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## Regular Board Meeting

Tuesday, February 28, 2023  
Open Meeting – 6:30 P.M.-9:30 P.M.

Catholic Education Centre, 1355 Lansdowne Street W., Peterborough

and by Google Meet: <https://meet.google.com/qzb-qeki-imd>

If you would like to join by telephone, please contact Michelle Kennedy  
by email - [mkenedy@pvnccdsb.on.ca](mailto:mkenedy@pvnccdsb.on.ca) or at 1-800-461-8009 ext. 1247

Arrangements to join by phone must be made prior to 5:30 p.m. on the day of the meeting

**Please note that similar to there being physical space limitations in our boardroom for meetings held in person, the virtual meeting platform also has space limitations. Meeting attendance is limited to 100.**

**Chairperson:** Kevin MacKenzie

**Vice-chairperson:** Jenny Leahy

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**Trustees who are unable to attend the meeting are asked to  
please notify Michelle Kennedy ([mkenedy@pvnccdsb.on.ca](mailto:mkenedy@pvnccdsb.on.ca)).**

### A. Call to Order of the Open Meeting – 6:30 p.m.:

1. Examen and Opening Prayer.
2. Land Acknowledgement.
3. National Anthem.
4. Approval of the Agenda.
5. Declarations of Conflicts of Interest.
6. Approval of the Minutes
  - a. Approval of the January 24, 2023 Regular Board Meeting. **Page 5**
  - b. Approval of the February 7, 2023 Special Board Meeting, Open Session. **Page 15**
7. Business Arising Out of the Minutes.

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

1. Report from the Director of Education, Joan Carragher.
2. Report from the Student Trustees  
Siobhan Marie, Senior Student Trustee and  
Madelyn Gaskell, Junior Student Trustee.
3. Report from the Manager of Communications, Galen Eagle.  
Highlights of System Achievements

#### **C. Presentations:**

1. R.A. St. Mary Catholic Secondary School Student International Excursion to Switzerland, Italy, France, and Spain, March 7-14, 2024. **R.A.: Page 19** **Details: Page 20**  
Sheila Piggott, Superintendent of Learning, Jason Roberts, Principal, St. Mary Catholic Secondary School, and, Laura Borecki, Teacher, St. Mary Catholic Secondary School
2. R.A. Holy Trinity Catholic Secondary School Student Wilderness Excursion to Silent Lake Provincial Park, May 15-17, 2023. **R.A.: Page 46** **Details: Page 47**  
Sheila Piggott, Superintendent of Learning, Mark Joly, Principal, Holy Trinity Catholic Secondary School, and Derek Sheridan, Teacher, Holy Trinity Catholic Secondary School.
3. R.A. Holy Trinity Catholic Secondary School Student Wilderness Excursion to Algonquin Provincial Park, May 29-June 1, 2023. **R.A.: Page 74** **Details: Page 75**  
Sheila Piggott, Superintendent of Learning, Mark Joly, Principal, Holy Trinity Catholic Secondary School, and Derek Sheridan, Teacher, Holy Trinity Catholic Secondary School
4. Providing Excellence in Teaching and Learning: EQAO (Education Quality and Accountability Office).  
Sheila Piggott, Superintendent of Learning, and Sandra Connolly, Learning Consultant.

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

1. R.A. Recommended Actions from the Special Education Advisory Committee: Support of Draft Letters to the Minister of Education, Stephen Lecce.  
Kathleen Tanguay, Trustee Representative, Special Education Advisory  
**R.A.s: Page 106** **Letters: Page 107**

Committee.

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

1. Ontario Catholic School Trustees' Association (OCSTA) Open Session Report.  
Kevin MacKenzie, Board Chairperson.
2. R.A. 2023-2024 Draft School Year Calendar. R.A.: Page 109 Report: Page 110  
Stephen O'Sullivan, Superintendent of Human Resource Services.

**F. Human Resources:**

**G. Policy Development:**

**H. Old Business:**

**I. New Business:**

**J. Bring Forward:**

**K. Information Items:**

1. Chairperson's Report.  
Kevin MacKenzie, Board Chairperson.
2. Committee Chairpersons' Report:
  - a. Catholic Parent Engagement Committee, January 30, 2023.
  - b. Accessibility for All Committee, February 2, 2023.
  - c. Faith and Equity Advisory Committee, February 2, 2023.
  - d. Special Education Advisory Committee, February 16, 2023.

**L. Future Meetings and Events:**

1. Board Meetings:
  - a. Regular Board Meeting Open Session, March 28, 2023, 6:30 p.m.  
(In-camera Session, 6:00 p.m.)

2. Board Standing Committee Meetings: (Listed in chronological order.)
  - a. Chairperson Committee Meeting, March 20, 2023, 5:30 p.m.
  - b. Committee-of-the-Whole Meeting, March 20, 2023, 6:30 p.m.
  - c. Policy Development Committee Meeting, April 18, 2023, 6:30 p.m.
3. Other Committee Meetings: (Listed in chronological order.)
  - a. Supervised Alternative Learning Committee, March 2, 2023, 2:00 p.m.
  - b. First Nation Métis Inuit Advisory Committee, March 7, 2023, 6:30 p.m.
  - c. Special Education Advisory Committee, March 23, 2023, 6:30 p.m.
  - d. Student Council Liaison Committee, March 28, 2023, 4:15 p.m.
  - e. STSCO Governance Committee, March 29, 2023, 3:00 p.m.
  - f. Catholic Parent Engagement Committee, April 17, 2023, 6:30 p.m.
  - g. French as a Second Language Advisory Committee, April 26, 2023, 6:30 p.m.
  - h. Accessibility for All Committee, May 4, 2023, 1:00 p.m.
  - i. Faith and Equity Advisory Committee, May 11, 2023, 6:30 p.m.
  - j. Audit Committee, TBA
4. Board Events: (Listed in chronological order.)
  - a. Catholic Leadership Development Series, Session #3, April 27, 2023, 4:00 p.m.
  - b. 2023 OCSTA Annual General Meeting & Conference, April 27-29, 2023, Sheraton Centre Toronto Hotel.
  - c. Catholic Education Week, April 30 – May 6, 2023.
  - d. Catholic Education Week Provincial Mass, St. Michael's Cathedral Basilica, Toronto and Live-streamed, May 3, 2023, 1:30 p.m.
  - e. Catholic Student Leadership Awards Ceremony, May 3, 2023, Holy Cross Catholic Secondary School, 6:30 p.m.
  - f. Canadian Catholic School Trustees' Association Annual General Meeting, June 1-3, 2023, Saskatoon, SK.

## **M. Conclusion:**

1. Report from the In-camera Meeting, February 28, 2023.
2. Closing Prayer.
3. Adjournment.



# Minutes

The Minutes of the Open Session of the Regular Board Meeting, held on Tuesday, January 24, 2023, at 6:30 p.m. at the Catholic Education Centre, 1355 Lansdowne Street West, Peterborough, and virtually, by Google Meet.

Present:

Trustees – Mike Ayotte, Loretta Durst, Madelyn Gaskell (Junior Student Trustee), Joshua Glover, Jenny Leahy, Kevin MacKenzie (Chairperson), Siobhan Marie (Senior Student Trustee), Mary Ann Martin, and Kathleen Tanguay.

Administration – Jeannie Armstrong, Joan Carragher, Jonathan Di Ianni, Galen Eagle, Father Paul Massel, Stephen O’Sullivan, Sheila Piggott, and Julie Selby.

Recorder – Michelle Kennedy

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

The Board Chairperson Kevin MacKenzie called the meeting to order at 6:30 p.m. and welcomed all guests, including principal representatives Natalie Bittner, Principal at St. Paul Catholic Elementary School, Peterborough and Derek Abrams, Principal at St. Paul Catholic Elementary School, Norwood.

1. Examen and Opening Prayer

Father Paul Massel, Board Chaplain and Faith Animator, was invited by the board chairperson to lead a daily examen and open the meeting with prayer.

2. Land Acknowledgement

Kevin MacKenzie, Board Chairperson, respectfully acknowledged that the board meeting was taking place on the treaty and traditional territory of the Mississauga Anishinaabeg.

3. Singing of the National Anthem

The National Anthem was sung.

4. Approval of the Agenda

**MOTION:** Moved by Kathleen Tanguay, seconded by Mike Ayotte

that the Agenda be approved.

Carried.

5. Declarations of Conflicts of Interest

There were no conflicts of interest declared.

6. Approval of the Minutes of the December 20, 2022 Regular Board Meeting.

**MOTION:** Moved by Loretta Durst, seconded by Jenny Leahy  
that the minutes of the December 20, 2022 Regular Board  
Meeting be approved.

Carried.

7. 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.

Joan Carragher, presented the Report from the Director of Education, which included the following points:

- Extended wishes for a happy and healthy 2023.
- Request for continued prayers for the Blanchard family and the school community of St. Joseph Catholic Elementary School, Bowmanville, as they grieve the loss of their beloved Gemma.
- Isabel Grace, after seventeen years of service to our board, will spend her last day as Superintendent of Business, Finance and Facilities Services on January 31<sup>st</sup>. Gratitude expressed for years of service and best wishes extended as Isabel begins work at the Ontario Catholic School Trustees' Association for the next several months and retires later this year.
- At the beginning of January, Bishop Daniel Miehm celebrated Mass with the Principals, Managers and Senior Administration. He also spent time with the group to talk about the Catholic church as a synodal church, to being open to the grace of God and to seek unity in diversity.

- Thanks were extended to Bishop Miehm for his ongoing support to the students and staff of our board and our collaborative partnership.
- Meetings with the Chief Medical Officers continue with a commitment to ensure the health and safety of our students and staff.
- The first trustee visit was held at St. Peter Catholic Secondary School. Thank you to Trustees Durst and Ayotte for their participation and to Principal Shannon Brady and the staff and students who hosted the visit. Schools throughout the board look forward more upcoming visits.
- Recently celebrated The Week of Prayer for Christian Unity in our schools. English and French resources were shared with the school faith ambassadors to support learning activities and prayer with the 2023 theme, "Do good, Seek justice."
- Asked for prayers for the secondary school students who will be completing semester one this week with culminating activities and exams through to the end of the month.
- February is Black History Month and the board will begin the celebration with an official launch on February 1<sup>st</sup>. A formal invitation will be extended to trustees and a summary of the many planned activities will be shared at the February board meeting.
- Thank you to trustees who were able to attend the OCSTA Catholic Trustees Seminar in Toronto this month that provided inspiring keynote speaker, David Wells and informative breakout sessions.
- Thank to all principals, senior administration, staff, and trustees for working to make sure that students at the Peterborough Victoria Northumberland and Clarington Catholic District School Board receive the best possible Catholic education.

Joan Carragher invited and answered questions from the trustees at the conclusion of her report.

## 2. Report from the Student Trustees.

Senior Student Trustee, Siobhan Marie and Junior Student Trustee, Madelyn Gaskell, gave the Student Trustee report which included the following highlights:

- Student exams begin at the end of January and the Student Councils have a focus on student well-being.
- Grade 9 students and Link Leaders at Holy Cross Catholic Secondary School enjoyed a non-uniform day in the comfort of pyjamas.
- Holy Cross also held a Health and Wellness week with activities each day, including a lunch break with dogs to play with.

- Grade 8 information nights are being held at all of our secondary schools for incoming students to get a sense of secondary school life.
- There were liturgies to celebrate the week of Christian Prayer from January 18 through 25 with this year's theme, "Do good, seek justice". Social justice activities brought the theme to life, such as St. Peter Catholic Secondary School's fundraising activities to assist the unhoused community in Peterborough.
- St. Thomas Aquinas Catholic Secondary School recently hosted a badminton tournament for the Catholic schools in the City of Kawartha Lakes.
- The Student Council Liaison Committee is exploring ways in which secondary school students can help elementary school students to learn leadership skills and will be working on this endeavour in the year ahead.
- The student trustees look forward to attending the OSTA-AECO Board Council Conference in Ottawa in February where they will conference with students from across the province.

Siobhan Marie and Madelyn Gaskell responded to questions from the trustees at the conclusion of their report.

### 3. Report from the Communications Department.

Galen Eagle, Manager of Communications shared the system achievements from all areas of the board which included the following highlights and initiatives from the PVNC Inspires newsletter:

- "A Day in the Life Series" focused on Anne Heemskerk, Chaplaincy Leader from Holy Cross Catholic Secondary School and followed her throughout a typical from morning to afternoon. Galen Eagle went through the day in the life of Chaplaincy Leaders - from morning to afternoon.
- The 2021-2022 Director's Annual Report is now posted and available online on the board website.
- Black History month begins on February 1<sup>st</sup> and is a month to honour Black achievements and recognize that Black history is Canadian history.
- The board celebrated its first Black Shirt Day in January to raise awareness of racism and the experiences of racialized students within our schools.
- St. Dominic Catholic Elementary School Grade 7 and 8 students collected donations for their Christmas store. The store raised money for their year-end trip and also resulted in an almost \$700 donation to Kawartha Lakes Food Source.



- St. Peter Catholic Secondary School students are presenting the musical production, “Grease” under the direction of teacher, Paul Crough, at Showplace Peterborough in mid-February. Tickets are on sale at the Showplace box office.

At the conclusion of the report, Galen Eagle invited questions and comments from the trustees.

### **C. Presentations:**

#### **1. Providing Excellence in Teaching and Learning: Right to Read.**

Sheila Piggott, Superintendent of Learning, and Dr. Cynthia Chan Reynolds, Board Psychologist presented a slide show presentation summarizing the approach that the Peterborough Victoria Northumberland and Clarington Catholic District School Board has taken to further develop literacy in the classroom in response to the Human Rights Commission Inquiry and subsequent reported findings. The research-based approach to early screening and teaching techniques were explained.

Following the presentation, the trustees asked questions of the presenters.

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

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

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

The Board Chairperson, Kevin MacKenzie, noted that information received from the OCSTA has been shared with trustees. Kevin MacKenzie noted that the recent Catholic Trustees’ Seminar hosted by the OCSTA was a success and reminded trustees to complete the seminar survey that was distributed by the event organizers to assist with future planning of Catholic trustee events.

#### **2. Trustee Report from the 2023 Ontario Catholic School Trustees’ Association (OCSTA) Catholic Trustees’ Seminar.**

Kevin MacKenzie, Board Chairperson, invited each of the trustees that attended the Catholic Trustees’ Seminar to share their experiences. Trustees Loretta Durst, Joshua Glover, Jenny Leahy, Mary Ann Martin, and Kathleen Tanguay each noted how they benefitted from the workshops and keynote speakers. The Mass and music were a special highlight for a number of trustees.

#### **3. Student Transportation Services of Central Ontario (STSCO) Governance Committee, Open Session Report.**

Board Chairperson, Kevin MacKenzie gave a report from STSCO Governance

Committee Meeting that was held on January 11, 2023. The bus companies continue to focus on hiring new drivers to ensure all routes are covered.

4. Trustee Professional Development, Ontario Catholic School Trustees Association Annual General Meeting and Conference, April 27-29, 2023.

**MOTION:** Moved by Loretta Durst, seconded by Kathleen Tanguay,  
  
that trustees wishing to do so, be authorized to attend the Ontario Catholic School Trustees' Association (OCSTA) Annual General Meeting and Conference, April 27-29, 2023, in Toronto, Ontario.

Carried.

5. Student Trustee Professional Development, Ontario Student Trustees' Association (OSTA-AECO) Board Council Conference, February 16-19, 2023.

**MOTION:** Moved by Jenny Leahy, seconded by Mary Ann Martin,  
  
that student trustees wishing to do so, be authorized to attend the Ontario Student Trustees' Association (OSTA-AECO) Board Council Conference, February 16-19, 2023, in Ottawa, Ontario.

Carried.

6. Recommended Action from the Special Education Advisory Committee, January 19, 2023.

**MOTION:** Moved by Kathleen Tanguay, seconded by Joshua Glover,  
  
that Cheryl Kottlenberg of Catulpa Community Support Services, be approved as a member of the Special Education Advisory Committee for the remaining term of November 15, 2022 to November 14, 2026.

Carried.

7. Resignation of Trustee Representation on Accessibility for All Committee and Election of Trustee Representative.

**MOTION:** Moved by Loretta Durst, seconded by Jenny Leahy,

that the resignation from the Accessibility for All Committee, received from Trustee Mike Ayotte, be accepted.

Carried.

Board Chairperson, Kevin MacKenzie conducted an election to appoint a trustee representative for the Accessibility for All Committee and an election to appoint an alternate trustee representative for the Special Education Advisory Committee. It was noted that the alternate representative was required in the terms of reference for the Special Education Advisory Committee and the election was overlooked at the time of the Inaugural Board Meeting.

**MOTION:** Moved by Kathleen Tanguay, seconded by Mike Ayotte, that Stephen O'Sullivan be appointed as a superintendent teller to oversee the elections.

Carried.

**MOTION:** Moved by Kathleen Tanguay, seconded by Loretta Durst, that Sheila Piggott be appointed as a superintendent teller to oversee the elections.

Carried.

8. Election to Appoint Trustee Representative for the Accessibility for All Committee and Election to Appoint an Alternate Trustee Representative to the Special Education Advisory Committee.

Joshua Glover was acclaimed as the trustee representative on the Accessibility for All Committee for the remaining term, November 15, 2022 to November 14, 2024.

Jenny Leahy was acclaimed as the alternate trustee representative on the Special Education Advisory Committee for the remaining term November 15, 2022 to November 14, 2026.

**MOTION:** Moved by Kathleen Tanguay, seconded by Loretta Durst, that the ballots be destroyed.

Carried.

**F. Human Resources:****G. Policy Development:****H. Old Business:****I. New Business:****J. Bring Forward:****K. Information Items:**1. Chairperson's Report

Board Chairperson, Kevin MacKenzie reported that he continues to participate in the bi-weekly teleconferences held by Minister of Education with School Board Chairpersons from across the province. The teleconferences provide an opportunity to share highlights of funding and initiatives implemented by the Ministry.

Kevin MacKenzie took the opportunity to extend his best wishes and God's blessings to retiring Superintendent of Business, Finance and Facilities Services, Isabel Grace. He expressed his gratitude for her seventeen years of service to the board and noted her expertise in guiding the board of trustees to understand the budget and how finances work within the school board.

2. Committee Chairperson's Report:

## a. Special Education Advisory Committee, January 19, 2023.

Trustee Kathleen Tanguay gave a report on the Special Education Advisory Committee, held on January 19, 2023. The committee heard a presentation on Universal Design for Learning. It was noted that the committee is working on a draft letter to the Minister of Education that will be coming forward to the board.

**L. Future Meetings and Events:**1. Board Meetings:a. Regular Board Meeting Open Session, February 28, 2023, 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 7, 2023, 6:30 p.m.

- b. Chairperson's Committee, February 13, 2023, 5:00 p.m.
- c. Committee-of-the-Whole, February 13, 2023, 6:30 p.m.

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

- a. Catholic Parent Engagement Committee, January 30, 2023, 6:30 p.m.
- b. Accessibility for All Committee, February 2, 2023, 1:00 p.m.
- c. Faith and Equity Advisory Committee, February 2, 2023, 6:30 p.m.
- d. Special Education Advisory Committee, February 16, 2023, 6:30 p.m.
- e. Student Council Liaison Committee, February 28, 2023, 4:15 p.m.
- f. First Nation Métis Inuit Advisory Committee, March 7, 2023, 6:30 p.m.
- g. STSCO Governance, March 29, 2023, 3:00 p.m.
- h. French as a Second Language Advisory Committee, April 26, 2023, 4:30 p.m.
- i. Audit Committee, TBA.
- j. Supervised Alternative Learning Committee (SAL), TBA.

4. Board Events:

- a. Catholic Leadership Development Series, Session #3, April 27, 2023, 4:00 p.m.
- b. 2023 OCSTA Annual General Meeting & Conference, April 27-29, 2023, Sheraton Centre Toronto Hotel.
- c. Catholic Education Week, April 30 – May 6, 2023.
- d. Catholic Education Week Provincial Mass, St. Michael's Cathedral Basilica, Toronto and live-streamed.
- e. Catholic Student Leadership Awards Ceremony, May 3, 2023, Holy Cross Catholic Secondary School.
- f. Canadian Catholic School Trustees' Association Annual General Meeting, June 1-3, 2023, Saskatoon, SK.

**M. Conclusion:**

1. Report from the Regular Board Meeting, In-camera Session, January 24, 2023.

**MOTION:** Moved by Kathleen Tanguay, seconded by Jenny Leahy

that the Board approve the actions and the discussions arising from the Special Board Meeting in-camera session, held on January 24, 2023, as follows:

- A. Call to Order:
  - 1. Opening Prayer.
  - 2. Motion for the Approval of agenda.
  - 3. There were no conflicts of interest declared.
  - 4. Approval of the December 20, 2022 Regular In-camera minutes.
- D. Business, Finance and Governance:
  - 1. OCSTA In-Camera Report.
  - 2. STSCO Governance Committee, In-camera Report.
- I. Convening in Open Session:
  - 1. Closing Prayer.
  - 2. Motion to convene in Open Session.

Carried.

2. Closing Prayer

Board Chairperson, Kevin MacKenzie, requested that Trustee Kathleen Tanguay lead the closing prayer to end the meeting.

3. Adjournment

MOTION: Moved by Loretta Durst, seconded by Mike Ayotte  
that the open session meeting be adjourned at 8:21 p.m.

Carried.

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Kevin MacKenzie  
Board Chairperson

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Joan Carragher  
Director of Education, Secretary-Treasurer  
per M.K.



# Minutes

The Minutes of the Open Session of the Special Board Meeting, held on Monday, February 7 2023, at the Catholic Education Centre, 1355 Lansdowne Street West, Peterborough, and virtually, by Google Meet.

Present:

Trustees – Mike Ayotte, Loretta Durst, Joshua Glover, Kevin MacKenzie (Chairperson), Mary Ann Martin, and Kathleen Tanguay.

Administration – Jeannie Armstrong, Joan Carragher, Jonathan Di Ianni, Galen Eagle, Sean Heuchert, Darren Kahler, Stephen O'Sullivan, Sheila Piggott, and Julie Selby.

Recorder – Michelle Kennedy

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

The Board Chairperson Kevin MacKenzie called the meeting to order at 6:22 p.m.

1. Opening Prayer

Trustee Kathleen Tanguay was invited by the board chairperson to lead the opening prayer to begin the meeting.

2. Land Acknowledgement

Kevin MacKenzie, Board Chairperson, respectfully acknowledged that the board meeting was taking place on the treaty and traditional territory of the Mississauga Anishinaabeg.

3. Approval of the Agenda

**MOTION:** Moved by Mary Ann Martin, seconded by Mike Ayotte  
that the Agenda be approved.

Carried.

4. Declarations of Conflicts of Interest

There were no conflicts of interest declared.

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

**C. Presentations:**

**D. Programs and Services:**

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

**F. Human Resources:**

**G. Policy Development:**

**H. Old Business:**

**I. New Business:**

**J. Bring Forward:**

**K. Information Items:**

**L. Future Meetings and Events:**

1. Board Meetings:

- a. Regular Board Meeting Open Session, February 28, 2023, 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 7, 2023, 6:30 p.m.
- b. Chairperson's Committee, February 13, 2023, 5:00 p.m.
- c. Committee-of-the-Whole, February 13, 2023, 6:30 p.m.

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

- a. Faith and Equity Advisory Committee, February 2, 2023, 6:30 p.m.
- b. Special Education Advisory Committee, February 16, 2023, 6:30 p.m.
- c. Student Council Liaison Committee, February 28, 2023, 4:15 p.m.
- d. First Nation Métis Inuit Advisory Committee, March 7, 2023, 6:30 p.m.
- e. STSCO Governance, March 29, 2023, 3:00 p.m.



- f. Catholic Parent Engagement Committee, April 17, 2023, 6:30 p.m.
- g. French as a Second Language Advisory Committee, April 26, 2023, 4:30 p.m.
- h. Accessibility for All Committee, May 4, 2023, 1:00 p.m.
- i. Audit Committee, TBA.
- j. Supervised Alternative Learning Committee (SAL), TBA.

4. Board Events:

- a. Catholic Leadership Development Series, Session #3, April 27, 2023, 4:00 p.m.
- b. 2023 OCSTA Annual General Meeting & Conference, April 27-29, 2023, Sheraton Centre Toronto Hotel.
- c. Catholic Education Week, April 30 – May 6, 2023.
- d. Catholic Education Week Provincial Mass, St. Michael's Cathedral Basilica, Toronto and live-streamed.
- e. Catholic Student Leadership Awards Ceremony, May 3, 2023, Holy Cross Catholic Secondary School.
- f. Canadian Catholic School Trustees' Association Annual General Meeting, June 1-3, 2023, Saskatoon, SK.

**M. Conclusion:**

- 1. Report from the Regular Board Meeting, In-camera Session, February 7, 2023.

**MOTION:** Moved by Mike Ayotte, seconded by Kathleen Tanguay

that the Board approve the actions and the discussions arising from the Special Board Meeting in-camera session, held on February 7, 2023, as follows:

- A. Call to Order:
  - 1. Opening Prayer.
  - 2. Motion for the Approval of agenda.
  - 3. There were no conflicts of interest declared.
- E. Human Resources:
  - 1. Approval of a recommended action to ratify the Canadian Union of Public Employees (CUPE) Local Collective Agreement, September 1, 2022 to August 31, 2026.
- I. Convening in Open Session:
  - 1. Closing Prayer.

2. Motion to convene in Open Session.

Carried.

2. Closing Prayer

Board Chairperson, Kevin MacKenzie, requested that Trustee Mike Ayotte lead the closing prayer to end the meeting.

3. Adjournment

MOTION: Moved by Loretta Durst, seconded by Mike Ayotte  
that the open session meeting be adjourned at 6:27 p.m.

Carried.

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Kevin MacKenzie  
Board Chairperson

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Joan Carragher  
Director of Education, Secretary-Treasurer  
per M.K.

Proposed St. Mary Catholic Secondary School, Student International  
Excursion to Switzerland, Italy, France, and Spain, March 7-14, 2024.

**R.A.:** that the proposed St. Mary Catholic Secondary School Student Excursion to Switzerland, Italy, France, and Spain, from March 7-14, 2024, 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 13, 2023

Administration

## CATEGORY 5 APPROVAL FORM

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

Teacher/Organizer: Laura Borecki		School: St. Mary Secondary School	
Adult Supervisors Attending: Laura Borecki, Curtis Chornie, Kim Lowry, James Lowry, Joel Kightley, Emily Brown, Nicola Buys			
Destination: Switzerland, Italy, France and Spain		Mode of Transportation: Flight/Bus	
Grade/Course: 9-12		Date of Submission: November 18/2022	
Departure Date: March 7/2024		Return Date: March 17, 2024	
Number of Students: boys: TBD girls: TBD		Number of Adult Supervisors: male: TBD female: TBD (Specific chaperones to be determined by enrollment after approval)	
Name of Travel Agent: EF Tours		Type of Excursion: <input checked="" type="checkbox"/> Curricular <input type="checkbox"/> Co-instructional	
Total cost to be paid by each Student: \$ 4208			

Summary of Proposed Activity: We will be travelling from Zurich to Barcelona, stopping in Lucerne, Lake Como, Cinque Terre, Nice, Monaco, Avignon, and Provence along the way. Please see the itinerary attached for further information.

Curricular Relevance: (provide the overall expectations addressed) Please see the attached information listing in the educational/curriculum expectations. Please see attached document.

<b>Estimated Cost for Entire Group:</b> The student cost for the trip is \$4208, which includes accommodation, travel, breakfast, dinner, as well as all programs, tours, and a 24/7 Tour Guide. Full insurance is included and mandatory for the trip. <b>Total Cost: \$176,736 (based on 42 students)</b>		<b>Anticipated Sources of Revenue:</b>	
Accommodation	\$ included in the \$4208	School Accounts	\$
Travel	\$ School bus to and from the school to be covered by either the students or EF Tours Stipend.	School Fund-raising	\$ The fundraising will be based on student/parent interest and will be determined at a later date. Monies raised by each student's trip and all monies will be vetted through the office.
Cost of Supply Teachers	\$ To be covered internally by the school or by the EF Stipend.	Student/Parent share	\$4208
Meals	\$ Included in the \$4208. Students will pay for their lunches.	Other:	\$
Programs/Materials	\$ Included in the \$4208	Other: Teacher contributions, if applicable	\$
Other	\$		
<b>Total</b>	<b>\$4208 X42= \$176,736</b>	<b>Total</b>	<b>\$4208 X42= \$176,736</b>

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

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

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Itinerary (including Mass if on the weekend)<br><input checked="" type="checkbox"/> Contract Information<br><input checked="" type="checkbox"/> Additional Medical Coverage needs considered<br><input checked="" type="checkbox"/> History of Excursion – number of years: 11 similar itinerary different locations<br><input checked="" type="checkbox"/> Certification required by staff attending: _____<br><input checked="" type="checkbox"/> Educational objectives stated | <input checked="" type="checkbox"/> Information and consent letter to parents<br><input checked="" type="checkbox"/> Liability waivers signed<br><input checked="" type="checkbox"/> Supervision ratio in alignment with A.P. 305<br><input checked="" type="checkbox"/> List of destination/emergency phone numbers provided<br><input checked="" type="checkbox"/> Passports (if required) Copies to be made before trip<br><input checked="" type="checkbox"/> Followed the directives of AP305 and Purchasing Handbook |
|---|--|

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

Teacher Signature

*[Handwritten Signature]*

Principal Signature

*[Handwritten Signature]*

Superintendent Signature

*[Handwritten Signature]*

Date

*Nov 18 / 2022*

Date

*Nov. 18 / 22*

Date

*February 13, 2023*

2019/11



**PROPOSAL FOR TRIP TO EUROPE**  
**"Alps to the Mediterranean"**  
**St. Mary Secondary School**  
**Thursday, March 7<sup>th</sup> to Sunday March 17<sup>th</sup>, 2024**  
**(Dates may vary slightly)**  
**Group Leader/Teacher: Laura Borecki**

**Contents of this Proposal Package:**

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- Category 5 Approval Form
- Educational Objectives
- Student Connections
- Itinerary
- About EF Tours
- Contract Information with EF Tours (Booking Conditions)
- Information on EF Insurance Policy (Mandatory/Included for all trip participants)
- Letter Confirming Mass Attendance
- Informed Consent/Permission Form for Education Trips – Category 5
- Release and Indemnification Form for Education Trips – Category 5
- Release and Indemnification Form/Contract Agreement - Trip Specific

**NOTE:**

1. Specific itinerary details such as departure and arrival times, accommodation locations, mass times, etc. will be arranged closer to the travel date.
2. Actual dates of travel may vary, but travel will occur during March Break 2024 and may overlap the week prior and/or following.
3. "Accommodation" cost is an estimate based on 60% of total package price, and includes meals (B/D daily), coach bus, accommodation and attractions. "Travel" covers airfare only, and is based on 40% of total package price. No further cost breakdown is available at this time.
4. No high care activities including swimming will take place on this trip.

### Educational Objectives

#### *Curriculum Expectations addressed:*

##### History Curriculum:

- Students will investigate a range of factors that contributed to the rise, success, and decline of various ancient and pre-modern societies throughout the world and will examine life in and the cultural and political legacy of these societies.
- Demonstrate an understanding of the nature of empires discussing the influences of past empires as well as, Muslim, Jewish and Christian faiths in Italy, Switzerland, Spain and France.
- Evaluate significant changes in the international community from 1900 to the present.
- Assess various types of interactions that have occurred among diverse peoples and cultures, and the impact of these interactions, since the sixteenth century.
- Explain how key Western beliefs, philosophies, and ideologies have shaped the West and the rest of the world since the sixteenth century.

##### Geography Curriculum:

- Interrelationships between Physical Systems, Processes, and Events: Analyze characteristics of various physical processes, phenomena, and events affecting Canada and their interrelationship with global physical systems including Europe.

##### Civics Curriculum:

- Students will analyze current political issues, and assess methods and processes that can be used to influence relevant political systems to act for the common good.
- Assess the range and diversity of concepts of citizenship and human rights that have developed since the sixteenth century.

##### Other Educational Benefits:

- Students will be able to make connections with places and people that they have only read about or seen in the media.
- Students will apply prior knowledge as well as gain further knowledge and insight into these places, and the geography which identifies them.
- Students will gain further knowledge and insight into the historical importance of Italy, Switzerland and France in past and current world affairs.

- They will be exposed to various viewpoints of ethnic, religious and societal differences between Germany, Italy, Switzerland and France and their cultures, in relation to their own Canadian identity.

#### **Personal Growth:**

- By sharing a room with other students, students will have the opportunity to enhance cooperative and conflict resolution skills.
- Students will learn the importance of following a schedule and travel itinerary as well as navigating the transportation systems.
- Students will increase in confidence and will foster life skills of self-reliance and decision-making.
- Students will learn to budget money while on the trip and save monies to aid in paying for the trip.

#### **Cultural Objectives**

- Students will develop awareness of how understanding another culture leads to a greater understanding of their own culture and builds tolerance.

#### **Growth Mindset:**

- Students will learn to embrace new opportunities and challenges with an open mind.
- Students will develop both personal and interpersonal skills through self-reflection when they expand their horizons abroad.
- Students will understand the value of building global awareness by engaging with other cultures.
- Students will be prompted to consider their impact and influence in an ever-changing world.

#### **Linguistic Objectives**

- Students will be exposed to a variety of languages and language structures, and begin to use everyday greetings in their daily communication and transactions.

#### **Spiritual:**

- By visiting countries that have suffered religious persecution, students will increase their awareness of their own religious beliefs and be able to compare their own views to those held throughout the ages.
- By visiting the Sagrada Familia Cathedral, students will be able to appreciate the works of art, architecture and the significance to the Catholic faith.



## INFORMED CONSENT/PERMISSION FORM FOR EDUCATION TRIPS

### Category 3, 4 or 5 - Students Under 18 Years (and Category 2 if engaging in High Care Activities)

The St. Mary Catholic Secondary School is arranging  
March Break 2024 Alps to Mediterranean - March 7th-17th 2024  
(name of school)  
(description of activity and dates)

**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 international travel 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 2024 Alps to Mediterranean Europe Trip;

1. Sprained ankle (describe activity)
2. Injury due to a fall or trip
3. Injury due to the weather elements ie. heat exhaustion

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

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

If you choose to participate in Alps to Mediterranean on 2024 March Break, you must understand that you bear the responsibility for any injury that might occur. In case of serious student misconduct during this trip, the staff in charge will have the authority to dismiss the student and contact you to pick him/her up at the location of the activity. Parents will be responsible for any applicable costs.

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

#### ACKNOWLEDGEMENT

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

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

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

#### PERMISSION

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

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



## 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 2024 Alps to Mediterranean Europe Trip (Switzerland, Italy, France and Spain) (describe activity) to its students on or about March 7th- 17th, 2024.

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

### ELEMENT OF RISK

Educational activity programs, such as, 2024 Alps to Mediterranean Europe Trip (Switzerland, Italy, France and Spain) (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 2024 Alps to Mediterranean Europe Trip (Switzerland, Italy, France and Spain) (describe activity) arranged through the Peterborough Victoria Northumberland and Clarington Catholic District School Board on or about March 7th- 17th, 2024.

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: \_\_\_\_\_



***Release and Indemnification Form***  
***Trip to Alps and the Mediterranean Coast***

**NOTE TO PARENTS AND STUDENTS**

The Peterborough Victoria Northumberland Clarington Catholic District School Board is arranging an excursion to Switzerland, Italy, France and Spain through EF Educational Tours from

March 7<sup>th</sup>, 2024 to March 17<sup>th</sup>, 2024.

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

The PVNCCDSB (St. Mary Secondary School) does NOT provide any accidental death, disability, dismemberment or medical expense insurance for students participating in this excursion; however each student may be covered by additional medical insurance, purchased privately at their own expense.

I \_\_\_\_\_, as legal guardian, understand and accept the above and provide the PVNCCDSB (St. Mary Secondary School) with the following waiver of liability and indemnification agreement.

I \_\_\_\_\_, as legal guardian, hereby release the PVNCCDSB (St. Mary Secondary School) and its staff and agents from any and all liability for any injury sustained by my child, regardless of how caused, resulting from their participation in the Switzerland, Italy, France and Spain trip arranged through the PVNCCDSB (St. Mary Secondary School) during the dates above.

St. Mary's School

I \_\_\_\_\_, as legal guardian, give the teachers in charge of this trip, as well as agents of EF EDUCATIONAL TOURS, permission to take my child out of the country and to be in charge of their well being while traveling abroad. I designate them to provide medical treatment as deemed necessary while away and to act as a judicious parent while on the trip. I further agree to indemnify and save the PVNCCDSB (St. Mary Secondary School) and its staff and agents from and against any and all suit, 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 or my child's.

WE HAVE READ THE ABOVE. WE UNDERSTAND THAT IN PARTICIPATING IN THE ST. MARY TRIP TO SWITZERLAND, ITALY, FRANCE, AND SPAIN WE ARE ASSUMING THE RISKS ASSOCIATED WITH DOING SO.

\_\_\_\_\_

(Parent/Guardian signature)

\_\_\_\_\_

(Date)

## NOTE TO STUDENTS

The Peterborough Victoria Northumberland Clarington Catholic District School Board is arranging an excursion to Switzerland, Italy, France and Spain through EF Educational Tours from

March 7<sup>th</sup>, 2024 to March 17<sup>th</sup>, 2024.

### READ THE FOLLOWING WITH A PARENT/GUARDIAN

I, \_\_\_\_\_, as a student participating on this excursion, agree to cooperate fully with the supervisors of this trip and agents of EF EDUCATIONAL TOURS, by:

- not putting myself or the group at risk at any time (including theft, vandalism, ignorance of the law...)
- I will not wander from the group or "pair off" but will join with everyone as a group, or in an assigned group.
- I will adhere to the school rules as outlined in the Code of Conduct, which include being respectful of all timelines, curfews and limits set by my supervisors.
- I will abstain from all alcohol, non medicinal drug consumption, vaping, and any other illegal substances.
- I will not bring inappropriate visual or auditory material.
- I will adhere to all other instructions from staff/chaperones that they deem appropriate.

If I fail to observe these expectations, I realize the consequences may include being sent home, suspension from school, and the loss of any redemption for remaining tour activities and costs.

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)



## STUDENT EXCURSION PARENTAL CONSENT FORM

I HEREBY GIVE MY PERMISSION for \_\_\_\_\_ to participate on the Switzerland, Italy, France and Spain trip from March 7, 2024 to March 17, 2024.

### SUMMARY OF THE TRIP:

The eleven-day excursion is outlined on the attached itinerary. Students will be required to attend mass for Sunday obligations.

### I UNDERSTAND THAT:

- The students are responsible for meeting at St. Mary Secondary School at the designated time on MARCH 7<sup>th</sup>, 2024; boarding a bus to Pearson Airport and from Pearson Airport upon our arrival back to Canada; and for arranging their own transportation back home on MARCH 17<sup>th</sup>, 2024 upon arrival back to the school. There will be an additional cost for this bus transportation, to be collected closer to the travel date.
  - I will be responsible for transporting my son/daughter to/from St. Mary Secondary School at the appropriate times.
  - The Student Dress Code will be implemented during the departure from the school to Pearson Airport.
  - Students will provide their own dinners /snacks for flights and money for lunches.
  - An additional \$200 will be collected by Ms. Borecki to cover gratuities for tour guides and bus drivers. This amount is based on standard practice as recommended by EF tours.
- \*\* see application form booklet (or web site [eftours.ca/](http://eftours.ca/) tour # 2583250UP for refund procedures and particulars.
- My son/daughter is expected to participate in all activities
  - My son/daughter can be sent home (at the parents' expense) if any of the School Policies have been violated.

I APPOINT Mrs. Laura Borecki and Mr. Curtis Chornie, as my agents to engage medical attention or hospitalization should the need arise.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## EMERGENCY ACTION PLAN

Category 3, 4 or 5 (and Category 2 if engaging in High Care Activities)

Trip: 2024 Alps to the Mediterranean  
 Date: March 7th- 17th, 2024  
 Supervisor in Charge: Ms. Laura Borecki

Emergency Item	Action Plan
<b>Emergency Contacts</b> <i>Include full names and phone numbers for the following individuals:</i> Supervisor in Charge Additional Supervisors School Principal	See attached communication plan.
<b>Location of Activity</b> <i>Address of Facility</i>	Switzerland, Italy, Monaco, France and Spain
<b>Student List</b> <i>Include full student names and birthdates</i>	TBD
<b>Parent Contact List</b> <i>Include full parent names and phone numbers</i>	TBD
<b>Nearest Hospital</b> <i>Address of nearest Hospital</i>	TBD once the itinerary is finalized. Tour Director will be aware of locations.

<b>Border Crossing Plan</b> <i>Include an emergency plan if a student and/or staff member are turned away at the border by a border services officer. Who is picking them up? Does the whole group stay with them or one designated person? Is the whole trip canceled? How do you communicate to that student's parents if they are denied entry?</i>	<p>See attached Border Crossing Plan</p>
<b>First Aid Kit</b> <i>A first-aid kit must be accessible at all times</i>	<p>A first aid kit will be accessible at all times</p>
<b>Plan of Care</b> <i>A copy for each applicable student must be printed from Edseml</i>	<p>To be completed before departure.</p>
<b>Concussion Protocol</b> <i>A copy of the required policy and forms must be available for completion in the event of a suspected concussion</i>	<p>Concussion protocol will be followed using correct forms.</p>
<b>Heat Warning</b> <i>Monitor Environment Canada/local Public Health recommendations  Encourage staff and students to drink lots of cold fluids  Avoid strenuous physical activities  Wear light, loose fitted and breathable clothing  Avoid direct exposure to sun  Wear hat, sunglasses and apply sunscreen  Alter schedule for the day to put strenuous tasks before heat rises (if possible)  Provide a cooling room, if available</i>	<p>Students will be advised to take appropriate precautions and monitored.</p>
<b>Cold Warning</b> <i>Establish "warm areas" for lunch and work/rest breaks  Encourage the use of warm clothing for outdoor play  Encourage the use of layers for outdoor play  Encourage staff to wear appropriate footwear  Follow AP816 "Extreme Weather"</i>	<p>Students will be advised to take appropriate precautions and monitored.</p>



<p><b>Tornado Warning</b>  <i>Seek shelter immediately</i>  <i>Make an effort to move portable classes indoors</i>  <i>Move students to lowest level of building</i>  <i>Move students away from windows, doors, outside</i>  <i>Put as many walls as possible between staff/students &amp; outside (ideal locations include washroom, change rooms, interior rooms)</i>  <i>Coordinate which stairwell should be used by which class</i>  <i>Guide staff and students to crouch low, head down and protect the back of your head with your arms.</i></p>	<p>Students will be advised to take appropriate precautions and monitored</p>
<p><b>Thunderstorm Warning</b>  <i>When lightning is seen or thunder is heard, staff will immediately suspend outdoor activities and have staff and students take shelter in a protected area</i>  <i>Establish the protected area and ensure all staff know where it is.</i></p>	<p>Students will be advised to take appropriate precautions and monitored</p>
<p><b>High Wind Warning</b>  <i>Precautions will be taken when wind speeds are greater than 40 km/h.</i>  <i>Activity is to stop or be moved indoors when wind poses a risk to participants.</i>  <i>Schools MUST suspend outdoor activities when an Environment Canada wind warning has been issued (wind speeds of 70 km/h or gusts of 90 km/h)</i></p>	<p>Students will be advised to take appropriate precautions and monitored</p>
<p><b>Flood Advisory</b>  <i>When issued by the local conservation authority, schools will take advised precautions to maintain the safety of staff and students.</i></p>	<p>Students will be advised to take appropriate precautions and monitored</p>

## Communication Plan

1. Parent Information Meeting to be held on Tuesday February 21<sup>st</sup> 6:30 pm SMCSS Library.
2. Before the trip Remind 101 will be set up for students to communicate with students while on the trip. Remind 101 will also be set with parents to keep them up to date while on the trip (if any issues arise) and once we land in Canada to ensure prompt arrival at the SMCSS.
3. EF also offers communication with parents while on the trip if any major incident occurs.
4. If any issues occur on the trip which need administration support, first contact would be our principal Jason Roberts (289)251-4061. If needed the next contacts would be our vice principals Sherri Brady (905) -269-9989 or Tom Fletcher
5. Each chaperone will have a file folder that has a copy of each student's passport, permission form and any relevant medical information. Students will carry their own passports.
6. Chaperones will be able to communicate with each other by text on the trip.  
Laura Borecki 705-696-1221  
Curtis Chornie 905-376-3267  
Kim Lowry 289 251-4237  
Jim Lowry 289-829-1460  
Emily Brown 705-740-5594  
Joel Kightley 705-957-2798
7. EF Tour Director will be with us 24/7 and will assist with local guides, a liaison with EF and other issues that may arise.

## Border Crossing Plan

If a student and/or staff member are turned away at the border by a border services officer.

1. Who is picking them up?
  - A. If the student/staff member is denied entry to the plane in Toronto we would work with EF staff who are at the airport to facilitate pick up from the parents. This would require the student calling home and determining how soon the student can be picked up and if a staff member needs to stay behind. As we give ourselves plenty of time and are 1.5 hours away from the airport the parents should be able to pick up before we depart but if necessary a staff member will remain behind and rejoin the group at the earliest convenience.
  - B. If the student/staff member is denied entry at our international destination a staff member will stay with the student while the rest of the group will meet the tour director. Working with EF, Tour Director and Customs/Border Crossing we will determine the best course of action. If a student needs to return home an adult chaperone will accompany them.
2. Does the whole group stay with them or one designated person?

The group would stay together with the group leader and tour director.
3. Is the whole trip canceled?

No the trip would not be canceled but carry on with the remaining participants.
4. How do you communicate to that student's parents if they are denied entry?

We would immediately call home.





## Educational Tours



### THE ALPS, PROVENCE & BARCELONA

#### Curriculum & Competency Links

#### EF'S EDUCATIONAL PHILOSOPHY

Our educational philosophy at EF is simple: the best way to help students gain new perspectives and build skills for the future is through experiential learning. Every EF tour is designed to increase awareness of global perspectives, foster appreciation for different cultures, and see curriculum come to life.

We believe that students who participate in educational travel develop the necessary 21st-century skills to become effective communicators, reflective thinkers, lifelong learners, and responsible global citizens. Furthermore, educational travel allows students to develop leadership skills and successfully navigate new experiences with confidence.

The following information highlights some of the ways in which this educational tour can develop competencies in your students and bring lessons from your classroom to life.

1-800-387-1460 | [eftours.ca](http://eftours.ca)



## COMPETENCY DEVELOPMENT

We at EF know that the primary goal of education is to enable students to develop the knowledge, skills, and characteristics that will lead them to become personally successful, economically productive, and actively engaged citizens—and we want to support you in this endeavor. In addition to proficiency in essential areas such as literacy, mathematics, and humanities, these "21st century" competencies can be developed on any EF tour to help students excel towards higher standards.<sup>1</sup>

COMPETENCY AREA	ON-TOUR COMPETENCY CONNECTIONS
<b>Critical Thinking and Problem Solving</b>  Critical thinking in the 21st century requires students to solve problems, manage projects, and make effective decisions through a variety of digital tools and resources.	Travelling presents students with new situations that push them to problem solve and strategize (i.e. deciding how to spend their free time, how to fundraise, and how to budget their money on lunches and souvenirs).
<b>Creativity</b>  Creativity is needed for social entrepreneurialism, considering novel ideas, and leadership for action.	Students will develop their creativity as they discover foreign experiences which revitalizes the mind and increases cognitive flexibility.
<b>Communication</b>  Communication in a 21st century context requires students to communicate effectively: orally, in writing, with a variety of digital tools, and through listening skills.	Students practice effective oral communication & listening skills while on tour as they interact with peers, their tour director, locals, guides, etc. Students will learn how communication practices are contextual, and practice communicating in a new cultural setting. Students have the opportunity to foster their digital communication skills pre-tour through weShare.
<b>Collaboration</b>  Collaboration in the 21st century requires students to work in teams, learn from and contribute to the learning of others, use social networking skills, and demonstrate empathy in working with diverse others. <sup>2</sup>	Students will learn from and contribute to the learning of others as they ask questions and participate in discussions (i.e. interacting with locals, hone social networking skills, and gain empathy in working with diverse others).
<b>Character Education</b>  Research suggests that demonstrating non-academic, intrapersonal competencies are key to overcoming challenges and achieving long-term success; i.e. perseverance, honesty, responsibility, a growth mindset, self-confidence, and empathy.	Students will develop self-confidence as they are placed outside of their comfort zone—making decisions while away from their families, and trying new foods and activities. Students will develop empathy for diverse others, and develop valuable life skills.
<b>Citizenship</b>  Citizenship can be described as global knowledge, sensitivity to and respect for other cultures, and active involvement in addressing issues of human and environmental sustainability. <sup>3</sup>	Students will develop global knowledge, a deeper sense of self, and sensitivity to and respect for others as they are immersed in their host country's culture.

1. See Ontario Ministry of Education (2016). 21st Century Competencies: Foundation Document for Discussion.

2. See Fullan (2013). Great to excellent: Launching the next stage of Ontario's education agenda.

3. See Fullan and Langworthy (2014). A rich seam: How new pedagogies find deep learning, p. 22.



## Curriculum Enrichment

This EF Educational Tour provides numerous opportunities for curriculum enrichment through experiential learning. Below we highlight some ways this tour brings your classroom to life.

### *History and Culture*

#### **Lucerne:**

In Lucerne you'll view the captivating Löwendenkmal (Lion Monument), a sandstone statue commemorating the Swiss Guards slain in the 1792 Paris storming of the Tuilleries. According to Mark Twain, it is "the saddest and most compassionate piece of rock on earth." Stroll down narrow, winding streets and across the Kapellbrücke, a covered bridge whose history dates back to medieval days—the murals lining its walls are nearly identical to those painted in the 14th century. Be on the lookout for the colorful, hand-painted façades along the cobbled streets of the Old Town.

**Optional Excursion Swiss Alps Experience:** This exciting half-day adventure takes you to the top of Mount Pilatus, the majestic mountain dominating the Lucerne skyline. In the summer months, travel to the foot of the mountain by boat across Lake Lucerne, then ride the famous Pilatus cog railway—the steepest in the world—to the top. During the other seasons, you'll journey to the mountain base by motor coach before ascending by cable car. After 45 spectacular minutes and 6,387 feet, you'll reach the summit and be rewarded with a splendid panorama of Lucerne, its lake and the glorious snow-capped Alps. On a clear day, you can see for more than 200 miles! (Summer season: May 15-September 30. Winter season: October 1-May 14.)

**Optional Swiss Folklore Event:** Enjoy a delicious fondue dinner, keeping in mind that Swiss culinary traditions draw upon those of Germany, France and Italy. Afterwards, watch a cultural show, complete with yodeling and traditional dancing. You're guaranteed an evening of fun and laughs.

#### **Cinque Terre Region:**

Sample life on the Italian Riviera on your train excursion through Cinque Terre. Literally translating to "five earths," Cinque Terre is comprised of five coastal towns – Monterosso, Vernazza, Corniglia, Manarola, and Riomaggiore – dramatically situated on cliff faces overlooking the Mediterranean. Each village has its own unique character. The markets of Monterosso, the medieval forts of Vernazza, and the pastel-colored edifices of Manarola add to the charm of Cinque Terre.

#### **Nice:**

During free time, acquaint yourself with the palm trees and promenades of this exclusive seaside city. Walk in the footsteps of the rich and famous as you stroll through the *Vieille Ville* past white-washed villas, and down the *Promenade des Anglais*. Nice's spectacular scenery has inspired such artists as Renoir, Matisse and Toulouse-Lautrec.

#### **Provence:**

See best of Nîmes, the birthplace of denim. Get acquainted with the famous Roman architecture in one of Provence's most important cities. You will have the opportunity to visit an ancient Roman amphitheater, originally built to accommodate thousands of spectators. The arena is still occasionally used for bullfights.

See the partially demolished medieval Pont d'Avignon, which had great strategic importance as the only fixed river crossing between Lyon and the Mediterranean Sea. Only four of the initial twenty-two arches remain intact today.

Relive medieval times as your tour director leads you past the city's age-old ramparts, which slowly turned to ruin after falling to the Crusaders in the 13th century. Carcassonne is also home to Europe's largest and most complete medieval fortress.

#### **Barcelona:**

Barcelona is Spain's second-largest city and the capital of Cataluña. Queen Isabella and King Ferdinand V received Columbus in Barcelona upon his return from the Americas in 1493. Barcelona played a prominent role in the overthrow of Spain's monarchy in 1931, and was also the last city in Spain to surrender to Franco in 1939.



Marvel at the **Monumento a Colon**, built in honor of Christopher Columbus ("Columbus" is Colon in Spanish). Located at the site where Columbus returned to Spain after his first voyage to the Americas, it is a commonly held belief that instead of pointing to the west towards the New World, the statue points east towards Columbus's supposed home city of Genoa. This, however, is not true, as the statue points south-southeast. It is more likely that the statue is situated in the current way simply to have Columbus point out to sea underscoring his achievements in naval exploration.

**Optional Barcelona Bike Tour:** Enjoy sightseeing highlights on two wheels during this optional excursion. Bike routes are isolated from car traffic, making this two-hour bike tour a fun, safe and unique way to discover all that the city has to offer.

## **Science**

### **Provence:**

See the astonishing **Pont du Gard aqueduct**, a UNESCO World Heritage Site. Dating back 2,000 years, it once supplied Roman villas with running water. Built in the 1st century AD, the Pont du Gard is the highest of all Roman aqueduct bridges. The builders would have made extensive use of cranes and block and tackle pulleys to lift the stones into place. For the largest blocks, a massive human-powered treadmill would have been used. A complex scaffold was erected to support the bridge as it was being built. Large blocks were left protruding from the bridge to support the frames and scaffolds used during construction. The aqueduct as a whole would have been a very expensive undertaking.

## **Religion**

### **Provence:**

Join your tour director for a tour of **Avignon**. Pope Clement V, a native of France, moved the seat of the papacy to Avignon in 1309. Stroll through the splendid **Palais des Papes** in which he and six successive popes resided. View the stunning Italian frescoes in the chapel, step inside the papal vestry and see the hidden vaults where the church's riches were stored.

You will also see the **Pont d'Avignon**, originally named the Pont Saint-Bénézet. The bridge's construction was inspired by Saint Bénézet, a local shepherd boy who (according to tradition) was commanded by angels to build a bridge across the river. Although he was ridiculed at first, he dramatically "proved" his divine inspiration by miraculously lifting a huge block of stone. After his death, he was interred on the bridge itself, in a small chapel standing on one of the bridge's surviving piers on the Avignon side.

### **Barcelona:**

Your guided tour takes you past the controversial and still unfinished **La Sagrada Família** (the Church of the Holy Family). This masterpiece of twisting spires and colorful mosaics was designed by Gaudí, who estimated it would take 200 years to complete. Christian symbolism can be found in all of Gaudí's work, but the most evident example of its application is this church, which tells the life of Jesus and the history of the faith. To that end the church has been built over the years according to Gaudí's original idea, which expresses the Catholic faith in the architecture: Jesus and the faithful, represented by Mary, the apostles and the saints. This can be seen in the eighteen bell towers, which symbolize Jesus, the Virgin Mary, the four evangelists and the twelve apostles; on the three facades, which represent the human life of Jesus (from birth to death); and in the interior, which suggests the celestial Jerusalem, where a set of columns, dedicated to Christian cities and continents, represent the apostles. Although incomplete, the church is a UNESCO World Heritage Site, and in November 2010 was consecrated and proclaimed a minor basilica by Pope Benedict XVI.

In addition, the 14th-century **Barri Gòtic** is the oldest surviving part of Barcelona and is home to the stunning **Barcelona Cathedral**, built in the Mediterranean Gothic style.

## **The Arts**

### **Barcelona:**

Barcelona, known as "La Gran Enxerera" (the Great Enchantress) has inspired countless artists—Miró, Picasso and Dalí all lived or studied here at the beginning of their careers.

Gaudi's **Parque Güell**, a UNESCO World Heritage Site, is a beautifully landscaped park is decorated with playful Modernist mosaics. Visit the **Room of a Hundred Columns**, a covered market with 84 pillars, and see the **Casa-Museu**, where Gaudí lived from 1906 to 1926.

Stand before the early works of a master at the **Picasso Museum**. Now consisting of 3,000 paintings, drawings, sculptures, engravings, and ceramics, this collection opened in 1963 through a charitable donation made by Jaime Sabartes, a great friend of Picasso. With Picasso's passing in 1973, many of his early works were donated to this permanent exhibit, making it one of the most important collections of his work still on display in his homeland. The museum is very rich in regard to work from the training periods in Picasso's life; it is practically exhaustive up to the Blue Period, of which the Museum has a priceless group of works. Furthermore, the museum houses an important representation of works from 1917, and the series *Las Meninas*. There is also a very large collection of Picasso's prints.

**Optional Excursion Flamenco Evening:** To better understand the soul of Spain, choose to attend an optional flamenco performance in the evening. Born of Indian, Moorish, Arabian and gypsy influences, flamenco dance is a passionate display of complex footwork, dramatic poses and colorful costumes, accompanied by song and guitar. Marvel at the intricate rhythms created by a dancer's steps, castanets (wooden finger cymbals) and clapping.

## **Business**

### **Barcelona:**

Stroll down **Las Ramblas**, the tree-lined pedestrian boulevard that W. Somerset Maugham called "the most beautiful street in the world." Wander among the newspaper kiosks, flower and bird stalls, performers, and local shops. Restaurants, cafés and hotels abound, as do tourists and locals alike, offering a chance for students to see firsthand a variety of marketing practices and business approaches and compare and contrast them to those in North America.

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This information contains potential subject links for EF's The Alps, Provence & Barcelona tour. Groups may or may not choose to take part in the activities listed or visit the sites listed based on the final itinerary chosen. The information presented is not inclusive of provincial curriculum expectations and does not take into account prior learning, individual learning needs, or in-class delivery of required curriculum.





EDUCATIONAL  
TOURS

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This is also your tour number

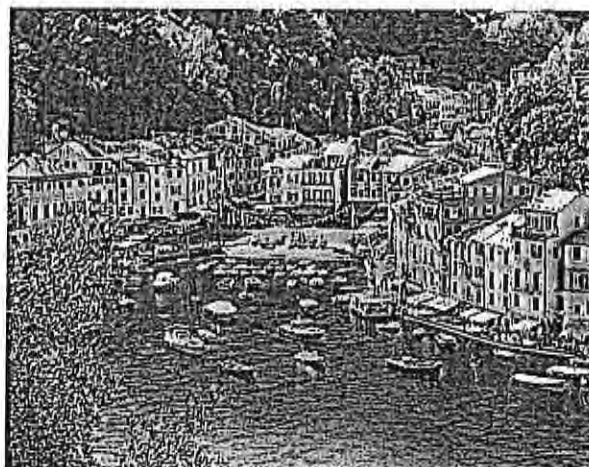
## THE ALPS & THE MEDITERRANEAN COAST

16 days | Switzerland | Italy | France | Spain

Each stop on your journey will leave you awe-inspired—from the tranquility of lakes Lucerne and Como, to the Mediterranean shores of Cinque Terre and Nice, to the culture and architecture of Provence and Barcelona. Museums will always have their place, but sometimes it's what's outside that really takes your breath away.

### YOUR EXPERIENCE INCLUDES:

-  Full-time Tour Director
-  Sightseeing: 1 sightseeing tour led by an expert, licensed local guide (2 with extension); 4 sightseeing tours led by your Tour Director; 2 walking tours (3 with extension)
-  Entrances: Swiss Alps experience; Cinque Terre; Pont du Gard; Nîmes Amphitheater; Palais de Peppes; Park Güell; with extension: Prado; Palacio Real
-  Personalized learning guide: Our personalized learning experience engages students before, during, and after tour, with the option to create a final, reflective project for academic credit.
-  All of the details are covered: Round-trip flights on major carriers; comfortable motorcoach; 9 overnight stays
-  in hotels with private bathrooms (11 with extension);
-  European breakfast and dinner daily





## What you'll experience on your tour

### Day 1: Fly overnight to Switzerland

### Day 2: Zurich | Lucerne

- Meet your Tour Director at the airport.
- Travel to Lucerne, where the majestic Swiss Alps rise behind the shores of Lake Lucerne and provide the stunning backdrop to one of Switzerland's most picturesque cities.

### Day 3: Lucerne

- During your tour of Lucerne, you'll see the poignant Lion Monument, or Löwendenkmal, a sandstone statue commemorating the Swiss Guards slain in the 1792 Paris storming of the Tuileries. Follow Lucerne's winding cobbled streets past fairy-tale houses to the Chapel Bridge, or Kapellbrücke. Stroll along this covered bridge, which dates back to medieval days, and admire the colorful murals overhead.
- Enjoy a thoroughly Swiss experience as you travel to the top of the Alps, take a boat across Lake Lucerne (seasonal), and ride a cog railway to either Mount Pilatus or Mount Rigi.
- Enjoy a free evening or
  - attend a Swiss fondue evening.

### Day 4: Lucerne | Lake Como | Cinque Terre

- Travel to Cinque Terre via the Italian Lake District, which stretches across Northern Italy.

### Day 5: Cinque Terre

- Visit Cinque Terre, a UNESCO World Heritage Site since 1997. See the stunning, colorful houses built along the rugged landscape, and admire the captivating view of the surrounding hillsides.

### Day 6: Cinque Terre | French Riviera

- Travel to the French Riviera. On the way, stop in Monaco to take in the sights and sounds. The kingdom of Monaco, ruled by the House of Grimaldi since 1297, is the second smallest country in the world. A tourist destination and a recreation center for the wealthy, picturesque Monaco is often romanticized in popular culture.
- Take a walking tour of Nice, known as *Nice la Belle* or "Nice the Beautiful." Such is the breathtaking allure of this port city that it has inspired countless geniuses—painters like Marc Chagall and Henri Matisse, composers such as Hector Berlioz, and philosophers like Friedrich Nietzsche.
- Enjoy dinner in Nice.

### Day 7: French Riviera | Provence

- Continue on to Provence. Painter Paul Cézanne once said of Provence, "Everywhere are the fragrances of honey, thyme, lavender, all the herbs of the nearby hills." Discover for yourself what also inspired Picasso and van Gogh.
- Take a tour of Avignon, and see Pont d'Avignon.
- Visit the Palais des Papes, home to French native Pope Clement V, who moved the papacy here from Rome in 1309. View the stunning Italian frescoes in the chapel and see the hidden vaults where the church's riches were stored.

### Day 8: Provence

- Visit Pont du Gard.
- Take a tour of Nîmes.
- Visit the Nîmes Amphitheater.

### Day 9: Provence | Barcelona

- Travel to Barcelona, an art lover's dream city and the place where masters like Miró, Picasso, and Dalí flourished.
- Take a walking tour of Barcelona and stroll down Las Ramblas.

### Day 10: Barcelona

- Take an expert-led tour of Barcelona.
- Enjoy free time in the city or
  - explore Barcelona by bike or
  - attend a Barcelona flamenco evening.

### Day 11: Depart for home

### • 3-DAY TOUR EXTENSION

#### Day 11: Madrid

- Travel by AVE train to Madrid.
- Take a walking tour of Madrid.
- Visit the Prado.

#### Day 12: Madrid

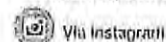
- Take an expert-led tour of Madrid and see Puerta del Sol and Plaza Mayor.
- Visit the Palacio Real.
- Enjoy time to see more of Madrid or
  - visit Toledo.

#### Day 13: Depart for home



*Salamander at Parque Güell. Built by Gaudi. #gaudi #parqueguell #barcelona #spain #españa #viuespaña #estours #iger #instagood #instalikes #instagrammer*

- SHANNA, TRAVELER



Via Instagram!

*My daughter just got home from France & Spain and I cannot say enough good things about her trip! We're already looking forward to picking a trip for next year! THANK YOU ER!*

- NICKIE, PARENT



Via Facebook!

## TOP THREE THINGS I WILL SEE, DO, TRY, OR EXPLORE

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_





EDUCATIONAL  
TOURS

## Who we are

For over 50 years, Education First has led the educational travel industry, proudly partnering with schools and educators to transform the way students look at the world—and themselves. Our global presence and focus on safety and stability in times like these are some of the main reasons why schools and parents choose EF. And why we're the world leader in international education.

EF partners with teachers and schools to build diverse international and domestic travel programs that complement school curricula with experiential learning, helping students to gain new perspectives and build skills for the future. We collaborate with educators to create global education programs that broaden students' horizons, bring their classrooms to life, and challenge students to step outside of their comfort zones.

## Commitment to Safety

The safety of our travellers always has been and always will be our first priority.

### Risk Mitigation

EF's Risk Management Guidelines help our dedicated Safety and Incident Response Team—available 24 hours a day, 365 days a year—anticipate and address on-tour challenges in a flexible and swift way. And our global presence is truly unmatched. We have on-the-ground staff in over 50 countries and close working relationships with Canadian and international authorities, giving us the experience and local knowledge to keep our groups safe. Plus, EF conducts background checks on all adult travellers 20 years and older (at no cost to them or the school district).

### Peace of Mind Program

This year made it pretty clear: Travel plans can change in a snap due to unforeseen circumstances. We want you to feel confident in sending students on tour and feel good about the investment they've made—that's why we provide EF's exclusive Peace of Mind Program at no cost to all travellers.

Schools can change current travel dates, work with EF to modify the current tour or find a brand new tour. Additionally, schools can cancel the tour and all travellers will receive a transferable EF Future Travel Voucher for all amounts paid.

### Liability Insurance

All school districts, schools, and teachers travelling with EF are automatically insured under EF's \$50 million USD General Liability Policy for third party claims

and legal defense costs related to bodily injury or property damage, regardless of whether or not the tour is affiliated with the school or school district. EF can provide a Certificate of Insurance at the school district's request to show proof of coverage.

### Risk-free Enrolment Period

For tours travelling between October 1, 2022 and September 30, 2023, you will have the option to cancel your tour for any reason up to 150 days prior to your tour's departure. EF will refund 100% of the money you paid to EF, including the \$199 non-refundable deposit and the cost of the Global Travel Protection Plan.



### EF COVID Care Promise

If any EF customer is diagnosed with COVID-19 while on tour, we'll help facilitate the care and support they need. For specific details on the EF COVID Care Promise, visit [eftours.ca/coverage-flexibility](https://eftours.ca/coverage-flexibility)

### Global Travel Protection Plan

All students are encouraged to purchase the Global Travel Protection Plan offered through Chubb Insurance Company of Canada. This insurance policy protects students in case of a medical emergency while on tour and provides cancellation and interruption coverage at the individual and school board levels.

## Cancel for Any Reason Plan

### *Individual Benefits*

We understand that plans can change due to unforeseen circumstances. That's why we offer our travellers the Cancel for Any Reason Plan. Exclusive to EF, this new option provides individual travellers with an upgraded level of payment protection to help take the worry out of planning future travel.

Along with the benefits offered in the Global Travel Protection Plan, individuals can add the Cancel for Any Reason Plan to their account up to 30 days after enrolment, allowing them to receive an enhanced refund under this cancellation waiver benefit in the event of a pre-tour cancellation.

#### **Cancellation terms for Cancel for Any Reason Plan\*:**

##### **110 days or more prior to departure:**

Customers will receive a full refund less all non-refundable fees and a \$0 cancellation fee.

##### **109 days to 45 days prior to departure:**

Customers will receive a full refund less all non-refundable fees and a \$300 cancellation fee.

##### **44 days or less prior to departure:**

Customers will receive a full refund less all non-refundable fees and 50% of the program price.

\*Non-refundable fees as defined as the Global Travel Protection Plan, Cancel for Any Reason Plan, Payment Protection Program, and any late fees, Late Payment Charge, Late Application Charge, Automatic Payment Plan decline charges, return or decline cheque/direct debit fees, late special travel request fees, and cancelled cheque fees. Travellers who have transferred between tours and subsequently cancel will be subject to the higher cancellation fee between the original tour and the new tour.

If you have any questions about our coverage or programs, please reach out to our Traveller Support Team at 1-800-263-2806.

The Cancel for Any Reason Plan includes cancellation waiver benefits provided by EF Educational Tours and is not an underwritten insurance product.



# Approving student travel with EF

A resource for school principals, superintendents, and senior administrators



We're a trusted global education company. Here's why.

- We have over 500 schools and offices worldwide
- Over one million people experience our programs every year
- We've been operating since 1965, with our Canadian offices opening in 1985
- Our programs are uniquely designed using our **Global Learning Model**, specifically created for Canadian educators

Our safety and support teams are truly unmatched. We have:

- A **Safety and Incident Response Team**—comprised of industry experts, healthcare experts, and professionals—that's available 24 hours a day, 365 days a year
- A **Traveller Support team** based in Toronto, plus a team of licensed Tour Consultants dedicated to helping teachers and administrators with trip planning, in addition to on-the-ground staff in every country we travel to, and a Tour Director you can contact anytime, anywhere
- **Free experiential training programs**, which prepare teachers to lead their groups safely and successfully, before going on tour
- A flexible **6:1 student to chaperone ratio**—for every six students who travel with us, an additional parent or teacher travels for free
- A **Safe Traveller Agreement** that follows health and safety guidelines from the Government and Public Health Agency of Canada, and local and federal authorities

We have flexible pricing and policies that make travel possible, including:

- Groups can change their travel plans at any point under our Peace of Mind Program
- Travellers can add industry-leading insurance plans to every tour, including the **Global Travel Protection Plan** and **Payment Protection Plan**. Learn about how to protect your investment with us.
- **School Districts are automatically insured** under our \$50 million General Liability Policy
- We're dedicated to **providing the lowest prices**. To promote accessibility and skill-building, the earlier students enrol for tour, the more time they have to fundraise, work, and pay for their trip.

Did you know:

**We're serious about responsible travel**

- Our program, Hello Zero, is committed to achieving carbon negativity every year
- We're proud partners with World Animal Protection

**We offer free lesson plans from our educational partners**

- Our free digital content is created in partnership with the Anne Frank House, the MoMA, Juno Beach Centre, Historia, Canadian Geographic, and more
- We have a list of partners we collaborate with globally to provide EF-exclusive programming on tour

Contact us: Visit [ef-tours.ca](https://www.ef-tours.ca), call us at 1-800-387-1460, or connect with your teacher to learn more. We're happy to answer any of your questions.

Proposed Holy Trinity Catholic Secondary School, Student  
Wilderness Excursion to Silent Lake Provincial Park, May 15-17,  
2023.

**R.A.:** that the proposed Holy Trinity Catholic Secondary School Student Wilderness Excursion to Silent Lake Provincial Park, from May 15-17, 2023, be approved in principle and that the trip will meet OPHEA Guidelines for high risk activity.

February 13, 2023

Administration





## CATEGORY 4 APPROVAL FORM

To be used for wilderness trips anywhere in Canada

Teacher/Organizer: Derek Sheridan	School: Holy Trinity C.S.S.
Adult Supervisors Attending: Derek Sheridan, others to be determined (possible names enclosed)	
Destination: Silent Lake Provincial Park	Mode of Transportation: School Bus
Grade/Course: PAD30 and PAD40	Date of Submission: 11 Jan 23
Departure Date: Monday, 15 May 2023	Return Date: Wednesday, 17 May 2023
Number of Students: boys: 16 girls: 4	Number of Adult Supervisors: female: 1 male: 4
Name of Travel Agent: None used	Type of Excursion: x Curricular Co-instructional
Total cost to be paid by each Student: \$300 (part of course)	

### Summary of Proposed Activity:

The Outdoor Education course is participating in a backcountry canoe trip to Algonquin Park from 15 May to 17 May 23. IAW OPHEA guidelines, students must be prepared with the theory and practice of canoeing and camping. This trip permits the students to practice canoe and camping skills in a learning environment before setting out on the backcountry trip.

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

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

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

Estimated Cost for Entire Group:		Anticipated Sources of Revenue:	
Accommodation	\$250	School Accounts	\$
Travel	\$1000	School Fund-raising	\$
Cost of Supply Teachers	\$0	Student/Parent share	\$2000
Meals	\$250	Other:	\$
Programs/Materials	\$0	Other: Teacher contributions, if applicable	\$
Other (equipment rental)	\$500		
<b>Total</b>	<b>\$2000</b>	<b>Total</b>	<b>\$2000</b>

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

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>X Itinerary (including Mass if on the weekend) - attached</li> <li>X Contract Information - with bus, outfitter and sat phone - This will be updated and given to the principal prior to trip.</li> <li><input type="checkbox"/> Additional Medical Coverage needs considered</li> <li>X History of Excursion - number of years: 7</li> <li>X Certification required by staff attending: Wilderness First Aid, Whitewater Rescue Technician and ORCKA Tripping level 3</li> <li>X Educational objectives stated - above</li> </ul> | <ul style="list-style-type: none"> <li>X Information and consent letter to parents - attached</li> <li>X Liability waivers signed - once approved</li> <li>X Supervision ratio in alignment with A.P. 305</li> <li>X List of destination/emergency phone numbers provided - will be provided before departure</li> <li><input type="checkbox"/> Passports (if required)</li> </ul> |
|---|--|

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

Outdoor Education - Canoe Tripping

*[Handwritten Signature]*

Teacher Signature

*[Handwritten Signature]*

Principal Signature

*[Handwritten Signature]*

Superintendent Signature

Feb. 8 / 2023

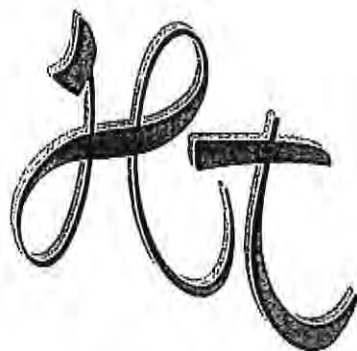
Date

Feb. 8 / 2023

Date

Date February 10, 2023





## Holy Trinity Catholic Secondary School

2260 Courtice Road

Courtice, On L1E 2M8

TEL: (905) 404-9349 FAX: (905) 404-9372

17 February 2023 (will occur after approval is obtained - date will be updated then)

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 and camping practice at Silent Lake Provincial Park
4. Treetop trekking
5. Backcountry canoe trip to Algonquin Provincial Park

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

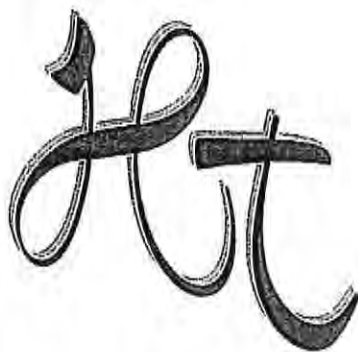
The goals of these trips and activities are to:

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



## Holy Trinity Catholic Secondary School

Principal: Mark Joly

2260 Courtice Road

Courtice, On L1E 2M8

TEL: (905) 404-9349 FAX: (905) 404-9372

### Code of Behaviour Outdoor Education Course Feb – June 2023

This course involves several school-sanctioned excursions and accordingly the rules and regulations of the Peterborough, Victoria, Northumberland and Clarington Catholic District School Board and those of Holy Trinity Catholic Secondary School will be adhered to by all students at all times.

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

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

1. Drugs and alcohol are **strictly forbidden**.
2. Smoking & vaping is not condoned by the school board or the school. **You may not smoke or vape at any time on the trip.**
3. Curfew times will be strictly followed by all students.
4. All participants must always wear a proper fitting and approved PFD when canoeing or near the water.
5. All participants are subject to the Rules and Regulations of all Provincial Parks or areas that we are visiting.
6. A student who chooses not to follow the outlined expectations, will be subject to the appropriate consequences during the trip and upon his/her return, which may include suspension from school and/or loss of future school excursion privileges.
7. If, in the judgement of the supervisors, the action of a student seriously breaches the Code of Behaviour, that student will be sent home at the expense of the parents/guardians.

\*\*\*\*\*

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

Parent/Guardian Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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

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

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

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



## INFORMED CONSENT/PERMISSION FORM FOR EDUCATION TRIPS

Category 3, 4 or 5 - Students Under 18 Years (and Category 2 if engaging in High Care Activities)

The Holy Trinity C.S.S. is arranging  
a trekking and introduction to canoeing trip on 15 to 17 May 2023.  
(name of school)  
(description of activity and dates)

**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 camping and canoeing 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 camping and canoeing:

1. Drowning (describe activity)
2. Hypothermia
3. Musculoskeletal 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 camping and canoeing on 15 - 17 May 2023, you must understand that you bear the responsibility for any injury that might occur. In case of serious student misconduct during this trip, the staff in charge will have the authority to dismiss the student and contact you to pick him/her up at the location of the activity. Parents will be responsible for any applicable costs.

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

### ACKNOWLEDGEMENT

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

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

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

### PERMISSION

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

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

## 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 the Outdoor Education Silent Lake Provincial Park Trip (describe activity) to its students on or about May 15, 2023, to May 17, 2023.

**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 (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 \_\_\_\_\_ (describe activity) arranged through the Peterborough Victoria Northumberland and Clarington Catholic District School Board on or about \_\_\_\_\_.

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: \_\_\_\_\_



## EMERGENCY ACTION PLAN

### Category 3, 4 or 5 (and Category 2 if engaging in High Care Activities)

Trip: Silent Lake Introduction to camping and canoeing

Date: 15 - 17 May 2023

Supervisor in Charge: Derek Sheridan

Emergency Item	Action Plan
<b>Emergency Contacts</b> <i>Include full names and phone numbers for the following individuals:</i> Supervisor in Charge Additional Supervisors School Principal	Derek Sheridan, Miguel Preciado, Paul Mockford, Alan McLean, the fema
<b>Location of Activity</b> <i>Address of Facility</i>	Silent Lake Provincial Park, 1589 Silent Lake Park Road, Bancroft, ON
<b>Student List</b> <i>Include full student names and birthdates</i>	Will confirm once the class list is finalized
<b>Parent Contact List</b> <i>Include full parent names and phone numbers</i>	Will confirm once the class list is finalized
<b>Nearest Hospital</b> <i>Address of nearest Hospital</i>	QHC North Hastings Hospital, 1-H Manor Ln, Bancroft, ON K0L 1C0



<p><b>Border Crossing Plan</b> Include an emergency plan if a student and/or staff member are turned away at the border by a border services officer. Who is picking them up? Does the whole group stay with them or one designated person? Is the whole trip canceled? How do you communicate to that student's parents if they are denied entry?</p>	NA
<p><b>First Aid Kit</b> A first-aid kit must be accessible at all times</p>	Each supervisor carries a full first aid kit. Each canoe group also carries a
<p><b>Plan of Care</b> A copy for each applicable student must be printed from Edsembli</p>	This will be done prior to the trip.
<p><b>Concussion Protocol</b> A copy of the required policy and forms must be available for completion in the event of a suspected concussion</p>	These forms will be taken on the trip by the lead supervisor.
<p><b>Heat Warning</b> Monitor Environment Canada/local Public Health recommendations Encourage staff and students to drink lots of cold fluids Avoid strenuous physical activities Wear light, loose fitted and breathable clothing Avoid direct exposure to sun Wear hat, sunglasses and apply sunscreen Alter schedule for the day to put strenuous tasks before heat rises (if possible) Provide a cooling room, if available</p>	This is all covered as part of the Outdoor Education course, and will be re
<p><b>Cold Warning</b> Establish "warm areas" for lunch and work/rest breaks Encourage the use of warm clothing for outdoor play Encourage the use of layers for outdoor play Encourage staff to wear appropriate footwear Follow AP816 "Extreme Weather"</p>	This is all covered as part of the Outdoor Education course, and will be re

<p><b>Tornado Warning</b>          Seek shelter immediately          Make an effort to move portable classes indoors          Move students to lowest level of building          Move students away from windows, doors, outside          Put as many walls as possible between staff/students &amp; outside (ideal locations include washroom, change rooms, interior rooms)          Coordinate which stairwell should be used by which class          Guide staff and students to crouch low, head down and protect the back of your head with your arms.</p>	<p>This is all covered as part of the Outdoor Education course, and will be re</p>
<p><b>Thunderstorm Warning</b>          When lightning is seen or thunder is heard, staff will immediately suspend outdoor activities and have staff and students take shelter in a protected area          Establish the protected area and ensure all staff know where it is.</p>	<p>This is all covered as part of the Outdoor Education course, and will be re</p>
<p><b>High Wind Warning</b>          Precautions will be taken when wind speeds are greater than 40 km/h.          Activity is to stop or be moved indoors when wind poses a risk to participants.          Schools <b>MUST</b> suspend outdoor activities when an Environment Canada wind warning has been issued (wind speeds of 70 km/h or gusts of 90 km/h)</p>	<p>This is all covered as part of the Outdoor Education course, and will be re</p>
<p><b>Flood Advisory</b>          When issued by the local conservation authority, schools will take advised precautions to maintain the safety of staff and students.</p>	<p>This is all covered as part of the Outdoor Education course, and will be re</p>

# Silent Lake Provincial Park Trip Itinerary

## Monday, 15 May – Wednesday, 17 May 2023

Date	Time	Activity
15 May	0830	Students arrive at Holy Trinity and finish final packing and load on bus.
	0900	Bus departs for Silent Lake Provincial Park.
	1100	Arrive at Silent Lake Provincial Park.
	1130	Students move to campsites and have lunch.
	1230	Review of camp site preparation, food handling, safety, camping procedures.
	1400	Review of first aid and emergency procedures.
	1600	Afternoon hike and navigation practice.
	1800	Dinner prepared by student groups.
	1900	Evening hike and navigation practice.
	2100	Students in tent for night.
16 May	0700	All students up and breakfast prepared by student groups.
	0800	Start of canoeing practice on loading/unloading.
	0900	Practice canoeing skills.
	1200	Lunch
	1300	Practice canoeing skills.
	1700	Return of canoes and equipment
	1800	Dinner
	1900	Evening hike and navigation practice.
17 May	2100	Students in tent for night.
	0700	All students up and breakfast prepared by student groups.
	0800	Packing up of all campsites and equipment.
	0900	Hiking and navigation practice.
	1200	Lunch prepared by student groups.
	1300	Board bus for Courtoise.
	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.



# Student Equipment Checklist

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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



# Outdoor Education

## Student Information Sheet

Student Name:

Emergency Contact Name:

Emergency Contact Phone Number:

OHIP Number:

Food Allergies:

Current Medications:

Does your child suffer from any reactions to bug bites or stings?

Rate your child's swimming ability on the scale below:

Weak	Moderate	Strong
Student is either afraid of becoming submerged in water or could not swim to shore without assistance.	Student is not afraid of deep water or being submerged, and could swim to shore while wearing a PFD without assistance.	Student is not afraid of deep water or being submerged, and could swim to shore without assistance or a PFD.

Rate your child's camping experience on the scale below:

Low	Moderate	High
Student has never camped before.	Student has participated in camping where assistance or a vehicle is nearby.	Student has participated in backcountry camping, either backpacking or canoeing.

Rate your child's physical ability on the scale below:

Low	Moderate	High
Student will have great difficulty walking distances (1-2 km) carrying a canoe or portage pack.	Student will have some difficulty walking distances (1-2 km) carrying a canoe or portage pack, but will be able given enough time.	Student will have absolutely no difficulty walking distances (1-2 km) carrying a canoe or portage pack without any assistance.

# 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 – Canoeing and Camping

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

Guideline	How it will be addressed
<b>Equipment</b>	
Determine that all equipment is safe for use prior to departing on the excursion.	Checking of equipment is completed as part of the course curriculum, and each group has and maintains the same equipment for the duration of the course. A final kit check will be done just prior to departure.
A fully stocked first aid kit must be readily accessible and waterproofed.	First aid kits are carried at each level. <ul style="list-style-type: none"> <li>• Each tent group carries a small first aid kit for minor injury treatment.</li> <li>• Each group supervisor carries a larger first aid kit.</li> <li>• The trip guide carries a comprehensive first aid kit which includes equipment for splinting breaks or sprains.</li> </ul>
A working communication device (e.g., satellite or cell phone, or satellite GPS messenger) suitable for the activities/locations must be available. This device must be maintained, waterproofed, protected and dedicated for emergency communications only.	An inReach communicating and GPS device is used. 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 device 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.  All participants will have the PFD properly fastened at all times in the canoe, and each group supervisor will check prior to the start of canoeing at the beginning of the day and after each portage.  The trip guide will ensure that each student has a whistle properly attached to the PFD prior to departing on trip.
Two paddles per canoe, with some spare paddles taken along in case of broken or lost paddles.	Canoe paddles are included for each participant as part of the canoe rental. The trip guide will also ensure that each group has an extra paddle in case of breakage.
Paddles and canoes must be checked for cracks, splinters and leaks.	Canoes will be rented from outfitter and should be suitable. However, the trip guide will check all canoes and paddles prior to departure.
Repair kit.	The trip guide will have a repair kit available. Repair of canoes will be covered as part of the course, but any actual repairs will be completed under the direct supervision of the trip guide.
Appropriate canoe tripping packs.	Waterproof portage packs (Seal Bags) have been purchased by the school that are suitable for canoe tripping. Each tent group has at least one portage pack for tent, sleeping gear and clothing.
A means of hydration must be available, accessible, and appropriate for the activity, location and duration of the trip (direct access to potable water; filters, purifier, chemical).	Both pump and gravity style water filters, with replacement filters, are part of the course equipment. Proper use and maintenance is covered as part of the course curriculum. Each tent group has one style of water filter included in their tent group equipment.
An adequate supply of nutritious food preserved and packed to suitable weight for carrying.	As part of the course, students learn, plan and prepare nutritious food that is either previously packaged, or dehydrated if necessary, to prevent spoilage. Each tent group has a 30 L food barrel and harness to store and carry all food items. No fuel bottles or stoves are permitted in the food barrels to prevent contamination by fuel.
For emergency purposes, trips must not rely solely on campfires. A camp stove must be available, accessible, and appropriate for the activity, location and duration of the trip.	Each group has an MSR Firefly stove with two 900 mL fuel bottles. Proper use and maintenance is covered as part of the course curriculum. Each group supervisor carries an MSR Firefly repair kit in case of any damage or repair that may be required. Although repair and maintenance is covered as part of the course, any repairs will only be carried out under the direct supervision of the group supervisor.
Waterproof matches and/or matches in a waterproof container.	Each group and group supervisor carries waterproof matches in a waterproof container.

Set of maps for canoe trip location including marked access and potential evacuation locations. A GPS unit may be used as an additional navigational tool, but must not be used in place of print maps. An identical map set should also be available to the principal/designate and local emergency contact (e.g., park official, area police station).	Each canoe will have a copy of the Algonquin Park canoe route map for the area to be used with the route clearly marked, and a magnetic compass.  The trip guide will have a GPS unit in addition to a marked route map.  A copy of the map will be left with the principal before departure from the school.  A copy of the map will be left with in the park office at Canoe Lake before departure.
<b>Clothing/Footwear</b>	
Determine that all necessary clothing and footwear are included prior to departing on the excursion. 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. Each student is given a dry bag for packing clothing to ensure it is dry, as well as the requirement that all clothing bags are packed in the portage bag for each group.
Rain gear:	Every person will have rain gear as part of his or her equipment and it will be accessible at all times.
No articles (jewellery, clothing, lanyards) shall be worn that could become tangled, caught or cause injury or restrict the student in the event of an emergency.	The trip guide and group supervisors will check prior to departure and periodically during the trip to ensure none of these articles are worn.
<b>Facilities</b>	



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

	Parents will need to sign a permission form prior to student participating in any activities. A school bus will be used for transportation, and will be covered in the parent information session.
Where the activity takes students off school property, parents/guardians must be made aware of means of transportation used. A principal/designate in the school, and each teacher (and trip guide [where appropriate]) on the excursion must have: a map of route and an excursion itinerary including an emergency action plan (e.g., supervisory chain of command, emergency evacuation plan, emergency access points, local emergency contact phone numbers).	The trip guide and each group supervisor will have a marked map of the route, the excursion itinerary, and a copy of the emergency action plan.  The trip guide will have copies of the students' emergency contact information.
The loading of a canoe with people and/or gear must not exceed the manufacturer's load capacity rating.	This will all be stored in a waterproof bag.
Teacher and trip guide must both take into consideration: <ul style="list-style-type: none"> <li>• previous training and fitness level of all trip participants</li> <li>• length of time and intensity of physical activity</li> </ul>	The canoes that are rented have a load capacity that exceeds the course requirements.  The fitness level of participants will be evaluated during the course prior to departure. Building the students' fitness level will also be part of the course.  The amount of time each day for both canoeing and portaging is kept within the capabilities of the participants.
<b>Environmental Considerations</b>	
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"> <li>• be aware of and respond to changing weather and water conditions prior to and during the trip;</li> <li>• cancel, postpone or alter the excursion if conditions put students' safety at an elevated level of risk (e.g. wind, temperature, lightning storms, fog).</li> </ul>	The trip guide will take these weather and water conditions into consideration each day before starting. If there are any concerns, then the groups will not proceed until the trip guide feels that it is safe to do so.
If inclement weather suddenly approaches, leave the water immediately.	The trip guide will ensure that the group will leave the water and find an appropriate halt area in 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 indication of inclement weather or cold water conditions severe enough to put students' safety at risk.	The trip guide will check the weather report the week prior to determine forecast. If severe weather is forecasted that would put students' safety at risk, then the trip will be postponed to the following week. If necessary, the trip will be cancelled.
Daylight canoeing only except under emergency situations.	The itinerary is set that all canoeing will be done during daylight hours, with several hours extra in case of unforeseen circumstances. If canoeing at night is necessary for emergency purposes, the proper procedures for boating at night will be followed.
<b>Canoeing Skills</b>	
Skills for the safe manoeuvring of a canoe must be taught in proper progression.	The course curriculum teaches the required skills in a progressive manner. A two night trip to Silent Lake Provincial Park 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 two night trip to Silent Lake Provincial Park is planned that will cover these basic canoeing skills to ensure that all students have a basic ability to safely use and move the canoe.
	<ul style="list-style-type: none"> <li>• lifts, carries and portaging</li> <li>• launching a canoe</li> <li>• proper entry/exit from canoe</li> <li>• positioning of paddlers and gear</li> <li>• pivot 360 degrees in both directions</li> <li>• draw and pry strokes</li> <li>• sweep stroke</li> <li>• forward and reverse stroke</li> <li>• synchronized strokes</li> <li>• stopping</li> <li>• paddling forward in a straight line</li> <li>• sideslip</li> <li>• circles in both direction radius 10 meters</li> </ul>



<ul style="list-style-type: none"> <li>• landings (shore and dock)</li> <li>• j-stroke, stern draw and stern pry strokes</li> <li>• canoe over canoe rescue procedure</li> <li>• self-rescues into dry and/or swamped canoes</li> </ul>	
<b>Students Communications</b>	
<p>Prior to the trip, students must be familiar with:</p> <ul style="list-style-type: none"> <li>• suitable clothing (e.g., recommend layering principle, avoid cotton)</li> <li>• canoeing equipment and repairs</li> <li>• camping skills and safety (e.g., fire building and safety, setting up tarps in an emergency, proper storage of food in camp, water treatment options, use of cooking devices and camp cooking)</li> <li>• environmental concerns (e.g., wildlife, weather, low impact camping, poison ivy/oak)</li> <li>• use of a compass</li> <li>• map reading</li> <li>• the trip itinerary, by reviewing the map, including emergency evacuation points</li> </ul>	<p>All of these skills are taught as part of the course curriculum.</p>
<p>Students must receive instruction on safety procedures related to:</p> <ul style="list-style-type: none"> <li>• severe weather conditions (e.g., wind, lightning - see Appendix F - Lightning Protocol)</li> <li>• hydration and nourishment</li> <li>• ways to protect themselves from environmental conditions (e.g. use of hats, sunscreen, sunglasses, personal water bottles, insect repellent, appropriate clothing)</li> </ul>	<p>All of these skills are taught as part of the course curriculum.</p>
<b>Swim Test</b>	
<p>Prior to canoeing, students must successfully complete the following swim test in its entirety:</p> <ul style="list-style-type: none"> <li>• rolling entry (backwards or forward) into deep water at 2.75m (9') minimum depth</li> <li>• tread water for 1 minute</li> <li>• swim 50m (164') continuously any stroke</li> </ul>	<p>A swim test is scheduled near the start of the course at the Courtyce Recreation Centre.</p>

The components of the swim test must be completed in sequence and without any aids or stops.	
The test must be administered by a qualified instructor/guard (test is based on the Lifesaving Society's Swim to Survive™ Standard).	The NLS qualified life guards at the Courtoise Recreation Centre administer the test.
The swim test must be completed within the school year in which the activity is taking place.	The swim test will be scheduled for approximately 3 months before the trip.
In lieu of completing the swim test, students may provide proof of Bronze Medallion certification or higher.	Any students that meet this qualification will be identified, but will still be required to complete the swim test as a course requirement.
<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>	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.
Trip guide and outside provider (if applicable) must be aware of the swim test results.	The trip guide will be present during the swim test to personally be aware of results.
<b>Supervision</b>	
For all overnight excursions, two adult supervisors are required as a basic minimum, one of whom must be a teacher.	There will be more than two adult supervisors present. At a minimum, the trip guide is the outdoor education teacher for all student participants.
Where males and females participate on an excursion, both male and female supervisors are required.	Any female student group will be supervised by a female group supervisor.
If the group is divided into two or more excursions, each excursion must have a trip guide who has the required certifications.	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.
1 supervisor per 8 students.	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.
<ul style="list-style-type: none"> <li>For every 1-8 students, personnel and qualifications required: one trip guide, one First Aid certification, and one lifeguard certification. These qualifications can be fulfilled by one or more supervisors.</li> </ul>	All of these qualifications are held by the trip guide.
<b>Instructor Qualifications</b>	
At least one trip leader must have one of the following current certifications: <ul style="list-style-type: none"> <li>ORCKA Canoe Tripping Level 3 Trip Leader</li> <li>Paddle Canada Advanced Tripping Skills</li> <li>Or equivalent</li> </ul>	The trip guide has ORCKA Canoe Tripping Level 3 Trip Leader and ORCKA Canoe Tripping Instructor Level 1.



At least one trip guide or instructor must have the following current lifeguard certification:	The trip guide has this certification.
<ul style="list-style-type: none"> <li>N.L. certificate</li> </ul>	
<b>First Aid Certification</b>	
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"> <li>St. John Ambulance's Emergency First Aid with CPR C + AED</li> <li>St. John Ambulance Wilderness First Aid</li> <li>Canadian Red Cross Emergency First Aid &amp; CPR (Level C)</li> <li>Canadian Red Cross Wilderness and Remote First Aid</li> <li>Canadian Ski Patrol First Aid Certificate</li> <li>Equivalent to any of the above.</li> </ul>	
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"> <li>Wilderness First Aid OR</li> <li>Wilderness Advanced First Aid OR</li> <li>Wilderness First Responder OR</li> <li>Equivalent to any of the above.</li> </ul>	
<b>Supervision for Swim Test</b>	
There must be a minimum of two certified swimming instructors/lifeguards on deck or in the pool.	The Courtyce 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 Courtyce 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"> <li>Canadian Red Cross Water Safety Instructor Award</li> </ul>	



<ul style="list-style-type: none"> <li>• Lifesaving Society Instructor Certificate plus an Assistant Lifeguard Certificate</li> <li>• Lifesaving Society Swim Instructor Certificate plus an Assistant Lifeguard Certificate</li> <li>• YMCA Instructor Certificate</li> <li>• Ontario Teachers Aquatic Standard (OTAS) - for pool situations only</li> <li>• National Lifeguard Certificate (NL)</li> </ul> <p>One swimming instructor must also hold one of the following current certifications:</p> <ul style="list-style-type: none"> <li>• National Lifeguard Certificate (NL)</li> <li>• Standard First Aid Certificate (e.g., Red Cross, Lifesaving Society, St. John Ambulance, Canadian Ski Patrol)</li> </ul>	<p>The Courtyce Recreation Centre has a policy of two NLS qualified lifeguards at all times. This will be maintained during the swim test.</p>
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## 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.		
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.		Students will have the same equipment for the duration of the course and be taught the proper maintenance and pre-trip checks. 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.
<b>Clothing/Footwear</b>		
Determine that all necessary clothing and footwear are included prior to departing on the excursion.		COVERED IN ABOVE SECTION.



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



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

13/15

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

• Equivalent to any of the above.	
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Proposed Holy Trinity Catholic Secondary School, Student  
Wilderness Excursion to Algonquin Park, May 15-17, 2023.

**R.A.:** that the proposed Holy Trinity Catholic Secondary School Student Excursion to Algonquin Park, from May 15-17, 2023, be approved in principle and that the trip will meet OPHEA Guidelines for high risk activity.

February 13, 2023

Administration



## CATEGORY 4 APPROVAL FORM

To be used for wilderness trips anywhere in Canada

Teacher/Organizer: Derek Sheridan	School: Holy Trinity C.S.S.
Adult Supervisors Attending: Derek Sheridan, others to be determined (possible names enclosed)	
Destination: Algonquin Park	Mode of Transportation: School Bus
Grade/Course: PAD30 and PAD40	Date of Submission: 6 Feb 23
Departure Date: Monday, 29 May 2023	Return Date: Thursday, 1 June 2023
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 participating in physical fitness activities in an outdoor setting. This activity is the culminating activity for the outdoor education courses PAD30 and PAD40.

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




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

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

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

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

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

X This excursion complies with the OPHEA Guidelines for the High Care Activities listed below:	
Outdoor Education - Canoe Tripping	
	8 Feb 2023
Teacher Signature	Date
	Feb. 8 / 2023
Principal Signature	Date
	Date February 10 <sup>th</sup> 2023
Superintendent Signature	



## INFORMED CONSENT/PERMISSION FORM FOR EDUCATION TRIPS

### Category 3, 4 or 5 - Students Under 18 Years (and Category 2 if engaging in High Care Activities)

The Holy Trinity C.S.S. (name of school) is arranging  
backcountry canoe trip on 29 May to 1 June 2023  
(description of activity and dates)

**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 camping and canoeing 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 camping and canoeing:

1. Drowning (describe activity)
2. Hypothermia
3. Musculoskeletal 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 canoe trip on 29 May - 1 June 23, you must understand that you bear the responsibility for any injury that might occur. In case of serious student misconduct during this trip, the staff in charge will have the authority to dismiss the student and contact you to pick him/her up at the location of the activity. Parents will be responsible for any applicable costs.

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

#### ACKNOWLEDGEMENT

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

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

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

#### PERMISSION

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

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



## 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 the Outdoor Education Algonquin Trip (describe activity) to its students on or about May 29, 2023 to June 1, 2023.

**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, (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:

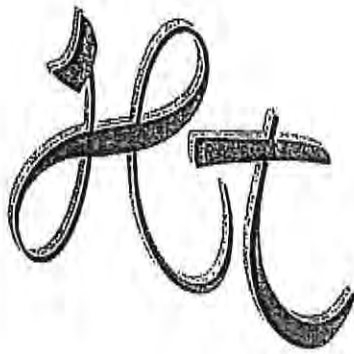
### RELEASE AND INDEMNIFICATION AGREEMENT

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 \_\_\_\_\_ (describe activity) arranged through the Peterborough Victoria Northumberland and Clarington Catholic District School Board on or about \_\_\_\_\_.

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: \_\_\_\_\_





## Holy Trinity Catholic Secondary School

Principal: Mark Joly

2260 Courtice Road

Courtice, On L1E 2M8

TEL: (905) 404-9349 FAX: (905) 404-9372

### Code of Behaviour Outdoor Education Course Feb – June 2023

This course involves several school-sanctioned excursions and accordingly the rules and regulations of the Peterborough, Victoria, Northumberland and Clarington Catholic District School Board and those of Holy Trinity Catholic Secondary School will be adhered to by all students at all times.

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

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

1. Drugs and alcohol are **strictly forbidden**.
2. Smoking & vaping is not condoned by the school board or the school. **You may not smoke or vape at any time on the trip.**
3. Curfew times will be strictly followed by all students.
4. All participants must always wear a proper fitting and approved PFD when canoeing or near the water.
5. All participants are subject to the Rules and Regulations of all Provincial Parks or areas that we are visiting.
6. A student who chooses not to follow the outlined expectations, will be subject to the appropriate consequences during the trip and upon his/her return, which may include suspension from school and/or loss of future school excursion privileges.
7. If, in the judgement of the supervisors, the action of a student seriously breaches the Code of Behaviour, that student will be sent home at the expense of the parents/guardians.

\*\*\*\*\*

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

Parent/Guardian Name: \_\_\_\_\_ Signature: \_\_\_\_\_

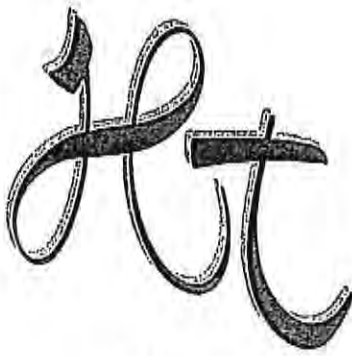
Date: \_\_\_\_\_

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

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

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





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

25 January 2023 (will occur after approval is obtained - date will be updated then)

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.

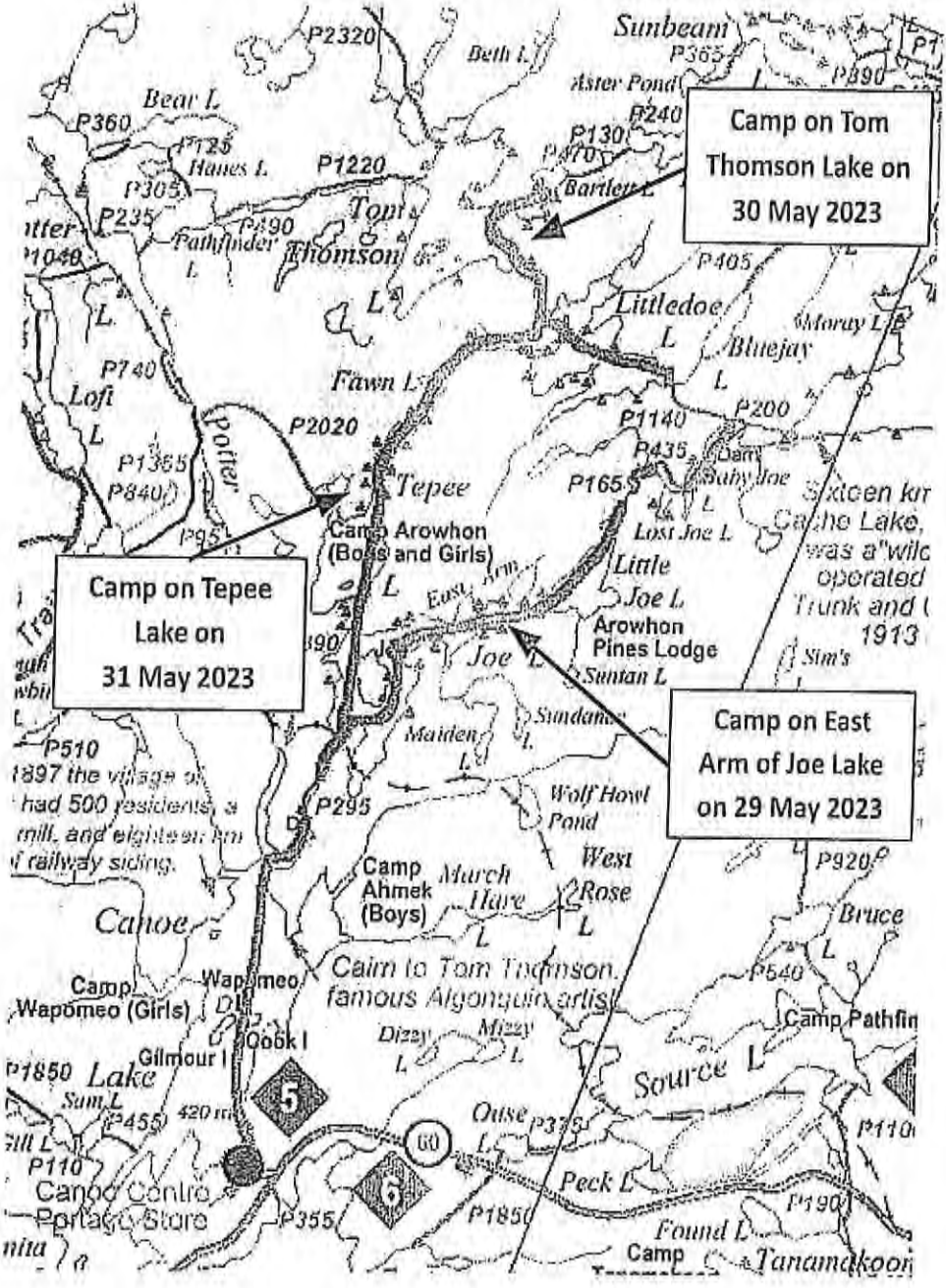
All workup training and preparation will be done in class beforehand, including a swim test, canoe skills, camping skills, food preparation, and safety. There is a list of equipment and items that each student will need to produce. These will be covered in class, and each student has a list. It will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

### 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.



# Algonquin Trip Itinerary

## Monday, 29 May – Thursday, 1 June 2023

Date	Time	Activity
29 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.
30 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.
31 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.
1 June	0500	All students up and breakfast prepared by student groups.
	0700	Canoes in water and departing campsites on Tepee Lake.
	0900	All groups stop to visit and take group photos at Tom Thompson's cairn on Canoe Lake.
	1000	Arrive at end point and outfitters. Return canoes and complete equipment check.
	1100	Board bus for Courtice.
	1200	Approximate time for lunch stop en route.
	1500	Approximate return time to Holy Trinity. Return equipment to portable for cleaning next day.
	1600	Estimated latest time for dismissal of all students and parent pick up.

# Supervision

- Trip Organizer
  - Derek Sheridan
- Male Group Supervisors
  - Miguel Preciado
  - Paul Mockford
  - Luke Mitchell
  - Richard Spratley
- Female Group Supervisor
  - Shannon Hardy

# Goals of these Trips

- Provide a small group of students the opportunity to connect expectations from their course to an outdoor education setting.
- Build communication and team-building skills in small student groups in a challenging environment under close supervision.
- Build students' appreciation of the environment and develop the basis for a life-long recreational activity.



# Group Organization

- Part of the outdoor education courses.
- Broken into five groups.
- One supervisor with each group.
- Each tent will have 3 to 4 students.
- There will be 2 - 3 students per canoe.
- Females on a different site from males.

# Cost

- Cost for course is \$300 to cover:
  - Buses
  - Canoe and equipment rental
  - Park and treetop trekking permits
  - Food
  - Supplies
  - Swim test
- Additional cost for:
  - Lunch stop on trip up and back

# Trip Timings

- A 4 day and 3 night canoe and portage trip into the interior of Algonquin Provincial Park.
- Students to arrive at 7:30 am on Monday, 4 June to get final packing ready for bus.
- Depart on Monday, 4 June 2018 by 9:00 am.
- Return on 7 June 2018 by approximately 4:00 pm.



# Planned Trip Route

- Starting point □ Canoe Lake on Hwy 60.
- Beginner canoe route with easy paddling.
- Route is very flexible to account for bad weather or other contingencies.
- We will be a maximum of 2 hours from out entrance point at all times.
- Our planned lakes for camping have many sites to ensure availability.



# Safety

- Safety of students is our primary concern.
- However, there is still an element of risk to a trip into any park interior regardless of the precautions taken.
- Both students and parents must agree to a code of conduct that will be adhered to during the trip.
- The trip organizer and supervisor's directions will be adhered to at all times.



# 1. Water

- We will be canoeing during this trip on both small and larger lakes.
- All students wanting to participate must pass a swim test.
- IT IS MANDATORY THAT ALL PARTICIPANTS, STUDENTS AND SUPERVISORS, PROPERLY WEAR PFDS AT ALL TIMES WHILE IN THE CANOE.

## 2. Sprains, strains, and breaks

- Portaging is a challenging physical activity.
- Students will be required to negotiate each portage carrying either a pack or the canoe.
- The portages selected are well maintained and considered beginner level.
- Supervisors will ensure that students do not carry more than either a pack or a canoe at one time.
- All students must have proper hiking footwear for portaging.

### 3. Wildlife

- Algonquin Park is full of wildlife.
- Most do not interact with campers.
- Some nuisance wildlife does exist, but are easily deterred with proper camp routine.
- Students will be shown proper camp routine to discourage wildlife.
- Supervisors will ensure camp is checked prior to sleeping each night.



## 4. Sun

- We will be on the water for a good portion of each day.
- It is easy to get too much sun exposure, leading to severe sunburn.
- All students must have sunscreen, proper clothing, and a hat.

## 5. Dehydration

- With potential hot days and physical activity, keeping hydrating will be very important.
- Safe drinking water will be supplied using water filters that are rated for use in Canada.
- All participants must have the ability to carry at least 1 L of water at all times, either with a CamelBack or Nalgene bottles.
- Supervisors will ensure that students are monitored for proper hydration.

## 6. Hypothermia

- The water temperature and air temperature at night will be low.
- All participants must have
  - a sleeping bag rated for lower temperatures
  - Clothing packed in a waterproof bag
  - Clothing to keep warm in the evenings
  - Ideally clothing that can dry quickly



## 7. Insects

- Black flies and mosquitoes will be present
- Very low risk of illness
- Some students may have allergic reactions
- Each student must have enough insect repellent for the entire four days

## 8. Lost

- The entire group will be briefed on the route before departing.
- All canoes will have a map of the canoe route in a waterproof sleeve at all times.
- All canoes will remain within approximately 200 m of each other at all times.
- The entire group will be briefed on the procedure if lost.

## 9. Emergencies

- All supervisors are first aid qualified.
- If evacuation is required, EMS will be notified and the person transported to the nearest extraction point.
- There will be a satellite phone with the group for emergency purposes only.
- Emergency contact information for each student will be carried by the trip organizer.



# Student Equipment Checklist

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**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

# Outdoor Education

## Student Information Sheet

Student Name:

Emergency Contact Name:

Emergency Contact Phone Number:

OHIP Number:

Food Allergies:

Current Medications:

Does your child suffer from any reactions to bug bites or stings?

Rate your child's swimming ability on the scale below:

Weak	Moderate	Strong
Student is either afraid of becoming submerged in water or could not swim to shore without assistance.	Student is not afraid of deep water or being submerged, and could swim to shore while wearing a PFD without assistance.	Student is not afraid of deep water or being submerged, and could swim to shore without assistance or a PFD.

Rate your child's camping experience on the scale below:

Low	Moderate	High
Student has never camped before.	Student has participated in camping where assistance or a vehicle is nearby.	Student has participated in backcountry camping, either backpacking or canoeing.

Rate your child's physical ability on the scale below:

Low	Moderate	High
Student will have great difficulty walking distances (1-2 km) carrying a canoe or portage pack.	Student will have some difficulty walking distances (1-2 km) carrying a canoe or portage pack, but will be able given enough time.	Student will have absolutely no difficulty walking distances (1-2 km) carrying a canoe or portage pack without any assistance.

## EMERGENCY ACTION PLAN

### Category 3, 4 or 5 (and Category 2 if engaging in High Care Activities)

Trip: Algonquin Park Backcountry Canoe Trip  
 Date: 29 May - 1 June 2023  
 Supervisor in Charge: Derek Sheridan

Emergency Item	Action Plan
<b>Emergency Contacts</b> <i>Include full names and phone numbers for the following individuals:</i> Supervisor in Charge Additional Supervisors School Principal	Derek Sheridan, Miguel Preciado, Paul Mockford, Alan McLean, the female
<b>Location of Activity</b> <i>Address of Facility</i>	Algonquin Park, Ontario 60, Ontario K0J 2M0
<b>Student List</b> <i>Include full student names and birthdates</i>	Will confirm once the class list is finalized
<b>Parent Contact List</b> <i>Include full parent names and phone numbers</i>	Will confirm once the class list is finalized
<b>Nearest Hospital</b> <i>Address of nearest Hospital</i>	Huntsville District Memorial Hospital, 100 Frank Miller Dr, Huntsville, ON



<b>Border Crossing Plan</b> Include an emergency plan if a student and/or staff member are turned away at the border by a border services officer. Who is picking them up? Does the whole group stay with them or one designated person? Is the whole trip canceled? How do you communicate to that student's parents if they are denied entry?	NA
<b>First Aid Kit</b> A first-aid kit must be accessible at all times	Each supervisor carries a full first aid kit. Each canoe group also carries a
<b>Plan of Care</b> A copy for each applicable student must be printed from Edsembl	This will be done prior to the trip.
<b>Concussion Protocol</b> A copy of the required policy and forms must be available for completion in the event of a suspected concussion	These forms will be taken on the trip by the lead supervisor.
<b>Heat Warning</b> Monitor Environment Canada/Local Public Health recommendations Encourage staff and students to drink lots of cold fluids Avoid strenuous physical activities Wear light, loose fitted and breathable clothing Avoid direct exposure to sun Wear hat, sunglasses and apply sunscreen Alter schedule for the day to put strenuous tasks before heat rises (if possible) Provide a cooling room, if available	This is all covered as part of the Outdoor Education course, and will be re
<b>Cold Warning</b> Establish "warm areas" for lunch and work/rest breaks Encourage the use of warm clothing for outdoor play Encourage the use of layers for outdoor play Encourage staff to wear appropriate footwear Follow AP816 "Extreme Weather"	This is all covered as part of the Outdoor Education course, and will be re

<p><b>Tornado Warning</b>          Seek shelter immediately          Make an effort to move portable classes indoors          Move students to lowest level of building          Move students away from windows, doors, outside          Put as many walls as possible between staff/students &amp; outside (ideal locations include washroom, change rooms, interior rooms)          Coordinate which stairwell should be used by which class          Guide staff and students to crouch low, head down and protect the back of your head with your arms.</p>	<p>This is all covered as part of the Outdoor Education course, and will be re</p>
<p><b>Thunderstorm Warning</b>          When lightning is seen or thunder is heard, staff will immediately suspend outdoor activities and have staff and students take shelter in a protected area          Establish the protected area and ensure all staff know where it is.</p>	<p>This is all covered as part of the Outdoor Education course, and will be re</p>
<p><b>High Wind Warning</b>          Precautions will be taken when wind speeds are greater than 40 km/h.          Activity is to stop or be moved indoors when wind poses a risk to participants.          Schools MUST suspend outdoor activities when an Environment Canada wind warning has been issued (wind speeds of 70 km/h or gusts of 90 km/h)</p>	<p>This is all covered as part of the Outdoor Education course, and will be re</p>
<p><b>Flood Advisory</b>          When issued by the local conservation authority, schools will take advised precautions to maintain the safety of staff and students.</p>	<p>This is all covered as part of the Outdoor Education course, and will be re</p>

**Recommended Actions from the Special Education Advisory Committee: Proposed Letters from Special Education Advisory Committee to the Minister of Education.**

- R.A.** that the board recognizes and supports for distribution, the Special Education Advisory Committee's letter to the Minister of Education regarding Special Incidence Portion.
- R.A.** that the board recognizes and supports for distribution, the Special Education Advisory Committee's letter to the Minister of Education regarding the Extension of Learning.

February 16, 2023.

Special Education Advisory Committee





## DRAFT

The Honourable Stephen Lecce  
Minister of Education  
Mowat Block, 22<sup>nd</sup> Floor, 900 Bay St.  
Toronto, ON M7A 1L2

Dear Minister Lecce,

We are writing to demonstrate the ongoing impact the deficiency of Special Incidence Portion Claim Funding (SIP) has on our ability to effectively support our most vulnerable children and the subsequent impact on overall services.

The average cost (salary and benefits) for an Educational Assistant is \$56, 550. A student who requires 2 plus Educational Assistants to support their learning needs would be at a cost of \$113,100 plus to support. The Ministry Of Education's SIP amount covers approximately 25.5% of the true cost to support a student with significant learning needs. The PVNCCDSB covers the remaining 74.5% of the cost from other Special Education, operational grants and reserve funds. Furthermore, the claw back of the SIP Claim Funding in 2018, resulted in an additional deficit for the school year 2018-19.

The budget gap at the PVNCCDSB between Special Education revenues and expenditures for the last three years has averaged 6.0%. In the 2021-2022 school year, PVNCCDSB has allocated \$1,703,600 more than was given in Special Education Grants to Special Education services.

In 2017, the Auditor General noted that the Ministry of Education's funding formula for Special Education was due for a "comprehensive external review". We strongly encourage the Ministry of Education to perform this review, without delay. We also specifically request that the previous decision made in 2018 to increase SIP Claim Funding be restored.

Thank you for your consideration of this concern.

Sincerely,

Shawna Belcourt  
Special Education Advisory Committee, Chair



DRAFT

The Honourable Stephen Lecce  
Minister of Education  
Mowat Block, 22<sup>nd</sup> Floor  
900 Bay St.  
Toronto, ON M7A 1L2

Dear Minister Lecce,

We are writing to express our concern that students with diverse abilities have not been able to fully take advantage of their right to extend their special education services due to gaps created by the Covid Pandemic.

In addition to losing valuable learning and social interaction, our students also lost access to the transition supports the school has in place to support them. Arranging and supporting co-operative education placements, connections with community business and organizations and practical advice on post-secondary activities were not available to our most vulnerable. We know that this transition period can have a tremendous impact on young adults leaving our schools.

Post Covid Learning Recovery for the students we represent means enabling this period of support so that they may be provided with the preparation necessary to leave school. We ask that you consider allowing an additional period of attendance for students who were impacted when in-person learning, services or activities were suspended.

Thank you for your consideration of this concern.

Sincerely,

Shawna Belcourt  
Special Education Advisory Committee, Chair

**School Year Calendar, 2023-2024.**

**R.A.:** That the proposed Elementary and Secondary 2023-2024 School Year Calendars be approved and submitted to the Ministry of Education for approval, as required.

February 13, 2023.

Administration



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# Human Resource Services

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## Report to the Board

**Meeting:** ☐ In Camera  
☒ Open

**Presented for:** ☐ Information  
☒ Approval

**Meeting Date:** Tuesday, February 28, 2023

**Presented by:** Steve O'Sullivan

**Submitted by:** Steve O'Sullivan

**Subject:** School Year Calendar

**Recommended Action(s):** Approval of the Draft 2023-2024 School Year Calendars

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### BACKGROUND:

The Google survey was used to collect feedback on the proposed calendar for the 2023-2024 school year calendars. The survey link was set up on the Board's external web site from December 15, 2022 through to January 20, 2023. Advisement that the survey was available was sent by email to all PVNC Staff, Trustees and Catholic School Council Reps. The same information was sent to all school principals, vice-principals and secretaries for use in print (i.e. school newsletters) and electronic communications (i.e. Twitter, Facebook) to encourage parent participation in the survey. School principals were requested to have the draft school year calendar on their School Council meeting agenda. The Communications Department included a 'banner' on the home page for the PVNC web site which included a link to the Calendar options being considered and the survey.

There were 541 responses to the school year calendar survey. Parents/guardians and students made up 56.4% of the responses. The responses were primarily positive, however, there was feedback that the secondary exam dates be moved back 1 week to allow for more balanced semesters in terms of instructional days. This change has been made and consequently resulted in the move of a PA day from January 26, 2024 to February 2, 2024. The revised calendar is being submitted for approval.

### MOTION:

That the proposed Elementary and Secondary 2023-2024 School Year Calendars be approved and submitted to the Ministry of Education for approval, as required.

# Ontario School Year Calendar 2023-2024

Calendar Title <b>98314674: Elementary Option 2</b>		Calendar Description <b>Elementary</b>				
Board Name <b>Peterborough Victoria Northum Clarington CDSB</b>		Date Created <b>Jan 18, 2023</b>	Panel <b>Elementary</b>	Calendar Type <b>Modified</b>	Calendar Status <b>Draft</b>	
Start of School Year <b>Aug 31, 2023</b>	End of School Year <b>Jun 28, 2024</b>	First Day Students <b>Sep 05, 2023</b>	Last Day Students <b>Jun 27, 2024</b>	Total PA Days <b>7</b>	Total Instr. Days <b>187</b>	Total Exam Days <b>0</b>

LEGEND	
<b>H</b>	Statutory Holiday
<b>E</b>	Scheduled Examination Day
<b>P</b>	Board Directed PA Day
<b>P*</b>	PA Day Devoted to Provincial Priorities*
<b>B</b>	Board Designated Holiday
<b>/</b>	Half Day

MONTH	First Week					Second Week					Third Week					Fourth Week					Fifth Week					PA Days	Instr. Days	Exam Days
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F			
August 2023		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31 P*		1	0	0
September 2023					1 B	4 H	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29 P*	1	18	0
October 2023	2	3	4	5	6	9 H	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				0	21	0
November 2023			1	2	3 P*	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30		1	21	0
December 2023					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25 B	26 B	27 B	28 B	29 B	0	16	0
January 2024	1 B	2 B	3 B	4 B	5 B	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			0	18	0
February 2024				1	2 P	5	6	7	8	9	12	13	14	15	16	19 H	20	21	22	23	26	27	28	29		1	19	0
March 2024					1	4	5	6	7	8 B	11 B	12 B	13 B	14 B	15 B	18	19	20	21	22	25	26	27	28	29 H	0	14	0
April 2024	1 H	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26 P	29	30				1	20	0
May 2024			1	2	3	6	7	8	9	10	13	14	15	16	17	20 H	21	22	23	24	27	28	29	30	31	0	22	0
June 2024	3	4	5	6	7 P	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28 P						2	18	0
July 2024	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			0	0	0
TOTAL																										7	187	0

## Schools assigned to this calendar:

School Name	Town or City
Enterphase Child and Family Services	Peterborough
Good Shepherd C Elem S	Courtice
Holy Family C Elem S	Bowmanville
Immaculate Conception C Elem S	Peterborough
Monsignor Leo Cleary C Elem S	Courtice
Monsignor O'Donoghue C Elem S	Peterborough
Notre Dame C Elem S	Cobourg
St. Alphonsus C Elem S	Peterborough
St. Anne C Elem S	Peterborough
St. Anthony C Elem S	Port Hope
St. Catherine C Elem S	Peterborough
St. Dominic C Elem S	Lindsay
St. Elizabeth C Elem S	Bowmanville
St. Francis of Assisi C Elem S	Newcastle
St. John C Elem S	Peterborough
St. John Paul II C Elem S	Lindsay

School Name	Town or City
St. Joseph C Elem S	Douro
St. Joseph C Elem S	Cobourg
St. Joseph C Elem S	Bowmanville
St. Luke C Elem S	Lindsay
St. Martin C Elem S	Ennismore
St. Mary C Elem S	Grafton
St. Mary C Elem S	Campbellford
St. Mary C Elem S	Lindsay
St. Michael C Elem S	Cobourg
St. Mother Teresa C Elem S	Courtice
St. Patrick C Elem S	Peterborough
St. Paul C Elem S	Norwood
St. Paul C Elem S	Lakefield
St. Paul C Elem S	Peterborough
St. Teresa C Elem S	Peterborough
St. Thomas Aquinas Virtual C Elem S	Lindsay

## Professional Activity Days and Descriptions

Date	Topic(s)	Description
Aug 31, 2023	TO BE DETERMINED - TOPIC B	
Sep 29, 2023	TO BE DETERMINED - TOPIC C	
Nov 03, 2023	TO BE DETERMINED - TOPIC A	
Feb 02, 2024	CURRICULUM AND ASSESSMENT	
Apr 26, 2024	OTHER BOARD PRIORITY	
Jun 07, 2024	OTHER BOARD PRIORITY	
Jun 28, 2024	BOARD / SCHOOL IMPROVEMENT PLANNING FOR STUDENT ACHIEVEMENT AND WELL-BEING	



# Ontario School Year Calendar 2023-2024

Calendar Title <b>98314308: Secondary - Option2</b>		Calendar Description <b>Secondary</b>				
Board Name <b>Peterborough Victoria Northum Clarington CDSB</b>		Date Created <b>Jan 18, 2023</b>	Panel <b>Secondary</b>	Calendar Type <b>Modified</b>	Calendar Status <b>Draft</b>	
Start of School Year <b>Aug 31, 2023</b>	End of School Year <b>Jun 28, 2024</b>	First Day Students <b>Sep 05, 2023</b>	Last Day Students <b>Jun 27, 2024</b>	Total PA Days <b>7</b>	Total Instr. Days <b>177</b>	Total Exam Days <b>10</b>

LEGEND	
<b>H</b>	Statutory Holiday
<b>E</b>	Scheduled Examination Day
<b>P</b>	Board Directed PA Day
<b>P*</b>	PA Day Devoted to Provincial Priorities*
<b>B</b>	Board Designated Holiday
<b>/</b>	Half Day

MONTH	First Week					Second Week					Third Week					Fourth Week					Fifth Week					PA Days	Instr. Days	Exam Days
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F			
August 2023		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31 P*		1	0	0
September 2023					1 B	4 H	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29 P*	1	18	0
October 2023	2	3	4	5	6	9 H	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				0	21	0
November 2023			1	2	3 P*	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24 P	27	28	29	30		2	20	0
December 2023					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25 B	26 B	27 B	28 B	29 B	0	16	0
January 2024	1 B	2 B	3 B	4 B	5 B	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26 E	29 E	30 E	31 E			0	14	4
February 2024				1 E	2 P	5	6	7	8	9	12	13	14	15	16	19 H	20	21	22	23	26	27	28	29		1	18	1
March 2024					1	4	5	6	7	8 B	11 B	12 B	13 B	14 B	15 B	18	19	20	21	22	25	26	27	28	29 H	0	14	0
April 2024	1 H	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26 P	29	30				1	20	0
May 2024			1	2	3	6	7	8	9	10	13	14	15	16	17	20 H	21	22	23	24	27	28	29	30	31	0	22	0
June 2024	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21 E	24 E	25 E	26 E	27 E	28 P						1	14	5
July 2024	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			0	0	0
TOTAL																										7	177	10

## Schools assigned to this calendar:

School Name	Town or City
Enterphase Child and Family Services	Peterborough
Holy Cross Catholic SS	Peterborough
Holy Trinity Catholic SS	Courtice
St. Mary Catholic SS	Cobourg

School Name	Town or City
St. Peter Catholic SS	Peterborough
St. Stephen Catholic SS	Bowmanville
St. Thomas Aquinas Catholic SS	Lindsay
St. Thomas Aquinas Virtual Catholic SS	Lindsay

## Professional Activity Days and Descriptions

Date	Topic(s)	Description
Aug 31, 2023	TO BE DETERMINED - TOPIC B	
Sep 29, 2023	TO BE DETERMINED - TOPIC C	
Nov 03, 2023	TO BE DETERMINED - TOPIC A	
Nov 24, 2023	OTHER BOARD PRIORITY	
Feb 02, 2024	CURRICULUM AND ASSESSMENT	
Apr 26, 2024	OTHER BOARD PRIORITY	
Jun 28, 2024	BOARD / SCHOOL IMPROVEMENT PLANNING FOR STUDENT ACHIEVEMENT AND WELL-BEING	