



Regular Board Meeting

Tuesday, March 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 - mkennedy@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

**Trustees who are unable to attend the meeting are asked to
please notify Michelle Kennedy (mkennedy@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 of the February 28, 2023 Regular Board Meeting. Page 5
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. Stephen Catholic Secondary School Student International Excursion to France, Switzerland, Austria and Germany, March 7-15, 2024.
Julie Selby, Superintendent of Learning, Trevor Poechman, Principal, St. Stephen Catholic Secondary School, and Angela Richardson, Teacher, St. Stephen Catholic Secondary School
R.A. Page 16 Details: Page 17
2. Delegation: St. Elizabeth Catholic Elementary School Boundary.
Stacey Irwin, Parent.
3. Providing Excellence in Teaching and Learning: Indigenous Education.
Julie Selby, Superintendent of Learning, Jacqueline Gorveatt, Learning Consultant, and Michael Mooney, Learning Consultant.
4. Nurturing Mental Health and Well-being.
Jeannie Armstrong, Superintendent of Special Education and
Dr. Cynthia Chan Reynolds, Board Psychologist.

D. Programs and Services:

E. Business, Finance and Governance:

1. Ontario Catholic School Trustees' Association (OCSTA) Open Session Report.
Kevin MacKenzie, Board Chairperson.
2. R.A. Trustee Professional Development, Canadian Catholic School Trustees' Association (CCSTA) Annual General Meeting and Conference, June 1-3, 2023.
Kevin MacKenzie, Board Chairperson. R.A. Page 48

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. First Nation Métis and Inuit Committee, March 7, 2023.
- b. Special Education Advisory Committee, March 23, 2023.

L. Future Meetings and Events:

1. Board Meetings:

- a. Regular Board Meeting Open Session, April 25, 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, April 11, 2023, 5:30 p.m.
- b. Committee-of-the-Whole Meeting, April 11, 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. STSCO Governance Committee, March 29, 2023, 3:00 p.m.
- b. Catholic Parent Engagement Committee, April 17, 2023, 6:30 p.m.
- c. Student Council Liaison Committee, April 25, 2023, 4:15 p.m.
- d. French as a Second Language Advisory Committee, April 26, 2023, 6:30 p.m.
- e. Special Education Advisory Committee, April 27, 2023, 6:30 p.m.
- f. Accessibility for All Committee, May 4, 2023, 1:00 p.m.
- g. Faith and Equity Advisory Committee, May 11, 2023, 6:30 p.m.

- h. First Nation Métis Inuit Advisory Committee, June 6, 2023, 6:30 p.m.
 - i. Supervised Alternative Learning Committee, TBA.
 - 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. St. Paul Catholic Elementary School, Norwood, 50th Anniversary, April 29, 2023, 2:00 p.m. – Doors Open, 3:00 p.m. – Greetings, 5:00 p.m. – Mass.
 - d. Catholic Education Week, April 30 – May 6, 2023.
 - e. Catholic Education Week Provincial Mass, St. Michael's Cathedral Basilica, Toronto and Live-streamed, May 3, 2023, 1:30 p.m.
 - f. Catholic Student Leadership Awards Ceremony, May 3, 2023, Holy Cross Catholic Secondary School, 6:30 p.m.
 - g. OCSTA – Human Rights Program for Catholic School Board Leaders – 'Ableism', May 13, 2023, 9:00 a.m. to 12:00 p.m.
 - h. OCSTA – Human Rights Program for Catholic School Board Leaders – 'Anti Hate', May 23, 2023, 5:30 p.m. to 9:00 p.m.
 - i. Canadian Catholic School Trustees' Association Annual General Meeting, June 1-3, 2023, Saskatoon, SK.
 - j. Catholic Parent Engagement Committee, Special Event Guest speaker – Kevin Cameron, June 13, 2023.

M. Conclusion:

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



Minutes

The Minutes of the Open Session of the Regular Board Meeting, held on Tuesday, February 28, 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, Jonathan Di Ianni, Galen Eagle, Sean Heuchert, Father Paul Massel, Stephen O’Sullivan, Sheila Piggott, and Julie Selby.

Recorder – Michelle Kennedy

Regrets:

Joan Carragher, Director of Education

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 present in the boardroom and online. Vice-principal representatives Kim Fletcher, from St. Thomas Aquinas Catholic Secondary School and Claire Wilson, from Holy Cross Catholic Secondary School were also welcomed by the Board Chairperson.

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 Mary Ann Martin
that the Agenda be approved with a noted correction to the dates
on the recommended action of agenda item C.3, Holy Trinity
Catholic Secondary School Student Wilderness Excursion to
Algonquin Provincial Park, May 29-June 1, 2023.

Carried.

5. Declarations of Conflicts of Interest

There were no conflicts of interest declared.

6. Approval of the Minutes

a. Approval of the minutes of the January 24, 2023, Regular Board Meeting.

MOTION: Moved by Mary Ann Martin, seconded by Loretta Durst
that the minutes of the January 24, 2023, Regular Board
Meeting be approved.

Carried.

b. Approval of the minutes of the February 7, 2023, Special Board Meeting.

MOTION: Moved by Mary Ann Martin, seconded by Mike Ayotte
that the minutes of the February 7, 2023, Special Board
Meeting be approved as corrected.

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.

Stephen O'Sullivan, Superintendent of Human Resource Services, presented the Report

from the Director of Education, on behalf of Director of Education Joan Carragher, which included the following points:

- We pray for the repose of the soul of retired Peterborough lawyer, Mr. Bob McGillen, a former trustee of Peterborough Victoria Northumberland and Clarington Catholic District School Board from 1975 to 1977.
- Thanks to the all of the staff and students of the schools in our board who welcomed trustees at visits this month.
- Launch of Black History Month was celebrated on February 1st and the month was filled with activities honouring the many contributions of Black Canadians to our country.
- A team of representatives consisting of superintendents Jeannie Armstrong, the Board Chairperson, Kevin MacKenzie, OECTA President Bart Scollard, Board Chaplain, Father Paul Massel and the Director of Education, Joan Carragher gathered to participate in a seminar hosted by FACE (Friends and Advocates of Catholic Education). Participants from across the province discussed strategies of highlighting excellence in Catholic Education in Ontario.
- Grateful for the memories created by the St Thomas Aquinas and St. Peter Catholic Secondary School drama and musical productions. These events created wonderful memorable opportunities for many students.
- There were many Shrove Tuesday celebrations and Ash Wednesday liturgies and masses that guided students and staff into the season of Lent – a time of reflection and promise.
- March Break will soon be here and we pray for the safety of families and pray our students and staff have time for renewal and rest.

Stephen O'Sullivan invited and answered questions from the trustees at the conclusion of the 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:

- “We are many, We are one” is the theme for this year’s Catholic Education Week and it is easy to see how the students of the board embody this message through their various activities throughout the board.
- Ash Wednesday marks the beginning of the Lenten season and students celebrated Mass at all of our schools.
- Pink Shirt Wednesday was also celebrated to symbolize a united stance against bullying and reminder that “We are wonderfully made”.

- Hope that trustees have enjoyed their visits to the schools so far.
- National Sweater Day was celebrated by each of the secondary schools which is a day to recognize climate change and energy conservation by turning down the thermostat and reducing heat consumption for the day.
- St. Thomas Aquinas Catholic Secondary School presented 'High School Musical' and St Peter Catholic Secondary School presented 'Grease'. Each were very well attended and the hard work by the students and the community support and involvement is greatly appreciated.
- Students across the province are engaging in consultation developed by the Ontario Student Trustee Association through a survey about student health and well-being and identifying what is important as they transition to "the new normal." Many educational stakeholders and students are recognizing the pandemic affected students. The results of the survey will be shared at a future meeting.
- Attended the OSTA-AECO Board Council Conference held in Ottawa in February. The student trustees engaged in excellent professional development sessions and attended the Canadian Museum of History.

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 30-year Celebration of the Food for Kids Breakfast Program in Peterborough was held in February at St. John Catholic Elementary School.
- Black History Month has been celebrated throughout the board and included many activities. "Hair Therapy – My Hair is My Crown" was a program that engaged Black students with a certified Black stylist to celebrate the care and traditions of hair of students with African and Caribbean ancestry.
- Student Census Data results have been released and are now available on the board website. The results are from the student survey that was conducted in the Fall of 2021.

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

C. Presentations:

1. R.A. St. Mary Catholic Secondary School Student International Excursion to

Switzerland, Italy, France, and Spain, March 7-17, 2024.

Sheila Piggott, Superintendent of Learning introduced Tom Fletcher, Vice-principal, St. Mary Catholic Secondary School and delivered a brief overview of the proposed excursion. Tom Fletcher reviewed the history and the background information of the trip and introduced Laura Borecki, Teacher at St. Mary Catholic Secondary School, who presented the details of the trip, safety measures, and curriculum outcomes for the students. There was extensive discussion about the insurance requirements for coverage of medical and cancellation of international trips.

MOTION: Moved by Kathleen Tanguay, seconded by Loretta Durst
that the proposed St. Mary Catholic Secondary School Student Excursion to Switzerland, Italy, France, and Spain, from March 7-17, 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.

Carried.

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

Superintendent of Learning, Julie Selby introduced Mark Joly, Principal at Holy Trinity Catholic Secondary School who spoke about the history of the outdoor education program and extra-curricular excursions to Silent Lake Provincial Park and Algonquin Provincial Park. Julie Selby expressed her support for the excursion and noted that all required safety measures had been met or exceeded. Derek Sheridan, Teacher from Holy Trinity Catholic Secondary School was introduced and explained the details of the excursions, the required steps for preparation for the trip and the benefits that are gleaned by the students.

MOTION: Moved by Mary Ann Martin, seconded by Joshua Glover
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.

Carried.

3. R.A. Holy Trinity Catholic Secondary School Student Wilderness Excursion to Algonquin Provincial Park, May 29-June 1, 2023.

Mr. Joly and Mr. Sheridan shared further details on the planned excursion to Algonquin Provincial Park that has also been endorsed by Superintendent Julie Selby.

MOTION: Moved by Mary Ann Martin, seconded by Joshua Glover

that the proposed Holy Trinity Catholic Secondary School Student Wilderness Excursion to Algonquin Provincial Park, from May 29-June 1, 2023, be approved in principle and that the trip will meet OPHEA Guidelines for high risk activity.

Carried.

4. Providing Excellence in Teaching and Learning: EQAO (Education Quality and Accountability Office).

Sheila Piggott, Superintendent of Learning, and Sandra Connolly, Learning Consultant gave a slide show presentation of the EQAO results from the 2021-2022 school year for PVNC Catholic in the primary, junior and secondary divisions. The board's results were displayed in comparison to the overall province-wide results.

The new EQAO website was demonstrated which allows the public to review detailed results from all of the assessments for any school, in any school board in the province of Ontario.

The presenters also reviewed the steps and initiatives being undertaken in the board to support learning in the area of Math which includes the MathUP program, Number talks, and Professional Development with Marian Small.

At the end of the presentation, Sheila Piggott and Sandra Connolly answered questions from the trustees.

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.

Trustee Kathleen Tanguay introduced letters which have been written by the Special Education Advisory Committee and brought forward for endorsement by the Board of Trustees.

MOTION: Moved by Kathleen Tanguay, seconded by Joshua Glover

that the board recognizes and supports for distribution, the Special Education Advisory Committee's letter to the Minister of Education

regarding Special Incidence Portion.

Carried.

MOTION: Moved by Kathleen Tanguay, seconded by Joshua Glover
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.

Carried.

E. Business, Finance and Governance:

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

The Board Chairperson, Kevin MacKenzie, reported that information sent out from OCSTA has been shared with the trustees. Notably, the Ministry of Education's Annual Report and the Minister of Education's Special Education Advisory Council Reports were circulated.

It was requested that trustees reply to Michelle Kennedy on their intention to attend the OCSTA Annual General Meeting, being held in April.

2. R.A. 2023-2024 Draft School Year Calendar.

Stephen O'Sullivan presented a report on 2023-2024 School Year Calendar consultation process and the feedback received from the survey of the school communities and stakeholders.

MOTION: Moved by Mike Ayotte, seconded by Loretta Durst
That the proposed Elementary and Secondary 2023-2024 School Year Calendars be approved and submitted to the Ministry of Education for approval, as required.

Carried.

F. Human Resources:

G. Policy Development:

H. Old Business:

I. New Business:**J. Bring Forward:****K. Information Items:****1. Chairperson's Report**

Board Chairperson, Kevin MacKenzie formally welcomed newly appointed Superintendent of Business, Finance and Facilities Sean Heuchert to the boardroom and expressed his confidence in his appointment to the position. Kevin MacKenzie also welcomed Superintendent Stephen O'Sullivan to the role of Acting Director in the absence of Joan Carragher, Director of Education.

Kevin MacKenzie continues to participate in the bi-weekly teleconference with the Minister of Education, Stephen Lecce. The topic of executive compensation continues to be a focus for some boards during the question and answer period and the Minister's response remains that 'they are working on it'.

2. Committee Chairperson's Report:**a. Catholic Parent Engagement Committee, January 30, 2023.**

Trustee Joshua Glover gave a detailed report on the Catholic Parent Engagement Committee meeting held on January 30. Trustee Glover noted that he had shared information about the committee, including draft minutes, with the trustees through a Google Drive folder. It was announced that the CPEC special event would host guest speaker Kevin Cameron on June 13, 2023, at a location to be announced.

b. Accessibility for All Committee, February 2, 2023.

Trustee Joshua Glover gave a detailed report on the Accessibility for All Committee meeting held on February 2nd. Trustee Glover noted that he had shared information about the committee, including the Board's Accessibility Plan and the Accessibility Grant, with the trustees through a Google Drive folder.

c. Faith and Equity Advisory Committee, February 2, 2023.

Trustee Loretta Durst gave a report on the Faith and Equity Advisory Committee meeting, which included three presentations. The first was about the Development and Peace organization. The second was about student access to chaplaincy work at PVNC Catholic given by Board Chaplain and Faith Animator, Father Paul Massel and Iman Deal, Chaplain at Holy Trinity Catholic Secondary School. The third presentation was on the subject of Black History Month and was presented by Benjamin and Chidinma Igboanugo.

d. Special Education Advisory Committee, February 16, 2023.

Trustee Kathleen Tanguay reported on the Special Education Advisory Committee meeting which included discussions about SEOS forms, SEA equipment, and an overview of the training experienced last professional development day. A presentation was given virtually by Dr. Tranter, author of 'The Third Path', a book that looks at the joining of achievement and well-being in education. The content of the letters being written to the Minister of Education was discussed.

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's Committee, March 20, 2023, 5:30 p.m.
- b. Committee-of-the-Whole, March 20, 2023, 6:30 p.m.
- c. Policy Development Committee, April 18, 2023, 6:30 p.m.

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

- a. Supervised Alternative Learning Committee (SAL), 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, 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. Faith and Equity Advisory Committee, May 11, 2023, 6:30 p.m.
- j. Audit Committee, 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.
- g. Catholic Parent Engagement Committee, Guest Speaker Event – Kevin Cameron, June 13, 2023, *location to be confirmed*.

M. Conclusion:

1. Report from the Regular Board Meeting, In-camera Session, February 28, 2023.

MOTION: Moved by Kathleen Tanguay, seconded by Mary Ann Martin
that the Board approve the actions and the discussions arising
from the Regular Board Meeting in-camera session, held on
February 28, 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 January 24, 2023 Regular Board Meeting In-camera minutes and the Approval of the February 7, 2023 Special Board Meeting In-camera minutes.
- D. Business, Finance and Governance:
 - 1. OCSTA In-Camera Report.
- H. New Business:
 - 1. Approval of a Recommended Action from the Expulsion Committee meeting, February 28, 2023.
- 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 Jenny Leahy lead the closing prayer to end the meeting.

3. Adjournment

MOTION: Moved by Loretta Durst, seconded by Kathleen Tanguay
that the open session meeting be adjourned at 9:07 p.m.

Carried.

Kevin MacKenzie
Board Chairperson

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

Proposed St. Stephen Catholic Secondary School, Student International Excursion to France, Switzerland, Austria and Germany, March 7-15, 2024.

R.A.: that the proposed St. Stephen Catholic Secondary School Student Excursion to France, Switzerland, Austria and Germany, from March 7-15, 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.

March 20, 2023

Administration



Peterborough Victoria
Northumberland and Clarington
Catholic District School Board

CATEGORY 5 APPROVAL FORM

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

Teacher/Organizer: Ms. A Richardson	School: St. Stephen Catholic Secondary School
Adult Supervisors Attending: A. Richardson, K. Walchuk, N. Green, D. Hendriks, M. Rodriguez, D. Mann	
Destination: France, Switzerland, Austria & Germany	Mode of Transportation: Coach/Air
Grade/Course: 10, 11, & 12	Date of Submission: February 7, 2023
Departure Date: March 7 2024	Return Date: March 15 2024
Number of Students: boys: max 20 girls: Max. 20	Number of Adult Supervisors: female: 3 male: 3
Name of Travel Agent: Explorica by Worldstrides	Type of Excursion: <input type="checkbox"/> Curricular <input checked="" type="checkbox"/> Co-instructional
Total cost to be paid by each Student: \$ 4099	

Summary of Proposed Activity: This tour is packed with history, culture and religion. We will begin this tour in Paris where we will have a city walk that takes students to Notre-Dame. We will experience several Paris highlights including Sacre Couer, Eiffle Tour, Louvre visit. We will travel to Bern on the TGV (train), then continue to Lucerne. Students will get to experience Mt. Pilatus. The head to Innsbruck and Munich. While in Munich students will visit Neuschwanstein Castle and Dachau Concentration Camp and Memorial. See more detailed itinerary attached.

Curricular Relevance: (provide the overall expectations addressed)
Throughout the tour students will experience the historic and religious nature of several sites. Please see the attached package for detailed information regarding sites visited.

Estimated Cost for Entire Group:		Anticipated Sources of Revenue:	
Accommodation	\$ combined: \$4099	School Accounts	\$
Travel	\$	School Fund-raising	\$
Cost of Supply Teachers	\$	Student/Parent share	\$ 4099
Meals	\$	Other:	\$
Programs/Materials	\$	Other: Teacher contributions, if applicable	\$
Other	\$		
Total	\$ up to \$163 960	Total	\$ up to 163 960

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)
<input checked="" type="checkbox"/> Contract Information
<input checked="" type="checkbox"/> Additional Medical Coverage needs considered
<input checked="" type="checkbox"/> History of Excursion – number of years: <u>n/a</u>
<input checked="" type="checkbox"/> Certification required by staff attending:
<input checked="" type="checkbox"/> Educational objectives stated | <input checked="" type="checkbox"/> Information and consent letter to parents
<input type="checkbox"/> Liability waivers signed Will get before trip
<input checked="" type="checkbox"/> Supervision ratio in alignment with A.P. 305
<input checked="" type="checkbox"/> List of destination/emergency phone numbers provided
<input type="checkbox"/> Passports (if required) Will get before trip
<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:

Cynthia Richard
Teacher Signature

T. Pank
Principal Signature

Julie Selby
Superintendent Signature

Feb 7 2023
Date

Feb. 7, 2023
Date

February 23rd 2023
Date

Itinerary

Day 1 Start tour

Day 2 Bonjour Paris

Meet your tour director and check into hotel

Paris city walk

Île de la Cité, Notre-Dame Cathedral, Île St. Louis, Latin Quarter visit

Louvre visit

Dinner in Latin Quarter

Day 3 Paris landmarks

Paris guided sightseeing tour

Arc de Triomphe, Champs-Élysées, Eiffel Tower, Champ de Mars, École Militaire, Les Invalides, Conciergerie, Tuileries Garden, Place Vendôme, Opera House

Eiffel Tower ascent

Seine River cruise

Mass

Montmartre & Sacre Coeur night walking tour

Day 4 Paris--Lucerne

Travel to Bern on the TGV (one of Europe's fastest train)

Bern tour director-led sightseeing

Travel to Lucerne

Day 5 Lucerne landmarks

Lucerne tour director-led sightseeing

Löwendenkmal (Lion Monument), River Reuss, Kapellbrücke

Mt. Pilatus excursion

Traditional Swiss dinner

Day 6 Lucerne--Innsbruck

Travel to Innsbruck via Liechtenstein

Innsbruck city walk

Golden Roof, Triumphbogen, Olympic site

Day 7 Innsbruck--Munich

Travel to Munich

Neuschwanstein Castle guided visit

Bavarian bratwurst dinner

Day 8 Munich landmarks

Munich guided sightseeing tour

Residenz, Nymphenburg Palace Gardens visit, Alte Pinakothek, Deutsches Museum, BMW Headquarters visit, Olympic site of 1972, Frauenkirche, Neues Rathaus, Marienplatz, Hofbräuhaus

Dachau Concentration Camp & Memorial visit

Day 9 End tour

Cost & Sharing

- Consolidated Tour Fee: **\$4099.00** per student (includes tour fee, insurance, and tipping)
- Includes: insurance, flights, hotels, 24 h tour director, designated bus driver and coach bus, breakfast and dinner daily, admission to all places listed on itinerary, guided tour with local guides as listed on itinerary, and all gratuities.
- Additional Costs:
 - o Passport Application
 - o Bus to and from airport (approx. \$40)
- To be paid by the student and/or their parent(s)

Chaperone Information

- Chaperone to student ratio will be 1:8; this allows for close supervision at all times.
- All chaperones will be current staff members at St. Stephen Secondary School with a mixture of male and female teachers. As all chaperones are teachers they have already had police records checks completed.
- Proposed Chaperones:
 - o Angela Richardson – Group Leader & Female Teacher
 - o Kevin Walchuk – Male Teacher (has chaperoned previous trips)
 - o Nora Green - Female Teacher (has chaperoned previous trips)
 - o Other chaperones as required dependant on final numbers/student participation, however, Michelle Rodriguez, David Hendriks and Dan Mann have agreed to chaperone when/if numbers demonstrate need

Communication Plan

Board Office: 705-748 - 4861

In case of emergency or delay Angela Richardson or Kevin Walchuk will contact Trevor Poechman principal at St. Stephen Catholic Secondary School.

Contact Information for administration at SSCSS:

Trevor Poechman, Principal SSCSS: tpoechman@pvnccdsb.on.ca

School: 905 - 623 - 3990 Extension 1006

Cell: 905 - 442 - 2994

Jill Barker: Vice Principal SSCSS jbarker@pvnccdsb.on.ca

School: 905 - 623 - 3990 Extension 1008 Cell: 289 - 388 - 4933

Lisa Diachenko: Vice Principal SSCSS ldiachenko@pvnccdsb.on.ca

School: 905 - 623 - 3990 Extension: 1007 Cell: 905 - 809 - 6180

While on excursion in Europe, the teacher chaperone will carry a cell phone so students may contact her. Angela Richardson can be reached via email arichardson@pvnccdsb.on.ca. There is also a What'sApp group chat for all students to share important information through.

Contact Information for teacher chaperones:

Angela Richardson
arichardson@pvnccdsb.on.ca
 705 - 768 - 0521

David Hendriks
dhendriks@pvnccdsb.on.ca
 905-244-7642

Kevin Walchuk
kwalchuk@pvnccdsb.on.ca
 905 - 925 - 2416

Michelle Rodriguez
mrodriguez@pvnccdsb.on.ca
 905 - 447 - 0576

Nora Green
ngreen@pvnccdsb.on.ca
 705 - 749 - 7133

Dan Mann
dmann@pvnccdsb.on.ca
 705 - 931 - 2949

Emergency contact in Europe (France, Switzerland, Austria & Germany):

Explorica: 1 - 617 - 210 - 6194 (Ask for A. Richardson)

All Emergency numbers for Explorica are in the Safety and Security Guide included at the end of this package

Liability Forms & Student Information

- See attached forms are included towards the end of the package before the insurance and safety and security plan
- Prior to the tour students are given a package that contains additional forms (Student Information and Customs Letter) that are collected at our Guardian/Participant Pre-Departure meeting.
- Chaperones travel with a set of copies of all forms collected. In addition, all forms are scanned and saved electronically.

Financial Assistance Opportunities

- Students will have two opportunities for financial assistance from Explorica.
- First, if their family demonstrates financial need there is a \$150 bursary opportunity. Families fill out the required documentation and return it to Explorica.
- Second, Explorica offers fundraising opportunities. Every student has access to this once they sign up and they can individually fundraise for their portion of the trip costs.

Specific Curriculum Expectations

Canada & World Studies

Canada History

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

A2.4 identify some careers in which the skills learned in history might be useful (e.g., editor, journalist, lawyer, mediator, museum curator, politician, teacher)

Canada & World Studies

Travel and Tourism (Grade 11)

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

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

C1.1 assess the impacts of tourism, both positive and negative, on the natural environment in selected tourist locations (e.g., Banff, the Galapagos Islands, Nepal, Antarctica)

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

Canada & World Studies

World History

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

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

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

Historical & Educational Significance of Some of Locations Visited

Paris:

- Louvre
 - The world's largest art museum, the Louvre is housed in a Medieval fortress-turned-castle so grand it's worth a tour itself. You walk through the 71-foot glass

pyramid designed by I.M. Pei and added in 1989, and step into another world—one with carved ceilings, deep-set windows, and so many architectural details you could spend a week just admiring the rooms. The Mona Lisa is here, as well as the Venus de Milo and Winged Victory (the headless statue, circa 200 BC, discovered at Samothrace). The Louvre has seven different departments of paintings, prints, drawings, sculptures and antiquities. Don't miss the Egyptian collection, complete with sarcophagi, or the collection of Greek ceramics, one of the largest in the world.

- o Art, History
- Eiffel Tower
 - o The Eiffel Tower was designed as the centerpiece of the 1889 World's Fair in Paris and was meant to commemorate the centennial of the French Revolution and show off France's modern mechanical prowess on a world stage
 - o Art, History
- Notre-Dame Cathedral and Sacré Coeur:
 - o Sacré Coeur is a significant Catholic Basilica. Notre-Dame Cathedral is a significant Catholic medieval cathedral. Work began on Notre-Dame in 1163 on a spot that had been a holy shrine since Roman times. Over the centuries, the cathedral has been the scene of some of France's most momentous occasions, including the coronation of Napoleon.
 - o History, Art, Civics

Bern:

- Walking tour
 - o Charming Bern seems too picturesque to be Switzerland's capital city. Its medieval core remains almost unchanged since the 1500's, and the quiet cobbled lanes, winding river, and surrounding woods, coupled with the city's omnipresent furry bear mascot, bring to mind childhood fairytales. Hard to believe that the earth-changing Theory of Relativity was born here, in the apartment where Einstein lived in 1905.
 - o Art, History, Geography

Lucerne:

- Mount Pilatus
 - o Enjoy a bird's eye view of Lucerne's skyline and Alpine panoramas galore. Once atop the mountain, it's your chance to snap some of the most frame-worthy photos -- keep your fingers crossed for a clear day, when mountain-top views span as far as 200 miles.
 - o Geography

Innsbruck:

- Walking Tour
 - o Take a walk through a backdrop of towering snow-capped mountains that transform this down-to-earth cobble stoned city into a world class ski resort. Venture through Old Town (Altstadt) and pass clusters of identical rustic white stuccoed homes trimmed in brown that blend into the environment. Come face to façade with the glittering Little Golden Roof, sheltering the balcony where Maximilian I Habsburg and his love Bianca promised to stay together forever. Look closer and count 2,657 squares of shiny copper shingles. Discover Triumphbogen, the arch commemorating many Habsburg marriage matches

made in political heaven. Head to hill Bergisel, the site of the 1964 and 1976 Winter Olympic Games.

- Art, History, Geography

Munich:

- Neuschwanstein
 - This elaborate castle was built atop a rock ledge over the Pöllat Gorge in the Bavarian Alps by order of Bavaria's King Ludwig II, whose favorite pastime was midnight sleigh rides through the countryside. This stronghold was the crowning jewel of the king's building spree across Bavaria and was the inspiration for Cinderella's castle in Disney World. Begun in 1869 and left unfinished at Ludwig's death in 1886, this lavish palace is an eccentric reconstruction of a medieval castle, and it boasts major technological and architectural achievements for the time, including running water, flushing toilets, a hot water system for the kitchen, and bathrooms with warm-air heating systems.
 - Art, History
- Old Town: Marienplatz & Glockenspiel
 - Founded in the 12th century by Henry the Lion, Munich now roars with the hustle and bustle of modern German life. As you pass by Marienplatz (named after the square's gilded Virgin Mary and Child statue), mechanical knights joust and coopers dance to the folk-music chimes of the Neues Rathaus's Glockenspiel. The twin onion-bulb towers of the Frauenkirche Cathedral frame this whimsical display.
- Dachau Concentration Camp
 - Dachau was the first of Nazi Germany's camps and a model for the 3,000 work and concentration camps to come. A chilling memorial to the 206,000 prisoners who were interned in the camp from 1933 to 1945, the museum examines pre-1930 anti-Semitism, the rise of the Nazi party, and the documented lives of prisoners.

Ontario Catholic School Graduation Expectations

- **A discerning believer** formed in the Catholic Faith community who celebrates the signs and sacred mystery of God's presence through word, sacrament, prayer, forgiveness, reflection and moral living.
- **An effective communicator** who speaks, writes and listens honestly and sensitively, responding critically in light of gospel values.
- **A reflective, creative and holistic thinker** who solves problems and makes responsible decisions with an informed moral conscience for the common good.
- **A self-directed, responsible, lifelong learner** who develops and demonstrates their God-given potential.
- **A collaborative contributor** who finds meaning, dignity and vocation in work which respects the rights of all and contributes to the common good.
- **A caring family member** who attends to family, school, parish, and the wider community.

- **A responsible citizen** who gives witness to Catholic social teaching by promoting peace, justice and the sacredness of human life.

International travel gives students a chance to live their Ontario Catholic School Graduation Expectations abroad while reflecting on how to continue to live the expectations at home. We will visit several churches where students will have the opportunity to celebrate God's presence. Students will have an opportunity to communicate with one another, staff, and citizens from around the world while exploring a new location. They'll have the chance to reflect on their decision making and work towards the common good. Travel is an incredible way to experience learning (they'll be able to make connections between curriculum and the world around them). They will collaborate with one another in a new place. They'll be a caring member of our trip community. Lastly, students will be world citizens. They'll give witness to Catholic teachings and learn more about peace and justice around the world.

Travel Advisories from Government of Canada

Austria - Take normal security precautions

Take normal security precautions in Austria.

For more information visit: <https://travel.gc.ca/destinations/austria>

France - Exercise a high degree of caution

Exercise a high degree of caution in France due to the elevated threat of terrorism.

For more information visit: <https://travel.gc.ca/destinations/france>

Germany - Exercise a high degree of caution

Exercise a high degree of caution in Germany due to the threat of terrorism.

For more information visit: <https://travel.gc.ca/destinations/germany>

Switzerland - Take normal security precautions

Take normal security precautions in Switzerland.

For more information visit: <https://travel.gc.ca/destinations/switzerland>

Parent Meetings

Parent meetings will occur at least twice over the course of the preparations for the trip.

- 1) April 2023 - provide information and begin sign up
- 2) February 2024 - pre departure information/collect forms night

Hotels in France, Switzerland, Austria, & Germany

This is a list of hotels that Explorica by WorldStrides typically uses for this France, Switzerland, Austria and Germany itinerary. It is subject to change depending on availability and student numbers.

Paris –
 Ibis Nogent sur Marne
 Zac Du Port, Rue de Nazaré,
 94130 Nogent-sur-Marne, France
+33 1 43 24 37 37

or

Novotel Hotel Paris Est Bagnolet
 1 Av. de la République,
 93170 Bagnolet, France
 +33 1 49 93 63 00

Lucerne -
 Hotel Postillon
 Hobiel, 6374 Buochs,
 Switzerland
+41 41 620 54 54

Innsbruck –
 Hotel Tyrol Hammerle
 Axamer Lizum 2,
 6094 Axams, Austria
+43 5234 65285

Munich –
 AKZENT Hotel Aufkirchen
 Dorfstraße 15A,
 85445 Oberding, Germany
+49 8122 8670

Emergency Contact Information

- This is an *example* of the Reservation Card that all *participants* will receive at the airport on the day of departure. It is to be on their person at all times while on tour.
- It contains:
 - o Flight Details
 - o Hotel Names, Addresses & Phone Numbers
 - o Cell Phone number to contact me, should they need to at any time

<p>St. Stephen C.S.S France, Switzerland, Austria & Germany 2024</p>	<p><i>Hotel Information</i></p>						
<p><i>Flight Information</i></p> <p><u>Departing Flight</u> <u>TO BE DETERMINED</u></p> <p><u>Return Flight</u> <u>TO BE DETERMINED</u></p>	<table border="0"> <tr> <td style="vertical-align: top;"> <p>Paris - HOTEL TYPHO... Zoo DU Port... 94130... +33 1 43...</p> </td> <td style="vertical-align: top;"> <p>Lucerne HOTEL... +374...</p> </td> <td style="vertical-align: top;"> <p>INTERBUCK - HOTEL TYRO... EXETER... 6094... +43 5224 55235</p> </td> </tr> <tr> <td style="vertical-align: top;"> <p>St. Gallen HOTEL... +41...</p> </td> <td style="vertical-align: top;"> <p>WUTON - ACCENT HOTEL... Dorf... 3745... +49 3122 3370</p> </td> <td></td> </tr> </table>	<p>Paris - HOTEL TYPHO... Zoo DU Port... 94130... +33 1 43...</p>	<p>Lucerne HOTEL... +374...</p>	<p>INTERBUCK - HOTEL TYRO... EXETER... 6094... +43 5224 55235</p>	<p>St. Gallen HOTEL... +41...</p>	<p>WUTON - ACCENT HOTEL... Dorf... 3745... +49 3122 3370</p>	
<p>Paris - HOTEL TYPHO... Zoo DU Port... 94130... +33 1 43...</p>	<p>Lucerne HOTEL... +374...</p>	<p>INTERBUCK - HOTEL TYRO... EXETER... 6094... +43 5224 55235</p>					
<p>St. Gallen HOTEL... +41...</p>	<p>WUTON - ACCENT HOTEL... Dorf... 3745... +49 3122 3370</p>						
<p><i>Ms. Richardson's Cell: 705-768-0521</i></p>							
<p><i>Keep this with you at all times</i></p>							

This is a sample **Parent Information Package** that is sent home prior to departure. Copies are also given to the administration team. This contains all the phone numbers that parent(s)/guardian(s) would require to contact the group while on tour should they need to.



St. Stephen
Catholic
Secondary School
BOWMANVILLE

March Break 2024: France, Switzerland, Austria and Germany Parent Information Package

Explorica Contact:

Emergency Phone Number (24/7): 1.617.210.6194

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

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

Departing Flight Information:

To be included when finalized

Hotel Information:

Paris –

Ibis Nogent sur Marne
Zac Du Port, Rue de Nazaré,
94130 Nogent-sur-Marne,
France
+33 1 43 24 37 37

Lucerne –

Hotel Postillon
Hobiel, 6374 Buochs,
Switzerland
+41 41 620 54 54

Innsbruck –

Hotel Tyrol Hammerle
Axamer Lizum 2,
6094 Axams, Austria
+43 5234 65285

Munich –

AKZENT Hotel Aufkirchen
Dorfstraße 15A,
85445 Oberding, Germany
+49 8122 8670

Returning Flight Information:

To be included when finalized

Bus to arrive back at the school at 7:00 AM. TBD. We will have students call when we are in Pickering.

Tour Diary Info:

explorica.ca → Parents → Tour Diary → Tour ID: Richardson-337

Day by Day Itinerary on Reverse

Day 1 Start tour**Day 2 Bonjour Paris**

Meet your tour director and check into hotel

Paris city walk

Île de la Cité, Notre-Dame Cathedral, Île St. Louis, Latin Quarter visit

Louvre visit

Dinner in Latin Quarter

Day 3 Paris landmarks

Paris guided sightseeing tour

Arc de Triomphe, Champs-Élysées, Eiffel Tower, Champ de Mars, École Militaire, Les Invalides, Conciergerie, Tuileries Garden, Place Vendôme, Opera House

Eiffel Tower ascent

Seine River cruise

Mass

Montmartre & Sacre Coeur night walking tour

Day 4 Paris--Lucerne

Travel to Bern on the TGV (one of Europe's fastest train)

Bern tour director-led sightseeing

Travel to Lucerne

Day 5 Lucerne landmarks

Lucerne tour director-led sightseeing

Löwendenkmal (Lion Monument), River Reuss, Kapellbrücke

Mt. Pilatus excursion

Traditional Swiss dinner

Day 6 Lucerne--Innsbruck

Travel to Innsbruck via Liechtenstein

Innsbruck city walk

Golden Roof, Triumphbogen, Olympic site

Day 7 Innsbruck--Munich

Travel to Munich

Neuschwanstein Castle guided visit

Bavarian bratwurst dinner

Day 8 Munich landmarks

Munich guided sightseeing tour

Residenz, Nymphenburg Palace Gardens visit, Alte Pinakothek, Deutsches Museum, BMW Headquarters visit, Olympic site of 1972, Frauenkirche, Neues Rathaus, Marienplatz, Hofbräuhaus

Dachau Concentration Camp & Memorial visit

Day 9 End tour

Explorica by Worldstrides: Quote



Ms. Richardson's France, Switzerland, Austria & Germany*

GROUP INFORMATION



TourCenter ID#
Richardson-937

Departing From:
Toronto

Departing:
March 7, 2024

Returning:
March 15, 2024

Sign Up Deadline
March 31, 2023

YOU CAN SIGN UP AT:
<https://www.explorica.ca/Richardson-937>

TOUR ITINERARY

Day 1 Start tour

TOUR PARTICIPANTS

Day 1 Start tour

Day 2 Bonjour Paris

Meet your tour director and check into hotel

Paris city walk

Île de la Cité, Notre-Dame Cathedral, Île St. Louis, Latin

Quarter visit

Louvre visit

Dinner in Latin Quarter

Day 3 Paris landmarks

Paris guided sightseeing tour

Arc de Triomphe, Champs-Élysées, Eiffel Tower, Champ

de Mars, École Militaire, Les

Invalides, Conciergerie, Tuilleries Garden, Place

Vendôme, Opera House

Eiffel Tower ascent

Seine River cruises

Montmartre & Sacre Coeur night walking tour

Day 4 Paris--Lucerne

Travel to Bern on the TGV (one of Europe's fastest train)

Bern tour director-led sightseeing

Travel to Lucerne

Day 5 Lucerne landmarks

Lucerne tour director-led sightseeing

Lowendental (Lion Monument), River

Reuss, Kapellbrücke

Optional Mt. Pilatus excursion \$75

Traditional Swiss dinner

Day 6 Lucerne--Innsbruck

Travel to Innsbruck via Liechtenstein

Innsbruck city walk

Golden Roof, Triumphbogen, Olympic site

Day 7 Innsbruck--Munich

Total Fee:* \$4,099.00

Tour Quote Breakdown

The following fees apply to your full-paying participants:

Tour Fee**	\$3,356.00
Mt. Pilatus excursion	\$75.00
Private Group Fee	\$60.00
Travel Protection Plan Plus	\$225.00
On-Tour Tipping	\$94.00
*** Winter Discount	\$-214.00

Total Fee* \$4,099.00

OR 11 monthly payments of \$347.64

After initial payment of \$275.00

* Last day for this Tour Fee is Mar 31, 2023.

** Only valid with voucher code RICHARDSON2024

2023.

*** Only valid with voucher code RICHARDSON2024

Additional Adult Fees

The following additional fees apply only to full-paying participants 23 and older and are not included in the total price cited above.

Adult Supplement	\$125.00
Twin Room Upgrade	\$315.00
Additional Adult Fee	\$440.00

TOUR AND TOUR INCLUDES

- Round-trip airfare
- 7 overnight stays (9 with extension) in hotels with private bathrooms
- 1 overnight stay in couchette sleeping berths on extension
- Full European breakfast daily
- Dinner daily
- Full-time services of a professional tour director
- Guided sightseeing tours and city walks as per itinerary
- Visits to select attractions as per itinerary
- High-speed TGV train to Bern
- Tour Diary™
- Local Guide and Local Bus Driver tips (see note regarding other important tips)
- Note: On arrival day only dinner is provided; on departure day, only breakfast is provided
- Note: Tour cost does not include

Day 7 Innsbruck--Munich

Travel to Munich

Neuschwanstein Castle guided visit

Bavarian pretwurst dinner

Day 8 Munich landmarks

Munich guided sightseeing tour

Residenz, Nymphenburg Palace Gardens visit, Alte
Pinakothek, Deutsches Museum, BMW Headquarters
visit, Olympic site of 1972, Frauenkirche, Neues
Rathaus, Marienplatz, Hofbrauhaus

Dachau Concentration Camp & Memorial visit

Day 9 End tour

- * Travel from Los Angeles to Europe
airline-imposed baggage fees, or fees
for any required passport or visa.
Optional excursions, optional pre-
paid Tour Director and multi-day bus
driver tipping, among other individual
and group customizations will be
listed as separate line items in the
total trip cost, if included.

INFORMED CONSENT/PERMISSION FORM FOR EDUCATION TRIPS

Category 4 or 5 - Students Under 18 Years

The St. Stephen Catholic Secondary School is arranging
March Break 2024 trip to France, Switzerland, Austria, & Germany
(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 March Break 2024 Trip 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 March Break 2024 Trip to France, Switzerland, Austria, & Germany:
(describe activity)

1. Injury due to trip and fall
2. Injury due to transportation accident
3. Illness

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 March Break 2024 Trip on March 7 - 15, 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 March Break 2024 Trip France, Switzerland, Austria and Germany
(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 March Break 2024 Trip to France, Switzerland, Austria, and Germany (describe activity) to its students on or about March 7 - 15 2024.

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

ELEMENT OF RISK

Educational activity programs, such as, March Break 2024 trip to France, Switzerland, Austria, and Germany (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 March Break 2024 Trip to France, Switzerland, Austria & Germany (describe activity) arranged through the Peterborough Victoria Northumberland and Clarington Catholic District School Board on or about March 7 - 15.

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: _____



Code of Behaviour
France, Switzerland, Austria & Germany
March 7 - 15 2024



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

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

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

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

9. Dress appropriately. Clothing which is unacceptable on dress down days at school is unacceptable on the trip. In order to enter churches you must be wearing a shirt with sleeves, your shirt must meet your pants, and you cannot be wearing short shorts/skirts. You are not permitted to wander the halls of the hotel or lobby areas wearing pyjamas.
10. All participants are subject to the laws of the countries they are visiting. Shoplifting, illegal drug possession and other offences carry severe consequences.
11. Students may not rent, drive or be a passenger in any vehicle (car, bike, motorcycle, etc) unless approved by a chaperone. (Emergency use of taxis is permitted)
12. A student who chooses not to follow the outlined expectations, is subject to the appropriate consequences during the trip and upon his/her return, which may include suspension from school and/or the loss of future school excursion privileges.
13. If, in the judgement of the chaperones, the action of a student seriously breaches the Code of Behaviour, that **student will be sent home** on the first available commercial flight at the expense of the parent/guardian.
14. You are to listen to the chaperones from our group. Regardless of what the groups we are paired with is doing, you are to follow the rules laid out in this document and the directions of Ms. Richardson, Mr Walchuk, Ms. Green, Mr. Hendriks, and all chaperones.

.....

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

Parent/guardian Signature: _____

Date: _____

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

Student Signature: _____

Date: _____

Submit 1 copy & Keep one copy at home



March 1, 2024

Customs Official,

My child _____ is traveling on a March Break trip
(full name)

planned with Explorica by WorldStrides and is traveling with ____ other students and ____ teacher chaperones (total group size ____) from St. Stephen Catholic Secondary School Bowmanville.

By signing this letter I am giving permission for my child to be traveling: leaving Toronto Pearson International Airport on March 7, 2024 arriving in Paris March 8, 2024. Returning from Munich to Toronto Pearson International Airport on March 15, 2024. The group will be traveling throughout Italy according to the detailed itinerary on the reverse.

Should you need to contact me/us:

Guardian 1 Name: _____

Address: _____

Phone Number: _____

Guardian 1 Signature: _____

Guardian 2 Name: _____

Address: _____

Phone Number: _____

Guardian 2 Signature: _____

Itinerary

Day 1 Start tour

Day 2 Bonjour Paris

Meet your tour director and check into hotel

Paris city walk

Île de la Cité, Notre-Dame Cathedral, Île St. Louis, Latin Quarter visit

Louvre visit

Dinner in Latin Quarter

Day 3 Paris landmarks

Paris guided sightseeing tour

Arc de Triomphe, Champs-Élysées, Eiffel Tower, Champ de Mars, École Militaire, Les Invalides, Conciergerie, Tuileries Garden, Place Vendôme, Opera House

Eiffel Tower ascent

Seine River cruise

Mass

Montmartre & Sacre Coeur night walking tour

Day 4 Paris--Lucerne

Travel to Bern on the TGV (one of Europe's fastest train)

Bern tour director-led sightseeing

Travel to Lucerne

Day 5 Lucerne landmarks

Lucerne tour director-led sightseeing

Löwendenkmal (Lion Monument), River Reuss, Kapellbrücke

Mt. Pilatus excursion

Traditional Swiss dinner

Day 6 Lucerne--Innsbruck

Travel to Innsbruck via Liechtenstein

Innsbruck city walk

Golden Roof, Triumphbogen, Olympic site

Day 7 Innsbruck--Munich

Travel to Munich

Neuschwanstein Castle guided visit

Bavarian bratwurst dinner

Day 8 Munich landmarks

Munich guided sightseeing tour

Residenz, Nymphenburg Palace Gardens visit, Alte Pinakothek, Deutsches Museum, BMW Headquarters visit, Olympic site of 1972, Frauenkirche, Neues Rathaus, Marienplatz, Hofbräuhaus

Dachau Concentration Camp & Memorial visit

Day 9 End tour

EMERGENCY ACTION PLAN

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

Trip: France, Switzerland, Austria & Germany March Break

Date: March 7-15 2024

Supervisor in Charge: Angela Richardson

Emergency Item	Action Plan
Emergency Contacts <i>Include full names and phone numbers for the following individuals:</i> Supervisor in Charge Additional Supervisors School Principal	Angela Richardson 705-768-0521 Kevin Walchuk 905 - 925 - 2416 Nora Green 705 - 749 - 7133 David Hendriks 905-244-7642 Michelle Rodriguez 905 - 447 - 0576 Dan Mann 705 - 931 - 2949
Location of Activity <i>Address of Facility</i>	Various locations through France (Paris), Switzerland (Bern to Lucerne), Austria (Innsbruck), and Germany (Munich) with a transit stop in Liechtenstein.
Student List <i>Include full student names and birthdates</i>	This list will be submitted after students sign up and the list is finalized.
Parent Contact List <i>Include full parent names and phone numbers</i>	This information will be submitted after students sign up and the list is finalized.
Nearest Hospital <i>Address of nearest Hospital</i>	The nearest hospital will vary depending on where we are when on tour. Using Explorica by Worldstrides means that we have a doctor on call 24 hours a day. We can call that doctor and get information on where to go and when to seek other medical attention. Our Tour Director will also know which hospitals are nearby throughout our stay. Explorica by

Border Crossing Plan <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>If a student is unable to cross the border then a staff member will stay with them until home is contacted. Then the staff member will ensure that the student is safely escorted to their home. Communication will occur via cell phone. Angela Richardson will have her cell activated in all countries and at all times.</p> <p>If a teacher is not able to cross the border then they will contact home</p>
First Aid Kit <i>A first-aid kit must be accessible at all times</i>	<p>A first-aid kit will be brought on the trip and carried by a chaperone.</p>
Plan of Care <i>A copy for each applicable student must be printed from Edsembli</i>	<p>This will occur with assistance from admin after the list has been created.</p>
Concussion Protocol <i>A copy of the required policy and forms must be available for completion in the event of a suspected concussion</i>	<p>The trip information binder that the chaperones have will also include the concussion protocol so that it is available should staff require it.</p>
Heat Warning <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>All of the information provided (to the left) as a recommendation from the board/public health will be followed.</p> <p>In addition, our Tour Director will be aware of any extra protocols that we can take. We will also have access to the Explorica medical team as needed.</p>
Cold Warning <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>All of the information provided (to the left) as a recommendation will be followed.</p> <p>In addition, our Tour Director will be aware of any extra protocols that we can take. We will also have access to the Explorica Medical team as needed.</p>

<p>Tornado Warning 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 & 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>All of the actions on the left will be followed. In addition, our Tour Director will be aware of any extra protocols depending on where we are. We will also have access to the Explorica medical team as required.</p>
<p>Thunderstorm Warning 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>All of the actions on the left will be followed. In addition, our Tour Director will be aware of any extra protocols depending on where we are. We will also have access to the Explorica medical team as required.</p>
<p>High Wind Warning 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>All of the actions on the left will be followed. In addition, our Tour Director will be aware of any extra protocols depending on where we are. We will also have access to the Explorica medical team as required.</p>
<p>Flood Advisory When issued by the local conservation authority, schools will take advised precautions to maintain the safety of staff and students.</p>	<p>All of the actions on the left will be followed. In addition, our Tour Director will be aware of any extra protocols depending on where we are. We will also have access to the Explorica medical team as required.</p>



WorldStrides®
Educational Travel & Experiences

Safety and Security Plan

2022-2023





Emergency Response Plan

WorldStrides Canada's approach to safety and security is to be prepared. We always plan not to have a crisis, but we prepare for everything just in case. WorldStrides Canada has a very comprehensive internal response plan (including a major and minor incident response plan) regarding the many emergency situations that may occur while on tour.

We conduct emergency drills with our WorldAssist Team, Tour Directors, and select staff yearly in order to practice handling emergencies. The teacher and chaperones, along with the WorldStrides Canada Tour Director, are responsible for the safety of the students while on tour.

In the event of a crisis, our emergency plans are immediately activated. Every emergency situation is tracked in our Tour Centre Incident Management System, and no issue is closed until the emergency is completely resolved. All levels of the company are involved in order to resolve any situation. This includes the direct involvement of the Tour Director, their communications to the Health and Safety Department, Tour Director supervisors, the Emergency Support Department, the Operations Department, and our Customer Care Department. There is a corresponding priority and escalation process, with senior executive involvement only a mobile phone call away, 24 hours per day.

At WorldStrides Canada, we consider an emergency as follows:

- * A serious, unexpected, and often dangerous situation requiring immediate action.
- * A situation that poses an immediate risk to health, life, property, or environment.
- * A situation or event that has caused unexpected consequences, changes, or has affected the tour, the participants, or the Program Leaders and the ability of the tour to continue to run as planned. For us, these can also be quality concerns or tour flow concerns in addition to traditional "emergency" situations.

We believe that each incident requires a customized approach, which is why we dedicate substantial resources to incident and emergency management. The examples provided in the subsequent pages detail our individual approach to situations we have managed in the past. While these examples provide an outline, we recognize that every situation is unique and will be approached as such.

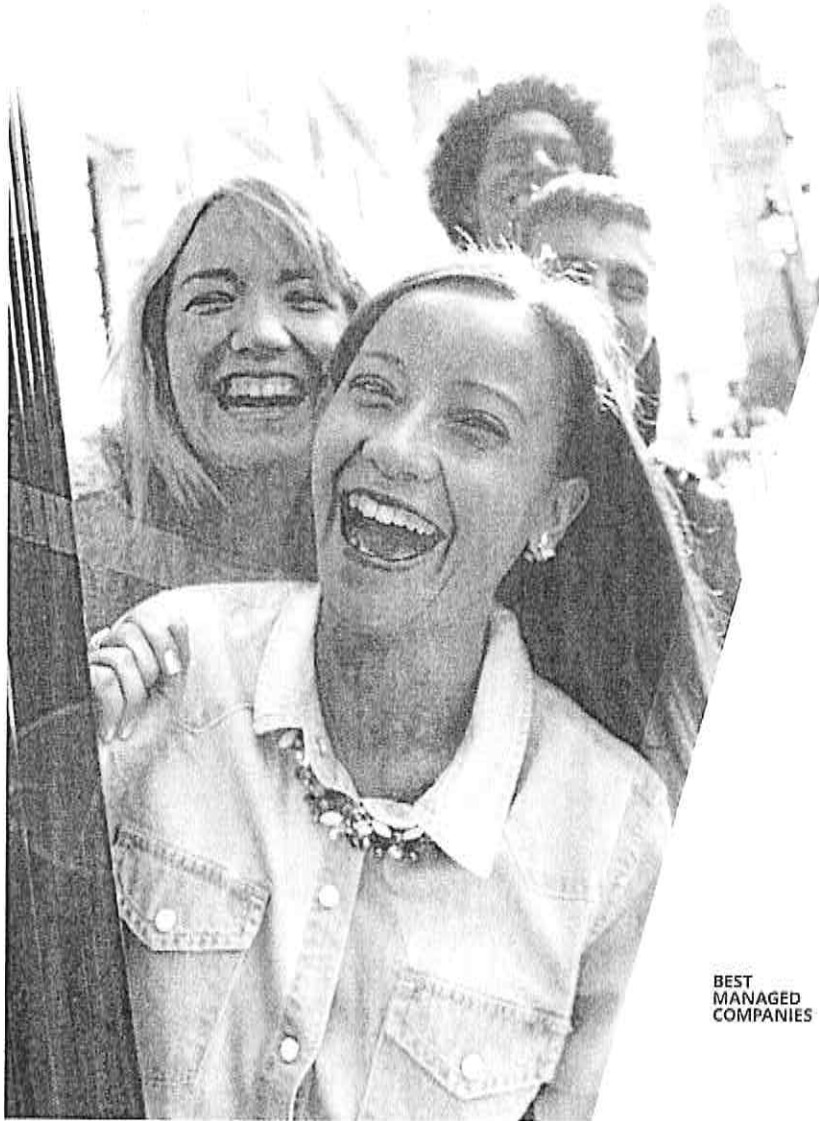
Some examples of crises we have handled where there were tour participants impacted include grounded flights due to Icelandic volcano eruption (2010); Arab Spring (2011); Japanese Tsunami (2011); Paris bombing (2015); Brussels and Nice bombing (2016).

WorldStrides Canada partners with Crisis24 who is the premier integrated risk management firm focused on empowering our travellers with the best intelligence and insights should a crisis occur nationally or overseas.



Explorer

TuGo Travel Insurance



STUDENT PACKAGE

BEST
MANAGED
COMPANIES



ABOUT US

North American Air Travel Insurance Agents Ltd. doing business as TuGo® is a licensed insurance agency in all Canadian provinces and territories.

TuGo is a third-party administrator of travel insurance products and services. We develop and administer a variety of travel insurance plans for Canadian business and leisure travellers, visitors to Canada and international students.

OneWorld Assist Inc. doing business as **Claims at TuGo** is our claims and assistance provider and performs all assistance services and administers claims on our behalf under this policy. **Claims at TuGo** provides ISO 9001:2015 certified service.

At TuGo, our mission is to help travellers have better experiences. TuGo specializes in products and services that enhance and enable travel. Founded in 1964, TuGo understands its customers' needs and is driven to provide top-rated service how, when and where its customers want it.

Our address is 11th Floor, 6081 No.3 Road, Richmond, BC V6Y 2B2 Canada



TuGo is a proud member of The Travel Health Insurance Association (THIA). Travel insurance is designed to give all travellers the ability to protect themselves against unexpected medical costs and other expenses associated with the cancellation, interruption or delay of travel arrangements. The Travel Health Insurance Association (THIA) has developed a Travel Insurance Bill of Rights and Responsibilities to ensure travellers know what to expect from their travel insurance policies along with responsibilities they have when purchasing travel insurance. The Travel Insurance Bill of Rights and Responsibilities builds upon the following golden rules of travel insurance:

- Know your health
- Know your policy
- Know your trip
- Know your rights

For more information, visit thiaonline.com/Travel_Insurance_Bill_of_Rights_and_Responsibilities.html

IMPORTANT NOTICE – READ CAREFULLY BEFORE YOU TRAVEL

You have purchased a travel insurance policy – what's next? We want you to understand (and it is in your best interests to know) what your policy includes, what it excludes, and what is limited (payable but with limits). Please take time to read through your policy before you travel. Italicized terms are defined in your policy.

- Travel insurance covers claims arising from sudden and unexpected situations (i.e. accidents and *emergencies* and typically not *follow-up* or recurrent care).
- To qualify for this insurance, *you* must meet all of the eligibility requirements.
- This insurance contains limitations and/or exclusions (i.e. *pre-existing medical conditions* that are not *stable*, pregnancy, child born on trip, excessive use of alcohol, high risk activities).
- This insurance may not cover claims related to *pre-existing medical conditions*, whether disclosed or not at time of policy purchase. It is *your* responsibility to review the *pre-existing medical condition* exclusions and stability requirements, understand how they apply to *you* and how they relate to *your* departure date, date of purchase and/or effective date.
- In the event of a claim, *your* prior medical history may be reviewed.
- If *you* have been asked to complete a Medical Questionnaire and any of *your* answers are not accurate or complete, an extra deductible may apply.
- If *your* health changes after *you* have purchased *your* insurance, *you* are not required to call to update *your* Medical Questionnaire (if applicable) or modify *your* application. However, *your* health change may affect *your* coverage for *pre-existing medical conditions* and *you* may choose to contact us to review *pre-existing medical condition* coverage and discuss whether other coverage options are available.

IT IS *YOUR* RESPONSIBILITY TO UNDERSTAND *YOUR* COVERAGE. IF *YOU* HAVE QUESTIONS, CONTACT *US* or visit tugo.com.

PLEASE READ *YOUR* POLICY CAREFULLY BEFORE *YOU* TRAVEL.

This policy contains a provision removing or restricting the right of the insured to designate persons to whom or for whose benefit insurance money is to be payable.

All words in italics have a specific meaning with a corresponding definition. Refer to the Definitions section on page 37 for details.

10-DAY FULL REFUND PROVISION

You have 10 days starting from the *application date* of the Policy to review this Policy to ensure it meets *your* Insurance needs. A full refund is available provided no travel has taken place and the Policy has not expired.

To cancel *your* Policy, *you* must contact *your* agent or *us* during business hours. The request must be received no later than 10 days starting from the *application date* of the Policy.

Other refunds may be available, please refer to the Refunds section.

SCHEDULE OF BENEFITS

The following plans are included in your insurance package:

COVERAGE		MAXIMUM LIMITS PER INSURED
Emergency Medical		\$1,000,000
Trip Cancellation & Trip Interruption	Trip Cancellation	Trip cost*
	Trip Interruption (includes missed connection and travel delay)	Trip cost** or up to the benefit limit specified
Accidental Death and Dismemberment		\$25,000
Baggage		\$3,000

*The maximum trip cost for trip cancellation is \$15,000.

**The maximum trip cost for trip interruption is \$15,000.

INSURING AGREEMENT

You will become insured once *you* have:

- a Completed the online application provided by *us* or *your* agent, and
- b Paid the premium in full for the selected coverage; and
- c Received a policy number and Policy declaration.

This policy wording along with *your* Policy declaration become *your* insurance contract.

We will provide Insurance for the coverage *you* have paid for according to the terms and conditions as detailed in this policy wording. Refer to each applicable plan for details on the coverage *you* have purchased insurance for.

All the limits of Insurance under each benefit are *aggregate limits per insured*, per trip, unless otherwise stated.

ELIGIBILITY

At the time of application, *you* are eligible for coverage if:

- 1 *You* have booked and paid for *your trip*,
- 2 *You* are a *Canadian resident*.
- 3 *You* are not travelling against a *physician* or other registered medical practitioner's advice.
- 4 *You* have not been diagnosed with a *terminal condition*.
- 5 *You* are not receiving palliative care or palliative care has not been recommended.

PERIOD OF COVERAGE

Applicable to Emergency Medical Insurance

Coverage commences on the later of:

- 1 The date and time *you* depart from *your* province/territory of residence or Canada; or,
- 2 The effective date of the Policy.

Coverage terminates on the earliest of the following:

- 1 At 11:59 PM on the expiry date of the Policy;
- 2 On the date and time when *you* return to *your* province/territory of residence, except as outlined below:
One temporary visit to *your* province/territory of residence, is permitted during *your* period of coverage provided the temporary visit is unexpected or beyond *your* control; *your* Policy will not terminate, however *you* will not be covered while in *your* province/territory of residence. There will be no refund for the number of days *you* spend in *your* province/territory of residence.

Applicable to Trip Cancellation Insurance

Coverage commences on the *application date* of the Policy and terminates on the earlier of:

- 1 The date of the cause of cancellation before *your departure date*; or,
- 2 At 11:59 PM on the day before *your departure date*.

Applicable to Trip Interruption Insurance

Coverage commences on the *departure date* and terminates on the earlier of:

- 1 The date *you* return to *your departure point*; or,
- 2 At 11:59 PM on the expiry date of the Policy, as shown on the Policy declaration.

If *your* return is delayed due to a covered risk, coverage terminates on the date *you* return to *your departure point* or within 30 days after the original scheduled *return date*, whichever is earlier.

**Applicable to Accidental Death & Dismemberment Insurance and
Baggage Insurance**

Coverage commences on the date and time *you* leave for *your* trip. Coverage terminates on the earliest of the following:

- 1 At 11:59 PM on the expiry date of the Policy;
- 2 On the date and time *you* return to *your* ordinary place of residence, except as outlined below:
 - a If *your* trip is interrupted before the scheduled return date as a result of an event as mentioned under the Trip Cancellation & Trip Interruption benefit numbers 7 and 8; *your* Policy will not terminate, however *you* will not be covered while in *your* province/territory of residence. There will be no refund for the number of days *you* spend in *your* province/territory of residence.
 - b If *you* are returned to *your* province/territory of residence under the Emergency Air Transportation Benefit or the Airfare to Return Home for Treatment Benefit during the period of coverage, coverage will be suspended during *your* temporary return and will resume once *you* return to *your* trip destination under the Return to Your Destination benefit. In this case, *your* Policy will not terminate, however *you* will not be covered while in *your* province/territory of residence. There will be no refund for the number of days *you* spend in *your* province/territory of residence.

Coverage shall be void if purchased after the date of departure from *your* province/territory of residence or for a trip not originating in Canada.

Top-up is not available under this Insurance.

Trustee Professional Development, Canadian Catholic School Trustees' Association (CCSTA) Annual General Meeting and Conference, June 1-3, 2023.

R.A.: that trustees wishing to do so, be authorized to attend the Canadian Catholic School Trustees' Association (CCSTA) Annual General Meeting and Conference, June 1-3, 2023, in Saskatoon, Saskatchewan.