several opportunities for educational growth will arise from a sports tour to a foreign country, in this case Hawaii (United States). They are:

1. Experience travelling as sports ambassadors for one's country. As a Canadian sports team travelling to the island of Oahu in the U.S. State of Hawaii, we will be viewed as Canadians first. This is a unique experience few can share. The boys will learn the value of their status as ambassadors for their sport and community.
2. Cross-cultural relations. The boys will be immersed into a new and exciting culture, different from their own. They will experience foreign opinions on world issues, opinions of other nations regarding Canada and learn the value of being able to call themselves Canadians. They will also experience the daily activities of citizens from another country unlike their own back in Canada.
3. Comparing the educational systems of differing countries. By visiting a local secondary school, the boys will experience first hand a vastly different educational system, comparable to their own system in Canada..

COSTS

Prior to a strong fundraising campaign, the cost per player will be \$2600 CAD. This price includes:

- Return airfare TORONTO/HONOLULU as per itinerary.
- 9 nights accommodation at the Aqua Ohia Waikiki
- Transfers to and from the airport and the hotel
- A minimum of three baseball games
- Practice and training time at Kapiolani Park (within walking distance of the hotel)
- Pearl Harbour, Hanauma Bay snorkel, Luau dinner & Island tour
- Commemorative Tour Clothing Kit

SUPERVISION

The following staff will be accompanying approximately 18-20 players, ranging from Grades 10-12:

1. Tim Linehan – coach. Teaching experience – 25+ years.
2. Kris Kelly – coach. Has been with the program since its inception.
3. Greg Conway – Teacher. Tour organizer – teaching experience 20 years.
4. Adam Janssen – Teacher. Teaching experience – 10 years.

ITINERARY

- see attached

DESTINATION/EMERGENCY NUMBERS

AQUA OHIA WAIKIKI
2280 KUHIO AVENUE
HONOLULU, HAWAII
96815
(808) 926-6442



ENCORE SPORT TOURS

18 Mohawk Road, London, Ontario, Canada N6G 2P5
(519) 439-3801 • FAX (519) 439 - 3934 • 1-800-561-1844 (Toll Free)
e-mail: encoresports@gtn.on.ca www.encoresporttours.com



ENCORE SPORT TOURS
PROPOSED ITINERARY FOR
ST. MARY SS
VARSITY BOYS BASEBALL TEAM TOUR
TO: HONOLULU, HAWAII
FRIDAY, MARCH 12TH, 2021 – SUNDAY, MARCH 21ST, 2021
10 DAYS \ 9 NIGHTS (8 NIGHTS IN THE HOTEL)

TRAVEL AS A HIGH SCHOOL OR A CLUB TEAM OR A COMBINATION THEREOF

THIS TOUR MAY BE DONE BY BOTH THE BOYS AND GIRLS TEAMS OR EITHER TEAM

SAMPLE FLIGHT ITINERARY OUT OF TORONTO

AIR CANADA 589 12MARCH TORONTO HONOLULU 0940AM 1335PM

DAY 1 – FRIDAY, MARCH 12TH, 2021

Depart from TORONTO on AIR CANADA or WEST JET as per the itinerary above for Honolulu. The team will be transferred to the hotel by ROBERTS HAWAII in Honolulu. The group will be staying at the OHANA WAIKIKI EAST for the next 8 evenings in the heart of Waikiki.

DAY 2 – SATURDAY, MARCH 13TH, 2021

First day to get acquainted with the area and to relax from the journey.

The group could visit Diamond Head in the east end of Kapiolani Park. From dawn to dusk you can see minute figures crawling along its precipice. The hike is tremendously worthwhile. Enter the crater through a tunnel on its eastern flank. The climb is easy, the trail well marked to the 760-foot summit. The reward is a sweeping view of the panorama from Koko Head to Barbers Point

DAY 3 – SUNDAY, MARCH 14TH, 2021

The team will have its first game today against local Honolulu based teams.

DAY 4 – MONDAY, MARCH 15TH, 2021

Free day today to enjoy the great white sands of Waikiki Beach.



ENCORE SPORT TOURS

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(519) 439-3801 • FAX (519) 439 - 3934 • 1-800-561-1844 (Toll Free)
e-mail: encoresports@gtm.on.ca www.encoresporttours.com



DAY 5 – TUESDAY, MARCH 16TH, 2021

The team will visit Pearl harbor today. Just before 0800am on Dec. 7th, 1941, hundreds of Japanese fighters planes attacked the American Naval base near Honolulu, Hawaii.

The barrage lasted just two hours, but it was devastating. A huge loss of life resulted in the United States officially entering World War II.

Visit the USS Arizona Memorial, the Bowfin Submarine, start off at the Visitor center and watch a film about the attack and view plaques honoring lives on that fateful day.

The team will have its second match today.

DAY 6 – WEDNESDAY, MARCH 17TH, 2021

Full Day trip today to the NORTH SHORE, DOLE PINEAPPLE PLANTATION AND TURTLE SANCTUARY. MAKAHA, SUNSET BEACH ETC. Kahuku Shrimp trucks for lunch, then Pali Lookout for photos.

DAY 7 – THURSDAY, MARCH 18TH, 2021

The group will go snorkeling to Hanauma Bay Nature Preserve this morning.

The group could visit Germaine's Luau this evening
Your Germaine's confirmation number is:

Please note that this bus is a Germaine's Luxury highway coach with rabbits on the side or some other furry creatures.

You will be picked up on in front of the hotel

Be ready to go 10 minutes before departure time. (bring a sweater)

INCLUDED IN THE LUAU

- Complimentary round trip transfers from your hotel
 - Multi course buffet dinner
- Unlimited soft drinks, coffee and tea for the students
- Three complimentary drink coupons for the bar (21 and over)
 - An imu ceremony



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 e-mail: encoresports@gtm.on.ca www.encoresporttours.com



DAY 8 – FRIDAY, MARCH 19TH, 2021

The team will have its third baseball game today.

DAY 9 – SATURDAY, MARCH 20TH, 2021

Transfer to the airport in Honolulu in the early evening for the return flight back to TORONTO.

AIR CANADA	518	20MARCH	HONOLULU	VANCOUVER	2325PM	0710AM + 1
AIR CANADA	034	21MARCH	VANCOUVER	TORONTO	0900AM	1625PM

DAY 10 – SUNDAY, MARCH 21ST, 2021

You arrive back in TORONTO this afternoon at 1625pm.

INCLUDED IN THE COST OF THE TOUR

- Return airfare TORONTO \ HONOLULU on AIR CANADA, or WEST JET as per the itinerary within.
- 8 nights accommodation at the OHANA WAIKIKI EAST HOTEL
- Transfers to and from the airport to the hotel
- ENCORE souvenir t - shirt for each traveller
- ENCORE jacket for each head coach
- A baseball component based on 3 games and daily training sessions
- Tours and excursions as noted in the itinerary

NOT INCLUDED IN THE COST OF THE TOUR

- Expenses of a personal nature
- Meals
- Luggage fees (if applicable)
- Optional tours and excursions not mentioned in the itinerary.

PRICE PER PERSON IN CANADIAN FUNDS OUT OF TORONTO

QUAD	TRIPLE	DOUBLE	+ TAXES
\$2, 417	\$2, 517	\$2, 617	+ \$159

THE ABOVE PRICES ARE BASED ON CURRENT AIRFARES.
 PRICES WILL BE GUARANTEED AT THE TIME OF BOOKING.

PLEASE NOTE THAT IF MORE THAN TWO ADULTS ARE IN A ROOM, AN ADULT SUPPLEMENT
 WILL BE ASSESSED FROM THE HOTEL.

Continued on next page >>>>>



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PAYMENT SCHEDULE

- 1) A \$2, 000.00 team deposit is required to commence the organization of the tour. (non –refundable)
- 2) A second payment of \$250.00 per traveler is due Sept. 25th, 2020 (85 % of these deposits are non –refundable. (they are transferable)
- 3) Final payment from all travelers is due Feb. 1st, 2021 (non - refundable)

Proposed Holy Trinity Catholic Secondary School, Courtice, Student Excursion to Algonquin Provincial Park, May 25-28, 2020.

R.A.: that the proposed Holy Trinity Catholic Secondary School Student Excursion to Algonquin Provincial Park from May 25, 2020, to May 28, 2020, be approved in principle and that the trip activities meet OPHEA guidelines for Outdoor Education.

February 18, 2020

Administration



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: 25 Jan 20
Departure Date: Monday, 25 May 2020	Return Date: Thursday, 28 May 2020
Number of Students: boys: 16 girls: 4	Number of Adult Supervisors: female: 1 male: 5
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		
Total	\$5300	Total	\$5300

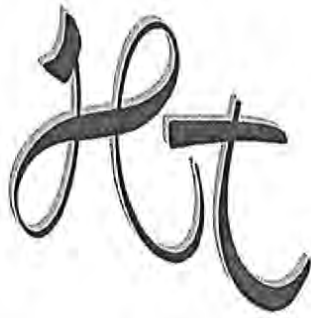
Checklist of Criteria: Include all of the applicable information below in the package submitted to the Superintendent

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

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

Outdoor Education - Canoe Tripping

<p>Teacher Signature: <i>[Signature]</i></p> <p>Principal Signature: <i>[Signature]</i></p> <p>2018/04 Superintendent Signature: <i>[Signature]</i></p>	<p>Date: Feb. 6, 2020</p> <p>Date: Feb. 6, 2020</p> <p>Date: Feb. 12, 2020</p>
---	--



Holy Trinity Catholic Secondary School
2260 Courtice Road
Courtice, On L1E 2M8
TEL: (905) 404-9349 FAX: (905) 404-9372

25 January 2020

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 outside of class activities are currently planned to occur:

1. Winter camping
2. Swim test
3. Canoeing practice
4. Treetop trekking
5. Canoe trip to Algonquin Park

Dates for these activities will be disseminated once bookings are confirmed.

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 will be 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 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

Algonquin Trip Itinerary

Monday, 25 May – Thursday, 28 May 2020

Date	Time	Activity
25 May	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.
26 May	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.
27 May	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.
28 May	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.

The Holy Trinity Outdoor Education Classes PAD3O and PAD4O is arranging an Outdoor Education trip to Algonquin Park from Monday, 25 May 2020 to Thursday, 28 May 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 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, 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 25 – 28 May 2020.

Signature of Parent/ Guardian: _____ Date: _____

The Peterborough Victoria Northumberland and Clarington Catholic District School Board will make available the opportunity of participating in the Outdoor Education Algonquin Trip to its students on or about Monday, 25 May 2020 to Thursday, 28 May 2020.

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

ELEMENT OF RISK

Educational activity programs, such as canoe tripping and camping, 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

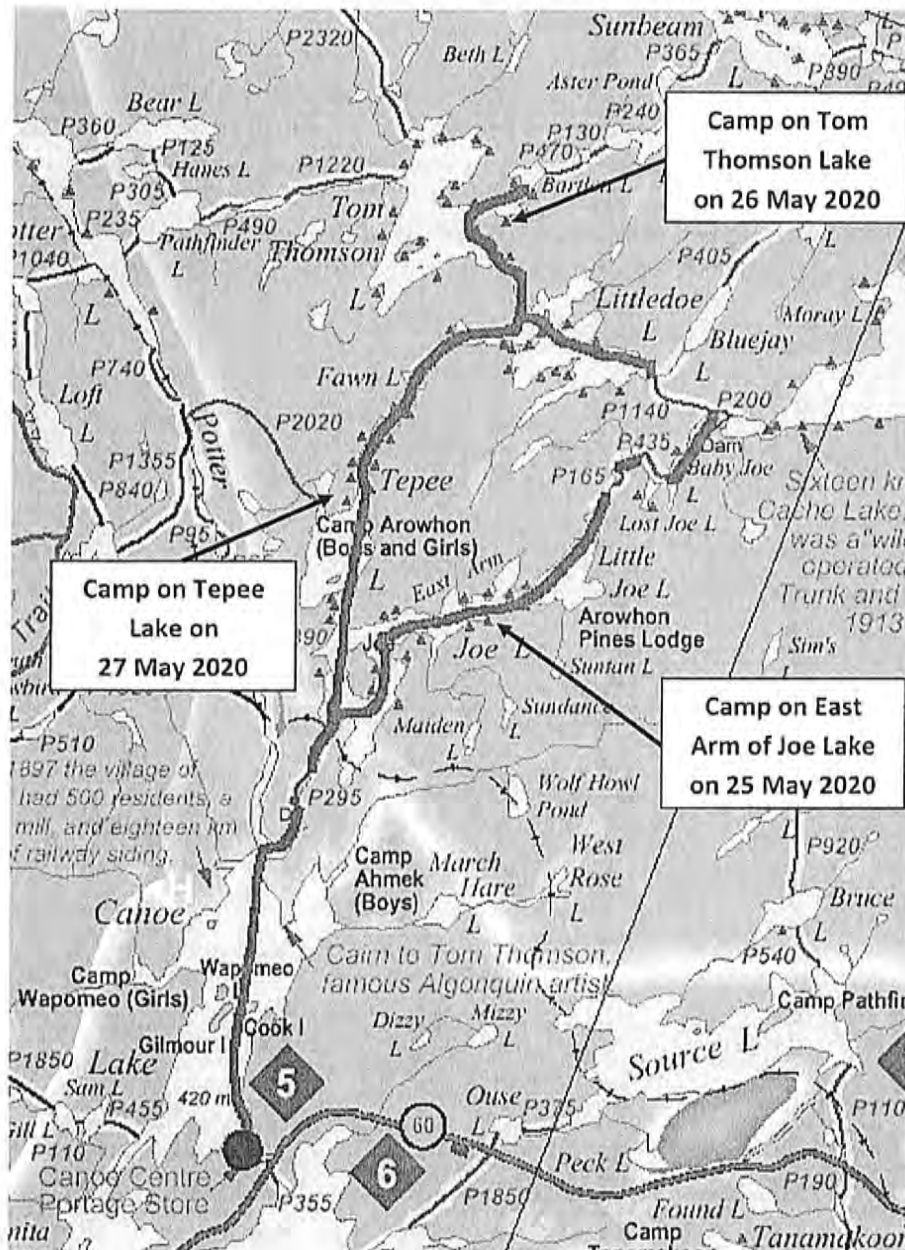
I, _____ hereby release the Peterborough Victoria Northumberland and Clarington Catholic District School Board and its staff and agents from any and all liability for any injury sustained by me, regardless of how caused, resulting from my participation in the Outdoor Education Algonquin Trip arranged through the Peterborough Victoria Northumberland and Clarington Catholic District School Board on or about 25 – 28 May 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: _____

Planned Canoe Route

The map below is a copy of the Canoe Routes of Algonquin Provincial Park map. The red line indicates the planned route, travelling in counter-clockwise direction. The lakes to be camped on are indicated.



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

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.

Student Equipment Checklist

Name:

Equipment

- PFD (one will come with rental)
- Whistle to tie to PFD
- Sleeping bag rated to at least 5°C in a compression or stuff sack
- Air mattress or sleeping pad
- Packable pillow
- Shatterproof plate, bowl and cup
- Knife, fork and spoon
- Headlamp or flashlight with spare batteries
- At least one 1 L Nalgene bottle or a CamelBack
- Waterproof bag or compression sack for clothing
- Ablution kit

Clothing

- Rain gear
- Hiking boots or hiking shoes
- Shoes that can get wet
- Hat
- Quick dry pants and shirts (no jeans)
- Jacket or sweater
- Changes of underwear, socks and t-shirts
- Towel

Consumables

- Insect repellent
- Sunscreen
- Toilet paper and hand sanitizer in a Ziploc bag
- Camp or biodegradable soap only

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
Equipment	
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"> • Each tent group carries a small first aid kit for minor injury treatment. • Each group supervisor carries a larger first aid kit. • The trip guide carries a comprehensive first aid kit which includes equipment for splinting breaks or sprains.
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 <u>Transport Canada's Safe Boating Guide</u> .	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.
Two paddles per canoe, with some spare paddles taken along in case of broken or lost paddles.	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.
Paddles and canoes must be checked for cracks, splinters and leaks.	The trip guide will ensure that each student has a whistle properly attached to the PFD prior to departing on trip.
Repair kit.	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.
Appropriate canoe tripping packs.	Canoes will be rented from outfitter and should be suitable. However, the trip guide will check all canoes and paddles prior to departure.
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).	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.
An adequate supply of nutritious food preserved and packed to suitable weight for carrying.	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.
	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.
	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.
Clothing/Footwear	
Determine that all necessary clothing and footwear are included prior to departing on the excursion. Students must be provided with a clothing and equipment list prior to the activity.	Proper clothing selection is covered as part of the course. A clothing kit check will be completed during the week prior to departure. 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.
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. Dry change of clothing kept in a watertight bag/container.	Any student that does not have appropriate clothing or equipment will not participate until the deficiency is corrected. 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.
Rain gear.	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.
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.	Every person will have rain gear as part of his or her equipment and it will be accessible at all times. The trip guide and group supervisors will check prior to departure and periodically during the trip to ensure none of these articles are worn.
Facilities	
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.
Special Rules/Instructions	
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"> • Itinerary • Route • Emergency contact information • Student expectations 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"> • previous training and fitness level of all trip participants • length of time and intensity of physical activity 	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. The amount of time each day for both canoeing and portaging is kept within the capabilities of the participants.
Environmental Considerations	
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.
Trip guide must: <ul style="list-style-type: none"> • be aware of and respond to changing weather and water conditions prior to and during the trip; • cancel, postpone or alter the excursion if conditions put students' safety at an elevated level of risk (e.g. wind, temperature, lightning storms, fog). If inclement weather suddenly approaches, leave the water immediately.	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. 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 group will not proceed until the trip guide feels that it is safe to do so.
The trip leader in charge must postpone excursion if there is any	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.
Canoeing Skills	
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:	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"> • lifts, carries and portaging • launching a canoe • proper entry/exit from canoe • positioning of paddlers and gear • pivot 360 degrees in both directions • draw and pry strokes • sweep stroke • forward and reverse stroke • synchronized strokes • stopping • paddling forward in a straight line 	

<ul style="list-style-type: none"> • sideslip • circles in both direction radius 10 meters • landings (shore and dock) • j-stroke, stern draw and stern pry strokes • canoe over canoe rescue procedure • self-rescues into dry and/or swamped canoes 	
<p>Students Communications</p> <p>Prior to the trip, students must be familiar with:</p> <ul style="list-style-type: none"> • suitable clothing (e.g., recommend layering principle, avoid cotton) • canoeing equipment and repairs • 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) • environmental concerns (e.g., wildlife, weather, low impact camping, poison ivy/oak) • use of a compass • map reading • the trip itinerary, by reviewing the map, including emergency evacuation points <p>Students must receive instruction on safety procedures related to:</p> <ul style="list-style-type: none"> • severe weather conditions (e.g., wind, lightning - see Appendix F - Lightning Protocol) • hydration and nourishment • ways to protect themselves from environmental conditions (e.g. use of hats, sunscreen, sunglasses, personal water bottles, insect repellent, appropriate clothing) 	<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"> • severe weather conditions (e.g., wind, lightning - see Appendix F - Lightning Protocol) • hydration and nourishment • ways to protect themselves from environmental conditions (e.g. use of hats, sunscreen, sunglasses, personal water bottles, insect repellent, appropriate clothing) 	<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"> • rolling entry (backwards or forward) into deep water at 2.75m (9') minimum depth • tread water for 1 minute • swim 50m (164") continuously any stroke <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 Courice Recreation Centre.</p> <p>The NLS qualified life guards at the Courice 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"> • 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. 	<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:	The trip guide has ORCKA Canoe Tripping Level 3 Trip Leader and ORCKA Canoe Tripping Instructor Level 1.	
<ul style="list-style-type: none"> • ORCKA Canoe Tripping Level 3 Trip Leader • Paddle Canada Advanced Tripping Skills • Or equivalent 		
At least one trip guide or instructor must have the following current lifeguard certification:	The trip guide has this certification.	
<ul style="list-style-type: none"> • N.L. certificate 		
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:	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.	
<ul style="list-style-type: none"> • St. John Ambulance's Emergency First Aid with CPR C + AED • St. John Ambulance Wilderness First Aid • Canadian Red Cross Emergency First Aid & CPR (Level C) • Canadian Red Cross Wilderness and Remote First Aid • Canadian Ski Patrol First Aid Certificate • Equivalent to any of the above. 		
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:	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.	
<ul style="list-style-type: none"> • Wilderness First Aid OR • Wilderness Advanced First Aid OR • Wilderness First Responder OR • Equivalent to any of the above. 		
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:	The Courtice Recreation Centre has a policy of two NLS qualified lifeguards at all times. This will be maintained during the swim test.
<ul style="list-style-type: none"> • Canadian Red Cross Water Safety Instructor Award • Lifesaving Society Instructor Certificate plus an Assistant Lifeguard Certificate • Lifesaving Society Swim Instructor Certificate plus an Assistant Lifeguard Certificate • YMCA Instructor Certificate • Ontario Teachers Aquatic Standard (OTAS) - for pool situations only • National Lifeguard Certificate (NL) 	
One swimming instructor must also hold one of the following current certifications:	The Courtice Recreation Centre has a policy of two NLS qualified lifeguards at all times. This will be maintained during the swim test.
<ul style="list-style-type: none"> • National Lifeguard Certificate (NL) • Standard First Aid Certificate (e.g., Red Cross, Lifesaving Society, St. John Ambulance, Canadian Ski Patrol) 	

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.
Determine that all necessary clothing and footwear are included prior to departing on the excursion.	Clothing/Footwear	COVERED IN ABOVE SECTION.

11/15

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.
Facilities	
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.
Special Rules/Instructions	
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"> • emergency procedures • signal to assemble • boundaries for activity 	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

12/15

Recommended Action from the Policy Development Committee Meeting, February 4, 2020.

R.A.: Mover: Emmanuel Pinto
that the Board receive the report and recommendations from the Policy Development Committee dated February 4, 2020, for publication and implementation.

February 4, 2020.

Policy Development Committee

**Report of the Recommended Actions from the Policy Committee Meeting,
February 4, 2020:**

1. R.A.: Draft Administrative Procedure - #322 – Student Digital Privacy

Moved by Helen McCarthy, seconded by Braden Leal
that the Policy Development Committee recommend to the Board that new draft
Administrative Procedure – #322 – *Student Digital Privacy* be received and posted
under Directional Policy – #300 – *Student Achievement and Well-being*. Motion
Carried.

2. R.A.: Draft Administrative Procedure - #505 – Performance Appraisal of Employees

Moved by David Bernier, seconded by Kevin MacKenzie
that the Policy Development Committee recommend to the Board that new draft
Administrative Procedure – #505 – *Performance Appraisal of Employees* be received
and posted under Directional Policy – #500 – *Employee Relations*. Motion Carried.

3. R.A.: Revised Directional Policy - #200 – Catholic Education

Moved by Braden Leal, seconded by Linda Ainsworth
that the Policy Development Committee recommend to the Board that revised
Directional Policy – #200 – *Catholic Education*, be received and posted as amended.
Motion Carried.

4. R.A.: Deletion of Board Policies and Administrative Procedures - #203 Role of Priests in the
Schools and #204 – School Liturgies

Moved by David Bernier, seconded by Braden Leal
that the Policy Development Committee recommend to the Board that Board Policies
and Administrative Procedures – #203 – *Role of Priests in the Schools* and – #204 –
School Liturgies be deleted. Motion Carried.

- 1 of 2 -

5. R.A.: Addition of Administrative Procedures - #50 – Workplace Harassment Prevention and #509 Workplace Violence Prevention and Revision of Administrative Procedures - #809 Occupational Health and Safety

Moved by Michelle Griepsma, seconded by Braden Leal

that the Policy Development Committee recommend to the Board that Administrative Procedures – #508 – *Workplace Harassment Prevention* and – #509 – *Workplace Violence Prevention* be received and posted under Directional Policy – #500 – *Employee Relations*; and that revised Administrative Procedure – #809 – *Occupational Health and Safety* be received and posted under Directional Policy – #800 – *Healthy Schools and Workplaces*.

- 2 of 2 -



January 31, 2020

Michael Nasello
Director of Education & Secretary-Treasurer of the Board
Peterborough, Victoria, Northumberland, & Clarington Catholic District School Board

Dear Director Nasello,

On behalf of OAPCE we would like to wish all the very best for you in the new year.

We wanted to respond to your email inquiring about why you had received our newsletter. We share it as a courtesy with all Directors of Education.

At this time the OAPCE Board of Directors feels that the relationship with PVNC would not be a productive one.

As partners in Catholic Education we would be happy to revisit the situation in the future.

Sincerely,

OAPCE