
Regular Board Meeting

Tuesday, April 23, 2024

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/idk-khaz-ghu>

If you would like to join by telephone, please contact Michelle Kennedy
by email - mkennedy@pvncdsb.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

Chairperson: Kevin MacKenzie

Vice-chairperson: Jenny Leahy

**Trustees who are unable to attend the meeting are asked to
please notify Michelle Kennedy (mkennedy@pvncdsb.on.ca).**

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

1. Examen and Opening Prayer.
2. Land Acknowledgement.
3. National Anthem.
4. Approval of the Agenda.
5. Declarations of Conflicts of Interest.
6. Approval of the minutes of the March 26, 2024, Regular Board Meeting. **Page 6**
7. Business Arising Out of the Minutes.

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

1. Report from the Director of Education, Stephen O’Sullivan.
2. Report from the Student Trustees.

Madelyn Gaskell, Senior Student Trustee and
Claire Heitzner, Junior Student Trustee.

3. Report from the Manager of Communications, Galen Eagle.
Highlights of System Achievements

C. Presentations:

1. Inspiring Faith and Ensuring Equity: Holy Cross Catholic Secondary School Student Presentation – Trip to Guatemala.

Natalie Bittner, Principal, Holy Cross Catholic Secondary School, Megan Bolton and Amber Rye, Students, Holy Cross Catholic Secondary School.

2. Nurturing Mental Health and Well Being: PVNC Catholic Mental Health Update.

Jonathan Dilanni, Superintendent of Special Education, and Jennifer Angelo, Board Mental Health Lead.

3. Providing Excellence in Teaching and Learning: Multilingual Learners.

Sheila Piggott, Superintendent of Learning, and Multilingual Learners Itinerant Teachers, Tanya Kranc and Pam O'Brien.

D. Programs and Services:

1. R.A. Student Excursions. **R.A.: Page 17**
 - a. St. Peter Catholic Secondary School International Excursion to Greece, May 11-19, **Page 18** 2024.
Jeannie Armstrong, Superintendent of Learning.
 - b. St. Thomas Aquinas Catholic Secondary School International Excursion to France **Page 43** and the Netherlands, May 1-9, 2025.
Sheila Piggott, Superintendent of Learning.
 - c. Holy Trinity Catholic Secondary School Wilderness Excursion to Silent Lake **Page 71** Provincial Park, May 13-15, 2024.
Julie Selby, Superintendent of Learning.
 - d. Holy Trinity Catholic Secondary School Wilderness Excursion to Algonquin Park, **Page 111** May 27-30, 2024.
Julie Selby, Superintendent of Learning.

- e. Holy Trinity Catholic Secondary School International Excursion to England, France and Spain, March 5-14, 2025. Page 153

Julie Selby, Superintendent of Learning.

E. Business, Finance and Governance:

1. Ontario Catholic School Trustees' Association (OCSTA) Open Session Report.
Kevin MacKenzie, Board Chairperson.
2. STSCO Governance Committee Meeting, March 27, 2024, Open Session Report.
Kevin MacKenzie, Board Chairperson.
3. R.A.: Student Trustee Professional Development, Ontario Student Trustees' Association (OSTA-AECO) Annual General Meeting and Conference, May 23-26, 2024. Page 189
Kevin MacKenzie, Board Chairperson.

F. Human Resources:

G. Policy Development:

H. Old Business:

I. New Business:

1. Trustee Matter.
Kevin MacKenzie, Board Chairperson.

J. Bring Forward:

K. Information Items:

1. Chairperson's Report.
Kevin MacKenzie, Board Chairperson.
2. Committee Reports:
 - a. Catholic Parent Engagement Committee, April 15, 2024, 6:30 p.m.
 - b. Special Education Advisory Committee, April 18, 2024, 1:00 p.m.

3. Ontario Catholic School Trustees' Association Information Items:
 - a. March 26, 2024 – Provincial Budget Announcement 2024-2025. [Page 190](#)
 - b. April 2, 2024 – OCSTA Welcomes Federal Announcement of National School Food Program. [Page 195](#)
 - c. April 12, 2024 – OCSTA Invitation to Provincial Mass, May 8, 2024. [Page 196](#)

L. Future Meetings and Events:

1. Board Meetings:
 - a. Regular Board Meeting Open Session, May 28, 2024, 6:30 p.m.
(In-camera Session, 6:00 p.m.)
2. Board Standing Committee Meetings: (Listed in chronological order.)
 - a. Policy Development Committee Meeting, April 30, 2024, 6:30 p.m.
 - b. Chairperson's Committee Meeting, May 13, 2024, 5:30 p.m.
 - c. Committee-of-the-Whole Meeting, May 13, 2024, 6:30 p.m.
3. Other Committee Meetings: (Listed in chronological order.)
 - a. French as a Second Language Advisory Committee, April 30, 2024, 4:30 p.m.
 - b. Accessibility for All Committee, May 9, 2024, 1:00 p.m.
 - c. Faith and Equity Advisory Committee, May 9, 2024, 6:30 p.m.
 - d. Special Education Advisory Committee, May 16, 2024, 1:00 p.m.
 - e. Catholic Parent Engagement Committee, May 21, 2024, 6:30 p.m.
 - f. Student Council Liaison Committee, May 28, 2024, 4:15 p.m.
 - g. STSCO Governance Committee, June 5, 2024, 3:00 p.m.
 - h. First Nation Métis Inuit Advisory Committee, June 11, 2024, 6:30 p.m.
 - i. Audit Committee, TBA
 - j. Supervised Alternative Learning Committee, TBA
4. Board Events: (Listed in chronological order.)
 - a. Ontario Catholic Trustees' Association Annual General Meeting and Conference, Niagara Falls, ON.
 - b. Catholic Education Week, May 5-11, 2024.

- c. Catholic Education Province-wide Mass, May 8, 2024, 11:00 a.m.
<https://www.youtube.com/@stcatharinescathedral2914> (click on "Live Video" screen)
- d. Catholic Student Leadership Awards, May 8, 2024, 6:30 p.m., Holy Cross Catholic Secondary School, Peterborough.
- e. Canadian Catholic School Trustees' Association Annual General Meeting and Conference, Calgary, Alberta.

M. Conclusion:

1. Reports from the In-camera and Double In-camera Sessions held on February 21, 2024, March 18, 2024, and April 23, 2024.
2. Closing Prayer.
3. Adjournment.



Minutes

The Minutes of the Open Session of the Regular Board Meeting, held on Tuesday, March 26, 2024, at 6:30 p.m. at the Catholic Education Centre, 1355 Lansdowne Street West, Peterborough, and virtually, by Google Meet.

Present:

Trustees – John Connolly, Loretta Durst, Madelyn Gaskell (Senior Student Trustee), Claire Heitzner (Junior Student Trustee), Jenny Leahy, Kevin MacKenzie (Chairperson), Mary Ann Martin, and Kathleen Tanguay.

Administration – Jeannie Armstrong, Jonathan Di Ianni, Galen Eagle, Sean Heuchert, Darren Kahler, 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 Kevin MacKenzie called the meeting to order at 6:30 p.m. and welcomed guests in attendance in person and guests who were joining the meeting online by Google Meet.

The Chairperson welcomed the vice-principal representatives Karen Spencely, Vice-principal of Special Education, and Kerri Langer, Vice-principal at Good Shepherd Catholic Elementary School.

1. Examen and Opening Prayer

The Board Chairperson, Kevin MacKenzie invited Father Paul Massel to begin the meeting with the Daily Examen and prayer.

2. Land Acknowledgement

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

3. Singing of the National Anthem

The National Anthem was sung.

4. Approval of the Agenda

MOTION: Moved by Jenny Leahy, seconded by John Connolly
that the agenda be approved with the addition of agenda item H.1,
Correspondence from the Ministry to the Board Chairperson
regarding Special Education.

Carried.

5. Declarations of Conflicts of Interest

There were no conflicts of interest declared.

6. Approval of the minutes from the February 27, 2024, Regular Board Meeting.

MOTION: Moved by Loretta Durst, seconded by Kathleen Tanguay
that the minutes of the February 27, 2024, Regular Board
Meeting be approved.

Carried.

7. Business Arising Out of the Minutes.

There was no business arising from the minutes.

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

1. Report from the Director of Education.

Stephen O'Sullivan, Director of Education, presented the Report from the Director of Education, which included the following points:

- Holy Cross Catholic Secondary came away champions in the 'AA' division from the OFSAA Girls' Hockey Tournament. A provincial victory is a testament to the hard work and dedication of students and staff.
- Results from the Staff Census are now available and are posted to the website. The findings will deepen our understanding and provide insights into making our work environments more inclusive through system-wide policies and programs.
- The director regularly meets with public health unit officials and coterminous directors of education to discuss, collaborate and share best practices ensuring the safety and well-being of students.

- Family Math Night was hosted by the Math Team at St. Thomas Aquinas Catholic Secondary School. The evening promoted parent engagement in student achievement and learning. Thank you to Trustee Mary Ann Martin for her support and attendance.
- Professional Development sessions continue in many aspects of learning such as Indigenous Education, Special Education, Math, and Deep Learning. Thank you to the superintendents for their continued focus to advance the skills of PVNC Catholic educators.
- Met with the Directors of Education of Eastern Ontario to meet with the Ministry of Education to share concerns and collectively strive to improve education in Ontario.
- Mourn the loss of teacher, Melanie Webb, member of the St. Mary Catholic Secondary School community.
- Mourn the loss of former PVNCCDSB trustee, Margaret Godawa who served on the board from 1982 to 2006. Her time on the board included service as board chair and the Special Education Advisory Committee.
- Best wishes for a Happy Easter as we celebrate the hope and promise of renewal.

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

2. Report from the Student Trustees.

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

- Rock Your Socks Day was celebrated at all secondary schools on March 21 to support World Down Syndrome Day.
- 'Thinkfast' was hosted at several secondary schools to bring awareness to the issue of hunger and food security in our communities.
- Holy Cross Catholic Secondary held a spirit week in March which included themed days. New clubs have been introduced, there were social justice initiatives and the celebration of the OFSAA gold medal.
- St. Mary Catholic Secondary School is preparing for their production of 'Godspell'. Students are looking forward to the upcoming Europe trip and garden party themed Prom.
- Many community engagement events took place at St. Peter Catholic Secondary highlighted by the March Madness Spirit Week. A student talent coffee house will take place on April 11.

- St. Thomas Aquinas Catholic Secondary is encouraging applications to leadership positions in the LINK program and school spirit was evident at the recent Boys' Hockey buy-out.
- Holy Trinity Catholic Secondary School students showed their talents at HT's Got Talent and a recent Mock Trial and they look forward to the drama production of "Clue".
- St. Stephen Catholic Secondary held a sock drive, gently worn shoe drive and a dress-down day in memory of student Alex Latimer with proceeds going to St. Vincent de Paul. The drama production 'Nothing But the Truth' will be staged in May.

Student trustees Madelyn Gaskell and Claire Heitzner invited questions and comments from the trustees at the conclusion of their report.

3. Report from the Communications Department.

Galen Eagle, Manager of Communications shared the following highlights and initiatives from the Communications Department for the month of February:

- "Great Big Crunch" event in support of healthy food held at school at St. Anthony Catholic Elementary School.
- PVNC Catholic Student Census will launch in April. The census will collect identity based demographic information following the ministry of Education's Equity Action Plan and will provide information to identify and remove barriers to learning.
- St. Teresa students create a neighbourhood campaign to counter the dog waste problem on their school yard. The deep learning project empowered the students to learn about the health and safety implications and advocate the neighbours to try to solve the problem.
- St. Mary Catholic Secondary School launches coffee cart with learning for living students to promote inclusivity and life skills through the delivery of coffee around the school.
- Peter Bagnall, teacher from St. Thomas Aquinas Catholic Secondary School wins the Archbishop Philip Pocock Award from CARFLEO for excellence in religious education.

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

C. Presentations:

1. Providing Excellence in Teaching and Learning: Math Update.

Jeannie Armstrong, Superintendent of Learning was accompanied by the Board Math team. Jeannie Armstrong gave a presentation that updated the trustees about the ongoing Math initiatives that are taking place throughout the board and particularly in the target schools.

The goals and priorities were reiterated and the evidence of the impact of the work that is being conducted in the schools was shared. The math team continues to prioritize the understanding of the curriculum and the continuum of learning across the grades. Progress is evident because there continues to be an improvement in the number of teachers using the programs and via survey, they report an improvement in their confidence and competence in the use of the programs.

The activities, professional development and voluntary learning sessions that are being undertaken were reported. At the end of the presentation, the trustees were invited to ask questions which were answered.

MOTION: Moved by Mary Ann Martin, seconded by John Connolly
that the Board receive the Math Team Report.

Carried.

2. Inspiring Faith: Role of the Chaplaincy Leaders and Faith Ambassadors.

Julie Selby, Superintendent of Learning introduced Jennifer Eaton-Koch, Learning Consultant, Father Paul Massel, Board Chaplain and Faith Animator, and Deacon Shawn Panio, Chaplaincy Leader, St. Stephen Catholic Secondary School who presented the role of the Chaplaincy Leaders and Faith Ambassadors in PVNC Catholic schools.

The importance of the tasks that these individuals take on with respect to the morale and climate of the school was conveyed. Each of the elementary schools has a staff member voluntarily fill the role of faith ambassador who brings to life the work and initiatives of the central faith team. The role of the Chaplaincy Leader in secondary schools was explained by Deacon Shawn who reviewed what a typical day is like in a secondary school as a chaplain.

At the conclusion of the presentation, the panel of presenters answered questions from the trustees.

D. Programs and Services:

1. Holy Cross Catholic Secondary School International Student Excursion to Jalapa, Guatemala, March 10-19, 2025.

MOTION: Moved by Mary Ann Martin, seconded by Loretta Durst
that the proposed Holy Cross Catholic Secondary School Student Excursion to Jalapa, Guatemala, from March 10-19, 2025, 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.

E. Business, Finance and Governance:

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

The Board Chairperson, Kevin MacKenzie, reported that information received from the OCSTA has been shared with the trustees. Chairperson MacKenzie noted that a tentative agreement has been reached between the trustees' association and the Ontario English Catholic Teachers' Association and the province. The provincial agreement will come into effect once it is ratified by all parties.

2. Recommended Action from the Committee-of-the-Whole, March 18, 2024: School Renewal Project Update.

MOTION: Moved by John Connolly, seconded by Jenny Leahy
that the Board receive the School Renewal Report Update.

Carried.

3. Audit Committee Member Appointments.

Sean Heuchert, Superintendent of Business and Finance, explained the prescriptive process in the Education Act that regulates the appointment of members to the Audit Committee. He noted that there was a public call for applications to become a member of the committee and none were received. When there are no applications received, current members are able to stand for a third term for the audit committee.

MOTION: Moved by John Connolly, seconded by Loretta Durst
that the Board re-appoint Deb McRae as an external member of the Audit Committee from April 1, 2024, to March 31, 2027; and, that the Board re-appoint Trang (Tia) Nguyen as an external member of the Audit Committee from April 1, 2024, to March 31,

2027.

Carried.

F. Human Resources:**G. Policy Development:****H. Old Business:**

1. Correspondence from the Ministry to the Board Chairperson regarding Special Education.

Trustee Tanguay requested that attention be brought to the copies of the letters that were given to each of the trustees: a copy of the letter sent to the Minister of Education regarding Special Education and a copy of the response that was received from the Ministry. It was requested that further discussion take place and a rebuttal be prepared that would involve staff expertise. By consensus it was determined that the matter would be referred to the next Committee-of-the-Whole meeting for discussion.

I. New Business:

1. Trustee Matter.

Kevin MacKenzie read a statement regarding further complaints that were received regarding actions by Trustee Joshua Glover which contravened the Trustee's Code of Conduct.

MOTION: Moved by John Connolly, seconded by Jenny Leahy
that the Board finds that Trustee Joshua Glover has breached the trustee code of conduct.

Carried.

It was noted by Chairperson MacKenzie that since there is a determination of a breach of the code of conduct, the trustees can impose a sanction or sanctions against Trustee Glover.

MOTION: Moved by Kathleen Tanguay, seconded by Loretta Durst
that the board deliver a letter of censure to Trustee Glover for the determined breach of conduct; and,

that the sanctions imposed on January 23, 2024, be extended for an additional twelve (12) months, to on or about November 15, 2025 (date of the annual meeting); and,

that Trustee Glover be prohibited from attending meetings that form part of all Board business, such as OCSTA or CCSTA meetings and events, for the remainder of his term ending November 14, 2026.

Carried.

2. Ad Hoc By-law Review Committee.

MOTION: Moved by Mary Ann Martin, seconded by Loretta Durst that the Board strike an ad hoc committee for the purpose of reviewing the Board By-laws; and, that the drafted terms of reference for the By-law Review Committee be adopted.

Carried.

J. Bring Forward:

K. Information Items:

1. Chairperson's Report.

Board Chairperson, Kevin MacKenzie gave his remarks noting the difficult task that was put before the trustees about the code of conduct and expressed hope that Trustee Glover would appreciate the gravity of the situation and that the board can move forward to healing.

Kevin MacKenzie also reported that he participated in the recent teleconference call with the Minister of Education. It was also reported that the Ministry, in partnership with the trustees' associations recently sent a letter despite to the Ontario Teachers' Federation advocating for the reduction of the number of days that retired teachers can work while drawing pension. Despite this letter, the letter from the board was sent to the Minister in support.

The Board Chairperson reported that a universal approach to the Performance Appraisal

process for Directors of Education has been put into legislation. The process will involve a committee approach and will be standard across all boards across the province.

Kevin MacKenzie offered his congratulations to the new MP for Durham, Jamil Javani. Regarding his own campaign for the federal by-election, Chairperson MacKenzie expressed his gratitude to all who sent him messages of encouragement.

At the end of his report, Kevin MacKenzie wished everyone Easter Blessings.

2. Committee and Committee Chairperson's Reports:

a. First Nation Métis and Inuit Advisory Committee, March 5, 2024

Trustee John Connolly reported that it was a productive meeting with informative presentations and discussion about the proposed revised Administrative Procedure 703, Voluntary Self Identification for Students of First Nations, Métis and Inuit Ancestry and the new Administrative Procedure 705, Indigenous Education. Superintendent Julie Selby shared that Curve Lake First Nation will be moving forward with a trustee candidate in September 2024.

b. Special Education Advisory Committee, March 21, 2024.

Trustee Kathleen Tanguay reported that the committee did not have quorum for the meeting on March 21, however the meeting proceeded with worthwhile presentations and discussions. Committee member Shawna Bellcourt gave a presentation on the agency with which she is employed (Community Living Peterborough) and explained her role within the agency. The presentation was relevant to the work of the committee and beneficial for members to understand resources available to students.

3. Ontario Catholic School Trustees' Association Information Items:

- a. February 27, 2024 – Letter to Federal Government, National School Food Policy and Program.
- b. February 29, 2024 – Integrity Commissioner and Electronic Board Meetings Regulation Consultation.
- c. March 4, 2024 – Joint Letter to OTF from Hon. Stephen Lecce, Minister of Education, OCSTA, et al.
- d. March 18, 2024 – Letter from OTF to Hon. Stephen Lecce, Minister of Education, OCSTA, et al.
- e. March 20, 2024 – OCSTA Catholic Education Leadership Speaker Series: Catholic Social Teachings on Social Media, April 3, 2024, 6:30 p.m.

L. Future Meetings and Events:

1. Board Meetings:
 - a. Regular Board Meeting Open Session, April 23, 2024, 6:30 p.m.
(In-camera Session, 6:00 p.m.)
2. Board Standing Committee Meetings: (Listed in chronological order.)
 - a. Chairperson's Committee Meeting, April 8, 2024, 5:30 p.m.
 - b. Committee-of-the-Whole Meeting, April 8, 2024, 6:30 p.m.
 - c. Policy Development Committee Meeting, April 30, 2024, 6:30 p.m.
3. Other Committee Meetings: (Listed in chronological order.):
 - a. STSCO Governance Committee, March 27, 2024, 2024, 3:00 p.m.
 - b. Catholic Parent Engagement Committee, April 15, 2024, 6:30 p.m.
 - c. Special Education Advisory Committee, April 18, 2024, 1:00 p.m.
 - d. Student Council Liaison Committee, April 23, 2024, 4:15 p.m.
 - e. French as a Second Language Advisory Committee, April 30, 2024, 4:00 p.m.
(virtual)
 - f. Accessibility for All Committee, May 9, 2024, 1:00 p.m.
 - g. Faith and Equity Advisory Committee, May 9, 2024, 6:30 p.m.
 - h. First Nation Métis Inuit Advisory Committee, June 11, 2024, 6:30 p.m.
 - i. Audit Committee, TBA
 - j. Supervised Alternative Learning (SAL) Committee, TBA.
4. Board Events:
 - a. Ontario Catholic Trustees' Association Annual General Meeting and Conference,
Niagara Falls, ON.
 - b. Catholic Education Week, May 5-11, 2024.

M. Conclusion:

1. Report from the Regular Board Meeting, In-camera Session held March 26, 2024.

MOTION: Moved by Mary Ann Martin, seconded by Loretta Durst
that the Board approve the actions and the discussions arising

from the Regular Board Meeting, In-camera session, held on
March 26, 2024, as follows:

- A. Call to Order:
 - 1. Opening Prayer.
 - 2. Motion for the Approval of agenda.
 - 3. Declaration of conflict of interest by Trustee John Connolly.
 - 4. Approval of the February 27, 2024, Regular In-camera minutes.
- D. Business, Finance and Governance:
 - 1. OCSTA In-camera Report.
- E. Human Resources:
 - 1. Approval of a recommended action to ratify the Memorandum of Settlement and attached appendices, dated March 5, 2024, made between the Ontario Catholic School Trustees' Association (OCSTA) and the Ontario English Catholic Teachers' Association (OECTA) and agreed to by the Crown, and to report the result to the OCSTA.
- I. Conclusion:
 - 1. Closing Prayer.
 - 2. Motion to convene in Open Session.

Carried.

2. Closing Prayer

Board Chairperson, Kevin MacKenzie invited Trustee Jenny Leahy to lead the closing prayer to end the meeting.

3. Adjournment

MOTION: Moved by Mary Ann Martin, seconded by Jenny Leahy
that the open session meeting be adjourned at 8:37 p.m.

Carried.

Kevin MacKenzie
Board Chairperson

Stephen O'Sullivan
Director of Education, Secretary-Treasurer
per M.K.

Student Excursions:**R.A.:**

that items D.1 a) through D.1 e) be approved as presented:

D.1 a) that the proposed St. Peter Catholic Secondary School International Excursion to Greece, from May 11-19, 2024, be approved in principle and that the trip will include mandatory insurance for all travelers. Such insurance must cover school board or principal rulings for cancellation of the trip.

D.1 b) that the proposed St. Thomas Aquinas Catholic Secondary School International Excursion to France and the Netherlands, from May 1-9, 2025, 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.

D.1c) that the proposed Holy Trinity Catholic Secondary School Wilderness Excursion to Silent Lake Provincial Park, from May 13-15, 2024, be approved in principle and that the trip will meet the required Ontario Physical Activity Safety Standards in Education (OPASSE).

D.1d) that the proposed Holy Trinity Catholic Secondary School Wilderness Excursion to Algonquin Provincial Park, from May 27-30, 2024, be approved in principle and that the trip will meet the required Ontario Physical Activity Safety Standards in Education (OPASSE).

D.1e) that the proposed Holy Trinity Catholic Secondary School International Excursion to England, France, and Spain, from March 5-14, 2025, 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.



Out of School Activity Request for Approval
Form (page 3)

Itinerary (pages 4-6)

**May 11 - 19th,
2024**

Historical and Educational Significance of the
trip (pages 7-8)

Contract Information & Terms and Conditions
(pages 9-10)

Cost and Sharing Arrangements
(pages 11-13)

**St. Peter Catholic
Secondary School
Trip to Greece
(Rescheduled)**

Medical and Travel Coverage (page 14)

Waivers (pages 15-20)

Emergency Action Plan & Communication
Plan
(pages 21-25)



Parent Info and Meetings (pages 26-28)

Letter to Family Acknowledging
receipt/read/understanding of Insurance
Policy (page 29)

Safety and Security Plan (page 30)



CATEGORY 5 APPROVAL FORM

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

Teacher/Organizer: Mr. Robin Clément	School: St. Peter Catholic Secondary School
Adult Supervisors Attending: 6	
Destination: Greece	Mode of Transportation: Air/Bus
Grade/Course: 10/11/12 (co-instructional)	Date of Submission: April 1 st , 2024
Departure Date: May 11 th , 2024	Return Date: May 19 th , 2024
Number of Students: boys: 3 girls: 37	Number of Adult Supervisors: female: 4 male: 2
Name of Travel Agent: Explorica Educational Travel	Type of Excursion: Curricular X Co-instructional
Total Cost to be paid by each Student: \$3,752.00 (already paid)	

Summary of Proposed Activity:

Students will have the opportunity to immerse themselves in the Greek culture, historical and Christian sites. They will travel with a licensed tour guide to a variety of historic and religious locations including: Parthenon, Acropolis, 2004 Olympic site, Delphi, Temple of Apollo, Mycenae, and Epidaurus.

Curricular Relevance: (provide the overall expectations addressed)

The students will experience historic, cultural, and religious sites/monuments throughout the tour. Please see the submitted package for a more detailed explanation in the section Historical and Educational Significance of the Trip (Pages 7-8).

Estimated Cost for Entire Group:		Anticipated Sources of Revenue:	
Accommodation	\$	School Accounts	\$ 2570.00
Travel	\$ 3200.00 (Bus to/from airport)	School Fund-raising	\$
Cost of Supply Teachers	\$ 2570.00	Student/Parent share	\$ 3,752.00 each (Tour fee + Bus)
Meals	\$	Other:	\$
Programs/Materials	\$ 146,880.00 (Tour fee)	Other: Teacher contributions, if applicable	\$
Other	\$		
Total	\$ 152,650.00	Total	\$ 152,650.00

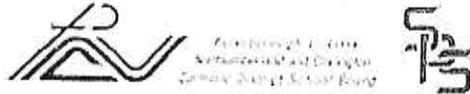
It is understood that this excursion will not proceed without the approval of the Board and signed parental forms completed.

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

<input checked="" type="checkbox"/> Itinerary (including Mass on Sunday) (Pages 4-6)	<input checked="" type="checkbox"/> Information and consent letter to parents (Page 17)
<input checked="" type="checkbox"/> Contract Information (Pages 9-10)	<input checked="" type="checkbox"/> Liability waivers signed (Pages 15-20)
<input checked="" type="checkbox"/> Additional Medical Coverage needs considered (Page 14)	<input checked="" type="checkbox"/> Supervision ratio in alignment with A.P. 305 (1:8 ratio)
<input checked="" type="checkbox"/> History of Excursion – number of years: 10	<input checked="" type="checkbox"/> List of destination/emergency phone numbers provided (Page 21)
<input checked="" type="checkbox"/> Certification required by staff attending: N/A Tour Director	<input checked="" type="checkbox"/> Passports (required)
<input checked="" type="checkbox"/> Educational objectives stated (Pages 7-8)	<input checked="" type="checkbox"/> Followed the directives of AP305 and Purchasing Handbook

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

Teacher Signature 	Date April 1, 2024
Principal Signature 	Date April 4, 2024
Superintendent Signature 	Date April 8, 2024



City Specific

Athens:

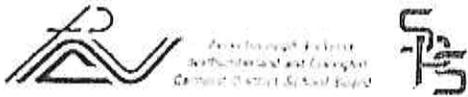
- Visit Plaka, the historic district that borders the Acropolis. In its twisting narrow streets you'll catch glimpses of an older city, from wrought-iron balconies bursting with geraniums to traditional Greek dancing in basement tavernas.
- Continue on to the Temple of Olympian Zeus, begun in the 6th century B.C. and finished in A.D. 132 by the emperor Hadrian. Its enormous columns provide a sense of the scale of the original temple. Nearby, the elaborate Hadrian's Arch separated the ancient and imperial sections of the city.
- View Hadrian's Arch, an enormous triumphal arch built by the Roman Emperor Hadrian, which is still a symbolic entrance to Athens.
- Visit the first Olympic site and the sprawling Acropolis, classical Athens' religious and civic center. The awe-inspiring Parthenon -- a temple dedicated to Athens' patron saint Athena -- is the obvious centerpiece. Jump back to the present in Syntagma Square, the center of the modern city, to see the Parliament building and the British-style changing of the guards ceremony. Continue to Omonia Square, Athens' other main meeting point, to relax by the splashing central fountain ringed with palm trees.
- Visit the Acropolis, which has overlooked Athens for over 2,000 years. View the Temple of Athena Nike, and its successor, The Parthenon.
- Syntagma Square, located directly in front of the Old Royal Palace, is the central square of Athens.

Delphi:

- Explore the impressive ruins at Delphi, which the Greeks considered the center of the world. Within the depths of the Temple of Apollo, a priestess would inhale intoxicating vapors that used to rise from the earth and, thus inspired, deliver the prophecies of Apollo. Modern visitors might find more inspiration in the view from Mount Parnassus, over 8000 feet high.

Olympia:

- Once one of the most important sites in Greece, the former locale of the Olympic games now has some of the most picturesque ruins in the country. Surrounded by shady olive trees and flowing rivers, the stones of the original temple and stadium still inspire awe – and the occasional victory lap.



Rationale for the trip:

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

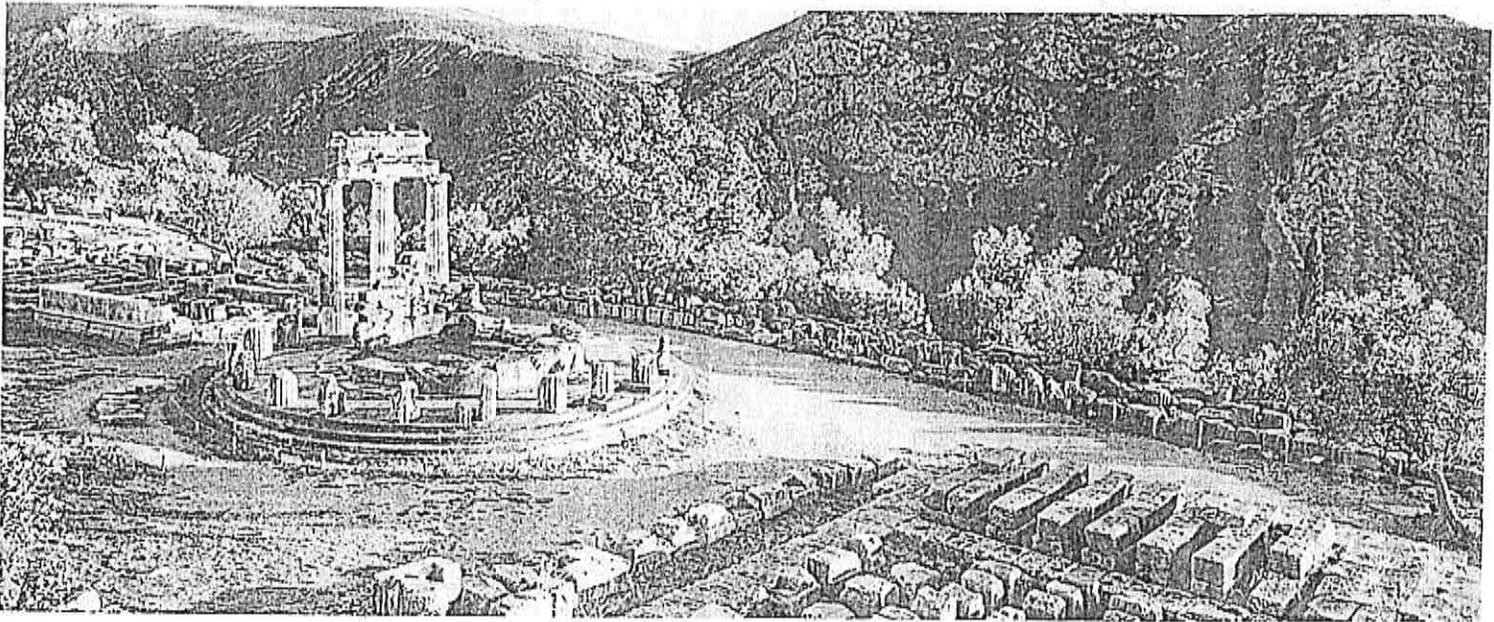
Historical and Educational:

- Students will have the opportunity to immerse themselves in the Greek culture, Christian religious sites, and historical sites.
- We will also be visiting the 2004 Olympic site.
- We will travel with a licensed tour guide to a variety of historic locations including: Athens - Parthenon, Acropolis, 2004 Olympic site; Delphi - Temple of Apollo; Ancient Olympia.
- From a religious, cultural and historical perspectives the students will be able to visit sites that fit into all the religion courses, Grade 12 Classical Civilizations, Grade 11 Travel and Tourism and ancient history courses. This is a great chance for them to truly see the past.

Curriculum Expectations:

Classical Studies and International Studies, 2016
Classical Civilizations, Grade 12

- C1.1 *Identify key events and periods in classical history and locate them within a chronological framework (e.g., create parallel timelines for the history of Greece and Rome).*
- C4.1 *Describe ways in which ancient Greek and Roman actions, events, institutions, and processes influenced other ancient societies and later cultures.*
- C4.2 *Describe ways in which knowledge of Greek and Roman history and geography relates to and enhances their understanding of political, social, and economic events and issues in other cultures, including in modern times.*
- D2.1 *Identify classical religions, religious practices, and religious institutions, and demonstrate an understanding of their significance for their adherents.*
- D2.2 *Analyse ways in which classical religions and other religions of the ancient world influenced one another.*
- E1.1 *Describe important discoveries in the history of archaeological investigations of classical sites and their significance for our understanding of classical cultures.*



Best of Greece

explorica.ca/Clement-2097

May 11 - May 19, 2024

Day 1 Start tour

Day 2 Yassou Athens

Meet your tour director and check into hotel
Athens city walk: Plaka district, Temple of Olympian Zeus, Hadrian's Arch

Day 3 Athens landmarks

Athens guided sightseeing tour: Parthenon, Acropolis site visit, Temple of Athena Nike, Omonoia Square, Syntagma Square, 2004 Olympic site

Day 4 Athens--Delphi

Travel to Delphi
Delphi guided sightseeing tour: Visit Delphi site, Temple of Apollo

Day 5 Delphi--Tolo

Travel to Tolo via Olympia
Ancient Olympia guided visit

Day 6 Tolo--Athens

Travel to Athens
Mycenae & Epidaurus guided excursion
Corinth Canal
Greek dinner in Plaka
Plaka treasure hunt

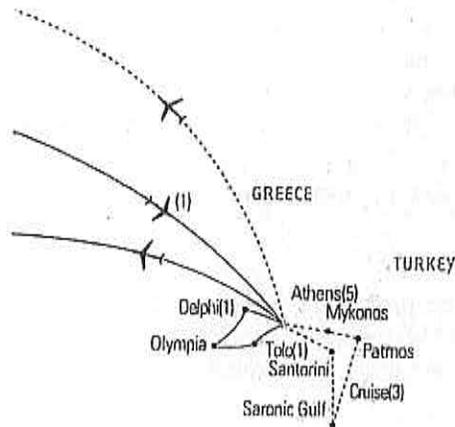
Day 7 Saronic Gulf Cruise

Saronic Gulf Cruise full day excursion

Day 8 Cape Sounion

Cape Sounion guided excursion

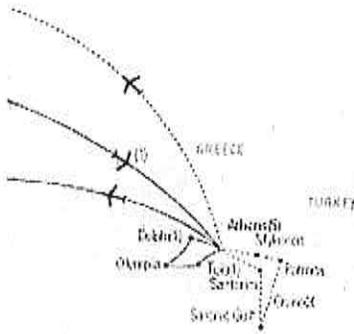
Day 9 End tour





Best of Greece

GROUP INFORMATION



Departing From:
Toronto
Departing:
May 11, 2024
Returning:
May 19, 2024

RESERVE YOUR TOUR NOW!

TOUR ITINERARY

Day 1 Start tour

Day 2 Yassou Athens

Meet your tour director and check into hotel
Athens city walk
Plaka district, Temple of Olympian Zeus, Hadrian's Arch

Day 3 Athens landmarks

Athens guided sightseeing tour
Parthenon, Acropolis site visit, Temple of Athena Nike., Omonoia Square, Syntagma Square, 2004 Olympic site

Day 4 Athens--Delphi

Travel to Delphi
Delphi guided sightseeing tour
Visit Delphi site, Temple of Apollo

Day 5 Delphi--Tolo

Travel to Tolo via Olympia
Ancient Olympia guided visit

Day 6 Tolo--Athens

Travel to Athens
Mycenae & Epidaurus guided excursion
Corinth Canal
Greek dinner in Plaka
Plaka treasure hunt

Day 7 Saronic Gulf Cruise

Saronic Gulf Cruise full day excursion

Day 8 Cape Sounion

Cape Sounion guided excursion

Temple of Poseidon

Day 9 End tour

Total Fee:* \$3,672.00

Tour Quote Breakdown

The following fees apply to your full-paying participants:

Tour Fee* \$3,608.00

Travel Protection Plan \$180.00

Plus

On-Tour Tipping \$84.00

** Early Enrolment \$ -200.00

Travel Grant

Total Fee* \$3,672.00

OR 14 monthly payments of \$245.86

After initial payment of \$230.00

* Last day for this Tour fee is Nov 2, 2022.

** Only valid with voucher code save2024

Additional Adult Fees

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

Adult Supplement \$125.00

Twin Room Upgrade \$315.00

Additional Adult Fee \$440.00

Private Group Fees:

Your Tour is a Private Group Tour

As a Private Group, the cost of your tour will be based on the final group size. The Private Group amount in bold below has been included in the total cost of the trip quoted above and this is based on your estimated group size. If the final group size is smaller or larger than estimated, the Private Group amount will be updated on each participant's account the day after the final enrolment deadline.

15-19 Travelers \$330

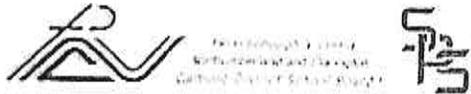
20-24 Travelers \$212

25-29 Travelers \$137

30-34 Travelers \$86

35-39 Travelers \$49

40+ Travelers \$0



Cost & Sharing

- Consolidated Tour Fee: \$3672.00 per student
 - Includes Gratuities of \$84.00 per student
 - Includes Travel Protection Plan Plus \$180.00 per student
- Additional Costs: To be paid by student and/or their parent(s)
 - Passport Application
 - Bus to and from airport (\$80.00 per student)
- Additional Costs: To be paid through school account
 - 10 Occasional Teachers X \$257.00 = \$2570.00
- Any personal bonuses will be used to offset the cost of the trip and/or to enhance the trip.

Chaperone Information

- Chaperone to student ratio will be approximately 1:6; this allows for close supervision at all times.
- Chaperones will be current staff members at St. Peter Catholic Secondary School with a mixture of male and female teachers. All chaperones will have police checks (teachers have already had police record checks completed).
- Proposed Chaperones:
 - Robin Clément - Group Leader & male teacher
 - Shannon Brady – Female Principal
 - Dyanne McDonald - Female Teacher
 - Brent Claydon – Male Teacher
 - Sandra Coyle – Female Vice Principal
 - Caroline Céré – Female Teacher

Liability Forms & Student Information

- See attached forms:
 - Informed Consent (Category 5) for Students under 18 Years
 - Informed Consent (Category 5) for Students over 18 Years
 - Code of Behaviour Contract
 - Student Information & Parental Consent, Custom's Letter
- These are collected at the pre-departure meeting (along with copies of passports and birth certificates). Copies are made for each chaperone to carry with them. Rooming lists are created and used for nightly room checks.
 - Updated forms, with new dates and itinerary will be distributed and collected.



Peterborough Victoria
Northumberland and Clarington
Catholic District School Board

LSS 10

INFORMED CONSENT/PERMISSION FORM FOR EDUCATION TRIPS

Category 4 or 5 - Students Under 18 Years

St. Peter Catholic Secondary School has arranged an educational trip with the tour company Explorica by World Strides to tour Greece from May 11 – May 19, 2024.

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

ELEMENTS OF RISK:

Educational activity programs, such as the tour listed above and in the detailed itinerary 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 international travel:

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 Greece 2024 trip from May 11 - 19 2024 you must understand that you bear the responsibility for any injury that might occur. In case of serious student misconduct during this trip, the staff in charge will have the authority to dismiss the student and contact you to pick him/her up at the location of the activity.

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 Greece tour that is to be held on or about May 11-19, 2024.
(print name of student)

Signature of Parent/ Guardian: _____ Date: _____

2018/02



May 11, 2024

Customs Official,

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

planned with Explorica and is traveling with 39 other students and 6 teacher chaperones (total group size 46) from St. Peter Catholic Secondary School Peterborough.

By signing this letter, I am giving permission for my child to be traveling: leaving Toronto Pearson International Airport on May 11, 2024 arriving in Athens May 12, 2024. Returning from Athens to Toronto Pearson International Airport on May 19, 2024. The group will be traveling throughout Greece according to the detailed itinerary on the reverse.

Should you need to contact me/us:

Parent/Guardian: _____

Address: _____

Phone Number: _____

Relationship: _____

Signature: _____

Parent/Guardian: _____

Address: _____

Phone Number: _____

Relationship: _____

Signature: _____



**Code of Behavior
Best of Greece
May 11-19, 2024**



This trip is a school-sanctioned excursion and accordingly the rules and regulations of the Peterborough, Victoria, Northumberland and Clarington Catholic District School Board and those of St. Peter Catholic Secondary School 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 Behavior 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 and vaping are not condoned by the board or by the school. **You may not smoke or vape on the trip.**

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

Trip : St. Peter Catholic Secondary School, The Best of Greece 2024

Date: May 11 – 19 2024

Supervisor in Charge : Mr. Robin Clément

Emergency Item	Action Plan
<p>Emergency Contacts Include full names and phone numbers for the following individuals: Supervisor in Charge Additional Supervisors School Principal</p>	<p>Robin Clément – Supervisor in Charge 705-772-9112 Shannon Brady – Principal 705-772-4929 Sandra Coyle – Vice-Principal 705-931-8585 Carolyn Céré – Teacher 705-931-5909 Brent Claydon – Teacher 705-760-1336 Dyanne McDonald - Teacher 705-760-1301</p>
<p>Location of Activity Address of Facility</p>	<p>Greece Hotels TBD. Hotels booked for original dates: Athens – Emantina Hotel 33 Posidonos Avenue Athens, 166 75 Delphi - Hotel Parnassos 32 Vass.Pavliou and Frederikis Streets Delphi, 33054 Tolo – Zakros hotel Ναυπλιου 7 Tolo, 0000000 Athens - Hotel Parnon Chalkokondili 21 Athens, 104 32</p>
<p>Student List Include full student names and birthdays</p>	<p>Andreoli Kassandra Kate 16/04/2007 Armstrong Chloe May Noelle 27/12/2007 Bak Alexander Joseph Francis 28/10/2007 Beattie Madison Marie 05/04/2008 Campbell Delaney Elizabeth 10/08/2007 Clarke Amanda Grace 24/09/2006 Clay Lily Elizabeth 17/05/2007 Claydon Georgia Catherine 13/07/2007 Coyle Morgan Olivia 12/09/2006 Critchlow Meghan Fiona 23/03/2006 Crossley Sasha Joan 20/07/2008 Heffernan Hayleigh Jeanne 14/04/2006 Horner Ella Sophia 26/08/2006 Jackson Abble Heather 06/08/2008 Johnson Alyssa Kathryn 14/06/2008 Johnson Mia Lisa 10/08/2006 Katipunan Elizabeth Gabrielle 03/11/2006 Kelly Kiera Jewell 01/02/2008 Kuyvenhoven Corina 30/07/2006 Leahy Amelia Sara 28/08/2007 Lever Charlotte Anne 12/02/2006 Loveys Chloe Ann 10/12/2007 Lu Sophia Jiayi 31/12/2006 Malloy Adrianna Kelsey 15/10/2007 McGrath Rylie Marie 29/06/2007 Mealin Keira Cicely 11/05/2007 Moyer Sophia Ann 02/01/2007 Peters Felicia Breanne 05/02/2006 Power Zoey Mae 25/06/2006 Quade Maryn Elizabeth 27/02/2008 Schmidt-Salcido Cosslette Victoria 09/03/2006 Scott Autumn Cathlyne 05/09/2006</p>

Emergency Item	Action Plan
Plan of Care <i>A copy for each applicable student must be printed from Edsembli</i>	Student information, including medical information, is provided to all chaperones as well as access to a Google Drive Folder with digital copies.
Concussion Protocol <i>A copy of the required policy and forms must be available for completion in the event of a suspected concussion</i>	Forms to be kept by Supervisor in charge at all times as well as digital copies in Google Drive.
Heat Warning <i>Monitor Environment Canada/local Public Health recommendations Encourage staff and students to drink lots of cold fluids Avoid strenuous physical activities Wear light, loose fitted and breathable clothing Avoid direct exposure to sun Wear hat, sunglasses and apply sunscreen Alter schedule for the day to put strenuous tasks before heat rises (if possible) Provide a cooling room, if available</i>	Explorica Contacts (see also p. 15- 20 of Explorica Safety and Security Plan): 24/7 emergency support Global Vigilance Group – Network of 70+ offices around the world Emergency Phone Number (24/7): 1.617.210.6194 International Tours: 1.888.378.8845 ext. 194 (Toll-free within Canada) 1.416.485.1200 (Outside Canada) Customer Service: 1.888.378.8845, select option #3 (Toll-free within Canada) Department of Health Greece - https://portal.cor.europa.eu/divisionpowers/Pages/Greece-Public-health.aspx
Cold Warning <i>Establish "warm areas" for lunch and work/rest breaks Encourage the use of warm clothing for outdoor play Encourage the use of layers for outdoor play Encourage staff to wear appropriate footwear Follow AP816 "Extreme Weather"</i>	Explorica Contacts (see also p. 15- 20 of Explorica Safety and Security Plan): 24/7 emergency support Global Vigilance Group – Network of 70+ offices around the world Emergency Phone Number (24/7): 1.617.210.6194 International Tours: 1.888.378.8845 ext. 194 (Toll-free within Canada) 1.416.485.1200 (Outside Canada) Customer Service: 1.888.378.8845, select option #3 (Toll-free within Canada) Department of Health Greece - https://portal.cor.europa.eu/divisionpowers/Pages/Greece-Public-health.aspx
Tornado Warning <i>Seek shelter immediately Make an effort to move portable classes indoors Move students to lowest level of building Move students away from windows, doors, outside Put as many walls as possible between staff/students & outside (ideal locations include washroom, change rooms, interior rooms) Coordinate which stairwell should be used by which class Guide staff and students to crouch low, head down and protect the back of your head with your arms.</i>	Explorica Contacts (see also p. 15- 20 of Explorica Safety and Security Plan): 24/7 emergency support Global Vigilance Group – Network of 70+ offices around the world Emergency Phone Number (24/7): 1.617.210.6194 International Tours: 1.888.378.8845 ext. 194 (Toll-free within Canada) 1.416.485.1200 (Outside Canada) Customer Service: 1.888.378.8845, select option #3 (Toll-free within Canada) Department of Health Greece - https://portal.cor.europa.eu/divisionpowers/Pages/Greece-Public-health.aspx

Communication Plan

Board Office: 705-748-4861

1. In case of emergency or delay, **Robin Clément** will contact **Karen Bycok** at St. Peter Catholic Secondary School. The St. Peter contacts are:

Karen Bycok: during school days: SPCSS: 705-745-1358 ext
Email: kbycok@pvnccdsb.on.ca

2. While on excursions in Greece, the St. Peter teacher supervisors will carry a cell phone so that students may contact them. **Robin Clément** will be the primary contact in Greece and can be reached by PVNC email - rclement@pvnccdsb.on.ca

3. EMERGENCY CONTACTS IN GREECE:

EXPLORICA: 1-617-210-6194 (ask for Clément)

TRIPMATE: 1-800-555-9095

Robin Clément - Teacher in Charge
Email: rclement@pvnccdsb.on.ca
Cell: 705-772-9112

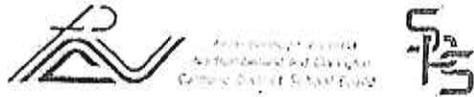
Shannon Brady– Principal
Email: sbrady@pvnccdsb.on.ca
Cell: 705-772-4929

Dyanne McDonald - Teacher
Email: dymcdonald@pvnccdsb.on.ca
Cell: 705-760-1301

Brent Claydon – Teacher
Email: bclaydon@pvnccdsb.on.ca
Cell: 705-760-1336

Carolyn Céré – Teacher
Email : ccere@pvnccdsb.on.ca
Cell: 705-931-5909

Sandra Coyle – Vice Principal
Email: scoyle@pvnccdsb.on.ca
Cell: 705-931-8585



Itinerary for Greece trip on May 11th - 19th, 2024

May 11th - Fly Toronto to Athens

May 12th - Athens

- Meet our tour director and check into hotel
- Athens city walk: Plaka district, Temple of Olympian Zeus, Hadrian's Arch
- Mass at Holy Catholic Church of Saint Theresa

May 13th - Athens landmarks

- Athens guided sightseeing tour: Parthenon, Acropolis site visit, Temple of Athena Nike, Omonoia Square, Syntagma Square, 2004 Olympic site

May 14th - Athens--Delphi

- Travel to Delphi
- Delphi guided sightseeing tour : Visit Delphi site, Temple of Apollo

May 15th - Delphi--Tolo

- Travel to Tolo via Olympia
- Ancient Olympia guided visit

May 16th - Tolo--Athens

- Travel to Athens Mycenae & Epidaurus guided excursion Corinth Canal, Greek dinner in Plaka, Plaka treasure hunt

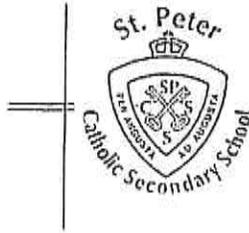
May 17th - Saronic Gulf Cruise

- Saronic Gulf Cruise full day excursion

May 18th - Cape Sounion

- Cape Sounion guided excursion

May 19th - Fly home to Toronto



ST. PETER
CATHOLIC SECONDARY SCHOOL

730 MEDICAL DRIVE • PETERBOROUGH • ONTARIO • R9J 8M4
TEL: (705) 745-1338 • FAX: (705) 745-5025

Dear Parents & Guardians:

This letter is to invite you to an information meeting about a prospective international trip to Greece in May 2024. The purpose of this meeting is to discuss costs, itinerary, insurance and coverage, fundraising opportunities, emergency action plan, behavioural expectations, and the process for going on an international tour. All interested participants should attend as well.

International trips are a long standing tradition at St. Peter as well as throughout the PVNC school community. Personally, I have been a part of 10 European tours with both St. Stephen and St. Peter Secondary Schools.

Due to changing travel conditions since the pandemic, parents and guardians must acknowledge that the Travel Protection Plan Plus insurance through Explorica is mandatory. Participants may not opt out of the insurance. The extent to what is covered by travel insurance has also changed. Travel Protect Plan Plus and Cancel for Any Reason Insurance (CFAR) is the premium cancellation insurance policy that the tour is able to currently secure. Within the premium package, 75 percent of the cancellation fees may be recovered if the tour is to be cancelled due to extenuating circumstances.

I _____ parent/guardian of _____ (student) have read, acknowledge, and agree to that if the trip is cancelled I understand I may only receive up to 75 percent of the money back (insurance cancellation policy).

_____ Please sign and return to Mr. Clément.
(Signature of parent/guardian)

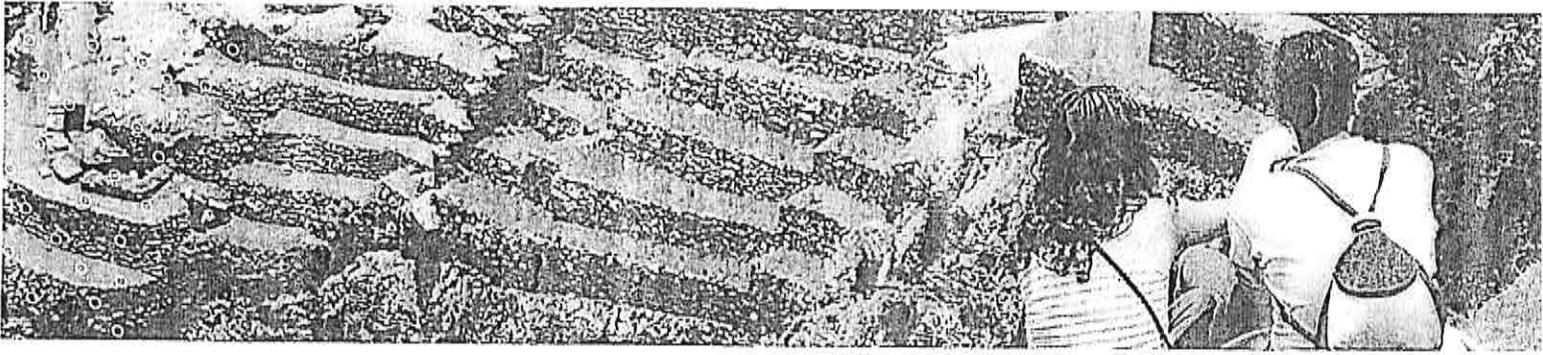
Thank you for your interest in this wonderful opportunity.

Sincerely,

Robin Clément
St. Peter Secondary School
rclement@pvncdsb.on.ca

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

Comprehensive liability coverage

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.

24/7 emergency support

For any problems that may arise, our dedicated WorldAssist Team is always ready to provide assistance.

Global presence

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.

Doctors on Call Program

Exclusive partnership with the George Washington University Department of Emergency Medicine.

Exlog Global partnership

An international risk management organization providing premium travel security and crisis response services.

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

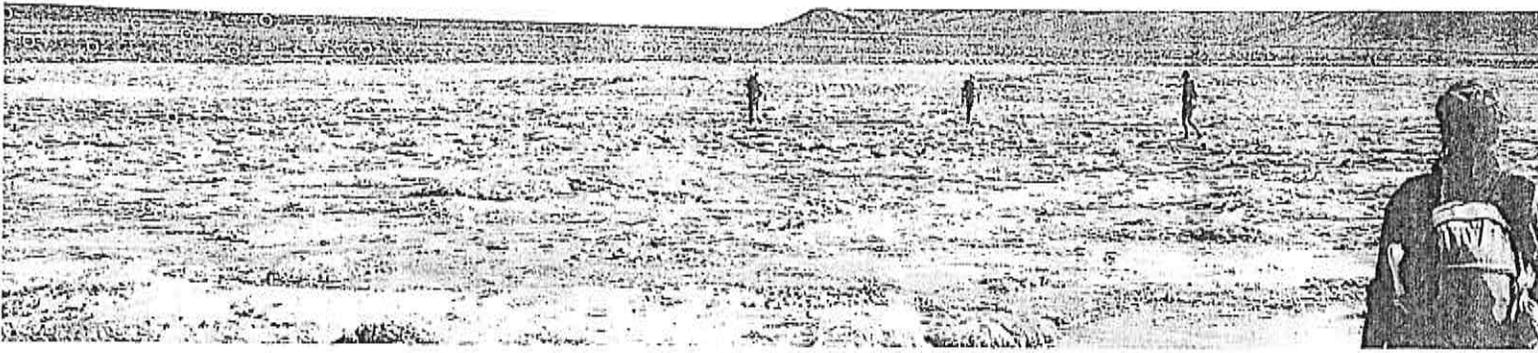
Our Travel Protection Plan Plus covers school board cancellations and common mishaps like misplaced tickets or passports, lost luggage, sickness or injury during the tour, and more. Along with providing a range of insured benefits from TuGo, the Travel Protection Plan Plus also includes the WorldStrides 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.



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:

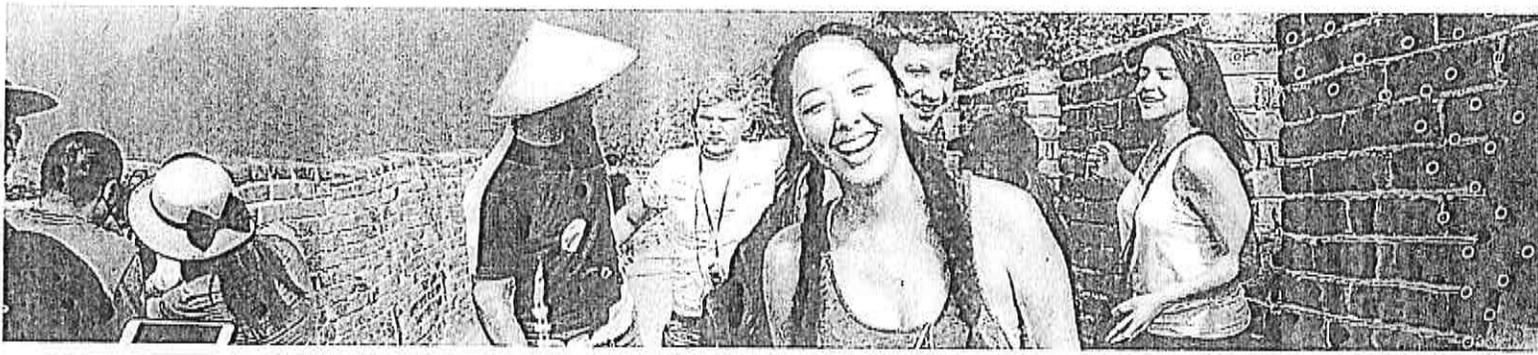
- * Regular criminal background checks
- * Introductory first-aid certification
- * Intensive annual trainings in safety and security
- * References before hire

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



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.



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 Exlog Global, 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 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.



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!

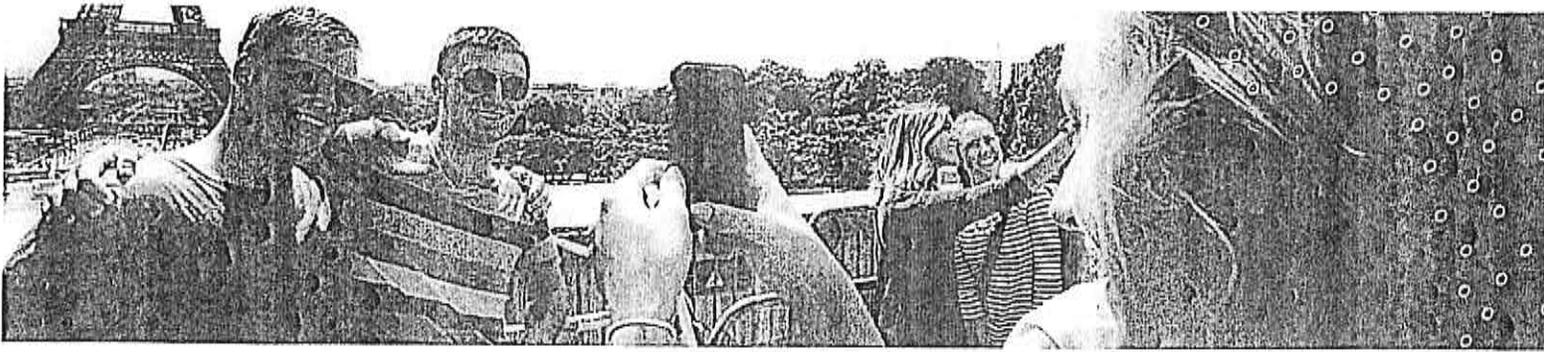
WorldStrides Canada's Back to Travel Task Force leverages decades of experience across our company to assess the safety of the destinations we travel, stay abreast of openings/closings, understand new protocols and regulations from our partners, and create trainings and detailed safety plans to manage 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. 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**



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 Exlog Global, 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):

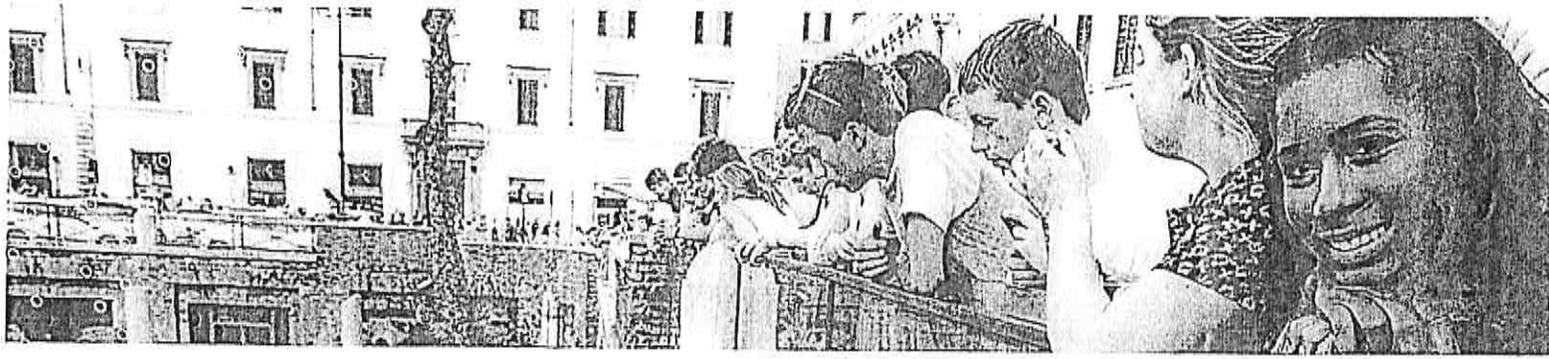
- › If you are at a location/activity, follow the instructions of local officials if possible, and determine whether it is best to shelter in place, return to the hotel, or move to a safer location.
- › If you are at a restaurant/other public location, you can consult with locals for their recommendations.
- › 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 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.

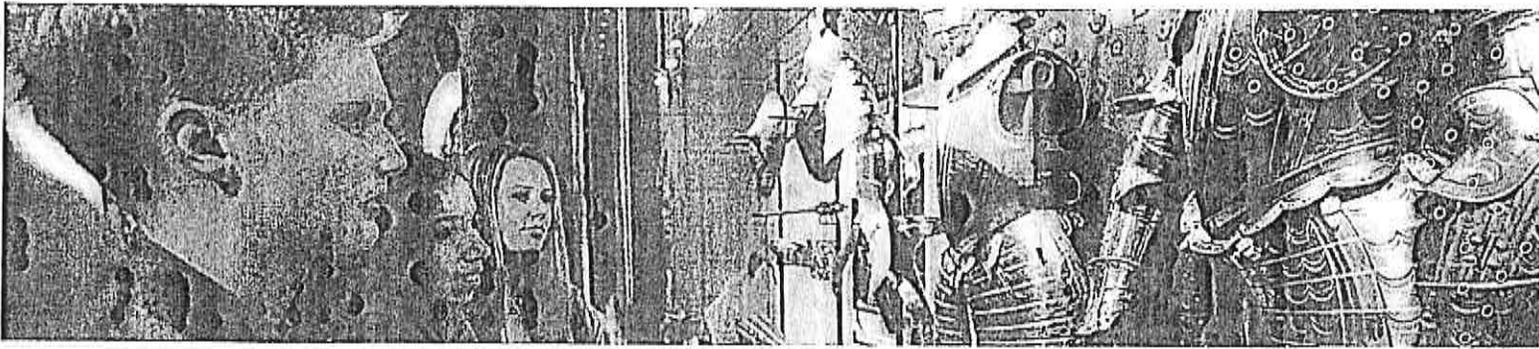
At WorldStrides Canada, we consider an emergency as follows:

- ✦ 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 Exlog Global, an elite international risk management agency that uses protective intelligence to anticipate threats, keep travellers informed of current or potential crises, and intervene rapidly if necessary.



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.



LSS 5

CATEGORY 5 APPROVAL FORM

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

Teachers/Organizers: Mr. Greg Caron Schools: St. Thomas Aquinas Catholic Secondary School/St Peters Catholic Secondary School

Adult Supervisors Attending (Full names and phone numbers):

Greg Caron- Teacher in Charge Email: gcaron@pvnccdsb.on.ca Cell: 705-740-3430
 Grace Henry-Caron- Ojibway Teacher Email: ghenrycaron@pvnccdsb.on.ca Cell: 705-760-1021
 Holly Ashton - Teacher Email: hashton@pvnccdsb.on.ca Cell: 705-
 Robin Clement - Teacher Email: rclement@pvnccdsb.on.ca Cell: 705-772-9112

Destination: Netherlands & France	Mode of Transportation: Air/Bus
Grade/Course: 10/11/12 (co-instructional)	Date of Submission: April 4th, 2024
Departure Date: May 1st, 2025	Return Date: May 9th, 2025
Number of Students: 33 boys: 15 girls: 15	Number of Adult Supervisors: 4 female: 2 male: 2
Name of Travel Agent: Explorica Educational Travel	Type of Excursion: Curricular X Co-Instructional
Total Cost to be paid by each Student: \$4,930.00	

Summary of Proposed Activity:
 Students will have the opportunity to immerse themselves in Canadian and European cultural, historical and Christian sites. They will travel with a licensed tour guide to a variety of historic and religious locations including: Anne Frank House, Groesbeek Canadian War Cemetery, Explorica event at Bergen Op Zoom, Explorica Event at Overloon War Museum, Explorica event at Efteling Theme Park, Flanders Fields Museum, Passchendael, Vimy Ridge, Notre-Dame Cathedral and the Louvre.

Curricular Relevance: (provide the overall expectations addressed)
 The students will experience historic, cultural, and religious sites/monuments throughout the tour. Please see the submitted package for a more detailed explanation in the section Historical and Educational Significance of the Trip (Pages 7-8).

Estimated Cost for Entire Group:		Anticipated Sources of Revenue:	
Accommodation	\$	School Accounts	\$
Travel	\$ 3,600.00 (Bus)	School Fund-raising	\$
Cost of Supply Teachers	\$ STA-3000 SPS-1600	Student/Parent share	\$ 5,139.00 (Tour fee + Bus + Supply)
Meals	\$	Other:	\$
Programs/Materials	\$ 4864.00 (Tour fee)	Other: Teacher contributions, if applicable	\$
Other	\$		
Total	\$ 154 170.00	Total	\$ 154 170.00

This excursion and this excursion will not proceed without the approval of the Board and signed parental forms completed.

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

<input checked="" type="checkbox"/> Itinerary (Pages 4-6)	<input checked="" type="checkbox"/> Information and consent letter to parents (Page 17)
<input checked="" type="checkbox"/> Contract Information (Pages 9-10)	<input checked="" type="checkbox"/> Liability waivers signed (Pages 15-20)
<input checked="" type="checkbox"/> Additional Medical Coverage needs considered (Page 14)	<input checked="" type="checkbox"/> Supervision ratio in alignment with A.P. 305 (1:8 ratio)
<input checked="" type="checkbox"/> History of Excursion - number of years: 11	<input checked="" type="checkbox"/> List of destination/emergency phone numbers provided (Page 21-24)
<input checked="" type="checkbox"/> Certification required by staff attending: N/A Tour Director	<input checked="" type="checkbox"/> Passports (required)
<input checked="" type="checkbox"/> Educational objectives stated (Pages 7-8)	<input checked="" type="checkbox"/> Followed the directives of AP305 and Purchasing Handbook

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

Teacher Signature <i>Greg Caron</i>	Date April 5, 2024
Principal Signature <i>Wayne...</i>	Date April 5, 2024
Superintendent Signature <i>John...</i>	Date April 2024



Out of School Activity Request for
Approval Form (page 3)

**May 1 – 9,
2025**

Itinerary (pages 4-6)

Historical and Educational Significance of the
trip (pages 7-8)

**St. Thomas Aquinas
Catholic Secondary
School
VE Day 80th
Anniversary Trip to
Netherlands and
France**

Contract Information & Terms and Conditions
(pages 9-10)

Cost and Sharing Arrangements
(pages 11-13)

Medical and Travel Coverage (page 14)

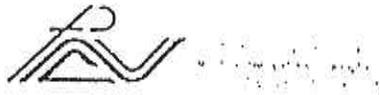
Waivers (pages 15-20)

Emergency Action Plan & Communication
Plan
(page 21-24)

Parent Info and Meetings (pages 25-27)

Letter to Family Acknowledging
receipt/read/understanding of Insurance
Policy (page 28)

Safety and Security Plan (page 29)



Additional Information:

- Cancellation Waiver
- TICO Certification-
- Waiting on quotes at time this package was prepared. Will updated as soon as possible



Mrs. Sheila Piggott
Superintendent of Learning/Math Lead/School Effectiveness
 The Peter L. Roach Catholic Education Centre
 P.V.N.C. Catholic District School Board
 1355 Lansdowne St. West
 Peterborough, ON K9A 7M3

April 4th, 2024

Dear Mrs. Piggott,

Please accept this letter as a request for approval of a proposed international trip to commemorate the 80th anniversary of Victory Day in Europe. St. Thomas Aquinas Catholic Secondary School would like to tour the Netherlands and France as part of an international trip to commemorate the 80th anniversary of the Liberation of the Netherlands. This trip would take place between May 1st and May 9th, 2025. This tour offers a once in a lifetime opportunity to commemorate Canadian history and take part in three unique events together with schools from all over Canada.

We will be using Explorica Worldwide Educational Travel to organize the trip. Greg Caron is organizing this trip. He has experience taking student athletes to OFSAA competitions and as a Customs Officer with the Canada Border Security Agency. They are a very reputable company. Schools throughout our board use this company and we have used this company in the past to organize our European trips. Greg Caron is organizing this trip. He has experience taking student athletes to OFSAA competitions and as a Customs Officer with the Canada Border Security Agency. Mr. Caron is partnering with Robin Clement from St. Peters Catholic Secondary who has a great deal of experience travelling internationally with students.

The student to chaperone ratio will be 6 to 1.

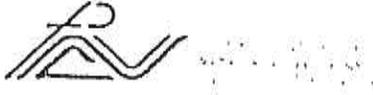
Attached please find:

- An Out of School Activity Request for Approval Form (Category 5) – Page 3
- A copy of the itinerary – Pages 4-6
- Historical and educational significance of the trip – Pages 7-8
- Contract information & Terms and Conditions – Pages 9-10
- Cost and sharing arrangements – Pages 11-13
- Details of medical and travel coverage – Page 14
 - Waivers – Pages 15-20
 - Release and Indemnification Form for Educational Trips (over 18 years)
 - Informed Consent Form for Education Trips (under 18 years)
 - Customs Form
 - Student Code of Behaviour
- Emergency Action Plan and Communication Plan – Pages 21-24
- Parent Info – Pages 25-27
- Letter to Parents Acknowledging Understanding of Insurance Policy – Page 28
- Safety & Security Guide – Page 29

On behalf of Greg Caron, I look forward to the response and thank you for your consideration of this proposed trip.

Sincerely,

Wayne Clark, Principal
 St. Thomas Aquinas Catholic Secondary School



Itinerary for Netherlands & France trip on May 1st - 9th, 2025

May 1 - Fly Toronto to Amsterdam

May 2 - Amsterdam

- Meet tour director and check into hotel
- Amsterdam tour director-led sightseeing tour
- Canal guided cruise, Diamond factory visit, Anne Frank House visit

May 3 - Arnhem excursion

- Freedom Museum visit
- Groesbeek Canadian War Cemetery visit
- John Frost Bridge (photo stop)
- Mass at Church of Our Lady Catholic Church

May 4 - Amsterdam--Brabant Region

- Travel to the Brabant Region
- Explorica event in Bergen Op Zoom

May 5 - Liberation Celebration Day

- Explorica event at Overloon War Museum
- Explorica event at Efteling Theme Park

May 6 - Brabant Region--Flanders

- Travel to Flanders
- In Flanders Fields Museum visit
- Passchendaele Canadian Memorial Park

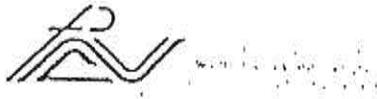
May 7 - Flanders--Paris

- Vimy Ridge excursion
- Vimy Ridge guided visit, Vimy Trenches visit, Vimy Tunnels visit, Memorial Museum visit
- Paris city walk
- Île de la Cité, Notre-Dame Cathedral, Île St. Louis, Latin Quarter

May 8 - Paris Landmarks

- Paris guided sightseeing tour
- Arc de Triomphe, Champs-Élysées, Eiffel Tower, Champ de Mars, École Militaire, Les Invalides, Conciergerie, Tuileries Garden, Place Vendôme, Opera House
- Louvre visit

May 9 – Fly home to Toronto



City Specifics

Amsterdam:

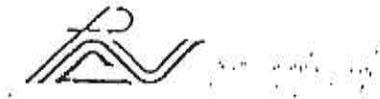
- We will take a glass-topped canal boat ride down the flower-lined canals of Amsterdam for an amazing view of the gabled houses and nearly 1,200 bridges.
- We will go on a Diamond cutting and polishing tour in one of Amsterdam's renowned diamond factories. The diamond cutting industry was introduced to Amsterdam in the 16th century by the Sephardic Jews.
- We will take a tour of Anne Frank's house, where three different Jewish families hid for more than two years during World War II and where Anne's famous diaries were discovered. See where she and her family lived before being betrayed to the Nazi's and deported to concentration camps.
- Mass at Church of our Lady Catholic Church on Saturday May 3rd 2025.

Arnhem:

- The Freedom Museum is close to Germany and right in the area of two of the most important operations on the Western Front during WW2: Market Garden and Veritable. Visitors experience the fascinating Story of War and Freedom without Borders in both the Netherlands and Germany, Europe and beyond. A multifaceted image of the Second World War is created through various perspectives, in the context of the history of the 20th century and current events.
- Most of those buried in Groesbeek Canadian War Cemetery were Canadians, many of whom died in the Battle of the Rhineland, when the 2nd and 3rd Canadian Infantry Divisions and the 4th Canadian Armoured Division took part in the drive southwards from Nijmegen to clear the territory between the Maas and the Rhine in February and March 1945. The cemetery contains 2,610 Commonwealth burials of the Second World War, and nine war graves of other nationalities. Within the cemetery stands the Groesbeek Memorial, which commemorates by name more than 1,000 members of the Commonwealth land forces who died during the campaign in north-west Europe between the time of crossing the Seine at the end of August 1944 and the end of the war in Europe, and whose graves are not known.

Brabant Region:

- Explorica event in Bergen Op Zoom: May 4th – Dutch Remembrance Day. The cemetery is blocked just for Explorica groups, we'll be doing a private ceremony with student involvement and hopefully encouraging some soldier research before students arrive. After the ceremony the students will do a silent march from the cemetery to the center of town where we'll present a Peace Tower Flag from the Dutch Queen's birthday to the town. After that we have a big hall booked for a catered dinner for all the students. After dinner we'll join the locals for their Remembrance Day ceremony in the square.
- Explorica event at Overloon War Museum: May 5th Liberation Day. The Overloon War Museum is going to open early for us this day. It's huge, has almost every vehicle you could imagine and they'll have a scavenger hunt for the students. They also have some critical thinking exhibits for students to reflect on what they would have done during the occupation in the survivors positions and they even have the vehicle the Dutch Royal Family escaped in to eventually come to Canada.
- Explorica event at Efteling Theme Park: May 5th. We'll be heading to Efteling. It's a day of celebration, so we're lifting the heaviness of the past couple days and doing what the Dutch people do. It's a distinctly Dutch theme park, everything is themed to Dutch history and culture. They have very few foreign visitors, but it's a very impressive theme park. The students will get a meal card to get food and snacks.



Flanders:

- Visit Vimy Ridge and the World War I trenches and tunnels. View the endless graves made famous in the poem 'In Flanders Fields'. The Canadian War Monument is the largest monument from World War I honouring the Canadian soldiers who lost their lives.
- Learn the meaning of trench warfare at the reconstructed trench line at Vimy Ridge. Stand where Canadian troops fought in the spring of 1917, and see the view of how little land stood between them and their German enemies. See the frontlines of the Canadian Corps victory that helped shape Canada's national identity.
- Visit the Grange Tunnel at Vimy Memorial Battlefield Park. Over six miles of tunnel were either newly built or created from existing caves and medieval mine works. Learn how these tunnels helped the Canadian Corps plan their military strategy and win the Battle of Vimy Ridge.

Paris:

- Stroll grand boulevards with sweeping views of the city, pristine parks with trees planted in perfect rows, and narrow streets crowded with vendors selling flowers, pastries and cheese. Then head to the Île de la Cité, a small island in the Seine, to see Notre Dame Cathedral.
- See the Arc de Triomphe and some of the most famous sites, including the ornate, 19th-century Opera, the Presidential residence, the ultra-chic shops of the Rue du Faubourg St-Honoré, and the gardens of the Tuileries. You'll pass the Place de la Concorde, where in the center you'll find the Obelisk of Luxor, a gift from Egypt in 1836, and the Place Vendôme, a huge square surrounded by 17th-century buildings. Spot chic locals (and tons of tourists) strolling the Champs-Élysées. Look up at the iron girders of the Eiffel Tower. See Les Invalides (a refuge for war wounded), the École Militaire (Napoleon's alma mater), and the Conciergerie (the prison where Marie Antoinette was kept during the French Revolution).
- The world's largest art museum, the Louvre is housed in a Medieval fortress-turned-castle so grand it's worth a tour itself. You walk through the 71-foot glass pyramid designed by I.M. Pei and added in 1989, and step into another world—one with carved ceilings, deep-set windows, and so many architectural details you could spend a week just admiring the rooms. The Mona Lisa is here, as well as the Venus de Milo and Winged Victory (the headless statue, circa 200 BC, discovered at Samothrace). The Louvre has seven different departments of paintings, prints, drawings, sculptures and antiquities. Don't miss the Egyptian collection, complete with creepy sarcophagi, or the collection of Greek ceramics, one of the largest in the world.



Rationale for the trip:

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

Historical and Educational:

- Students will have the opportunity to immerse themselves in European culture, Christian religious and historical sites.
- We will travel with a licensed tour guide to a variety of historic locations including: Amsterdam – Anne Frank House, John Frost Bridge, Bergen Op Zoom; Flanders; Passchendaele; Vimy Ridge; Paris – Eiffel Tower, Louvre, Nore Dame and Arc de Triomphe
- We will also be attending three Explorica events commemorating the 80th anniversary of VE Day.
- From a religious, cultural and historical perspectives the students will be able to visit sites that fit into all the religion courses, Grade 10 Canadian History, Grade 11 Travel and Tourism and Grade 11 and 12 World History courses. This is a great chance for them to truly see the past.

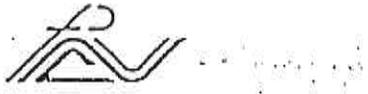
Curriculum Expectations:

Travel and Tourism

- A2.4 Identify some careers in which a geography background might be an asset (e.g., travel agent, hospitality worker, travel writer, web designer for a tourist destination, marketing analyst, tourist attraction worker, community museum interpreter, GIS technician).
- B1.2 Identify the world's major tourist destinations, and analyse the cultural and natural characteristics of successful tourist destinations.
- C1.1 Assess the impacts of tourism, both positive and negative, on the natural environment in selected tourist locations.
- D1.2 Describe major components of the local tourism industry, and explain how they are interrelated.

World History since 1900

- A2.4 Identify some careers in which the skills learned in history might be useful (e.g., aid worker, artist, game designer, historical re-enactor, journalist, politician, tour guide)
- C2.2 Explain the main causes and consequences of World War II (e.g., causes: the impact of the Treaty of Versailles; militarism; expansionism of Nazi Germany, fascist Italy, and Imperial Japan; consequences: civilian and military casualties, the Holocaust, displaced persons, the creation of the United Nations [UN], the partition of Germany).



Canada: History, Identity, and Culture

- D2.1 Describe domestic and international conflicts in which Canadian military forces participated during this period (e.g., the Red River Resistance, the North-West Rebellion, the Alaska Boundary Dispute, the Boer War, World War I, the Spanish Civil War, World War II), and assess their contribution to the development of Canada, including the development of identity in Canada
- D2.4 Analyse how various international events and developments contributed to the development of Canada's political autonomy during this period (e.g., Canadian participation in the Boer War, World War I, and World War II; the Paris Peace Conference, the Chanak Affair, the Halibut Treaty, the Balfour Report, Imperial Conferences, the Statute of Westminster)

Canadian History Since World War I

- B2.1 Explain the main causes of World War I and of Canada's participation in the war and analyse some of the consequences of Canada's military participation in the war.
- B2.2 Analyse, with reference to specific events or issues, the significance of and perspectives on Canada's participation in international relations between 1914 and 1929.
- C2.2 analyse how some key issues and/or developments affected Canada's relationships with Great Britain and the United States during this period (e.g., with reference to trade, tariffs, and investments; the founding of the Commonwealth; the Imperial Conferences; the Lend-Lease Agreement; military involvement in World War II; Arctic sovereignty).
- C2.3 Explain the main causes of World War II and analyse Canada's contribution to the war effort (e.g., with reference to the Battle of the Atlantic, the Battle of Hong Kong, the Italian campaign, D-Day, the liberation of the Netherlands, the liberation of concentration camps, the British Commonwealth Air Training Plan, Camp X; the contribution of individuals such as Paul Triquet and Charles Tompkins; the contributions of women and of Indigenous soldiers).
- C2.5 Explain some ways in which World War II affected non-Indigenous Canadians (e.g., with reference to economic recovery, enlistment, censorship, rationing), including how the war changed the lives of various groups in this country (e.g., young men who fought and those who did not; farmers; women in the workforce and at home; "enemy aliens"; veterans, including men who were in the merchant navy)

French as a Second Language

- A2.2 Respond with understanding to what others say while participating in interactions about a wide variety of topics, in formal and informal situations.
- A3.1 Identify French-speaking communities worldwide, find out about aspects of their cultures, and make connections to personal experiences and their own and other communities.



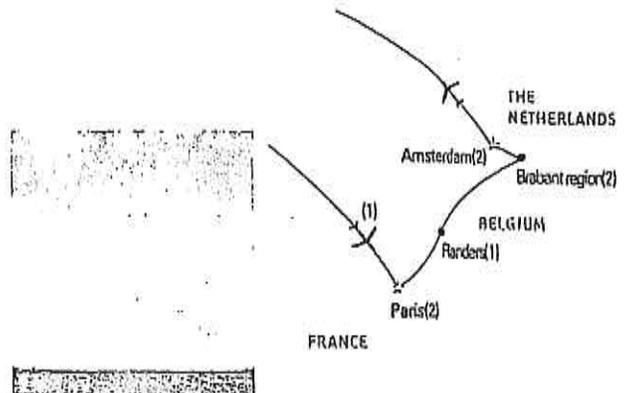
by WorldStrides



VE Day 80 (2025): Netherlands & France

- Day 1** Start tour
- Day 2** Hello Amsterdam
Meet tour director and check into hotel
Amsterdam tour director-led sightseeing
Canal guided cruise, Diamond factory visit, Anne Frank House visit
- Day 3** Arnhem excursion
Freedom Museum visit
Groesbeek Canadian War Cemetery visit
John Frost Bridge (photo stop)
- Day 4** Amsterdam—Brabant Region
Travel to the Brabant Region
Explorica event in Bergen Op Zoom
- Day 5** Liberation Celebration Day
Explorica event at Overloon War Museum
Explorica event at Efteling Theme Park
- Day 6** Brabant Region—Flanders
Travel to Flanders
In Flanders Fields Museum visit
Passchendaele Canadian Memorial Park
- Day 7** Flanders—Paris
Vimy Ridge excursion
Vimy Ridge guided visit, Vimy Trenches visit, Vimy Tunnels visit, Memorial Museum visit
Paris city walk
Île de la Cité, Notre-Dame Cathedral, Île St. Louis, Latin Quarter

- Day 8** Paris Landmarks
Paris guided sightseeing tour
Arc de Triomphe, Champs-Élysées, Eiffel Tower, Champ de Mars, École Militaire, Les Invalides, Conciergerie, Tuileries Garden, Place Vendôme, Opera House
Louvre visit
- Day 9** End tour



Tour Center ID: Caron-4870
Initial registration deadline: March 27, 2024

What's included

We provide everything you need for a remarkable trip:

- Round-trip airfare
- 7 overnight stays in hotels with private bathrooms
- Full European breakfast daily
- Dinner daily
- Full-time services of professional tour director
- Guided sightseeing tours and city walks as per itinerary
- Visits to select attractions as per itinerary
- Tour Diary
- Local Guide and Local Bus Driver tips; see note regarding other important tips
- Note: On arrival day only dinner is provided; on departure day, only breakfast is provided
- Note: Tour cost does not include airline-imposed baggage fees 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 investment

Students (travellers under the age of 23): \$4,640
Adults (age 23 and over): \$5,080

Price reflects savings of a \$200 travel grant. Sign up by 2/29/2024 and enter code PVNCCDSB200 in order to take advantage of this limited-time offer!

Automatic monthly payment plan

Pay \$50 upon enrolment and the balance will be divided into equal monthly payments, charged automatically to your chequing account. As of December 19, 2023, your monthly payment would be just \$291.00. Manual plan also available; learn more on explorica.ca/paymentplans.

Travel Protection

Most Explorica travellers protect their investment with our Travel Protection Plan Plus, which includes a Cancel For Any Reason waiver for only \$25 per day. To learn more, visit explorica.ca/cfar.

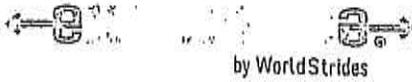
Carbon neutral travel with Choose Earth

Our Choose Earth program enables travellers to offset the carbon emissions generated by their travel for \$19, plus our 100% company match. To learn more, visit worldstrides.ca/carbonoffset.



by WorldStrides

3280 Bloor Street West
Suite 901,
Toronto, ON M8X 2X3



TourCenter ID:
Clement-2363

Departing From:
Toronto

Departing:
May 1, 2025

Returning:
May 9, 2025

Sign Up Deadline
March 27, 2024

Day 7 Flanders--Paris
 Vimy Ridge excursion
 Vimy Ridge guided visit, Vimy Trenches visit, Vimy Tunnels visit, Memorial Museum visit
 Paris city walk
 Île de la Cité, Notre-Dame Cathedral, Île St. Louis, Latin Quarter

Day 8 Paris Landmarks
 Paris guided sightseeing tour
 Arc de Triomphe, Champs-Élysées, Eiffel Tower, Champ de Mars, École Militaire, Les Invalides, Conciergerie, Tuileries Garden, Place Vendôme, Opera House
 Louvre visit

Day 9 Fly home to Toronto

- Day 1 Start tour**
Tour must depart Canada on May 1, 2025
- Day 2 Hello Amsterdam**
Meet your tour director and check into hotel
Amsterdam tour director-led sightseeing
Canal guided cruise, Diamond factory visit, Anne Frank House visit
- Day 3 Arnhem excursion**
Freedom Museum visit
Groesbeek Canadian War Cemetery visit
John Frost Bridge (photo stop)
- Day 4 Amsterdam--Brabant Region**
Travel to the Brabant Region
Explorica event in Bergen Op Zoom
- Day 5 Liberation Celebration Day**
Explorica event at Overloon War Museum
Explorica event at Efteling Theme Park
- Day 6 Brabant Region—Flanders**
Travel to Flanders
In Flanders Fields Museum visit
Passchendaele Canadian Memorial Park

Total Fee:* \$4,640.00

Tour Quote Breakdown
 The following fees apply to your full-paying participants:

Tour Fee*	\$4,643.00
Tour Fee Discount	N/A
Travel Protection Plan Plus	\$225.00
On-Tour Tipping	\$113.00
** Fall Travel Voucher	\$ -200.00
Total Fee*	\$4,640.00

OR 15 monthly payments of \$291.00
 After initial payment of \$275.00

* Last day for this Tour Fee is March 27 2024.
 ** Only valid with voucher code PVNCCDSB200

Additional Adult Fees

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

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

Free Chaperones
6 travellers = 1 Free Chaperone

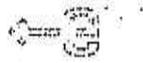
Your free place ratio is such that your group will fully contribute towards 5 free places, and partially contribute to an additional free place. We reimburse this partial contribution to you as a Cash Stipend.

Private Group Fees:

Your Tour is a Private Group Tour
As a Private Group, the cost of your tour will be based on the final group size. The Private Group amount in bold below has been included in the total cost of the trip quoted above and this is based on your estimated group size. If the final group size is smaller or larger than estimated, the Private Group amount will be updated on each participant's account the day after the final enrolment deadline.

- 15-19 Travelers \$498
- 20-24 Travelers \$315
- 25-29 Travelers \$199
- 30-34 Travelers \$120
- 35-39 Travelers \$62
- 40+ Travelers \$0

- " Round-trip airfare
- " 7 overnight stays (10 with extension) in hotels with private bathrooms
- " Full European breakfast daily
- " Dinner daily
- " Full-time services of a professional tour director
- " Guided sightseeing tours and city walks as per itinerary
- " Visits to select attractions as per itinerary
- " Tour Diary™
- " Local Guide and Local Bus Driver tips; see note regarding other important tips
- " Note: On arrival day only dinner is provided; on departure day, only breakfast is provided
- " Note: Tour cost does not include airline-imposed baggage fees, or fees for any required passport or visa. Optional excursions, optional pre-paid Tour Director and multi-day bus driver tipping, among other individual and group customizations will be listed as separate line items in the total trip cost, if included.



by WorldStrides

TuGo is a third-party administrator of travel insurance products and services, based in Richmond, BC. With over 56 years of experience, they offer a comprehensive insurance package and excellent customer service.

Some important benefits included under the TuGo Explorer Package are:

- **Medical Evacuation:** Up to \$1,000,000
- **Medical Expenses:** \$200 per day up to a maximum of \$2,000
- **Emergency Medical Transportation:** Up to a maximum of \$3,000
- **Emergency Medical Services:** Up to a maximum of \$500
- **Cancel For Any Reason Waiver:** * (See policy for details)
- **Travel Delay:** Up to \$500 per person per trip
- **Baggage Loss:** Up to \$500 per person per trip
- **Lost Documents:** Up to \$500 per person per trip
- **Accidental Death & Dismemberment:** Up to \$1,000,000 per person
- **Emergency Medical Services:** Up to \$500 per person per trip

If you have any questions, please contact Explorica by WorldStrides at 1-888-378-8845 and a customer service consultant will assist you. If you have any outstanding questions, TuGo's Customer Service team can be reached at:
 Toll-free: 1-855-929-8846
 Local: 604-276-9900
 Mon-Fri: 6:00 a.m. – 6:00 p.m. (PST)
 Sat: 7:00 a.m. – 4:00 p.m. (PST)

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



INFORMED CONSENT/PERMISSION FORM FOR EDUCATION TRIPS
Category 3, 4 or 5 - Students Under 18 Years (and Category 2 if engaging in High Care Activities)

St. Thomas Aquinas Catholic Secondary School has arranged an educational international trip with the tour company Explorica to tour the Netherlands & France as part of the commemoration of the 80th anniversary of VE Day from May 1 – May 9, 2025.

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 tour listed above and in the detailed itinerary 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 international travel:

- 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 Netherlands & France 2025 trip from May 1 - 9 2025 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 Netherlands & France tour that is to be held on or about
(print name of student)

May 1-9, 2025. If my child is participating in an international excursion, I will keep apprised of travel advisories in place at the time of the trip.

Signature of Parent/ Guardian: _____ Date: _____



RELEASE AND INDEMNIFICATION FORM FOR EDUCATION TRIPS
Category 4 or 5 - Students over 18 Years

The Peterborough Victoria Northumberland and Clarington Catholic District School Board will make available the opportunity of participating in an educational international trip with the tour company Explorica to tour the Netherlands & France as part of the commemoration of the 80th anniversary of VE Day from May 1 – May 9, 2025 to the students at St. Thomas Aquinas Catholic Secondary School.

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

ELEMENT OF RISK

Educational activity programs, such as the tour listed above and in the detailed itinerary 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 May 2025 Trip to the Netherlands & France arranged through the Peterborough Victoria Northumberland and Clarington Catholic District School Board and St. Thomas Aquinas Catholic Secondary School on or about May 1-9, 2025.

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/Adult: _____ Date: _____



May 1, 2025

Customs Official,

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

planned with Explorica and is traveling with 30 other students and 4 teacher chaperones (total group size 34) from St. Thomas Aquinas Catholic Secondary School.

By signing this letter, I am giving permission for my child to be traveling: leaving Toronto Pearson International Airport on May 1, 2025 arriving in Amsterdam May 2, 2025. Returning from Paris to Toronto Pearson International Airport on May 9, 2025. The group will be traveling throughout Amsterdam and France according to the detailed itinerary on the reverse.

Should you need to contact me/us:

Parent/Guardian: _____

Address: _____

Phone Number: _____

Relationship: _____

Signature: _____

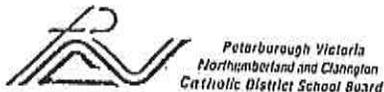
Parent/Guardian: _____

Address: _____

Phone Number: _____

Relationship: _____

Signature: _____



Itinerary for the Netherlands and France trip on May 1st – 9th, 2025

May 1 - Fly Toronto to Amsterdam

May 2 - Amsterdam

- Meet tour director and check into hotel
- Amsterdam tour director-led sightseeing
- Canal guided cruise, Diamond factory visit, Anne Frank House visit

May 3 - Arnhem excursion

- Freedom Museum visit
- Groesbeek Canadian War Cemetery visit
- John Frost Bridge (photo stop)
- Mass at Church of Our Lady Catholic Church

May 4 - Amsterdam--Brabant Region

- Travel to the Brabant Region
- Explorica event in Bergen Op Zoom

May 5 - Liberation Celebration Day

- Explorica event at Overloon War Museum
- Explorica event at Efteling Theme Park

May 6 - Brabant Region—Flanders

- Travel to Flanders
- In Flanders Fields Museum visit
- Passchendaele Canadian Memorial Park

May 7 - Flanders—Paris

- Vimy Ridge excursion
- Vimy Ridge guided visit, Vimy Trenches visit, Vimy Tunnels visit, Memorial Museum visit
- Paris city walk
- Île de la Cité, Notre-Dame Cathedral, Île St. Louis, Latin Quarter

May 8 - Paris Landmarks

- Paris guided sightseeing tour
- Arc de Triomphe, Champs-Élysées, Eiffel Tower, Champ de Mars, École Militaire, Les Invalides, Conclergerie, Tuileries Garden, Place Vendôme, Opera House
- Louvre visit

May 9 – Fly home to Toronto



**Code of Behavior
Netherlands & France
May 1-9, 2025**

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. Thomas Aquinas Catholic Secondary School will be adhered to by all students at all times.

Each student is an ambassador for our schools 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 and vaping are not condoned by the board or by the school. **You may not smoke or 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, you cannot be wearing short shorts/skirts. Leggings/tights should be worn with long shirts. You are not permitted to wander the halls of the hotel or lobby areas wearing pajamas.
- 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. Should any hotels have a pool, participants are not allowed to swim in hotel pools or at any beach. **Swimming on the trip will not be allowed under any circumstances.**
- 12. Students may not rent, drive or be a passenger in any vehicle (car, bike, motorcycle, boat etc.) unless approved by a chaperone. (Emergency use of taxis is permitted)
- 13. 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.
- 14. You are to listen to the chaperones from our group. Regardless of what any groups we may be paired with is doing you are to follow the rules laid out in this document and the directions of Mr. Caron, Mr. Clément, Mrs. Henry-Caron, and Mrs. Ashton.
- 15. If, in the judgement of the chaperones, the action of a student seriously breaches the Code of Behavior, or 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.**



I/We understand the guidelines set out by the above Code of Behavior 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 Behavior 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



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

Trip : St. Thomas Aquinas Catholic Secondary School, The Netherlands & France 2025

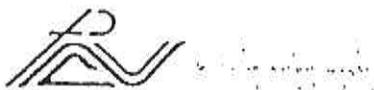
Date: May 1 – 9 2025

Supervisor in Charge : Mr. Greg Caron

Emergency Item	Action Plan
Emergency Contacts <i>Include full names and phone numbers for the following individuals: Supervisor in Charge Additional Supervisors School Principal</i>	Robin Clement – 705-772-9112 Greg Caron– Teacher in Charge 705-740-3430 Grace Henry-Caron– Teacher 705-760-1021 Holly Ashton – Teacher 705-868-9687
Location of Activity <i>Address of Facility</i>	Netherlands & France Hotels TBD, but common hotels used by Explorica: Amsterdam – Ibis Hotel Budget City South Amsterdam - Professor J.H. Bavincklaan 1, 1183 AT Amstelveen, Netherlands Brabant Region - Campanile Breda - Minervum 7090, 4817 ZK Breda, Netherlands Paris – Ibis Hotel Paris La Defense Centre - La Défense, 4 Boulevard De Neuilly, 1 Pont De Neuilly, 92400 Courbevoie, France
Student List <i>Include full student names and birthdays</i>	TBD – List and information to be provided once participants are confirmed.
Parent Contact List <i>Include full parent names and phone numbers</i>	TBD – List and information to be provided once participants are confirmed.
Nearest Hospital <i>Address of nearest Hospital</i>	Based on possible hotels listed above: VU University Medical Center - De Boelelaan 1117, 1081 HV Amsterdam, Netherlands Jeroen Bosch Ziekenhuis - Henri Dunantstraat 1, 5223 GZ 's-Hertogenbosch, Netherlands Centre Hospitalier Rives de Seine, Site de Courbevoie - 30 Rue Kilford, 92400 Courbevoie, France
Border Crossing Plan <i>Include an emergency plan if a student and/or staff member are turned away at the border by a border services officer. Who is picking them up? Does the whole group stay with them or one designated person? Is the whole trip canceled? How do you communicate to that student's parents if they are denied entry?</i>	<ol style="list-style-type: none"> 1. Parents will be contacted to come pick him/her up at the airport. Parents will be responsible for any applicable costs. 2. A designated chaperone of the same sex, as well as an Explorica representative will stay with the student until picked up. 3. The trip will continue as planned.
First Aid Kit <i>A first-aid kit must be accessible at all times</i>	First-aid kit will be on the Supervisor In charge's (Greg Caron) person at all times. Tour Director also carries first-aid supplies.



Emergency Item	Action Plan
Plan of Care <i>A copy for each applicable student must be printed from Edsembli</i>	Student information, including medical information, is provided to all chaperones as well as access to a Google Drive Folder with digital copies.
Concussion Protocol <i>A copy of the required policy and forms must be available for completion in the event of a suspected concussion</i>	Forms to be kept by Supervisor in charge at all times as well as digital copies in Google Drive.
Heat Warning <i>Monitor Environment Canada/local Public Health recommendations Encourage staff and students to drink lots of cold fluids Avoid strenuous physical activities Wear light, loose fitted and breathable clothing Avoid direct exposure to sun Wear hat, sunglasses and apply sunscreen Alter schedule for the day to put strenuous tasks before heat rises (if possible) Provide a cooling room, if available</i>	Explorica Contacts (see also p. 15- 20 of Explorica Safety and Security Plan): 24/7 emergency support Global Vigilance Group – Network of 70+ offices around the world Emergency Phone Number (24/7): 1.617.210.6194 International Tours: 1.888.378.8845 ext. 194 (Toll-free within Canada) 1.416.485.1200 (Outside Canada) Customer Service: 1.888.378.8845, select option #3 (Toll-free within Canada) Department of Health Amsterdam - https://www.fast-trackcities.org/department-of-health/amsterdam Paris Public Health - https://u-paris.fr/paris-public-health/
Cold Warning <i>Establish "warm areas" for lunch and work/rest breaks Encourage the use of warm clothing for outdoor play Encourage the use of layers for outdoor play Encourage staff to wear appropriate footwear Follow AP816 "Extreme Weather"</i>	Explorica Contacts (see also p. 15- 20 of Explorica Safety and Security Plan): 24/7 emergency support Global Vigilance Group – Network of 70+ offices around the world Emergency Phone Number (24/7): 1.617.210.6194 International Tours: 1.888.378.8845 ext. 194 (Toll-free within Canada) 1.416.485.1200 (Outside Canada) Customer Service: 1.888.378.8845, select option #3 (Toll-free within Canada) Department of Health Amsterdam - https://www.fast-trackcities.org/department-of-health/amsterdam Paris Public Health - https://u-paris.fr/paris-public-health/
Tornado Warning <i>Seek shelter immediately Make an effort to move portable classes indoors Move students to lowest level of building Move students away from windows, doors, outside Put as many walls as possible between staff/students & outside (ideal locations include washroom, change rooms, interior rooms) Coordinate which stairwell should be used by which class Guide staff and students to crouch low, head down and protect the back of your head with your arms.</i>	Explorica Contacts (see also p. 15- 20 of Explorica Safety and Security Plan): 24/7 emergency support Global Vigilance Group – Network of 70+ offices around the world Emergency Phone Number (24/7): 1.617.210.6194 International Tours: 1.888.378.8845 ext. 194 (Toll-free within Canada) 1.416.485.1200 (Outside Canada) Customer Service: 1.888.378.8845, select option #3 (Toll-free within Canada) Department of Health Amsterdam - https://www.fast-trackcities.org/department-of-health/amsterdam Paris Public Health - https://u-paris.fr/paris-public-health/



Emergency Item	Action Plan
<p>Thunderstorm Warning <i>When lightning is seen or thunder is heard, staff will immediately suspend outdoor activities and have staff and students take shelter in a protected area. Establish the protected area and ensure all staff know where it is.</i></p>	<p>Explorica Contacts (see also p. 15- 20 of Explorica Safety and Security Plan):</p> <p>24/7 emergency support Global Vigilance Group – Network of 70+ offices around the world</p> <p>Emergency Phone Number (24/7): 1.617.210.6194</p> <p>International Tours: 1.888.378.8845 ext. 194 (Toll-free within Canada) 1.416.485.1200 (Outside Canada)</p> <p>Customer Service: 1.888.378.8845, select option #3 (Toll-free within Canada)</p> <p>Weather Network - https://www.theweathernetwork.com/eu</p>
<p>High Wind Warning <i>Precautions will be taken when wind speeds are greater than 40 km/h. Activity is to stop or be moved indoors when wind poses a risk to participants. Schools MUST suspend outdoor activities when an Environment Canada wind warning has been issued (wind speeds of 70 km/h or gusts of 90 km/h)</i></p>	<p>Explorica Contacts (see also p. 15- 20 of Explorica Safety and Security Plan):</p> <p>24/7 emergency support Global Vigilance Group – Network of 70+ offices around the world</p> <p>Emergency Phone Number (24/7): 1.617.210.6194</p> <p>International Tours: 1.888.378.8845 ext. 194 (Toll-free within Canada) 1.416.485.1200 (Outside Canada)</p> <p>Customer Service: 1.888.378.8845, select option #3 (Toll-free within Canada)</p> <p>Weather Network - https://www.theweathernetwork.com/eu</p>
<p>Flood Advisory <i>When issued by the local conservation authority, schools will take advised precautions to maintain the safety of staff and students.</i></p>	<p>Explorica Contacts (see also p. 15- 20 of Explorica Safety and Security Plan):</p> <p>24/7 emergency support Global Vigilance Group – Network of 70+ offices around the world</p> <p>Emergency Phone Number (24/7): 1.617.210.6194</p> <p>International Tours: 1.888.378.8845 ext. 194 (Toll-free within Canada) 1.416.485.1200 (Outside Canada)</p> <p>Customer Service: 1.888.378.8845, select option #3 (Toll-free within Canada)</p> <p>International Water Association https://iwa-network.org/city/amsterdam/</p> <p>Conservation and restoration in France - https://www.culture.gouv.fr/en/Thematic/Conservation-restoration/Conservation-and-restoration-in-France</p>

Government of Canada Travel advice and advisories:

Netherlands

<https://travel.gc.ca/destinations/netherlands>

France

<https://travel.gc.ca/destinations/france>



Communication Plan

Board Office: 705-748-4861

1. In case of emergency or delay, Greg Caron will contact Wayne Clark at St. Thomas Aquinas Catholic Secondary School.

Wayne Clark: during school days: STACSS: 705-878-4117
 Email: wclark@pvncdsb.on.ca

2. While on excursions in the Netherlands and France the PVNC teacher supervisors will carry a cell phone so that students may contact them. Greg Caron will be the primary contact in Europe and can be reached by PVNC email - gcaron@pvncdsb.on.ca.

3. EMERGENCY CONTACTS IN EUROPE:

EXPLORICA: 1-617-210-6194 (ask for Caron)

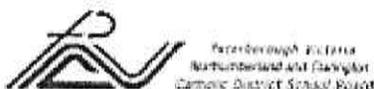
TRIPMATE: 1-800-555-9095

Robin Clément - Teacher
 Email: rclement@pvncdsb.on.ca
 Cell: 705-772-9112

Grace Henry-Caron – Teacher
 Email: ghenrycaron@pvncdsb.on.ca
 Cell: 705-760-1021

Greg Caron – Teacher
 Email: gcaron@pvncdsb.on.ca
 Cell: 705-740-3430

Holly Ashton – Teacher
 Email: hashton@pvncdsb.on.ca
 Cell: 705-868-9687



This is a **SAMPLE** Parent Information Package/Letter 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.

Dear parents:

Please utilize the information provided to track the progress of this trip and to contact us if the need arises.

Parent Information Package

Explorica Contact:

Emergency Phone Number (24/7): 1.617.210.6194

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

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

Departing Flight: Air Canada 651 depart Toronto 5:15am arrive Amsterdam 12:00pm

Amsterdam Hotel:

IbisHotel Budget City

South Amsterdam

Phone Number: 011 39 0682002283

Brabant Region Hotel:

Campanile Breda

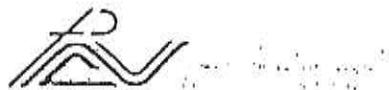
Phone Number: 011 39 055217707

Paris Hotel:

Ibis Hotel Pris La Defense Centre

Phone Number: 011 39 0421370370

Returning Flight: Air Canada 2701 Depart paris 6:45am arrive Toronto 11:55am



Itinerary for the Netherlands and France trip on May 1st - 9th, 2025

May 1 - Fly Toronto to Amsterdam

May 2 - Amsterdam

- Meet tour director and check into hotel
- Amsterdam tour director-led sightseeing
- Canal guided cruise, Diamond factory visit, Anne Frank House visit

May 3 - Arnhem excursion

- Freedom Museum visit
- Groesbeek Canadian War Cemetery visit
- John Frost Bridge (photo stop)
- Mass at Church of Our Lady Catholic Church

May 4 - Amsterdam--Brabant Region

- Travel to the Brabant Region
- Explorica event in Bergen Op Zoom

May 5 - Liberation Celebration Day

- Explorica event at Overloon War Museum
- Explorica event at Efteling Theme Park

May 6 - Brabant Region—Flanders

- Travel to Flanders
- In Flanders Fields Museum visit
- Passchendaele Canadian Memorial Park

May 7 - Flanders--Paris

- Vimy Ridge excursion
- Vimy Ridge guided visit, Vimy Trenches visit, Vimy Tunnels visit, Memorial Museum visit
- Paris city walk
- Île de la Cité, Notre-Dame Cathedral, Île St. Louis, Latin Quarter

May 8 - Paris Landmarks

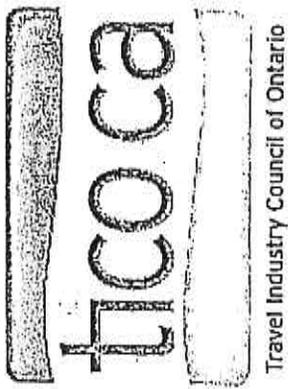
- Paris guided sightseeing tour
- Arc de Triomphe, Champs-Élysées, Eiffel Tower, Champ de Mars, École Militaire, Les Invalides, Conciergerie, Tuileries Garden, Place Vendôme, Opera House
- Louvre visit

May 9 – Fly home to Toronto



PARENT MEETINGS

1. Parent information meeting for international trip to the Netherlands and France to commemorate the 80th anniversary of VE Day.
 - March 5, 2024 Virtual.
2. First meeting with confirmed trip participants
 - June, 2024 in the Learning Commons at St Thomas Aquinas Catholic Secondary School.
3. Pre-departure meeting with confirmed trip participants
 - April, 2025 in the Learning Commons at St Thomas Aquinas Catholic Secondary School.



Certificate of Registration

Registered under the Ontario *Travel Industry Act, 2002*

WorldStrides Canada Inc.
Worldstrides
3280 Bloor Street Suite 901
Box 77
Toronto ON M8X 2X3

TICO REGISTRATION NO.:
50025477 (RETAIL)

CATEGORY
CORPORATION

ISSUE DATE
September 30, 2023

EXPIRY DATE
September 30, 2024

Travel Industry Council of Ontario
55 Standish Court, Suite 460, Mississauga, Ontario L5R 4B2
Tel: 905-624-6241 - Toll Free: 1-888-451-TICO - Fax: 905-624-8631 - Web Site: www.tico.ca



CATEGORY 4 APPROVAL FORM

To be used for wilderness trips anywhere in Canada

Teacher/Organizer: Derek Sheridan	School: Holy Trinity
Adult Supervisors Attending: Staff: Derek Sheridan, Miguel Preciado, Angela Gaskell , Volunteers: Paul Mockford, Al McLean, Rob Chretien, Gered Hohmann	
Destination: Silent Lake Provincial Park	Mode of Transportation: School Bus
Grade/Course: PAD30 and PAD40	Date of Submission: 19 Mar 24
Departure Date: Monday, 13 May 2024	Return Date: Wednesday, 15 May 2024
Number of Students: 24 boys: 18 girls: 6	Number of Adult Supervisors: female: 1 male: 6
Name of Travel Agent: None used	Type of Excursion: <input checked="" type="checkbox"/> Curricular <input type="checkbox"/> Co-instructional
Total cost to be paid by each Student: \$300 (part of course)	

Summary of Proposed Activity:

The Outdoor Education course is participating in a backcountry camping trip to Silent Lake Provincial Park from 13 May to 15 May 24. IAW OPHEA guidelines, students must be prepared with the theory and practice of canoeing and camping. This trip permits the students to practice canoe and camping skills in a learning environment before setting out on the backcountry trip.

Curricular Relevance: (provide the overall expectations addressed)

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

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

Estimated Cost for Entire Group:		Anticipated Sources of Revenue:	
Accommodation	\$250	School Accounts	\$
Travel	\$1571	School Fund-raising	\$
Cost of Supply Teachers	\$0	Student/Parent share	\$1000
Meals	\$250	Other: Outdoor Ed Grant	\$1571
Programs/Materials	\$0	Other: Teacher contributions, if applicable	\$
Other (equipment rental)	\$500		
Total	\$2571	Total	\$2571

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

- | | |
|---|--|
| <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Itinerary (including Mass if on the weekend) - attached <input checked="" type="checkbox"/> Contract Information – with bus, outfitter and sat phone - This will be updated and given to the principal prior to trip. <input type="checkbox"/> Additional Medical Coverage needs considered <input checked="" type="checkbox"/> History of Excursion – number of years: 7 <input checked="" type="checkbox"/> Certification required by staff attending: Wilderness First Aid, Whitewater Rescue Technician and ORCKA Tripping level 3 <input checked="" type="checkbox"/> Educational objectives stated – above | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Information and consent letter to parents - attached <input checked="" type="checkbox"/> Liability waivers signed – once approved <input checked="" type="checkbox"/> Supervision ratio in alignment with A.P. 305 <ul style="list-style-type: none"> <input checked="" type="checkbox"/> List of destination/emergency phone numbers provided – will be provided before departure <input type="checkbox"/> Passports (if required) <p style="font-size: 1.2em; margin-top: 10px;">parent meeting = April 9</p> |
|---|--|

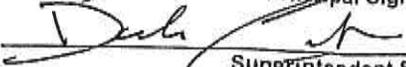
X This excursion complies with the OPHEA Guidelines for the High Care Activities listed below:

Outdoor Education - Canoe Tripping

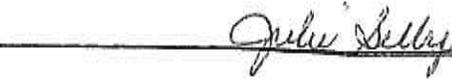
Teacher Signature



Principal Signature



Superintendent Signature



Date

25 March 2024

Date

27 March Date 2024

March 27, 2024

Silent Lake Provincial Park Trip Itinerary

Monday, 13 May – Wednesday, 15 May 2024

Date	Time	Activity
13 May	0830	Students arrive at Holy Trinity and finish final packing and load on bus.
	0900	Bus departs for Silent Lake Provincial Park.
	1100	Arrive at Silent Lake Provincial Park.
	1130	Students move to campsites and have lunch.
	1230	Review of camp site preparation, food handling, safety, camping procedures.
	1400	Review of first aid and emergency procedures.
	1600	Afternoon hike and navigation practice.
	1800	Dinner prepared by student groups.
	1900	Evening hike and navigation practice.
	2100	Students in tent for night.
	14 May	0700
0800		Start of canoeing practice on loading/unloading.
0900		Practice canoeing skills.
1200		Lunch
1300		Practice canoeing skills.
1700		Return of canoes and equipment
1800		Dinner
15 May	1900	Evening hike and navigation practice.
	2100	Students in tent for night.
	0700	All students up and breakfast prepared by student groups.
	0800	Packing up of all campsites and equipment.
	0900	Hiking and navigation practice.
	1200	Lunch prepared by student groups.
	1300	Board bus for Courtice.
	1500	Approximate return time to Holy Trinity. Return equipment to portable for cleaning next day.
	1600	Estimated latest time for dismissal of all students and parent pick up.

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 backcountry camping trip to Silent Lake Provincial Park (describe activity) to its students on or about 13 - 15 May 2024.

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

ELEMENT OF RISK

Educational activity programs, such as, the backcountry camping trip to Silent Lake Provincial Park (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 the backcountry camping trip to Silent Lake Provincial Park (describe activity) arranged through the Peterborough Victoria Northumberland and Clarington Catholic District School Board on or about

13 - 15 May 2024.

I further agree to indemnify and save harmless the Peterborough Victoria Northumberland and Clarington Catholic District School Board and its staff and agents from any and all suits, demands, torts, and actions of any kind which may be brought against its staff or agents for which it/they may become liable by reason of any injury, loss, damage or death resulting from, or occasioned to, or suffered by any person or any property, by reason of any act, neglect or default of mine.

Signature of Student: _____ Date: _____

INFORMED CONSENT/PERMISSION FORM FOR EDUCATION TRIPS
Category 3, 4 or 5 - Students Under 18 Years (and Category 2 if engaging in High Care Activities)

The Holy Trinity Outdoor Education Course _____ is arranging
 a backcountry camping trip to Silent Lake Provincial Park from 13 - 15 May 2024.
(name of school)
(description of activity and dates)

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

ELEMENTS OF RISK:

Educational activity programs, such as outdoor education _____ 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 backcountry camping and canoeing _____:

1. drowning _____ (describe activity)
2. hypothermia _____
3. breaks, sprains and strains _____

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 camping trip _____ on 13 - 15 May 2024 _____, you must understand that you bear the responsibility for any injury that might occur. In case of serious student misconduct during this trip, the staff in charge will have the authority to dismiss the student and contact you to pick him/her up at the location of the activity. Parents will be responsible for any applicable costs.

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

ACKNOWLEDGEMENT

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

Signature of Student: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

PERMISSION

I give _____ permission to participate in the _____
(name of student) (description of activity)
 to be held on or about _____ . If my child is participating in an International excursion, I will keep apprised of
(date)
 travel advisories in place at the time of the trip.

Signature of Parent/ Guardian: _____ Date: _____



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

Trip: Silent Lake Introduction to camping and canoeing
 Date: 13 - 15 May 2024
 Supervisor in Charge: Derek Sheridan

Emergency Item	Action Plan
Emergency Contacts Include full names and phone numbers for the following individuals: Supervisor in Charge Additional Supervisors School Principal	Supervisor in Charge: Derek Sheridan 905-259-9102 Additional Supervisors: Miguel Preciado 905-431-7372 Gered Hohmann 289-685-5122 Angela Gaskell 905-404-9349 Paul Mockford 905-925-5547 Al McLean 905-431-9470 Rob Chretien 905-314-5571 School Principal: Daniela Conforti 289-600-1305
Location of Activity Address of Facility	Silent Lake Provincial Park 1589 Silent Lake Park Road Bancroft, ON
Student List Include full student names and birthdates	Henry Arteaga 4 April 2007 Emerson Bidgood 18 March 2007 Gavin Brown 9 July 2007 Jocelyn Campbell 6 June 2006 Nathan Coates 17 January 2007 Thomas Donnelly 4 September 2007

	<p>Blessing Ithirwe Shimwa 5 January 2007 Jaylyn Jackman 3 October 2007 Christine Macabales 2 November 2007 Kevin Maroun 7 April 2007 Maurice McKay 28 May 2005 Maxwell Nicholson 24 October 2007 Kody Rudd 1 November 2007 Owen Young 19 August 2007</p>
<p>Parent Contact List Include full parent names and phone numbers</p>	<p>John Arteaga 905-436-2777 Paul Bidgood 905-433-1551 Andrea Haney 289-685-7120 David Campbell 905-550-6759 Tim Coates 905-244-2514 Melissa Donnelly 905-404-1750 Angelique Furaha 437-990-1613 Jaime-Lee Jackman 905-447-0171 Mary Jean Macabales 289-991-1021 Julia Amine 289-892-6167 Joshua McKay 204-307-2883 James Nicholson 647-883-0387 Jaclyn Maxwell 416-856-6219 Derek Young 905-447-0252</p>
<p>Nearest Hospital Address of nearest Hospital</p>	<p>QHC North Hastings Hospital 1-H Manor Lane Bancroft, ON K0L 1C0</p>
<p>Border Crossing Plan Include an emergency plan if a student and/or staff member are turned away at the border by a border services officer. Who is picking them up? Does the whole group stay with them or one designated person?</p>	<p>This trip does not have any border crossing.</p>

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

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

Risk Analysis

This trip will follow all OPHEA Safety Guidelines for both Outdoor Education – Canoe Tripping and Outdoor Education – Camping. The tables below identify all guidelines and how it will be addressed for this trip.

OPHEA Safety Guidelines for Outdoor Education – Canoeing and Camping

THERE WILL BE NO SWIMMING ON THIS TRIP.

Guideline	How it will be addressed
<p>Determine that all equipment is safe for use prior to departing on the excursion.</p>	<p>Equipment Checking of equipment is completed as part of the course curriculum, and each group has and maintains the same equipment for the duration of the course. A final kit check will be done just prior to departure.</p>
<p>A fully stocked first aid kit must be readily accessible and waterproofed.</p>	<p>First aid kits are carried at each level.</p> <ul style="list-style-type: none"> o Each tent group carries a small first aid kit for minor injury treatment. o Each group supervisor carries a larger first aid kit. o The trip guide carries a comprehensive first aid kit which includes equipment for splinting breaks or sprains.
<p>A working communication device (e.g., satellite or cell phone, or satellite GPS messenger) suitable for the activities/locations must be available. This device must be maintained, waterproofed, protected and dedicated for emergency communications only.</p>	<p>An inReach communicating and GPS device is used. It will be in the possession of the trip guide at all times and stored in a waterproof bag in the trip guide's portage pack. All supervisors will be aware of where the device is stored and how to use it to reach EMS.</p>
<p>Comply with the Minimum Safety Equipment Requirements in Transport Canada's Safe Boating Guide.</p>	<p>Each supervisor will have an FMS radio at all times to ensure communication between the groups and with the trip guide. These will be stored in waterproof bags and have extra batteries available. All canoes will have the required safety equipment. These are included with the canoe rental. Supervisors will check for this equipment prior to the start of canoeing each day.</p>

<p>Correctly fitting and Transport Canada approved P.F.D./life-jackets. with whistle attached. must be worn and properly fastened at all times while on the water.</p>	<p>This will be supplied with canoe rental. Students that bring their own will have them inspected to ensure they meet the required guidelines.</p> <p>All participants will have the PFD properly fastened at all times in the canoe, and each group supervisor will check prior to the start of canoeing at the beginning of the day and after each portage.</p>
<p>Two paddles per canoe, with some spare paddles taken along in case of broken or lost paddles.</p>	<p>The trip guide will ensure that each student has a whistle properly attached to the PFD prior to departing on trip.</p>
<p>Paddles and canoes must be checked for cracks, splinters and leaks.</p>	<p>Canoe paddles are included for each participant as part of the canoe rental. The trip guide will also ensure that each group has an extra paddle in case of breakage.</p>
<p>Repair kit.</p>	<p>Canoes will be rented from outfitter and should be suitable. However, the trip guide will check all canoes and paddles prior to departure.</p> <p>The trip guide will have a repair kit available. Repair of canoes will be covered as part of the course, but any actual repairs will be completed under the direct supervision of the trip guide.</p>
<p>Appropriate canoe tripping packs.</p>	<p>Waterproof portage packs (Seal Bags) have been purchased by the school that are suitable for canoe tripping. Each tent group has at least one portage pack for tent, sleeping gear and clothing.</p>
<p>A means of hydration must be available, accessible, and appropriate for the activity, location and duration of the trip (direct access to potable water, filters, purifier, chemical).</p>	<p>Both pump and gravity style water filters, with replacement filters, are part of the course equipment. Proper use and maintenance is covered as part of the course curriculum. Each tent group has one style of water filter included in their tent group equipment.</p>
<p>An adequate supply of nutritious food preserved and packed to suitable weight for carrying.</p>	<p>As part of the course, students learn, plan and prepare nutritious food that is either previously packaged, or dehydrated if necessary, to prevent spoilage. Each tent group has a 30 L food barrel and harness to store and carry all food items. No fuel bottles or stoves are permitted in the food barrels to prevent contamination by fuel.</p>
<p>For emergency purposes, trips must not rely solely on campfires. A camp stove must be available, accessible, and appropriate for the activity, location and duration of the trip.</p>	<p>Each group has an MSR Firefly stove with two 900 mL fuel bottles. Proper use and maintenance is covered as part of the course curriculum. Each group supervisor carries an MSR Firefly repair kit in case of any damage or repair that may be required. Although repair and maintenance is covered as part of the course, any repairs will only be carried out under the direct supervision of the group supervisor.</p>
<p>Waterproof matches and/or matches in a waterproof container.</p>	<p>Each group and group supervisor carries waterproof matches in a waterproof container.</p>

<p>Set of maps for canoe trip location including marked access and potential evacuation locations. A GPS unit may be used as an additional navigational tool, but must not be used in place of print maps. An identical map set should also be available to the principal/designate and local emergency contact (e.g., park official, area police station).</p>	<p>Each canoe will have a copy of the Algonquin Park canoe route map for the area to be used with the route clearly marked, and a magnetic compass.</p> <p>The trip guide will have a GPS unit in addition to a marked route map.</p> <p>A copy of the map will be left with the principal before departure from the school.</p> <p>A copy of the map will be left with in the park office at Canoe Lake before departure.</p>
<p>Clothing/Footwear</p>	
<p>Determine that all necessary clothing and footwear are included prior to departing on the excursion.</p>	<p>Proper clothing selection is covered as part of the course. A clothing kit check will be completed during the week prior to departure.</p>
<p>Students must be provided with a clothing and equipment list prior to the activity.</p>	<p>The clothing and equipment list is provided both to the student during the course, and to the parent or guardian during the informational meeting prior to the trip.</p>
<p>A process must be established to check student clothing and equipment prior to the trip.</p>	<p>Students will have their packed clothing and equipment checked the week prior to departure, and the clothing they are wearing the day of departure will be checked.</p>
<p>Clothing (in layers where appropriate) and footwear (i.e. closed-toed shoes that provide traction when on land) appropriate for the activity, location and environmental conditions must be worn.</p>	<p>Any student that does not have appropriate clothing or equipment will not participate until the deficiency is corrected.</p>
<p>Dry change of clothing kept in a watertight bag/container.</p>	<p>The layering principle and appropriate clothing is covered as part of the course curriculum. When clothing and footwear is checked prior to departure, it will be checked for appropriateness.</p>
<p>Rain gear.</p>	<p>Each student is given a dry bag for packing clothing to ensure it is dry, as well as the requirement that all clothing bags are packed in the portage bag for each group.</p>
<p>No articles (jewellery, clothing, lanyards) shall be worn that could become tangled, caught or cause injury or restrict the student in the event of an emergency.</p>	<p>Every person will have rain gear as part of his or her equipment and it will be accessible at all times.</p>
<p>Facilities</p>	

<p>The trip guide will contact Algonquin Park both the week prior to departure, and upon arrival, for any current information on safety concerns for the route to be used.</p> <p>All water to be travelled on are lakes and low flowing streams. No rapids or fast running water will be used at any time.</p> <p>The same route has been used for five previous years, and the trip guide is very familiar with this route.</p> <p>Students are taught proper sanitary procedures during the course, both for using the washroom and food preparation.</p> <p>Hand sanitizer is provided for each kitchen set for students to use prior to preparing food.</p> <p>Hand sanitizer will be provided for bag with toilet paper to use after using washroom facilities.</p>	<p>Check with local authorities for current information regarding route safety.</p> <p>Canoe route and water conditions must be appropriate to age/skill level of students.</p> <p>Trip guide must be familiar with the route (e.g., length of route, terrain).</p> <p>Appropriate environmental and sanitary practices (e.g., washroom routines) must be taught.</p>
<p>Special Rules/Instructions</p>	
<p>Determine and follow school/board emergency procedures, including accessibility to a vehicle, for transportation of a student to hospital.</p> <p>Students must receive training or information on concussion prevention and awareness specific to the activity prior to participating. Students must not participate in the activity until this instruction has been received.</p> <p>Be aware of students whose medical condition (e.g., anaphylaxis, asthma, casts, previous concussion, and orthopaedic device) may affect participation (see Generic Section).</p> <p>Risks involved with the activities must be communicated to parents/guardians with a signed response form from the parents/guardians, giving permission for student to participate.</p>	<p>The trip guide is in possession of a satellite phone to contact EMS, school principal, and student's parents or guardians in case of any emergency. If any student requires to be transported to hospital, the trip guide will oversee this process personally and the remainder of the group will not proceed until the trip guide is both finished with the transportation and has returned to the group.</p> <p>As part of the course, students will receive training on concussion prevention and awareness. Students will be required to pass a test on this material prior to participating.</p> <p>Parents will communicate all medical concerns to the trip supervisor during the parent meeting. This information will be in the possession of both the trip guide and group supervisor for the duration of the trip.</p> <p>There will be a parent informational session planned during the week of 2 - 5 April 2024 where parents will be made aware of:</p> <ul style="list-style-type: none"> o Itinerary o Route o Emergency contact information o Student expectations

<p>Parents will need to sign a permission form prior to student participating in any activities.</p> <p>A school bus will be used for transportation, and will be covered in the parent information session.</p> <p>The trip guide and each group supervisor will have a marked map of the route, the excursion itinerary, and a copy of the emergency action plan.</p> <p>The trip guide will have copies of the students' emergency contact information.</p> <p>This will all be stored in a waterproof bag.</p> <p>The canoes that are rented have a load capacity that exceeds the course requirements.</p> <p>The fitness level of participants will be evaluated during the course prior to departure. Building the students' fitness level will also be part of the course.</p> <p>The amount of time each day for both canoeing and portaging is kept within the capabilities of the participants.</p>	<p>Where the activity takes students off school property, parents/guardians must be made aware of means of transportation used.</p> <p>A principal/designate in the school, and each teacher (and trip guide [where appropriate]) on the excursion must have: a map of route and an excursion itinerary including an emergency action plan (e.g., supervisory chain of command, emergency evacuation plan, emergency access points, local emergency contact phone numbers).</p> <p>The loading of a canoe with people and/or gear must not exceed the manufacturer's load capacity rating.</p> <p>Teacher and trip guide must both take into consideration:</p> <ul style="list-style-type: none"> • previous training and fitness level of all trip participants • length of time and intensity of physical activity
<p>Environmental Considerations</p>	
<p>The trip guide will take these environmental conditions into consideration each day before starting. If there are any concerns, then the groups will not proceed until the trip guide feels that it is safe to do so.</p> <p>The trip guide will take these weather and water conditions into consideration each day before starting. If there are any concerns, then the groups will not proceed until the trip guide feels that it is safe to do so.</p> <p>The trip guide will ensure that the group will leave the water and find an appropriate halt area is inclement weather approaches. He will travel near the front of the group to ensure that this positive control is maintained.</p>	<p>Trip guide must take into consideration environmental conditions (e.g., air and water temperatures, currents, tides and wave conditions, weather, wind, air quality, humidity, UV rating, insects).</p> <p>Trip guide must:</p> <ul style="list-style-type: none"> • be aware of and respond to changing weather and water conditions prior to and during the trip; • cancel, postpone or alter the excursion if conditions put students' safety at an elevated level of risk (e.g. wind, temperature, lightning storms, fog). <p>If inclement weather suddenly approaches, leave the water immediately.</p>

<p>The trip leader in charge must postpone excursion if there is any indication of inclement weather or cold water conditions severe enough to put students' safety at risk.</p> <p>Daylight canoeing only except under emergency situations.</p>	<p>The group will not proceed until the trip guide feels that it is safe to do so.</p> <p>The trip guide will check the weather report the week prior to determine forecast. If severe weather is forecasted that would put students' safety at risk, then the trip will be postponed to the following week. If necessary, the trip will be cancelled.</p> <p>The itinerary is set that all canoeing will be done during daylight hours, with several hours extra in case of unforeseen circumstances. If canoeing at night is necessary for emergency purposes, the proper procedures for boating at night will be followed.</p>
<h3>Canoeing Skills</h3>	
<p>Skills for the safe manoeuvring of a canoe must be taught in proper progression.</p> <p>Activities must be based on skills taught.</p>	<p>The course curriculum teaches the required skills in a progressive manner. A trip to Silent Lake Provincial Park is planned that will cover basic canoeing to ensure that all students have a basic ability to safely move the canoe.</p> <p>The itinerary is based on the skills taught, and no deviation from these will occur unless for emergency purposes and only under the direction of the trip planner.</p>
<p>Students must be instructed on the appropriate loading of the canoe, and trimming of the canoe once loaded.</p>	<p>This is covered as part of the course curriculum, and all group supervisors will personally ensure that all canoes are loaded properly at all times.</p>
<p>As a prerequisite for open water canoeing the student must demonstrate basic competence to a trip leader in:</p> <ul style="list-style-type: none"> o lifts, carries and portaging o launching a canoe o proper entry/exit from canoe o positioning of paddlers and gear o pivot 360 degrees in both directions o draw and pry strokes o sweep stroke o forward and reverse stroke o synchronized strokes o stopping o paddling forward in a straight line o sideslip o circles in both direction radius 10 meters 	<p>All canoeing skills are taught and practiced prior to the trip.</p> <p>A one night trip to Camp Northern Lights is planned that will cover these basic canoeing skills to ensure that all students have a basic ability to safely use and move the canoe.</p>

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

<p>The components of the swim test must be completed in sequence and without any aids or stops.</p> <p>The test must be administered by a qualified instructor/guard (test is based on the Lifesaving Society's Swim to Survive™ Standard.</p> <p>The swim test must be completed within the school year in which the activity is taking place.</p> <p>In lieu of completing the swim test, students may provide proof of Bronze Medallion certification or higher.</p> <p><i>Students who do not pass the above swim test or who do not have the aforementioned certification must not participate in canoe tripping.</i></p> <p>Trip guide and outside provider (if applicable) must be aware of the swim test results.</p>	<p>The NLS qualified lifeguards at the Courticc Recreation Centre administer the test.</p> <p>The swim test will be scheduled for approximately 3 months before the trip.</p> <p>Any students that meet this qualification will be identified, but will still be required to complete the swim test as a course requirement.</p> <p>Any students not passing the test will be identified and will not participate in the trip. This requirement will also be made known at the parent meeting to identify any non-swimmers.</p> <p>The trip guide will be present during the swim test to personally be aware of results.</p>
<p>Supervision</p>	
<p>For all overnight excursions, a trip guide and assistant trip guides are required, one of whom must be a teacher.</p> <p>Where males and females participate on an excursion, both male and female supervisors are required.</p> <p>If the group is divided into two or more excursions, each excursion must have a trip guide who has the required certifications.</p> <p>1 supervisor per 8 students.</p> <ul style="list-style-type: none"> o For every 1-8 students, personnel and qualifications required: one trip guide, one First Aid certification, and one lifeguard certification. These qualifications can be fulfilled by one or more supervisors. 	<p>There will be six adult supervisors present. The trip guide has all of the required qualifications.</p> <p>Any female student group will be supervised by a female group supervisor.</p> <p>At no point will be trip be divided into more than one excursion. All participants will travel as a group and will occupy campsites that are on the same lake and within a reasonable distance with each other.</p> <p>This ratio, or better, will be maintained at all times. Each group supervisor will have up to two tent groups which will have a maximum of four students each. This will maintain the required ratio.</p> <p>All of these qualifications are held by the trip guide.</p>
<p>Instructor Qualifications</p>	
<p>At least one trip leader must have one of the following current certifications:</p> <ul style="list-style-type: none"> o ORCKA Canoe Tripping Level 3 Trip Leader o Paddle Canada Advanced Tripping Skills o Or equivalent <p>At least one trip guide or instructor must have the following current water safety certification:</p>	<p>The trip guide has ORCKA Canoe Tripping Level 3 Trip Leader (certificate attached).</p> <p>The trip guide has Whitewater Rescue Technician (certificate attached)..</p>

<ul style="list-style-type: none"> o Bronze Cross o Wilderness Water Safety o Whitewater Rescue Technician o Swiftwater Rescue Technician 	<p style="text-align: center;">First Aid Certification</p> <p>The trip guide has Wilderness First Aid Certification (certificate attached).</p>
<ul style="list-style-type: none"> o St. John Ambulance's Emergency First Aid with CPR C + AED o St. John Ambulance Wilderness First Aid o Canadian Red Cross Emergency First Aid & CPR (Level C) o Canadian Red Cross Wilderness and Remote First Aid o Canadian Ski Patrol First Aid Certificate o Equivalent to any of the above. 	<p>When on a multi-day trip travelling within 2 hours from the arrival of emergency medical assistance to arrive, at least one teacher, trip guide, instructor or supervisor must have one of the following certifications:</p> <p>When taking students to wilderness areas (which travel more than 2 hours from the arrival of emergency medical assistance), one teacher, trip guide, instructor or supervisor must have Wilderness First Aid.</p>
<p>Supervision for Swim Test</p>	
<p>There must be a minimum of two certified swimming instructors/lifeguards on deck or in the pool.</p> <p>Supervision ratio is 2 instructors per 50 students with both instructors/lifeguards certified as outlined below.</p> <p>All swimming instructors must hold one of the following current certifications:</p> <ul style="list-style-type: none"> o Canadian Red Cross Water Safety Instructor Award o Lifesaving Society Instructor Certificate plus an Assistant Lifeguard Certificate o Lifesaving Society Swim Instructor Certificate plus an Assistant Lifeguard Certificate o YMCA Instructor Certificate 	<p>The Courtyce Recreation Centre has a policy of two NLS qualified lifeguards at all times. This will be maintained during the swim test.</p> <p>The Courtyce Recreation Centre has a policy of two NLS qualified lifeguards at all times. This will be maintained during the swim test.</p>

<ul style="list-style-type: none"> o Ontario Teachers Aquatic Standard (OTAS) - for pool situations only o National Lifeguard Certificate (NL) 	<p>The Courtyce Recreation Centre has a policy of two NLS qualified lifeguards at all times. This will be maintained during the swim test.</p>
<p>One swimming instructor must also hold one of the following current certifications:</p> <ul style="list-style-type: none"> o National Lifeguard Certificate (NL) o Standard First Aid Certificate (e.g., Red Cross, Lifesaving Society, St. John Ambulance, Canadian Ski Patrol) 	

OPHEA Safety Guidelines for Outdoor Education – Camping

An extended overnight camping experience in an outdoor environment with students using tents and doing their own food preparation.

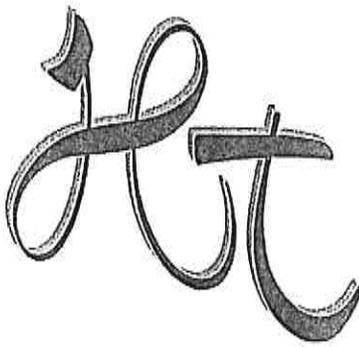
Guideline	Equipment	How it will be addressed
Determine that all necessary equipment is included and is safe for use prior to departing on the excursion.	Checking of equipment is completed as part of the course curriculum, and each group has and maintains the same equipment for the duration of the course. A final kit check will be done just prior to departure.	COVERED IN ABOVE SECTION.
A fully stocked first aid kit appropriate for the number of participants must be readily accessible and waterproofed. (See Appendix D).	COVERED IN ABOVE SECTION.	COVERED IN ABOVE SECTION.
A working communication device (e.g., satellite or cell phone, or satellite GPS messenger) suitable for the activities/locations must be available. This device must be maintained, waterproofed, protected and dedicated for emergency communications only.	COVERED IN ABOVE SECTION.	COVERED IN ABOVE SECTION.
Collect and check all necessary equipment before the excursion.	Students will have the same equipment for the duration of the course and be taught the proper maintenance and pre-trip checks.	Each tent group of 3-4 students has an MSR Dragonfly stove that uses white fuel and will carry two full fuel bottles.
If cooking on stoves, use propane/liquid gas type stoves, in quantity sufficient to feed all students in a timely manner, plus one extra in case of malfunctioning stove.	Each group of 4 students has a small, packable shovel.	Every student must have his or her own working flashlight with spare batteries.
Shovel/trowel.	COVERED IN ABOVE SECTION.	COVERED IN ABOVE SECTION.
Flashlight.	Each student is required to have a water bottle with a minimum capacity of 1 L at all times.	COVERED IN ABOVE SECTION.
An adequate supply of nutritious food preserved and packed to suitable weight for carrying.	Proper collection and filtering of water from the lake will be covered as part of the course curriculum.	Each group carries waterproof matches in a waterproof container.
An adequate supply of safe water for one day.	Each group carries waterproof matches in a waterproof container.	COVERED IN ABOVE SECTION.
The group must have a water purification method.	COVERED IN ABOVE SECTION.	COVERED IN ABOVE SECTION.
Students must be made aware of water sources prior to embarking on trip.	Each group carries waterproof matches in a waterproof container.	COVERED IN ABOVE SECTION.
Waterproof matches and/or matches in a waterproof container.	Clothing/Footwear	COVERED IN ABOVE SECTION.
Determine that all necessary clothing and footwear are included prior to departing on the excursion.	COVERED IN ABOVE SECTION.	COVERED IN ABOVE SECTION.

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

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

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

o Equivalent to any of the above.



Holy Trinity Catholic Secondary School

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1 February 2024(will occur after approval is obtained - date will be updated then) ✓

Dear Parent/Guardian,

I am pleased to announce the Outdoor Education trips that are planned to be part of the outdoor education course that your son or daughter is enrolled in. The following trips or outside of class activities are currently planned to occur:

1. Indoor rock climbing (TBD)
2. Swim test (TBD)
3. Canoeing and camping practice at Silent Lake Provincial Park (13 - 15 May 2024)
4. Treetop trekking (TBD)
5. Backcountry canoe trip to Algonquin Provincial Park (27 - 30 May 2024)

Dates for the TBD activities will be disseminated once bookings are confirmed.

The goals of these trips and activities are to:

1. Provide a challenging physical and mental opportunity in a safe, supervised environment within a wilderness setting to build confidence and team-building in students.
2. Expose students to a popular Canadian outdoor activity with the hope that they will take it up as a life-long venture.
3. Develop students' appreciation and care of the environment through teaching and demonstrating low-impact and environmentally friendly camping techniques.

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

I am looking forward to providing this opportunity for our students. However, if you have any questions or concerns in the meantime, please feel free to contact me at the email below.

Derek Sheridan
Teacher
Holy Trinity C.S.S.
dsheridan@pvnccdsb.on.ca
(905) 404-9349

Outdoor Education Student Information Sheet

Student Name:

Emergency Contact Name:

Emergency Contact Phone Number:

OHIP Number:

Food Allergies:

Current Medications:

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

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

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

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

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

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

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

Student Equipment Checklist

Name:

Equipment

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

Clothing

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

Consumables

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

Concussion – Tool to Identify a Suspected Concussion

Identification of a Suspected Concussion:

Following a blow to the head, face, or neck, or a blow to the body that transmits a force to the head, a concussion must be suspected in the presence of one or more of the signs or symptoms outlined in the chart below and/or the failure of the Quick Memory Function Assessment.

1. Check appropriate box

An incident occurred involving _____ on _____
(Student's Name) (Date)

He/she was observed for signs and symptoms of a concussion.

- No signs or symptoms described below were noted at the time.
(Note: Continued monitoring of the student is important as signs and symptoms of a concussion may appear hours or days later (refer to #4 below)).
- The following signs were observed or symptoms reported

Signs and Symptoms of Suspected Concussion (Check appropriate box)

Possible Signs Observed <i>A sign is something that is observed by another person (e.g. parent/guardian, teacher, coach, supervisor, peer)</i>	Possible Symptoms Reported <i>A symptom is something the student will feel/report.</i>	RED FLAGS <i>Call 911 if you observe any of the following</i>
<ul style="list-style-type: none"> <input type="checkbox"/> Balance, gait difficulties, motor in coordination, stumbling, slow laboured movements <input type="checkbox"/> Blank or vacant look <input type="checkbox"/> Disorientation or confusion, or an inability to respond appropriately to questions <input type="checkbox"/> Facial injury after head trauma <input type="checkbox"/> Lying motionless on the playing surface (no loss of consciousness) <input type="checkbox"/> Slow to get up after a direct or indirect hit to the head 	<ul style="list-style-type: none"> <input type="checkbox"/> Balance problems <input type="checkbox"/> Blurred vision <input type="checkbox"/> Difficulty concentrating <input type="checkbox"/> Difficulty remembering <input type="checkbox"/> Dizziness <input type="checkbox"/> "Don't feel right" <input type="checkbox"/> Drowsiness <input type="checkbox"/> Fatigue or low energy <input type="checkbox"/> Feeling like "in a fog" <input type="checkbox"/> Feeling slowed down <input type="checkbox"/> Headache <input type="checkbox"/> More emotional <input type="checkbox"/> More irritable <input type="checkbox"/> Nausea <input type="checkbox"/> Nervous or anxious <input type="checkbox"/> "Pressure in head" <input type="checkbox"/> Sadness <input type="checkbox"/> Sensitivity to light <input type="checkbox"/> Sensitivity to noise 	<ul style="list-style-type: none"> <input type="checkbox"/> Deteriorating conscious state <input type="checkbox"/> Double vision <input type="checkbox"/> Increasingly restless, agitated or combative <input type="checkbox"/> Loss of consciousness <input type="checkbox"/> Neck pain or tenderness <input type="checkbox"/> Seizure or convulsion <input type="checkbox"/> Severe or increasing headache <input type="checkbox"/> Vomiting <input type="checkbox"/> Weakness or tingling/burning in arms or legs

IF ANY OBSERVED SIGNS OR SYMPTOMS WORSEN, CALL 911.

2. Perform Quick Memory Function Assessment

Ask the student the following questions, recording the answers below. Failure to answer any one of these questions correctly may indicate a concussion:

- a) What room are we in? _____
- b) What activity/sport/game are we playing now? _____
- c) What field are we playing on today? _____
- d) What part of the day is it? _____
- e) What is the name of your teacher/coach? _____
- f) What school do you go to? _____

3. Action to be taken

If there are any signs observed or symptoms reported, or if the student fails to answer any of the above questions correctly:

- a concussion should be suspected;
- the student must be immediately removed from play and must not be allowed to return to play that day even if the student states that he/she is feeling better; and
- the student must not leave the premises without parent/guardian (or emergency contact) supervision.

In all cases of a suspected concussion, the student must be examined by a medical doctor or nurse practitioner for diagnosis and must follow the concussion protocol described in Administrative Procedures AP-324.

4. Continued Monitoring by Parent/Guardian

- Students should be monitored for 24–48 hours following the incident as signs and symptoms can appear immediately after the injury or may take hours or days to emerge.
- If any signs or symptoms emerge, the student needs to be examined by a medical doctor or nurse practitioner as soon as possible that day.

5. Respondent Name: _____
(Please print)

Respondent Signature: _____ Date: _____

Principal Signature: _____ Date: _____

¹Adapted from McCroy et. al, *Consensus Statement on Concussion in Sport. Br J Sports Med* 47 (5), 2013

Information Collection Authorization: The personal information contained on this form has been collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act, and Policy and Program Memorandum 158, titled School Board Policies on Concussion. The information is collected for the sole purpose of helping to identify a suspected concussion.

Questions regarding the information contained on this form should be directed to the Principal.

USER: MEDICAL STAFF, PRINCIPAL, TEACHERS

ORIGINAL: PARENT/GUARDIAN/STUDENT, IF OVER THE AGE OF 18 COPY: OSR

November 2020

3

SECTION B: HOLY TRINITY CODE OF CONDUCT

Rights and Responsibilities of Students at Holy Trinity

Holy Trinity Secondary School is a Catholic Learning Community. In keeping with the board code of conduct within the community of our school, every member shares certain rights and responsibilities.

<p><u>Rights of Students:</u></p> <ul style="list-style-type: none"> To be treated with dignity and respect. To have an education in a Catholic school where the values of Christ are present in the life and curriculum of the school. To have the opportunity to learn in an educationally sound environment. To select a school program that reflects their academic needs and interests. To have access to feedback about progress in their studies. To have freedom from physical and verbal harassment. 	<p><u>Responsibilities of Students:</u></p> <ul style="list-style-type: none"> To identify themselves upon request. To take an active part in all classes. To work to the best of their abilities. To promote and develop self-discipline by following the Code of Conduct. To attend classes regularly and on time. To respect the rights of all other members of the community. To comply with the requests of staff. To seek assistance from a member of the school staff, if necessary, to resolve conflict.
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<p><u>Rights of Teachers:</u></p> <ul style="list-style-type: none"> To be treated with dignity and respect; To expect reasonable behaviour from students while involved in all school activities, whether on or off school property. To have freedom from physical and verbal harassment. To refer students who are disruptive in class, or who are habitually unprepared for class, or who are persistently uncooperative in their studies, for remedial action. 	<p><u>Responsibilities of Teachers:</u></p> <ul style="list-style-type: none"> To plan and conduct an effective educational program and to assist students in learning. To provide student evaluation and report progress at regular intervals. To ensure a positive learning environment by promoting adherence to the rules while recognizing the rights of individuals. To refer uncooperative students to the administration of the school. To be reasonably available to communicate with parents.
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<p><u>Rights of Parents:</u></p> <ul style="list-style-type: none"> To be treated with dignity and respect. To expect that classes are conducted in an orderly manner. To expect that the students are provided with a worthwhile program and competent instruction at the appropriate level. To receive communication, information and reports from the school on a regular basis. To consult with staff and principals of the school. To expect that Christian values and Catholic practices are followed at the school. 	<p><u>Responsibilities of Parents:</u></p> <ul style="list-style-type: none"> To assist students in meeting the responsibilities expected of them. To participate in the mediation process when a student is disruptive, unprepared or uncooperative, To cooperate with the school to enhance the academic, social and spiritual growth of the student. To provide an environment conducive to the completion of homework and studying at home. To help teachers and school administration support their child.
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Disobedience/Lack of Cooperation

Expected Behaviours:

- Cooperate with staff members
- Comply with requests from a teacher/supervisor
- Give your name when asked by any member of staff

Reasons for Expected Behaviours:

- Cooperation and respect is necessary for learning.
- Maintaining order within the school
- Maintaining a clean and safe environment
- Teachers are entitled to full cooperation during all school events

Consequences of Misbehaviours:

- Resolve problem with teacher
- If the problem persists, you will be referred to the office
- For outright defiance, detention or suspension will result

Drug/Alcohol Major Infractions

Expected Behaviour:

- Be free from alcohol and drugs

Reasons for Expected Behaviour:

- Drug and alcohol use detract from the dignity of the person
- Use is against the law
- Use damages your health

Consequences of Misbehaviour:

- If you are under the influence of illicit drugs or alcohol, your parents will be notified and you will be suspended from school.
- Possession of illicit drugs is a crime. If you are in possession of drugs or drug paraphernalia, your parents and the police will be contacted. You will be suspended from school. Charges may be laid.
- Students attending a dance, field trips, or other co-instructional activity under the influence or in possession of alcohol or illicit drugs may be restricted from future participation in similar activities.
- You may be referred to professional counselling.
- Any student found guilty of trafficking in drugs or alcohol will be recommended to the Board for expulsion.

Explosives/Harmful Devices

Expected Behaviour:

- Students may not be in possession of caps, firecrackers, and any other product/substance that may cause harm to an individual.

Reasons for Expected Behaviour:

- These items may injure you or another student.
- The school is responsible for maintaining a safe environment for the whole community.

Consequences for Misbehaviour:

- Suspension.
- Your parents will be contacted.

Fighting

Expected Behaviours:

- Violence in all its forms will not be tolerated. These include (but are not limited to) possession of weapons, threats of serious physical injury, physical assaults, sexual assault, extortion, any hate motivated violence (involving homophobia or racism).
- Students should not strike out in retaliation.

Reasons for Expected Behaviours:

- Violence destroys the learning environment.
- Violence disrupts other students' right to a safe environment.

- Violence is not acceptable behaviour in ANY community.

Consequences of Misbehaviours:

- Students behaving in a violent manner will be interviewed by administration as soon as possible and appropriate disciplinary action will be taken.
- All combatants in a fight will be disciplined.
- Any students arranging and/or inciting a fight will face discipline.
- May lead to a suspension and/or a recommendation to the Board for expulsion.
- Police may be called. Students may be charged with assault under the law.

Gambling and Extortion

Expected Behaviour:

- Students are not to engage in gambling or extortion.

Reasons for Expected Behaviour:

- Both of these activities are illegal.
- Extortion interferes with the rights of students to a safe learning environment.

Consequences of Misbehaviour:

- Parent notification
- Possible suspension
- Possible police notification, resulting in charges

Harassment and Bullying

Expected Behaviours:

- Harassment and intimidation of others will not be tolerated.
- Harassment can be verbal, sexual, physical, psychological, bullying and discrimination on the basis of race, culture, religion, gender, language, ability or sexual orientation. This includes the use of cell phones, instant message, email and websites.
- Students are expected to interact with staff and peers in a sensitive and positive manner.
- Victims have the right to make a formal or informal complaint to the school administration and receive support.
- You are expected to be courteous in your use of language and to avoid profanity.

Reasons for Expected Behaviours:

- Every individual has a right to be treated with dignity and respect.
- Every individual has the right to be free from intimidation and harassment.
- Any form of harassment is unacceptable in our community. It causes hurt, humiliation, anger, and loss of self-esteem.

Consequences for Misbehaviours:

- Incidents and allegations will be reported to the Principal and Vice-Principal.
- Following an investigation, parental contact will be made.
- Counselling may be recommended.
- Possible suspension
- Possible police involvement
- Possible recommendation to the Board for expulsion (in cases of repeat offences).
- Swearing at a staff member will result in an automatic suspension.

Homework

Expected Behaviours:

- You are expected to complete all homework by its assigned date. Students benefit from home study.
- If you have completed your daily assignments, you should review, practise, improve your notes, memorize, or complete further reading.

Reasons for Expected Behaviours:

- Homework is an essential part of the learning process at school.

- Concepts at school must be reinforced through study. Homework is your 'practice time'.
- Inform your teacher of homework problems before class.

Consequences of Misbehaviours:

- Incomplete homework may result in detentions, alternate assignments, or home contact by your teacher.
- Persistent neglect of homework may seriously jeopardize your grade, and even your credit standing.

Internet Acceptable Use Policy

Expected Behaviours:

- These are outlined in Section A of this book under the title "*Internet Access and Computer Use*". These apply to all computers in the school.
- Students are expected to change their password and keep it secure.

Reasons for Expected Behaviours:

- Using computers and the Internet for inappropriate reasons undermines the moral tone of the school.
- Non-educational computer-use conflicts with the needs of students who require access in the completion of their assignments.

Consequences for Misbehaviours:

- Possible removal of computer use privileges.
- Offenders may also be required to withdraw from Computer/Technology courses.
- If laws are broken through the use of the computer/Internet at school, the appropriate authorities will be notified.
- In the case of damaged equipment, you will be responsible for repair costs. Unreported damage that results in repair cost may be borne equally among the students assigned to that workstation.

Late Assignments

Expected Behaviours:

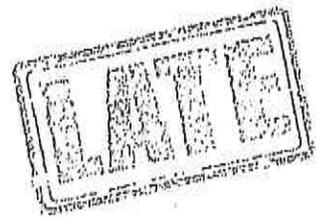
- Students are to submit assignments on the date designated by the teacher.
- Students are to notify teachers BEFORE the due date when extra time is needed. They will then negotiate a new due date with their teacher.

Reasons for Expected Behaviours:

- Development of self-discipline and responsibility for one's own learning.
- Providing an opportunity for negotiation when a student needs more time reflects discretion and rewards students who self-advocate.

Consequences for Misbehaviours:

- Work that is not submitted may be assigned a mark of zero and will be held to the end of the term for consideration for credit rescue/recovery.



Missed Tests

Expected Behaviours:

- Students are given notice when tests will be scheduled.
- Students are expected to be present to write on the test date.
- Students who are absent for a test may be asked to provide a note from a parent or from a doctor.
- Students who know they will miss the test ahead of time must negotiate a time to write with the teacher before their absence.

Reasons for Expected Behaviours:

- To preserve the integrity of tests
- To ensure equity for all students
- To prevent academic dishonesty

Consequences for Misbehaviours:

- Students who are truant on a test date will receive a mark of zero.
- Students who miss a test may be required to write the test or complete an alternate test or assignment on a date designated by the teacher.
- Students who have a note will write a test on a date designated by the teacher.

- A student who demonstrates a pattern of missing tests will be referred to school administration.

Personal Accessory Items

Expected Behaviours:

- Wearing items which embrace drugs or alcohol, or offensive symbols will not be tolerated.
- Chains are not allowed at any time.
- "Group" Identifying accessories are not permitted at any time.
- The use of and possession of laser pointers is prohibited.
- Cell phones and other personal technology devices are to be turned off and stowed away if in the classroom.

Reasons for Expected Behaviours:

- The school uniform provides a comfortable common identity for students. Group Identifying accessories undermine this shared identity.
- Chains and offensive items are degrading to the person.
- Laser pointers can cause eye damage. They pose a health and safety hazard.
- Phones distract the student from learning in the classroom. They interfere with your learning and that of the other students.
- Unauthorized photos/videos are an invasion of privacy.

Consequences for Misbehaviours:

- Offenders will be referred to the office and detentions or suspensions may result.
- All chains will be confiscated and returned to parents/guardians. Continued wear will result in office intervention.
- Laser pointers will be confiscated. Students who bring or use laser pointers will face disciplinary actions which may include suspension.
- Teachers may confiscate cell phones being used in the classroom or make a referral to a vice-principal.
- Students who post unauthorized photos/videos on the internet will face disciplinary action.

Plagiarism (Academic Dishonesty)

**Plagiarism is the act of presenting the ideas, words or other intellectual property of another as one's own work. This applies to words or ideas taken without proper acknowledgement from any published source, including newspapers, books, journals, magazines, Internet sites.*

Expected Behaviours:

- Students are expected to demonstrate academic honesty by relying on their own efforts and by doing their own work to the best of their ability.
- In written assignments, your own words and thoughts are to be used. If you quote or paraphrase, you must acknowledge this by means of parenthetical citation, footnotes, and/or bibliography.
- Students may not submit work that is not their own, including copying word for word from any outside source, using sections, paragraphs, or even a few words or phrases. Students must not copy and paste from the Internet, steal the work of another student, pay for the creation of work from a commercial service or an acquaintance, use an essay that was already submitted to another course, use language translation program, or cheat on tests and quizzes.
- Students must not help others cheat by giving work to a student for copying.
- Teachers may use Turnitin.com or Google Originality Check for the submission of written assignments as it validates academic integrity.

Reasons for Expected Behaviours:

- Testing is done to evaluate your knowledge and performance. Cheating is not tolerated at school or at work.
- When you plagiarize, you are stealing someone's words and ideas. You are not showing your teacher what you know and think.
- Our community values high standards and academic integrity.

- Helping someone else by cheating is dishonest and goes against the moral tone of the school. You also lose ownership of the hard work you have done.
- By committing an act of cheating or plagiarism, you make it impossible for your teacher to fairly evaluate you. It is impossible to tell how much you know and understand.
- By committing an act of cheating or plagiarism, you damage the relationship between you and your teacher which is based on trust.
- Because all Grade 9 students attend a learning commons workshop in avoiding plagiarism and correctly citing sources, it is expected they will apply these skills in class.

Consequences of Misbehaviours:

For the Junior Grades (9 and 10)

- Those caught cheating on a test or an exam will be given "zero" for that test. There will be no makeup and the incident will be reported to the office for other possible consequences.
- The first time a student submits plagiarized work; the student will be given the benefit of the doubt, and will be presumed ignorant of proper sourcing techniques. The student will be expected to resubmit the assignment without the use of aids. A record of this offence will be kept.
- The second time a student submits plagiarized work *over his/her time at Holy Trinity*, the student will be given a mark of "zero" on that assignment.
- Borrowers and lenders of student work are equally responsible for plagiarism.
- In all situations, parents will be contacted by the classroom teacher.

For the Senior Grades (11 and 12)

- At this point, it will be presumed that any use of outside sources without proper acknowledgement is done with the intent to deceive. It will be presumed that students who allow their work to be plagiarized do so with the intent to deceive, and will receive the same penalties as the student who copied their work.
- Essays, assignments or tests that show ANY evidence of engaging in plagiarism, academic dishonesty, or cheating in any form will receive a grade of zero. Subsequent infractions will result in a zero on the assignment and may result in suspension from school.
- Although plagiarism in and of itself will not result in the loss of credit, the "zero" may bring the grade below 50% when factored into the mark, and therefore result in the student failing the course.
- Parents will be contacted by the classroom teacher.
- Any student with a record of plagiarism may be ineligible for graduation awards and letters of recommendation from the school.

Public Display of Affection

Expected Behaviour:

- Public displays of affection, such as intimate embracing, are considered inappropriate behaviour on school property and during school sponsored activities.

Reasons for Expected Behaviour:

- Students are expected to act in an appropriate manner that reflects behaviour consistent with Christian values.
- Public displays may be offensive and embarrassing to others.

Consequences for Misbehaviour:

- Students will be reminded that this sort of behaviour is inappropriate and unacceptable through verbal or written reprimand.
- Detentions may be assigned.
- Serious incidents may result in suspension.

Punctuality

Expected Behaviour:

- You are expected to be on time for homeroom and for each subject class.

Reasons for Expected Behaviour:

- Punctuality shows consideration and honour for other people's feelings. If you are late for class, you inconvenience your teacher and your classmates.

Consequences for Misbehaviour:

- Initially, this will be dealt with by the classroom teacher, who will contact parents.
- Chronic lateness is considered a deliberate choice and will result in referral to the vice-principal.
- Action may include detentions or suspension.

Respect for Property/Vandalism

Expected Behaviours:

- You are expected to treat the school grounds, property, building, and everything in the school with respect.
- You are expected to eat in the cafeteria and dispose of garbage/recycling appropriately.
- You should report damage or graffiti to a teacher or administrator immediately.
- You are expected to respect all fire alarm systems and safety regulations.
- Books and equipment are the property of the school and must be returned in good condition.

Reasons for Expected Behaviours:

- Lack of respect for the facilities will lead to an unsafe and unpleasant school environment.
- Textbooks are expensive and must last a number of years.
- Alarms exist for the protection of the entire school community. If they are disabled or damaged, this is a safety hazard.
- The custodians are to be respected, and students should not add to their already busy workload through carelessness.

Consequences for Misbehaviours:

- The student who litters or deliberately makes a mess is choosing community service as a consequence.
- Students who break or lose school equipment or texts will compensate the school financially.
- Theft or vandalism will result in the following: parental contact, police involvement, restitution, and progressive discipline.
- A student caught damaging a fire extinguisher, setting a fire, or pulling a fire alarm can face prosecution in the courts and suspension from school.

School Dances/Functions

Expected Behaviours:

- You are expected to behave in a mature manner by being courteous and considerate to fellow students and to supervisors
- Your behaviour must reflect the entire code of student behaviour.
- You will not be permitted to leave the building during the dance and return at a later time.
- You are expected to attend school functions free from the influence of alcohol or other illicit drugs.
- Students may sign in a guest by arranging this in advance. Guests must prove they are a student in good standing by presenting a valid student card at the door.
- If a student is absent from school on the day of the function without a valid reason, they will not be admitted.
- All peripheral items (bags, jackets) must be checked. These items may be searched at the request of the supervising staff.
- Lockers will not be accessible.
- No smoking or vaping is permitted on or within 20 metres of school property.

Reasons for Expected Behaviours:

- A dance is a social function for all to enjoy. At least one pay duty officer of the Durham Regional Police will be present to supervise the dance and ensure the safety of students.
- For reasons of safety, students and their guests must be identified at the door.

Consequences for Misbehaviours:

- If there is inappropriate behaviour by you or your guest, you may be asked to leave the dance, and may be banned from attending other school functions.
- Other consequences may be applied by the Vice-Principal.

- If you are under suspicion for the use of alcohol or other drugs, you will be referred to the police and will be subject to suspension from school, and possibly, criminal charges.

Student Activity Fee

At the beginning of each school year, the school collects a \$50.00 student activity fee. A portion of this fee goes directly to Student Cabinet to support their yearly activities (spirit weeks, seasonal events, dances, Titanpalooza, etc...) This fee also covers the full cost of the yearbook, the student identification card, locker/lock use, and a variety of other school activities such as guest speakers, student spirit events, and school clubs. Note: In order to participate in extracurricular activities, a student must be in good standing, including having a valid student ID card.

Skateboards/Roller Blades

Expected Behaviours:

- Students may not use skateboards or roller blades in the school or on school property during the school day.
- They must be left in lockers or in the main office for the entire school day.

Reasons for Expected Behaviours:

- Safety issues are a concern. Staff cannot accept liability and responsibility in the case of an accident.
- Cars in the parking lot may be damaged.

Consequences for Misbehaviours:

- Equipment may be confiscated.
- You may be referred to the office for disciplinary action.
- Parental contact.

Smoking/Tobacco Use and Vaping - on school board property

Expected Behaviours:

- Smoking/vaping and tobacco use in any form (i.e. chewing tobacco, e-cigarettes, vapes, juul) are not permitted on Board property or at Board-sponsored events. This applies to all members of the community, including staff, parents, students and guests, 24 hours/day, 365 days of the year.
- Students may not provide tobacco to anyone under the age of 19.
- No student should visibly be in possession of tobacco products or lighters within 20 meters of school property.

Reasons for Expected Behaviours:

- It is a violation under the Smoke-Free Ontario Act to smoke, vape or use tobacco products on school property.
- Providing tobacco to anyone under the age of 19 is against the law.
- Holding lighted tobacco on school property is against the law.
- The Smoke-Free Ontario Act prohibits smoking in enclosed workplaces and enclosed public places in Ontario in order to protect workers and the public from the hazards of second-hand smoke.

Consequences for Misbehaviours:

- Any staff member may confiscate tobacco products on school property.
- The Tobacco Enforcement Officer of the Durham Regional Health Department will be informed when students are observed on the property of the school board to be: smoking, holding lighted tobacco, selling or supplying tobacco to a person who is less than 19 years old.
- Students are also subject to progressive discipline through the vice-principal's office.

Smoking/Tobacco Use and Vaping - off school board property

Expected Behaviours:

- Under the Smoke Free Ontario Act (2017) Smoking and Vaping may only take place 20 metres off property. Students must refrain from smoking and chewing tobacco during class time and between classes.

Reasons for Expected Behaviours:

- Tobacco causes death and serious health impairments.

- The school actively discourages the use of tobacco.
- Consequences for Misbehaviours:
- Students found using tobacco products outside the designated time and /or area will be subject to progressive discipline through the vice-principals' office.
 - The Tobacco Enforcement Officer of the Durham Regional Health Department will be informed when students are observed within 20 metres of the school board property to be: smoking, holding lighted tobacco, selling or supplying tobacco to a person who is less than 19 years old.

For information about quitting smoking:

- Contact Durham Region Health Department at 905-668-7711 or 1-800-841-2729 or visit www.durham.ca
- Contact Smokers' Helpline at 1-877-513-5333 or visit www.SmokersHelpline.ca
- Speak with your family doctor or health professional
- Visit www.HealthyOntario.com

Sound Producing Equipment

Expected Behaviours:

- Personal music devices (i.e. cell phones, MP3 Players, iPods, etc.) with earphones may be played in the cafeteria. It is at the teacher's discretion whether they may be used during work periods during class time. This is NOT to become an area of dispute. If the supervising teacher does not want students to use these devices during all, or any part of the class, then they are not to be used, and are to be removed and put away.
- The volume must be low enough that it does not interfere with any other student's learning.

Reasons for Expected Behaviours:

- It is the teacher's responsibility to cultivate an environment for learning in their classroom.
- This equipment detracts from a student's ability to concentrate on his/her learning.

Consequences for Misbehaviours:

- Violators may have their equipment confiscated and may be referred to the office.
- Parents may be contacted, and the equipment may be returned to the parent.

Transportation/Buses

Expected Behaviour:

- When traveling on buses for any school related reason, students are expected to cooperate with the bus driver and follow behaviour code.
- Only students who are assigned to a bus by STSCO may ride the bus.

Reasons for Expected Behaviour:

- This service is a privilege, not a right.
- For the safety of everyone, responsible behaviour is required at all times when riding the bus.
- Respect for the bus driver must be shown.

Consequences for Misbehaviour:

- Office intervention, contact with parents.
- Continuous misbehaviour may result in busing privileges being suspended or removed.

Truancy

Expected Behaviour:

- Students are required to attend classes unless they have a legitimate reason to be absent.

Reasons for Expected Behaviour:

- Truancy is a serious concern as absence from class can negatively impact academic achievement.
- Skipping is disruptive to the learning environment.

Consequences for Misbehaviour:

- Detentions are assigned and parents are notified.

- Persistent truancy will be dealt with through progressive discipline.

Uniforms

Expected Behaviours:

- Students are expected to be in compliance with the uniform as outlined in this agenda.
- Students who report to school out of uniform will be supported by being offered a loan of the missing uniform item(s).
- Parents may be contacted to bring in the missing uniform piece(s).
- Students may be required to work in the office with assignments sent down from the classroom teachers.

Reasons for Expected Behaviours:

- STUDENTS WHO ENROLL AT HOLY TRINITY DO SO WITH A FULL AWARENESS OF THE UNIFORM REQUIREMENTS. THEREFORE, BY CHOOSING THIS SCHOOL, YOU IMPLICITLY AGREE TO ABIDE BY YOUR INITIAL COMMITMENT.
- Staff and parents regard the uniform as a means of creating a distinct school identity. By not respecting the dress code, you undermine that goal.
- The uniform is intended to support a safe school environment.
- Staff members are expected to enforce the uniform so each student is responsible to all staff members to be in uniform.

Consequences of Misbehaviours:

- Students who arrive out of uniform will not be admitted to class.
- Repeated infractions will be dealt with through progressive discipline, including reminders, parent contact, detentions, etc.
- Students who are dressed inappropriately for non-uniform days will be asked to go home and change.

Weapons

Expected Behaviour:

- Weapons of any kind (including pocket knives, replicas of weapons, lasers, chains) are not allowed on school property for any reason.

Reasons for Expected Behaviour:

- Refer to the "Safe Schools Act".
- The protection and safety of all members of our school community is our first concern.

Consequences for Misbehaviour:

- Weapons will be confiscated.
- Police may be contacted.
- Students may be suspended and recommended to the Board for expulsion.



CATEGORY 4 APPROVAL FORM

To be used for wilderness trips anywhere in Canada

Teacher/Organizer: Derek Sheridan	School: Holy Trinity
Adult Supervisors Attending: Staff: Derek Sheridan, Miguel Preciado, Erin Bibby, Volunteers: Paul Mockford, Al McLean, Rob Chretlen, Gered Hohmann	
Destination: Algonquin Park	Mode of Transportation: School Bus
Grade/Course: PAD30 and PAD40	Date of Submission: 27 March 24
Departure Date: Monday, 27 May 2024	Return Date: Thursday, 30 May 2024
Number of Students: 14 boys: 10 girls: 4	Number of Adult Supervisors: female: 1 male: 6
Name of Travel Agent: None used	Type of Excursion: <input checked="" type="checkbox"/> Curricular <input type="checkbox"/> Co-instructional
Total cost to be paid by each Student: \$300 (part of course)	

Summary of Proposed Activity:

Canoe trip to Algonquin Park with the purpose of exposing students to the natural environment and participating in physical fitness activities in an outdoor setting. This activity is the culminating activity for the outdoor education courses PAD30 and PAD40.

Curricular Relevance: (provide the overall expectations addressed)

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

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

Estimated Cost for Entire Group:		Anticipated Sources of Revenue:	
Accommodation	\$200	School Accounts	\$
Travel	\$1865	School Fund-raising	\$
Cost of Supply Teachers	\$0	Student/Parent share	\$1200
Meals	\$1000	Other: Outdoor Ed Grant	\$4365
Programs/Materials	\$0	Other: Teacher contributions, if applicable	\$
Other (equipment rental)	\$2500		
Total	\$5565	Total	\$5565

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

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

parent meeting = April 9

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

Outdoor Education - Canoe Tripping

[Handwritten Signature]
Teacher Signature
[Handwritten Signature]
Principal Signature
[Handwritten Signature]
Suprintendent Signature

Date
27 March 2024
Date
27 March 2024
Date

[Handwritten Signature]

March, 27, 2024

INFORMED CONSENT/PERMISSION FORM FOR EDUCATION TRIPS
Category 3, 4 or 5 - Students Under 18 Years (and Category 2 If engaging in High Care Activities)

The Holy Trinity Outdoor Education Course _____ is arranging
 _____ a backcountry canoe tripping course to Algonquin Park from 27 - 30 May 2024.

(name of school)
(description of activity and dates)

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

ELEMENTS OF RISK:

Educational activity programs, such as outdoor education _____ involve certain elements of risk. Injuries may occur while participating in these activities. The following list includes, but is not limited to, examples of the types of injury which may result from participating in canoe tripping _____:

1. drowning _____ *(describe activity)*
2. hypothermia _____
3. breaks, sprains and strains _____

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 canoe trip _____ on 27 - 30 May 2024 _____, you must understand that you bear the responsibility for any injury that might occur. In case of serious student misconduct during this trip, the staff in charge will have the authority to dismiss the student and contact you to pick him/her up at the location of the activity. Parents will be responsible for any applicable costs.

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

ACKNOWLEDGEMENT

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

Signature of Student: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

PERMISSION

I give _____ permission to participate in the _____
(name of student) *(description of activity)*
 to be held on or about _____ . If my child is participating in an International excursion, I will keep apprised of

(date)
 travel advisories in place at the time of the trip.

Signature of Parent/ Guardian: _____ Date: _____

RELEASE AND INDEMNIFICATION FORM FOR EDUCATION TRIPS
Category 4 or 5 - Students over 18 Years

The Peterborough Victoria Northumberland and Clarington Catholic District School Board will make available the opportunity of participating in the backcountry canoe trip to Algonquin Park (describe activity) to its students on or about 27 - 30 May 2024.

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

ELEMENT OF RISK

Educational activity programs, such as, the backcountry canoe trip to Algonquin Park (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 the backcountry canoe trip to Algonquin Park (describe activity) arranged through the Peterborough Victoria Northumberland and Clarington Catholic District School Board on or about

27 - 30 May 2024.

I further agree to indemnify and save harmless the Peterborough Victoria Northumberland and Clarington Catholic District School Board and its staff and agents from any and all suits, demands, torts, and actions of any kind which may be brought against its staff or agents for which it/they may become liable by reason of any injury, loss, damage or death resulting from, or occasioned to, or suffered by any person or any property, by reason of any act, neglect or default of mine.

Signature of Student: _____ Date: _____

Algonquin Trip Itinerary

Monday, 27 May – Thursday, 30 May 2024

Date	Time	Activity
27 May	0730	Students arrive at Holy Trinity and finish final packing and load on bus.
	0900	Bus departs for Algonquin Park.
	1200	Estimated time for lunch stop en route.
	1400	Arrive at Algonquin Park. Get canoes and equipment from outfitters.
	1500	Depart starting point on Canoe Lake.
	1700	Arrive at Joe Lake and setup camp.
	1800	Dinner prepared by student groups.
	2100	Students in tent for night.
28 May	0600	All students up and breakfast prepared by student groups.
	0800	Canoes in water and departing campsites on Joe Lake.
	1300	Arrive at campsites on Tom Thompson Lake. Campsites established.
	1400	Canoe paddling skills lessons. Covering different tandem strokes.
	1700	Dinner prepared by student groups.
	2100	Students in tent for night.
29 May	0600	All students up and breakfast prepared by student groups.
	0800	Canoes in water and departing campsites on Tom Thompson Lake.
	1200	Arrive at campsites on Tepee Lake. Campsites established.
	1300	Lunch prepared by student groups.
	1400	Canoe paddling skills lessons. Covering solo paddling with half of group and land navigation and hiking with other half.
	1530	Switch paddling and navigation groups.
	1700	Dinner prepared by student groups.
	2100	Students in tent for night.
30 May	0500	All students up and breakfast prepared by student groups.
	0700	Canoes in water and departing campsites on Tepee Lake.
	0900	All groups stop to visit and take group photos at Tom Thompson's cairn on Canoe Lake.
	1000	Arrive at end point and outfitters. Return canoes and complete equipment check.
	1100	Board bus for Courtice.
	1200	Approximate time for lunch stop en route.
	1500	Approximate return time to Holy Trinity. Return equipment to portable for cleaning next day.
	1600	Estimated latest time for dismissal of all students and parent pick up.



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

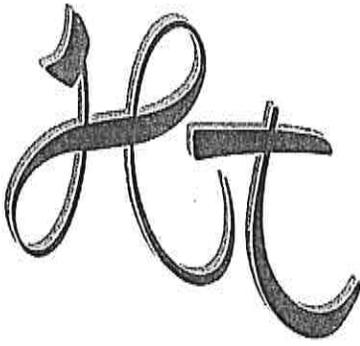
Trip: Algonquin Provincial Park backcountry canoe trip
 Date: 27 - 30 May 2024
 Supervisor in Charge: Derek Sheridan

Emergency Item	Action Plan
Emergency Contacts Include full names and phone numbers for the following individuals: Supervisor in Charge Additional Supervisors School Principal	Supervisor in Charge: Derek Sheridan 905-259-9102 Additional Supervisors: Miguel Preciado 905-431-7372 Gered Hohmann 289-685-5122 Erin Bibby 905-439-2656 Paul Mockford 905-925-5547 Al McLean 905-431-9470 Rob Chretien 905-314-5571 School Principal: Daniela Conforti 289-600-1305
Location of Activity Address of Facility	Algonquin Provincial Park Ontario 60 ON K0J 2M0
Student List Include full student names and birthdates	Henry Arteaga 4 April 2007 Emerson Bidgood 18 March 2007 Gavin Brown 9 July 2007 Jocelyn Campbell 6 June 2006 Nathan Coates 17 January 2007

	<p>Thomas Donnelly 4 September 2007 Blessing Ihirwe Shimwa 5 January 2007 Jaylyn Jackman 3 October 2007 Christine Macabales 2 November 2007 Kevin Maroun 7 April 2007 Maurice McKay 28 May 2005 Maxwell Nicholson 24 October 2007 Kody Rudd 1 November 2007 Owen Young 19 August 2007</p>
<p>Parent Contact List Include full parent names and phone numbers</p>	<p>John Arteaga 905-436-2777 Paul Bidgood 905-433-1551 Andrea Haney 289-685-7120 David Campbell 905-550-6759 Tim Coates 905-244-2514 Melissa Donnelly 905-404-1750 Angeliqe Furaha 437-990-1613 Jaime-Lee Jackman 905-447-0171 Mary Jean Macabales 289-991-1021 Julia Amine 289-892-6167 Joshua McKay 204-307-2883 James Nicholson 647-883-0387 Jaclyn Maxwell 416-856-6219 Derek Young 905-447-0252</p>
<p>Nearest Hospital Address of nearest Hospital</p>	<p>Huntsville District Memorial Hospital 100 Frank Miller Drive Huntsville, ON P1H 1H7</p>
<p>Border Crossing Plan Include an emergency plan if a student and/or staff member are turned away at the border by a border services officer. Who is picking them up? Does the</p>	<p>This trip does not have any border crossing.</p>

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

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



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

1 March 2024

Dear Parent/Guardian,

I am pleased to announce the Outdoor Education trips that are planned to be part of the outdoor education course that your son or daughter is enrolled in. The following trips or outside of class activities are currently planned to occur:

1. Swim test (TBD)
2. Hiking trip to Silent Lake Provincial Park (13 - 15 May 2024)
3. Canoe trip to Algonquin Park (27 - 30 May 2024)

The goals of these trips and activities are to:

1. Provide a challenging physical and mental opportunity in a safe, supervised environment within a wilderness setting to build confidence and team-building in students.
2. Expose students to a popular Canadian outdoor activity with the hope that they will take it up as a life-long venture.
3. Develop students' appreciation and care of the environment through teaching and demonstrating low-impact and environmentally friendly camping techniques.

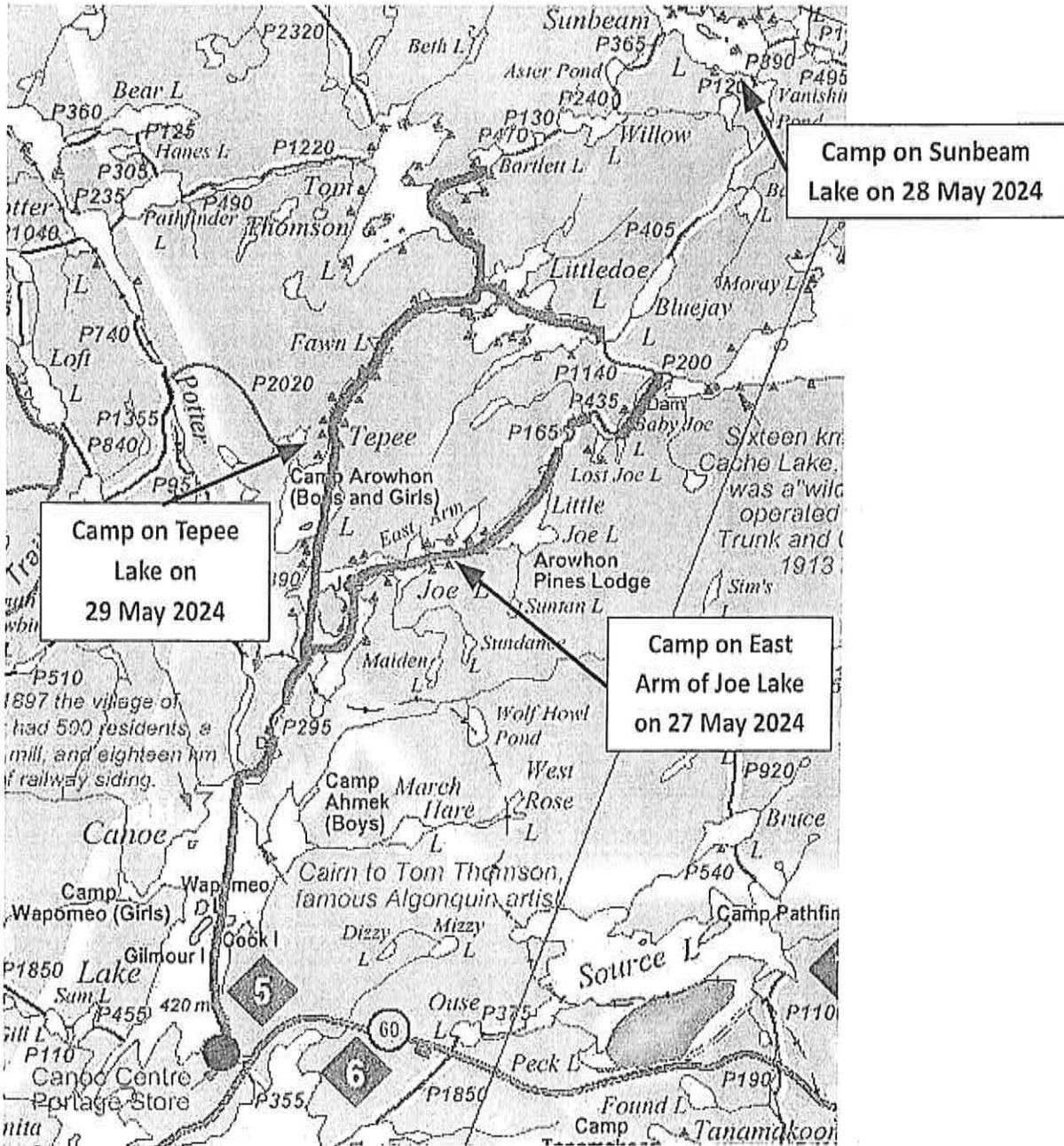
All workup training and preparation will be done in class beforehand, including a swim test, canoe skills, camping skills, food preparation, and safety. There is a list of equipment and items that each student will need to produce. These will be covered in class, and each student has a list. It will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

I am looking forward to providing this opportunity for our students. However, if you have any questions or concerns in the meantime, please feel free to contact me at the email below.

Derek Sheridan
Teacher
Holy Trinity C.S.S.
dsheridan@pvnccdsb.on.ca

Planned Canoe Route

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



Access Point 5 is on Highway 60 and is the main canoe access point to the park interior. Located at this point are:

- The park store for permits
- The outfitting store for supplies and canoe rental
- Telephones
- Parking lot where safety vehicle would be located

This route is considered a beginner route. There are a minimum of 5 portages, with the longest being 1.14 km. The portages along this route are high use, well marked, and well maintained by the park. The lakes for camping have multiple campsites, ensuring that a campsite will be secured each night.

For safety concerns, any person requiring extraction could be paddled out to the access point in less than 2 hours, and EMS would get to this point within one hour from Huntsville. These both meet the OPHEA guidelines.

Student Equipment Checklist

Name:

Equipment That Student Can Bring If They Already Own

- PFD with a whistle tied to outside
- Sleeping bag rated to at least 5°C in a compression or stuff sack
- Waterproof bag or compression sack for clothing (will be supplied if student does not have their own)
- Air mattress or sleeping pad

Equipment That Student Needs to Supply

- Packable pillow
- Shatterproof plate, bowl and cup
- Knife, fork and spoon
- Headlamp or flashlight with spare batteries
- At least one 1 L Nalgene bottle or a CamelBack
- Ablution kit

Clothing

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

Consumables

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

Outdoor Education

Student Information Sheet

Student Name:

Emergency Contact Name:

Emergency Contact Phone Number:

OHIP Number:

Food Allergies:

Current Medications:

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

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

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

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

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

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

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

Risk Analysis

This trip will follow all OPHEA Safety Guidelines for both Outdoor Education – Canoe Tripping and Outdoor Education – Camping. The tables below identify all guidelines and how it will be addressed for this trip.

OPHEA Safety Guidelines for Outdoor Education – Canoe Tripping

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

THERE WILL BE NO SWIMMING ON THIS TRIP.

Guideline	How it will be addressed
Equipment	
Determine that all equipment is safe for use prior to departing on the excursion.	Checking of equipment is completed as part of the course curriculum, and each group has and maintains the same equipment for the duration of the course. A final kit check will be done just prior to departure.
A fully stocked first aid kit must be readily accessible and waterproofed.	<p>First aid kits are carried at each level.</p> <ul style="list-style-type: none"> • Each tent group carries a small first aid kit for minor injury treatment. • Each group supervisor carries a larger first aid kit. • The trip guide carries a comprehensive first aid kit which includes equipment for splinting breaks or sprains.
A working communication device (e.g., satellite or cell phone, or satellite GPS messenger) suitable for the activities/locations must be available. This device must be maintained, waterproofed, protected and dedicated for emergency communications only.	An inReach communicating and GPS device is used. It will be in the possession of the trip guide at all times and stored in a waterproof bag in the trip guide's portage pack. All supervisors will be aware of where the device is stored and how to use it to reach EMS.
Comply with the Minimum Safety Equipment Requirements in <u>Transport Canada's Safe Boating Guide</u> .	<p>Each supervisor will have an FMS radio at all times to ensure communication between the groups and with the trip guide. These will be stored in waterproof bags and have extra batteries available.</p> <p>All canoes will have the required safety equipment. These are included with the canoe rental. Supervisors will check for this equipment prior to the start of canoeing each day.</p>

Correctly fitting and Transport Canada approved P.F.D./life-jackets. with whistle attached, must be worn and properly fastened at all times while on the water.	This will be supplied with canoe rental. Students that bring their own will have them inspected to ensure they meet the required guidelines.
Two paddles per canoe, with some spare paddles taken along in case of broken or lost paddles.	All participants will have the PFD properly fastened at all times in the canoe, and each group supervisor will check prior to the start of canoeing at the beginning of the day and after each portage.
Paddles and canoes must be checked for cracks, splinters and leaks.	The trip guide will ensure that each student has a whistle properly attached to the PFD prior to departing on trip.
Repair kit.	Canoe paddles are included for each participant as part of the canoe rental. The trip guide will also ensure that each group has an extra paddle in case of breakage.
Appropriate canoe tripping packs.	Canoes will be rented from outfitter and should be suitable. However, the trip guide will check all canoes and paddles prior to departure.
A means of hydration must be available, accessible, and appropriate for the activity, location and duration of the trip (direct access to potable water, filters, purifier, chemical).	The trip guide will have a repair kit available. Repair of canoes will be covered as part of the course, but any actual repairs will be completed under the direct supervision of the trip guide.
An adequate supply of nutritious food preserved and packed to suitable weight for carrying.	Waterproof portage packs (Seal Bags) have been purchased by the school that are suitable for canoe tripping. Each tent group has at least one portage pack for tent, sleeping gear and clothing.
For emergency purposes, trips must not rely solely on campfires. A camp stove must be available, accessible, and appropriate for the activity, location and duration of the trip.	Both pump and gravity style water filters, with replacement filters, are part of the course equipment. Proper use and maintenance is covered as part of the course curriculum. Each tent group has one style of water filter included in their tent group equipment.
Waterproof matches and/or matches in a waterproof container.	As part of the course, students learn, plan and prepare nutritious food that is either previously packaged, or dehydrated if necessary, to prevent spoilage. Each tent group has a 30 L food barrel and harness to store and carry all food items. No fuel bottles or stoves are permitted in the food barrels to prevent contamination by fuel.
	Each group has an MSR Firefly stove with two 900 mL fuel bottles. Proper use and maintenance is covered as part of the course curriculum. Each group supervisor carries an MSR Firefly repair kit in case of any damage or repair that may be required. Although repair and maintenance is covered as part of the course, any repairs will only be carried out under the direct supervision of the group supervisor.
	Each group and group supervisor carries waterproof matches in a waterproof container.

<p>Set of maps for canoe trip location including marked access and potential evacuation locations. A GPS unit may be used as an additional navigational tool, but must not be used in place of print maps. An identical map set should also be available to the principal/designate and local emergency contact (e.g., park official, area police station).</p>	<p>Each canoe will have a copy of the Algonquin Park canoe route map for the area to be used with the route clearly marked, and a magnetic compass.</p> <p>The trip guide will have a GPS unit in addition to a marked route map.</p> <p>A copy of the map will be left with the principal before departure from the school.</p> <p>A copy of the map will be left with in the park office at Canoe Lake before departure.</p>
<p>Clothing/Footwear</p>	
<p>Determine that all necessary clothing and footwear are included prior to departing on the excursion.</p>	<p>Proper clothing selection is covered as part of the course. A clothing kit check will be completed during the week prior to departure.</p>
<p>Students must be provided with a clothing and equipment list prior to the activity.</p>	<p>The clothing and equipment list is provided both to the student during the course, and to the parent or guardian during the informational meeting prior to the trip.</p>
<p>A process must be established to check student clothing and equipment prior to the trip.</p>	<p>Students will have their packed clothing and equipment checked the week prior to departure, and the clothing they are wearing the day of departure will be checked.</p> <p>Any student that does not have appropriate clothing or equipment will not participate until the deficiency is corrected.</p>
<p>Clothing (in layers where appropriate) and footwear (i.e. closed-toed shoes that provide traction when on land) appropriate for the activity, location and environmental conditions must be worn.</p> <p>Dry change of clothing kept in a watertight bag/container.</p>	<p>The layering principle and appropriate clothing is covered as part of the course curriculum. When clothing and footwear is checked prior to departure, it will be checked for appropriateness.</p> <p>Each student is given a dry bag for packing clothing to ensure it is dry, as well as the requirement that all clothing bags are packed in the portage bag for each group.</p>
<p>Rain gear.</p>	<p>Every person will have rain gear as part of his or her equipment and it will be accessible at all times.</p>
<p>No articles (jewellery, clothing, lanyards) shall be worn that could become tangled, caught or cause injury or restrict the student in the event of an emergency.</p>	<p>The trip guide and group supervisors will check prior to departure and periodically during the trip to ensure none of these articles are worn.</p>
<p>Facilities</p>	

<p>Check with local authorities for current information regarding route safety</p>	<p>The trip guide will contact Algonquin Park both the week prior to departure, and upon arrival, for any current information on safety concerns for the route to be used.</p>
<p>Canoe route and water conditions must be appropriate to age/skill level of students.</p>	<p>All water to be travelled on are lakes and low flowing streams. No rapids or fast running water will be used at any time.</p>
<p>Trip guide must be familiar with the route (e.g., length of route, terrain).</p>	<p>The same route has been used for five previous years, and the trip guide is very familiar with this route.</p>
<p>Appropriate environmental and sanitary practices (e.g., washroom routines) must be taught.</p>	<p>Students are taught proper sanitary procedures during the course, both for using the washroom and food preparation.</p> <p>Hand sanitizer is provided for each kitchen set for students to use prior to preparing food.</p> <p>Hand sanitizer will be provided for bag with toilet paper to use after using washroom facilities.</p>
<p>Special Rules/Instructions</p>	
<p>Determine and follow school/board emergency procedures, including accessibility to a vehicle, for transportation of a student to hospital.</p>	<p>The trip guide is in possession of a satellite phone to contact EMS, school principal, and student's parents or guardians in case of any emergency. If any student requires to be transported to hospital, the trip guide will oversee this process personally and the remainder of the group will not proceed until the trip guide is both finished with the transportation and has returned to the group.</p>
<p>Students must receive training or information on concussion prevention and awareness specific to the activity prior to participating. Students must not participate in the activity until this instruction has been received.</p>	<p>As part of the course, students will receive training on concussion prevention and awareness. Students will be required to pass a test on this material prior to participating.</p>
<p>Be aware of students whose medical condition (e.g., anaphylaxis, asthma, casts, previous concussion, and orthopaedic device) may affect participation (see Generic Section).</p>	<p>Parents will communicate all medical concerns to the trip supervisor during the parent meeting. This information will be in the possession of both the trip guide and group supervisor for the duration of the trip.</p>
<p>Risks involved with the activities must be communicated to parents/guardians with a signed response form from the parents/guardians, giving permission for student to participate.</p>	<p>There will be a parent informational session planned during the week of 2 - 5 April 2024 where parents will be made aware of:</p> <ul style="list-style-type: none"> o Itinerary o Route o Emergency contact information o Student expectations

<p>Where the activity takes students off school property, parents/guardians must be made aware of means of transportation used.</p> <p>A principal/designate in the school, and each teacher (and trip guide [where appropriate]) on the excursion must have: a map of route and an excursion itinerary including an emergency evacuation plan (e.g., supervisory chain of command, emergency evacuation plan, emergency access points, local emergency contact phone numbers).</p>	<p>Parents will need to sign a permission form prior to student participating in any activities.</p> <p>A school bus will be used for transportation, and will be covered in the parent information session.</p>
<p>The loading of a canoe with people and/or gear must not exceed the manufacturer's load capacity rating.</p> <p>Teacher and trip guide must both take into consideration:</p> <ul style="list-style-type: none"> o previous training and fitness level of all trip participants e length of time and intensity of physical activity 	<p>The trip guide and each group supervisor will have a marked map of the route, the excursion itinerary, and a copy of the emergency action plan.</p> <p>The trip guide will have copies of the students' emergency contact information.</p> <p>This will all be stored in a waterproof bag.</p> <p>The canoes that are rented have a load capacity that exceeds the course requirements.</p> <p>The fitness level of participants will be evaluated during the course prior to departure. Building the students' fitness level will also be part of the course.</p> <p>The amount of time each day for both canoeing and portaging is kept within the capabilities of the participants.</p>
<p>Environmental Considerations</p>	
<p>Trip guide must take into consideration environmental conditions (e.g., air and water temperatures, currents, tides and wave conditions, weather, wind, air quality, humidity, UV rating, insects).</p> <p>Trip guide must:</p> <ul style="list-style-type: none"> o be aware of and respond to changing weather and water conditions prior to and during the trip; e cancel, postpone or alter the excursion if conditions put students' safety at an elevated level of risk (e.g. wind, temperature, lightning storms, fog). <p>If inclement weather suddenly approaches, leave the water immediately.</p>	<p>The trip guide will take these weather and water conditions into consideration each day before starting. If there are any concerns, then the groups will not proceed until the trip guide feels that it is safe to do so.</p> <p>The trip guide will take these weather and water conditions into consideration each day before starting. If there are any concerns, then the groups will not proceed until the trip guide feels that it is safe to do so.</p> <p>The trip guide will ensure that the group will leave the water and find an appropriate halt area is inclement weather approaches. He will travel near the front of the group to ensure that this positive control is maintained.</p>

	The group will not proceed until the trip guide feels that it is safe to do so.
The trip leader in charge must postpone excursion if there is any indication of inclement weather or cold water conditions severe enough to put students' safety at risk.	The trip guide will check the weather report the week prior to determine forecast. If severe weather is forecasted that would put students' safety at risk, then the trip will be postponed to the following week. If necessary, the trip will be cancelled.
Daylight canoeing only except under emergency situations.	The itinerary is set that all canoeing will be done during daylight hours, with several hours extra in case of unforeseen circumstances. If canoeing at night is necessary for emergency purposes, the proper procedures for boating at night will be followed.
Canoeing Skills	
Skills for the safe manoeuvring of a canoe must be taught in proper progression.	The course curriculum teaches the required skills in a progressive manner. A trip to Silent Lake Provincial Park is planned that will cover basic canoeing to ensure that all students have a basic ability to safely move the canoe.
Activities must be based on skills taught.	The itinerary is based on the skills taught, and no deviation from these will occur unless for emergency purposes and only under the direction of the trip planner.
Students must be instructed on the appropriate loading of the canoe, and trimming of the canoe once loaded.	This is covered as part of the course curriculum, and all group supervisors will personally ensure that all canoes are loaded properly at all times.
As a prerequisite for open water canoeing the student must demonstrate basic competence to a trip leader in: <ul style="list-style-type: none"> o lifts, carries and portaging o launching a canoe o proper entry/exit from canoe o positioning of paddlers and gear o pivot 360 degrees in both directions o draw and pry strokes o sweep stroke o forward and reverse stroke o synchronized strokes o stopping o paddling forward in a straight line o sideslip o circles in both direction radius 10 meters 	All canoeing skills are taught and practiced prior to the trip. A one night trip to Camp Northern Lights is planned that will cover these basic canoeing skills to ensure that all students have a basic ability to safely use and move the canoe.

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

The components of the swim test must be completed in sequence and without any aids or stops.	
The test must be administered by a qualified instructor/guard (test is based on the Lifesaving Society's Swim to Survive™ Standard.	The NLS qualified lifeguards at the Courtyce Recreation Centre administer the test.
The swim test must be completed within the school year in which the activity is taking place.	The swim test will be scheduled for approximately 3 months before the trip.
In lieu of completing the swim test, students may provide proof of Bronze Medallion certification or higher.	Any students that meet this qualification will be identified, but will still be required to complete the swim test as a course requirement.
<i>Students who do not pass the above swim test or who do not have the aforementioned certification must not participate in canoe tripping.</i>	Any students not passing the test will be identified and will not participate in the trip. This requirement will also be made known at the parent meeting to identify any non-swimmers.
Trip guide and outside provider (if applicable) must be aware of the swim test results.	The trip guide will be present during the swim test to personally be aware of results.
Supervision	
For all overnight excursions, a trip guide and assistant trip guides are required, one of whom must be a teacher.	There will be six adult supervisors present. The trip guide has all of the required qualifications.
Where males and females participate on an excursion, both male and female supervisors are required.	Any female student group will be supervised by a female group supervisor.
If the group is divided into two or more excursions, each excursion must have a trip guide who has the required certifications.	At no point will be trip be divided into more than one excursion. All participants will travel as a group and will occupy campsites that are on the same lake and within a reasonable distance with each other.
1 supervisor per 8 students.	This ratio, or better, will be maintained at all times. Each group supervisor will have up to two tent groups which will have a maximum of four students each. This will maintain the required ratio.
<ul style="list-style-type: none"> o For every 1-8 students, personnel and qualifications required: one trip guide, one First Aid certification, and one lifeguard certification. These qualifications can be fulfilled by one or more supervisors. 	All of these qualifications are held by the trip guide.
Instructor Qualifications	
At least one trip leader must have one of the following current certifications: <ul style="list-style-type: none"> o ORCKA Canoe Tripping Level 3 Trip Leader o Paddle Canada Advanced Tripping Skills o Or equivalent 	The trip guide has ORCKA Canoe Tripping Level 3 Trip Leader (certificate attached).
At least one trip guide or instructor must have the following current water safety certification:	The trip guide has Whitewater Rescue Technician (certificate attached)..

<ul style="list-style-type: none"> • Bronze Cross • Wilderness Water Safety • Whitewater Rescue Technician • Swiftwater Rescue Technician 	
First Aid Certification	
<p>When on a multi-day trip travelling within 2 hours from the arrival of emergency medical assistance to arrive, at least one teacher, trip guide, instructor or supervisor must have one of the following certifications:</p> <ul style="list-style-type: none"> • St. John Ambulance's Emergency First Aid with CPR C + AED • St. John Ambulance Wilderness First Aid • Canadian Red Cross Emergency First Aid & CPR (Level C) • Canadian Red Cross Wilderness and Remote First Aid • Canadian Ski Patrol First Aid Certificate • Equivalent to any of the above. 	<p>The trip guide has Wilderness First Aid Certification (certificate attached).</p>
<p>When taking students to wilderness areas (which travel more than 2 hours from the arrival of emergency medical assistance), one teacher, trip guide, instructor or supervisor must have Wilderness First Aid.</p>	<p>The trip guide has Wilderness First Aid (certificate attached). <i>on file</i></p>
Supervision for Swim Test	
<p>There must be a minimum of two certified swimming instructors/lifeguards on deck or in the pool.</p> <p>Supervision ratio is 2 instructors per 50 students with both instructors/lifeguards certified as outlined below.</p>	<p>The Courtyce Recreation Centre has a policy of two NLS qualified lifeguards at all times. This will be maintained during the swim test.</p>
<p>All swimming instructors must hold one of the following current certifications:</p> <ul style="list-style-type: none"> • Canadian Red Cross Water Safety Instructor Award • Lifesaving Society Instructor Certificate plus an Assistant Lifeguard Certificate • Lifesaving Society Swim Instructor Certificate plus an Assistant Lifeguard Certificate • YMCA Instructor Certificate 	<p>The Courtyce Recreation Centre has a policy of two NLS qualified lifeguards at all times. This will be maintained during the swim test.</p>

<ul style="list-style-type: none"> o Ontario Teachers Aquatic Standard (OTAS) - for pool situations only o National Lifeguard Certificate (NL) 	
<p>One swimming instructor must also hold one of the following current certifications:</p> <ul style="list-style-type: none"> o National Lifeguard Certificate (NL) o Standard First Aid Certificate (e.g., Red Cross, Lifesaving Society, St. John Ambulance, Canadian Ski Patrol) 	<p>The Courtyce Recreation Centre has a policy of two NLS qualified lifeguards at all times. This will be maintained during the swim test.</p>

OPHEA Safety Guidelines for Outdoor Education – Camping

An extended overnight camping experience in an outdoor environment with students using tents and doing their own food preparation.

Guideline	How it will be addressed
	Equipment
Determine that all necessary equipment is included and is safe for use prior to departing on the excursion.	Checking of equipment is completed as part of the course curriculum, and each group has and maintains the same equipment for the duration of the course. A final kit check will be done just prior to departure.
A fully stocked first aid kit appropriate for the number of participants must be readily accessible and waterproofed. (See Appendix D).	COVERED IN ABOVE SECTION.
A working communication device (e.g., satellite or cell phone, or satellite GPS messenger) suitable for the activities/locations must be available. This device must be maintained, waterproofed, protected and dedicated for emergency communications only.	COVERED IN ABOVE SECTION.
Collect and check all necessary equipment before the excursion.	Students will have the same equipment for the duration of the course and be taught the proper maintenance and pre-trip checks.
If cooking on stoves, use propane/liquid gas type stoves, in quantity sufficient to feed all students in a timely manner, plus one extra in case of malfunctioning stove.	Each tent group of 3-4 students has an MSR Dragonfly stove that uses white fuel and will carry two full fuel bottles.
Shovel/trowel.	Each group of 4 students has a small, packable shovel.
Flashlight.	Every student must have his or her own working flashlight with spare batteries.
An adequate supply of nutritious food preserved and packed to suitable weight for carrying.	COVERED IN ABOVE SECTION.
An adequate supply of safe water for one day.	Each student is required to have a water bottle with a minimum capacity of 1 L at all times.
The group must have a water purification method.	COVERED IN ABOVE SECTION.
Students must be made aware of water sources prior to embarking on trip.	Proper collection and filtering of water from the lake will be covered as part of the course curriculum.
Waterproof matches and/or matches in a waterproof container.	Each group carries waterproof matches in a waterproof container.
	Clothing/Footwear
Determine that all necessary clothing and footwear are included prior to departing on the excursion.	COVERED IN ABOVE SECTION.

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

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

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

o Equivalent to any of the above.

Concussion – Tool to Identify a Suspected Concussion ¹

Identification of a Suspected Concussion:

Following a blow to the head, face, or neck, or a blow to the body that transmits a force to the head, a concussion must be suspected in the presence of one or more of the signs or symptoms outlined in the chart below and/or the failure of the Quick Memory Function Assessment.

1. Check appropriate box

An incident occurred involving _____ on _____
(Student's Name) (Date)

He/she was observed for signs and symptoms of a concussion.

- No signs or symptoms described below were noted at the time.
(Note: Continued monitoring of the student is important as signs and symptoms of a concussion may appear hours or days later (refer to #4 below)).
- The following signs were observed or symptoms reported

Signs and Symptoms of Suspected Concussion (Check appropriate box)

Possible Signs Observed <i>A sign is something that is observed by another person (e.g. parent/guardian, teacher, coach, supervisor, peer)</i>	Possible Symptoms Reported <i>A symptom is something the student will feel/report.</i>	RED FLAGS <i>Call 911 if you observe any of the following</i>
<ul style="list-style-type: none"> <input type="checkbox"/> Balance, gait difficulties, motor in coordination, stumbling, slow laboured movements <input type="checkbox"/> Blank or vacant look <input type="checkbox"/> Disorientation or confusion, or an inability to respond appropriately to questions <input type="checkbox"/> Facial injury after head trauma <input type="checkbox"/> Lying motionless on the playing surface (no loss of consciousness) <input type="checkbox"/> Slow to get up after a direct or indirect hit to the head 	<ul style="list-style-type: none"> <input type="checkbox"/> Balance problems <input type="checkbox"/> Blurred vision <input type="checkbox"/> Difficulty concentrating <input type="checkbox"/> Difficulty remembering <input type="checkbox"/> Dizziness <input type="checkbox"/> "Don't feel right" <input type="checkbox"/> Drowsiness <input type="checkbox"/> Fatigue or low energy <input type="checkbox"/> Feeling like "in a fog" <input type="checkbox"/> Feeling slowed down <input type="checkbox"/> Headache <input type="checkbox"/> More emotional <input type="checkbox"/> More irritable <input type="checkbox"/> Nausea <input type="checkbox"/> Nervous or anxious <input type="checkbox"/> "Pressure in head" <input type="checkbox"/> Sadness <input type="checkbox"/> Sensitivity to light <input type="checkbox"/> Sensitivity to noise 	<ul style="list-style-type: none"> <input type="checkbox"/> Deteriorating conscious state <input type="checkbox"/> Double vision <input type="checkbox"/> Increasingly restless, agitated or combative <input type="checkbox"/> Loss of consciousness <input type="checkbox"/> Neck pain or tenderness <input type="checkbox"/> Seizure or convulsion <input type="checkbox"/> Severe or increasing headache <input type="checkbox"/> Vomiting <input type="checkbox"/> Weakness or tingling/burning in arms or legs

IF ANY OBSERVED SIGNS OR SYMPTOMS WORSEN, CALL 911.

2. Perform Quick Memory Function Assessment

Ask the student the following questions, recording the answers below. Failure to answer any one of these questions correctly may indicate a concussion:

- a) What room are we in? _____
- b) What activity/sport/game are we playing now? _____
- c) What field are we playing on today? _____
- d) What part of the day is it? _____
- e) What is the name of your teacher/coach? _____
- f) What school do you go to? _____

3. Action to be taken

If there are any signs observed or symptoms reported, or if the student fails to answer any of the above questions correctly:

- a concussion should be suspected;
- the student must be immediately removed from play and must not be allowed to return to play that day even if the student states that he/she is feeling better; and
- the student must not leave the premises without parent/guardian (or emergency contact) supervision.

In all cases of a suspected concussion, the student must be examined by a medical doctor or nurse practitioner for diagnosis and must follow the concussion protocol described in Administrative Procedures AP-324.

4. Continued Monitoring by Parent/Guardian

- Students should be monitored for 24–48 hours following the incident as signs and symptoms can appear immediately after the injury or may take hours or days to emerge.
- If any signs or symptoms emerge, the student needs to be examined by a medical doctor or nurse practitioner as soon as possible that day.

5. Respondent Name: _____
(Please print)

Respondent Signature: _____

Date: _____

Principal Signature: _____

Date: _____

¹Adapted from McCroy et. al, *Consensus Statement on Concussion in Sport. Br J Sports Med* 47 (5), 2013

Information Collection Authorization: The personal information contained on this form has been collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act, and Policy and Program Memorandum 158, titled School Board Policies on Concussion. The information is collected for the sole purpose of helping to identify a suspected concussion.

Questions regarding the information contained on this form should be directed to the Principal.

USER: MEDICAL STAFF, PRINCIPAL, TEACHERS

ORIGINAL: PARENT/GUARDIAN/STUDENT, IF OVER THE AGE OF 18 COPY: OSR

6

SECTION B: HOLY TRINITY CODE OF CONDUCT

Rights and Responsibilities of Students at Holy Trinity

Holy Trinity Secondary School is a Catholic Learning Community. In keeping with the board code of conduct within the community of our school, every member shares certain rights and responsibilities.

<p><u>Rights of Students:</u></p> <ul style="list-style-type: none"> To be treated with dignity and respect. To have an education in a Catholic school where the values of Christ are present in the life and curriculum of the school. To have the opportunity to learn in an educationally sound environment. To select a school program that reflects their academic needs and interests. To have access to feedback about progress in their studies. To have freedom from physical and verbal harassment. 	<p><u>Responsibilities of Students:</u></p> <ul style="list-style-type: none"> To identify themselves upon request. To take an active part in all classes. To work to the best of their abilities. To promote and develop self-discipline by following the Code of Conduct. To attend classes regularly and on time. To respect the rights of all other members of the community. To comply with the requests of staff. To seek assistance from a member of the school staff, if necessary, to resolve conflict.
<p><u>Rights of Teachers:</u></p> <ul style="list-style-type: none"> To be treated with dignity and respect. To expect reasonable behaviour from students while involved in all school activities, whether on or off school property. To have freedom from physical and verbal harassment. To refer students who are disruptive in class, or who are habitually unprepared for class, or who are persistently uncooperative in their studies, for remedial action. 	<p><u>Responsibilities of Teachers:</u></p> <ul style="list-style-type: none"> To plan and conduct an effective educational program and to assist students in learning. To provide student evaluation and report progress at regular intervals. To ensure a positive learning environment by promoting adherence to the rules while recognizing the rights of individuals. To refer uncooperative students to the administration of the school. To be reasonably available to communicate with parents.
<p><u>Rights of Parents:</u></p> <ul style="list-style-type: none"> To be treated with dignity and respect. To expect that classes are conducted in an orderly manner. To expect that the students are provided with a worthwhile program and competent instruction at the appropriate level. To receive communication, information and reports from the school on a regular basis. To consult with staff and principals of the school. To expect that Christian values and Catholic practices are followed at the school. 	<p><u>Responsibilities of Parents:</u></p> <ul style="list-style-type: none"> To assist students in meeting the responsibilities expected of them. To participate in the mediation process when a student is disruptive, unprepared or uncooperative. To cooperate with the school to enhance the academic, social and spiritual growth of the student. To provide an environment conducive to the completion of homework and studying at home. To help teachers and school administration support their child.

Disobedience/Lack of Cooperation

Expected Behaviours:

- Cooperate with staff members
- Comply with requests from a teacher/supervisor
- Give your name when asked by any member of staff

Reasons for Expected Behaviours:

- Cooperation and respect is necessary for learning.
- Maintaining order within the school
- Maintaining a clean and safe environment
- Teachers are entitled to full cooperation during all school events

Consequences of Misbehaviours:

- Resolve problem with teacher
- If the problem persists, you will be referred to the office
- For outright defiance, detention or suspension will result

Drug/Alcohol Major Infractions

Expected Behaviour:

- Be free from alcohol and drugs

Reasons for Expected Behaviour:

- Drug and alcohol use detract from the dignity of the person
- Use is against the law
- Use damages your health

Consequences of Misbehaviour:

- If you are under the influence of illicit drugs or alcohol, your parents will be notified and you will be suspended from school.
- Possession of illicit drugs is a crime. If you are in possession of drugs or drug paraphernalia, your parents and the police will be contacted. You will be suspended from school. Charges may be laid.
- Students attending a dance, field trips, or other co-instructional activity under the influence or in possession of alcohol or illicit drugs may be restricted from future participation in similar activities.
- You may be referred to professional counselling.
- Any student found guilty of trafficking in drugs or alcohol will be recommended to the Board for expulsion.

Explosives/Harmful Devices

Expected Behaviour:

- Students may not be in possession of caps, firecrackers, and any other product/substance that may cause harm to an individual.

Reasons for Expected Behaviour:

- These items may injure you or another student.
- The school is responsible for maintaining a safe environment for the whole community.

Consequences for Misbehaviour:

- Suspension.
- Your parents will be contacted.

Fighting

Expected Behaviours:

- Violence in all its forms will not be tolerated. These include (but are not limited to) possession of weapons, threats of serious physical injury, physical assaults, sexual assault, extortion, any hate motivated violence (involving homophobia or racism).
- Students should not strike out in retaliation.

Reasons for Expected Behaviours:

- Violence destroys the learning environment.
- Violence disrupts other students' right to a safe environment.

- Violence is not acceptable behaviour in ANY community.

Consequences of Misbehaviours:

- Students behaving in a violent manner will be interviewed by administration as soon as possible and appropriate disciplinary action will be taken.
- All combatants in a fight will be disciplined.
- Any students arranging and/or inciting a fight will face discipline.
- May lead to a suspension and/or a recommendation to the Board for expulsion.
- Police may be called. Students may be charged with assault under the law.

Gambling and Extortion

Expected Behaviour:

- Students are not to engage in gambling or extortion.

Reasons for Expected Behaviour:

- Both of these activities are illegal.
- Extortion interferes with the rights of students to a safe learning environment.

Consequences of Misbehaviour:

- Parent notification
- Possible suspension
- Possible police notification, resulting in charges

Harassment and Bullying

Expected Behaviours:

- Harassment and intimidation of others will not be tolerated.
- Harassment can be verbal, sexual, physical, psychological, bullying and discrimination on the basis of race, culture, religion, gender, language, ability or sexual orientation. This includes the use of cell phones, instant message, email and websites.
- Students are expected to interact with staff and peers in a sensitive and positive manner.
- Victims have the right to make a formal or informal complaint to the school administration and receive support.
- You are expected to be courteous in your use of language and to avoid profanity.

Reasons for Expected Behaviours:

- Every individual has a right to be treated with dignity and respect.
- Every individual has the right to be free from intimidation and harassment.
- Any form of harassment is unacceptable in our community. It causes hurt, humiliation, anger, and loss of self-esteem.

Consequences for Misbehaviours:

- Incidents and allegations will be reported to the Principal and Vice-Principal.
- Following an investigation, parental contact will be made.
- Counseling may be recommended.
- Possible suspension
- Possible police involvement
- Possible recommendation to the Board for expulsion (in cases of repeat offences).
- Swearing at a staff member will result in an automatic suspension.

Homework

Expected Behaviours:

- You are expected to complete all homework by its assigned date. Students benefit from home study.
- If you have completed your daily assignments, you should review, practise, improve your notes, memorize, or complete further reading.

Reasons for Expected Behaviours:

- Homework is an essential part of the learning process at school.

- Concepts at school must be reinforced through study. Homework is your 'practice time'.
- Inform your teacher of homework problems before class.

Consequences of Misbehaviours:

- Incomplete homework may result in detentions, alternate assignments, or home contact by your teacher.
- Persistent neglect of homework may seriously jeopardize your grade, and even your credit standing.

Internet Acceptable Use Policy

Expected Behaviours:

- These are outlined in Section A of this book under the title "*Internet Access and Computer Use*". These apply to all computers in the school.
- Students are expected to change their password and keep it secure.

Reasons for Expected Behaviours:

- Using computers and the Internet for inappropriate reasons undermines the moral tone of the school.
- Non-educational computer-use conflicts with the needs of students who require access in the completion of their assignments.

Consequences for Misbehaviours:

- Possible removal of computer use privileges.
- Offenders may also be required to withdraw from Computer/Technology courses.
- If laws are broken through the use of the computer/Internet at school, the appropriate authorities will be notified.
- In the case of damaged equipment, you will be responsible for repair costs. Unreported damage that results in repair cost may be borne equally among the students assigned to that workstation.

Late Assignments

Expected Behaviours:

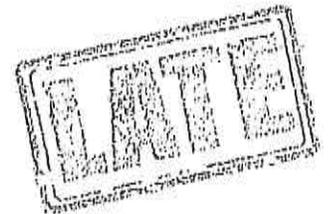
- Students are to submit assignments on the date designated by the teacher.
- Students are to notify teachers BEFORE the due date when extra time is needed. They will then negotiate a new due date with their teacher.

Reasons for Expected Behaviours:

- Development of self-discipline and responsibility for one's own learning.
- Providing an opportunity for negotiation when a student needs more time reflects discretion and rewards students who self-advocate.

Consequences for Misbehaviours:

- Work that is not submitted may be assigned a mark of zero and will be held to the end of the term for consideration for credit rescue/recovery.



Missed Tests

Expected Behaviours:

- Students are given notice when tests will be scheduled.
- Students are expected to be present to write on the test date.
- Students who are absent for a test may be asked to provide a note from a parent or from a doctor.
- Students who know they will miss the test ahead of time must negotiate a time to write with the teacher before their absence.

Reasons for Expected Behaviours:

- To preserve the integrity of tests
- To ensure equity for all students
- To prevent academic dishonesty

Consequences for Misbehaviours:

- Students who are truant on a test date will receive a mark of zero.
- Students who miss a test may be required to write the test or complete an alternate test or assignment on a date designated by the teacher.
- Students who have a note will write a test on a date designated by the teacher.

- A student who demonstrates a pattern of missing tests will be referred to school administration.

Personal Accessory Items

Expected Behaviours:

- Wearing items which embrace drugs or alcohol, or offensive symbols will not be tolerated.
- Chains are not allowed at any time.
- "Group" identifying accessories are not permitted at any time.
- The use of and possession of laser pointers is prohibited.
- Cell phones and other personal technology devices are to be turned off and stowed away if in the classroom.

Reasons for Expected Behaviours:

- The school uniform provides a comfortable common identity for students. Group identifying accessories undermine this shared identity.
- Chains and offensive items are degrading to the person.
- Laser pointers can cause eye damage. They pose a health and safety hazard.
- Phones distract the student from learning in the classroom. They interfere with your learning and that of the other students.
- Unauthorized photos/videos are an invasion of privacy.

Consequences for Misbehaviours:

- Offenders will be referred to the office and detentions or suspensions may result.
- All chains will be confiscated and returned to parents/guardians. Continued wear will result in office intervention.
- Laser pointers will be confiscated. Students who bring or use laser pointers will face disciplinary actions which may include suspension.
- Teachers may confiscate cell phones being used in the classroom or make a referral to a vice-principal.
- Students who post unauthorized photos/videos on the Internet will face disciplinary action.

Plagiarism (Academic Dishonesty)

**Plagiarism is the act of presenting the ideas, words or other intellectual property of another as one's own work. This applies to words or ideas taken without proper acknowledgement from any published source, including newspapers, books, journals, magazines, Internet sites.*

Expected Behaviours:

- Students are expected to demonstrate academic honesty by relying on their own efforts and by doing their own work to the best of their ability.
- In written assignments, your own words and thoughts are to be used. If you quote or paraphrase, you must acknowledge this by means of parenthetical citation, footnotes, and/or bibliography.
- Students may not submit work that is not their own, including copying word for word from any outside source, using sections, paragraphs, or even a few words or phrases. Students must not copy and paste from the Internet, steal the work of another student, pay for the creation of work from a commercial service or an acquaintance, use an essay that was already submitted to another course, use language translation program, or cheat on tests and quizzes.
- Students must not help others cheat by giving work to a student for copying.
- Teachers may use Turnitin.com or Google Originality Check for the submission of written assignments as it validates academic integrity.

Reasons for Expected Behaviours:

- Testing is done to evaluate your knowledge and performance. Cheating is not tolerated at school or at work.
- When you plagiarize, you are stealing someone's words and ideas. You are not showing your teacher what you know and think.
- Our community values high standards and academic integrity.

- Helping someone else by cheating is dishonest and goes against the moral tone of the school. You also lose ownership of the hard work you have done.
- By committing an act of cheating or plagiarism, you make it impossible for your teacher to fairly evaluate you. It is impossible to tell how much you know and understand.
- By committing an act of cheating or plagiarism, you damage the relationship between you and your teacher which is based on trust.
- Because all Grade 9 students attend a learning commons workshop in avoiding plagiarism and correctly citing sources, it is expected they will apply these skills in class.

Consequences of Misbehaviours:

For the Junior Grades (9 and 10)

- Those caught cheating on a test or an exam will be given "zero" for that test. There will be no makeup and the incident will be reported to the office for other possible consequences.
- The first time a student submits plagiarized work; the student will be given the benefit of the doubt, and will be presumed ignorant of proper sourcing techniques. The student will be expected to resubmit the assignment without the use of aids. A record of this offence will be kept.
- The second time a student submits plagiarized work *over his/her time at Holy Trinity*, the student will be given a mark of "zero" on that assignment.
- Borrowers and lenders of student work are equally responsible for plagiarism.
- In all situations, parents will be contacted by the classroom teacher.

For the Senior Grades (11 and 12)

- At this point, it will be presumed that any use of outside sources without proper acknowledgement is done with the intent to deceive. It will be presumed that students who allow their work to be plagiarized do so with the intent to deceive, and will receive the same penalties as the student who copied their work.
- Essays, assignments or tests that show ANY evidence of engaging in plagiarism, academic dishonesty, or cheating in any form will receive a grade of zero. Subsequent infractions will result in a zero on the assignment and may result in suspension from school.
- Although plagiarism in and of itself will not result in the loss of credit, the "zero" may bring the grade below 50% when factored into the mark, and therefore result in the student failing the course.
- Parents will be contacted by the classroom teacher.
- Any student with a record of plagiarism may be ineligible for graduation awards and letters of recommendation from the school.

Public Display of Affection

Expected Behaviour:

- Public displays of affection, such as intimate embracing, are considered inappropriate behaviour on school property and during school sponsored activities.

Reasons for Expected Behaviour:

- Students are expected to act in an appropriate manner that reflects behaviour consistent with Christian values.
- Public displays may be offensive and embarrassing to others.

Consequences for Misbehaviour:

- Students will be reminded that this sort of behaviour is inappropriate and unacceptable through verbal or written reprimand.
- Detentions may be assigned.
- Serious incidents may result in suspension.

Punctuality

Expected Behaviour:

- You are expected to be on time for homeroom and for each subject class.

Reasons for Expected Behaviour:

- Punctuality shows consideration and honour for other people's feelings. If you are late for class, you inconvenience your teacher and your classmates.

Consequences for Misbehaviour:

- Initially, this will be dealt with by the classroom teacher, who will contact parents.
- Chronic lateness is considered a deliberate choice and will result in referral to the vice-principal.
- Action may include detentions or suspension.

Respect for Property/Vandalism

Expected Behaviours:

- You are expected to treat the school grounds, property, building, and everything in the school with respect.
- You are expected to eat in the cafeteria and dispose of garbage/recycling appropriately.
- You should report damage or graffiti to a teacher or administrator immediately.
- You are expected to respect all fire alarm systems and safety regulations.
- Books and equipment are the property of the school and must be returned in good condition.

Reasons for Expected Behaviours:

- Lack of respect for the facilities will lead to an unsafe and unpleasant school environment.
- Textbooks are expensive and must last a number of years.
- Alarms exist for the protection of the entire school community. If they are disabled or damaged, this is a safety hazard.
- The custodians are to be respected, and students should not add to their already busy workload through carelessness.

Consequences for Misbehaviours:

- The student who litters or deliberately makes a mess is choosing community service as a consequence.
- Students who break or lose school equipment or texts will compensate the school financially.
- Theft or vandalism will result in the following: parental contact, police involvement, restitution, and progressive discipline.
- A student caught damaging a fire extinguisher, setting a fire, or pulling a fire alarm can face prosecution in the courts and suspension from school.

School Dances/Functions

Expected Behaviours:

- You are expected to behave in a mature manner by being courteous and considerate to fellow students and to supervisors.
- Your behaviour must reflect the entire code of student behaviour.
- You will not be permitted to leave the building during the dance and return at a later time.
- You are expected to attend school functions free from the influence of alcohol or other illicit drugs.
- Students may sign in a guest by arranging this in advance. Guests must prove they are a student in good standing by presenting a valid student card at the door.
- If a student is absent from school on the day of the function without a valid reason, they will not be admitted.
- All peripheral items (bags, jackets) must be checked. These items may be searched at the request of the supervising staff.
- Lockers will not be accessible.
- No smoking or vaping is permitted on or within 20 metres of school property.

Reasons for Expected Behaviours:

- A dance is a social function for all to enjoy. At least one pay duty officer of the Durham Regional Police will be present to supervise the dance and ensure the safety of students.
- For reasons of safety, students and their guests must be identified at the door.

Consequences for Misbehaviours:

- If there is inappropriate behaviour by you or your guest, you may be asked to leave the dance, and may be banned from attending other school functions.
- Other consequences may be applied by the Vice-Principal.

- If you are under suspicion for the use of alcohol or other drugs, you will be referred to the police and will be subject to suspension from school, and possibly, criminal charges.

Student Activity Fee

At the beginning of each school year, the school collects a \$50.00 student activity fee. A portion of this fee goes directly to Student Cabinet to support their yearly activities (spirit weeks, seasonal events, dances, Titanpalooza, etc...) This fee also covers the full cost of the yearbook, the student identification card, locker/lock use, and a variety of other school activities such as guest speakers, student spirit events, and school clubs. Note: In order to participate in extracurricular activities, a student must be in good standing, including having a valid student ID card.

Skateboards/Roller Blades

Expected Behaviours:

- Students may not use skateboards or roller blades in the school or on school property during the school day.
- They must be left in lockers or in the main office for the entire school day.

Reasons for Expected Behaviours:

- Safety issues are a concern. Staff cannot accept liability and responsibility in the case of an accident.
- Cars in the parking lot may be damaged.

Consequences for Misbehaviours:

- Equipment may be confiscated.
- You may be referred to the office for disciplinary action.
- Parental contact.

Smoking/Tobacco Use and Vaping - on school board property

Expected Behaviours:

- Smoking/vaping and tobacco use in any form (i.e. chewing tobacco, e-cigarettes, vapes, juul) are not permitted on Board property or at Board-sponsored events. This applies to all members of the community, including staff, parents, students and guests, 24 hours/day, 365 days of the year.
- Students may not provide tobacco to anyone under the age of 19.
- No student should visibly be in possession of tobacco products or lighters within 20 meters of school property.

Reasons for Expected Behaviours:

- It is a violation under the Smoke-Free Ontario Act to smoke, vape or use tobacco products on school property.
- Providing tobacco to anyone under the age of 19 is against the law.
- Holding lighted tobacco on school property is against the law.
- The Smoke-Free Ontario Act prohibits smoking in enclosed workplaces and enclosed public places in Ontario in order to protect workers and the public from the hazards of second-hand smoke.

Consequences for Misbehaviours:

- Any staff member may confiscate tobacco products on school property.
- The Tobacco Enforcement Officer of the Durham Regional Health Department will be informed when students are observed on the property of the school board to be: smoking, holding lighted tobacco, selling or supplying tobacco to a person who is less than 19 years old.
- Students are also subject to progressive discipline through the vice-principal's office.

Smoking/Tobacco Use and Vaping - off school board property

Expected Behaviours:

- Under the Smoke Free Ontario Act (2017) Smoking and Vaping may only take place 20 metres off property. Students must refrain from smoking and chewing tobacco during class time and between classes.

Reasons for Expected Behaviours:

- Tobacco causes death and serious health impairments.

- The school actively discourages the use of tobacco.
- Consequences for Misbehaviours:
- Students found using tobacco products outside the designated time and /or area will be subject to progressive discipline through the vice-principals' office.
 - The Tobacco Enforcement Officer of the Durham Regional Health Department will be informed when students are observed within 20 metres of the school board property to be: smoking, holding lighted tobacco, selling or supplying tobacco to a person who is less than 19 years old.

For information about quitting smoking:

- Contact Durham Region Health Department at 905-668-7711 or 1-800-841-2729 or visit www.durham.ca
- Contact Smokers' Helpline at 1-877-513-5333 or visit www.SmokersHelpline.ca
- Speak with your family doctor or health professional
- Visit www.HealthyOntario.com

Sound Producing Equipment

Expected Behaviours:

- Personal music devices (i.e. cell phones, MP3 Players, iPods, etc.) with earphones may be played in the cafeteria. It is at the teacher's discretion whether they may be used during work periods during class time. This is NOT to become an area of dispute. If the supervising teacher does not want students to use these devices during all, or any part of the class, then they are not to be used, and are to be removed and put away.
- The volume must be low enough that it does not interfere with any other student's learning.

Reasons for Expected Behaviours:

- It is the teacher's responsibility to cultivate an environment for learning in their classroom.
- This equipment detracts from a student's ability to concentrate on his/her learning.

Consequences for Misbehaviours:

- Violators may have their equipment confiscated and may be referred to the office.
- Parents may be contacted, and the equipment may be returned to the parent.

Transportation/Buses

Expected Behaviour:

- When traveling on buses for any school related reason, students are expected to cooperate with the bus driver and follow behaviour code.
- Only students who are assigned to a bus by STSCO may ride the bus.

Reasons for Expected Behaviour:

- This service is a privilege, not a right.
- For the safety of everyone, responsible behaviour is required at all times when riding the bus.
- Respect for the bus driver must be shown.

Consequences for Misbehaviour:

- Office Intervention, contact with parents.
- Continuous misbehaviour may result in busing privileges being suspended or removed.

Truancy

Expected Behaviour:

- Students are required to attend classes unless they have a legitimate reason to be absent.

Reasons for Expected Behaviour:

- Truancy is a serious concern as absence from class can negatively impact academic achievement.
- Skipping is disruptive to the learning environment.

Consequences for Misbehaviour:

- Detentions are assigned and parents are notified.

- Persistent truancy will be dealt with through progressive discipline.

Uniforms

Expected Behaviours:

- Students are expected to be in compliance with the uniform as outlined in this agenda.
- Students who report to school out of uniform will be supported by being offered a loan of the missing uniform item(s).
- Parents may be contacted to bring in the missing uniform piece(s).
- Students may be required to work in the office with assignments sent down from the classroom teachers.

Reasons for Expected Behaviours:

- STUDENTS WHO ENROLL AT HOLY TRINITY DO SO WITH A FULL AWARENESS OF THE UNIFORM REQUIREMENTS. THEREFORE, BY CHOOSING THIS SCHOOL, YOU IMPLICITLY AGREE TO ABIDE BY YOUR INITIAL COMMITMENT.
- Staff and parents regard the uniform as a means of creating a distinct school identity. By not respecting the dress code, you undermine that goal.
- The uniform is intended to support a safe school environment.
- Staff members are expected to enforce the uniform so each student is responsible to all staff members to be in uniform.

Consequences of Misbehaviours:

- Students who arrive out of uniform will not be admitted to class.
- Repeated infractions will be dealt with through progressive discipline, including reminders, parent contact, detentions, etc.
- Students who are dressed inappropriately for non-uniform days will be asked to go home and change.

Weapons

Expected Behaviour:

- Weapons of any kind (including pocket knives, replicas of weapons, lasers, chains) are not allowed on school property for any reason.

Reasons for Expected Behaviour:

- Refer to the "Safe Schools Act".
- The protection and safety of all members of our school community is our first concern.

Consequences for Misbehaviour:

- Weapons will be confiscated.
- Police may be contacted.
- Students may be suspended and recommended to the Board for expulsion.



CATEGORY 5 APPROVAL FORM

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

Teacher/Organizer: J Paul Jacula School: Holy Trinity CSS

Adult Supervisors Attending (Full names and phone numbers):

J Paul Jacula - 905-434-0057 Amanda King - 905-213-8194 Chad Lamont - 905-244-9210

Meghan Waybrant - 905-922-84 ~~84~~ ⁸⁰⁵⁵ TBD

Destination: London, Paris & Barcelona	Mode of Transportation: airplane, motorcoach, public transit
Grade/Course: 10-12	Date of Submission: 18 March 2024
Departure Date: 5 March 2025 (Wednesday)	Return Date: 14 March 2025 (Friday)
Number of Students: 33 boys: 9 girls: 24	Number of Adult Supervisors: 5 female: 3 male: 2
Name of Travel Agent: Jeff Homer (EF Tours)	Type of Excursion: <input type="checkbox"/> Curricular <input checked="" type="checkbox"/> Co-instructional
Total cost to be paid by each Student: \$ 5183 (\$4392 - Oct 2022)	

Summary of Proposed Activity:

Educational tour of London, Paris & Barcelona facilitated by professional international tour director.

Curricular Relevance: (provide the overall expectations addressed)

Please see attached curriculum connections.

Estimated Cost for Entire Group:		Anticipated Sources of Revenue:	
Accommodation	\$included in tour costs	School Accounts	\$
Travelcoach to/from YYZ	\$3300	School Fund-raising	\$
Cost of Supply Teachers	\$	Student/Parent share	\$157 300
Meals	\$included in tour costs	Other:	\$
Programs/Materials	\$included in tour costs	Other: Teacher contributions, if applicable	\$
Other tour costs	\$154 000		
Total	\$157 300	Total	\$157 300

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

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

- | | |
|---|---|
| <input checked="" type="checkbox"/> Itinerary (including Mass if on the weekend) | <input checked="" type="checkbox"/> Information and consent letter to parents |
| <input checked="" type="checkbox"/> Contract Information | <input checked="" type="checkbox"/> Liability waivers signed |
| <input checked="" type="checkbox"/> Additional Medical Coverage needs considered | <input checked="" type="checkbox"/> Supervision ratio in alignment with A.P. 305 |
| <input checked="" type="checkbox"/> History of Excursion – number of years: ¹⁰ _____ | <input checked="" type="checkbox"/> List of destination/emergency phone numbers provided |
| <input checked="" type="checkbox"/> Certification required by staff attending: EF Tours London/Chaperone training | <input checked="" type="checkbox"/> Passports (if required) |
| <input checked="" type="checkbox"/> Educational objectives stated | <input checked="" type="checkbox"/> Followed the directives of AP305 and Purchasing Handbook (including obtaining quotes from 3 travel providers) |

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

	10 April 2024 Date
	10 April 2024 Date
	10 April 2024 Date

2022 Parent/Guardian Meeting: wed, Jan 15 2025

(info session was wed 1 NOV 2025)

Mr J Paul Jacula
c/o Holy Trinity Catholic Secondary School
2260 Courtice Rd
Courtice ON L1E 2M8

April 10

~~18 March 2024~~

Ms Julie Selby
Superintendent of Schools
The Peter L Roach Catholic Education Centre
PVNC Catholic District School Board
1355 Lansdowne St W
Peterborough ON K9A 7M3

Dear Ms Selby:

The opportunity to travel to Europe on an organized tour is something that not many families can afford to do together; however, parents and guardians see the educational value for their children to participate in such excursions and have done so nearly every year Holy Trinity has been open. Since the end of pandemic restrictions, the demand for travel has surged and we experienced this first-hand when our 2024 March Break tour of Paris, Florence & Rome sold out within a week when it was introduced in fall 2022. An extensive waitlist resulted and the previous administration suggested the March Break 2025 tour begin being organized to help balance the interest in the 2024 tour with the fact that younger students will be more mature in time for the 2025 tour.

Please accept this letter as a formal request for approval of an international March Break tour of London, Paris & Barcelona in the 2024-2025 academic year. The proposed dates are Wednesday 5 March 2025 to Friday 14 March 2025. We have engaged EF Educational Tours (TICO #2395858) as the travel company to facilitate this tour. EF Tours is a reputable company that has organized successful tours for PVNC secondary schools for many years, including our most recent March Break tour.

As mentioned, some students were moved off the waitlist for the March Break 2024 tour and there are more students who wish to participate in this tour. Additionally, there are a number of teachers who have expressed interest in acting as chaperones for this tour, many of whom have led international student excursions, have extensive personal travel experience, and are potential group leaders for future such excursions. We will exceed the PVNC-mandated chaperone-to-student ratio of 1:10 and expect to approach a ratio closer to 1:6.

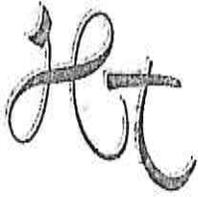
Please find these documents attached:

- Category 5 Approval Form
- itinerary plus a letter of understanding that Catholic mass will be scheduled during the tour
- booking conditions including mandatory insurance coverage
- curriculum connections and educational significance of the tour
- Informed Consent/Permission Form for Education Trips
- Medical Information and Freedom of Information Consent form
- Code of Behaviour
- Consent Letter for Children Travelling Abroad

Thank you for your consideration of this proposed trip. Please advise my principal, Ms Daniela Conforti, of any additional information required and regarding the next steps.

Sincerely,


J Paul Jacula OCR
Cooperative Education Teacher
Holy Trinity CSS



Holy Trinity Catholic Secondary School

March Break 2025 (proposed)

Curriculum Connections and Educational Significance

Catholic Graduate Expectations:

- A discerning believer who participates in the liturgical life of the Church by attending mass in a different country, appreciating the architectural, cultural, and linguistic contributions of this country.
- An effective communicator who listens, reads, and understands materials presented to them by professional local guides in London, Paris, and Barcelona.
- A reflective, creative, holistic thinker who will integrate learning from travel experiences into his/her daily life.
- A self-directed, responsible, lifelong learner who demonstrates flexibility and adaptability when presented with challenges while on the excursion and who takes initiative to demonstrate respect for self and the dignity and welfare of others, including fellow student-travellers and members of the public.
- A collaborative contributor who recognizes his/her contribution to the success of the group while enjoying the tour.
- A caring family member who values and honours his/her family and the contributions and sacrifices that have been made for him/her to be on this excursion.
- A responsible citizen who respects the diversity of language, culture, faith, and traditions of the people in the countries he/she visits while on this tour.

International Languages:

- Demonstrate knowledge of the culture of countries where the language is spoken in a variety of activities.

Visual Arts:

- Experience culturally-significant museums (for example, the Louvre in Paris) and examine important works of art like Leonardo da Vinci's *Mona Lisa*.
- Experience the artwork and artifacts located in Windsor Castle, England, and visit Sagrada Familia in Barcelona.

History:

- Demonstrate an understanding of the nature of empires by discussing the influences of past empires (that is, British, French, and Spanish).
- Evaluate significant changes in the international community from 1900 to the present.
- Assess various types of interactions that have occurred among diverse peoples and cultures, and the impact of these interactions since the sixteenth century.
- Explain how key Western beliefs, philosophies, and ideologies have shaped the West and the rest of the world since the sixteenth century.

- Assess the range and diversity of concepts of citizenship and human rights that have developed since the sixteenth century.
- Students will investigate a range of factors that contributed to the rise, success, and decline of various ancient and pre-modern societies throughout the world and will examine life in and the cultural and political legacy of these societies.
- Students will analyze key social, economic, and political structures and developments in societies/civilizations.

Civics:

- Students will analyze current political issues and assess methods and processes that can be used to influence relevant political systems to act for the common good.

International Politics:

- Students will analyze the role of ideology, diplomacy, and conflict, including conflict-related to decolonization, in the evolution of politics in and relations between various countries around the world in the past century.

Global Learning Model Pillars:

Growth Mindset

- Saying yes to an adventure outside of community, city, and country.
- Planning, preparing, and anticipating daily activities and travels independently.
- Speaking a new language or practicing a language in the real world with locals.

Personal Growth

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

Global Perspective

- Students will develop an awareness of how understanding other cultures leads to a greater understanding of their own culture and builds tolerance.
- Develop a better sense of twenty-first century global learning and how our world is interconnected in many ways.

Inspiration and Action

- Increased independence.
- Desire to travel and broaden global perspective.
- Champion change and awareness in local communities.

Other Educational Benefits include:

- Students will be able to make connections with places and people that they have only read about or seen in the media.
- Students will apply prior knowledge as well as gain further knowledge and insight into these places and the geography which identifies them.
- Students will gain further knowledge and insight into the historical importance of Britain, France, and Spain in past and current world affairs.
- Students will be exposed to various viewpoints of ethnic, cultural, religious, and societal differences between Britain, France, and Spain in relation to their own Canadian identity.
- Students will be exposed to a variety of languages and language structures and begin to use everyday greetings in their daily communication and transactions.

INFORMED CONSENT/PERMISSION FORM FOR EDUCATION TRIPS
Category 3, 4 or 5 - Students Under 18 Years (and Category 2 If engaging In High Care Activities)

The Holy Trinity Catholic Secondary School is arranging
 directed tour of London, Paris & Barcelona ^(name of school) (5-14 March 2025)
 (description of activity and dates)

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

ELEMENTS OF RISK:

Educational activity programs, such as international travel involve certain elements of risk. Injuries may occur while participating in these activities. The following list includes, but is not limited to, examples of the types of injury which may result from participating in tour of London, Paris & Barcelona;

1. slips, trips, and/or falls due to uneven and/or steep stairways and/or walkways; ^(describe activity)
2. bodily harm due to accident as a passenger on a motorcoach, airplane, train, or other; and/or
3. bodily harm due to civil unrest and/or terrorist activity,

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

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

If you choose to participate in March Break tour on 5-14 March 2025, 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 London-Paris-Barcelona tour
^(name of student) ^(description of activity)
 to be held on or about 5-14 March 2025. If my child is participating in an International excursion, I will keep apprised of
^(date)
 travel advisories in place at the time of the trip.

Signature of Parent/ Guardian: _____ Date: _____



RELEASE AND INDEMNIFICATION FORM FOR EDUCATION TRIPS
Category 4 or 5 - Students over 18 Years

The Peterborough Victoria Northumberland and Clarington Catholic District School Board will make available the opportunity of participating in directed tour of London, Paris & Barcelona (describe activity) to its students on or about 5-14 March 2025.

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

ELEMENT OF RISK

Educational activity programs, such as, directed tour of London, Paris & Barcelona (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 directed tour of London, Paris & Barcelona (describe activity) arranged through the Peterborough Victoria Northumberland and Clarington Catholic District School Board on or about 5-14 March 2025.

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: _____

Hi Paul! Here's an outline of the itinerary you selected. I'll keep you posted as details like flights and hotels are confirmed.

DIR-5-O 2024 04 23



Jeff Horner

GET IN TOUCH

Travel dates 2025

MAR 5	MAR 14	MAR 15
Requested departure	Requested return	Latest return

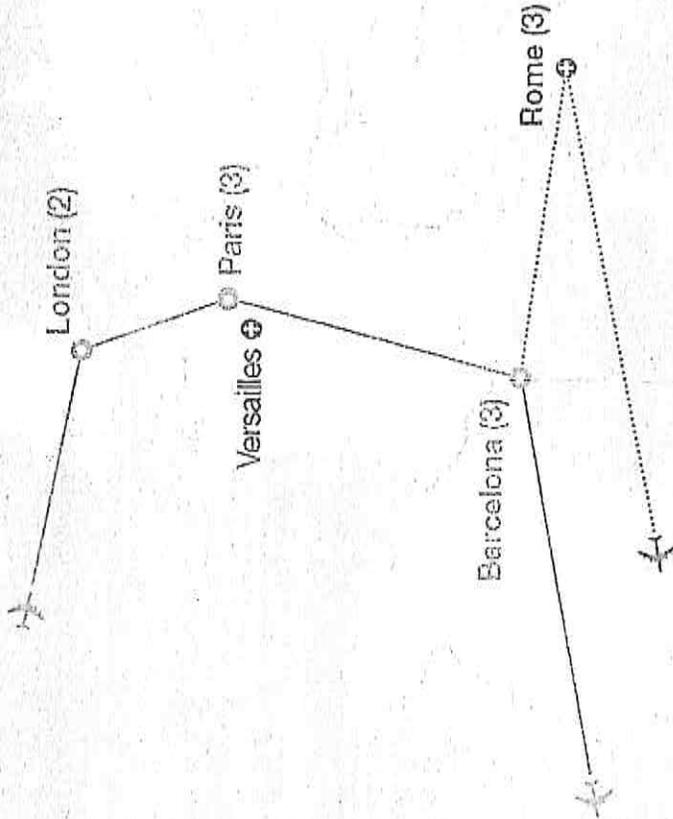
Departing from

Toronto (ON)

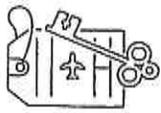
Requests

Departure Date Range: March 05, 2025 - March 06, 2025

Flights & Hotels



DAY 1 Fly overnight to England



We'll post details here as soon as they're available.

- Big Ben and Houses of Parliament
- Piccadilly Circus
- St. Paul's Cathedral
- Westminster Abbey
- Changing of the Guard at Buckingham Palace (if scheduled)



Windsor Castle

This is your invitation to the Royal Family's retreat, Windsor Castle! Join a local guide on your half-day excursion to Windsor, built by William the Conqueror in 1070. Priceless objects are found in the State Apartments, from paintings by Rubens to Henry VIII's sword and suit of armour. You will also see Queen Mary's Dolls' House and St. George's Chapel, the final resting place of many monarchs.

Visit the Tower of London

Travel by Eurostar train from London to Paris

Take a guided tour of Paris

With your expert local guide you will see:

- Place de la Concorde
- Champs-Élysées
- Arc de Triomphe
- Les Invalides

- Eiffel Tower

Enjoy time to explore on your own

Enjoy a Seine River Cruise

Visit the Louvre

Take a tour of the Latin Quarter

Catch a glimpse of Notre-Dame Cathedral

Travel by TGV train to Barcelona

Take a walking tour of Barcelona

Take a guided tour of Barcelona

With your expert local guide you will see:

- La Sagrada Família
- Gothic Quarter
- Montjuïc

Visit Park Güell

Enjoy time to explore on your own

Visit La Pedrera (Casa Mila)

Enjoy time to explore on your own



Educational Tours

To Whom It May Concern,

Holy Trinity Secondary's 2025 educational trip to London, Paris, and Barcelona with EF Tours will have time incorporated into its itinerary for students to attend a Roman Catholic Mass in English.

Kind Regards,
EF Educational Tours



France

Avignon, French Riviera, Normandy, Paris, Vimy

Sample hotels for your tour

Here are some examples of the types of hotels travellers will stay at on tour. We inspect every hotel we use personally to ensure that it's safe, clean, and comfortable. Every room includes a private bathroom, but it may not have air conditioning or television. Also, please keep in mind that many hotels do not have elevators.

Avignon

Adagio Access Avignon

6 Av. de la Gare, 84000 Avignon, France

<https://www.adagio-city.com/gb/hotel-8417-aparthotel-adagio-access-avignon/index.shtml>

Situated 10 minutes from the city centre, the Adagio Access Avignon offers apartment style rooms with fully equipped kitchens. The hotel also includes a modern breakfast room and self-service laundry facilities.

Hotel Palais des Papes

3 Place du Palais, 84000 Avignon, France

<http://www.hotel-avignon.com/>

This centrally located hotel can be found in a former consulate facing the famous Papal Palace in central Avignon.

French Riviera

Hotel du Baou

246 Allée Hector Pintus, 06610 La Gaude, France

<http://www.hoteldubaou.com/en/>

This hotel is located between Nice and Cannes and overlooks the Var Valley while only 45 minutes from Monaco. Each room offers air conditioning, a private balcony, free Wi-Fi and a flat-screen TV.

B&B Hotel La Bocca Beach

12-14 Avenue des Arlucs, 06150 Cannes, France

<https://www.hotel-bb.com/fr/hotel/cannes-la-bocca-place>

With its stunning views of La Bocca Beach and close proximity to central Cannes, the B&B Hotel offers guests the best of nature and bustling city life. Just a short walk away is Boulevard de la Croisette, the famous palm-tree lined road boasting

many shops, restaurants, and beach views. Each of the hotel's modern rooms are designed for comfort and boasts free Wi-Fi and a flat screen TV.

Normandy

Gold Hotel

1 Rue Devonshire Régiment, 14960 Asnelles, France

<https://www.gold-beach-hotel.com/>

Close to Arromanches and situated between Sword and Utah beaches, this 46 room hotel is ideally located to explore this historically significant region. Gold Hotel provides free Wi-Fi throughout in rooms as well as the lounge and is also just a five minute walk from Asnelles Beach.

The Originals Hotel Beuzeville

Avenue du 46 Royal Marine Commando, 27210 Beuzeville, France

<https://www.theoriginalshotels.com/hotels/honfleur-sud-spa>

This elegant hotel and spa is conveniently located less than 30-minutes drive from Rouen, Caen and Le Havre which is sure to impress guests. The amenities and comfortable environment will be a highlight for guests during their stay in the Normandy Region.

Paris

Ibis Porte d'Orleans

33 Rue Barbès, 92120 Montrouge, France

<https://all.accor.com/hotel/0635/index.de.shtml>

The Ibis Porte d'Orleans is conveniently located in central Montrouge, where many restaurants and shops are waiting to be explored. The hotel's 402 rooms all have lovely street views. Paris is just 4.5 kilometers away- making a trip to the City of Light easy.

B&B Hotel Malakoff

2 Bd Charles de Gaulle, 92240 Malakoff, France

<https://www.hotel-bb.com/en/hotel/paris-malakoff-parc-des-expositions>

The B&B hotel is situated in the southern outskirts of Paris, just 300 meters from Malakoff-Plateau de Vanves Metro Station and seven kilometers from the Eiffel Tower. Each of the hotel's cozy, streamlined rooms feature flat-screen TVs and desks. There is also a hot breakfast buffet and 24-hour reception.

Mercure Fontenay Sous Bois

20 Av. des Olympiades, 94120 Fontenay-sous-Bois, France

<https://all.accor.com/hotel/1037/index.en.shtml?dateIn=&nights=&compositions=1&stayplus=false&snu=false#origin=mercure>

The Mercury Fontenay Sous Bois is located in the heart of the Parisian business district. The hotel is just a short walk from the Val de Fontenay RER station, and a 15-minute train ride from the Champs-Elysees. This modern hotel has 133 rooms with basic amenities including a television, telephone, and air-conditioning. There is a comfortable seating area that includes a restaurant and bar.

Spain

Barcelona, Costa del Sol, Granada, Madrid, Seville.

Sample hotels for your tour

Here are some examples of the types of hotels travellers will stay at on tour. We inspect every hotel we use personally to ensure that it's safe, clean, and comfortable. Every room includes a private bathroom, but it may not have air conditioning or television. Also, please keep in mind that many hotels do not have elevators.

Barcelona

Guitart Central Park Aqua Resort

Carrer de Constantí Ribalaigua, 7, 17310 Lloret de Mar, Girona, Spain

<https://www.quitarthotels.com/en/hotel-guitart-central-park-aqua-resort/hotel-guitart-central-park-aqua-resort-lloret/>

Located a one-hour drive from central Barcelona, this hotel offers a fun and relaxing atmosphere for guests after a day of sightseeing. With a waterpark, all-you-can-eat buffet and short walk to the beach, this hotel has many amenities. The rooms offer a high degree of comfort and safety for guests.

Ibis Santa Coloma

Av. Pallaresa, 73, 79 Hb004484, 08924 Santa Coloma de Gramenet, Barcelona, Spain

<https://all.accor.com/hotel/6410/index.en.shtml>

Ibis Santa Coloma is conveniently located with easy access to the historic quarters of Barcelona. The hotel's air-conditioned rooms all feature free Wi-Fi and LCD flat-screen televisions.

Costa del Sol

Royal Costa

C. Sistema Ibérico, 60, 29620 Torremolinos, Málaga, Spain

<https://www.hotelroyalcosta.es/inicio.html>

Located just a 20-minute walk from the beach, Royal Costa's modern yet colourful design will help you feel rejuvenated. Enjoy a dip in the pool, wander through their landscaped grounds, or simply relax on their outdoor patio.

Hotel Naturesun

Pje. Sta. Mónica, 4, 29620 Torremolinos, Málaga, Spain

<http://hotelnaturesun.com/>

Located just 5 minutes from the beach with an outdoor pool and sleep minimalist rooms with private terraces, guests are

London

Premier Inn Edgware

Burnt Oak Broadway, Edgware HA8 5AQ, United Kingdom

<https://www.premierinn.com/gb/en/hotels/enland/greater-london/london/london-edgware.html>

Premier Inn Edgware offers modern-style, comfortable bedrooms that are equipped with coffee and tea making facilities. The hotel offers a full Premier Inn breakfast and a delicious dinner menu at the Thyme Bar and Grill, all made with fresh ingredients. The hotel is located near the Regent's Park Zoo and is only two miles from the Mill Hill train station.

Ramada Hounslow

8-10 Lampton Rd, Hounslow TW3 1JL, United Kingdom

<https://www.wyndhamhotels.com/en-ca/ramada/hounslow-united-kingdom/ramada-hounslow-heathrow-east/overview>

Steps away from a tube station, this hotel boasts a modern design and free Wi-Fi throughout the property. Guests may decide to stroll through the nearby shopping area or cozy up in the lounge or their own room after a day on tour.

Atrium

Great South-West Rd, Feltham TW14 0AW, United Kingdom

<https://www.atriumhotelheathrow.co.uk/>

The Atrium Hotel offers a comfortable bed in a cozy room equipped with a fridge and tea and coffee making facilities. The hotel has a coffee lounge where breakfast and freshly brewed coffee is served in the mornings. The coffee lounge is open 24/7 for breakfast and late-night snacks.

West Highlands

Strathmore Hotel Ben Nevis

North Rd, Fort William PH33 6TG, United Kingdom

<https://strathmorehotels-thebennevis.com/>

As you arrive at the Ben Nevis Hotel, you'll not only be greeted with the warmest of highland welcomes, you'll also be overwhelmed by the stunning views of Britain's highest mountain- the majestic Ben Nevis. Each room includes an en-suite bathroom, TV, hairdryer, kettle and free Wi-Fi.

Muthu Ben Doran Hotel

Tyndrum, Perthshire FK20 8RZ, United Kingdom

<https://www.muthuhotelsmgm.com/muthu-ben-doran-hotel>

The Ben Doran Hotel is surrounded by Alpine forests which boasts gorgeous mountain views, nestled in its own sheltered seven-acre garden in the mountain village of Tyndrum on the norther edge of the Loch Lomond National Park. All rooms include an en-suite bathroom, TV, hairdryer, controllable heating and free Wi-Fi.



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

Trip: London, Paris & Barcelona
 Date: 5-14 March 2025
 Supervisor in Charge: J Paul Jacula

Emergency Item	Action Plan
Emergency Contacts <i>Include full names and phone numbers for the following individuals:</i> Supervisor in Charge Additional Supervisors School Principal	J Paul Jacula - 905-434-0057 (Europe phone number to be provided) Amanda King - 905-213-8194 (Europe phone number to be provided) TBD Chad Lement - 905-244-9216 TBD Mechen Waybrant - 905-922-8855 TBD TBD
Location of Activity <i>Address of Facility</i>	various sites in and around London (England, UK), Paris (France), and Barcelona (Spain), including transportation to, from, and between these locations
Student List <i>Include full student names and birthdates</i>	To be provided prior to departure
Parent Contact List <i>Include full parent names and phone numbers</i>	To be provided prior to departure
Nearest Hospital <i>Address of nearest Hospital</i>	There are approximately 84 public hospitals in London, 39 in Paris, and 12 in Barcelona. Once our accommodations in each city are finalized, nearest hospital(s) can be determined.

<p>Border Crossing Plan <i>Include an emergency plan if a student and/or staff member are turned away at the border by a border services officer. Who is picking them up? Does the whole group stay with them or one designated person? Is the whole trip canceled? How do you communicate to that student's parents if they are denied entry?</i></p>	<p>Teacher-chaperone will return home as directed. A designated teacher-chaperone will remain with a student who is denied entry and make contact with a parent/guardian to determine next steps for returning the student to home. This may require the chaperone to accompany the student. In either case, the required PVNC supervision ratio would not fall below guidelines if one chaperone is removed.</p>
<p>First Aid Kit <i>A first-aid kit must be accessible at all times</i></p>	<p>The EF tour director as well as a teacher-chaperone will each have a first aid kit available.</p>
<p>Plan of Care <i>A copy for each applicable student must be printed from Edsembli</i></p>	<p>A copy of the Plan of Care for each applicable student will be printed from edsembli and carried by the lead teacher-chaperone.</p>
<p>Concussion Protocol <i>A copy of the required policy and forms must be available for completion in the event of a suspected concussion</i></p>	<p>A copy of the PVNC Concussion Protocol and necessary forms will be carried by the lead teacher-chaperone.</p>
<p>Heat Warning <i>Monitor Environment Canada/local Public Health recommendations Encourage staff and students to drink lots of cold fluids Avoid strenuous physical activities Wear light, loose fitted and breathable clothing Avoid direct exposure to sun Wear hat, sunglasses and apply sunscreen Alter schedule for the day to put strenuous tasks before heat rises (if possible) Provide a cooling room, if available</i></p>	<p>All required actions along with the direction of local officials and authorities will be followed to ensure student safety in the event of a Heat Warning.</p>
<p>Cold Warning <i>Establish "warm areas" for lunch and work/rest breaks Encourage the use of warm clothing for outdoor play Encourage the use of layers for outdoor play Encourage staff to wear appropriate footwear Follow AP816 "Extreme Weather"</i></p>	<p>All required actions along with the direction of local officials and authorities will be followed to ensure student safety in the event of a Cold Warning.</p>

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



United Kingdom travel advice

Exercise a high degree of caution

Latest updates: The Need help? section was updated.

Last updated: April 10, 2024 08:40 ET

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Risk level

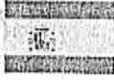
United Kingdom - Exercise a high degree of caution

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

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Spain travel advice

Exercise a high degree of caution

Latest updates: The Need help? section was updated.

Last updated: April 10, 2024 08:35 ET

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Risk level

Spain - Exercise a high degree of caution

[Exercise a high degree of caution](#) in Spain due to the threat of terrorism

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France travel advice

Exercise a high degree of caution

Latest updates: Safety and security – updated information on the Olympic and Paralympic Games

Last updated: April 8, 2024 10:32 ET

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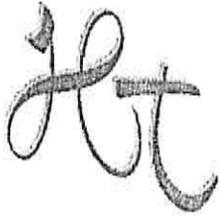
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Risk level

France - Exercise a high degree of caution

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



Holy Trinity Catholic Secondary School

March Break 2025 Europe Tour

Code of Behaviour

This is a Board-approved and school-sanctioned excursion and the expectations, policies, and regulations of Holy Trinity CSS and Peterborough Victoria Northumberland and Clarington Catholic District School Board must be adhered to by all student-travellers at all times while on-tour (that is, 5-14 March 2025).

Each student-traveller is an ambassador of his/her school, our school board, and our country. Appropriate language, manners, and deportment are expected throughout the entire duration of the excursion.

To help ensure everyone – including chaperones, tour guides, and the tour director – will enjoy the excursion, the following **Code of Behaviour** will be enforced.

1. The use of recreational drugs (including non-prescribed use of prescription drugs) and the consumption of alcohol are both strictly forbidden.
2. Smoking and vaping using any device are not condoned by the school nor the school board and are also forbidden at any time during the excursion, which includes nighttime and any preferred activity time that may be available to student-travellers.
3. Student-travellers are subject to the laws of the countries we are visiting.
4. Curfews will be strictly enforced. After curfew, student-travellers may only be in their assigned sleeping quarters. No outside visitors may be admitted at any time. Curfew may vary from day to day.
5. Clothing which is inappropriate for a Non-Uniform Day at Holy Trinity CSS is inappropriate while on-tour. Wear clothing that is weather-appropriate. Closed-toe and closed-heel shoes are required throughout the tour.
6. All itinerary activities depend on the presence of all tour participants before they may commence. Student-travellers are required to be prompt in consideration of fellow participants, tour facilitators, and other personnel.
7. During preferred activity time that may be available to student-travellers, no one should ever be left alone; student-travellers must always be in groups with at least two others, including the use of washroom facilities. Student-travellers are forbidden from leaving the hotel without being accompanied by a chaperone.
8. Earphones/headphones, both wired and wireless, should not be worn/used while on-tour. Instructions from chaperones, tour guides, and/or the tour director must be heard and followed by all student-travellers. Personal audio devices may distract and endanger student-travellers; safety is the utmost priority, but your overall learning experience and personal enjoyment of the tour are also important.

Any student-traveller who chooses not to follow this **Code of Behaviour** will be subject to consequences during the excursion and/or upon return to school, which may include suspension from school and/or the loss of privileges to participate in future school excursions. If, in the judgement of the chaperone(s), the action(s) of any student-traveller seriously breaches this Code of Behaviour, he/she will be sent home at the expense of the parent(s)/guardian(s). A refund for the balance or for the entirety of the tour will not be paid in any such instance.

Acknowledgement

I/We understand the **Code of Behaviour** and have discussed with my/our child the need to adhere to it or face the appropriate consequence(s), which may include being sent home at my/our expense.

Parent/Guardian Name	Signature	Date
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I have read the **Code of Behaviour** and agree to follow it or face the appropriate consequence(s), which may include being sent home at the expense of my parent(s)/guardian(s).

Student-Traveller Name	Signature	Date
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**A COPY OF THIS SIGNED CODE OF BEHAVIOUR AND ACKNOWLEDGEMENT
WILL ACCOMPANY THE STUDENT-TRAVELLER WHILE ON-TOUR**



MEDICAL INFORMATION and FREEDOM OF INFORMATION CONSENT STUDENT PARTICIPATING IN STUDY TOURS AND EXTENDED TRAVEL

– to be used for all out-of-school activities involving extended travel outside Canada –
This information will be shared with staff involved in the program and a copy of this form will accompany the program leader.

Student First Name:	Student Last Name:
Date of Birth:	
Parent Contact Name (1):	Parent Contact Name (2):
Parent Contact Number:	Parent Contact Number:
Parent Contact email:	Parent Contact email:

SECTION A: Medication / Drug Information (Complete if applicable)

Medication Name:	
Dosage:	
Time(s) of Administration:	
Possible side effects:	
Medication should be stopped if the following reactions occur:	
Physician's Name:	
Address:	
Phone:	

SECTION B: Medical Information

Is your son/daughter subject to any of the following conditions?

Allergies:

- Animals
- Food
- Insect Bites
- Medication
- Seasonal
- Skin Rash
- Sun Rays
- Other

If any of these apply, please provide more information in the comment section below

Ear Conditions:

- Hearing Loss
- Re-occurring Infections

Sleep Conditions:

- Nightmares
- Sleepwalking

Gastrointestinal:

- Constipation
- Diarrhea
- Indigestion

Other:

- | | |
|---|---|
| <input type="checkbox"/> ADD or ADHD | <input type="checkbox"/> Epilepsy |
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Fainting |
| <input type="checkbox"/> Bone or Joint Problems | <input type="checkbox"/> Headaches |
| <input type="checkbox"/> Convulsions | <input type="checkbox"/> Heart Conditions |
| <input type="checkbox"/> Croup | <input type="checkbox"/> Hemophilia |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Other |

Comments:

Does your son/daughter have a drug allergy or sensitivity/ serum sensitivity? If yes, please provide details:

Does your son/daughter have a food allergy or sensitivity? If yes, please provide details:

Does your son/daughter carry an epipen? Yes No

Are there other conditions (medical or otherwise) that staff should be aware of? Kindly note below or inform staff.

SECTION C: Freedom of Information Consent

Notice to Parents/ Guardians and Students 18 years or older

Personal information is collected pursuant to the Education Act and the Municipal Freedom of Information and Protection of Privacy Act. We bring to your attention the following areas that you and/or your child's personal information may be disclosed without separate notification to you, such as:

- In case of an accident or witness to an accident, the pupil's name will be released to the Board's insurer and/or authorities.

Consent Release

I, being the parent/legal guardian of _____, have read and understand the information provided on this form. I voluntarily give the Peterborough Victoria Northumberland and Clarington Catholic District School Board permission to use and include my child's information as described above.

Name of Parent/Legal Guardian _____

(Please Print)

Signature of Parent/Legal Guardian: _____

Date: _____

Information Collection Authorization: Personal information contained on this form is collected pursuant to the *Education Act* and the *Municipal Freedom of Information and Protection of Privacy Act*. The information is collected for education purposes and will be used to meet student needs. Questions about the collection and use of this personal information should be directed to the Communications Department, Peterborough Victoria Northumberland Clarington Catholic District School Board.

EF's Booking Conditions



These Booking Conditions are valid for EF Educational Tours (Canada) departing on or after October 1, 2023. For Customized Tours, please also refer to any provided addendums specific to that tour program. All international tours (those travelling outside of North America) are operated by EF Education First International, Ltd., Switzerland. All domestic tours (those travelling within North America) are operated by EF Explore America Inc. EF Institute for Cultural Exchange, Ltd. (Canada) only provides marketing services related to the international and domestic tour programs and is referred herein together with EF Education First International, Ltd. and EF Explore America Inc. as "EF".

What's included in your program price?

- Round-trip economy-class flights, including fuel surcharges, airport improvement fees, security charges, transfer, arrival, and departure taxes
- Accommodations in hotels with private bathrooms, roomed in triples or quads, unless otherwise indicated on your itinerary
- Continental breakfast and dinner daily in Europe, as specified. For non-European destinations different meal plans may apply
- Lunches on cruise ships (where applicable)
- Comprehensive sightseeing tours and excursions led by licensed local guides and cultural activities as specified
- Airport transfers and transportation between destination cities
- Select entrance fees and theatre tickets as specified
- A Tour Director available 24 hours a day for all tours, from when you arrive at the airport of the first city on your tour itinerary until you depart from the airport of the last city on your tour itinerary, except where specified
- Support from EF offices worldwide
- EF walking tours, orientation tours, and Tour Director-led sightseings as specified
- Transportation to and from walking tours via coach or public transportation
- Cruises, trains, and ferries as specified
- Customary gratuities for tours travelling within North America (for your Tour Director, local guides, and coach drivers)
- Professional night security at your hotel for tours within North America
- 24-hour worldwide emergency service
- EF's Peace of Mind Program
- EF backpack and luggage tag for each tour
- Preliminary processing services by EF staff
- Dedicated pre-tour support from a Tour Consultant and Traveller Support Team located in Canada
- For residents of Quebec: Office de la protection du consommateur (OPC) Travel Agent Compensation Fund (FICAV) contribution of \$3.50 per \$1000 effective November 1, 2021 through December 31, 2023. Effective January 1, 2024, the contribution of \$1.00 per \$1,000 will be rebated.

What's not included in your program price?

- Beverages and lunches (except where specified)
- Optional excursions (except where specified)
- Transportation to free-time activities
- Expenses caused by airline rescheduling, cancellations or delays caused by the airlines, bad weather, or events beyond EF's control
- Any applicable baggage fees charged by the airlines
- Adult supplement, roomed in twin accommodation (if applicable)
- Global Travel Protection Plan (except where indicated)
- Cancel For Any Reason (CFAR) Insurance Add-On (except where indicated)
- Customary gratuities for tours travelling outside North America (for your Tour Director, local guides, and coach drivers)
- Passport, visa, vaccinations, reciprocity fees, or any other fees associated with entry to or exit from a specific destination
- Portage

Group travel

How does group travel work?

We believe that all students should have the opportunity to travel, which means we do everything we can to keep our program prices the lowest in the industry without sacrificing quality. One of the ways we do that is by combining groups to fill a tour bus, so that all travellers help cover the cost of the bus, the Tour Director, local guides, etc. Consolidating groups also allows travellers to meet students from other schools, although groups may not be at the same age level. Group travel requires flexibility. Depending on your group's size, you may be combined with other groups and travel together on the same tour. To best serve the group as a whole, your requested tour dates and itinerary may be modified. This is why we ask for a range of dates during which your group is able to travel, as well as alternative destination choices.

Standard Date Flexibility

Our standard travel packages require the flexibility of four days before and after the planned travel date, allowing adjustments by EF within this period at no extra cost.

Date Flexibility Options

For additional fees, the following options are available:

Specific Date (\$150 Fee per traveller): Guarantees travel on a specific chosen date.

Two-Day Flexibility (\$75 Fee per traveller): Reduces the flexibility period to one day before or after the requested tour date.

How does EF keep its prices so low?

By allowing EF flexibility with your tour and travel dates, EF is able to offer our travellers the lowest prices possible while maintaining high quality.

What is group consolidation?

EF's Program Prices are based on a minimum of 35 full-paying travellers, with the exception of some Customized Tours and private groups. To qualify for these low prices, we may combine smaller groups into a larger one to achieve the required number of travellers. This ensures our travellers receive the best value and allows you to meet teachers and students from other schools, although groups may not be of the same age level.

What if my group can't be booked on our requested tour?

If we are unable to consolidate your group on your chosen tour, we will offer you a comparable tour. The new tour's Program Price will apply. Please keep in mind that the replacement tour may not include all countries on the original tour. In the event we cannot offer for booking a tour comparable to your first-choice tour, travellers can opt to receive a full refund. Once a program is booked, EF's Standard Cancellation Policy applies. EF defines a comparable tour as having 50% of the same overnight destinations as your requested tour.

Will my tour itinerary change?

While we make every effort to keep your itinerary as is, there are times when we may need to modify it. Sometimes this involves changing the order in which cities are visited, altering your length of stay in a city or country/destination, using an alternate airport or a change in the departure, arrival, or return date of a tour. If a date change made by EF results in increases to the Program Price, EF will absorb the increased costs. EF strives to keep the new departure dates within one to two days of the original date on tours departing October through April, and within four days of the original date on tours departing May through September. On certain dates, especially holidays, some tour inclusions may be unavailable. In such cases, we may have to substitute different inclusions or change the order in which they occur. Your final tour itinerary and travel dates will be confirmed approximately two months prior to departure. In enrolling on a group travel program, you are also making the decision to travel with your chosen Group Leader who retains the ability to change the requested tour itinerary or travel dates on your and your group's behalf. Once a tour commences, itineraries cannot be changed by the Group Leader or any tour traveller. EF reserves the right to make any changes as necessary.

Private groups

What if my group wants to travel on our own without being consolidated?

If you want the privacy of your own tour bus and a Tour Director just for your group, you can choose to travel as a private group. This option is available for an additional fee, which varies based on the final number of full-paying travellers, per bus. Please note that all Customized Tours will be considered private groups and travellers will be charged according to group size. If your group fills a standard-size tour bus, the private group option is free. The itinerary may not be modified while on tour (i.e. you do not have the tour bus at your disposal), however you are able to make certain tour modifications prior to the tour departure. Although your base itinerary will include only your group, you may be consolidated with others during optional excursions. Also, due to flight and hotel availability, we require the same departure date flexibility as described above. Let EF know prior to your first enrolment if you would like to be a private group.

What if my group is travelling on a customized tour?

If your group is travelling on a customized tour, you will automatically be travelling as a private group. The tour price for your customized tour can fluctuate based on your group size and will be finalized based on the number of paying travellers at the time of departure.

Enrolment

Group Leaders should encourage travellers to apply as soon as possible because tours tend to fill up quickly. Applications must be received by EF by 110 days prior to departure, including chaperones/free place travellers. Travellers should provide complete first, middle, and last names, and dates of birth as they appear (or will appear) on their passports.

Name changes and applicable fees

Each traveller must provide EF with their first, middle (if applicable,) and last names and date of birth exactly as they appear (or will appear) on their passport. Any changes after 110 days prior to departure are subject to a minimum fee of \$200, plus any additional fees from the airline(s), or may be impossible to accommodate. If the traveller's first, middle, and last names on the ticket do not match their passport exactly, they may be denied boarding by the airlines. Travellers who have not yet applied for a passport should provide their full name and date of birth as they appear on their birth certificate.

How do travellers enrol?

Applications and payment can be submitted to EF in any of the following ways:

Online (recommended for fastest enrolment)

eftours.ca/enrol

Mail

EF Educational Tours
80 Bloor Street West, 16th Floor
Toronto, ON
M5S 2V1

Phone

1-800-263-2806

Please note all calls may be recorded for training and quality assurance purposes. For your convenience, travellers are automatically enrolled in paperless billing. Travellers who prefer to receive invoices by mail may request this by calling 1-800-263-2806 or by logging into their account at eftours.ca

Can a traveller enrol on a waitlist if the tour is full?

A waitlist will be offered for full tours. If space becomes available on the tour, you will be contacted to make the minimum payment as outlined in EF's Booking Conditions. Once payment has been received, EF's Booking Conditions will take effect, including EF's payment plan and cancellation policy.

Can children 10 and under go on tour?

Applications for children 10 years of age and under are subject to individual review. Travellers aged 6 to 10 must have an adult chaperone other than the Group Leader and will have to room with an adult in a twin room (two beds) and pay all applicable charges. Children under the age of 6 are not allowed to travel on an EF tour.

Can adults go on tour?

EF's Program Prices are based on student rates for transportation, admissions, accommodations, etc. We welcome adults, anyone 20 years old or above, while on tour, but have to charge a per-person fee of \$110 per night of the tour, to cover the difference between student and adult rates (except where specified). Adults will pay an additional \$60 per night for the sea portion of their tour on overnight ferries and cruises. EF reserves the right to conduct a background check on all adult travellers prior to travel. Any traveller that EF perceives as posing a risk to the group's safety or well-being will be cancelled in EF's sole discretion. Because the EF tour product caters to students, EF accepts adult groups only if they wish to travel as a private group and pay the associated private group fees.

Late enrolments

Can a traveller enrol after 110 days prior to departure?

If you're enrolling or have cancelled and are re-enrolling after 110 days prior to departure, your application is considered a Late Application. Once we have received your full payment by certified cheque, credit card, or money order, including a non-refundable \$145 Late Application Charge, you will be placed on a Late Application List while we check bus, hotel, and flight availability. If we are unable to place you on a tour or offer you an alternate flight to meet up with your tour, you will receive a full refund. If we are unable to find flights with our contracts we may be able to offer you a flight option at an increased cost. We may also offer you the option of arranging your own flight and buying the land-only portion of your tour.

Passports, visas, vaccinations, other travel documents & entry and exit requirements

Each traveller is solely responsible for obtaining prior to departure a valid passport, applicable visas, and any other required travel documents, as well as verifying and satisfying the entry and exit requirements necessary for each destination of the tour itinerary. This may include required medical documents, testing, or proof of vaccinations (including any requirement to provide proof of full and up to date COVID-19 vaccination). For tours travelling outside of Canada, travellers will need to provide passport information to EF by 110 days prior to departure. All passports must be valid for at least six months following the tour's return date. Non-Canadian citizens will need to contact the embassy or consulate of their destination countries to ensure they meet specific entry requirements. Remember to check your itinerary carefully for all countries that you will visit or pass through, including transfers between airports in foreign countries and re-entry into Canada. Visit the Government of Canada travel website at travel.gc.ca for the most up-to-date requirements. If a traveller is unable to obtain these travel documents or meet any applicable entry or exit requirement, EF's Standard Cancellation Policy will apply and travellers will be solely responsible for any incurred expenses. Please note that entry into another country may be refused even if the required information and travel documents are complete.

How do I find which vaccinations are required for my travel destination?

Please call Traveller Support at 1-800-263-2806 or visit travel.gc.ca for the most up to date vaccination recommendations.

Can I help protect my investment?

Global Travel Protection Plan

Travellers can protect their investment from the unexpected with the offered Global

Travel Protection Plan. Please visit eftours.ca/coverage or contact Traveller Support at 1-800-263-2806 for details.

Cancel For Any Reason (CFAR) Insurance Add-On

We understand that plans can change due to unforeseen circumstances. That's why we offer travellers who have purchased the Global Travel Protection Plan the optional Cancel For Any Reason (CFAR) Insurance Add-On. Travellers who cancel up to 24 hours or more before departure for any reason not covered under the Global Travel Protection Plan can claim up to 80% of their cancellation fees.

The Global Travel Protection Plan and the Cancel For Any Reason Insurance Add-On are only available, and can only be removed, for up to 30 days after enrolment on your EF Tour.

The Global Travel Protection plan and CFAR Insurance Add-On are underwritten by Zurich Insurance Company Ltd (Canadian Branch). Please visit eftours.ca/coverage or contact Traveller Support at 1-800-263-2806 for more details.

Flight information

Which airlines does EF use?

EF reserves seats with major airlines, including Air Canada, Air France, Aer Lingus, Air New Zealand, Air Transat, American Airlines, British Airways, Austrian Airlines, Delta, Iberia, KLM, LATAM Airlines, Lufthansa, Qantas, SAS, Swiss, United, Virgin Atlantic, WestJet, and other domestic and international carriers. Our contracts do not allow upgrades, stopovers, or the accrual of frequent flier miles. Some countries may require aircraft insecticide treatment for inbound foreign flights. A list of such countries is available from Transport Canada at tc.gc.ca.

How do flight itineraries work?

EF always strives to provide the most direct route to your destination based on flight routings and seat availability. We cannot guarantee non-stop or direct flights.

Is my flight itinerary fixed?

Yes, you must follow the exact flight itinerary as booked by EF. Should you choose not to travel on any portion of your flight itinerary, you cannot resume your travel at a subsequent departure point and your remaining flights will be cancelled automatically by the airline. You will also be responsible for any costs incurred as a result of not completing your itinerary.

Will my group fly together?

Depending on seat availability and the size of the plane, we may not be able to accommodate all members of a group on the same flight. In some cases, groups may have a domestic and/or international overnight, layover, and/or bus transfer due to space availability, routings, and legal connection times. EF is not responsible for airline schedule changes, or mechanical-, weather-, or capacity-related flight delays.

Will my group sit together on the plane?

Seating arrangements and upgrades are at the sole discretion of the airlines. Seats will be assigned upon check-in.

Are any airports interchangeable?

Flights to and from the following destinations may originate/end at any of the airports in that vicinity.

Canada

- Québec City or Montréal
- Montréal or Ottawa

Europe

- Glasgow or Edinburgh
- Milan or Venice
- Split or Dubrovnik
- Paris or Brussels
- Cork, Shannon or Dublin

Destinations with more than one airport will use the local airports interchangeably as needed. For example, New York; Newark, LaGuardia, or JFK.

Are there flight restrictions for travellers under 18?

Anyone younger than 18 years old travelling apart from the group without an adult companion must contact each airline on the minor's itinerary and may need to register as an unaccompanied minor per the airlines' policies. Any resulting fees will be assessed by the airlines and are the responsibility of the traveller. Travellers younger than 15 years old are not permitted to do individual special travel unless accompanied by an adult travelling on the tour. Additionally, travellers younger than 18 years old are not permitted to travel land-only unless accompanied by an adult travelling on the tour. Travellers under 18 and are not accompanied by an adult travelling on the tour must be on the same departure flight as the rest of the group.

Special Travel Requests

What if the whole group wants to do a stay-ahead or stay-behind?

Where possible, EF will provide altered flight and/or land arrangements for a group of at least eight paying travellers plus the Group Leader. Each traveller will have to pay any additional air and/or land costs. The Group Leader should submit one request for the whole group, which needs to be received prior to the first enrolment.

What if only one traveller has a special travel request?

Individual special travel requests should be submitted online at eftours.ca or by sending the completed form back to our Traveller Support Team by 120 days prior to departure. Please keep in mind that you should not make any actual arrangements—such as booking a flight or hotel—until your final tour itinerary and departure date have been finalized (around 70 days prior to departure). A \$95 service fee plus any additional air and/or land costs will be charged. Travellers younger than 15 years old are not permitted to do individual special travel unless accompanied by an adult travelling on the tour. Additionally, travellers younger than 18 years old are not permitted to travel land-only unless accompanied by an adult travelling on the tour. Travellers under 18 and are not accompanied by an adult travelling on the tour must be on the same departure flight as the rest of the group.

What are the types of individual special travel requests?

Individual stay-ahead/stay-behind option: Where possible, EF will provide altered flight arrangements, according to a traveller's request. Travellers are responsible for making their own arrangements to and from the hotel or airport as well as all land arrangements pertaining to their individual itinerary.

Alternate departure airports: Program prices are based on group departures. If an individual chooses to fly out of a different airport than the group, the program price of the alternate airport will apply. Travellers must depart from and return to the same domestic airport. Travellers are responsible for making their own arrangements to and from the hotel or airport as well as all land arrangements pertaining to their individual itinerary.

Land-only tours: On certain tours, travellers have the option to make their own flight arrangements and join the tour at the first hotel on the itinerary. Travellers are responsible for making their own arrangements to and from the hotel or airport. In this case, the program price will be reduced depending on the length and destination of the tour. EF is not responsible for any travel-related delays or inconveniences for land-only travellers. Additionally, travellers younger than 18 years old are not permitted to travel land-only unless accompanied by an adult travelling on the tour.

Optional excursions

What are optional excursions?

EF offers these exciting activities as a supplement to what's already included on your itinerary. Most Group Leaders choose to add optional excursions to all traveller accounts which could result in additional payments due to EF. If only part of the group plans to attend a planned excursion, the Group Leader must ensure that either a chaperone or Group Leader is available to supervise both parts of the split group.

When should I purchase optional excursions?

To secure a discounted price, optional excursions must be purchased by 110 days prior to departure. Please note that quoted optional excursion prices are subject to change prior to their purchase.

Can I get a refund on optional excursions?

If EF has to cancel an optional excursion during a tour (due to site closure or low enrolment, for example), you will be refunded the full price of the optional excursion upon your return. To receive a refund for an optional excursion that you simply no longer wish to be enrolled in, you must let us know by 110 days prior to departure or no refund will be given.

Rooming

EF handles final rooming assignments for all travellers. We make rooming assignments based on the gender identified on your passport. If you tell us you identify as a different gender, we will work to accommodate you. Please ensure that all rooming requests are submitted by 110 days prior to departure.

How many students are in a room?

Students will room in triples or quads with others of the same gender from the entire tour group. This may require that students from different schools/groups room together. Rooms may contain two double beds (beds for two people), and two students may be expected to share each bed. On cruises, student rooming is only available in quads.

Can students request a twin room?

Students may request twin accommodations (a hotel room with two single beds) for the following additional charges:

- \$40 per hotel night per student (additional charges apply for New York City hotel nights; for details and pricing, please contact EF at 1-800-263-2806).
- \$100 per ferry or cruise night per student

How are adults roomed?

Adults are placed in twin accommodations (a hotel room with two beds) with another adult of the same gender from the entire tour group. This may require that adults from different schools/groups room together.

Can adults request a room with a double bed?

Adults can request double-bed accommodations (a room with one bed for two

people) by simply providing EF with the name of their roommate by 110 days prior to departure.

Can adults request a single room?

Adult travellers can request a single room for an additional \$40 per cruise, ferry or hotel night (additional charges apply for New York City hotel nights; for details and pricing please contact EF at 1-800-263-2806).

Other tour information

When does my tour officially start and end?

Each tour begins with the take-off from the departure airport, and ends when the flight lands at the return airport. For those making their own flight arrangements, the tour begins upon arrival at the first EF hotel and ends upon departure from the last EF hotel, according to the itinerary. The official length of an EF tour does not include stay-ahead, stay-behind, or any optional periods or activities when travellers are not escorted by a Tour Director.

What happens if a tour is delayed?

EF cannot refund tour components that are missed due to weather conditions or airline delays. If your tour starts later than scheduled for these reasons, your tour start date is still considered the date that you were originally scheduled to depart. (For example, if your tour is 10 days and is delayed for two, no refund will be provided for components missed for those first two days.)

What about travellers with food allergies?

EF recognizes that some travellers may have severe food allergies. EF will do its best to ensure that all our suppliers are aware of the situation and will try to accommodate any special needs, but cannot guarantee that any accommodations will be able to be made. Travellers are responsible for making their own arrangements for all in-flight meal requests relating to allergies. All travellers and parents and/or guardians of minor travellers agree and acknowledge that they assume certain risks in participating in an EF Tour, which may include the risk of harm, injury, illness, or death from allergies, allergic reactions, or any adverse symptoms to any meals, foods, beverages (whether alcoholic or non-alcoholic), candies, medications, or drugs of any kind, or any other consumables, or in connection with allergies, or allergic reactions to any environmental, seasonal, natural, synthetic, chemical, or biological causes, or sources, whether caused by the negligence of EF, or otherwise.

What about travellers with special diets?

EF is able to offer vegetarian meal options to our travellers. EF will attempt to accommodate other special diets (e.g., vegan, gluten free, kosher, halal, or diabetic meals) but there may be situations when we are unable to do so. If a meal is included on your flight EF can submit a meal request on your behalf. Flight meal requests must be submitted to EF by 30 days prior to departure.

What about lost belongings?

EF is not responsible for passports, airline tickets, or other documents that are lost or stolen, or for loss of or damage to luggage or any other passenger belongings. EF is not responsible for locating lost property. In the case of lost travel documents, the traveller is solely responsible for meeting the airline's requirements (both logistical and financial) for ticket replacement. Should a traveller lose their passport during the tour, they are responsible for the costs of any additional hotel or flight costs associated with their trip delay while a replacement passport is in process. If the traveller is a minor, the traveller's parents are also responsible for any additional hotel or flight costs for the chaperone supervising the student during the trip delay.

How can I protect myself from the risk of COVID-19 while on tour?

Taking personal responsibility for your wellbeing begins with packing any personal protective equipment and sanitizers you require. Adopt physical distancing and hygiene practices throughout your pre-trip travel arrangements and follow all health instruction whether physical signage, or requests from the Tour Director or our staff once on tour.

✓ **Protection for travellers' payments**

EF Educational Tours is registered in accordance with the Travel Industry Act and upholds the standards and policies of this Act, including securing all advanced payments of its customers, regardless of province or territory of origin, through the affiliation of the following organizations. EF Educational Tours is registered with TICO (registration #2395858), Consumer Protection BC (registration #73991), and is a holder of a Quebec permit with the Office de la protection du consommateur (OPC permit #702732).



Other terms and conditions

The terms and provisions of these Booking Conditions supersede any other warranties, representations, terms, or conditions, unless they are expressly stated within a Booking Conditions Addendum or in a letter signed by an EF officer. Booking Conditions are subject to change.

While EF makes every effort to ensure the accuracy of its publications, it cannot be held responsible for typographical or printing errors (including prices). In the event of a major currency fluctuation, EF reserves the right to apply a currency surcharge. This contract permits price increases until the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or federal goods and service tax, the customer has the right to cancel the contract and obtain a full refund.

Enrolling travellers acknowledge that EF may change the Booking Condition terms from time to time and those changes become effective immediately. Notice will be provided to you in the event of a material change. A traveller's continued use of EF's services following such notice constitutes acceptance and agreement to be bound by such changes. Travellers agree that the current version of the Booking Conditions in effect at the time of travel or cancellation applies to their tour program, which is available at eftours.ca/bc.

The tour operator for your international tour is EF Education First International Ltd. Selnastrasse 30, 8001 Zurich, Switzerland, organization number CHE-109.874.655, VAT number CHE-116.325.678 MWST. EF Institute for Cultural Exchange, Ltd. is an affiliate of EF Education First International Ltd., and acts only as a marketing service for that company. EF Institute for Cultural Exchange, Ltd. is not an agent of EF Education First International, Ltd., does not provide any goods or services for your trip, and is located at 80 Bloor Street West, 16th Floor, Toronto, Ontario, M5S 2V1 (t: 1-800-263-2806). Invoices pertaining to such tours are issued by EF Institute for Cultural Exchange, Ltd. on behalf of EF Education First International Ltd. Note: The services provided are tax-exempt with credit in accordance with Swiss Federal Law with regard to Value-Added Tax Art. #23.

The tour operator for your domestic tour is EF Explore America Inc. ("EF"), Two Education Circle, Cambridge, MA, 02141, USA. GST/HST number 86346 8047. EF Institute for Cultural Exchange, Ltd. is an affiliate of EF Explore America Inc., and acts only as a marketing service for that company. EF Institute for Cultural Exchange, Ltd. is not an agent of EF Explore America Inc., does not provide any goods or services for your trip, and is located at 80 Bloor Street West, 16th Floor, Toronto, Ontario, M5S 2V1 (t: 1-800-263-2806). Invoices pertaining to such tours are issued by EF Institute for Cultural Exchange, Ltd. on behalf of EF Explore America Inc.

Cancellations and Modifications

The cancellation policies outlined below take into consideration the costs EF incurs often years before groups ever depart. Notice of cancellation from an EF tour will only be accepted from the traveller, their legal guardian, or Group Leader. The date of cancellation is determined by the date on which EF receives notice. Cancellation refunds can only be made to the person whose name appears on the account; monies cannot be transferred to another account.

EF's Standard Cancellation Policy*

110 days or more prior to departure: Full refund less all non-refundable fees and a \$399 cancellation fee.

109 days to 45 days prior to departure: Full refund less all non-refundable fees and a cancellation fee of 50% of the program price.

44 days or less prior to departure: No refund will be issued. All non-refundable fees and a cancellation fee of 100% of the program price and tour fees will apply.

Refunds

Where applicable, refunds for overpayment will be issued only upon request and after a traveller's payment(s) has (have) been on the account for 21 days. All refunds are processed approximately 4 to 6 weeks after the request. Refunds will be issued to the original payment method if all payments were made by the same Credit Card or Direct Debit bank account, otherwise refunds will be issued via cheque or e-transfer. Refund cheques will be issued in the name that appears on the EF account. There will be a non-refundable \$50 stop-payment fee for lost or expired refund cheques. Late refund requests for monies that have been on the account more than six months post tour return date will be subject to a non-refundable \$50 late issuing fee.

*Non-refundable fees, as defined as the Global Travel Protection Plan, CFAR Insurance Add-On, Cancel for Any Reason Plan, Payment Protection Program, and any late fees, Late Payment Charge, Late Application Charge, Automatic Payment Plan decline charges, return or decline cheque/direct debit fees, late special travel request fees and canceled cheque fees which have been applied to the account at the time of cancellation, are also deducted from refunds. Travellers who have transferred between tours and subsequently cancel will be subject to the higher

cancellation fee between the original tour and the new tour.

Group Leader cancellation

A Group Leader must accompany travellers on every tour. If a Group Leader cancels for any reason, EF will ask them to assign a new Group Leader to the group's travellers. The new Group Leader is responsible for any increases in their own airline costs. Any travellers who cancel at this point and choose not to travel with their replacement Group Leader will be treated as standard cancellations. If no replacement Group Leader is found, all travellers are required to provide EF with notice of cancellation in order to be eligible for EF's Standard Cancellation Policy. Those travellers interested in being placed with a new tour group should contact EF at 1-800-263-2806. If we cannot find a new tour for these travellers, EF's Standard Cancellation Policy will apply.

Cancellations or Modifications Required by External Events Beyond EF's Reasonable Control

EF shall not be liable to any traveller for the need to cancel, modify, or postpone the tour as a result of events that are beyond EF's reasonable control. These matters include such "acts of God" or force majeure events as actual or threats of: epidemics or pandemics, or other public health issues or emergencies (such as but not limited to the current COVID-19 pandemic); severe weather events or natural disasters such as but not limited to hurricanes, earthquakes, tsunamis, tornadoes, fires, floods, volcanic activity, or landslides; war (whether declared or undeclared); terrorist activities; instability in a destination location; incidents of violence, riot, sabotage, civil commotion, or nationalization; strikes or labor disputes or lockouts; government orders, sanctions, actual or potential quarantines, or other restrictions affecting travel in, to, or around a location; disruption to transportation; chemical or radioactive contamination; or any other reason that makes it actually or potentially impossible or illegal for EF to conduct the tour as originally contracted. EF incurs substantial non-recoverable costs and expenses of its own in planning, preparing, and pre-paying amounts for such tours. Accordingly, if a tour cannot depart as originally scheduled or is delayed or interrupted for any such reason, travellers will receive an EF Future Travel Voucher in the amount of all monies paid less the cost of any purchased Global Travel Protection Plan or CFAR Insurance Add-On. In the event of a delayed or interrupted tour program, the amount of the Future Travel Voucher will be pro-rated for the missed portions of the tour. Cancellation, modification, or postponement by EF for causes described in this section shall not be a violation of its obligations to any traveller and will not be deemed a "failure" to provide travel services.

COVID-19 Cancellations or Requirements

EF is not responsible and shall not be liable to any traveller for any destination-imposed travel or entry requirement (including countries visited solely in transit), supplier-imposed requirements, or other travel related requirement related to COVID-19, including but not limited to vaccination, testing, or other public health requirements. Customers who are unwilling or unable to comply with such requirements and who choose to cancel their tour are subject to EF's Standard Cancellation Policy. EF also reserves the right in its sole discretion to, in good faith efforts to protect against health concerns, exceed destination-imposed travel or entry or exit requirements and require full vaccination against COVID-19, pre-tour and on-tour testing for COVID-19, and other public health measures for travellers to certain destinations or as required by certain suppliers. In such an event, travellers unable or unwilling to meet such requirements must notify EF of their decision to cancel. EF's Standard Cancellation Policy applies to travellers who cancel for a reason covered by this provision.

EF's Peace of Mind Program

At EF, we do everything we can to make planning for future travel as flexible as possible. We know that plans can change due to unforeseen circumstances—that's why we provide the Peace of Mind Program automatically to all of our groups, so you can feel secure planning your next trip.

45 days or more prior to departure:

Group Leaders can make the following decisions on behalf of their group for any reason (the "Group Leader Options"):

1. Change the travel dates of your group's current tour
2. Work with EF to modify your group's current tour or find a new tour
3. Cancel your group's tour, with all travellers receiving a transferable future travel voucher, in the amount of all monies paid for the original tour less non-refundable fees (to be used toward a future tour with EF)

44 days or less prior to departure:

Group Leaders may choose not to depart on the tour as scheduled, and elect one of the Group Leader Options set forth above in the following situations:

- If a formal travel warning status of "Avoid Non-Essential Travel" or "Avoid All Travel" is newly issued by the Government of Canada for any location included in the group's itinerary, or

- If a Canadian provincial order has newly imposed a travel ban to any location included in the group's itinerary, or newly issued an order requiring self-quarantine for travellers in your group upon arrival to a location on your itinerary, or upon your return home from a location on your group's itinerary.

EF's Peace of Mind Program Terms and Conditions

Benefits of the Peace of Mind Program are only available to the entire group and not to individual travellers unless specifically indicated. Individual travellers should refer to their certificate of insurance. Travellers missing any payment deadlines must pay any incurred late fees to qualify for this program. Revised tours must depart within one year of the original tour. If the revised tour has a higher price than the original tour, travellers will be required to pay the difference as a condition of travelling on the revised tour. If EF cannot accommodate a revised tour request and/or the group decides not to travel on the original tour, then the group may opt for future travel vouchers. If the group does not travel on the original tour, travel on a revised tour, or receive a future travel voucher, standard cancellation fees will apply. Travellers cancelling from a revised tour will be charged a cancellation fee based on the date that the original tour was revised or the date of cancellation from the revised tour, whichever is higher. EF will make every effort to accommodate revised tour requests. Future travel vouchers will be issued in the amount of all monies paid by a traveller for the original tour including the \$199 minimum enrolment deposit, less Global Travel Protection Plan fees, CFAR Insurance Add-On fees, Payment Protection Program fees, and any non-refundable fees. Travel vouchers are valid for the current and following two travel years. Future travel vouchers are transferrable at the face value of the voucher to members of the traveller's immediate family or school community. The future travel voucher is not a merchandise credit or a gift certificate and may not be redeemed for cash. Full Terms and Conditions appear on the future travel vouchers.

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Global Travel Protection Plan*

EF's recommended travel protection plans let you explore the world with confidence. EF offers a Global Travel Protection Plan which gives you all the benefits below, and the option to add the Cancel For Any Reason Insurance Add-On for additional flexibility and peace of mind. With this plan, you have access to representatives knowledgeable of these benefits 24 hours a day, so you can relax and enjoy your trip of a lifetime!

The Global Travel Protection Plan includes*:

- Illness and Accident Coverage
- Baggage and Property Coverage
- Tour Cancellation and Interruption Coverage for specified reasons**
- School Board Tour Cancellation Coverage**
- 24-hour Emergency Assistance

Cancel For Any Reason (CFAR) Insurance Add-On**

CFAR Insurance Add-On provides additional tour cancellation protection. It allows you to cancel up to 24 hours before departure for any reason not covered under the Global Travel Protection Plan, and you will be eligible to claim up to 80% of your non-refundable cancellation fees.

The Global Travel Protection Plan and Cancel For Any Reason (CFAR) Insurance Add-On will be automatically added to your account upon enrolment on your EF Tour. They are only available, and can only be removed, for up to 30 days after enrolment in your EF Tour. The CFAR Insurance Add-On cannot be added to the Global Travel Protection Plan if you enrol on your EF Tour within 109 days prior to your departure.

There are similar travel insurance products available from other insurance providers. If you choose to obtain your own travel insurance, you are wholly responsible to ensure that you have adequate and appropriate coverage for the duration of your EF Tour, and you must ensure that there are no exclusion clauses limiting or excluding the type of activities included on your EF Tour.

Please visit eftours.ca/coverage or contact Traveller Support at 1-800-263-2806 for details.

*The Global Travel Protection Plan, including the Cancel For Any Reason (CFAR) Insurance Add-On, is underwritten by Zurich Insurance Company Ltd (Canadian Branch) 100 Kings Street West, Suite 5500, P.O. Box 290 M5X 1C9 Toronto, Ontario, Canada, pursuant to a Master Group Policy issued to EF Travel Canada Ltd. For complete terms, conditions and exclusions, please refer to the Zurich Certificate of Insurance, which will be provided to you via email and can also be obtained by calling EF at 1-800-263-2806 or by visiting eftours.ca/coverage

** Coverage does not apply to any amounts added to Your account via a Future Travel Voucher.

Payment schedule

Your enrolment is considered active once EF has received the minimum enrolment deposit as well as a signed application, signature form, or online acceptance.

Payment Plan Terms and Conditions

Should you choose the Automatic Payment Plan or Manual Payment Plan, the following Terms and Conditions apply.

Automatic Payment Plan

- EF must have the pre-authorized debit information on the Enrolment Form, and electronic or written authorization indicating agreement to EF's Automatic Payment Plan Terms and Conditions before the plan is activated.
- A minimum of three withdrawals of automated payments are required. Travellers who are not eligible for the Automatic Payment Plan must pay in full upon enrolment.
- Travellers must pay the tour's \$199 minimum enrolment deposit before the plan is activated.
- Travellers who choose monthly payments must choose a date between the 1st and 26th of the month on which their account will be automatically debited.
- Travellers who choose bi-weekly payments must choose a weekday on which their account will be automatically debited.
- If no monthly withdrawal date is selected, travellers withdrawal date will be the 14th of each month. If no bi-weekly withdrawal date is selected, travellers withdrawal day will be Thursday.
- Due to weekends and holidays, EF reserves the right to debit the travellers' account up to three days after the scheduled date.
- A non-refundable \$30 fee will be assessed each time a payment is returned or declined. In these cases the plan will be recalculated to have the missed payment redistributed across the remaining schedule. EF reserves the right to withdraw travellers from the plan for returns or declines in two consecutive payments. Should the final payment be returned or declined, travellers will automatically be withdrawn from the plan.
- The Automatic Payment Plan amounts are subject to change if tour items or payments (other than the Automatic Payment Plan) are added or removed in excess of \$20, and travellers will be notified of the new amount via billing email address. All other items or payments totaling \$20, or less that are added or removed will only be reflected in the final payment.
- After the Automatic Payment Plan's final scheduled payment, any additional items are due at time of purchase. Payments will no longer be automatically deducted.
- Travellers are not charged late fees while enrolled in the Automatic Payment Plan. Should the traveller opt to withdraw from the plan or is withdrawn by EF, the traveller will be enrolled in the Manual Payment Plan.

Manual Payment Plan

- If travellers do not pay in full upon enrolment or choose the Automatic Payment Plan, they will be enrolled in the Manual Payment Plan.
- Travellers must pay the tour's \$199 minimum enrolment deposit, and if applicable the Global Travel Protection Plan and Cancel For Any Reason (CFAR) Insurance Add-On, upon enrolment. Based on date of enrolment, travellers will be invoiced up to three payments. The first payment of \$500 is due 30 days after enrolment. The second payment of \$500 is due 90 days after enrolment. The remaining balance is due 110 days prior to departure.
- Full payment is due immediately for any enrolments less than 110 days prior to departure.
- A late fee of \$95 will be assessed for any missed payment. All late fees are non-refundable.
- Travellers can pay with credit card (card must display the Visa or MasterCard logo), certified cheques, personal cheques (personal cheques are accepted up until 110 days prior to departure—after that date they must be certified), money order, direct debit, or electronic bill payment.
- All payments must be received 110 days prior to departure.
- EF reserves the right to cancel the traveller's reservation if any payment is past due by 30 days (or 15 days after final payment).
- A non-refundable \$30 fee will be assessed each time a direct debit or cheque payment is returned or declined.
- Travellers are responsible for making on-time payments even if an invoice is not received.
- All payment due dates refer to the dates by which each payment must be received by EF.

Paperless Billing Terms & Conditions

For travellers enrolled in Paperless Billing, the following Terms and Conditions apply:

- Travellers or primary contacts (for travellers under the age of 20) will receive electronic invoices for all information related to their EF account and other notices that are available in electronic format. Once enrolled, no paper copies will be received. Travellers may view and print invoices by logging into their account at eftours.ca
- EF is not responsible for any delay or failure to deliver any invoice, and travellers understand that nothing in these Terms and Conditions relieves any obligation to pay the invoice.

- Travellers may elect not to receive electronic invoices and change to billing by mail at any time by logging into their account at eftours.ca or by calling 1-800-263-2806.
- To the extent permitted by law, paperless billing is provided "as is" with faults and without warranties of any kind, either expressed or implied. The traveller assumes all responsibility and risk for use of paperless billing. EF does not warrant that the information, processes, or services will be uninterrupted, or bug- or error-free.

Pre-authorized debit agreement

I/we authorize EF and the financial institution designated to begin deductions as per the pay schedule I/we selected in the Automatic Payment Plan and/or a one-time payment as outlined in writing to EF, per transaction.

I/we understand that by enrolling in the Automatic Payment Plan, I/we authorize variable monthly or biweekly reoccurring payments for the amount of the account balance, which is divided into the number of charge dates available 25 days prior to departure, to be debited from my/our specified account until paid in full.

This authorization is to remain in effect until EF has received written notification from me/us of its change or termination, or upon completion of my scheduled Automatic Payment Plan as outlined in the Automatic Payment Plan Terms and Conditions. This notification must be received at least ten (10) business days before the next debit is scheduled by logging into my EF secure website or by mailing EF a cancellation form. I/we may obtain a cancellation form by calling EF at 1-800-263-2806.

EF may not assign this authorization, whether directly or indirectly, by operation of law, change of control, or otherwise, without providing at least ten (10) days prior written notice to me/us.

I/we have certain recourse rights if any debit does not comply with this agreement. For example, I/we have the right to receive reimbursement for any debit that is not authorized or is not consistent with this pre-authorized debit agreement. To obtain more information on my recourse rights, I/we may contact my/our financial institution or visit payments.ca

Questions? Call us at 1-800-263-2806

Diversity, Equity, Inclusion and Belonging

EF is committed to providing an inclusive tour experience, and all of our travellers play a role in this. On tour, you will meet people who represent a variety of backgrounds and beliefs and explore diverse cultures and histories. Our goal is to create an environment that celebrates these differences and fosters learning more about the world, yourself, and yourself in the world.

EF's Rules of the Road

The Tour Director and Group Leader will work together to provide a safe travel experience, but everyone must cooperate and use good common sense while on tour.

When the traveller enrolls on tour, they agree to EF's Rules of the Road which can also be found on their personalized website. If the traveller does not conform to these regulations or any specific rules set by the Group Leader, they risk disciplinary action and possible dismissal from the tour, returning home at the traveller's expense with no refund for the missed tour portion. That decision is up to EF and/or the Group Leader. Additionally, if the traveller does not adhere to specific rules set by the Group Leader, the Group Leader has the ability and support of EF to send the traveller home early from tour at the traveller's expense.

All travellers must adhere to the following regulations while on tour:

All scheduled activities are obligatory. If the traveller is sick, has signs of becoming sick, or has a physical ailment that might prevent them from participating in an activity, they must tell the Group Leader, who will notify the Tour Director.

If the traveller wants to visit friends or relatives while on tour, they must tell the Group Leader before the tour departs. The Group Leader must obtain the permission of the parents and school administration and give the details to their EF Tour Consultant by 30 days prior to departure.

Travellers are expected to respect any nightly curfew. For the traveller's own safety and security, room checks will be conducted at the Group Leader's discretion. Visitors or group members of the opposite sex are not permitted in your room.

Smoking is not allowed on buses, during meals, in hotel rooms, or any other shared, enclosed space.

Hitchhiking or the driving/renting of any motor vehicle is strictly forbidden for all travellers.

Travellers are required to pay for any phone calls or incidental personal expenses incurred at hotels. These will be payable the evening before departure at each hotel.

Travellers under the age of 18 may not consume alcohol on tour. Travellers over the age of 18 (or older, if local laws require) may consume beer or wine in moderation. The consumption of hard liquor is strictly forbidden. The Group Leader and/or parents may prohibit alcohol consumption at their discretion. Excessive drinking by any traveller will not be tolerated and will result in dismissal from tour at the traveller's own expense.

Illegal activities will not be tolerated and are punishable by immediate dismissal from the tour. If the traveller is involved in any illegal activities, all costs to return home are at the traveller's own expense. If the local authorities are involved, the traveller will be subject to the laws of the country they are visiting.

Payment for damage done to hotel rooms or to buses is the traveller's responsibility. If they notice any damage upon arrival at a hotel, they should notify the Tour Director immediately.

EF is committed to creating a safe and comfortable environment for all travellers, and diversity, equity and inclusion are an integral part of our mission to break down barriers through educational travel. Harassment, bullying or discrimination aimed at other travellers, suppliers or staff on the basis of gender identity, age, sexual orientation, disability, physical appearance, race, ethnicity, religion or any other factor will not be tolerated and may result in a participant's dismissal from tour.

Release & Agreement

I (or parent or legal guardian if enrollee is a minor) have read, understand and agree to the following in exchange for enrolment on an EF Educational Tour:

1. That all international tours are operated by EF Education First International Ltd., Switzerland, marketed by EF Institute for Cultural Exchange Ltd. and that all domestic tours are operated by EF Explore America Inc., marketed by EF Institute for Cultural Exchange Ltd.

2. EF Institute for Cultural Exchange, Ltd., EF Explore America Inc., EF Education First International, Ltd., and their affiliated companies, partners, and any companies acting on their behalf, along with their officers, directors, employees, agents, and authorized representatives (collectively referred to herein as "EF") do not own or operate any entity which is to or does provide goods or services for my program, including, for example, hotels; arrangements for, ownership of, or control over houses, apartments, or other lodging facilities; tour directors; airline, vessel, bus, or other transportation companies; local ground operators; visa processing services; providers or organizers of optional excursions; or food service or entertainment providers; etc. I acknowledge that all such persons and entities, specifically the Tour Director assigned to my tour, are independent contractors and not employees or agents of EF. As a result, EF is not liable for any negligent or willful act or failure to act of any such person or entity or of any third party.

3. Without limitation, EF is not responsible for any injury, loss or damage to person or property, death, delay, or inconvenience in connection with the provision of any goods or services occasioned by or resulting from, but not limited to, acts of God; force majeure; acts of government; acts of war or civil unrest; insurrection or revolt; strikes or other labor activities; public health issues or emergencies, epidemics, pandemics, plagues, outbreaks of infectious disease, mass-illness; criminal, terrorist, or threatened terrorist activities of any kind; overbooking or downgrading of accommodations; structural or other defective conditions in houses, apartments, or other lodging facilities (or in any heating, plumbing, electrical, or structural problem therein); mechanical or other failure of airplanes or other means of transportation or for any failure of any transportation mechanism to arrive or depart timely or safely; financial failure or other defaults by suppliers; dangers associated with water-based activities; dangers associated with or bites from animals, insects, or pests; sanitation problems; food poisoning; lack of access to or quality of medical care; difficulty in evacuation in case of a medical or other emergency; or any negligent or willful act or failure to act of any third party or for any other cause beyond the direct control of EF.

4. I understand that travel in other nations is not similar to travel within Canada. Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodations may differ from those found in Canada. Travel outside of Canada can involve inconvenience and risk, including, but not limited to, forces of nature, geographic and climatic conditions, different hygienic standards, infrastructure problems (including road maintenance, transportation delays and accommodation conditions), civil unrest, vandalism, crime, political instability, and terrorism. Medical services or facilities may not be readily available or available at all during all or part of a program and, if available, may not be equal to standards in the participant's home country. I further understand that different parts of the world present unique health, disease, and safety concerns, and I agree to review any specific risks related to my destination by visiting the Public Health Agency of Canada's Travel Health website at www.canada.ca/en/public-health/services/travel-health and the Government of Canada Travel Advice and Advisories website at www.travel.gc.ca/travelling/advisories. I knowingly assume all risk of bodily injury, death, emotional trauma, property damage, inconvenience, and/or loss resulting from negligence or any other acts of any and all persons or entities, however caused, including, but not limited to, those risks mentioned above. I have read and understand these risks and have been given an opportunity to ask any questions related to these risks and it is my intention fully to assume all of the risks of travel and participation in the program.

5. I agree to release EF and my school, my school district, my school board, my Group Leader, and Tour Director (collectively, the "Released Parties") from, and agree not to sue the Released Parties for, any and all claims of any nature related in any manner to my participation in an EF-sponsored tour, including, but not limited to, claims for negligence, breach of contract, breach of express or implied warranties, negligence or wrongful death, or any statutorily based claim. I hereby unconditionally and unequivocally waive any and all claims and demands for all damages, losses,

costs and expenses of any nature whatsoever (including attorneys' fees) on account of or arising out of any and all personal injury, death, bodily injury, mental anguish, emotional distress, or property or other damage that I may suffer from any cause whatsoever related in any way to my participation in any EF-sponsored tour.

6. I further understand and assume any risk, financial or otherwise, related to EF's decisions to cancel, modify, or delay the tour as a result of unforeseeable events that are beyond the reasonable control of EF or which become necessary or advisable for my safety or for the quality of the tour experience.

7. I agree that this Release and Agreement applies to and binds myself and my minor child enrolling on tour (if applicable) along with my personal representatives, executors, heirs, and family.

8. In addition, EF shall have no responsibility for me whatsoever when I am absent from an EF-supervised activity or for non-supervised activities, such as visits to friends or relatives or during stay-ahead/stay-behind option periods or any other optional period or activity when not escorted by a Tour Director.

9. My tour begins with the takeoff from the EF departure airport and ends upon completion of the flight back to the origination (or other arrival) airport.

10. The air carrier's liability for loss of or damage to baggage or property, or for death or injury to person, is subject to and limited by the airlines' contract of carriage, its tariff, the Montreal Convention or Warsaw Convention and their amendments or both.

11. EF or my Group Leader reserves the right to refuse or cancel my registration at its sole discretion in the event my participation would negatively affect the wellbeing or satisfaction of me or my travel group or if EF or my Group Leader cannot in its sole discretion accommodate a medical or behavioral health condition. In such event, EF's Standard Cancellation Policy as outlined in the Booking Conditions apply.

12. I agree to abide by EF's regulations and the directions of my Group Leader, my Tour Director, and EF's personnel during my tour. Failure to do so may result in my Group Leader or EF terminating me from the tour immediately. I understand that to disobey such rules or directions is to waive the right to a refund of any part of my program price, and that my Group Leader or EF may then send me home at my own expense.

13. I agree to abide by all local laws when on tour. I understand that if I abuse or disobey such laws, even unintentionally, I waive my right to a refund of any part of the program price, and my Group Leader or EF may send me home at my own expense. I also understand that, should local authorities be involved, I will be subject to the laws of the country I am visiting.

14. If I become ill or incapacitated, EF and their employees, or my Group Leader, may take any action they deem necessary for my safety and wellbeing, including notifying parents/guardians and/or securing medical treatment (at my own expense) and transporting me home. EF retains the right, in its sole discretion, to contact the traveller's parents/guardians with regards to health issues or any matter whatsoever that relates to the traveller's tour. These rights transcend any and all privacy regulations that may apply. In the event of a medical emergency, EF will attempt to cause appropriate treatment to be administered, and the traveller authorizes EF to do so. EF, however, makes no warranty that it will be able to cause effective (or any) emergency treatment to be administered or to be timely administered.

15. I have made the choice to travel with the teacher/Group Leader organizing my group. I understand that this choice is not the responsibility of EF. I understand that my Group Leader is able to make decisions on my behalf, including but not limited to changing the group's requested tour or travel date and requiring that I purchase items such as the Global Travel Protection Plan and optional excursions. I understand that a Group Leader must accompany me on tour. If my Group Leader cancels for any reason, EF will ask them to assign a new Group Leader. If I cancel at this point and choose not to travel with the replacement Group Leader, I will be treated as a standard cancellation. If no replacement Group Leader can be found, I will need to cancel and EF's Standard Cancellation Policy will apply. I may also request that EF place me with a new tour group. If EF cannot find a new tour group for me, EF's Standard Cancellation Policy will apply.

16. If I will be age 20 or older at any time during my tour, I acknowledge that EF reserves the right to conduct a background check ("BC") as a pre-condition to travel. If such a traveller refuses to consent to the BC, EF reserves the right to refuse travel and it will be deemed a cancellation and EF's Standard Cancellation Policy will apply.

17. This Release and Agreement and EF's Booking Conditions constitute the entire agreement between EF and me with reference to the subject matter herein, and I do not rely upon any promises, inducements, marketing materials, or agreements not herein, including, but not limited to, any oral statements made to me by any agents or employees of EF or by my school or Group Leader. This agreement may be amended or modified only in a writing, signed by EF. The waiver by EF of any provision of this agreement shall in no way affect the remaining provisions of this agreement, and this agreement shall be interpreted as if such clause or provision were not contained herein.

18. That this agreement shall be governed in all respects, and performance hereunder shall be judged, by the laws of the Province of Ontario and the laws of Canada applicable thereto. In the event of any claim, dispute, or proceeding arising out of my relationship with EF, or any claim which in contract, tort, or otherwise at law or in equity arises between the parties, whether or not related to this agreement, the parties submit, attorn to and consent to the exclusive jurisdiction of the laws and regulations of the Province of Ontario.

19. EF may use any film or digital likeness taken of me and any of my comments while on an EF tour as well as any project work (including, but not limited to, online learning programs offered by EF) for future publicity without compensation to me and also use my contact information for future EF promotions. I have read and agreed to the Terms of Use and Privacy Policy outlined at www.ef-tours.ca/legal/privacy-policy and I consent to EF's processing of my personal data.

20. EF will process your personal data in compliance with applicable data protection legislation for the purposes of completing your enrolment, customer service, the purchase of an offered travel protection plan, and providing you with the products and services related to your tour. This may entail sharing your personal data with corporate affiliates, claims handlers, insurance providers, my school, my school board and Group Leader and other business partners both within and outside of Canada, including but not limited to the U.S. and EEA/Switzerland. We have put appropriate safeguards in place for such transfers of your personal data, including the standard data protection clauses adopted by the European Commission and the Canadian Personal Information Protection and Electronic Documents Act (PIPEDA). We will only keep your personal data for as long as it is necessary for the purposes for which it has been collected or in accordance with time limits stipulated by law and good market practice, unless further retention is necessary for compliance with a legal obligation or for the establishment, exercise or defense of legal claims. If you have questions about the processing or use of your personal data, would like to have a copy of the information EF holds about you, or have inaccurate personal data corrected or erased, please contact Traveller Support at 1-800-263-2806.

Sign your enrolment form only when you have read in full and understood the contents of this release and agreement.

Looking for more info?
Find (almost) everything at
eftours.ca/help-centre



Ready to give your child a global perspective?
Enrol them on tour today.



Visit
eftours.ca/enrol



Travel Agent
Travel Agent
1-800-263-2806



1-800-263-2806
800-263-2806
1-800-263-2806

Student Trustee Professional Development, Ontario Student Trustees' Association (OSTA-AECO) Annual General Meeting and Conference, May 23-26, 2024.

R.A.: that student trustees wishing to do so, be authorized to attend the Ontario Student Trustees' Association (OSTA-AECO) Annual General Meeting and Conference, May 23-26, 2024, in Toronto, Ontario.



Ontario Catholic School Trustees' Association

March 26, 2024

MEMORANDUM

TO: Chairpersons and Directors of Education
- All Catholic District School Boards

CC: OCSTA Directors and Staff
Board Secretaries and Administrative Assistants

FROM: Patrick J. Daly, President

SUBJECT: Provincial Budget Announcement 2024-2025

On Tuesday March 26, 2024 the Ontario Minister of Finance, Peter Bethlenfalvy, released the 2024-25 provincial budget.

The budget included the following new funding initiatives that will be of interest to Catholic boards:

- Building, expanding and renewing schools and child care spaces by investing \$23 billion over 10 years, including about \$16 billion in capital grants. This includes \$1.4 billion for the current school year to support the repair and renewal needs of schools;
- \$172 million for the 2024–25 school year for targeted math and reading supports and an updated kindergarten curriculum starting in September 2025, including \$15 million for new digital math tools;
- \$65 million for “dedicated educators” to work with small groups of students in Kindergarten to Grade 3;
- \$18 million to improve special education services
- \$30 million that is being dedicated to security cameras, security lighting and vape detectors.
- The Ontario Autism Program will receive an additional \$120 million on top of its current budget of \$667 million
- Investing an additional \$16.5 million annually over the next three years through the Skilled Trades Strategy to support a variety of programs that attract more young people into the skilled trades;

For further details on the budget please refer to the attached PDF document or select the following link: [Building a Better Ontario | Ontario Newsroom](#).

The OCSTA will on behalf of Catholic School Boards advocate strongly for additional funding with regard to planning for the 2024/2025 school year. We will continue to impress upon the Ministry of Education the need to provide sufficient resources to support the health and safety of students and staff as well as the necessary funding for mental health, student transportation, special education and capital planning.

If you have any questions or concerns, please contact me at pdaly@ocsta.on.ca or Nick Milanetti at nmilanetti@ocsta.on.ca

A handwritten signature in black ink, appearing to read 'PDaly', with a long, sweeping flourish extending to the right.

Patrick Daly
President

NEWS RELEASE

Building a Better Ontario

2024 Budget delivering on plan to rebuild Ontario's economy

March 26, 2024

[Ministry of Finance](#)

TORONTO — Today, Minister of Finance Peter Bethlenfalvy released the [2024 Budget: Building a Better Ontario](#). Like the rest of the world, Ontario continues to face economic uncertainty due to high interest rates and global instability.

These challenges are putting pressure on Ontario families and their finances, as well as on the province's finances. Despite these challenges, Ontario is continuing to deliver on its Plan to Build by investing in infrastructure to get more homes built faster, attracting better jobs with bigger paycheques, keeping costs down for families and businesses, and retaining a path to balance.

"In the face of global economic uncertainty and high interest rates that continue to put pressure on Ontario families, our government is taking a responsible approach by investing to rebuild Ontario's economy without raising taxes," said Minister Bethlenfalvy. "As we invest in key public services and infrastructure, including new roads, highways and the largest public transit expansion in North America, we refuse to offload the costs onto hardworking Ontario families or municipalities at a time when they're counting on us to keep costs down."

Highlights of the Province's actions include:

1. Helping to get more homes built by investing \$1 billion in the new Municipal Housing Infrastructure Program and quadrupling the Housing-Enabling Water Systems Fund to a total of \$825 million to help municipalities repair and expand the critical infrastructure needed to reach their housing targets.

2. Connecting approximately 600,000 people to primary health care with a total additional investment of \$546 million over three years.
3. Launching a new \$200 million Community Sport and Recreation Infrastructure Fund to strengthen communities across Ontario by investing in new and upgraded sport, recreation and community facilities.
4. Investing \$46 million over three years, including for the purchase of four police helicopters, to improve community safety in the Greater Toronto Area by supporting increased patrols and faster response times to major incidents and serious crimes.
5. Keeping costs down for people and businesses by proposing to extend the temporary cuts to the gasoline tax rate by 5.7 cents per litre and the fuel (diesel) tax rate by 5.3 cents per litre until December 31, 2024. This would save Ontario households \$320 on average since the cuts were first introduced in July 2022. This relief is especially important as the federal carbon tax is set to increase on April 1, 2024.
6. Helping workers and job seekers, including apprentices, get the skills they need to advance their careers with an additional \$100 million investment in 2024–25 through the Skills Development Fund Training Stream.
7. Supporting individuals facing unstable housing conditions and dealing with mental health and addictions challenges by investing an additional \$152 million over three years towards various supportive housing initiatives designed to support vulnerable people.

“Our responsible approach allows us to support Ontario families, workers and municipalities while retaining a path to balance,” said Minister Bethlenfalvy. “We will keep investing prudently to help create stronger communities and better opportunities for future generations.”

Quick Facts

1. For 2023–24, the government is projecting a deficit of \$3.0 billion. As part of its path to balance, the government is projecting deficits of \$9.8 billion in 2024–25 and \$4.6 billion in 2025–26, before reaching a surplus of \$0.5 billion in 2026–27.
2. Ontario’s real GDP grew by an estimated 1.2 per cent in 2023 and is projected to increase by 0.3 per cent in 2024, 1.9 per cent in 2025, 2.2 per cent in 2026 and 2.2 per cent in 2027. For the purposes of

prudent fiscal planning, these projections are slightly below the average of private-sector forecasts.

Additional Resources

1. [Read the *2024 Budget: Building a Better Ontario*](#)
2. [Read highlights of the *2024 Budget*](#)
3. [Read the *Backgrounder: Economic and Fiscal Overview*](#)
4. [Read the *2023 Ontario Economic Outlook and Fiscal Review: Building a Strong Ontario Together*](#)

Media Contacts

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Communications Branch
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Ontario Catholic School
Trustees' Association

NEWS RELEASE

OCSTA Welcomes Federal Announcement of National School Food Program

TORONTO-April 2, 2024-The Ontario Catholic School Trustees' Association (OCSTA) welcomes the federal government's investment of \$1 billion over five years to support a new National School Food Program.

OCSTA has recently advocated for a national school food program as part of the government's National Review of Food Policy. We believe the program has many benefits including:

- improving access to nutritious food for students, allowing all students to focus on learning in school;
- addressing food insecurity and the resulting anxiety and mental health challenges that affect students;
- improving the social determinants of health for marginalized communities;
- improving student achievement and well-being.

The National Program should allow for operational flexibility. To ensure successful and equitable implementation of the program, funding must cover all additional costs, including administrative supports, and must be sustained throughout the life of the program. An equitable, universal, fully funded program would resolve inequities and inconsistencies, and offer a solid foundation for all students. We agree with the concept that meals must be culturally adapted and appropriate for each community.

"As publicly funded Catholic Schools focused on Christ-Centered learning, we are committed to ensuring our students' well-being. A sustainable, universal and fully funded food program will be of significant benefit for student achievement and support overall well-being of students," stated Patrick Daly, President of OCSTA.

OCSTA believes that funding allocations need to consider related capital costs. This could include new, or upgrades to, food preparation and handling areas, equipment, and related infrastructure. Many of our Catholic schools, including their kitchens and other programming spaces, are used by community partners outside of the regular school day.

The National Food Program set a standard both for securing food for schools as a fundamental human right and ensuring that right is delivered consistently, sustainably, and within a context of transformative action to end poverty, improve students' health and achievement outcomes. We look forward to working with the federal, provincial governments, Catholic School Boards and other partners as the program is implemented

The Ontario Catholic School Trustees' Association is the provincial voice for publicly funded Catholic education. Founded in 1930, OCSTA represents the interests of Catholic school boards that collectively educate approximately 570,000 students in Ontario, from Junior Kindergarten to Grade 12.

-30-

For interviews or more information please contact:

Sharon McMillan, OCSTA Director of Communications - smcmillan@ocsta.on.ca / 416-460-7937

www.ocsta.on.ca



Join
Us

May 8, 2024 - 11:00 am

**Catholic Education Week
Provincial Mass**

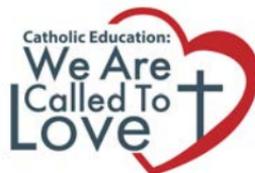
*The Most Rev. Gerard Bergie, D.D.
Bishop of St. Catharines, Celebrant*

**Cathedral of St. Catharine of Alexandria
St. Catharines, ON**

Mass will be live-streamed at this link:

<https://www.youtube.com/@stcatharinescathedral2914>

Catholic Education Week
May 5 - May 10, 2024



For more information visit
www.goodnewsforall.ca

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