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## Regular Board Meeting

Tuesday, June 28, 2022

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/deo-kobt-zhs>

If you would like to join by telephone, please contact Michelle Kennedy  
by email - [mkennedy@pvnccdsb.on.ca](mailto: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:** Braden Leal

**Vice-chairperson:** Kevin MacKenzie

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Trustees who are unable to attend the meeting are asked to  
please notify Michelle Kennedy ([mkennedy@pvnccdsb.on.ca](mailto: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 May 24, 2022 Regular Board Meeting. Page 5
7. Business Arising Out of the Minutes.

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

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

### **C. Presentations:**

1. R.A. St. Stephen Catholic Secondary School Excursion to Italy, March 9-17, 2023.  
Julie Selby, Superintendent of Learning, Trevor Poechman, Principal, St. Stephen Catholic Secondary School, and Angela Richardson, Teacher, St. Stephen Catholic Secondary School. RA: Page 15 Details: Page 16
2. R.A. St. Mary Catholic Secondary School Excursion to Los Angeles, California, USA, May 7-12, 2023.  
Sheila Piggott, Superintendent of Learning, Jason Roberts, Principal, St. Mary Catholic Secondary School, and Emily Brown, Teacher, St. Mary Catholic Secondary School. RA: Page 60 Details: Page 61
3. R.A. St. Mary Catholic Secondary School Excursion to Scotland, March 10-18, 2023.  
Sheila Piggott, Superintendent of Learning, Jason Roberts, Principal, St. Mary Catholic Secondary School, and Shawn Carmichael, Teacher, St. Mary Catholic Secondary School. RA: Page 96 Details: Page 97
4. R.A. St. Mary Catholic Secondary School Excursion to Boston, Massachusetts, USA, March 10-18, 2023.  
Sheila Piggott, Superintendent of Learning, Jason Roberts, Principal, St. Mary Catholic Secondary School, and Tanya Earle, Teacher, St. Mary Catholic Secondary School. RA: Page 117 Details: Page 118

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

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

1. R.A. Recommended Actions from the Committee-of-the Whole Meeting, June 13, 2022.  
Linda Ainsworth, Chairperson, Committee-of-the-Whole. RA: Page 138 Budget Report: Page 139 Draft By-laws: Page 161
2. R.A. Appointment of the Student Trustees, 2022-2023.  
Kevin MacKenzie, Board Vice-chairperson. Page 211
3. Ontario Catholic School Trustees' Association (OCSTA) Open Session Report.  
Braden Leal, Board Chairperson and Linda Ainsworth, OCSTA Regional Representative.
4. STSCO Governance Committee, Open Session Report, June 1, 2022.  
Braden Leal, Board Chairperson.

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

1. R.A. Joint Health and Safety Committee Semi-Annual Report, June 8, 2022.

Stephen O'Sullivan, Superintendent of Human Resource Services.

RA: Page 212

Report: Page 213

**G. Policy Development:**

**H. Old Business:**

**I. New Business:**

**J. Bring Forward:**

**K. Information Items:**

1. Correspondence from the Ontario Student Trustees' Association (OSTA-AECO):  
Selection of Siobhan Marie to Executive Council of OSTA-AECO as Policy Coordinator.  
Page 218
2. Chairperson's Report.  
Braden Leal, Board Chairperson.
3. Committee Chairpersons' Report:
  - a. Catholic Parent Engagement Committee, May 30, 2022.
  - b. First Nation Métis and Inuit Education Advisory Committee, June 7, 2022.
  - c. Special Education Advisory Committee, May 19, 2022.

**L. Future Meetings and Events:**

1. Board Meetings:
  - a. Board Meeting Open Session, September 27, 2022, 6:30 p.m.  
(In-camera Session, 6:00 p.m.)
2. Board Standing Committee Meetings: (Listed in chronological order.)
  - a. Chairperson's Committee, September 12, 2022, 5:00 p.m.
  - b. Committee-of-the-Whole, September 12, 2022, 6:30 p.m.
  - c. Policy Development Committee, October 4, 2022, 6:30 p.m.
3. Other Committee Meetings: (Listed in chronological order.)
  - a. Catholic Parent Engagement Committee, October 17, 2022, 6:30 p.m.
  - b. First Nation Métis Inuit Advisory Committee, September 13, 2022, 6:30 p.m.
  - c. Special Education Advisory Committee, September 22, 2022, 6:30 p.m.

- d. Student Council Liaison Committee, September 27, 2022, 4:15 p.m.
  - e. Accessibility for All Committee, October 13, 2022, 1:00 p.m.
  - f. Faith and Equity Advisory Committee, October 13, 2022.
  - g. French as a Second Language Advisory Committee, November 9, 2022.
  - h. Audit Committee, TBA
  - i. SAL Committee, TBA
4. Board Events: (Listed in chronological order.)
- a. Secondary School Graduation Ceremonies, June 29, 2022.
  - b. OCSTA Fall Regional Meeting, September 22, 2022.
  - c. Catholic Leadership Development Series, Session #1, October 20, 2022.

**M. Conclusion:**

- 1. Report from the In-camera Meeting, June 28, 2022.
- 2. Closing Prayer.
- 3. Adjournment.



# Minutes

The Minutes of the Open Session of the Regular Board Meeting, held on Tuesday, May 24, 2022, at 6:30 p.m. at the Catholic Education Centre, 1355 Lansdowne Street West, Peterborough, and virtually, by Google Meet.

## PRESENT:

Trustees – Linda Ainsworth, David Bernier, Loretta Durst, Braden Leal (Chairperson), Kevin MacKenzie, Siobhan Marie (Student Trustee).

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

Recorder – Michelle Kennedy

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

The Board Chairperson Braden Leal called the meeting to order at 6:30 p.m. and welcomed Principal representatives Christine Brodie, from St. Anne Catholic Elementary School and Shelley Adair, from Monsignor O'Donoghue Catholic Elementary School.

### 1. Examen and Opening Prayer

Father Paul Massel, Board Chaplain and Faith Animator, led a daily examen and opened the meeting with prayer.

### 2. Land Acknowledgement

Braden Leal, 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

A video of the National Anthem sung by students from St. Teresa Catholic Elementary School was played.

### 4. Approval of the Agenda

**MOTION:** Moved by Linda Ainsworth, seconded by Kevin MacKenzie

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 April 26, 2022 Regular Board Meeting.

**MOTION:** Moved by David Bernier, seconded by Loretta Durst  
that the minutes of the April 26, 2022 Regular 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 gave the Director's Report, which included the following points:

- Prayers for those who lost their lives, were injured or experienced significant damage from the storm that impacted Ontario and Quebec on May 21.
- Acknowledged the Emergency Service Workers and Hydro workers who have worked to keep residents safe and restore power in the most affected areas.
- Gratitude was expressed to Superintendent Isabel Grace, Manager of Facilities Richard Driscoll, and his supervisors Tom O'Grady, and Donna Morris, who with their maintenance staff, Paul Grills, Robert Joyce, Jim Young and Kerri Seward who worked to ensure that the schools that were able to open were safe for our students. As of Wednesday, May 25, 30 of our 36 schools will be with power and open for classes.
- The Catholic Student Leadership Awards were celebrated on May 4<sup>th</sup> to recognize exceptional students who exemplify the Catholic Faith and are honoured by the board and the Catholic Principals Council through their sponsorship of the awards.
- The province-wide Mass was a highlight of Catholic Education Week which was live-streamed from St. Michael's Basilica in Toronto.

- The Ontario Catholic School Trustees' Association held the Ontario Student Youth Day virtually which had 30 students representing our six secondary schools participating.
- A lead-up event to the May 2023 ICE Symposium was recently held online and featured guest speaker Dr. Jill Gowdie. A team from PVNCCDSB will be formed to attend the conference next year and will be comprised of trustees, student representatives, and senior administration.
- Twelve PVNCCDSB administrators completed a Special Education Additional Qualification course designed for administrators that was led by Principals Shelley Adair and Christine Brodie.
- PVNCCDSB and Trillium Lakelands District School Board have partnered to present a virtual speaker series, "Time Immemorial: An Indigenous Speaker Series". Two sessions have already taken place and three more are planned during the month of June.
- The annual Catholic Parent Engagement Committee special event took place on May 18 and featured guest speakers Kevin Chief, Dr. Jean Clinton and Dr. Robyne Hanley-Dafoe. There were approximately 150 participants who attended online and inperson.
- Indigenous speaker, Kevin Chief was also able to join a principal professional development session that was hosted at Hiawatha First Nation facilities.
- Visited Alderville First Nation with Superintendent Julie Selby, to visit the Education Centre, completing visits this year to all partners in the area:
- Met with leaders at the New Canadians Centre to discuss present and future supports to newcomer students. We have welcomed students from Ukraine, Nigeria, Philippines and other countries.
- The Progress flag, also known as the Inclusion flag will be flown at our schools at the beginning of June to support our work in the areas of equity and inclusion. The flag will be flown on the Canadian flag pole as a temporary solution until a second pole can be phased in to school sites over the next several years.
- Joan Carragher and Sheila Piggott, Superintendent of Learning are working with the Ontario Catholic Supervisory Officers Association to review the Right to Read Inquiry report and further advise the Ministry of Education regarding next steps to address curriculum and resources.
- E-learning courses have been mandated for Grades 9 and 10 beginning in the 2022-2023 school year. Online courses will be integrating Catholic content and writing teams are being compiled from teachers from seventeen boards, including PVNCCDSB.
- PVNCCDSB is one of many boards that have joined the Ontario E-learning Consortium and has access to share seats in online credit course offerings.

- Vocare is a Shalom World Television program and the latest episode will feature on their world stage, Father Paul Massel, Board Chaplain and Faith Animator. p

Following her report, Joan Carragher invited questions and comments from the trustees.

2. Introduction of the 2022-20223 Junior Student Trustee, Madelyn Gaskell.

Joan Carragher, Director of Education introduced Madelyn (Maddy) Gaskell, Grade 10 student from Holy Cross Catholic Secondary School. Mrs. Carragher congratulated Maddy on her election to the position of Junior Student Trustee for the 2022-2023 school year and invited her to say a few words. Maddy Gaskell expressed her excitement to work with the trustees and begin her role with the Board of Trustees where she will represent the students of PVNCCDSB.

3. Report from the Student Trustee, Siobhan Marie.

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

- There were many student-led fundraisers in the secondary schools this month including Green Shirt Day for mental health awareness and Red Shirt Day on May 5<sup>th</sup> in honour of the National Day of Awareness for Missing and Murdered Indigenous Women and Girls and Two-spirit people.
- Asante Haughton was the guest speaker and facilitator at a student leadership training session for student cabinet and Link Leaders at Holy Trinity Catholic Secondary School.
- Holy Cross Catholic Secondary School has returned to the production and sale of their yearbook and the school recently hosted a family online cooking night.
- An Arts Evening and Coffee House has returned to St. Peter Catholic Secondary School and the proceeds were donated to Peterborough Child and Family Centre.
- Catholic Student Leadership awards were celebrated on May 4<sup>th</sup> honouring students who demonstrate the Catholic Graduate Expectations and leadership in their school and parish.
- The Student Council Liaison Committee looks forward to next year and will decide on the format and structure of the meetings for the 2022-2023 school year. The June SCLC meeting will be held in person for the first time in two years.

Siobhan Marie invited questions and comments at the conclusion of her report.

4. Report from the Manager of Communications.



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

- 2022 Catholic Student Leadership Awards ceremony held in person at Holy Cross Catholic Secondary School, May 4, 2022.
- City-wide badminton tournament was organized by St. John Catholic Elementary School students who raised funds for humanitarian relief efforts in Ukraine.
- An overview of the classroom activities that have been celebrated through social media during the month of May
- The latest episode from Shalom World's series "Vocare" features Board Chaplain and Faith Animator, Father Paul Massel and his life's story and call to the priesthood.
- A scripted reading of "Dracula" by Holy Trinity Catholic Secondary School drama students.
- Everyday Hero Award program featured 16 recipients during the month of May.

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

### C. Presentations:

#### 1. R.A. St. Peter Catholic Secondary School Excursion to Guatemala, April 15-23, 2023.

Superintendent of Learning Jonathan Di Ianni introduced Paul Hough, Vice-principal, St. Peter Catholic Secondary School, and Teachers from St. Peter Catholic Secondary School, Monica Nolan, Kevin O'Neill, and Tracy Musclow. The teachers gave an overview of the proposed trip and the measures being taken to ensure student and staff safety. They explained the benefits, religious experience and outcomes for the students who participate in the excursion to Guatemala with the organization 'Maximo Nivel.' The presenters answered questions from the trustees at the conclusion of the presentation.

**MOTION:** Moved by Kevin MacKenzie, seconded by Loretta Durst

that the proposed St. Peter Catholic Secondary School Student Excursion to Guatemala, Central America, from April 15, 2023 to April 23, 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.

Carried.

2. Proposed St. Mary Catholic Secondary School, Cobourg, Student Excursion to France and Spain, March 10-17, 2023.

Superintendent of Learning Sheila Piggott introduced Jason Roberts, Principal of St. Mary Catholic Secondary School and Curtis Chornie, Teacher at St. Mary Catholic Secondary School. The details of the excursion were reviewed and following the presentation, the presenters answered the trustees' questions.

**MOTION:** Moved by David Bernier, seconded by Linda Ainsworth

that the proposed St. Mary Catholic Secondary School Student Excursion to France and Spain, from March 10-17, 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.

Carried.

3. Providing Excellence in Teaching and Learning: Deep Inquiry Learning.

Superintendents of Learning, Sheila Piggott and Julie Selby, gave a powerpoint presentation to review the work being undertaken in the board with respect to Deep Inquiry Learning. The principles and framework of Deep Inquiry Learning were reviewed as were the reasons for the focus of this type of learning. Examples of the various types of inquiries (structured, controlled, guided and free) and the various ways in which they can take place, were explained. Julie Selby and Sheila Piggott answered questions from the trustees at the end of the presentation.

4. Protecting the Environment.

Superintendent of Learning Sheila Piggott provided to the trustees, by means of a PowerPoint presentation, a second update for this year on the strategic priority, Protecting the Environment.

Sheila Piggott reported on the further development of the Protecting the Environment Program has been implemented in PVNCCDSB schools from Grades K-12. The pilot certification plan was launched at the end of March 2022 provides ideals for growth and meaningful learning and whole-school participation and encourages social media to share using #pvncECOhope. The presentation included the planned next steps which identified areas for growth and summarized short and long-term goals which will connect

with new components of the science curriculum for Grades K-9.

Following the presentation, Sheila Piggott answered questions and comments from the trustees.

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

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

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

Board Chairperson Braden Leal reminded trustees that June 2, 2022 is the provincial election day in Ontario and it is also the first day of the virtual conference being held by the Canadian Catholic School Trustees' Association (CCSTA).

In her Regional Report, Linda Ainsworth, also encouraged all trustees to participate in the CCSTA Virtual Conference as there are notable keynote speakers and to support the Ontario contingent, led by Pat Daly.

##### **2. STSCO Governance Committee, Open Session Report, May 11, 2022.**

Joan Carragher, Director of Education noted that there were no open session items on which to report from the meeting held on May 11.

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

##### **1. 2022-2023 Staffing Report.**

Stephen O'Sullivan, Superintendent of human Resource Services presented a report regarding the staffing needs for the 2022-2023 school year based on system needs and predicted enrollment for September 2022. Sources of funding relating to the staffing of CUPE and OECTA positions were reported as was the number of retirement notifications received to date.

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

##### **1. Recommended Actions from the Policy Development Committee, May 17, 2022.**

**MOTION:** Moved by Kevin MacKenzie, seconded by Linda Ainsworth that the Board receive the report and recommendations from the Policy Development Committee dated May 17, 2022, for publication and implementation.

Carried.

**H. Old Business:**

**I. New Business:**

**J. Bring Forward:**

**K. Information Items:**

1. Chairperson's Report

Board Chairperson, Braden Leal expressed his heartfelt thanks to the Facilities Management team for their work with the prompt cleanup at St. Catherine Catholic Elementary School following recent vandalism incidents. The Chairperson also acknowledged the recent storm that affected a large portion of the region and the hardship of many who remain without hydro and those families that have endured injury.

2. Committee Chairperson's Report:

- a. Accessibility for All Committee, May 5, 2022.
- b. Faith and Equity Advisory Committee, May 12, 2022.
- c. Special Education Advisory Committee, May 19, 2022.

**L. Future Meetings and Events:**

1. Board Meeting

- a. Special Board Meeting, In-camera Session, May 25, 2022, 6:30 p.m.
- b. Regular Board Meeting Open Session, June 28, 2022, 6:30 p.m.  
(In-camera Session, 6:00 p.m.)

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

- a. Chairperson's Committee, June 13, 2022, 5:00 p.m.
- b. Committee-of-the-Whole, June 13, 2022.
- c. Policy Development Committee, October 4, 2022, 6:30 p.m.

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

- a. Catholic Parent Engagement Committee, May 30, 2022, 6:30 p.m.

- b. First Nation Métis Inuit Advisory Committee, June 7, 2022, 6:30 p.m.
- c. Special Education Advisory Committee, June 16, 2022, 6:30 p.m.
- d. Student Council Liaison Committee, June 28, 2022, 4:15 p.m.
- e. Accessibility for All Committee, TBA.
- f. Audit Committee, TBA.
- g. Faith and Equity Advisory Committee, TBA.
- h. French as a Second Language Advisory Committee, TBA.
- i. Supervised Alternative Learning Committee (SAL), TBA.

4. Board Events:

- a. Canadian Catholic School Trustees' Association (CCSTA) Annual General Meeting and Convention, June 2-3, 2022. (virtual event).
- b. Secondary School Graduation Ceremonies, June 29, 2022.

MOTION: Moved by Kevin MacKenzie, seconded by David Bernier  
that the meeting move into closed session at 8:58 pm.

Carried.

Open session reconvened at 9:14 p.m.

**M. Conclusion:**

1. Report from the In-camera Meeting, May 24, 2022.

**MOTION:** Moved by David Bernier, seconded by Loretta Durst  
that the Board approve the actions and the discussions arising  
from the May 24, 2022, in-camera session, 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. Minutes from the April 26, 2022 Regular In-camera meeting were approved.
- D. Business, Finance and Governance:
  - 1. OCSTA In-Camera Report.

2. STSCO Governance Committee, In-camera Report.
3. Approval of a recommended action from the STSCO Governance Committee meeting, In-camera session, May 11, 2022.
4. 2022-2023 Budget Staffing Implications
- E. Human Resources:
  1. Principal/Vice-principal Assignments, 2022-2023.
- I. Convening in Open Session:
  1. Closing Prayer.
  2. Motion to convene in Open Session.

Carried.

2. Closing Prayer

Trustee Linda Ainsworth led the closing prayer to end the meeting.

3. Adjournment

MOTION: Moved by Linda Ainsworth, seconded by Loretta Durst that the open session meeting be adjourned at 9:16 p.m.

Carried.

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Braden Leal  
Board Chairperson

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

Proposed St. Stephen Catholic Secondary School, Bowmanville,  
Student Excursion to Italy, March 9-17, 2023.

**R.A.:** that the proposed St. Stephen Catholic Secondary School Student Excursion to Italy, from March 9, 2023 to March 17, 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.

June 13, 2022

Administration





Peterborough Victoria  
Northumberland and Clarington  
Catholic District School Board

### CATEGORY 5 APPROVAL FORM

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

Teacher/Organizer: Ms. A Richardson	School: St. Stephen Catholic Secondary School
Adult Supervisors Attending: A. Richardson, K. Walchuk, N. Green, D. Hendriks, M. Rodriguez, D. Mann	
Destination: Italy	Mode of Transportation: Coach/Air
Grade/Course: 10, 11, & 12	Date of Submission: June 3, 2022
Departure Date: March 9, 2023	Return Date: March 17, 2023
Number of Students: boys: max 20 girls: Max. 20	Number of Adult Supervisors: female: 3 male: 3
Name of Travel Agent: Explora Worldwide Education Travel	Type of Excursion: <input type="checkbox"/> Curricular <input checked="" type="checkbox"/> Co-instructional
Total cost to be paid by each Student: \$ 3758	

Summary of Proposed Activity: This tour is packed with history, culture and religion. We'll begin the tour in Venice. We will have a historical walking tour that includes St. Mark's Square, Basilica, the Doge's Palace and a glass-blowing demonstration. Then we will head to Florence with by way of Verona and Juliet's Balcony. In Florence we will learn the history of the city. On our way to Rome we will stop in Assisi to visit St Francis of Assisi Basilica. In Rome we will see the major sites on a walking tour. We will conclude the trip by visiting Pompeii and then we will fly home. See more detailed itinerary attached.

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

Estimated Cost for Entire Group:		Anticipated Sources of Revenue:	
Accommodation	\$ combined: \$3758	School Accounts	\$
Travel	\$	School Fund-raising	\$
Cost of Supply Teachers	\$	Student/Parent share	\$ 3758
Meals	\$	Other:	\$
Programs/Materials	\$	Other: Teacher contributions, if applicable	\$
Other	\$		
Total	\$ up to 150,320.00	Total	\$ up to 150,320.00

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

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

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Itinerary (including Mass if on the weekend)</li> <li><input checked="" type="checkbox"/> Contract Information</li> <li><input checked="" type="checkbox"/> Additional Medical Coverage needs considered</li> <li><input checked="" type="checkbox"/> History of Excursion – number of years: n/a</li> <li><input checked="" type="checkbox"/> Certification required by staff attending: n/a</li> <li><input checked="" type="checkbox"/> Educational objectives stated</li> </ul> | <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Information and consent letter to parents</li> <li><input type="checkbox"/> Liability waivers signed</li> <li><input checked="" type="checkbox"/> Supervision ratio in alignment with A.P. 305</li> <li><input checked="" type="checkbox"/> List of destination/emergency phone numbers provided</li> <li><input type="checkbox"/> Passports (if required)</li> <li><input checked="" type="checkbox"/> Followed the directives of AP305 and Purchasing Handbook</li> </ul> |
|--|--|

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

Angela Richardson  
Teacher Signature

J. P. Richardson  
Principal Signature

Julie Selby  
Superintendent Signature

June 3, 2022  
Date

June 3, 2022  
Date

June 3, 2022  
Date



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

June 3, 2022

Dear Ms. Selby,

Please accept this letter as a request for approval of a proposed international March Break trip. St. Stephen Catholic Secondary School would like to tour Italy, with stops in Venice, Florence, and Rome. This tour also offers a stop in Assisi and Pompeii. It is a unique learning opportunity for students. This trip will take place during the 2023 March Break, leaving late Thursday March 9<sup>th</sup> to Friday March 17<sup>th</sup>.

This trip will be organized through the reputable tour company, Explorica Worldwide Educational Travel. St. Stephen has used this tour company for previous trips to various European destinations.

There are several students and teacher chaperones who have indicated their wish to participate on this tour; the resulting student to teacher ratio will be 8 to 1.

Please view the Table of Contents to review all information in this package and the corresponding pages.

Thank you for your consideration of this proposed trip and please advise regarding next steps.

Sincerely,

Angela Richardson, English Teacher – St. Stephen Catholic Secondary School

## **Itinerary**

### **Thursday March 9 - Overnight Flight to Milan**

### **Friday March 10 - Milan to Venice**

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

### **Saturday March 11 - Venice**

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

### **Sunday March 12 - Travel to Florence (with a stop in Verona)**

- Travel to Florence
- Verona tour director-led sightseeing
- Romeo and Juliet balcony, Verona Arena
- Mass in Florence 6:00 p.m.
- Traditional Italian pizza dinner

### **Monday March 13 - Florence**

- Florence guided walking sightseeing tour
- Palazzo Vecchio, Piazza della Signoria, Chiesa di Santa, Croce, Ponte Vecchio, Duomo visit, Leather Workshop, Gates of Paradise, Giotto's Bell Tower, Dante's House
- Optional Pisa guided excursion \$75 Baptistery visit, Leaning Tower

### **Tuesday March 14 - Travel to Rome via Assisi**

- Stop in Assisi
- St. Francis of Assisi Basilica visit
- Rome City Walk: Spanish Steps, Trevi Fountain, Pantheon, Piazza Navona

### **Wednesday March 15 - Rome**

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

### **Thursday March 16 - Pompeii**

- Guided excursion to Pompeii

### **Friday March 17 - fly home**

## Cost & Sharing

- Consolidated Tour Fee: **\$3758.00** per student (includes tour fee, insurance, and tipping)
- Includes: insurance, flights, hotels, 24 h tour director, designated bus driver and coach bus, breakfast and dinner daily, admission to all places listed on itinerary, guided tour with local guides as listed on itinerary, and all gratuities.
- Additional Costs:
  - Passport Application
  - Bus to and from airport (approx. \$40)
- To be paid by the student and/or their parent(s)

## Chaperone Information

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

## Communication Plan

Board Office: 705-748 - 4861

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

Contact Information for administration at SSCSS:

Trevor Poechman, Principal SSCSS: [tpoechman@pvnccdsb.on.ca](mailto:tpoechman@pvnccdsb.on.ca)

School: 905 - 623 - 3990 Extension 1006

Cell: 905 - 442 - 2994

Jill Barker: Vice Principal SSCSS [jbarker@pvnccdsb.on.ca](mailto:jbarker@pvnccdsb.on.ca)

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

Lisa Diachenko: Vice Principal SSCSS [ldiachenko@pvnccdsb.on.ca](mailto:ldiachenko@pvnccdsb.on.ca)

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



While on excursion in Italy, the teacher chaperone will carry a cell phone so students may contact her. Angela Richardson can be reached via email [arichardson@pvnccdsb.on.ca](mailto:arichardson@pvnccdsb.on.ca)

Contact Information for teacher chaperones:

Angela Richardson  
[arichardson@pvnccdsb.on.ca](mailto:arichardson@pvnccdsb.on.ca)  
705 - 768 - 0521

David Hendriks  
[dhendriks@pvnccdsb.on.ca](mailto:dhendriks@pvnccdsb.on.ca)  
905-244-7642

Kevin Walchuk  
[kwalchuk@pvnccdsb.on.ca](mailto:kwalchuk@pvnccdsb.on.ca)  
905 - 925 - 2416

Michelle Rodriguez  
[mrodriguez@pvnccdsb.on.ca](mailto:mrodriguez@pvnccdsb.on.ca)  
905 - 447 - 0576

Nora Green  
[ngreen@pvnccdsb.on.ca](mailto:ngreen@pvnccdsb.on.ca)  
705 - 749 - 7133

Dan Mann  
[dmann@pvnccdsb.on.ca](mailto:dmann@pvnccdsb.on.ca)  
705 - 931 - 2949

**Emergency contact in Italy:**

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

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

**Liability Forms & Student Information**

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

**Financial Assistance Opportunities**

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

## Specific Curriculum Expectations

### Canada & World Studies

#### Canada History

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

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

### Canada & World Studies

#### Travel and Tourism (Grade 11)

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

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

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

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

### Canada & World Studies

#### World History

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

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

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

## Historical & Educational Significance of Some of Locations Visited

### Venice:

- Glass Blowing demonstration
  - Venice is famous for its ornate glass-work, known as Venetian glass. It is world-renowned for being colourful, elaborate, and skilfully made.



- Art
- St. Mark's Basilica
  - The Patriarchal Cathedral Basilica of Saint Mark (officially known in Italian as the Basilica Cattedrale Patriarcale di San Marco and commonly known as Saint Mark's Basilica) is the cathedral church of the Roman Catholic Archdiocese of Venice. It is the most famous of the city's churches and one of the best known examples of Byzantine architecture. It contains relics of St. Mark
  - Religion, Art, History
- Doge's Palace:
  - The Doge's Palace (Italian: Palazzo Ducale) is a palace built in Venetian Gothic style, and one of the main landmarks of the city of Venice. The palace was the residence of the Doge of Venice, the supreme authority of the Republic of Venice, opening as a museum in 1923.
  - History, Art, Civics

#### Verona:

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

#### Florence – capital of Tuscany:

- The Basilica di Santa Maria del Fiore (The Duomo – Cathedral)
  - The cathedral complex, located in Piazza del Duomo, includes the Baptistery and Giotto's Campanile. The three buildings are part of the UNESCO World Heritage Site covering the historic centre of Florence. The basilica is one of Italy's largest churches, and until the modern era, the dome was the largest in the world. It remains the largest brick dome ever constructed.
- Piazza della Signoria
  - An L-shaped square in front of the Palazzo Vecchio. It was named after the Palazzo della Signoria, also called Palazzo Vecchio. It is the focal point of the origin and of the history of the Florentine Republic and still maintains its reputation as the political hub of the city
- The Ponte Vecchio
  - Is a Medieval bridge over the Arno River, noted for still having shops built along it. Butchers initially occupied the shops; the present tenants are jewellers, art dealers and souvenir sellers. It has been described as Europe's oldest wholly stone, closed-spandrel segmental arch bridge

#### Assisi:

- St. Francis of Assisi Basilica visit

- Pope Gregory IX laid the first stone of the Lower Basilica the day after the canonization of St. Francis. Two years later the saint's body that had been resting in the church of San Giorgio was brought here in secret for fear of looting by tomb raiders and buried in the unfinished church.
- Religion, History

### Rome/Vatican City:

- St. Peter's Basilica
  - St. Peter's Basilica is regarded as one of the holiest Catholic sites. The basilica is the burial site of its namesake Saint Peter, who was one of the twelve apostles of Jesus and, according to tradition, first Bishop of Rome and therefore first in the line of the papal succession.
- Sistine Chapel
  - The best-known chapel in the Apostolic Palace, the official residence of the Pope in Vatican City. It is famous for its architecture and its decoration that was frescoed throughout by Renaissance artists including Michelangelo, Sandro Botticelli, Pietro Perugino, Pinturicchio and others. Under the patronage of Pope Julius II, Michelangelo painted 1,100 m<sup>2</sup> of the chapel ceiling between 1508 and 1512. The ceiling, and especially *The Last Judgement* (1535–1541) and *The Creation of Adam* are believed to be Michelangelo's crowning achievement in painting.
- Colosseum
  - An elliptical amphitheatre in the centre of the city of Rome, the largest ever built in the Roman Empire. It is considered one of the greatest works of Roman architecture and Roman engineering. Capable of seating 50,000 spectators, the Colosseum was used for gladiatorial contests and public spectacles such as mock sea battles, animal hunts, executions, reenactments of famous battles, and dramas based on Classical mythology. The building ceased to be used for entertainment in the early medieval era. It was later reused for such purposes as housing, workshops, and quarters for a religious order, a fortress, a quarry, and a Christian shrine.
- Roman Forum
  - Is a small, rectangular forum (plaza) surrounded by the ruins of ancient government buildings at the center of the city of Rome. Citizens of the ancient city referred to this marketplace as the *Forum Magnum*, or simply the *Forum*. Here statues and monuments commemorated the city's great men. The teeming heart of ancient Rome, it has been called the most celebrated meeting place in the world, and in all history.

### Pompeii:

- Once an important Roman city with 20,000 residents, Pompeii was frozen in time nearly 2000 years ago, when Mount Vesuvius erupted and buried the city under 30 feet of mud and volcanic ash. Forgotten for centuries after the eruption, Pompeii was rediscovered in the 1600s and is now completely excavated. On your tour you will learn how Romans of all classes lived their lives



## Ontario Catholic School Graduation Expectations

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

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

## Travel Advisories from Government of Canada

Italy - Take normal security precautions

Take normal security precautions in Italy.

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

## Parent Meetings

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

- 1) May 31 2022 - parent information night
- 2) February 2023 - pre departure information/collect forms night



## **Hotels in Italy**

This is a list of hotels that Explorica by WorldStrides typically uses for this Highlights of Italy itinerary. It is subject to change depending on availability and student numbers.

### **Venice (Friday March 10, Saturday March 11)**

#### **Hotel Riviera Lido**

**Address:** Granviale Santa Maria Elisabetta, 5, 30126 Lido VE, Italy

**Phone:** +39 041 526 0031

### **Florence (Sunday March 12, Monday March 13)**

#### **Hotel Leonardo Da Vinci**

**Address:** Via Guido Monaco, 12, 50144 Firenze FI, Italy

**Phone:** +39 055 357751

### **Rome (Tuesday March 14, Wednesday March 15, Thursday March 16)**

#### **Hotel Cicerone**

**Address:** Via Cicerone, 55/c, 00193 Roma RM, Italy

**Phone:** +39 06 3576

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



**St. Stephen  
Catholic  
Secondary School  
BOWMANVILLE**

## ***March Break 2023: Italian Highlights Tour Parent Information Package***

### **Explorica Contact:**

Emergency Phone Number (24/7): 1.617.210.6194

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

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

### **Departing Flight Information:**

To be included when finalized

### **Hotel Information:**

#### **Venice**

##### **Hotel Riviera Lido**

**Address:** Granvia Santa Maria  
Elisabetta, 5, 30126 Lido VE, Italy  
**Phone:** +39 041 526 0031

#### **Florence**

##### **Hotel Leonardo Da Vinci**

**Address:** Via Guido Monaco, 12,  
50144 Firenze FI, Italy  
**Phone:** +39 055 357751

#### **Rome**

##### **Hotel Cicerone**

**Address:** Via Cicerone, 55/c,  
00193 Roma RM, Italy  
**Phone:** +39 06 3576

### **Returning Flight Information:**

To be included when finalized

Bus to arrive back at the school approx. TBD. We will have students call when we are in Pickering.

### **Tour Diary Info:**

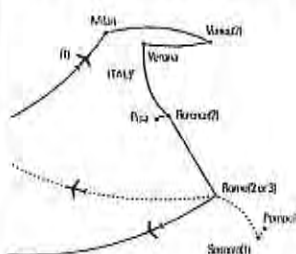
[explorica.ca/Richardson-4043](http://explorica.ca/Richardson-4043) Parents Tour Diary Tour ID: Richardson-4043

**\*\*\*Day by Day Itinerary on Reverse\*\*\***

Printable options: **Basic Itinerary** | Detailed Itinerary (?p=1&view=detailed)

## Ms. Richardson's Italian Highlights

### GROUP INFORMATION



**TourCenter ID:**  
Richardson-4043

**Departing From:**  
Toronto

**Departing:**  
March 9, 2023

**Returning:**  
March 17, 2023

**Sign Up Deadline**  
June 15, 2022

**YOU CAN SIGN UP AT:**  
<http://www.explorica.ca/Richardson-4043>  
(/Richardson-4043)

### TOUR ITINERARY

Day 1 Start tour  
Day 2 Ciao Milan  
Meet your tour director, travel to Venice & check into hotel  
Dinner en route to Venice  
Day 3 Venice landmarks  
Venice guided walking sightseeing tour with Whisper headsets  
St. Mark's Square, St. Mark's Basilica, Doge's Palace visit, glass-blowing demonstration  
Day 4 Venice--Florence  
Travel to Florence  
Verona tour director-led sightseeing  
Romeo and Juliet balcony, Verona Arena  
Traditional Italian pizza dinner  
Day 5 Florence landmarks  
Florence guided walking sightseeing tour with Whisper headsets  
Palazzo Vecchio, Piazza della Signoria, Chiesa di Santa Croce, Ponte Vecchio, Duomo visit, Leather Workshop, Gates of Paradise, Giotto's Bell Tower, Dante's House  
Optional Pisa guided excursion \$75  
Baptistry visit, Leaning Tower

**Total Fee:\* \$3,758.00**

### Tour Quote Breakdown

The following fees apply to your full-paying participants:

Tour Fee*	\$3,755.00
Travel Protection Plan Plus	\$180.00
On-Tour Tipping	\$91.00
School Costs Fee	\$50.00
** Spring Discount	\$ -318.00

**Total Fee\*** **\$3,758.00**

OR 7 monthly payments of \$504.00

After initial payment of \$230.00

\* Last day for this Tour Fee is June 15, 2022.

\*\* Only valid with voucher code Richardson318

### 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	\$360.00
Additional Adult Fee	\$485.00

### TOUR FEE INCLUDES:

- 6 overnight stays (8 with extension) in hotels with private bathrooms
- Round-trip airfare
- Full European breakfast daily
- Dinner daily
- Full-time services of a professional tour director
- Guided sightseeing tours and city walks as per itinerary
- Visits to select attractions as per itinerary
- Guided sightseeing tours with high-tech headset as per itinerary
- Tour Diary™
- Local Guide and Local Bus Driver tips; see note regarding other



## Day 6 Florence--Rome

Travel to Rome

Ancient Rome guided walking sightseeing tour with Whisper headsets

Colosseum visit, Forum Romanum visit, Piazza Venezia

## Day 7 Rome

Vatican City guided walking sightseeing tour with Whisper headsets

Vatican Museums &amp; Sistine Chapel visit, St. Peter's Basilica visit

Rome city walk

Spanish Steps, Trevi Fountain, Pantheon, Piazza Navona

Authentic trattoria dinner

## Day 8 Rome

Pompeii guided excursion

## Day 9 End tour

## 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.

**Tour Inclusions:**

**AIR:** Airfare Toronto to Venice/Rome to Toronto

**ACCOMMODATIONS** (Rooming: Based on Quad Occupancy Multi-bedded Rooms for Students, Single Rooms for Chaperones):

2 nights in Venice Mestre at the Hotel San Giuliano 3\* (or similar)

2 nights in Florence at the Hotel Ariele 3\* (or similar)

1 night in Sorrento at the Hotel La Pergola 3\* (or similar)

2 nights in Rome at the Hotel Marco Polo 3\* (or similar)

**MEALS:**

7 Breakfasts & 7 Dinners at hotel or restaurant as per the itinerary

**TRANSPORTATION:**

Motor Coach transportation as detailed on the itinerary

Airport Transfers in Venice and Rome

Train between Florence and Naples 2<sup>nd</sup> class assigned seats

2 day metro card in Rome

**TOUR LEADER & LOCAL GUIDES:**

1 Tour Leader who will stay with your group 24/7 and bring your itinerary to life

Local guides for guided tours as outlined on the itinerary

Tips and gratuities for the Tour Leader, driver and local guides

**ENTRANCE FEES AND ACTIVITIES:**

Guided Walking Tour of Venice 2h

Admission to San Marco Basilica

Visit to Murano and glass-blowing workshop

Guided Walking Tour of Florence 3h

Admission to the Galleria dell'Accademia

Guided tour of the Uffizi Gallery

Guided tour of Pompeii 2h

Guided tour of Herculaneum 2h

Guided Walking Tour of Baroque Rome 3h

Visit of the Vatican Museums and St Peter's Basilica with local guide

Guided tour of the Colosseum and the Roman Forum

**OPTIONAL:** Pizza making lesson in Sorrento at a cost of \$60 per paying participant

**OTHER SERVICES:**

Canadian and in-destination (local) 24-hour emergency support

Brightspark Toronto airport departure service & Representative for any student/parent evening(s) as needed

**DOES NOT INCLUDE:**

Porterage service at airport and hotels; tips and gratuities for the Tour Leader, driver and local guides;

extra or overweight luggage fees; personal expenses; any beverages, snacks, lunches, dinners unless otherwise noted above.

**Prices:** Package Price (air & land)

\$4,400 based on 40-45 paying students with 5 complimentary chaperones

Please Note: Your package price includes an estimated departure tax (air departure taxes are included at a value of \$600 and will be confirmed at time of ticketing)

**EF Tours**

Price valid until 5/31/2022

STUDENT

**\$3,744**

or \$394/ 9 mos

ADULT

**\$4,244**

or \$450/ 9 mos

Program Price	\$3,845
Peace of Mind	\$0
Global Travel Protection Plan	\$199
Early Enrollment Discount	-\$300

For every 6 paying travelers, 1 chaperone travels free.



Airfare &amp; transportation



Hotels



Meals



Entrances



Full-time Tour Director



Expert Local Guides



Personalized Learning Support



Continuous Support







## RELEASE AND INDEMNIFICATION FORM FOR EDUCATION TRIPS

Category 4 or 5 - Students over 18 Years

The Peterborough Victoria Northumberland and Clarington Catholic District School Board will make available the opportunity of participating in the March Break trip to Italy with Explorica by WorldStrides (describe activity) to its students on or about March 9 - 17 2023.

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

### ELEMENT OF RISK

Educational activity programs, such as, the March Break trip to Italy with Explorica by WorldStrides (describe activity), present various elements of risk. Accidents resulting from such activities may occur and cause injury. The risk associated with the activity **MUST** be assumed by the participants.

### ACKNOWLEDGEMENT

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

### RELEASE AND INDEMNIFICATION AGREEMENT

I, \_\_\_\_\_ hereby release the Peterborough Victoria Northumberland and Clarington Catholic District School Board and its staff and agents from any and all liability for any injury sustained by me, regardless of how caused, resulting from my participation in the March Break 2023 trip to Italy (describe activity) arranged through the Peterborough Victoria Northumberland and Clarington Catholic District School Board on or about March 9 - 17 2023.

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 St. Stephen Catholic Secondary School is arranging  
(name of school)

the March Break trip to Italy with Explorica Worldwide Education Travel from March 9 - 17, 2023.

(description of activity and dates)

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

### ELEMENTS OF RISK:

Educational activity programs, such as the March Break trip to Italy 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 the March Break trip to Italy from March 9 - 17, 2023.

- (describe activity)
1. Injury due to trip and fall
  2. Injury due to transportation accident
  3. Illness

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

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

If you choose to participate in the trip to Italy on March 9 - 17, 2023, you must understand that you bear the responsibility for any injury that might occur. In case of serious student misconduct during this trip, the staff in charge will have the authority to dismiss the student and contact you to pick him/her up at the location of the activity. Parents will be responsible for any applicable costs.

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

### ACKNOWLEDGEMENT

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

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

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

### PERMISSION

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

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



**Code of Behaviour  
Italian Highlights  
March 9 - 17 2023**



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

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

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

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



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

.....

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

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

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

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

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

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

**Submit 1 copy & Keep one copy at home**



March 1, 2023

Customs Official,

My child \_\_\_\_\_ is traveling on a March Break trip  
(full name)  
planned with Explorica by WorldStrides and is traveling with \_\_\_ other  
students and \_\_\_ teacher chaperones (total group size \_\_\_) from St. Stephen  
Catholic Secondary School Bowmanville.

By signing this letter I am giving permission for my child to be traveling:  
leaving Toronto Pearson International Airport on March 9, 2023 arriving in  
Milan, March 10, 2023. Returning from Rome to Toronto Pearson  
International Airport on March 17, 2023. The group will be traveling  
throughout Italy according to the detailed itinerary on the reverse.

Should you need to contact me/us:

Mother's Name: \_\_\_\_\_

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

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

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

Father's Name: \_\_\_\_\_

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

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

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



## WHY PURCHASE TRAVEL INSURANCE?



Unfortunately, many things can happen that might cause you to cancel your travel plans or cut them short. Without adequate protection, you can lose your travel investment or incur significant medical expenses. The Travel Protection Plan Plus, which includes the TuGo Explorer policy, can protect you if your trip is cancelled or interrupted for a variety of reasons, such as injury; illness or death of you, a family member, a travelling companion, or a business partner; or due to a terrorist incident. Combined with WorldStrides' Cancel For Any Reason Waiver, this travel insurance policy is an easy, affordable way to protect your educational travel investment, making your travel worry-free at only \$20 per day. Some of the key inclusions are:

### School Board Cancellations

In the event your trip is cancelled by the School Board or association/organization that approved your tour (due to risk of harm or labour strikes), the Travel Protection Plan Plus includes full coverage of all cancellation fees, up until the day before departure with a full refund minus the cost of the insurance policy.

#### *Covered Risks for Trip Cancellation and Trip Interruption:*

*Includes unexpected medical conditions and/or death of the insured or a family member, natural disasters, travel advisories, self-quarantine/self-isolation, accident on the way to departure, schedule changes of the common carrier, missed connections, teachers' labour strike, trip cancellations by the school board/organization organizing the trip, the loss or theft of a passport or travel visa, and more. Please note: COVID-19 is a known situation and is not covered under the Trip Cancellation and Trip Interruption plan.*

### Cancel For Any Reason Waiver

If your cancellation doesn't fall under the "covered" reasons of the TuGo Explorer policy, the Cancel for Any Reason benefit (provided by WorldStrides Canada) allows you to claim 75% of the non-refundable cancellation fee, regardless of the reason you are cancelling. You simply need to have purchased the Travel Protection Plan Plus within 10 days of enrolment and cancel up to 31 days prior to your scheduled trip departure date.

### On-Tour Medical and Emergency Coverage

If you have a serious illness or injury, the last thing you want to worry about is getting the care you need. The TuGo Explorer policy gives you peace of mind with benefits that cover (up to the plan's limits) everything from medical expenses incurred during your trip, to special transportation (such as an air ambulance), or even having a family member flown to your destination to be by your side if hospitalized.

### Baggage Delays

You arrive at your destination, but your baggage is not there to meet you. What do you do? If you have travel protection, you can claim some necessities to get you through the next day or two, or purchase replacement items if your baggage and personal effects are lost or damaged.

### Travel Delays

Sometimes the journey is half the adventure—but not when you're held up at the airport. The TuGo Explorer policy covers meals and accommodation expenses if your flight is delayed for more than four hours.



FOR COMPLETE DETAILS OF THE PLAN  
AND YOUR COVERAGE, PLEASE GO TO  
[EXPLORICA.CA / PROTECT](http://EXPLORICA.CA / PROTECT)

## Cancel For Any Reason Waiver

When you purchase the TuGo "Explorer" insurance package (policy #: PL-SPCK-20) 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 31 days or more 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](http://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.



# Safety and Security Plan

2022-2023



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## About WorldStrides Canada

Education and personal growth are at the heart of WorldStrides Canada's mission. We aim to be the leader in experiential learning for students of all ages throughout their lifetime learning journey, allowing them to develop independence, leadership, problem-solving skills, compassion, and worldliness. In short, we encourage students and teachers to see the world—and themselves—in new ways.

We see every day as an opportunity to learn, grow, and inspire. Led by our expert Tour Directors, your students will discover new destinations, broaden their horizons, and participate in hands-on educational activities that stimulate critical thinking and personal growth. We're steadfast in our goal of making educational travel easy, fun, and safe for both students and teachers.

### **When it comes to safety, our record is exceptional**

Our Health and Safety team continues to work behind the scenes to make sure your students are able to squeeze every ounce of learning and excitement out of your trip—after all, what's travel without fun? From safety briefings and adjusted itineraries to cleaning protocols and more, you can rest assured that we've thought of it all—and we continue to review, revise, and implement updated procedures to keep our travellers safe, no matter where in the world their learning takes them.

We've spent the last couple of years working hard to get travellers back on the road, and we're more excited than ever to continue bringing immersive educational adventures to you and your students. You'll travel with confidence knowing that you're backed by a global network of support, industry-leading innovation, and more than half a century of experience keeping travellers safe.

*About WorldStrides Canada continues on the next page.*



## We proudly offer you and your students the following, included on all tours:

<b>Comprehensive liability coverage</b>	When you travel with WorldStrides Canada, your tour is backed by our industry-leading policy, protecting third parties such as your school and school board.
<b>24/7 emergency support</b>	For any problems that may arise, our dedicated WorldAssist Team is always ready to provide assistance.
<b>Global presence</b>	With more than 70 offices around the world, you can rest assured that we're always nearby and ready to help if the need arises.
<b>Doctors on Call Program</b>	Exclusive partnership with the George Washington University Department of Emergency Medicine.
<b>Crisis24 partnership</b>	A world-leading organization in risk management providing detailed global risk information.

In addition, students have the option to include a travel protection plan because, as we know, unexpected things may cause you to cancel your travel plans or cut them short. Without adequate protection, you could lose your travel investment. With insurance, your child can travel while you remain stress-free knowing they're protected.

### Travel Protection Plan Plus - WorldStrides Canada

Our Travel Protection Plan Plus covers school board cancellations and common mishaps like misplaced tickets or passports, lost luggage, sickness or injury during the tour, and more. Along with providing a range of insured benefits from TuGo, the Travel Protection Plan Plus also includes the WorldStrides exclusive Cancel For Any Reason (CFAR) Waiver benefit. This CFAR Waiver allows you to cancel your trip for any reason not otherwise covered by your insurance policy.

### Travel Guard - Brightspark

Brightspark offers the opportunity to protect both your child and your financial investment in their trip. This plan includes full reimbursement in the case of a cancellation due to a school board ruling or covered cancellation prior to departure; partial reimbursement for trip interruption; complete medical coverage while away; and lost, stolen, or damaged baggage.\*

*\*The policy does have terms and conditions. It is the passenger's or passenger guardian's responsibility to contact Travel Guard for clarification of coverage. For a detailed copy of the policy, please speak with your Program Consultant.*

Please take some time to read through this plan and familiarize yourself with our company policies regarding safety and security. If you have any further questions or concerns, please call us at 1-888-378-8845 or 1-800-267-6425.



# Associations and Partners

## Associations

We're proud to be members in good standing with some of the top travel organizations in the industry.

- ✱ **Ontario Motor Coach Association (OMCA)**
- ✱ **Travel Industry Council of Ontario (TICO)**
- ✱ **Office de la Protection du Consommateur (OPC)**
- ✱ **Student Youth Travel Association (SYTA)**
- ✱ **National Tour Association (NTA)**
- ✱ **European Tour Operators Association (ETOA)**
- ✱ **The Better Business Bureau (BBB)**
- ✱ **International Air Transportation Association (IATA)**
- ✱ **World Youth Student & Educational Travel Confederation (WYSETC)**
- ✱ **United States Tour Operators Association (USTOA)**

## Partners

As part of our partnership with **Crisis24**, WorldStrides offers a global network of support, including industry-leading risk management services. Crisis24 is the premier integrated risk management company focused on empowering customers with the best intelligence and insights available to operate globally with confidence. Their innovative solutions enable multinational organizations like ours to prepare for, monitor, and respond to potential threats to our travellers, staff, suppliers, offices, and information.

Our **Doctors on Call** program is an exclusive partnership with George Washington University Hospital physicians to provide 24/7 access to medical support for travellers in the Washington, D.C. metro area and around the world. Dr. Neal Sikka, Chief of Innovative Practice at the George Washington University Department of Emergency Medicine, serves as WorldStrides' Medical Director and heads the Doctors on Call program. He and his team oversee medical response planning and case management for the organization.

We work directly with the best suppliers in the business, communicating with them constantly to ensure that the accommodations, activities, transportation, and meals for our student groups are second to none. United Airlines, Coach Canada, Marriott, and Hard Rock Cafe are just a few of our premium partners.





## Your WorldStrides Canada Tour

We work with you every step of the way to ensure that every aspect of your tour goes your way, from the preliminary planning process to your students' safe arrival home. That's why our dedicated staff works around the clock, so that you can get back to doing what you do best: changing lives one student at a time.

### Tour Directors

With WorldStrides Canada, you never work alone. Our professional Tour Directors provide 24/7 support for our travellers, accompanying them every step of the way from arrival to departure. They know the cities our tours visit by heart, are fluent in the local languages and customs, and will advise travellers to support their personal safety and the safety of their belongings. Every WorldStrides Canada Tour Director is thoroughly trained in safety procedures and how to handle any situation that may arise. We maintain regular contact with all WorldStrides Canada field staff to provide up-to-date information on local conditions.

#### **Requirements for all WorldStrides Canada Tour Directors:**

- \* Regular criminal background checks
- \* Introductory first-aid certification
- \* Intensive annual trainings in safety and security
- \* References before hire

#### **Tour Director responsibilities:**

- \* Lead and coordinate tours, ensuring the itinerary runs smoothly and on time
- \* Advise students on safety practices, such as keeping hotel doors locked, securing valuables, locating emergency exits, and implementing the "buddy" system
- \* Liaise effectively with WorldStrides Canada's operations and emergency departments

#### **Tour Director department support from WorldStrides Canada:**

- \* Organize annual Tour Director conferences to communicate safety and security updates
- \* Organize on-tour support visits, sending senior Tour Directors to assist for quality control and emergency assistance purposes



## Ground Transportation

WorldStrides Canada's emergency and land departments are available 24/7 and routinely deal with transportation issues. Itineraries can be rescheduled accordingly to make up for any missed activities where possible.

### Public transportation

When travelling via public transit, students are organized into sub-groups with chaperones. Our student-to-chaperone ratio—6:1 internationally and 10:1 domestically—supports safety when travelling in this fashion. Every group travels with a Tour Director familiar with cities visited and corresponding public transit systems.

### Rail transportation

We work with railway companies with the highest safety ratings, including Eurostar, AVE, TGV, and a number of other international rail transit lines.

### Coach safety features and equipment

- ✱ All of our motor coaches are equipped with standard safety features to protect passengers.
- ✱ Seatbelts may be present for the comfort and safety of passengers—in fact, wearing them is compulsory in most European countries. In Canada, seatbelts are less common in spaces where transportation has been deemed safe without.
- ✱ Fire extinguishers are usually located at the front of the vehicle.
- ✱ Emergency exits include instructions for use in an emergency. Most coaches also have roof hatches that can be used as emergency exits.
- ✱ First aid kits are often located in the overhead compartment above the first row of seats. They should be in a container clearly marked with the Red Cross symbol.
- ✱ Strict adherence to current driving hours legislation.

## Flights

### Airline partners

We only work with the most reliable airlines. Our airline partners include most major airlines, such as KLM, Air France, Air Canada, British Airways, Lufthansa, Iberia, and Delta Airlines.

### Flight delays and cancellations

Our WorldAssist team is available 24/7/365 for any problems that may arise. We also recommend purchasing an insurance plan that includes trip cancellation or interruption, as well as coverage for any additional costs incurred due to delays and cancellations. Itineraries will be rescheduled where possible to make up for any missed activities.



## Activities

### **Water safety (swimming, kayaking, boating, canoeing, etc.)**

Life jackets are provided for all water-based activities by the activity provider.

### **Adventure activities**

For adventure activities such as zip-lining, snorkelling, hiking, circus school, or others, proper safety equipment (helmets, belays, snorkels, etc.) is required for all participants. The activity provider may require participants, or chaperones in the case of minors, to sign a waiver or release agreement. Participants are not required by WorldStrides Canada to participate in this or in any activity, and may choose not to do so. Program Leaders should advise their Tour Directors of any students who are afraid of heights or water, or are uncomfortable participating in any activity, in which case non-participation may be the best option.

*NOTE: If required, all selected on-tour activities must first be approved by your school board.*

## Meals and Accommodations

### **Food safety**

All restaurants must pass a safety inspection. We partner with restaurants with a variety of food options in order to accommodate food allergies, as well as cultural and religious needs. We collect and send allergy lists to restaurants in advance.

On Brightspark tours, Tour Directors will inform restaurant staff of allergies so students are served appropriate meals. At buffets, the Tour Director will explain the options for students who have allergies or restrictions.

### **Hotel safety**

All hotels must pass a safety inspection. In most cases, specific floor supervision and nighttime security can be provided upon request. Teachers, chaperones, and students will be placed on the same floors to provide additional supervision when possible.





## Code of Conduct

**Learning about the local culture.** Before jetting off across the world, students should do a little research. How do the locals dress? What do they eat? How do they say “hello”? This will help them adjust to the new environment and keep them from looking like tourists.

**X marks the spot.** Students should be where they need to be when they need to be there. Being prepared with local maps, essential phone numbers, and a watch can help them get to designated meeting spots on time. Scheduled activities are mandatory. If a student needs to be excused from an activity for any reason, they should ask their Program Leader for permission in advance.

**Paying attention to surroundings.** In a new environment, there’s a lot to take in, but it’s crucial to stay alert. Students are advised to remain mindful of their safety and belongings at all times to avoid any mishaps while travelling.

**Listening to the Program Leader and Tour Director.** The group’s Program Leader is responsible for students’ safety, and the Tour Director is an expert in every aspect of their destination. Arriving on time, respecting curfew, and following all rules help ensure everyone can have a fun and safe experience. Quiet hours should be observed at the hotel from 10 p.m. until 6 a.m. Students are expected to follow all COVID-19 specific rules established by WorldStrides Canada, as well as any rules established by attractions, sites, and service providers.

**Organizing free time responsibly.** Throughout the trip, students will have periods of free time. During this time, they should always be with a small group and never stray too far from the meeting place. They should be encouraged to wear a watch, carry a map, and allot plenty of time to get to the meeting place early so the group doesn’t have to wait.

**Respecting the people and the culture.** When travelling, students should think of themselves as guests in someone else’s home. Even if foods, clothes, or behaviours seem strange, it’s important to be understanding and accepting of the culture. Physical, verbal, or virtual violence, bullying, cyberbullying, inappropriate language, or inappropriate interactions with others will not be tolerated.

**Illegal activities will not be tolerated.** The laws abroad may be very different from the laws back home, but no matter how strange they may seem, students must follow them! If not, they are subject to the legal consequences and immediate dismissal from the tour.

**Consumption of hard alcohol will not be tolerated.** We do not permit excessive drinking on our tours. The allowance of a glass of wine or beer at meals is up to the discretion of Program Leaders for students over 18 and of legal drinking age in the country they are visiting.

**Offering help and support to peers, Program Leader, and Tour Director.** We’re all in this together! Whether a friend needs a hand lifting a suitcase, a Program Leader needs to get everyone quiet, or a Tour Director needs help learning someone’s name, students should lend a helping hand to whoever needs it.

**Damages are students’ personal responsibility.** If you break it, you buy it. Damages to anything in the hotel or bus or any additional fees incurred by students (e.g. phone calls, room service, etc.) will be their financial responsibility. If students notice any damage upon arrival, they should notify their Tour Director immediately.

**Experience the world and have fun!** These rules are in place to keep the entire group safe, healthy, and happy on tour. Following them allows everyone to get out there and enjoy the experience of a lifetime.



## Communication on Tour

We promise to keep our student travellers as safe as possible, but we understand that most parents want to check in for themselves. To ensure that student travellers can contact their families as much as possible, we make sure that there are a number of communication options available. This way students can share their adventures with those at home, and parents can personally verify that their children are safe and secure while on your program.

### **WorldAssist**

We believe it's important to be prepared for any emergencies that might arise while travelling on your program. With WorldStrides Canada's worldwide network, internationally located offices, and 24/7/365 on-program support, our 20 full-time professionals are ready to assist with any problem, at any time, in any country. If a problem or emergency occurs on your tour, we will respond swiftly and appropriately to minimize any disruption to your program. Our support team can be reached at 1-800-999-4542 or +1-416-545-5845.

### **Brightspark's customer care**

Our 24-hour on-tour customer service line is always staffed and ready to provide rapid response. If you have an emergency anywhere or at any time, please call 1-800-267-6425 ext 5.

### **Worldwide network**

Our Vice President of Health and Safety, supported by our team of risk management professionals, continually assesses all travel destinations and situations. We partner with Crisis24, a leading worldwide security and risk management organization, for additional assistance monitoring and evaluating global conditions.

We operate more than 70 offices on six continents. While on tour, our international network of offices enables us to react swiftly to any situation requiring immediate on-site assistance.

### **Calling home**

While travellers should be careful about flaunting expensive smartphones, it can be a great safety asset to have a working phone while travelling. On international tours, consider purchasing a local SIM card or an appropriate roaming package from your cell phone provider to keep in touch with your group and your family at home.





## Travel Protection

Protect yourself, your belongings, and your tour investment with the best insurance in educational travel. We offer your choice of protection plans in partnership with two industry-leading travel insurance companies.

Although not required, we highly suggest all travellers purchase travel protection, so they are covered for lost bags, misplaced tickets or passports, or illness during the tour.

### Travel Protection Plan Plus - WorldStrides Canada

The Travel Protection Plan Plus, which includes the “Explorer” insurance package from TuGo, covers you for a range of events, including:

- \* **A traveller’s injury, sickness, or death of a family member;**
- \* **Theft of passport or visas;**
- \* **Flight cancellations and delays;**
- \* **Loss of luggage and personal effects;**
- \* **Trip cancellation or trip interruption due to covered reasons such as illness, injury, death, acts of terror;**
- \* **Trip cancellation due to Government of Canada travel advisory for “avoid all travel” or “avoid non-essential travel”;**
- \* **School Board or governing organization-enforced trip cancellations**

### Cancel For Any Reason Waiver

Along with providing you with the above insured benefits from TuGo, the Travel Protection Plan Plus also includes the WorldStrides exclusive Cancel For Any Reason (CFAR) Waiver Benefit. This CFAR waiver allows you to cancel your trip for any reason not otherwise covered by your insurance policy. WorldStrides will reimburse you for 75% of the applicable non-refundable cancellation fees, provided you cancel your trip 31 days or more before your scheduled trip departure date.

The Cancel For Any Reason Waiver Benefit does not cover:

- \* **Penalties associated with any air or other travel arrangements not provided by WorldStrides; or**
- \* **The failure of WorldStrides to provide the bargained-for travel arrangements due to cessation of operations for any reason**

*The Cancel For Any Reason Waiver Benefit is provided by WorldStrides and is not a TuGo insurance policy benefit. If you have questions about your coverage, please call TuGo at 1-855-929-8846 and refer to the “Explorer” insurance package. TuGo International policy number: PL-SPCK-20*

*Travel Protection continues on the next page.*



## Travel Guard - Brightspark

As a TICO-registered agency, Brightspark offers the opportunity to protect both your child and your financial investment in their trip. Coverage includes:

- \* **Changed school board rulings:** full reimbursement if the school board cancels the trip due to a travel advisory to the destination, mandated labour strike, or any other reason
- \* **Cancellation prior to departure for covered situations:** illness, family death, etc.
- \* **Complete medical coverage while away:** includes expenses OHIP may not cover, like bedside companion should the child be hospitalized and the parent needs to travel to be with them
- \* **Trip interruption:** reimbursement for the unused portion of a tour in the event the child's trip is shortened for a covered reason
- \* **Baggage and personal effects:** reimbursement for lost, stolen, or damaged baggage

## School Board Ruling Waiver

If you must cancel your trip due to a school board ruling as a result of a union mandated teachers' labour strike or a school board or principal of the school determines that there is a risk of harm to students travelling to a specific region of a country included in your trip, you will be reimbursed for the non-refundable prepaid travel arrangement cost up to the limits selected on your application for insurance.

In addition, should the school board cancel the trip for any other reason, or the principal of the school advises of cancellation, you will be reimbursed for the non-refundable prepaid travel arrangement cost up to the limits selected on your application for insurance.

*The policy does have restricted benefits. It is the passenger's or passenger's guardian's responsibility to contact Travel Guard for clarification of coverage. For a detailed copy of the policy, please talk to your Program Consultant.*

*WorldStrides Canada tours are underwritten by TuGo/Industrial Alliance Insurance. Brightspark tours are underwritten by Travel Guard/IAG.*



## Liability

We understand that many school officials are concerned about allowing their students to travel, but we assure you that safety is WorldStrides Canada's number-one priority. We have taken all precautions to protect students and other tour participants, and we have policies in place to protect the school, school board, teachers, and participants involved with our tours.

WorldStrides Canada has an exceptional safety record, but in the unlikely event of injuries or damages resulting from our negligence, we have industry-leading liability insurance that protects third parties such as the school and school board. For additional information on our liability insurance, or to receive proof of coverage, please contact your WorldStrides Canada program consultant or call 1-888-378-8845.



## Travel With Confidence

WorldStrides Canada has built a decades-long reputation for industry-leading commitment to health and safety. Our experienced team is leading the way in innovating and evolving to make sure your next travel experience is safe and fun-filled. We're committed to your health, safety, and WorldClass Flexibility—for you, for your group, and for these unprecedented times.

The following COVID-19 safety protocols are reviewed regularly in conjunction with our Medical Director and are adjusted as needed. We are committed to keeping current measures in place for as long as they are helpful in mitigating the risk of contracting COVID-19 while participating on a WorldStrides Canada program. As we journey forward, we look forward to having you join us soon on your next educational travel adventure!

WorldStrides Canada's Back to Travel Task Force leverages decades of experience across our company to assess the safety of the destinations we travel, stay abreast of openings/closings, understand new protocols and regulations from our partners, and create trainings and detailed safety plans to manage the risk associated with COVID-19. The Back to Travel group, led by Chief Health and Safety and Academics Officer Terri Morgoglione, is also informed by the CDC, the Government of Canada, and our Doctors on Call staff at The University of George Washington Department of Emergency Medicine. We are closely monitoring the evolving standards of the education community and the travel industry and will continue to update our plans as new information on COVID-19 comes to light.

The values that underpin our commitment to health and safety are unchanged: a dedication to scenario and contingency planning that relies on a rich network of partners, plus a do-what-it-takes commitment to respond to whatever the world hands out.

### Adaptations for safety

WorldStrides Canada will continue to rely on our deep network of safety resources, including our exclusive Doctors on Call program, 24/7/365 WorldAssist Team, and age-appropriate adult supervision to adapt in this changing environment. Our staff is fully vaccinated, and all our protocols detailed below will be continuously evaluated. They may differ slightly from group to group and city to city, because we are committed to getting it right.

- ✱ **An in-depth safety briefing upon arrival**
- ✱ **Deep cleaning and modified check-in at hotels**
- ✱ **Adjusted itineraries to account for capacity management**
- ✱ **Advanced cleaning protocols on motorcoaches**
- ✱ **Carefully vetted restaurants that adhere to local guidelines and hygiene practices**





## Safety Committee

WorldStrides employs a Vice President of Health and Safety, who leads a department of employees fully focused on health and safety support. This executive also chairs a committee that meets biweekly to review current issues and incidents and to prioritize initiatives for incremental improvement. The committee includes seven executives with over 100 years of collective experience in educational travel.

The purpose of the Global Health and Safety Department is to look after every aspect of safety and security related to WorldStrides Canada's tours. This includes, but is not limited to, the following:

- ✱ **Advising on tour itinerary development;**
- ✱ **Eliminating or issuing warnings on risks related to activities;**
- ✱ **Creating standards and compliance for selecting Tour Directors, partners, and suppliers;**
- ✱ **Providing safety training for Tour Directors;**
- ✱ **Visiting suppliers to review safety checklists and liability insurance;**
- ✱ **Drafting and reviewing contracts;**
- ✱ **Overseeing processes and policies for Customer Service and Emergency Service;**
- ✱ **Reviewing and updating communication tools during an emergency;**
- ✱ **Updating WorldStrides Canada's safety and security manual; and**
- ✱ **Ensuring training and compliance with WorldStrides Canada's major and minor incidents management plan.**

Our foremost priority as a company is to invest in resources to provide for the safety of all our travellers while on an WorldStrides Canada tour. All appropriate measures are taken to maintain our current high standard of safety.



## Proactive Security Steps

To ensure the highest level of safety for our travellers in every scenario:

- › We have a global presence with more than 70 offices around the world to monitor situations and assist in the event that safety issues arise.
- › Our VP of Health and Safety, supported by our 24/7 team of dedicated risk management professionals, continually assesses all travel destinations and situations.
- › We partner with Crisis24, a leading worldwide security and risk management organization, for additional assistance in evaluating global conditions, and we actively monitor any security issues with them.
- › Our Tour Directors are extremely familiar with the cities our students visit and are available at all times to support their groups. We are in regular contact with all of our staff on the ground to provide up-to-date information on local conditions.

### Some important guidance for major incident management:

**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 listed below.

**If a terror event or natural disaster event occurs in your city during travel (if during free time):**

- › During free time, it is likely your group will be fragmented and in multiple locations. Your top priority as Program Leader is to determine the safety of your students.
- › 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.
- › Contact WorldStrides Canada as soon as practical (as well as your school). Use the 24/7 number listed below.

### How to reach us in an emergency:

- \* **WorldAssist (On-Program Incidents):** Within Canada: 1-800-999-4542 or outside of Canada: +1-416-545-5845
- \* **Brightspark Emergency Contact Line:** 1-800-267-6425 ext 5
- \* **Please program the above numbers and your school's number into your phone prior to travel.**



## Emergency Management

Tour Directors are trained on how to address emergency situations at the onset of every travel season. WorldStrides Canada provides an emergency phone number to all participants, parents, chaperones, Tour Directors, and anyone else associated with the trip. WorldStrides Canada's emergency and operations staff conduct drills and trainings on an annual basis to test all processes and procedures.

### Minor incidents

Tour Directors report any minor accident to our WorldAssist Team at the onset of the incident. Depending on the situation, appropriate personnel are informed via our Tour Centre Incident Management System, which alerts multiple departments, allowing them to work quickly and efficiently to resolve the issue. Incidents are not resolved until labelled as closed in the system.

### Major incidents

All information regarding a major accident is reported via our Tour Centre Incident Management System, following established protocols for escalation of information to appropriate senior leaders of the organization. In a major accident situation, our safety and security officer is contacted immediately to ensure the situation is communicated accordingly to all parties. Tour Directors and staff work with the Program Leader to accommodate the groups' needs for the remainder of the tour. We will contact the insurance provider when necessary.

### Extreme weather or natural disasters

In the case of extreme weather or natural disasters, the Tour Director will report the situation via our Tour Centre Incident Management System and notify our Safety and Security Officer. Arrangements will be made to accommodate the needs of the students on tour.

### Allergies

WorldStrides Canada advises the Tour Director and all relevant suppliers of any traveller allergies provided by the traveller online or by the Program Leader through completed allergy forms. The Tour Director will work with chaperones to accommodate the students' needs.

### Prevention and action plan for missing students

Head counts are performed at each meeting point on tour, and each time the group boards a bus or other form of transportation. All students receive the hotel's name, address, and phone numbers. In the event of a missing student, our emergency procedures would be activated, and all parties on location would support efforts in finding the student. Teachers are also accountable for assisting in these efforts.

### Lost or stolen passport

In the event of a lost or stolen passport, your group's Tour Director and the WorldAssist Team will assist you in the proper procedures for obtaining a new one. WorldStrides Canada is not liable for lost or stolen passports. For coverage in such an event, please purchase a travel protection plan.





## Emergency Response Plan

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

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

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

### **At WorldStrides Canada, we consider an emergency as follows:**

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

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

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

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





## Emergency Example 1

### Missing participant

In a situation where a participant has been separated from the group, our team has taken the following action steps:\*

- › Speak to the rest of the group and ask when they last saw the missing tour member.
- › Institute the buddy system and have the group check likely locations (room, bathroom, meal room, lobby, bus). Ensure buddy teams contact the Tour Director and return to the group immediately if the participant is located.
- › Contact hotel staff if there is a possibility the missing person is in their hotel room.
- › Contact event or venue staff to arrange for the tour member to be contacted.
- › Contact the local police. Once police are involved, do not leave them without first advising them, and make sure they have an itinerary and number where they can reach you.
- › If police contact is made, contact WorldAssist immediately. The Program Leader or WorldAssist personnel can contact the nearest relative if the missing tour member is travelling alone.
- › Explain to the Program Leader that the Tour Director's responsibility is to the group and that once the student is located (e.g., back at hotel) the tour should go on as scheduled for the other tour members—this could mean a missed site for the student and Program Leader.
- › Have the Program Leader assume responsibility for working with the local police and determine who will remain behind or who will come to the police station to assist them with searching for the missing person.
- › Prepare the major incident report on what has happened, outlining contacts made with hotel, event/attraction staff, police and relatives.

Each student will be informed of detailed safety guidelines for each location by their Program Leader and Tour Director.

*\*Please note, we recognize there is no one-size-fits-all response to an emergency. This event occurred in the past and serves as an example, not a guideline, of how the situation may be handled.*



## Emergency Example 2

### Hospitalization

In a situation where a participant requires significant medical intervention, our team has taken the following action steps:\*

- › Contact the WorldAssist Team immediately. The Program Leader can contact the nearest relative if the passenger is travelling alone.
- › Explain to the Program Leader your responsibilities to the group, and that the tour must go on as scheduled (e.g. while student is at hospital, tour to museum continues).
- › The Program Leader must assume responsibility for the care and attention appropriate for the ill passenger and determine who will remain behind with the ill passenger or who will come to join the person at the hospital.
- › Do not depart the hospital and resume the tour until all appropriate papers are signed.
- › Make sure the ill person is under proper medical care and that there is a clear understanding with the Program Leader as to who will be looking after the passenger.
- › Do not give out any medication.
- › If you are at a hotel, advise hotel staff of the situation immediately and ask them to call an ambulance.
- › If the passenger becomes ill whilst on the coach, depending on the degree of illness, try to reach the next designated lunch or rest stop.
- › If the illness appears serious, consider proceeding directly to the nearest hospital or medical centre immediately.
- › The passengers could be let off the coach at a nearby restaurant or shopping centre, rather than having to wait at the hospital.
- › The primary priority is the ill passenger; we make sure he or she is getting the necessary medical care. After that, the tour can be resumed as normal.
- › Make sure you fill in the 'Major Incident Form' about what transpired giving informed details of what happened, and make sure you give your home/office contact details.
- › Please inform the local Canadian Embassy when any Canadian Citizen is hospitalized.

Additional Information—We have services available to our participants:

- › **TuGo insurance:** included in your insurance package is an International Assistance Service. To learn more about this service please refer to the "Explorer" insurance package or call TuGo at 1-855-929-8846.
- › **Travel Guard Insurance:** included in your insurance package is 24-hour Emergency Medical Assistance. To learn more about this service please refer to the Travel Guard brochure or call at 1-866-648-8425.
- › **Doctors on Call Program:** an exclusive partnership with the George Washington University Medical Centre. In the event of a surgery, we could arrange for a conference call with parents, teachers, and the student with our on-call medical doctors. This call could be arranged in as short as 30 minutes, and can involve translation services from over 100 countries. Therefore, if a local doctor in Italy was recommending a specific surgery, we could clarify in English for the parents, and the George Washington University medical doctor on call could provide their feedback for the parents. After the call, we would work on transportation for a/both parent(s) if they desired. This program is included in tour costs.

*\* Please note, we recognize there is no one-size-fits-all response to an emergency. This event occurred in the past and serves as an example, not a guideline, of how the situation may be handled.*



## Contact Information

### General information

1-888-378-8845 or 1-800-267-6425

### WorldAssist (on-program incidents)

Within Canada: 1-800-999-4542

Outside of Canada: +1-416-545-5845

### Brightspark emergency information

Emergency Line: 1-800-267-6425 ext 5

### TuGo insurance

1-855-929-8846

Policy number: PL-SPCK-20

### Travel Guard insurance

1-866-648-8425

Product code: 800209

This is confidential information and is not to be distributed to parents or students.