
Regular Board Meeting

Tuesday, April 25, 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 March 28, 2023 Regular Board Meeting. **Page 6**
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. Holy Cross Catholic Secondary School Student International Excursion to Switzerland and France, March 7-15, 2024. R.A.: Page 16 Details: Page 17
Jonathan Di Ianni, Superintendent of Learning, Sherry Davis, Principal, Holy Cross Catholic Secondary School, and Stacy Higgins, Teacher, Holy Cross Catholic Secondary School.
2. R.A. St. Peter Catholic Secondary School Student International Excursion to New York City, USA, October 5-9, 2023. R.A.: Page 66 Details: Page 67
Jonathan Di Ianni, Superintendent of Learning, Shannon Brady, Principal, St. Peter Catholic Secondary School, and Adam Janssen, Teacher, St. Peter Catholic Secondary School.
3. Delegation: Changes to Bell Times.
Erika Hamm, Parent.
4. Providing Excellence in Teaching and Learning: English as a Second Language, English Language Learners, and Multilingual Learners.
Julie Selby, Superintendent of Learning and Adam White, Learning Consultant.
5. Protecting the Environment: Updates on PVNCCDSB Initiatives.
Sheila Piggott, Superintendent of Learning and Annie Corkery, Learning Consultant.

D. Programs and Services:

E. Business, Finance and Governance:

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

2. STSCO Governance Committee, Open Session Report, March 29, 2023.
Jenny Leahy, Board Vice-chairperson.
3. R.A. Recommended Action from the Committee-of-the-Whole, April 11, 2023: St. Elizabeth Boundary and Program Review. Page 85
Mary Ann Martin, Chairperson, Committee-of-the-Whole.
4. R.A. Student Trustee Professional Development, OSTA-AECO Annual General Meeting and Conference, May 18-21, 2023. Page 86
Jenny Leahy, Board Vice-chairperson.

F. Human Resources:

G. Policy Development:

1. R.A. Recommended Actions from the Policy Development Committee Meetings, February 7, 2023, and April 18, 2023. R.A.: Page 87 Report: Page 88
Loretta Durst, Chairperson, Policy Development Committee.

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, April 17, 2023.

L. Future Meetings and Events:

1. Board Meetings:
 - a. Regular Board Meeting Open Session, May 23, 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 Meeting, May 8, 2023, 5:30 p.m.
 - b. Committee-of-the-Whole Meeting, May 8, 2023, 6:30 p.m.
 - c. Policy Development Committee Meeting, May 30, 2023, 6:30 p.m.
3. Other Committee Meetings: (Listed in chronological order.)
 - a. French as a Second Language Advisory Committee, April 26, 2023, 6:30 p.m.
 - b. Special Education Advisory Committee, April 27, 2023, 6:30 p.m.
 - c. Accessibility for All Committee, May 4, 2023, 1:00 p.m.
 - d. Faith and Equity Advisory Committee, May 11, 2023, 6:30 p.m.
 - e. Student Council Liaison Committee, May 23, 2023, 4:15 p.m.
 - f. Catholic Parent Engagement Committee, June 5, 2023, 6:30 p.m.
 - g. First Nation Métis Inuit Advisory Committee, June 6, 2023, 6:30 p.m.
 - h. STSCO Governance Committee, June 8, 2023, 3:00 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, Toronto.
 - 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, St. Catherine Catholic Elementary School, June 13, 2023.

M. Conclusion:

1. Report from the In-camera Meeting, April 25, 2023.
2. Closing Prayer.
3. Adjournment.



Minutes

The Minutes of the Open Session of the Regular Board Meeting, held on Tuesday, March 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, 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, Sean Heuchert, Father Paul Massel, Stephen O'Sullivan, Sheila Piggott, and Julie Selby.

Recorder – Michelle Kennedy

Regrets:

Madelyn Gaskell (Junior Student Trustee).

A. Call to Order of the Open Meeting:

The Board Chairperson Kevin MacKenzie called the meeting to order at 6:37 p.m. Principal representative Trevor Poechman and Vice-principal representative Jill Barker, from St. Stephen Catholic Secondary School were welcomed by the Board Chairperson, along with the other in-person guests and those who had joined online.

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 Mike Ayotte, seconded by Jenny Leahy
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 February 28, 2023, Regular Board Meeting.

MOTION: Moved by Kathleen Tanguay, seconded by Mary Ann Martin
that the minutes of the February 28, 2023, 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, Director of Education, presented the Report from the Director of Education, which included the following points:

- Prayers offered for the St. Catherine Catholic Elementary School community who mourn the loss of a sibling of one of their students.
- The board mourns the loss of Nicole Fortin, beloved teacher at St. Anne Catholic Elementary School. We pray for Nicole's family and for the students and staff in their grief.
- We pray for the repose of the soul of Ray Stewart, former employee of PVNCCDSB who retired in 1997 as the long-serving Supervisor of Transportation and Purchasing.
- The board prays for Jack Doris and his grieving family. Mr. Doris was Peterborough's longest serving city council member who started his political career as a trustee for this board in 1966.

- Pray for healing in Nashville and acknowledge the tragedy of lives lost due to gun violence at an elementary school.
- Archbishop Francis 'Frank' Leo was installed as the new Archbishop of Toronto and succeeds Cardinal Thomas Collins.
- Thank you to trustees who have travelled to the school locations throughout the month of March to see our wonderful facilities and the learning happening within them. Gratitude was extended to the staff and students who have received the trustees and welcomed them into their school communities.
- Following March Break, teachers have returned to various professional development opportunities in Aspiring Leaders, Math, Special Education, and 'The Third Path'.
- Conducted a consultation with elementary and separately with secondary students to discover their thoughts and attitudes towards the 'Fully Alive' Family Life program. Their feedback will be reported to the Institute for Catholic Education and will inform the renewal of the program that is being undertaken.

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

2. Report from the Student Trustees.

Senior Student Trustee, Siobhan Marie gave the Student Trustee report which included the following highlights:

- There has been an abundance of student-led initiatives and activities that have taken place in the month of March.
- Progress reports went home last week and many parent-teacher conferences have taken place to ensure student success in the last months of the school year.
- Some students from St. Peter Catholic Secondary School participated in the Kawartha Engineering competition and others attended an environmental symposium at Algonquin Park. Students studying French have registered for the DELPH, an exam that certifies their proficiency.
- Athletic endeavours continue in the preparation for Track and Field, Badminton, Hockey and Basketball, and Baseball.
- Students represented St. Thomas Aquinas Catholic Secondary School at the East Central Farm show promoting programs at the school.
- Bee-keeping initiatives have begun at Holy Trinity CSS and St. Stephen CSS.
- World Down Syndrome Day was celebrated at many schools with the theme "Rock your Socks."

- Many Lenten activities have taken place to benefit various local and global charitable causes, including a fundraiser to celebrate International Women's Day at St. Mary Catholic Secondary School where proceeds from cookie sales benefited Cornerstone Family Violence Protection Centre.
- At the Student Council Liaison Committee Meeting, Benjamin, the board's Equity Advisor, Dr. Cynthia Chan Reynolds, Board Psychologist, and Jennifer Angelo, Mental Health Lead, led the committee in a discussion about the importance of mental health and supporting students' health and well-being from a student leadership perspective.
- Next month, the committee looks forward to the upcoming junior student liaison elections which will lead to a new Junior Student Trustee for the coming school year.

Siobhan Marie 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:

- PVNC Catholic Blood Donor team was created in response to the Canadian Blood Services call to replenish stores weakened through the winter months by illness and winter storms. All staff are invited to join the team as PVNC Catholic becomes a 'Partner for Life'.
- Gabriella deHaas, student from St. Mary Catholic Secondary School, has been recognized by the prestigious Loran Scholars Foundation for her community involvement and leadership to advocate for Indigenous education and reconciliation in her school community.
- "Great Big Crunch" was celebrated at St. Patrick Catholic Elementary School to recognize the Student Nutrition Program as an integral part of the school day that greatly contributes to student health and well-being.
- Good Shepherd CES welcomed educators from the Netherlands to study deep learning projects in their classrooms. The group of 30 educators from Helmond, Netherlands visited the school as one of several stops across Ontario to see how deep learning is put into practice.
- Everyday Heroes continue to be celebrated as staff members are nominated for their everyday actions that uplift and make their workplaces better places to be.

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

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 introduced Trevor Poechman, Principal at St. Stephen Catholic Secondary School and stated her support of this excursion. Mr. Poechman gave a brief overview of the proposed excursion and invited Angela Richardson, Teacher at St. Stephen Catholic Secondary School, to review the excursion details and highlighted the curriculum connections.

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

Carried.

2. Delegation: St Elizabeth Catholic Elementary School Boundary.

Board Chairperson, Kevin MacKenzie introduced and invited Stacey Irwin, Parent from St. Elizabeth Catholic Elementary School to come forward to give her fifteen-minute delegation to the Board of Trustees on the proposed solutions to alleviate student population at St. Elizabeth Catholic Elementary School.

Stacey Irwin reviewed the options that are being investigated for possible implementation in September, 2023. The options include moving Grade 8 students to a temporary campus at St. Stephen Catholic Secondary School or transporting students who live north of Concession 3 to St. Mother Teresa Catholic Elementary School in Courtice. Positive and negative aspects were noted for both of the options and other alternative considerations were requested with respect to 'co-horting' students to lessen numbers on the playground, waiting to see the effects of the new public school and consideration of school boundaries for all Clarington Catholic elementary schools.

At the conclusion of the presentation, trustees were able to ask clarifying questions. Ms. Irwin was commended for bringing her concerns forward and assured that the trustees would be reviewing the information provided very carefully in the process of the decision making.

3. Providing Excellence in Teaching and Learning: Indigenous Education.

Julie Selby, Superintendent of Learning, introduced Jacqueline Gorveatt, Learning Consultant, and Michael Mooney, Learning Consultant who presented a comprehensive overview of the Indigenous Education program and initiatives being undertaken at PVNC Catholic. The presentation included examples of the programs and classroom work and the Indigenous teachings and practices that serve as a foundation to the learning. Future professional development, administrative procedure development, initiatives and goals for the Indigenous education program were also presented.

At the end of the presentation, the superintendent and learning consultants answered questions from the trustees.

4. Nurturing Mental Health and Well-being.

Superintendent of Special Education, Jeannie Armstrong, introduced Board Psychologist, Dr. Cynthia Chan Reynolds and Board Mental Health Leads Jennifer Angelo and Mandy Hamu who delivered a presentation on Mental Health and Well-being entitled, "Walking the Third Path" and how the initiatives directly relate to the board's strategic direction, vision and mission. The presentation included an overall review of the Being Well Strategic plan, the concept of the Third Path and how it can be incorporated into the plan.

The presenters invited questions from the trustees at conclusion of their presentation.

D. Programs and Services:

E. Business, Finance and Governance:

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

The Board Chairperson, Kevin MacKenzie, reported that PVNCCDSB has been invited by OCSTA to host their Fall Eastern Regional Meeting scheduled for September 20, 2023. Boards from Eastern Ontario will be invited to day-long meetings at the Catholic Education Centre.

Kevin MacKenzie noted the recent memorandum that was sent by the OCSTA from President Pat Daly, in response to the provincial budget that was presented in the legislature on March 23, 2023..

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

MOTION: Moved by Kathleen Tanguay, seconded by Mary Ann Martin
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.

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 the Board of Trustees met on March 20th and accepted the resignation of Joan Carragher, Director of Education, effective August 31, 2023.

Kevin MacKenzie remarked that the staff and students of PVNCCDSB have been extremely fortunate to have had Joan Carragher as part of their community during the majority of her 33-year career, serving as a teacher, vice-principal, principal, superintendent and then director of education. He noted that when she was hired in December, 2020, she led the board through extremely challenging times and led the process to the current strategic direction. Mr. MacKenzie thanked Ms. Carragher for her unwavering commitment and wished her well-deserved time off with her family.

Joan Carragher, Director of Education responded and noted that the job posting will be made public in the next day. She stated that she has followed Proverbs 3:5-6, "Trust in the Lord with all your heart" and thanked the board for the opportunity to serve and she will continue with her unwavering commitment and prayers for the trustees as they make their way through the recruitment process.

2. Committee Chairperson's Report:

a. First Nation Métis and Inuit Committee, March 7, 2023.

Trustee Mike Ayotte reported that the committee is well-represented and represents a great deal of diversity which brings many voices to the table and noted that the Land Acknowledgement that was presented at the committee was memorable.

Trustee Ayotte also highlighted the various initiatives and activities that took place at the committee meeting. He reported that an Indigenous Student Conference will be held on May 25th. The development of an Indigenous Education Administrative Procedure is anticipated in the fall of 2023 and the hiring of an Indigenous language teacher is underway.

b. Special Education Advisory Committee, March 23, 2023.

Trustee Kathleen Tanguay reported that the committee received information about Special Education Resource Teachers and the literacy assessments that they conduct. It was noted that catch-up funding will be discontinued and the Ministry funding for next year through the Grants for Student Needs has not been given to boards as of yet. Teacher Erin Bibby gave a presentation regarding Autism Spectrum Disorder and services available to students at the conclusion of secondary school. A presentation on Destreaming by Sheila Piggott, Superintendent of Learning and Sandra Connolly, Learning Consultant was also heard.

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's Committee, April 11, 2023, 5:30 p.m.
- b. Committee-of-the-Whole, April 11, 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. STSCO Governance, 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, 4:30 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 (SAL), TBA.
- 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. 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, Guest Speaker Event – Kevin Cameron, June 13, 2023, *location to be confirmed*.

M. Conclusion:

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

MOTION: Moved by Loretta Durst, seconded by Kathleen Tanguay

that the Board approve the actions and the discussions arising from the Regular Board Meeting in-camera session, held on March 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 February 28, 2023 Regular Board Meeting In-

camera minutes and the Approval of the March 20, 2023
Special Board Meeting Double In-camera minutes.

D. Business, Finance and Governance:

1. OCSTA In-Camera Report.

E. Human Resources:

1. Staffing Updates

Convened in Double In-camera Session.

I. Convening in Open Session:

1. Closing Prayer.
2. Motion to convene in Open Session.

Carried.

2. Closing Prayer

Board Chairperson, Kevin MacKenzie led the closing prayer to end the meeting.

3. Adjournment

MOTION: Moved by Joshua Glover, seconded by Mary Ann Martin
that the open session meeting be adjourned at 9:16 p.m.

Carried.

Kevin MacKenzie
Board Chairperson

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

Proposed Holy Cross Catholic Secondary School, Student International Excursion to Switzerland and France, March 7-15, 2024.

R.A.: that the proposed Holy Cross Catholic Secondary School Student Excursion to Switzerland and France, 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.

April 11, 2023

Administration



CATEGORY 5 APPROVAL FORM

Teacher/Organizer: Stacy Higgins & Nathalie McDermott	School: Holy Cross Secondary School
Adult Supervisors Attending: Stacy Higgins, Nathalie McDermott, Michelle Clay, Serena McKenna, Mike Burgess	
Destination: Switzerland and Paris	Mode of Transportation: Airplane/ Bus/Train
Grade/Course: Grades 10,11,12 (co-instructional)	Date of Submission: March 28 th , 2022
Departure Date: March 7th, 2024	Return Date: March 15th, 2024
Number of Students: boys:20 girls 20:	Number of Adult Supervisors: female: 4 male: 1
Name of Travel Agent: Explorica Educational Travel	Type of Excursion: <input type="checkbox"/> Curricular <input checked="" type="checkbox"/> Co-instructional
Total cost to be paid by each Student: \$4199.00	

Summary of Proposed Activity: Students will have the opportunity to immerse themselves in two incredible cultures of both Switzerland and France. They will travel with a licensed tour guide to a variety of historic locations including: Bahnhofstrasse, Lucerne, UNESCO Biosphere Entlebuch, Mt. Titlis, Chateau de Chillon, Geneva and finally to Paris.

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

Estimated Cost for Entire Group:		Anticipated Sources of Revenue:	
Accommodation	\$	School Accounts	\$
Travel	\$	School Fund-raising	\$
Cost of Supply Teachers	\$ embedded in total price/ \$50.00 per student	Student/Parent share	\$4199.00
Meals	\$	Other:	\$
Programs/Materials	\$	Other: Teacher contributions, if applicable	\$
Other	\$		
Total	\$4199.00/ student or \$167, 960 (assuming a group of 40 students)	Total	\$ 4199.00 or \$167, 960 (assuming a group of 40 students)

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

- | | |
|--|---|
| <ul style="list-style-type: none"> ✓ Itinerary ✓ Contract Information ✓ Additional Medical Coverage needs considered ✓ History of Excursion – number of years: ✓ Certification required by staff attending: will have required safety certification ✓ Educational objectives stated | <ul style="list-style-type: none"> ✓ Information and consent letter to parents ✓ Liability waivers signed ✓ Supervision ratio in alignment with A.P. 305 (1:6 ratio) ✓ List of destination/emergency phone numbers provided ✓ Passports (required) ✓ All safety considerations accounted for at the upcoming Parent meetings in 2023-2024 |
|--|---|

COMPLIANCE WITH OPEHA GUIDELINES FOR HIGH CARE ACTIVITIES Reviewed

Stacy Higgins
Teacher Signature

Sherry Davis
Principal Signature

[Signature]
Superintendent Signature

April 6th, 2023
Date

April 6, 2023
Date

Date

2018/02

Mr. Jonathan Di Ianni
Superintendent of Learning/ Student Success
The Peter L. Roach Catholic Education Centre
P.V.N.C. Catholic District School Board
1355 Lansdowne St. West
Peterborough, ON K9A 7M3

Thursday, February 2nd, 2023

Dear Mr. Di Ianni,

Please accept this letter as a request for approval of a proposed international March Break trip. Holy Cross Catholic Secondary School would like to tour Switzerland and Paris, France. This trip will take place during March Break; leaving March 7th and returning March 15th, 2024. Holy Cross staff has both previously organized and chaperoned on several different trips and are bringing with them seasoned staff to support this one. We have found that the students thoroughly enjoyed the itineraries and travel experiences and are looking forward to this opportunity.

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

The student to chaperone ratio will be 8 to 1.

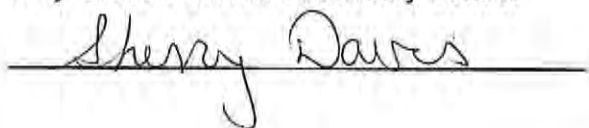
Attached please find:

- An Out of School Activity Request for Approval Form (Category 5)
- A copy of the itinerary
- Historical and educational significance of the trip
- Contract information & Terms and Conditions
- Cost and sharing arrangements
- Details of medical and travel coverage
- Waivers
 - o International Travel Registration form
 - o Participant release and agreement form
 - o Release and indemnification Form for Education Trips (over 18 years)
 - o Informed consent form for Education Trips (under 18 years)
 - o Custom Form
 - o Student Code of Behaviour
- Emergency contact numbers
- Safety & Security Guide
- Parent Meetings

On behalf of the teachers listed, we look forward to the response and thank you for your consideration of this proposed trip.

Sincerely,

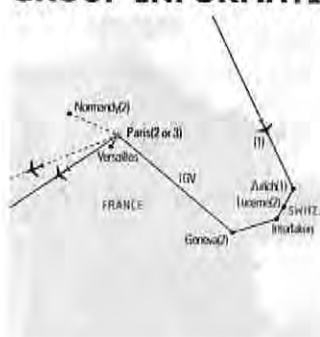
Sherry Davis, Principal
Holy Cross Catholic Secondary School





Switzerland & Paris

GROUP INFORMATION



TourCenter ID:
Higgins-3474

Departing From:
Toronto

Departing:
March 7, 2024

Returning:
March 15, 2024

Sign Up Deadline
May 1, 2023

Total Fee:* \$4,199.00

Tour Quote Breakdown

The following fees apply to your full-paying participants:

Tour Fee*	\$4,147.00
Travel Protection Plan Plus	\$225.00
On-Tour Tipping	\$105.00
** Winter Discount	\$ -278.00

Total Fee* \$4,199.00

OR 11 monthly payments of \$356.73

After initial payment of \$275.00

* Last day for this Tour Fee is May 1, 2023.

** Only valid with voucher code Higgins2024

TOUR ITINERARY

Day 1 Start tour

Day 2 Guten Tag Zurich

Meet your tour director and check into hotel
Zurich tour director-led sightseeing
Old Town, quays of Zurich, Bahnhofstrasse

Day 3 Zurich--Lucerne

Travel to Lucerne
UNESCO Biosphäre Entlebuch guided tour
Traditional Swiss dinner

Day 4 Lucerne landmarks

Attend Catholic Mass *times TBD*
Mount Titlis excursion
Titlis Rotair, Titlis Cliff Walk, Glacier Cave

Day 5 Lucerne--Geneva

Travel to Geneva via Grindelwald

Day 6 Geneva Landmarks

Old Geneva city walk
Lausanne and Montreux excursion
Lausanne Tour Director-led sightseeing tour, Château de Chillon visit

Day 7 Geneva--Paris

Travel to Paris on the TGV

Additional Adult Fees

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

Adult Supplement	\$125.00
Twin Room Upgrade	\$315.00

Additional Adult Fee \$440.00

Free Chaperones

6 Travellers = 1 Free Chaperone

Your free place ratio is such that your group will fully contribute towards 5 free place(s), and partially contribute to an additional free place. We reimburse this partial contribution to you as a Cash Stipend.

5 Free Chaperones

Private Group Fees:

Your Tour is a Private Group Tour

As a Private Group, the cost of your tour will be based on the final group size. The Private Group amount in bold below has been included in the total cost of the trip quoted above and this is based on your estimated group size. If the final group

Paris city walk
Île de la Cité, Notre-Dame Cathedral, Île St. Louis, Latin
Quarter visit
Parc des Princes stadium guided visit
Seine River cruise

Day 8 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
Guided neighborhood foodie tour
Montmartre & Sacre Coeur night walking tour

Day 9 End tour

size is smaller or larger than estimated,
the Private Group amount will be
updated on each participant's account
the day after the final enrolment
deadline.

15-19 Travelers \$543

20-24 Travelers \$342

25-29 Travelers \$216

30-34 Travelers \$129

35-39 Travelers \$65

40+ Travelers \$0

TOUR FEE INCLUDES:

- Round-trip airfare
- 7 overnight stays (10 with extension)
In hotels with private bathrooms
- Full European breakfast daily
- Dinner daily
- Full-time services of a professional
tour director
- High-speed TGV train to Paris
- Guided sightseeing tours and city
walks as per itinerary
- Visits to select attractions as per
itinerary
- 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
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.

INTRODUCTION

Thank you for choosing TuGo. Be sure to bring this policy wording, your wallet card and your Policy declaration with you when you travel. These materials contain important contact information, if you need emergency assistance or want to extend your coverage while you're away.

Before you go, take note of these exclusive services:



TuGo Telemedicine powered by 1.800MD®

Visiting the USA? If you aren't feeling well and would like to seek medical advice, but don't think a clinic or hospital visit is necessary, you can access our convenient, prompt, and comprehensive telemedicine service* instead! Call toll-free at 1-866-419-9038 to be connected with a certified physician, who can provide consultation and a recommended treatment over the phone. You can even get your resulting prescription sent instantly to a pharmacy near you! More details at tugo.com.



MyTuGo

Login to my.tugo.com to manage your policy, find assistance using our Clinic Finder, open a claim online, download forms, as well as check your claim's status.



TuGo® Wallet app

Don't want to carry your paper wallet card, while away? Download the "TuGo Wallet" app to your phone or tablet, available from the **App Store** or **Google Play**.

Printing instructions:

To reduce the number of pages, configure your print setup to landscape orientation and select 2-sided printing with 2 pages per sheet or "booklet printing". If you only need to print certain pages, you can choose to just print the current page in view, or a range of pages (ie. 1-4, 1-10, etc.).

Safe Travels!

* TuGo Telemedicine is only available for travel within the USA. Subject to policy terms and conditions.



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 1200 - 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.

COVID-19

We will pay up to the Policy limit or as specified under each benefit limit in this plan for expenses incurred due to COVID-19.

Follow-up Visit

One *follow-up* visit within the 14 days after the initial *emergency treatment*, provided the *follow-up* visit is required as a direct result of the initial *emergency*.

Fracture Treatment

Following the initial *emergency treatment* and the one *follow-up* visit, we will pay up to a maximum of \$1,250 for the following *treatments* related to fractures:

- X-ray examinations; and,
- Re-examination *physician* visits; and,
- Casting and re-casting, if *medically necessary*; and,
- Cast removal

Eligible expenses must be incurred during the same trip and before *your* return to *your* province/territory of residence.

This benefit is only available in lieu of the Airfare to Return Home for Treatment Benefit.

Hospital Allowance

Up to \$100 per day to cover incidental *hospital* charges, which are billed by the *hospital*, such as TV rental and telephone charges.

Other Professional Medical Services

Up to a maximum of \$700 for any one incident at any time during the trip, per practitioner for the services of the following registered practitioners as a result of an *emergency*:

- Physiotherapist
- Podiatrist
- Chiropractor
- Optometrist
- Chiropodist
- Acupuncturist
- Osteopath

Dental Services

The services of a dentist or dental surgeon for *emergency* dental *treatment*, including the cost of prescription drugs and x-rays, as follows:

- a Up to the Policy limit for dental expenses *you* incur while on *your* trip, for an accidental blow to the face requiring the repair or replacement of sound natural teeth or permanently attached artificial teeth, including crowns, bridges and dental implants.

You are also covered for continuous treatment in *your* province/territory of residence for up to 30 days after *your* return, provided the *treatment* is related to the accidental blow to the face.

All *treatment* whether it occurs during *your* trip or in *your* province/territory of residence must be completed no later than 90 days after the initial *treatment* began.

This benefit does not cover dental *treatment* for veneers or dentures.

- b Up to a maximum of \$700 for dental expenses *you* incur while on *your* trip for any dental *emergencies* other than pain caused by an accidental blow to the face. *Treatment* must be completed within the 90 days after the *treatment* began and before *your* return to *your*

EMERGENCY MEDICAL INSURANCE

Benefits

Maximum limit—\$1,000,000

We will pay *reasonable and customary charges* for medical and related expenses up to the coverage limits for an *acute*, sudden and unexpected *emergency medical condition*. The charges must result from an *emergency* that first occurs after coverage commences and while *you* are travelling outside *your* province/territory of residence.

Eligible medical and related expenses are described below.

Emergency Medical Treatment

• Hospital Services

- *Hospitalization* services (limited to a semi-private room). Any coverage related to *hospitalization* terminates upon release from the *hospital* other than what is specified under the Follow-up Visit Benefit.
- Out-patient *treatment* provided by a *hospital*.

• Physician

The services of a *physician*.

• Ambulance Services

The services of a licensed ground, air or sea ambulance and paramedics to the nearest *hospital*. Fire rescue expenses are also covered if a fire rescue team is dispatched in response to *your* medical *emergency*. If an ambulance is medically required but is unavailable, *we* will reimburse *you* for taxi expenses, but the taxi receipt is required.

• X-ray Examinations

X-ray examinations and diagnostic laboratory procedures when performed at the time of the initial *emergency*.

• Prescription Drugs

Up to a maximum supply of 30 days for prescription drugs. All prescriptions must be issued by a *physician* and purchased in the 30 days from the initial date of the *emergency* visit and/or the *follow-up* visit. While *you* are *hospitalized*, *we* will pay the total cost of all prescription drugs, in addition to the 30-day maximum supply of related prescription drugs purchased in the 30 days from the release from *hospital*.

Over the counter medicine, vitamins, minerals and dietary supplements are not covered. Original pharmacy prescription receipts indicating the medication name, quantity, dosage, prescribing *physician* and cost are required.

• Lost, Stolen or Damaged Prescription Drugs

Up to a maximum of \$200 for one *physician* visit to obtain a new prescription and the cost of the new prescription drugs in the event *your* prescription drugs are lost, stolen or damaged.

Over the counter medicine, vitamins, minerals and dietary supplements are not covered. Original pharmacy prescription receipts indicating the medication name, quantity, dosage, prescribing *physician* and cost are required.

• Essential Medical Appliances

The cost to rent or purchase essential medical appliances, including but not limited to, wheelchairs, crutches and canes. When appliances are purchased, the reimbursement will not exceed the total cost that would have been incurred if the appliance had been rented.

• Private Duty Nursing

Private duty nursing services, performed by a registered nurse (R.N.) other than a *family member*, when ordered in writing by the attending *physician*.

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.

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.

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.

TRIP CANCELLATION & TRIP INTERRUPTION INSURANCE

- Trip cancellation means an event occurring before *your departure date*, causing you to cancel *your trip* or a portion of *your trip*.
- Trip interruption means an event occurring on or after *your departure date* causing you to disrupt *your trip* as originally scheduled or interrupt *your trip* and return earlier or later than *your return date*.

Covered Risks

Benefits will only be payable if the *trip* has been cancelled or interrupted as a result of one of the following covered risks. Refer to pages 22 to 23 for a description of the benefits applicable to the covered risks described below.

Health

- 1 *Medical condition*, death or quarantine of *you* or *your travelling companion*.
Trip Cancellation Benefits: 1, 2
Trip Interruption Benefits: 3, 4, 5, 6, 9
- 2 *Medical condition*, death or quarantine of *your family member* or *your travelling companion's family member*.
Trip Cancellation Benefits: 1, 2
Trip Interruption Benefits: 3, 4, 5, 6
- 3 *You* and/or *your travelling companion* have been advised by a Canadian government (including provincial/territorial government) that if *you* travel to a specific country, region or city, *you* will have to self-quarantine or self-isolate upon *your* return to *your* province/territory of residence.
Trip Cancellation Benefits: 1, 2
Trip Interruption Benefits: none
- 4 *Medical condition*, death of *your* or *your travelling companion's* business partner, employer or key employee, *caregiver*, or death of a friend not travelling with *you* on the *trip*.
Trip Cancellation Benefits: 1, 2
Trip Interruption Benefits: 3, 4, 5, 6
- 5 *Medical condition*, death or quarantine of *your* host at *your* destination.
Trip Cancellation Benefits: 1, 2
Trip Interruption Benefits: 3, 4, 5, 6
- 6 *Hospitalization* (including home-based palliative care) or death of a *family member* not travelling with *you*, that causes *you* to interrupt *your trip* before *your* scheduled *return date*.
Trip Cancellation Benefits: none
Trip Interruption Benefits: 8

BAGGAGE INSURANCE

Maximum limit—\$3,000

Benefits

Baggage and Personal Effects

We agree to pay for the loss, damage, destruction or theft of personal effects (including musical instruments) owned by and travelling with the *insured* while in transit, or while in any hotel or other building, en route anywhere in the world, on land or water or in the air.

Passport and Travel Visas

We agree to pay up to a maximum of \$100 for the cost to replace *your* lost or stolen passport and/or travel visas.

Credit Cards

We agree to pay up to a maximum of \$50 for costs associated with unauthorized use of *your* lost or stolen credit cards, provided that *you* have complied with all conditions of the credit card company. This benefit is not applicable if the credit card company has or will reverse the charge and there aren't any applicable administration fees.

Baggage Delay

If *your* baggage is delayed beyond 12 hours while *you* are en route and before *you* return to *your* ordinary place of residence, *we* will pay for personal necessities up to a maximum of \$500, until *your* baggage has been returned to *you*.

Limitation

Coverage for risk of loss of or damage to *your* property for any single item is limited to not more than 25% of the sum insured per *insured* per claim.

Conditions

In addition to the General Conditions shown on page 34, the following conditions apply:

- 1 This insurance offers coverage on a first payor basis unless the property that is lost, stolen or damaged is:
 - a insured for a specific value under another insurance policy; or,
 - b in the care of any *common carrier* at the time of loss, theft or damage.
- 2 **Notice of Loss** — If the insured property is lost, stolen or damaged, *you* must promptly notify the police, any hotel, hostel, campground, timeshare, vacation rental, airline or any other commercial common carrier in whose custody the property was at the time of loss, damage or theft. *You* must also notify *us* within 30 days from the date of return and take all reasonable measures to protect, save and/or recover the property.
- 3 **Payment of Loss** — Any claim hereunder for damage and/or destruction shall be paid immediately after *we* have been presented evidence substantiating such damage and/or destruction.
- 4 **Valuation** — *We* shall reimburse the repair or replacement with a like kind and quality or the actual cash value of the property at the time any loss or damage occurs, whichever is less.
- 5 **Duplication of Coverage** — If *you* are insured under more than one Policy, Plan or Optional Coverage administered by *us* and they are in effect at the time of loss, the total amount paid to *you* cannot exceed *your* total expenses. Expenses are paid to an overall maximum limit of \$5,000 per *insured* for the Baggage plan.

- 7 An official travel advisory issued by a Canadian government stating to "avoid all travel" or "avoid non-essential travel" regarding the country, region or city of *your* destination, before the effective date of the Policy or the date *you* travel to that destination (including any stopovers, layovers or any other destinations *you* are transiting through).

To view the travel advisories, visit the Government of Canada Travel site.

If an official travel advisory is issued for the country, region or city of *your* destination after *you* have already arrived to that country, region or city, *your* coverage for an *emergency* or a *medical condition* related to the travel advisory in that specific destination will be limited to a period of 30 days from the date the travel advisory was issued. *We* may extend this coverage beyond 30 days if authorized at *our* discretion.

This exclusion does not apply to claims for an accident unrelated to the travel advisory.

- 8 *Your* participating, training or practicing for any of the following activities:

- | | |
|---|--|
| • <i>Backcountry</i> skiing/snowboarding | • <i>Mixed martial arts</i> |
| • Base jumping | • <i>Motorized speed contests</i> |
| • Boxing | • <i>Mountaineering</i> |
| • <i>Downhill freestyle skiing/snowboarding in organized competitions</i> | • Parachuting/skydiving/tandem skydiving |
| • <i>Downhill mountain biking</i> | • <i>Rock climbing</i> |
| • Hang gliding/paragliding | • Scuba diving or free diving over 40 metres |
| • <i>High risk snowmobiling</i> | • <i>White water sports – Class VI</i> |
| • <i>Ice climbing</i> | • Wingsuit flying |

- 9 *Your* participating, training or practicing as part of a registered team, league, association or club; or while competing in a registered tournament, competition or sporting event for the following sports if *you* are 21 years of age and over:

- | | |
|---------------------------------------|--------------|
| • Football
(American and Canadian) | • Ice hockey |
| | • Rugby |

Limitation

The total *aggregate limit* is \$10,000,000 for any one event under this Policy and all policies administered and issued by *us*. If the total sum of all claims resulting from the same event exceeds the total *aggregate limit*, the \$10,000,000 will be shared proportionately among all *insureds*. The proportionate share for each *insured* will not exceed the maximum limits of their plan. Payment will be processed after *we* have completed the review of all submitted claims related to the same event.

ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE

Maximum limit—\$25,000

Covered Risks

Death or dismemberment as a result of an accident sustained during the period of coverage.

Benefits

In the case of *your* accidental death or certain *losses* resulting from an accident, *we* will pay to or on behalf of *you*, *your* estate or other *beneficiary*, the benefits as outlined below, but in no event shall payment exceed the sum insured under this section:

- 1 100% of the sum insured for loss of life, double dismemberment or *loss* of sight in both eyes.
- 2 50% of the sum insured for single dismemberment or *loss* of sight in one eye.

Benefits for loss of life, limb or sight are payable for *loss* which occurs in the 90 days from the date of the accident.

Any claim for indemnity for loss of life, dismemberment or *loss* of sight must be substantiated by a certificate from the attending medical *physician* at the place of the accident attesting to the actual injuries sustained.

Exclusions

In addition to the General Exclusions shown on page 32, *we* will not be liable to provide coverage or services, or to pay claims for expenses incurred directly or indirectly as a result of:

- 1 Any claim incurred after a *physician* advised *you* not to travel.
- 2 Any claim incurred after any other registered medical practitioner advised *you* not to travel.
- 3 A trip that is undertaken after the diagnosis of a *terminal condition*.
- 4 A trip that is undertaken while *you* are receiving palliative care or after palliative care has been recommended.
- 5 Any cancer (other than basal cell or squamous cell skin cancer and/or cancer that is in *remission*) for which *you* received or were recommended to receive *active cancer treatment* on or within the 90 days before the date of departure.
This includes *active cancer treatment* that *you* were recommended to receive but chose to decline.
- 6
 - a Any *medical condition*, including symptoms of withdrawal, arising from, or in any way related to, *your* chronic use of alcohol, drugs or other intoxicants whether prior to or during *your* trip.
 - b Any *medical condition* arising during *your* trip from, or in any way related to, the misuse or abuse of drugs or other intoxicants, or to the use or abuse of alcohol when *you* have reached a blood alcohol level of 80 milligrams of alcohol per 100 millilitres of blood or when records indicate *you* were intoxicated and no blood alcohol level is specified.

Benefits

Maximum limit — Up to the sum insured as indicated on the Policy declaration

Sum insured amounts are *aggregate limits per insured*, per Policy and are payable up to the maximum limit as shown on the Policy declaration, except for benefits 1b, 6, 9b and 9c which are payable up to the amount listed.

Trip Cancellation Before Departure

Benefits outlined below are payable if cancellation of *your trip* results in unexpected expenses.

- 1 Reimbursement of:
 - a Non-refundable prepaid *travel costs*, other than prepaid transportation costs, that cannot be recovered from another source; and,
 - b Up to a maximum of \$200 for additional commercial accommodation to resume *your* travel itinerary to *your* next pre-scheduled destination, when *you* choose to cancel a portion of *your trip*; and,
 - c Non-refundable prepaid transportation costs that cannot be recovered from another source; or,
 - d Either of the following, if *you* choose not to cancel *your trip* or if *you* choose to cancel a portion of *your trip*:
 - i The change fees charged by the transportation supplier; or,
 - ii A one-way *common carrier* economy fare via the most direct route to resume *your* travel itinerary to *your* next pre-scheduled destination.

If *you* received any refunds or travel credits from the travel supplier for *your* original, unused prepaid *travel costs*, reimbursement towards an economy fare or commercial accommodation will be limited to the amount over and above the refunded/credited amount.

- 2 Reimbursement of the additional single supplement commercial accommodation expense in the event a *travelling companion* cancels their *trip*.

Trip Interruption After Departure

Benefits outlined below are payable if interruption of *your trip* results in unexpected expenses.

- 3 Reimbursement of either:
 - a *Your* non-refundable, unused prepaid airfare costs; or,
 - b The change fees; or,
 - c The cost of a one-way economy airfare to the original *departure point* to return earlier or later than the *return date*; or,
 - d An airline seat upgrade when *medically necessary* to the original *departure point* to return earlier or later than the *return date*. This benefit is only payable if the attending *physician* indicates in writing that the upgrade is medically required and when pre-approved and arranged by *us*; or,
 - e Transportation costs or a one-way economy airfare to catch-up to *your* next travel destination.

Under c), d) and e), if *you* received any refunds or travel credits from the travel supplier for *your* original, unused prepaid airfare, reimbursement towards a new one-way airfare will be limited to the amount over and above the refunded/credited amount.

Code of Behaviour Switzerland/France

March 7th-15th, 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. Peter Catholic Secondary School and Holy Cross Catholic Secondary School will be adhered to by all students at all times.

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

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

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

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

.....

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

Parent/guardian Signature: _____

Date: _____

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

Student Signature: _____

Date: _____

Cost Sharing for Switzerland/France 2024

Consolidated Tour Fee: **\$4199.00** per student Includes the following:

- Gratuities of \$105.00 per student
- Supply teacher cost of is \$1217.10 for five teachers/ 40 students = \$30.42 per student.
- Travel Protection Plan Plus cost of \$225.00
- On Tour Tipping included at \$105.00 per traveller.

Additional Costs:

- Passport Application
- Bus to and from airport (approx. \$70.00 as of 2022)
- To be paid by the student and/or their parent(s).

Any personal bonuses will be used to offset the cost of the trip and/or to enhance the trip.

Chaperone Information

- Chaperone to student ratio will be approximately 8:1; this allows for close supervision at all times.
- All chaperones will have police checks (teachers have already had police records checks completed).
- Proposed Chaperones: Stacy Higgins, Nathalie McDermott, Michelle Clay, Serenna McKenna & Mike Burgess.

Liability Forms & Student Information

See attached forms:

- Informed Consent (Category 5) for Students under 18 years
- Informed Consent (Category 5) for students over 18 years
- Code of Behaviour contract
- International Travel Registration Form and Participant Release & Agreement
- Student Information and Parental Consent

Please Note:

These are collected at the pre-departure meeting (along with copies of passports and birth certificates). Copies are made for each chaperone to carry with them. Rooming lists are created and used for nightly room checks.

CODE OF CONSUMER RIGHTS & RESPONSIBILITIES

This following information is from the Insurance Bureau of Canada.

Insurance companies selling home, auto and business insurance are committed to protecting your rights. These include the right to be informed fully, to be treated with respect, to timely claims handling and complaint resolution, and to privacy.

Insurance is a two-way contract, and you have a role to play. You are responsible for understanding your needs, asking questions and providing accurate, up-to-date information to your insurer. For more information about your role, speak to your insurance representative and read your policy.

Right to Be Informed

You have the right to an easy-to-understand explanation of how insurance works and how insurers calculate price based on relevant facts. You can expect to access clear information about your policy, your coverage and the claims settlement process. Under normal circumstances, insurers will advise an insurance customer of changes to, or the cancellation of, a policy at least 30 days prior to the expiration of the policy. Your insurer is required to provide you with the renewal terms of your policy at least 30 days prior to the expiration of the policy.

You have the right to know how your broker or agent is compensated, and if they have any conflicts of interest.

Right to Timely and Transparent Claims Handling

You can expect qualified staff to respond to your claim in a timely manner. You have the right to be informed of procedures and timelines for settling your claim, as well as the status of your claim. If your claim is denied, you have the right to be informed why.

Right to Complaint Resolution

You can access your company's complaint resolution process. Your insurer, agent or broker can provide you with information about how you can ensure that your complaint is heard and promptly handled. You may also contact your provincial insurance regulator or the independent General Insurance OmbudService (www.giocalcanada.org).

Right to Privacy

You have the right to understand how your personal information will be used. All insurers have privacy statements and are subject to Canada's privacy laws. Ask your insurer to provide you with a copy of its privacy statement.

Responsibility to understand your needs

You are responsible for asking questions and educating yourself about your policy. Visit www.ibc.ca for information about questions you should ask your insurance provider. Make sure you ask all relevant questions and give your insurance provider a detailed explanation of your circumstances to help him or her make informed recommendations on what your policy should include. This will ensure that you have the right insurance coverage.

You are responsible for making premium payments as required by your insurer. Failure to do so could result in a lapse of coverage or cancellation of your policy.

Insurer to Furnish Forms for Proof of Claim

The insurer must furnish forms for proof of claim within 15 days after receiving notice of claim, but if the claimant has not received the forms within that time the claimant may submit his or her proof of claim in the form of a written statement of the cause or nature of the accident, sickness or disability giving rise to the claim and of the extent of the loss.

Rights of Examination

As a condition precedent to recovery of insurance moneys under the contract,

- a the claimant must give the insurer an opportunity to examine the person of the person insured when and as often as it reasonably requires while a claim is pending, and
- b in the case of death of the person insured, the insurer may require an autopsy, subject to any law of the applicable jurisdiction relating to autopsies.

When Moneys Payable

All money payable under this contract shall be paid by the insurer within sixty days after it has received proof of claim.

Every action or proceeding against an insurer for the recovery of insurance money payable under the contract is absolutely barred unless commenced within the limitation period specified in the Insurance Act, Limitations Act, Civil Code of Quebec or other relevant legislation of the applicable jurisdiction.

Applicable to Quebec Residents

Notwithstanding any other provisions herein contained, this contract is subject to the mandatory provisions of the Civil Code of Quebec respecting contracts of Accident and Sickness Insurance.

Action Against Company

Service of legal proceedings to enforce the obligations under this Policy to the *insurers* listed in the definition of *us* may be validly made by serving the offices of North American Air Travel Insurance Agents Ltd. d.b.a. TuGo, 1200 - 6081 No. 3 Road, Richmond, BC, V6Y 2B2, Canada.

Notice To Company

Notice under this Policy to the *insurers* listed in the definition of *us* may be validly given to North American Air Travel Insurance Agents Ltd. d.b.a. TuGo, 1200 - 6081 No. 3 Road, Richmond, BC, V6Y 2B2, Canada. Complaints or unresolved disputes should be referred to Industrial Alliance Insurance and Financial Services Inc. at 400-988 West Broadway, P.O. Box 5900, Vancouver BC V6B 5H6, Canada, solutions@ia.ca or toll-free at 1-800-266-5667.

Vehicle

Car, recreational vehicle, motorcycle, boat or other land or water conveyance used for the trip.

White water sports – Class VI

Rafting on extreme rapids or waterfalls deemed unnavigable according to safety authorities. Class VI white water sports include rafting on rapids with substantial levels of white water, large waves, hazardous rocks and/or drops with the potential to damage most rafting equipment.

You or your

The same as *insured* or *insured persons*.

STATUTORY CONDITIONS

The Contract

The application, this policy, any document attached to this policy when issued and any amendment to the contract agreed on in writing after this policy is issued constitute the entire contract and no agent has authority to change the contract or waive any of its provisions.

Waiver

The insurer is deemed not to have waived any condition of this contract, either in whole or in part, unless the waiver is clearly expressed in writing signed by the insurer.

Copy of Application

The insurer must, upon request, furnish to insured or to a claimant under the contract a copy of the application.

Material Facts

No statement made by the insured or a person insured at the time of application for the contract may be used in defence of a claim under or to avoid the contract unless it is contained in the application or any other written statements or answers furnished as evidence of insurability.

Notice and Proof of Claim

Notice of a claim shall be given in accordance with the claims procedures clause included in this policy as soon as practical but in no case later than 30 days from the date a claim arises under this policy. You must also within 90 days from the date the claim arises under this policy furnish such proof and additional information as is reasonably possible and if required by the company, furnish a certificate from a physician detailing the cause or nature of the sickness or injury for which the claim has been instituted.

Failure to Give Notice or Proof

Failure to give notice of claim or furnish proof of claim within the time required by this condition does not invalidate the claim if (a) the notice or proof is given or furnished as soon as reasonably possible, and in no event later than one year after the date of the accident or the date a claim arises under the contract on account of sickness or disability, and if it is shown that it was not reasonably possible to give notice or furnish the proof in the time required by this condition, or (b) in the case of death of the person insured, if a declaration of presumption of death is necessary, the notice or proof is given or furnished no later than one year from the date a court makes the declaration.

Stable

A *medical condition* is considered stable when all of the following statements are true:

- a There has been no deterioration of the *medical condition* as determined by a *physician* or other registered medical practitioner, and
- b There have been no new symptoms or findings or more frequent or severe symptoms or findings, and
- c There has been no change in *treatment* by a *physician* or other registered medical practitioner or any *alteration* in any medication related to the *medical condition*, and
- d There has been no new *treatment* received, *prescribed* or recommended by a *physician* or other registered medical practitioner.

Terminal condition

A *medical condition* for which, before the date of departure, a *physician* has given you a terminal prognosis with a life expectancy of 12 months or less.

Tour operator

The tour operator that *you* purchased *your trip* and this insurance from.

Travel costs

Non-refundable unused prepaid travel arrangements booked through the *tour operator* for: hotels, hostels and campgrounds; timeshares and vacation rentals that are booked through a rental agency or platform with a published cancellation process; airfares, car rentals, boat rentals, RV rentals, bus, train, ferry and cruise tickets; conference, seminar, workshop, convention, symposium and training fees; entrance fees, sports tickets and passes (intended for a participant or a spectator); tours, retreats, excursions, city passes and ski passes.

Travelling companion

A person who has prepaid shared commercial accommodation or transportation with *you* for the same period of travel.

Treatment, treat, treated

A procedure *prescribed*, performed or recommended by a *physician* for a *medical condition*. This includes but is not limited to medication, investigative testing and surgery.

Trip

For Trip Cancellation & Trip Interruption Insurance

The period of time *you* are travelling and for which coverage under this Policy has been purchased.

Us, we, our

OneWorld Assist Inc. doing business as **Claims at** TuGo and North American Air Travel Insurance Agents Ltd. doing business as TuGo. TuGo is a third party administrator for the following insurers:

- For all insurance plans except Baggage Insurance: Industrial Alliance Insurance and Financial Services Inc.
- For Baggage Insurance: Industrial Alliance Pacific General Insurance Corporation.

Non-emergency

Any *treatment*, investigations or surgery either:

- a not required for the immediate relief of *acute* pain and suffering; or,
- b which reasonably could be delayed until *you* return to Canada; or,
- c which *you* elect to have during a trip following *emergency treatment* by a *physician* or other registered medical practitioner of a *medical condition* or the diagnosis of a *medical condition*, which on medical evidence would not prevent *you* from returning to Canada before such *treatment* or surgery.

Pet

Dog, cat, bird, small reptile or small mammal.

Physician

A medical practitioner who is registered and licensed to practice their medical profession in accordance with the regulations applying in the jurisdiction where the person practices. A physician must be a person other than *you* or a *family member*.

Pre-existing medical condition

For Emergency Medical Insurance

Any *medical condition* that exists on or before the date *you* leave for *your* trip.

For Trip Cancellation & Trip Interruption Insurance

Any *medical condition* that exists on or before the date the trip is booked or the date this Insurance is purchased.

Prescribed

Treatment ordered or recommended by a *physician* and/or any other registered medical practitioner, as documented in *your* medical records.

Reasonable and customary charges

Charges incurred for goods and services that are comparable to what other providers charge for similar goods and services in the same geographical area.

Remission

The decrease in or the disappearance of signs and symptoms of cancer and/or the removal of cancer as determined by *your physician* and noted in *your* medical records.

Remission can be complete or partial. Complete remission means the disappearance of all signs or symptoms. Partial remission means a decrease in or disappearance of some, but not all, signs and symptoms.

Return date

The date on which *you* are scheduled to return from *your trip* or the date of *your* actual return to *your departure point*.

Rock climbing

The sport of climbing rock faces, especially with the aid of ropes and special equipment. Rock climbing includes the following activities: bouldering, traditional climbing, free soloing, top-rope, sports climbing, canyoning/canyoneering, but does not include indoor wall rock climbing.

Spouse

The person *you* are legally married to, or a person *you* have been living with for a minimum period of one year and who is publicly presented as *your* spouse.

Hospital

An institution that is licensed as an accredited hospital that is staffed and operated for the care and *treatment* of in-patients and out-patients. *Treatment* must be supervised by *physicians* and there must be registered nurses on duty 24 hours a day. Diagnostic and surgical capabilities must also exist on the premises or in facilities controlled by the establishment.

A hospital is not an establishment used mainly as a clinic, extended or palliative care facility, rehabilitation facility, addiction treatment centre, convalescent, rest or nursing home, home for the aged or health spa.

Hospitalization or hospitalized

Formal admission to the in-patient services of a *hospital*. This does not include visits to the emergency room unless they result in the formal admission to the in-patient services of a *hospital*.

Ice climbing

The act of climbing or rappelling from vertical or nearly vertical ice formations such ice falls, frozen waterfalls or cliffs or rock slabs that are covered with ice from flows of water freezing over. Ice climbing requires the use of specialized equipment including but not limited to ice axes, crampons or ice screws. Glacier hiking is not ice climbing. If the glacier hike is on a mountain, it is considered *mountaineering*.

Insured or insured persons

The person named in the Policy declaration for whom the applicable premiums have been paid.

Insurer

The insurers listed under the definition of *us, we, our*.

Loss

For Accidental Death and Dismemberment Insurance

In respect of limbs means actual severance through or above wrist or ankle joints and, in respect of loss of sight, means entire and irrecoverable loss of sight.

Medical condition

Any disease, illness or injury (including symptoms of undiagnosed conditions).

Medically necessary

The medical service or product in question is necessary to preserve, protect or improve *your medical condition* and well being.

Mixed martial arts

A combat sport in which participants use fighting and grappling techniques from any combination of wrestling, boxing and martial arts. Mixed martial arts include ultimate fighting.

Motorized speed contest

Any motorized vehicle race or timed event by land, air or water.

Mountaineering

The act of climbing or descending a mountain using specialized equipment including but not limited to pickaxes, ice axes, anchors, bolts, crampons, carabineers and lead or top rope anchoring equipment. Mountaineering does not include *ice climbing*.

GENERALI GLOBAL ASSISTANCE CONCIERGE SERVICES

To speak with Generali Global Assistance (GGA) for travel support services, simply call:

From Canada & USA
1-833-430-3653

Worldwide (collect)
954-308-3925
ops@gga-usa.com

When you call, please be ready to provide:

- The partner code listed on your policy declaration
- A phone number where Generali Global Assistance may reach you

Non-Insurance Personal Assistance Services — These are Non-Insurance Services provided by Generali Global Assistance:

Pre-Trip Information — Upon request, GGA will provide information services such as: visa and passport requirements, health hazard advisories, currency exchange, inoculation and immunization requirements, temperature and weather conditions and embassy and consulate referrals.

Interpretation/Translation — If during your trip you need an interpretation, GGA will assist with telephone interpretation in all major languages. If you require ongoing or more complex translation services, GGA will refer you to local translators.

Legal Referral/Bail — Upon request, GGA will provide you with referrals to a local lawyer. All costs associated with this service are your responsibility. In case of your incarceration, GGA will notify the proper embassy or consulate, arrange the receipt of funds from third party sources and locate an attorney and bail bonds, where permitted by law, with satisfactory guarantee of reimbursement from you, family member or friend. You are responsible for associated fees.

Emergency Cash Advance — GGA will advance up to \$500 after satisfactory guarantee of reimbursement from you. Any fees associated with the transfer or delivery of funds are your responsibility.

Assistance with Replacement Medication, Medical Devices, and Eyeglasses or Corrective Lenses — GGA will arrange to fill a prescription that has been lost, forgotten, or requires a refill, subject to local law, whenever possible. GGA will also arrange for shipment of replacement eyeglasses/corrective lenses or medical devices. You are responsible for payments of all costs related to these services.

INTERNATIONAL ASSISTANCE SERVICES

The following services will be provided to all insureds:

- 1 Toll-free help line 24 hours a day, every day (for medical and trip interruption emergencies only).
- 2 Vital communications link between claimant/hospital regarding insurance coverage and procedures.
- 3 Medical (physician and surgeon) consultative and advisory services including review of appropriateness and analysis of medical care.
- 4 Monitoring of progress during treatment and recovery.
- 5 Establishing contact with family, personal physician and/or employer as appropriate.
- 6 Multilingual capabilities.
- 7 Coordination of payments.
- 8 Special assistance respecting claims.
- 9 Management, arrangement and authorization of emergency medical evacuation.
- 10 Arrangement and coordination of repatriation of remains.
- 11 Interpretation of policy wordings.
- 12 Assistance in locating the nearest and most appropriate medical care.
- 13 Payment to hospitals and other medical providers for emergency medical expenses will be guaranteed where possible relieving claimant of credit responsibilities.
- 14 Travel arrangements assistance for family members.
- 15 Provision of medical assistant to travel with claimant when necessary.
- 16 Physicians, hospitals/administrators and ambulance arrangements and communications.
- 17 Assistance on how to contact:
 - Consulates
 - Travel Agents
 - Embassies
 - Tour Guides
 - Airlines
 - Police
 - Foreign Affairs Department
- 18 Legal referral services in order to meet the legal needs of travellers.

To access this service, please refer to the Contact Information section at the beginning of this policy wording.

Applicable to Trip Cancellation & Trip Interruption Insurance

- 1 To receive benefits, the following documents must be provided:
 - a The original unused tickets or e-tickets and/or all additional travel tickets or e-tickets purchased to return home, to catch up to your next destination or to rejoin the tour.
 - b Original itemized, dated invoices and receipts from all travel suppliers showing full payment, taxes and fees paid.
 - c A copy of the originally scheduled travel arrangements or itinerary, confirming traveller name(s), destination(s) and dates.
 - d Proof of cancellation from all airlines, hotel or accommodation providers, tour operators, cruise lines and any other travel suppliers, for all unused expenses.
 - e A statement from the travel agency/airline/travel supplier documenting their refund policies and copies of all refunds and/or credits provided for cancelled or unused expenses.
 - f If the claim occurred before departure, a medical certificate completed by the attending *physician* at the place where the *medical condition* occurred, stating the diagnosis, the date of onset of symptoms, the dates and type of *treatment*, and the reason why travel was not possible.
 - g If the claim occurred after departure, a medical certificate completed by the attending *physician* at the place where the *medical condition* occurred, stating the diagnosis, the date of onset of the symptoms, the dates and type of *treatment*, and the reason why it was necessary to interrupt the *trip*.

Applicable to Baggage Insurance

- 1 Lost, stolen or damaged baggage must be promptly reported (and claimed for where applicable) to the most appropriate local authority or party in whose custody the property was in the care of at the time of loss, damage or theft. This includes but is not limited to: the police, any hotel, hostel, campground, timeshare, vacation rental, airline or any other commercial common carrier.
- 2 If baggage is lost or stolen, proof of loss (copy of notice and/or police report) is necessary to substantiate claim.
- 3 If baggage is damaged, a written estimate to repair damaged luggage from a repair shop of *your* choice (if under \$25, have repairs completed and forward the invoice to us) is necessary to substantiate claim.

Cancel For Any Reason Waiver

When you purchase the TuGo “Explorer” insurance package within 10 days of the initial deposit/payment for your Trip, you also receive the WorldStrides Canada Inc. Cancel For Any Reason Waiver benefit. This waiver allows you to cancel your WorldStrides Canada travel arrangements more than 2 days before your scheduled departure **for any reason**. With this WorldStrides Canada Cancel For Any Reason Waiver, 75% of your non-refundable cancellation fees will be refunded in cash.

Please Note: This Cancel For Any Reason Waiver does not cover penalties associated with air or other travel arrangements not provided by WorldStrides Canada. Any benefit payable under this Cancel For Any Reason Waiver will be reduced by the amount of any cancellation benefits paid or payable by the TuGo “Explorer” package or any other insurance plan providing Trip Cancellation benefits.

This Cancel For Any Reason Waiver is provided by WorldStrides Canada and is not an insurance benefit provided by TuGo or their designated underwriters.

To file a Cancel For Any Reason (CFAR) claim, please contact TuGo to open a Trip Cancellation claim, or visit www.tugo.com/claims.

TuGo will contact WorldStrides Canada once the claim is processed, informing WorldStrides Canada of any cancellation benefits to be paid out. WorldStrides Canada will then process the CFAR claim for 75% of the non-refundable cancellation fees, less any TuGo paid cancellation benefits.

COMMUNICATION PLAN

Board Office: 705-748-4861

1. In case of emergency or delay, Stacy Higgins, Nathalie McDermott will contact Sherry Davis, Claire Wilson, Nanzala Hopson at Holy Cross.

Sherry Davis: during school days: HC: 705-748-6664 ext 2106
Email: sdavis@pvncdsb.on.ca
Cell: 705-464-2678

Claire Wilson: during school days: HC: 705-748-6664 ext 2108
Email: cwilson@pvncdsb.on.ca
Cell: 705-928-7108

Nanzala Hopson: during school days: HC: 705-748-6664 ext 2107
Email: nhopson@pvncdsb.on.ca
Cell: 705-313-5323

2. While on excursion in Switzerland/France, the Holy Cross teacher supervisors will carry a cell phone so that students may contact them. **Stacy Higgins** and **Nathalie McDermott** will be the primary contacts in Switzerland/France and can be reached by PVNC email- sahiggins@pvncdsb.on.ca and nmcdermott@pvncdsb.on.ca

3. EMERGENCY CONTACTS IN SWITZERLAND/FRANCE:

EXPLORICA: 1-617-210-6194 (ask for Higgins or McDermott)

TuGo: 1-866-419-9038

Stacy Higgins- Teacher in Charge (Holy Cross)
Email: sahiggins@pvncdsb.on.ca
Cell: 705-740-4401

Nathalie McDermott - Teacher in Charge (Holy Cross)
Email: nmcdermott@pvncdsb.on.ca
Cell: 289-404-0463

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

Trip: Proposed Switzerland/France Trip
Date: March 7th-15th, 2024

Supervisor in Charge: Stacy Higgins, Nathalie McDermott, Michelle Clay, Serena McKenna & Mike Burgess

Emergency Item	Action Plan
Emergency Contacts Include full names and phone numbers for the following individuals: Supervisor in Charge Additional Supervisors School Principal	Stacy Higgins: 705-740-4401 Nathalie McDermott: 289 404 0463 Michelle Clay: 705-768-0590 Serena McKenna: 705-931-0733 Mike Burgess: 705-917-1709 Sherry Davis: 705-748-6664
Location of Activity Address of Facility	Switzerland: See Itinerary Zurich: - Lucerne: - Geneva: - France Paris:
Student List Include full student names and birthdates	Will be provided upon approval of the proposed trip.

Parent Contact List <i>Include full parent names and phone numbers</i>	Will be provided upon approval of the proposed trip.
Nearest Hospital <i>Address of nearest Hospitals for centralized locations traveled to on our proposed trip.</i>	<p>Zurich University Hospital of Zurich Ramistrasse 100 Phone 41 44 255 11 11 Open 24h</p> <p>Lucerne Lucerne Cantonal Hospital Spitalstrasse Phone 41 41 205 11 11 Open 24h</p> <p>Geneva Hirslanden Clinique La Colline Avenue de Beau-Sejour 6 1206 Geneva Phone 41 022 702 26 10</p> <p>Paris Lariboisiere Hospital AP-HP General Hospital 2 Rue Ambrose Pare, 75010 Phone 31 1 49 95 65 65 Open 24h</p>

<p>Border Crossing Plan</p> <p><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>	<p>If a student/staff member are turned away at the border by a border services officer, parents will be notified immediately via emergency number or email.. A designated staff member (i.e. M. Burgess) will stay behind with the student and make alternate arrangements. They will communicate with border security what steps have to be taken to ensure student/staff member are able to get home safely and promptly. Depending on when border/services difficulty was experienced, the teacher/student may arrange to book another flight to meet the group at a later date if possible. This situation action is somewhat dependent on whether this happens on route to destination or on route home. Either way, one teacher will have to stay behind. The group would continue on.</p>
<p>First Aid Kit</p> <p><i>A first-aid kit must be accessible at all times</i></p>	<p>One teacher will be designated as a "First Aid Responder". At present, this is Stacy Higgins. She will have First-Aid supplies on hand with her at all times during the course of the trip. Teachers will be made aware of any students who may require assistance at some point during the trip. (i.e. inhalers, insulin etc.).</p>
<p>Plan of Care</p> <p><i>A copy for each applicable student must be printed from Edsemlif</i></p>	<p>Individual Plan of Care for each student will be provided upon approval of the trip.</p>
<p>Concussion Protocol</p> <p><i>A copy of the required policy and forms must be available for completion in the event of a suspected concussion</i></p>	<p>Forms and policy will be printed and accompany First-Aid kit and responder designate Stacy Higgins in the event of a suspected concussion.</p>
<p>Heat Warning</p> <p><i>Monitor Environment Canada/local Public Health recommendations</i></p> <p><i>Encourage staff and students to drink lots of cold fluids</i></p> <p><i>Avoid strenuous physical activities</i></p> <p><i>Wear light, loose fitted and breathable clothing</i></p> <p><i>Avoid direct exposure to sun</i></p> <p><i>Wear hat, sunglasses and apply sunscreen</i></p> <p><i>Alter schedule for the day to put strenuous tasks before heat rises (if possible)</i></p> <p><i>Provide a cooling room, if available</i></p>	<p>Follow protocols as outlined. Adjust activities for the day by paying close attention to the weather.</p>

Cold Warning

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"

Follow protocols as outlined. Adjust activities for the day as needed in order to be in accordance with safety guidelines.



Fort Worth Independent School District
Northwest and Oakview
Catholic Elementary School Board

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.

Follow protocols as outlined. Alter activities during the day in order to take shelter until warning has ended.

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.

Follow protocols as outlined. Alter activities during the day in order to ensure safety for all participants.

<p>High Wind Warning</p> <p>Precautions will be taken when wind speeds are greater than 40 km/h.</p> <p>Activity is to stop or be moved indoors when wind poses a risk to participants.</p> <p>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>Follow protocols as outlined. Adjust activities during the day in order to ensure safety of all participants. Remain indoor and away from hazards.</p>
<p>Flood Advisory</p> <p><i>When issued by the local conservation authority, schools will take advised precautions to maintain the safety of staff and students.</i></p>	<p>Follow protocols as outlined. Alter activities that are within a proximity to water.</p>

Some important guidance for major incident management provided by Worldstride

If a terror event or natural disaster occurs in your city during travel (if group is together with the Tour Director):

- The Tour Director and Program Leader should determine whether to shelter in place, to return to the hotel, or to move to a safer location.
- If a terror event or natural disaster occurs in your city during travel (if group is together without the Tour Director): If you are at a location/activity, follow the instructions of local officials if possible, and determine whether it is best to shelter in place, return to the hotel, or move to a safer location.

- If you are at a restaurant/other public location, you can consult with locals for their recommendations.
 - Contact WorldStrides Canada as soon as practical (as well as your school). Use the 24/7 number given.
- If a terror event or natural disaster event occurs in your city during travel (if during free time). All group participants (students, chaperones) must understand that if there is an incident in the city at time of travel, they must either immediately return to the hotel for headcount, or contact you indicating they are safe but unable to safely return to the hotel at the time.
- You may choose to share a secondary meeting location if your hotel is unsafe for return.
 - If participants assess that it is not safe for them to return to the hotel, they can shelter in place. They should then reach out to you via phone/text, email, or through social media posts. Students without phones may need to borrow one from local residents.

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 Switzerland and France Guided Tour Trip (describe activity) to its students on or about March 7th to March 15th, 2024.

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

ELEMENT OF RISK

Educational activity programs, such as, cliff walk, tubing, gondola ride, boat cruise (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 cliff walk, tubing, gondola ride, boat cruise (describe activity) arranged through the Peterborough Victoria Northumberland and Clarington Catholic District School Board on or about March 7th to March 15th, 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: _____



INFORMED CONSENT/PERMISSION FORM FOR EDUCATION TRIPS

Category 4 or 5 - Students Under 18 Years

The Holy Cross Catholic Secondary School is arranging
(name of school)
a Switzerland and France Guided Tour Trip on March 7th- 15th, 2024
(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 Mt Titlis 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 cliff walk, tubing, gondola ride and boat cruise :
(describe activity)

1. slips, trips, falls, sprains, strains

2. _____

3. _____

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 these activities on March 7th-15th, 2024, 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: _____

Rationale for the Holy Cross Switzerland/France 2024 Trip

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

Historical, Geographical, Cultural and Educational:

- Students will have the opportunity to immerse themselves in Swiss and French culture, as well as see Catholic religious, historical and geographical sites.
- Students will travel with a licensed tour guide to a variety of geographical and historic locations including:
 - o Zurich-sightseeing,
 - o Lucerne- UNESCO Biosphère tour and Mt. Titlis glacier excursion,
 - o Geneva-Old Geneva and Château de Chillon tour walks,
 - o Lausanne and Montreux excursion,
 - o TGV (Train à grande vitesse/high speed train) to Paris,
 - o Paris-city walk including Notre-Dame Cathedral,
 - o Seine River cruise, Eiffel Tower, Opera House, Montmartre & Sacré Coeur night walking tour
 - o Foodie Tour
- From a religious, cultural, geographical and historical perspective the students will be able to visit sites that fit into all the Religion courses, Grade 9 Geography, Grade 10 History, Grade 11 Travel and Tourism, and Grade 9-12 Core French courses. This is an excellent opportunity for students to truly experience outdoor activities in Europe.

Curriculum Expectations:

Canada and World Studies, 2013
Geography

A2.4 identify careers in which a geography background might be an asset

B2.1 analyse interrelationships between physical processes, phenomena, and events in Canada and their interaction with global physical systems

B3.1 describe the natural characteristics (*e.g., landscape, weather, drainage, vegetation, wildlife*) of their local area or region, and explain their significance for the region

C1.4 analyse the roles and responsibilities of individuals in promoting the sustainable use of resources

C2.1 assess the value (*e.g., in terms of gross national product and other measures, such as numbers employed, contribution to culture and national identity*) of various industrial sectors in Canada and other countries and the world (*e.g., energy, aerospace, automotive, food, agricultural, medical, software, financial*)

C3.3 assess the national and global importance of Canada's service and knowledge-based industries and other industries based on human capital

E1.2 analyse the sustainability of existing and proposed transportation systems, locally, provincially, nationally, and internationally, and assess options for their future development

Canada and World Studies, 2013
Canada History, Grade 10

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

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

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

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

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

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

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

French As A Second Language, 2014
Grades 10-12

A1. Listening to Understand: determine meaning in a variety of authentic and adapted oral French texts, using a range of listening strategies;

A2. Listening to Interact: interpret messages accurately while interacting in French for a variety of purposes and with diverse audiences

A3. Intercultural Understanding: demonstrate an understanding of information in oral French texts about aspects of culture in diverse French-speaking communities and other communities around the world, and of French sociolinguistic conventions used in a variety of situations and communities.

Itinerary with City Specific Activities & Curriculum Links

Day 1 **Thursday, March 7th, 2024**
Start tour

Day 2 **Friday, March 8th, 2024**
Guten Tag Zurich

- Old Town, quay of Zurich, Bahnhofstrasse (*History, Travel & Tourism*)
 - The Limmat quay overlooks the bridges and historic neighborhoods of the city center, the tall spires of Fraumunster and St Peter Kirche rise above the roofs, Zurich, Switzerland
 - Bahnhofstrasse is Zürich's main downtown street and one of the world's most expensive and exclusive shopping avenues. In 2011, a study named the *Bahnhofstrasse* the most expensive street for retail property in Europe, and the third most expensive worldwide

Day 3 **Saturday, March 9th, 2024**
Lucerne

- Lucerne UNESCO Biosphäre Entlebuch guided tour (*Geography*)
 - Seemingly endless moorlands, craggy karst formations and wild mountain streams make for special experiences and views. Switzerland's first biosphere reserve offers natural beauty at its finest. Almost no other region in Switzerland has as many natural treasures as the "Wild West" of Lucerne
- Traditional Swiss dinner (Travel & Tourism)

Day 4 **Sunday, March 10th, 2024**
Lucerne landmarks

- Attend a catholic mass in a local church
- Mount TITLIS Excursion (*Geography*)
 - TITLIS Rotair – the world's first revolving cable car, glacier cave, TITLIS Cliff Walk – Europe's highest suspension bridge, Ice Flyer chair lift and TITLIS glacier park.

Day 5 **Monday, March 11th, 2024**
Interlaken, Lucerne to Geneva

- Travel to Geneva

Day 6 **Tuesday, March 12th, 2024**
Geneva

- Old Geneva city walk (*Geography, History, Religion*)
 - Largest historic city in Switzerland. It is dominated by St. Peter's Cathedral, an important site of the Reformation, which offers a panoramic view of the whole city and Lake Geneva.
- Lausanne and Montreux excursion (*Geography, French As A Second Language*)
 - Heading to the heart of the Swiss Alps with this trip from Lausanne to the lakeside city of Montreux. You'll step into a world where wooden chalets sit between snow-capped peaks. Visit the French island castle Château de Chillon on lake Geneva. Then spend time at the top and also in the city of Montreux, a stop on the return journey.

Day 7**Wednesday, March 13th, 2024
Geneva to Paris**

- Travel from Geneva to Paris via the TGV (train à grande vitesse/high speed train) (*Geography, Travel & Tourism*)
 - Scenic route with views of the river valley
- Paris city walk (*Geography, History, French As A Second Language, Religion*)
 - Île de la Cité & Île Saint-Louis
 - Two islands sit in the middle of the Seine at the very heart of Paris. The more majestic one, Ile de la Cité, sparkles with history. This is the birthplace of Paris, the home of the Gothic Sainte-Chapelle, and the site of the prison where Marie Antoinette was held before her execution. Tourists flock to see the iconic Notre Dame and the beautiful bridges that straddle the Seine. Ile Saint-Louis, the more provincial island, welcomes you with cozy traditional eateries, small boutiques, and what some people say is the best ice cream in the city. This is essential Paris from its very beginnings to its modern appeal.
 - Notre-Dame Cathedral
 - It is the most famous of the Gothic cathedrals of the Middle Ages and is distinguished for its size, antiquity, and architectural interest.
 - Latin Quarter visit
 - The Latin Quarter is situated on the left bank of the Seine and is one of the oldest districts in Paris. The area takes its name from the Latin language, taught in the Middle Ages at many schools in the district. Parisians and tourists enjoy the lively and convivial atmosphere here. As you wander at will, you'll come across great museums, Roman vestiges, exceptional monuments and splendid gardens.
 - Parc des Princes stadium guided visit
 - Walk in the footsteps of the players who made the legend of the Red and Blue! Discover the emblematic places of the Parc des Princes, from the locker rooms to the VIP boxes, from the tunnel to the edge of the pitch, visit the backstage of the stadium of PSG. Put yourself in Kylian Mbappe's shoes during this unique tour.
 - Seine River cruise
 - Step aboard a glass canopy boat and take in the breathtaking panoramic views of Paris. Key highlights you will see along the way include the Assemblée Nationale, Musée d'Orsay, Institut de France, Pantheon, Cite de la Mode, Hotel de Ville, Notre Dame, Conciergerie, and more. Pick up interesting facts about the iconic Parisian landmarks with the help of dedicated audio headsets that you can tune in and out of at your discretion over the course of your cruise.

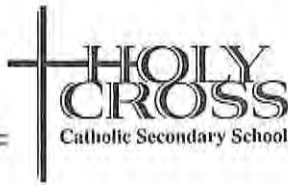
Day 8**Thursday, March 14th, 2024
Paris landmarks**

- Paris city walk (*Geography, History, French As A Second Language, Religion*)
 - Arc de Triomphe
 - The Arc de Triomphe honors those who fought and died for France during the French Revolution and the Napoleonic Wars, with the names of all French victories and generals inscribed on its inner and outer surfaces. Under its vault lies the Tomb of the Unknown Soldier from the First World War.
 - Champs-Élysées
 - "Champs-Élysées" is French for "Elysian Fields," a paradise in Greek mythology. What is the Champs-Élysées famous for? The Champs-Élysées connects the Arc de Triomphe with the Place de la Concorde and is considered to be one of the world's most famous commercial streets.

- o Eiffel Tower
 - The Eiffel Tower—or as the French call it, La Tour Eiffel—is one of the world's most recognizable landmarks. The 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 Champ de Mars
 - Champs de Mars (Field of Mars) is a peaceful green space located at the foot of the Eiffel Tower. On the opposite side is the impressive building of the École Militaire.
- o École Militaire
 - At the opposite end of the Champ-de-Mars park is the impressive facade of the École militaire, built during the reign of Louis XV. Today, this building houses a training school for French army officers.
- o Les Invalides
 - The Hôtel des Invalides, commonly called Les Invalides, is a complex of buildings in the 7th arrondissement of Paris, France, containing museums and monuments, all relating to the military history of France, as well as a hospital and a retirement home for war veterans, the building's original purpose
- o Conciergerie
 - The Conciergerie is a former courthouse and prison in Paris, France, located on the west of the Île de la Cité, below the Palais de Justice. It was originally part of the former royal palace, the Palais de la Cité, which also included the Sainte-Chapelle. Two large medieval halls remain from the royal palace.
- o Tuileries Garden
 - The Jardin des Tuileries is one of Paris's most popular green spaces. Situated in the center of the City of Light, it connects the Louvre Museum, the Musée d'Orsay, the Jeu de Paume museum, and Place de la Concorde. It also provides access to the Berges de Seine.
- o Place Vendôme
 - The Place Vendôme is one of the city's most famous and beautiful neoclassical squares. Completely surrounded by sober buildings, it currently houses some of the most famous high-end stores, such as Dior, Chanel or Cartier.
- o Opera House
 - The Palais Garnier is "probably the most famous opera in the world, a symbol of Paris, as Notre Dame, the Louvre, or the Basilica of the Sacred Heart" (Hanser). It was made famous in the novel The Phantom of the Opera by Gaston Leroux in 1911, then the musical in 1986.
- o Guided Neighborhood Foodie Tour
 - In Paris, it's easy to feel overwhelmed by all the mouth-watering food it offers. How can you possibly taste it all? Experience the world-famous cuisine and culture as Parisians do, led by a fun local guide who will show us the most delicious hidden gems in a city full of history and flavor.
- o Montmartre & Sacré Coeur night walking tour
 - Delve into Paris's bohemian history on this Montmartre walking tour! Stroll down cobblestone streets past the Moulin Rouge and other former haunts of famous artists and writers while your guide shares local lore. See where Vincent van Gogh once lived, and visit the final resting place of Edgar Degas and other artists at the Montmartre Cemetery. For an inspiring finale, take in some of the best views in Paris from the steps of the magnificent Sacré Coeur Basilica

Day 9

Friday, March 15th, 2024
End of trip



HOLY CROSS
CATHOLIC SECONDARY SCHOOL

1353 LAMSDOWNE STREET WEST • PETERBOROUGH • ONTARIO • K9H 7W3
TEL: (705) 748-6664 • FAX: (705) 742-1498

*Take up your
Cross and
humbly follow
after me.*

Thursday, February 2nd, 2023

Dear Parent & Guardians,

This letter is to invite you to an information meeting on Monday, March 24th, 2023 at 7:00 PM at Holy Cross Secondary about a proposed trip to Switzerland and France during March Break of 2024. The purpose of this meeting is to discuss costs, itinerary, insurance and coverage, fundraising opportunities, emergency action plans and behavior expectations.

To ensure that everyone is properly informed about costs and cancellation policies, parents also need to be aware that due to current travel conditions that merged from the pandemic, parents and guardians must acknowledge that the extent to what is covered by travel insurance has changed. The following cancellations policies apply to the proposed trip to Switzerland and France for 2024.

Here is a list of proposed parent/student meetings:

Tuesday, September 18th, 2023

Tuesday, December 23th, 2023

Tuesday, February 14th, 2024

The following is a summary of Explorica's cancellation policy:

- \$399 non-refundable fee if more than 150 days
- \$599 non-refundable fee if between 150-110 days
- 50% of all fees + \$99 non-refundable fee if between 109-76 days
- 75% of all fees + \$99 non-refundable fee if between 75-31 days
- 100% if 30 days or less

I _____ (parent) have read, acknowledged and agree that if the trip is cancelled, I understand that I may only receive up to fifty percent of the money back.

_____ Please sign and return _____

Thank you for your support and interest.

Date

Sincerely,

Stacy Higgins & Nathalie McDermott

Holy Cross Catholic Secondary School Trip Organizers

705 748 6664

June Switzerland/France Parent Meeting 2023 Agenda

1. Opening prayer
2. Introductions of Stacy and Nathalie and our travel/education history.
Introductions of other staff
3. Upon entry into Cafeteria, sign into Google Docs at one of the four computers to provide student name, parent/guardian name, Parent/guardian email(s)
4. Pick up form packages to be signed tonight and returned prior to leaving the meeting
5. Speak about NEED to begin process of getting/renewing passports. Passports MUST be good until October 1, 2023. Refer to Google Classroom for instructions on how to do that quickly
6. Other concerns to address: any VISA students must look into their regulations any students who have parents with shared custody MUST look after having permission from both parents to allow travel
7. Remind parents and students to regularly check their GoogleClassroom accounts for information and important dates. If you the parent are not getting emails from us we need to know.
8. Show the Slide show provided by Stephanie
9. Discuss the need to buy long sleeve t-shirts as a safety help in the airports and can be worn as spirit wear afterwards. Anyone interested in designing the logo can come to see us. \$25/person
10. Bus information: We had built in a price per student for the bussing costs to and from the airport. Prices literally have doubled since 2020. We booked a bus three days ago, today we were informed that there will now be a fuel

surcharge for each way, but no number was attached to that. For now, you need to know that we will be asking for money from you to cover the bus cost. It will be at least \$20 but it could climb.

11. Provide time for general questions

12. Remind parents to hand in completed forms BEFORE leaving the meeting.
Can be handed to any of the 5 supervisors.

Holy Cross Secondary School Code of Conduct for International Trip to Switzerland/France 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. Peter Catholic Secondary School and Holy Cross Catholic Secondary School will be adhered to by all students at all times.

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

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

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

groups of no less than three people. When using Public Transportation as a group you will travel with your designated chaperone.

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

.....

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

Parent/guardian Signature: _____

Date: _____

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

Student Signature: _____

Date: _____

Proposed St. Peter Catholic Secondary School, Student International Excursion to New York City, USA, October 5-9, 2023.

R.A.: that the proposed St. Peter Catholic Secondary School Student Excursion to New York City, USA, October 5-9, 2023, 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.

April 11, 2023

Administration

March 6th, 2023

Mr. Jonathan Di Ianni
Superintendent of Learning / Student Success
PVNC Catholic District School Board
1355 Landsdowne Sat. W
Peterborough, On
K9J 8M3

Dear Mr. Di Ianni,

Enclosed is the proposal for St Peter CSS Girls' Rugby Team tour to New York City from October 5th – 9th, 2023. Please review the proposal that will be submitted for approval at the next regular school board meeting.

As a teacher/coach with PVNC, I have helped run rugby tours to New York City and Oahu, Hawaii in the past while a staff member at St. Mary CSS. The tradition of tours for rugby programs at schools in PVNCCDSB have offered rich cultural and sporting experiences for student athletes that last a lifetime. The purpose of the NYC tour is to build upon this tradition that already exists in PVNCCDSB and extend this excellent opportunity to a new rugby program at St Peter CSS.

These tours have proven to be tremendously successful in the past for students, coaches, and the school community as a whole. It offers the chance to build strong team bonds that extend beyond the playing fields or classrooms. It helps students work towards achieving Catholic graduate expectations, as they become more responsible citizens while visiting and learning about other cities and cultures. While exploring on tour, and working together as a team to overcome obstacles they become better collaborative contributors. The skills honed and experiences gained while on tour as a team have proven to create team unity, strengthened relationships, and improved student success.

The proposed trip is for 28 student athletes and 4 coaching/teaching staff (1 to 7 ratio). Students would miss a total of 6 class periods, while having the opportunity to explore one of the most famous cities in the world over the course of 4 days and play 1-2 rugby games against local competition.

Our intent as coaches, is to present the tour to the student athletes immediately upon approval to ensure adequate time to prepare. As coaching staff, we also intend on providing and supporting fundraising efforts to help reduce the overall cost to our student athletes.

Should you have any questions, or require additional information regarding the proposal, please contact me via email (Ajanssen@pvnccdsb.on.ca) to set up a meeting at your earliest convenience.

Kinds regards,

Adam Janssen
Head Coach
St Peter Saints RFC



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: <u>Adam Janssen</u>	School: <u>St Peter C.S.S.</u>
Adult Supervisors Attending: <u>A. Janssen N. Beamish J. Ross M. Dick</u>	
Destination: <u>New York City</u>	Mode of Transportation: <u>Coach Bus</u>
Grade/Course: <u>11-12 / Girls Rugby Team</u>	Date of Submission: <u>March 7 /23</u>
Departure Date: <u>Oct. 5 /23</u>	Return Date: <u>Oct 9 /23</u>
Number of Students: boys: girls: <u>28</u>	Number of Adult Supervisors: female: <u>1</u> male: <u>3</u>
Name of Travel Agent: <u>Ingrid Aird (Travel Agent Next Door)</u>	Type of Excursion: <input type="checkbox"/> Curricular <input type="checkbox"/> Co-instructional
Total cost to be paid by each Student: <u>\$ 1050 + Insurance</u>	

Summary of Proposed Activity:

4 Day tour of New York City. 1-2 rugby games against local competition. Visit various landmarks, cultural sites and museums.

Curricular Relevance: (provide the overall expectations addressed)

Experience travelling as a sport ambassador, Becoming a global citizen, learning of historical events

Estimated Cost for Entire Group:		Anticipated Sources of Revenue:	
Accommodation	\$ <u>13 500</u>	School Accounts	\$ <u>0</u>
Travel	\$ <u>9 000</u>	School Fund-raising	\$ <u>0</u>
Cost of Supply Teachers	\$ <u>1 000</u>	Student/Parent share	\$ <u>29 000</u>
Meals	\$ <u>0</u>	Other: <u>student fundraising</u>	\$ <u>possible</u>
Programs/Materials	\$ <u>5 500</u>	Other: Teacher contributions, if applicable	\$ <u></u>
Other	\$ <u>0</u>		
Total	\$ <u>29 000</u>	Total	\$ <u>29 000</u>

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

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

<u>Adam Janssen</u> Teacher Signature	<u>03 / 07 / 23</u> Date
<u>S. Brady</u> Principal Signature	<u>March 7, 2023.</u> Date
<u>[Signature]</u> Superintendent Signature	<u>March 24 / 23</u> Date

INFORMED CONSENT/PERMISSION FORM FOR EDUCATION TRIPS

Category 4 or 5 - Students Under 18 Years

The St Peter C.S.S. is arranging
Girls Rugby Tour to New York City (Oct 5-9/23)
(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 Rugby Tours 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 rugby games and practices:
(describe activity)

1. Sprains & Strains
2. Concussions
3. Skeletal 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 Girls Rugby Tour on Oct 5-9, 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: _____

ST PETER'S GIRLS RUGBY TOUR PROPOSAL

TOUR INFORMATION:

The tour will run ***for 5 days/4 nights from October 5-9, 2023.***

We will be booking through the same travel agent who has organized previous New York City trips for St Mary CSS.

Travel Agent Details:

Ingrid Aird
The Travel Agent Next Door
Cobourg, Ontario
TICO #50021282
ingridaird@ttand.com

THERE IS NO SPECIFIC CONTRACT NEEDED TO SIGN as Ingrid is not a Sports Tour Agency (who require specific binding contracts). She is a Travel Agent who simply takes care of all of our individual needs – hotel, coach bus, entrance tickets, etc.

We will be staying at the Manhattan at Times Square Hotel. It is a short walk to many sights in Manhattan. St Mary stayed there in 2017 and 2019 (Adam Janssen was a staff/coach on the 2017 tour). **THERE IS NO POOL AT THE HOTEL.**

Our matches will be sanctioned by Rugby Canada and USA Rugby.

We will travel via coach bus. We will be using Foley Bus Lines out of Madoc – which will only change if another option arises at a better value. Foley Bus Lines have been used for all our previous PVNC tours to New York City.

We will also walk and use the NYC subway.

EDUCATIONAL OBJECTIVES

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

1. Experience travelling as sports ambassadors for one's country. As a Canadian sports team travelling to the city of New York in the U.S. State of New York, we will be viewed as Canadians first. This is a unique experience few can share. The boys will learn the value of their status as ambassadors for their sport and community.
2. Cross-cultural relations. The boys will be immersed into a new and exciting culture, different from their own. They will experience foreign opinions on world issues, opinions of other nations regarding Canada and learn the value of being able to call themselves Canadians.

3. Historical Relevance. The boys will visit historical sights including Times Square, the Statue of Liberty and Ground Zero. The relevance of these sights becomes significantly higher to a student who can visit and engage in them personally.

COSTS:

Prior to a strong fundraising campaign, the cost per player will be \$1050 CAD. We also plan to include a Tour Kit, including bag, jersey and T-shirt, which will be sponsored and not raise the price. This price includes:

- Return coach transportation from St Peter CSS (Peterborough) to New York, NY.
- 4 nights accommodation at the Manhattan at Times Square Hotel, NYC.
- Transfers to and from the city and the hotel
- Entrance to 9/11 Memorial Museum
- Entrance to Top of the Rock
- Ticket to a New York Rangers hockey game or Knicks basketball game
- Ticket to a Broadway or off-Broadway show
- A minimum of one rugby match, with the possibility of a second

INSURANCE:

Old Republic Insurance Company of Canada

Approx. \$110 per person - includes Medical and Cancellation.

SUPERVISION:

The following staff will be accompanying approximately 28 players, all Grade 10, 11 or 12:

1. Adam Janssen – coach. Teaching experience – 15 years.
2. Nick Beamish – coach. Teaching experience – 13 years.
3. Jon Ross – coach. Teaching experience – 20 years.
4. Megan Dick – coach. Educational Assistant experience – 4 years.

Above staff members (A. Janssen and N. Beamish) have current Standard or Emergency First Aid and CPR Certifications as required by the OPHEA Safety Guidelines for Rugby.

ITINERARY:

See the attached additional documents

EMERGENCY CONTACT NUMBERS

Hotel

Manhattan at Times Square Hotel

790 7th Avenue

New York, NY 10019

(212)-581-3300

Supervisors

Mr. Janssen's cellphone: 705 761-2311

Mr. Beamish's cellphone: 705 559-2326

Mr. Ross's cellphone: 705-559-9781

Ms. Dick's cellphone: 705 559-7649

EMERGENCY COMMUNICATION PLAN

All parents will be given the hotel and supervisors' phone numbers should they need to contact their daughter in the event of an emergency, and for some reason they cannot reach them on their own cell phone.

Each student is required to bring their cell phone and enable US text and data for the 5 days of the trip – in the event of an emergency, the supervisors may need to quickly gather everyone up prior to scheduled meet times. Students who do not have a cell phone are paired with a teammate who does for the duration of the trip. Supervisors are given (and carry) a full list of all player cell phone numbers while we are in NYC. This information is later recollected and thrown out.

In the event of an emergency (player injury in a game, serious incident at our location), supervisors will contact the parent of the impacted student. There is a master list of all emergency contact information for every student on the trip, which the supervisors carry on them during the trip.

See attached Detailed Emergency Plan

PARENT INFORMATION NIGHT

Once approval has been confirmed, there will be a parent information night to present the tour. This will take place the **FIRST Thursday night** following the Board Meeting where approval has been given.

The meeting will take place from 5:30-6:30pm in Room 2001 at St. Peter CSS.

RUGBY TOUR - NEW YORK CITY - OCTOBER 5-9 2023
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The St Peter's Girls Rugby Team will have the opportunity to travel to New York City from Thursday October 5th to Monday Oct 9th, 2023. This tour should prove to be an exciting and rewarding experience for those involved, as they explore a world city and expand their knowledge of rugby while playing local competition.

ITINERARY	
Day 1 – Thursday October 5th	
Morning	<ul style="list-style-type: none"> Attend class periods 1 and 2 at SPCSS
Afternoon	<ul style="list-style-type: none"> Depart SPCSS via coach bus following lunch period Cross Canada/US border and clear customs Stop on route for dinner and bathroom break
Evening	<ul style="list-style-type: none"> Arrive in NYC and late check-in at <i>Manhattan at Times Square Hotel</i>
Day 2 – Friday October 6th	
Morning	<ul style="list-style-type: none"> Short walk to Rockefeller Centre, and participate in the “top of the rock” experience. Great views of the whole city and allows students to get their bearings of the city Tour of NBC studios
Afternoon	<ul style="list-style-type: none"> Travel to Central Park Hike through and explore Central Park Rugby skills practice session in Central Park
Evening	<ul style="list-style-type: none"> Walk to times square for shopping and dinner Attend Broadway or Off-Broadway performance
Day 3 – Saturday October 7th	
Morning	<ul style="list-style-type: none"> Travel to Randall's Island for our rugby game against NYC Rugby Club
Afternoon	<ul style="list-style-type: none"> Travel to Columbia University to explore the Ivy League's school campus Walk to and explore American Museum of Natural History
Evening	<ul style="list-style-type: none"> New York Rangers OR Knicks Pre-season Game at Madison Square Garden
Day 4 – Sunday October 8th	
Morning	<ul style="list-style-type: none"> Mass at St Patrick's Cathedral (5th Avenue) Explore the iconic shops and store fronts along 5th Avenue
Afternoon	<ul style="list-style-type: none"> Travel to lower Manhattan and ride Staten Island Ferry (views of Ellis Island and Statue of Liberty) Walk of Lower Manhattan, passing Wall Street, and ending at Ground Zero Explore 9/11 Memorial and Museum
Evening	<ul style="list-style-type: none"> Explore the trendy neighbourhood district of NYC known as “Hell's Kitchen” for a team dinner
Day 5 – Monday October 9th	
Morning	<ul style="list-style-type: none"> Breakfast and last-minute souvenir shopping Check out of hotel
Afternoon	<ul style="list-style-type: none"> Depart NYC, stopping for an early dinner before border crossing
Evening	<ul style="list-style-type: none"> Arrive back at SPCSS

TOUR EXPENSES

Approximate cost per player: \$1050 CDN

Cost Includes the following:

- Return transportation via Coach bus from SPCSS, Peterborough to New York City
- 4 nights accommodation at the *Manhattan at Times Square Hotel*, New York City
- Transportation for travel within NYC
- Tickets to New York Rangers OR Knicks pre-season game at Madison Square Garden
- Tickets to Broadway or Off-Broadway performance
- Tickets to “top of the rock” experience
- Tickets to 9/11 Memorial and Museum
- Entrance to American Museum of Natural History
- Staten Island Ferry
- 1-2 rugby games
- Tour Kit (SPCSS Rugby branded shirt and bag)

Additional Mandatory Expenses:

- *Comprehensive travel/medical insurance* (approximately \$110 per student)

Additional/Optional Expenses:

- Food/snacks
- Shopping/ souvenirs

FUNDRAISING, PAYMENTS AND ADDITIONAL INFORMATION

The coaching staff is committed to assisting fund-raising efforts for players over the next few months. Parents that wish to organize fundraising efforts should contact the coaches prior to commencing any such activity. Through the concerted efforts of all tour members, there is a strong possibility of decreasing the overall cost of the tour. However, only those players who make the effort to fund-raise will benefit. Any player that chooses to not actively participate in fundraising initiatives will endure the entire cost of the tour.

Tour costs will be broken into three (3) payments. The first payment is a ***non-refundable deposit of \$350*** due by April 30th to reserve the coach transportation and hotel (If the trip were to be cancelled due to a lack of interest, then the deposit would be returned in that instance). The second installment of \$350 would be due by June 23rd. The remaining balance is due September 15th.

Rest assured, not only will this be a rewarding and exciting experience, but it will also be a safe one. New York City is a popular tourist destination, and many PVNC school trips have visited in the past. On tour, there will be a ratio of 1 teacher/coach for every 7 student athletes. Coaching/Teaching staff are also certified in first aid and CPR.

In addition, to ensure the safety of all involved, student athletes will be required to adhere to a strict, zero tolerance, no drug or alcohol policy while on the tour. Players are expected to demonstrate behaviour in accordance with St Peter’s student code of conduct. Failure to do so will result in the immediate removal from the tour at the expense of the player and/or the parent guardian, as well as removal from the rugby team for the remainder of the school year.

TOUR RULES – NYC 2023

1. ALL SCHOOL RULES APPLY. THIS IS ESSENTIALLY SCHOOL IN NYC FOR 5 DAYS.
2. Players will be assigned a Tour “Buddy” and Tour Supervisor. Before each departure, a Buddy check will be performed. You MUST confirm your Buddy’s presence to your Tour Supervisor BEFORE the departure commences.
3. At NO TIME may any player venture off on her own. When the group explores an specified area (ie. Museum) for a period of time, players will be limited to groups of AT LEAST 4 people. Before setting off, you MUST check in with your supervisor to ensure they know where you will be should they need to find you, as well as a contact number.
4. Players may not vape, smoke, or consume alcohol or illegal drugs AT ANY TIME. Failure to comply will result in IMMEDIATE REMOVAL from the tour at the expense of the Parent/Guardian of the player in question.
5. A curfew will be in effect EACH NIGHT. Players are expected to stay in their own rooms after this time. Routine checks will be conducted to ensure this rule is followed. No one outside those travelling on tour with SPCSS should ever be in a player’s hotel room.
6. ALL players are to respect the hotel and its grounds. You will treat it the same, if not BETTER, than you would your own home. Failure to do so will result in YOUR removal from the hotel and subsequent placement in an alternate facility, at the cost of your Parent/Guardian. Any costs due to damage to the hotel will be incurred by the student IMMEDIATELY.
7. Players are to attend rugby training sessions during the month of September in preparation of the trip. Failure to do so risks removal from the tour, as this is a rugby team trip.

Student and Parent/Guardian Permission and Acknowledgement

I give permission to, _____, to attend St Peter Saints RFC Rugby tour to New York City on October 5th to 9th.

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

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

Player Name: _____

Guardian Name: _____

Player Signature: _____

Guardian Signature: _____

Date: _____

Date: _____

PARTICIPANT INFORMATION

Full Name: _____

Date of Birth: _____

Email Address: _____

Student Cell phone: _____

PARENT EMAIL: _____

Will any family members be coming as well?

YES

NO

If the answer was 'YES', provide the full name, DOB and email of each person below:

Full Name: _____

Date of Birth: _____

EMAIL: _____

Full Name: _____

Date of Birth: _____

EMAIL: _____

**** Space is very limited. Parents are not guaranteed a spot. Priority will go to players from Rugby first. Parents wishing to go will be placed on a waiting list and added as space is made available. Parents attending with have to pay the same tour fees, and will need to share a room with another person, or incur an extra cost.*

RELEASE AND INDEMNIFICATION FORM

NYC Tour October 2023

NOTE TO PARENTS AND STUDENTS

The Peterborough Victoria Northumberland Clarington Catholic District School Board is arranging an excursion to New York City during the period of October 5, 2023 to October 9, 2023.

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. Peter 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. Peter Secondary School) with the following waiver of liability and indemnification agreement.

I _____, as legal guardian, hereby release the PVNCCDSB (St. Peter 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 NYC rugby tour arranged through the PVNCCDSB (St. Peter Secondary School) during the dates above.

I _____, as legal guardian, give the teachers in charge of this tour permission to take my child out of the country and to oversee 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. Peter 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. PETER RUGBY TOUR OF NYC, WE ARE ASSUMING THE RISKS ASSOCIATED WITH DOING SO.

(Parent/Guardian signature)

(Date)

STUDENT CODE OF CONDUCT AGREEMENT
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The Peterborough Victoria Northumberland Clarington Catholic District School Board is arranging a rugby excursion to New York City during the period of October 5, 2023 to October 9, 2023.

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 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 follow the curfew outlined by the teachers each night and stay in my own room after the curfew check is done.
- Students must be accompanied by a teacher or adult chaperone at all times.
- I will participate fully in all group activities and be punctual.
- 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 and any other illegal substances, including cannabis. I will also abstain from all tobacco products, including vaping and electronic cigarettes.
- I will not bring or purchase/view inappropriate visual or auditory material

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 St Peter rugby tour of New York City from October 5, 2023 to October 9, 2023.

SUMMARY OF THE TRIP:

The five-day excursion is outlined in the itinerary provided. Students will be required to attend mass for Sunday obligations.

I UNDERSTAND THAT:

- *the students are responsible for meeting at St. Peter Secondary School at the designated time on or about October 5, 2023; boarding a bus to New York City and from New York City upon our arrival back to Canada; and for arranging their own transportation back home on or about October 9, 2023 upon arrival back to the school.*
- *I will be responsible for transporting my daughter to/from St. Peter Secondary School at the appropriate times.*
- *students will provide their own dinners /snacks for the bus and money for breakfasts, lunches and dinners.*
- *An additional fee will be collected by Mr. Janssen to cover gratuities for bus driver.*
- *All tour reservations will be handled by Ingrid Aird (Cobourg) – travel agent.*
- *Group fundraising opportunities are available. Funds earned from fundraising events will be credited to the individual students who participate, and not distributed through the group.*
- *my child is expected to participate in all activities*
- *my child can be sent home (at the parents' expense) if any of the School Policies have been violated.*

I APPOINT Mr. Janssen, Mr. Beamish, Mr. Ross and Ms. Dick as my agents to engage medical attention or hospitalization should the need arise.

Parent/Guardian Signature

Date

ELEMENT OF RISK NOTICE

NOTE TO PARENTS AND STUDENTS

The Peterborough Victoria Northumberland and Clarington Catholic District School Board is arranging the proposed St. Peter's Secondary School Girls Rugby Tour of New York City, October 5th - 9th, 2023.

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

ELEMENTS OF RISK

Educational activity programs, such as the sporting tour, which is being offered, involve certain elements of risk. Accidents may occur while participating in this activity. These accidents may cause serious injury. A few examples of the type of accident which one is at risk of having occur while playing rugby are:

1. Muscular or skeletal injury due to physical contact/tackling.
2. Concussion due to head trauma.
3. Joint sprain or dislocation.

These accidents result from the nature of the activity and can occur without any fault on either part of the student, or the School Board or its employees or agents, or the facility where the activity is taking place. By choosing to participate in the activity, you are assuming the risk of an accident occurring.

The chance of an accident occurring can be reduced by carefully following instructions, following the rules of the game, and using previous training, while engaged in the activity.

If you choose to participate in the St. Peter's Girls Rugby Tour of NYC during October 5th – 9th, 2023, you must understand that you will bear the responsibility for any accident that might occur.

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

ACKNOWLEDGEMENT

WE HAVE READ THE ABOVE. WE UNDERSTAND THAT PARTICIPATING IN THE ST. PETER'S GIRLS RUGBY TOUR OF NEW YORK CITY, 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 St. Peter's Girls Rugby Tour of New York City to be held October 5th – 9th, 2023.

Signature of Parent/Guardian: _____ Date: _____



EMERGENCY ACTION PLAN

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

Trip: Girls Rugby Tour to NYC

Date: Oct 5-9 2023

Supervisor in Charge: Adam Janssen

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	Adam Janssen - Supervisor in Charge (705 761 2311) Jon Ross - Supervisor (705 559 9781) Nick Beamish - Supervisor (705 559 2326) Megan Dick - Supervisor (705 559 7649) Shannon Brady - Principal (705 772 4929)
Location of Activity <i>Address of Facility</i>	Manhattan at Times Square Hotel (790 7th Avenue) New York, NY 10019 (212)-581-3300
Student List <i>Include full student names and birthdates</i>	To be confirmed after participant list is finalized following promotion of the trip and approval by the school board.
Parent Contact List <i>Include full parent names and phone numbers</i>	To be confirmed after participant list is finalized following promotion of the trip and approval by the school board.
Nearest Hospital <i>Address of nearest Hospital</i>	Ancien St Clare's Hospital 415 W 51st St New York, NY

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 denied access across the border, their parent/emergency contact will be contacted using the phone number provided. The bus will wait at the border, until the student's parent arrives to pick them up to return home. At that point, the trip will then continue on its way.</p>
First Aid Kit <i>A first-aid kit must be accessible at all times</i>	<p>First Aid kit will accompany the supervisors in backpack form. Supervisors are also trained in First Aid/CPR.</p>
Plan of Care <i>A copy for each applicable student must be printed from Edsembli</i>	<p>These printouts will also be kept in the first aid kit, along with emergency contact information.</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>These forms have already been completed as being a part of the girls' rugby team and are kept on file.</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>Follow guidelines outlined to the left.</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>Follow guidelines outlined to the left.</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>Follow guidelines outlined to the left.</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>Follow guidelines outlined to the left.</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>Follow guidelines outlined to the left.</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>Follow guidelines outlined to the left.</p>

EMERGENCY PLAN

In case of emergency, all players and their parent(s) will have emergency contact/communication using WhatsApp, a universal communication application that works on both iPhones and Android phones.

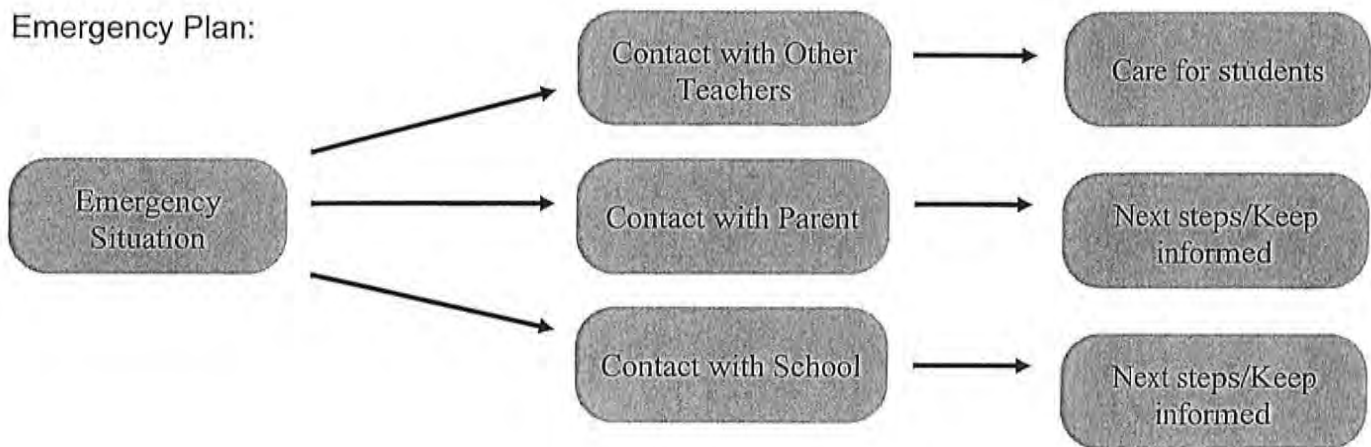
WhatsApp allows for the following means of instantaneous communication:

- Phone call
- Video conferencing
- Text messaging.

Teacher(s) in charge will be assigned students they are in charge of. Communication with those student's parents and the school will be initiated by that teacher (unless they are unable to execute those responsibilities in which case those will be carried out by the other teachers).

Adam Janssen	Nick Beamish	Jon Ross	Megan Dick (or another Female Staff Member)
Students 1-7	Students 8-14	Students 15-21	Students 22-28

Emergency Plan:



**Recommended Action from the Committee-of-the-Whole,
April 11, 2023: St. Elizabeth Boundary and Program Review.**

R.A. Mover: Mary Ann Martin

that the Board approve proceeding with transferring
the St. Elizabeth Catholic Elementary School Grade
8 program to St. Stephen Catholic Secondary
School beginning in the 2023-2024 school year.

Committee-of-the-Whole

April 11, 2023

Student Trustee Professional Development, Ontario Student Trustees' Association (OSTA-AECO) Annual General Meeting and Conference, May 18-21, 2023.

R.A.: that student trustees wishing to do so, be authorized to attend the Ontario Student Trustees' Association (OSTA-AECO) Annual General Meeting and Conference, May 18-21, 2023, in Toronto, Ontario.

**Recommended Action from the Policy Development
Committee Meetings, February 7, 2023 and April 18, 2023.**

R.A.: Mover: Loretta Durst

that the Board receive the reports and recommendations from the Policy Development Committee meetings dated February 7, 2023, and April 18, 2023, for publication and implementation.

Policy Development Committee

February 7, 2023 and April 18, 2023.

**Report of the Recommended Actions from the Policy Committee Meetings,
February 7, 2023 and April 18, 2023.**

1. Revised Directional Policy #1100, Communications.

Moved by Kevin MacKenzie, seconded by Mike Ayotte that the Policy Development Committee recommend to the Board that Directional Policy #1100, Communications, be received and posted as amended. Carried.

2. Remove Board Policy and Administrative Procedure #1104, Confidential Communications Between Students and Staff.

Moved by Kathleen Tanguay, seconded by Mary Ann Martin. that the Policy Development Committee recommend to the Board that Board Policy #1104, Confidential Communications Between Students and Staff, and the corresponding Administrative Procedure be deleted. Carried.

3. Revised Administrative Procedure #802, Illness or Injury of a Student.

Moved by Mike Ayotte, seconded by Kevin MacKenzie that the Policy Development Committee recommend to the Board that Administrative Procedure #802, Illness or Injury of a Student, be received and posted as amended under Directional Policy #800, Healthy Schools and Workplaces; and, that Board Policy #818, Illness or injury of a Student, and the corresponding Administrative Procedure #818, be deleted. Carried.

4. Revised Administrative Procedure #107, Electronic Meetings.

Moved by Kevin MacKenzie, seconded by Mike Ayotte that the Policy Development Committee recommend to the Board that Administrative Procedure #107, Electronic Meetings, be received and posted as amended under Directional Policy #100, Governance, Vision, Strategic Priorities. Carried.

5. Revised Administrative Procedure #1102, Distribution of Communication Materials from External Groups to Schools.

Moved by Kevin MacKenzie, seconded by Kathleen Tanguay that the Policy Development Committee recommend to the Board that Administrative Procedure #1102, Distribution of Communication Materials from External Groups to Schools be received and posted under Directional Policy #1100, Communications. Carried.

6. New Administrative Procedure #817, Confined Spaces Program.

Moved by Mike Ayotte, seconded by Jenny Leahy that the Policy Development Committee recommend to the Board that Administrative Procedure #817, Confined Spaces Program, be received and posted under Directional Policy #800, Healthy Schools and Workplaces. Carried.

7. Revised Administrative Procedure #809, Occupational Health and Safety.

Moved by Kathleen Tanguay, seconded by Kevin MacKenzie that the Policy Development Committee recommend to the Board that Administrative Procedure #809, Occupational Health and Safety be received and posted under Directional Policy #800, Healthy Schools and Workplaces. Carried.

8. Revised Administrative Procedure #508, Workplace Harassment Prevention.

Moved by Kathleen Tanguay, seconded by Mary Ann Martin that the Policy Development Committee recommend to the Board that Administrative Procedure #508, Workplace Harassment Prevention be received and posted as amended under Directional Policy #500, Employee Relations. Carried.

9. Revised Administrative Procedure #509, Workplace Violence Prevention.

Moved by Mike Ayotte, seconded by Jenny Leahy that the Policy Development Committee recommend to the Board that Administrative Procedure #509, Workplace Violence Prevention be received and posted as amended under Directional Policy #500, Employee Relations. Carried.

10. Revised Directional Policy #300, Student Achievement and Well-being.

Moved by Kathleen Tanguay, seconded by Jenny Leahy that the Policy Development Committee recommend to the Board that Directional Policy #300, Student Achievement and Well-being, be received and posted. Carried.

11. Revised Administrative Procedure #301, Effective Instructional Practice.

Moved by Mary Ann Martin, seconded by Jenny Leahy that the Policy Development Committee recommend to the Board that Administrative Procedure #301, Effective Instructional Practice be received and posted under Directional Policy #300, Student Achievement and Well-being. Carried.

12. Revised Administrative Procedure #302, Assessment, Evaluation and Reporting.

Moved by Kevin MacKenzie, seconded by Mary Ann Martin that the Policy Development Committee recommend to the Board that Administrative Procedure #302, Assessment, Evaluation and Reporting be received and posted under Directional Policy #300, Student Achievement and Well-being. Carried.

13. Revised Administrative Procedure #305, Out of School Activities.

Moved by Mary Ann Martin, seconded by Jenny Leahy that the Policy Development Committee recommend to the Board that Administrative Procedure #305, Out of School Activities be received and posted as amended under Directional Policy #300, Student Achievement and Well-being. Carried.

14. Revised Administrative Procedure #617, Trustee Expenses.

Moved by Joshua Glover, seconded by Jenny Leahy that the Policy Development Committee recommend to the Board that Administrative Procedure #617, Trustee Expenses be received and posted under Directional Policy #600, Stewardship of Resources. Carried.