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## Regular Board Meeting

Tuesday, October 29, 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/pnk-mxar-qnb>

If you would like to join by telephone, please contact Michelle Kennedy  
by email - [mkennedy@pvnccdsb.on.ca](mailto:mkennedy@pvnccdsb.on.ca) or at 1-800-461-8009 ext. 1247  
Arrangements to join by phone must be made prior to 5:30 p.m. on the day of the meeting

**Chairperson:** Kevin MacKenzie

**Vice-chairperson:** Jenny Leahy

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

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

1. Opening Prayer.  
Kevin MacKenzie, Board Chairperson..
2. Land Acknowledgement.  
Kevin MacKenzie, Board Chairperson.
3. National Anthem.
4. Approval of the Agenda.
5. Declarations of Conflicts of Interest.
6. Approval of the minutes of the September 24, 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.  
Claire Heitzner, Senior Student Trustee and  
Carter Peios, Junior Student Trustee.
3. Report from the Manager of Communications, Galen Eagle.  
Highlights of System Achievements.

**C. Presentations:**

1. Delegation: Student Participation in an International Excursion Organized by a Different School Than Which They Attend.  
Tania Harper.
2. Presentation from EQAO (Education Quality and Accountability Office).  
Dan Koenig, Chief Executive Officer, EQAO, and colleagues, Geordie Gibbon, Lesley Pike, and Lynn Kosuch from EQAO.
3. Providing Excellence in Teaching and Learning: Catholic Board Improvement Plan for Student Achievement and Well-being.  
Jeannie Armstrong, Superintendent of Learning.

**D. Programs and Services:**

1. R.A. Student Excursions. R.A. Page 18
  - a. St. Stephen Catholic Secondary School International Excursion to Czechia, Austria, Slovenia, and Italy, March 12 to March 21, 2026. Details: Page 19  
Julie Selby, Superintendent of Learning.
  - b. St. Stephen Catholic Secondary School International Excursion to Switzerland, Italy, France and Spain, March 10-20, 2027. Details: Page 41  
Julie Selby, Superintendent of Learning.
  - c. St. Peter Catholic Secondary School International Excursion to Spain and Portugal, March 11 to March 20, 2026. Details: Page 64  
Jeannie Armstrong, Superintendent of Learning.
2. R.A. Approval of the School Level Identification, Placement and Review Committees, 2024-2025. R.A. Page 116  
Jonathan Di Ianni, Superintendent of Special Education. Details: Pg 117

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

1. Ontario Catholic School Trustees' Association (OCSTA) Open Session Report.  
Kevin MacKenzie, Board Chairperson.
2. STSCO Governance Committee Meeting, October 9, 2024, Open Session Report.  
Kevin MacKenzie, Board Chairperson.
3. R.A. Approval of Member Appointment to the Special Education Advisory Committee. R.A. Page 121  
Kathleen Tanguay, Trustee Representative on the Special Education Advisory Committee.
4. R.A. Recommended Actions from the Committee-of-the-Whole, October 21, 2024: R.A. Page 122  
2024-2025 Trustee Honoraria, Trustee Expenses for the Fiscal Period 2023-2024,  
Enrollment Update, and 2024-2025 Staffing Report.  
Stephen O'Sullivan, Director of Education.

## **F. Human Resources:**

## **G. Policy Development:**

1. R.A.: Recommended Action from the Policy Development Committee, October 15, 2024. R.A. Page 132  
Loretta Durst, Chairperson, Policy Development Committee. Report: Page 133

## **H. Old Business:**

## **I. New Business:**

## **J. Bring Forward:**

## **K. Information Items:**

1. Chairperson's Report.  
Kevin MacKenzie, Board Chairperson.
2. Report from Trustee Attendance at When Faith Meets Pedagogy Conference.  
Mary Ann Martin, Trustee
3. Committee Reports.

- a. Catholic Parent Engagement Committee, October 2, 2024.
  - b. Audit Committee, October 3, 2024.
  - c. Accessibility for All Committee, October 10, 2024.
  - d. Faith and Equity Advisory Committee, October 10, 2024.
  - e. Special Education Advisory Committee, October 17, 2024.
4. Ontario Catholic School Trustees' Association and Ministry Information Items.
- a. September 25, 2024 – Ministry of Education Safe and Inclusive Schools Page 134
  - b. September 26, 2024 – OCSTA Memo, Catholic Education Week Together in Faith Bulletin. Page 136
  - c. October 7, 2024 –OCSTA Catholic Education Leadership Speaker Series: Pilgrims of Hope Page 141
  - d. October 8, 2024 – OCSTA Memo, Local Government Week Page 143
  - e. October 8, 2024 – OCSTA Memo, Pope Francis Elevates Archbishop Francis Leo to the College of Cardinals Page 145
  - f. October 18, 2024 – OCSTA Memo, 2024 Annual Finance Brief Submission. Page 146

**L. Future Meetings and Events:**

- 1. Board Meetings:
  - a. Annual Board Meeting, November 19, 2024, 4:00 p.m.
  - b. Regular Board Meeting Open Session, November 26, 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, November 11, 2024, 5:30 p.m.
  - b. Committee-of-the-Whole Meeting, November 11, 2024, 6:30 p.m.
  - c. Policy Development Committee Meeting, January 21, 2025, 6:30 p.m.
- 3. Other Committee Meetings: (Listed in chronological order.)
  - a. French as a Second Language Advisory Committee, November 5, 2024, 4:30 p.m.
  - b. Audit Committee, November 14, 2024, 6:30 p.m.
  - c. Special Education Advisory Committee, November 21, 2024, 1:00 p.m.

- d. Catholic Parent Engagement Committee, November 21, 2024, 6:30 p.m.
  - e. First Nation Métis Inuit Advisory Committee, December 10, 2024, 6:30 p.m.
  - f. STSCO Governance Committee, January 8, 2025, 3:00 p.m.
  - g. Faith and Equity Advisory Committee, February 13, 2025, 6:30 p.m.
  - h. Accessibility for All Committee, February 27, 2025, 1:00 p.m.
  - i. Supervised Alternative Learning Committee, TBA
4. Board Events: (Listed in chronological order.)
- a. Board Retirement Dinner, Friday, November 8, 2024, Regency Ballroom, Holiday Inn Waterfront, Peterborough.
  - b. Ontario Catholic School Trustees' Association 2025 Catholic Trustees Seminar, Delta Hotels by Marriott, Toronto Airport & Conference Centre, Toronto.

**M. Conclusion:**

- 1. Report from the Regular Board Meeting, In-camera Session, October 29, 2024.
- 2. Closing Prayer.  
Loretta Durst, Trustee.
- 3. Adjournment.



# Minutes

The Minutes of the Open Session of the Regular Board Meeting, held on Tuesday, September 24, 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, Claire Heitzner (Senior Student Trustee), Jenny Leahy, Kevin MacKenzie (Chairperson), Mary Ann Martin, and Carter Peios (Junior Student Trustee).

Administration – Jeannie Armstrong, Jonathan Di Ianni, Galen Eagle, Sean Heuchert, Darren Kahler, Dawn Michie, Stephen O’Sullivan, Sheila Piggott, and Julie Selby.

Recorder – Michelle Kennedy

Regrets: Trustee Kathleen Tanguay

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

The Board Chairperson Kevin MacKenzie called the meeting to order at 6:32 p.m. and welcomed guests in attendance in person and guests who were joining the meeting online by Google Meet.

The Chairperson welcomed Dawn Michie, in her new role as Board Chaplain and Faith Animator, to the boardroom. Lisa Heitzner, Principal at St. Joseph Catholic Elementary School and Bridget McCann-Girard, Principal of Continuing, Adult and Experiential Learning, attending the meeting as the principals’ representatives were also welcomed.

### 1. Examen and Opening Prayer

The Board Chairperson, Kevin MacKenzie invited Dawn Michie, Board Chaplain and Faith Animator to begin the meeting with prayer.

### 2. Land Acknowledgement

Kevin MacKenzie, Board Chairperson gave a land acknowledgment to respectfully recognize that the land we gather on is the treaty and traditional territory of the Michi Saagiig Anishinaabeg.

3. Singing of the National Anthem

The National Anthem was sung.

4. Approval of the Agenda

**MOTION:** Moved by John Connolly, seconded by Jenny Leahy  
that Trustee Kathleen Tanguay's absence from the board meeting  
be excused.

Carried.

**MOTION:** Moved by Mary Ann Martin, seconded by Loretta Durst  
that the agenda be approved with the addition of agenda item E.4,  
Trustee Professional Development, When Faith Meets Pedagogy.

Carried.

5. Declarations of Conflicts of Interest

There were no conflicts of interest declared

6. Approval of the minutes from the June 25, 2024, Regular Board Meeting.

**MOTION:** Moved by Mary Ann Martin, seconded by Loretta Durst  
that the minutes of the June 25, 2024, Regular Board Meeting  
be approved.

Carried.

7. Business Arising Out of the Minutes.

There was no business arising from the minutes.

8. Swearing-in of the Junior Student Trustee, Carter Peios.

The swearing-in ceremony for the Junior Student Trustee, Carter Peios, was officiated by the Director of Education, Stephen O'Sullivan, the Board Chairperson, Kevin MacKenzie, Board Vice-chairperson Jenny Leahy, and Dawn Michie, Board Chaplain and Faith Animator. Carter Peios recited a pledge of commitment to the service of Catholic Education and to fellow students and was welcomed to the Board of Trustees with prayers and a blessing. Carter Peios was presented with a board

pin to symbolize his call to service with PVNCCDSB.

## **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:

- September has been filled with welcoming students and staff back to fall routines and the new school year that is full of excitement and optimism.
- A special welcome was extended to new students and staff who are attending and working in PVNC Catholic for the first time.
- Welcome to Dawn Michie, the new Board Chaplain and Faith Animator.
- Welcome back to trustees who are servant leaders in the community and work to advocate for Catholic education.
- Welcome to the student trustees who bring the student voice and ensure that students are put first at PVNC Catholic.
- The senior team was recognized as a group of leaders who continue to shape Catholic education in the PVNC community and each superintendent is in the Director's prayers as we work together in service each day.
- The Director shared the following system achievements and highlights from September:
  - Commissioning of new school administrators on August 27<sup>th</sup>, at St. Alphonsus Liguori Parish.
  - Standing ovation for Sandra Connolly, Learning Consultant, in recognition of her outstanding work and commitment to the staff and students of PVNC Catholic on her retirement.
  - United Way Peterborough Launch.
  - School Visits to St. Michael Catholic Elementary School and Notre Dame Catholic Elementary School with the Hon. David Piccini, MPP for Northumberland and Peterborough-South. Thank you to the trustees, administration and superintendents who participated in the tour.
  - Trustee Mary Ann Martin and Vice-chairperson, Jenny Leahy and the Director of Education participated in the Ontario Catholic School Trustees Association's Fall East Regional Meeting in Ottawa.



- St. Anne Catholic Elementary School celebrated generations of students, staff and families at their 75<sup>th</sup> Anniversary on September 19<sup>th</sup>. The event included Mass and an open house.

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, Claire Heitzner and Junior Student Trustee, Carter Peios, gave the Student Trustee report which included the following highlights:

- Schools are preparing to celebrate le journee des Franco-Ontariennes by displaying the franco-ontarian flag and wearing green and white, the flag's colours.
- Schools will recognize September 30<sup>th</sup>, the National Day for Truth and Reconciliation by wearing orange shirts and learning about the 94 calls to action from the Truth and Reconciliation Commission.
- St. Stephen School activities in September included a club day to help students find activities of interest, student council elections, Terry Fox fundraisers, and the Environmental Specialist High Skills Major trip to Camp Samac. Senior students have begun planning their post-secondary pathways with university and college liaison visits.
- Holy Trinity Catholic Secondary School LINK leaders held student activities to welcome students back to school. Sports teams like football, golf, soccer and basketball are under way and the student council is engaging through a new TikTok account to connect fellow Titans. There is excitement around the new Aviation SHSM which will soon have a flight training opportunity.
- St. Peter Catholic Secondary School LINK leaders helped ready students for the new school year. The Drama club had over 100 students audition for the school musical which will be staged later in the year. Wellness Wednesdays will offer activities focusing on mental health and wellbeing. Students interested in debating participated in an ethics debate at Trent University.
- Holy Cross Catholic Secondary student council members began the year attending an escape maze team-building activity. School spirit is abundant with activities such as a Friday Night Lights football game, Drama Club, Cheer Team, Blood Donor Clinic and a dance for the Grade 9 students.
- St. Thomas Aquinas Catholic Secondary School students have begun food drives, held its first school Mass, had student council elections, and hosted a dance. The outdoor club is preparing for their upcoming canoe trip to Algonquin Park.
- St. Mary Catholic Secondary School students are enjoying milk and cookie check

ins with LINK crew members, and many clubs are running such as the equestrian team, social justice club, art club, choir, in addition to various athletics. The Terry Fox fundraising campaign which has a goal of \$15,000 will feature a barbecue and other teacher incentives.

- Junior Student Trustee Carter Peios thanked his peers for their confidence in him being at the board table as their representative and looks forward to the learning opportunity.

Student trustees Claire Heitzner and Carter Peios invited questions and comments from the trustees at the conclusion of their report. The trustees welcomed Junior Student Trustee, Carter Peios and encouraged both he and Claire Heitzner in their work to represent the students of PVNC Catholic.

### **C. Presentations:**

#### 1. Providing Excellence in Teaching and Learning: PVNCCDSB Summer Learning Program Updates.

Superintendent of Learning, Julie Selby and Superintendent of Special Education, Jonathan Di Ianni, introduced the team of presenters: Dr. Cynthia Chan Reynolds, Board Psychologist, Jennifer Angelo, Board Mental Health Lead, Alex Duketow, Learning Consultant, Derek Abrams and Bridget McCann Girard, Principals of Continuing, Adult and Experiential Learning.

The group gave a comprehensive overview of the programs that were engaged in July and August 2024 in all regions of the board. The programs, which had participation from elementary and secondary students, were highlighted in the presentation and included Camp AIM (math and literacy development), Focus on Youth (credit acquisition and paid employment opportunities), Welding Camp for Indigenous Students, Summer School (Reach ahead and Credit Recovery programs), Build and Soar (Summer work placement), Build and Soar (Coop program), Strong Kids Camp (mental health focus), and Start Strong Transition to Secondary (mental health focus), Communication Camp (special education skills development), and Speech Therapy program.

At the conclusion of the presentation, the trustees were invited to ask questions which were answered by the panel of presenters.

#### 2. Inspiring Faith: Blessed and Beloved.

Julie Selby, Superintendent of Learning, introduced Jennifer Eaton-Koch, Learning Consultant who reviewed the newly launched religious education program, which is being rolled out over the next five years, "Blessed and Beloved". The presentation included a review of the structure of the program which divides topics into three strands

of learning: Families: A Living Communion of Love, Families: Called to be in Relationship, and Created in Love, Wonderfully Made. Each of the grade levels has topics and learning expectations in each of the strands which are appropriate to the grade level. The program was developed by Catholic primary teachers and representatives from the Assembly of Catholic Bishops of Ontario.

PVNC Catholic teachers who will be delivering the new program this year will be participating in a professional development session. Anne Jamieson, Executive Director of the Institute for Catholic Education, will be a guest speaker and talk about the new program at the Principals, Priests and Chaplaincy Leaders meeting in October.

The theme of Hope has been established for this year's pastoral plan and connects to the theme of the jubilee year "Pilgrims of Hope", which starts at the beginning of advent.

The presenters were thanked for their presentation and the trustees had an opportunity to have their questions addressed.

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

##### 1. Student Excursions.

There were no questions brought forward regarding the proposed excursions which were distributed to the trustees in the Board Meeting agenda package.

**MOTION:** Moved by John Connolly, seconded by Mary Ann Martin

that the proposed St. Mary Catholic Secondary School international excursion to Ireland, April 29, 2025, to May 7, 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.

**MOTION:** Moved by Loretta Durst, seconded by Mary Ann Martin

that the proposed St. Mary Catholic Secondary School international excursion to France and Spain, from March 5-14, 2026, 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.

Board Chairperson, Kevin MacKenzie reported that earlier this month, the OCSTA Region 9 report from Morgan St. Marie was received and shared with the trustees.

2. Report from the Ontario Catholic School Trustees' Association (OCSTA) Fall Regional Meeting, September 19, 2024.

Board Vice-chairperson, Jenny Leahy and Trustee Mary Ann Martin gave a report on the recent OCSTA Fall Regional meeting that was hosted at Ottawa Catholic School Board and attended with Director, Stephen O'Sullivan.

The agenda included attendees sharing each of their boards' success and challenges that are being experienced. OCSTA president, Michael Bellmore provided an update on the activities of the association over the last year and the work that has been done on behalf of Catholic boards in advocating for Catholic Education.

3. Ontario Catholic School Trustees' Association (OCSTA) Annual Membership Fees, Friends and Advocates of Catholic Education (FACE) Levy, and Central Bargaining Fees.

**MOTION:** Moved by Mary Ann Martin, seconded by Jenny Leahy that the payment of the 2024-2025 Ontario Catholic School Trustees' Association membership fees and FACE Levy, in the amount of \$66,891.11, be approved;

and, that the payment for the 2024-2025 Ontario Catholic School Trustees' Association Core Education Funding for Central Bargaining fees, in the amount of \$44,345.00, be approved.

Carried.

4. Student Trustee Professional Development 2024-2025.

**MOTION:** Moved by Jenny Leahy, seconded by Mary Ann Martin that student trustees wishing to do so, be authorized to attend the following Ontario Student Trustees' Association (OSTA-AECO) events during 2024-2025:

- Fall General Meeting, November 7-10, 2024, Toronto
- Education Action Conference, February 20-23, 2025, Ottawa
- Annual General Meeting, May 22-25, 2025, Toronto

Carried.

5. Trustee Professional Development, When Faith Meets Pedagogy Conference, October 24-26, 2024, Toronto.

A motion relating to trustee professional development moved and seconded. Following discussion, the initial motion was amended to read as follows:

**MOTION:** Moved by Mary Ann Martin, seconded by Jenny Leahy  
that one trustee be authorized to attend the “When Faith Meets Pedagogy” conference on October 24-26, 2024, in Toronto.

Carried.

**F. Human Resources:**

**G. Policy Development:**

1. Trustee Code of Conduct.

Stephen O’Sullivan, Director of Education introduced the revised code of conduct noting that revisions were required due to Bill 98. The Ad hoc By-law Committee comprised of Trustees Mary Ann Martin and Kathleen Tanguay and Vice-chairperson, Jenny Leahy, collaborated and reviewed the amendments suggested and provided by OCSTA and incorporated pertinent points from the previous PVNCCDSB Trustee Code of Conduct, dated September 27, 2022.

**MOTION:** Moved by Mary Ann Martin, seconded by Loretta Durst  
that the Trustee Code of Conduct be approved as amended.

Carried.

**H. Old Business:**

1. Receipt of correspondence from Mayor Jeff Leal, dated July 11, 2024.

**MOTION:** Moved by Jenny Leahy, seconded by Mary Ann Martin  
that the letter of response dated July 11, 2024, from Mayor Jeff  
Leal regarding Bonnerworth Park be received.

Carried.

**I. New Business:**

**J. Bring Forward:**

**K. Information Items:**

1. Chairperson's Report.

Board Chairperson, Kevin MacKenzie welcomed everyone back to the 2024-2025 school year and expressed his wishes for a successful school year. The school board chairpersons have not yet had a conference call with the new Minister of Education, Jill Dunlop, but look forward to continuing the tradition of open communications with school boards.

Wednesday, September 25<sup>th</sup> is Rowan's Law and Concussion Safety Day which is a day to bring awareness to the importance of health implications of head injuries.

Monday, September 30<sup>th</sup> is the National Day for Truth and Reconciliation. Kevin MacKenzie urged everyone to honour survivors and not limit our reflection and work towards reconciliation to just one day each year.

The Board Chairperson wished God's blessings on the students and staff of PVNC Catholic.

2. Committee Reports:

a. First Nation Métis and Inuit Education Advisory Committee, September 17, 2024.

Trustee John Connolly reported that the First Nation Métis and Inuit Education Advisory Committee meeting started with a smudging and sharing circle which provided an opportunity for the committee members to become familiar with each other. A presentation regarding the Indigenous Education Action Plan was given which reviewed the goals and initiatives planned and the committee provided feedback.

3. Ontario Catholic School Trustees' Association Information Items:

- a. June 26, 2024 – OCSTA Memo, Ministry Guest Speaker Policy
- b. June 27, 2024 – OCSTA Memo, Catholic Education Week Logo and Media Kit.
- c. June 27, 2024 – OCSTA Memo, Ombudsman Annual Report
- d. July 31, 2024 – OCSTA Memo, Bill 98 Regulations
- e. August 13, 2024 – OCSTA Memo, Resources from the Ministry of Education - Vaping and Cell Phone Use in Schools
- f. August 29, 2024 – OCSTA Memo, Trustee Code of Conduct, Mandatory Requirements.
- g. September 16, 2024 – Ministry of Education Promotional Poster for Level Up Skilled Trades, 2024.

#### **L. Future Meetings and Events:**

##### **1. Board Meetings:**

- a. Regular Board Meeting Open Session, October 29, 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, October 15, 2024, 6:30 p.m.
- b. Chairperson's Committee Meeting, October 21, 2024, 5:30 p.m.
- c. Committee-of-the-Whole Meeting, October 21, 2024, 6:30 p.m.

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

- a. Special Education Advisory Committee, September 26, 2024, 1:00 p.m.
- b. Catholic Parent Engagement Committee, October 2, 2024, 6:30 p.m.
- c. STSCO Governance Committee, October 9, 2024, 2024, 3:00 p.m.
- d. Accessibility for All Committee, October 10, 2024, 1:00 p.m.
- e. Faith and Equity Advisory Committee, October 10, 2024, 6:00 p.m.
- f. French as a Second Language Advisory Committee, November 5, 2024, 4:00 p.m.
- g. Audit Committee, November 14, 2024, 6:30 p.m.
- h. First Nation Métis Inuit Advisory Committee, December 10, 2024, 6:00 p.m.
- i. Supervised Alternative Learning (SAL) Committee, TBA.

##### **4. Board Events:**

- a. Board Retirement Dinner, Friday, November 8, 2024, Regency Ballroom, Holiday Inn Waterfront, Peterborough.

**M. Conclusion:**

1. Report from the Regular Board Meeting, In-camera Session, held September 24, 2024.

- MOTION:** Moved by Jenny Leahy, seconded by Loretta Durst that the Board approve the actions and the discussions arising from the Regular Board Meeting, In-camera session, held on September 24, 2024, as follows:
- A. Call to Order:
    - 1. Opening Prayer.
    - 2. Motion for the Approval of agenda.
    - 3. No conflicts of interest were declared.
    - 4. Approval of the minutes of the June 25, 2024, Regular Board Meeting, In-camera session.
  - D. Business, Finance and Governance:
    - 1. OCSTA In-camera Report.
  - E. Human Resources:
    - 1. Ratification of the Catholic Principals' Council of Ontario (CPCO) Provincial Terms of Employment. "that the provincial portion of the Catholic Principals' Council of Ontario (CPCO) provincial terms and conditions of employment, effective September 1, 2023, to August 31, 2027, be ratified." Motion Carried.
  - I. Conclusion:
    - 1. Closing Prayer.
    - 2. Motion to convene in open session.

Carried.

2. Closing Prayer.

Board Chairperson, Kevin MacKenzie invited Trustee John Connolly 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 8:34 p.m.

Carried.



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Kevin MacKenzie  
Board Chairperson

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

DRAFT

**Student Excursions:**

**R.A.:**

that items D.1 a) to D.1 c) be approved as presented:

D.1 a) that the proposed St. Stephen Catholic Secondary School International Excursion to Czechia, Austria, Slovenia, and Italy, March 12, 2025 to March 21, 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.1 b) that the proposed St. Stephen Catholic Secondary School International Excursion to Switzerland, Italy, France and Spain, from March 10-20, 2027, 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 c) that the proposed St. Peter Catholic Secondary School International Excursion to Spain and Portugal from March 11-20, 2026, be approved in principal 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.



### CATEGORY 5 APPROVAL FORM

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

Teacher/Organizer: Angela Richardson School: St Stephen C.S.S.

Adult Supervisors Attending (Full names and phone numbers):

Angela Richardson 705-768-052 Joelle LaRonde 905-449-4239 David Hendriks 905-244-7642  
 Kevin Walchuk 905 - 925 - 2416 Michelle Rodriguez 905-447-0576 Christopher Heitzner 905-447-2969

Destination: Czechia, Austria, Slovenia, and Italy	Mode of Transportation: Flight & Coach
Grade/Course: 10-12	Date of Submission:
Departure Date: Thursday March 12 2026	Return Date: Saturday March 21 2026
Number of Students: 40 boys: mix girls: mix	Number of Adult Supervisors: 6 female: 3 male: 3
Name of Travel Agent: Explorica by World Strides	Type of Excursion: <input type="checkbox"/> Curricular <input checked="" type="checkbox"/> Co-instructional
Total cost to be paid by each Student: \$ 4997.00	

**Summary of Proposed Activity:**

This tour is packed with history, art, and cultural experiences. Students will visit Prague Czechia, Salzburg Austria, Slovenia, and Venice Italy. They will get to visit castles, churches, natural sites, fortresses, and old city centres.

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

Throughout the tour students will experience the historic and religious nature of several sites. Please see the submitted package for detailed information regarding sites visited.

<b>Estimated Cost for Entire Group: 199,880</b>		<b>Anticipated Sources of Revenue:</b>	
Accommodation	\$	School Accounts	\$
Travel	\$	School Fund-raising	\$
Cost of Supply Teachers	\$	Student/Parent share	\$4997.00
Meals	\$	Other:	\$
Programs/Materials	\$	Other: Teacher contributions, if applicable	\$
Other	\$		
<b>Total</b>	<b>\$4997.00</b>	<b>Total</b>	<b>\$4997.00 per participant</b>

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

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

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Itinerary (Including Mass if on the weekend) | <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: 19   | <input checked="" type="checkbox"/> List of destination/emergency phone numbers provided  |
| <input checked="" type="checkbox"/> Certification required by staff attending:   | <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 Activity listed below:

Teacher Signature <i>Angela Richardson</i>	Date Sept 18 2024
Principal Signature <i>J. Miller</i>	Date Sept. 19, 2024
Superintendent Signature <i>Julius Selby</i>	Date October 4, 2024

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

September 20, 2024

Dear Ms. Selby,

Please accept this letter as a request for approval of a proposed international March Break trip. St. Stephen Catholic Secondary School would like to tour Czechia, Austria, Slovenia, and Italy. It is a unique learning opportunity for students. This trip will take place during the 2026 March Break, leaving late Thursday March 12<sup>th</sup> and returning on Saturday March 21<sup>st</sup>.

This trip will be organized through the reputable tour company, Explorica by Worldstrides. St. Stephen has used this tour company for previous trips to various European destinations, most recently on the 2024 March Break trip to France, Switzerland, Austria and Germany.

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

This year I am proposing two tours, this tour for 2026 and a tour of Switzerland and the Mediterranean for 2027. The cost of these trips have gone up (historically I tried to maintain close to \$4000.00) to approximately \$5000.00. I would like to give families a longer opportunity to save for and pay for 2027.

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

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

Sincerely,

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

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## Itinerary

### Day 1 Start tour

### Day 2 Ahoj Prague

Meet your tour director and check into hotel  
Prague city walk  
Mala Strana, Jewish Quarter

### Day 3 Prague

Prague guided sightseeing tour  
Old Town Square, Astronomical clock, Charles Bridge, John Lennon Peace Wall, Prague Castle

### Day 4 Prague--Salzburg

Mass in Prague (9:00 am sv Frantiska z Assisi)  
Travel to Salzburg  
Salzburg guided sightseeing tour  
Residenz, Festung Fortress Hohensalzburg, Mozart's birthplace visit

### Day 5 Salzburg--Ljubljana

Berchtesgaden salt mine tour  
Travel to Ljubljana

### Day 6 Ljubljana

Ljubljana guided sightseeing tour  
Old town, Triple Bridge, Dragon Bridge, Ljubljana Castle visit, Republic Square

### Day 7 Ljubljana--Venice

Travel to Venice via Trieste

### Day 8 Venice

Venice guided walking sightseeing tour with Whisper headsets  
St. Mark's Square, St. Mark's Basilica, Doge's Palace visit

### Day 9 Venice

Visit to Burano and Murano

### Day 10 End tour

Fly home

## Cost & Sharing

- Consolidated Tour Fee: \$4997.00 per student (includes tour fee, mandatory insurance, and tipping)
- Includes: mandatory insurance, flights, hotels, 24 h tour director, designated bus driver and coach bus, breakfast and dinner daily, admission to all places listed on itinerary, guided tour with local guides as listed on itinerary, and all gratuities.
- Additional Costs:
  - Passport Application
  - European Travel Information and Authorisation System Application \$10.25 (only if the traveler is over 18)

## Chaperone Information

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

## Communication Plan

Board Office: 705-748 - 4861

In case of emergency or delay Angela Richardson or Kevin Walchuk will contact Trevor Poechman.

Contact Information for administration at SSCSS:

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

School: 905 - 623 - 3990 Extension 1006 Cell: 905 - 442 - 2994

Emily Moore: Vice Principal SSCSS: [emoore@pvnccdsb.on.ca](mailto:emoore@pvnccdsb.on.ca)

School: 905 - 623 - 3990 Extension 1031 Cell: 647 - 926 - 8143

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

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

Laura Di Ianni Vice Principal SSCSS: [ldianni@pvnccdsb.on.ca](mailto:ldianni@pvnccdsb.on.ca)  
 School: 905 - 623 - 3990 Extension: 1008 Cell: 647 -296 - 4334

While on excursion in Europe, the teacher chaperone will carry a cell phone so students may contact her. Angela Richardson can be reached via email [arichardson@pvnccdsb.on.ca](mailto:arichardson@pvnccdsb.on.ca). There is also a group chat for all students to share important information and Google Classroom.

Contact Information for teacher chaperones:

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

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

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

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

Joelle LaRonde  
[jlaronde@pvnccdsb.on.ca](mailto:jlaronde@pvnccdsb.on.ca)  
 905-449-4239

Christopher Heitzner  
[cheitzner@pvnccdsb.on.ca](mailto:cheitzner@pvnccdsb.on.ca)  
 905-447-2969

#### **Emergency contact in Europe (Czechia, Austria, Slovenia and Italy):**

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

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

### **Liability Forms & Student Information**

- Prior to the tour students are given a package that contains additional forms (Student Information and Customs Letter) that are collected at our Guardian/Participant Pre-Departure meeting.
- Purchasing the insurance through Explorica by Worldstrides is mandatory for all trip participants
- Chaperones travel with a set of copies of all forms collected. In addition, all forms are scanned and saved electronically.



## Financial Assistance Opportunities

- Students will have two opportunities for financial assistance from Explorica.
- First, if their family demonstrates financial need there is an application for a bursary opportunity. Families provide me with information and I apply on their behalf. For Greece 2025 3 of our families received \$500.00 each as a bursary towards the cost of the trip.
- Second, Explorica offers fundraising opportunities. Every student has access to this once they sign up and they can individually fundraise for their portion of the trip costs.

## Specific Curriculum Expectations

### Canada & World Studies

#### Canada History

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

### Canada & World Studies

#### Travel and Tourism (Grade 11)

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

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

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

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

### Canada & World Studies

#### World History

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

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

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

## Historical & Educational Significance of Some Locations Visited

### Prague:

- City Walk
  - Feel the inspiration for Franz Kafka's novels as you stroll the medieval streets of the Mala Strana. Stop in Josefov, to view Europe's oldest synagogue, dating from 1270.
  - Art, History
- Guided Sightseeing
  - Prague is the capital of Czechia built on seven hills astride the Vltava River. The beauty of Prague is legendary; Goethe described the city as "the most precious stone in the crown of this world." As the former capital of the Holy Roman Empire, the city was built on beauty and decadence from a wide array of architectural styles (including Romanesque, Gothic, Renaissance, Baroque and Art Nouveau). Wander through the courtyards of Hradcany (Prague Castle) where Europe's the Habsburgs lived and reigned.
  - Art, History

### Salzburg:

- Walking tour
  - Feel the rhythm of Salzburg's Old Town Square as you enter the unassuming yellow domicile at Getreidegasse 9. This is the birthplace of Wolfgang Amadeus Mozart. View an impressive collection of the young composer's first instruments and immerse yourself in the captivating saga of this prodigy's early life.
  - Art, History, Geography, Music

### Ljubljana:

- Guided tour
  - The first thing you need to know about Ljubljana is how to pronounce it: Lee-yoob-lee-yana. Okay, now that we've got that out of the way, let's talk about everything else this Slovenian capital city has to offer. True to its historical significance, the Old Town center of Ljubljana remains intact despite two major earthquakes over the past 500 years. The rebuilding process did however create a unique blend of architectural works, as evidenced by the varied styles of the St. Nicholas Cathedral, St. Peter's Church, The Triple Bridge and The Dragon Bridge.
  - Geography, History, Art

### Venice:

- Walking Tour
  - Bubbling up on more than 100 islands in a lagoon off the Adriatic, Venice is an absolutely unique and unquestionably beautiful city. Step into Piazza San Marco, an airy expanse of arches, sunlight, and pigeons. The multi-domed Basilica on one end, completed in 1094 but decorated for centuries afterward, is the final resting place of the apostle St. Mark, Venice's patron saint. The mosaics beneath the basilica's outside arches depict the arrival of St. Mark's body, stolen from Egypt in 828 by Venetian traders. The frothy Venetian Gothic Doge's Palace stands next door.
  - Art, History, Geography
- Doge's Palace

- Visit the Doge's Palace, residence of the rulers of the Serenissima Republic. We will explore the ornate and grandiose rooms of the palace, including a walk across the famous Bridge of Sighs to the cells, where Casanova was once imprisoned
- Art, History, Geography

#### **Murano and Burano:**

- Sightseeing tour
  - Take the vaporetto on an excursion to the lagoon islands and view production of two of Venice's famous exports. On Murano, local artisans produce brilliant works of Venetian Glass with great skill. Head to Burano to see the handcrafted Venetian Lace in various stages of work.
  - Art, History, Geography

### **Ontario Catholic School Graduation Expectations**

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

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

## **Travel Advisories from Government of Canada**

Czechia - Take normal security precautions

Take normal security precautions in Czechia.

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

Austria - Take normal security precautions

Take normal security precautions in Austria.

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

Slovenia - Take normal security precautions

Take normal security precautions in Slovenia

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

Italy - Exercise a high degree of caution

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

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

## **Parent Meetings**

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

- 1) Fall 2024 or January 2025 - provide information and begin signing up (at this meeting parents will be informed that the insurance is mandatory regardless of their personal insurance).
- 2) February 2026 - pre departure information/collect forms night

## Hotels

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

### Prague

Krystal Hotel Prague -  
José Martího 407/2, 162 00  
Praha 6-Veleslavín, Czechia

### Salzburg

Hotel Berghof Graml -  
Wiener Bundesstraße 55, 5300 Hallwang bei  
Salzburg, Austria

### Slovenia

Hotel Ambient -  
Aškerčeva ulica 6a,  
1230 Domžale,  
Slovenia

### Venice

Christian Hotel -  
Via Olanda, 150,  
30016 Lido di Jesolo VE,  
Italy

## Emergency Contact Information

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

\*\*Please note: this is a sample and will be finalized when travel arrangements are finalized

St. Stephen  
Europe, 2026

### Flights

Departing Flight:  
TBD

Returning:  
TBD

If required:  
Miss Richardson's cell:  
1 705 768 0521

Keep this card with you at all times

### Hotels

March 13-15

#### Prague

Krystal Hotel Prague -  
José Martího 407/2, 162 00  
Praha 6-Veleslavín, Czechia  
+420 220 563 411

March 17-19

#### Slovenia

Hotel Ambient -  
Aškerčeva ulica 6a,  
1230 Domžale,  
Slovenia  
+386 820 02000

March 15-16

#### Salzburg

Hotel Berghof Graml -  
Wiener Bundesstraße 55,  
5300 Hallwang bei  
Salzburg, Austria  
+43 662 661955

March 20-21

#### Venice

Christian Hotel -  
Via Olanda, 150,  
30016 Lido di Jesolo VE,  
Italy  
+39 0421 362264

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



**St. Stephen  
Catholic  
Secondary School**  
BOWMANVILLE

## **Prague, Salzburg, & Venice Parent Information Package**

### **Explorica Contact:**

Emergency Phone Number (24/7): 1.617.210.6194

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

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

### **Departing Flight Information:**

To be included when finalized

### **Hotel Information:**

Prague  
Krystal Hotel Prague -  
Josef Martího 407/2, 162 00  
Praha 6-Veleslavín, Czechia  
+420 220 563 411

Salzburg  
Hotel Berghof Graml -  
Wiener Bundesstraße 55, 5300  
Hallwang bei  
Salzburg, Austria  
+43 662 661955

Slovenia  
Hotel Ambient -  
Aškerčeva ulica 6a,  
1230 Domžale,  
Slovenia  
+386 820 02000

Venice  
Christian Hotel -  
Via Olanda, 150,  
30016 Lido di Jesolo VE,  
Italy  
+39 0421 362264

### **Returning Flight Information:**

To be included when finalized

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

### **Tour Diary Info:**

[explorica.ca/Richardson](http://explorica.ca/Richardson) -> Parents -> Tour Diary -> Tour ID: Richardson-2028



**Code of Behaviour  
Prague, Salzburg, & Venice  
March 12 - 24 2026**



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

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

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

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



- 9. Dress appropriately. Clothing which is unacceptable on dress down days at school is unacceptable on the trip. In order to enter churches you must be wearing a shirt with sleeves, your shirt must meet your pants, and you cannot be wearing short shorts/skirts. You are not permitted to wander the halls of the hotel or lobby areas wearing 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. Students **may not swim** under any circumstances (pool, river, lake, ocean). Swimming is strictly prohibited.
- 12. Students may not rent, drive or be a passenger in any vehicle (car, bike, motorcycle, etc) unless approved by a chaperone. (Emergency use of taxis is permitted)
- 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. If, in the judgement of the chaperones, the action of a student seriously breaches the Code of Behaviour, that **student will be sent home** on the first available commercial flight at the expense of the parent/guardian.
- 15. You are to listen to the chaperones from our group. You are to follow the rules laid out in this document and the directions of Ms. Richardson, Mr Walchuk, Ms. Rodriguez, Mr. Hendriks, and all chaperones.

.....

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

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

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

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

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

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

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



March 1, 2026

Customs Official,

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

By signing this letter I am giving permission for my child to be traveling:  
leaving Toronto Pearson International Airport on March 12, 2026 arriving in  
Prague Czechia March 13, 2026. Returning from Venice to Toronto Pearson  
International Airport on March 21, 2026. The group will be traveling  
throughout Czechia, Austria, Slovenia and Italy according to the detailed  
itinerary on the reverse.

Should you need to contact me/us:

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

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

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

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

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

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

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

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



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

The St. Stephen Catholic Secondary School is arranging  
 a trip to Czechia, Austria, Slovenia, and Italy for the March Break 2026 (March 12-21)  
*(name of school)*  
*(description of activity and dates)*

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

**ELEMENTS OF RISK:**

Educational activity programs, such as March Break Trip 2026 involve certain elements of risk. Injuries may occur while participating in these activities. The following list includes, but is not limited to, examples of the types of injury which may result from participating in the March Breaktrip to Europe 2026 (March 12-21):

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

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

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

If you choose to participate in March Break Trip 2026 on March 12-21 2026, 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: \_\_\_\_\_



LSS 11

## 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 Czechia, Austria, Slovenia, and Italy March Break Trip 2026 (describe activity) to its students on or about March 12-21 2026.

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

#### ELEMENT OF RISK

Educational activity programs, such as, Czechia, Austria, Slovenia, and Italy March Break Trip 2026 (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 Czechia, Austria, Slovenia, and Italy March Break Trip 2026 (describe activity) arranged through the Peterborough Victoria Northumberland and Clarington Catholic District School Board on or about

March 12-21 2026.

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: \_\_\_\_\_

2022

In addition to the cancellation fees noted above, **the cost of insurance (if applicable) is non-refundable**. These non-refundable fees are not intended to be a penalty, but rather a fair estimation of a portion of the unrecoverable internal and external costs related to planning, managing, and administering a full-service group travel program that are incurred by WorldStrides prior to the date of departure. As noted above, travel elements are not purchased on an individual basis, and WorldStrides cannot provide individualized refunds or credits for elements purchased from external suppliers.

## Trip Cancellation by WorldStrides

WorldStrides and the sponsoring organization (i.e. school or club) reserve the right to cancel any Trip at their sole discretion. In the event that a Trip is cancelled by WorldStrides, WorldStrides shall have no responsibility beyond the refund of all monies paid by the Passenger, which shall be deemed to constitute full settlement. WorldStrides cannot guarantee weather conditions nor can WorldStrides be responsible for any shut down, whether whole or partial, of the operations of any services in connection with the Trip whether they be caused by weather or for any reason or cause, and WorldStrides hereby expressly reserves the right to change the Trip destination if deemed necessary by WorldStrides.

# PROTECTING YOUR INVESTMENT

## Travel Protection Plan Plus

WorldStrides offers a great plan that helps protect your educational travel investment. The Travel Protection Plan Plus, which includes the "Explorer" insurance package from TuGo, covers you for a range of events, including:

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

The cost of Travel Protection Plan Plus is \$25 per day of your tour, to a maximum of \$375. The plan should be purchased within 10 days of your tour enrolment to ensure maximum coverage and cannot be refunded after 7 days from purchase.

If you have questions about your coverage, please call TuGo at 1-855-929-8846 and refer to the "Explorer" insurance package.

## Cancel For Any Reason Waiver

When you purchase the TuGo "Explorer" insurance package within 10 days of the initial deposit/payment for your trip, you will also receive the WorldStrides Cancel For Any Reason (CFAR) Waiver benefit. The CFAR waiver allows you to cancel your trip for any reason not otherwise covered by your TuGo insurance policy. WorldStrides will reimburse you for 75% of the applicable non-refundable cancellation fees, provided you cancel more than 2 days before your scheduled trip departure date.

The Cancel For Any Reason Waiver benefit does not cover:

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

The Cancel For Any Reason Waiver benefit is provided by WorldStrides and is not an insurance benefit provided by TuGo or their designated underwriters. To file a CFAR claim, you must first contact TuGo to open a Trip Cancellation claim or visit [www.tugo.com/claims](http://www.tugo.com/claims). TuGo will contact WorldStrides once the claim is processed, informing WorldStrides of any cancellation benefits to be paid out. WorldStrides will then process the CFAR claim for 75% of the non-refundable cancellation fees, less any TuGo paid cancellation benefits.

# GENERAL INFORMATION

## Third-Party Providers

Lakeland Tours, LLC d/b/a WorldStrides, its employees, shareholders, subsidiaries, affiliates, officers, directors, successors, agents, and assigns (collectively, "WorldStrides") does not own, operate or control any person or entity which is contracted to or does provide goods or services for your trip, including, for example, lodging facilities, airline, vessel or other transportation companies, guides or guide services, local ground operators, entertainment or sightseeing operators, providers or organizers of optional excursions, food service providers, etc. All such persons and entities are independent contractors. As a result, WorldStrides is not liable for any negligent or wilful act or failure to act of any such person or entity, or of any third party. Further, WorldStrides is not liable for any inconvenience, costs, losses, or damages associated with the denial of services or special requirements of services imposed by such person or entity, or of any third party. Participants travelling on tours that include a Greek cruise should refer to the Carrier's Conditions of Carriage (which govern the legal relationship between the passenger and the carrier), at [celestialcruises.com/en/conditions-of-carriage](http://celestialcruises.com/en/conditions-of-carriage).



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

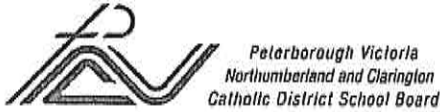
Trip: Czechia, Austria, Slovenia, and Italy 2026  
 Date: March 12-21 2026  
 Supervisor in Charge: Angela Richardson

Emergency Item	Action Plan
<b>Emergency Contacts</b> <i>Include full names and phone numbers for the following individuals:</i> Supervisor in Charge Additional Supervisors School Principal	Angela Richardson 705-768-0521 Kevin Walchuk 905 - 925 - 2416 Joelle LaRonde 905-449-4239 David Hendriks 905-244-7642 Michelle Rodriguez 905 - 447 - 0576 Chris Heitzner 905-447-2969
<b>Location of Activity</b> <i>Address of Facility</i>	Various locations Prague Czechia, Salzburg Austria, Ljubljana Slovenia, and Venice Italy
<b>Student List</b> <i>Include full student names and birthdates</i>	This list will be submitted after students sign up and the list is finalized.
<b>Parent Contact List</b> <i>Include full parent names and phone numbers</i>	This information will be submitted after students sign up and the list is finalized.
<b>Nearest Hospital</b> <i>Address of nearest Hospital</i>	The nearest hospital will vary depending on where we are when on tour. Using Explorica by Worldstrides means that we have a doctor on call 24 hours a day. We can call that doctor and get information on where to go and when to seek other medical attention. Our Tour Director will also know which hospitals are nearby throughout our stay. Explorica by

<p><b>Border Crossing Plan</b> Include an emergency plan if a student and/or staff member are turned away at the border by a border services officer. Who is picking them up? Does the whole group stay with them or one designated person? Is the whole trip canceled? How do you communicate to that student's parents if they are denied entry?</p>	<p>If a student is unable to cross the border then a staff member will stay with them until home is contacted. Then the staff member will ensure that the student is safely escorted to their home. Communication will occur via cell phone. Angela Richardson will have her cell activated in all countries and at all times. If a teacher is not able to cross the border then they will contact home</p>
<p><b>First Aid Kit</b> A first-aid kit must be accessible at all times</p>	<p>A first-aid kit will be brought on the trip. The Tour Director has a First Aid Kit as well.</p>
<p><b>Plan of Care</b> A copy for each applicable student must be printed from Edsemblr</p>	<p>This will occur with assistance from admin after the list has been created.</p>
<p><b>Concussion Protocol</b> A copy of the required policy and forms must be available for completion in the event of a suspected concussion</p>	<p>The trip information binder that the chaperones have will also include the concussion protocol so that it is available should staff require it.</p>
<p><b>Heat Warning</b> Monitor Environment Canada/Local Public Health recommendations Encourage staff and students to drink lots of cold fluids Avoid strenuous physical activities Wear light, loose fitted and breathable clothing Avoid direct exposure to sun Wear hat, sunglasses and apply sunscreen Alter schedule for the day to put strenuous tasks before heat rises (if possible) Provide a cooling room, if available</p>	<p>All of the information provided (to the left) as a recommendation from the board/public health will be followed. In addition, our Tour Director will be aware of any extra protocols that we can take. We will also have access to the Explorica medical team as needed.</p>
<p><b>Cold Warning</b> Establish "warm areas" for lunch and work/rest breaks Encourage the use of warm clothing for outdoor play Encourage the use of layers for outdoor play Encourage staff to wear appropriate footwear Follow AP816 "Extreme Weather"</p>	<p>All of the information provided (to the left) as a recommendation will be followed. In addition, our Tour Director will be aware of any extra protocols that we can take. We will also have access to the Explorica Medical team as needed.</p>

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





**CATEGORY 5 APPROVAL FORM**

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

Teacher/Organizer: Angela Richardson School: St Stephen C.S.S.

Adult Supervisors Attending (Full names and phone numbers):

Angela Richardson 705-768-052 Joelle LaRonde 905-449-4239 David Hendriks 905-244-7642  
 Kevin Walchuk 905 - 925 - 2416 Michelle Rodriguez 905-447-0576 Christopher Heltzner 905-447-2469

Destination: Switzerland, Italy, France, Spain Mode of Transportation: Flight & Coach  
 Grade/Course: 10-12 Date of Submission:  
 Departure Date: Wednesday March 10 2027 Return Date: Saturday March 20 2027  
 Number of Students: 40 boys: mix girls: mix Number of Adult Supervisors: 6 female: 3 male: 3  
 Name of Travel Agent: Explorica by World Strides Type of Excursion:  Curricular  Co-instructional  
 Total cost to be paid by each Student: \$ 5308.00

Summary of Proposed Activity:  
 This tour is packed with history, art, and cultural experiences. Students will visit Lucerne Switzerland, Lake Como and Cinque Terre Italy, Cote D'Azur France, and Barcelona Spain. They will get to visit palaces, churches, natural sites, and historic city centres.

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

Estimated Cost for Entire Group: 212,320		Anticipated Sources of Revenue:	
Accommodation	\$	School Accounts	\$
Travel	\$	School Fund-raising	\$
Cost of Supply Teachers	\$	Student/Parent share	\$5308.00
Meals	\$	Other:	\$
Programs/Materials	\$	Other: Teacher contributions, if applicable	\$
Other	\$		
<b>Total</b>	<b>\$5308.00 per participant</b>	<b>Total</b>	<b>\$5308.00 per participant</b>

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

- Checklist of Criteria: Include all of the applicable information below in the package submitted to the Superintendent
- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Itinerary (including Mass if on the weekend)     | <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: 12       | <input checked="" type="checkbox"/> List of destination/emergency phone numbers provided  |
| <input checked="" type="checkbox"/> Certification required by staff attending: _____ | <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:

Teacher Signature <i>Angela Richardson</i>	Date Sept. 18 2024
Principal Signature <i>J. Kelly</i>	Date Sept. 19, 2024
Superintendent Signature <i>Julie Kelly</i>	Date October 4, 2024

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

September 20, 2024

Dear Ms. Selby,

Please accept this letter as a request for approval of a proposed international March Break trip. St. Stephen Catholic Secondary School would like to tour Switzerland and the Mediterranean. It is a unique learning opportunity for students. This trip will take place during the 2027 March Break, leaving late Wednesday March 10<sup>th</sup> and returning on Saturday March 20<sup>th</sup>.

This trip will be organized through the reputable tour company, Explorica by Worldstrides. St. Stephen has used this tour company for previous trips to various European destinations, most recently on the 2024 March Break trip to France, Switzerland, Austria and Germany.

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

This year I am proposing two tours, this tour for 2027 and a tour of Czechia, Austria, Slovenia, and Italy for 2026. The cost of these trips have gone up (historically I tried to maintain close to \$4000.00) to approximately \$5000.00. I would like to give families a longer opportunity to save for and pay for 2027.

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

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

Sincerely,

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

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- Cost and sharing arrangements
- Chaperone Information and Communication Plan

Page 6:

- Continued Chaperone Information and Communication Plan
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- Ontario Catholic School Graduation Expectations

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- Possible hotels on the trip

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- Examples of safety cards to be given to students

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- Example of correspondence which will be sent home to parents.

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- Waivers (Code of Behaviour, Custom Form, Release and Indemnification Form for Students over 18, Informed Consent for Students Under 18)

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- Detail of mandatory medical and travel insurance coverage
- Safety and Security Plan

## Itinerary

### Day 1 Overnight Flight to Switzerland

### Day 2 Guten Tag Zurich

Meet your tour director, travel to Lucerne, and check into hotel

### Day 3 Lucerne landmarks

Lucerne tour director-led sightseeing

Chapel Bridge, Lion Monument, Jesuit Church, Weinmarkt and Kornmarkt Squares

Mt. Pilatus excursion & a Traditional Swiss dinner

### Day 4 Lucerne--Italian Riviera

Travel to Lake Como

Free time to explore Lake Como

Travel to the Italian Riviera

### Day 5 Italian Riviera

Mass

Cinque Terre guided excursion

### Day 6 Italian Riviera--Côte d'Azur

Travel to Cote d'Azur via Monaco & Eze

Monaco tour director-led sightseeing tour

Prince's Palace

Nice tour director-led sightseeing

Vieux Nice, Promenade des Anglais

### Day 7 Côte d'Azur--Provence

Travel to Provence

Hike the Ochre Trail in Roussillon

### Day 8 Provence landmarks

Provence tour director-led sightseeing

Pont du Gard visit, Visit Nîmes amphithéâtre, Les Baux de Provence

### Day 9 Provence--Barcelona

Travel to Barcelona

Barcelona city walk

Mercat de la Boquería, Las Ramblas, Columbus Monument

Las Ramblas treasure hunt and a Tapas dinner

### Day 10 Barcelona landmarks

Barcelona guided sightseeing tour

Gaudí's Sagrada Família, Montjuïc Hill visit, Park Güell visit

Paella dinner

### Day 11 Flight home from Barcelona

## Cost & Sharing

- Consolidated Tour Fee: \$5308.00 per student (includes tour fee, mandatory insurance, and tipping, supply teacher coverage for Thursday March 11)
- Includes: mandatory insurance, flights, hotels, 24 h tour director, designated bus driver and coach bus, breakfast and dinner daily, admission to all places listed on itinerary, guided tour with local guides as listed on itinerary, and all gratuities.
- Additional Costs:
  - Passport Application
  - European Travel Information and Authorisation System Application \$10.25 (only if the traveler is over 18)

## Chaperone Information

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

## Communication Plan

Board Office: 705-748 - 4861

In case of emergency or delay Angela Richardson or Kevin Walchuk will contact Trevor Poechman.

Contact Information for administration at SSCSS:

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

School: 905 - 623 - 3990 Extension 1006 Cell: 905 - 442 - 2994

Emily Moore: Vice Principal SSCSS: [emoore@pvnccdsb.on.ca](mailto:emoore@pvnccdsb.on.ca)

School: 905 - 623 - 3990 Extension 1031 Cell: 647 - 926 - 8143

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

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

Laura Di Ianni Vice Principal SSCSS: [ldianni@pvnccdsb.on.ca](mailto:ldianni@pvnccdsb.on.ca)  
 School: 905 - 623 - 3990 Extension: 1008 Cell: 647 - 296 - 4334

While on excursion in Europe, the teacher chaperone will carry a cell phone so students may contact her. Angela Richardson can be reached via email [arichardson@pvnccdsb.on.ca](mailto:arichardson@pvnccdsb.on.ca). There is also a group chat for all students to share important information and Google Classroom.

Contact Information for teacher chaperones:

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

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

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

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

Joelle LaRonde  
[jlaronde@pvnccdsb.on.ca](mailto:jlaronde@pvnccdsb.on.ca)  
 905-449-4239

Christopher Heitzner  
[cheitzner@pvnccdsb.on.ca](mailto:cheitzner@pvnccdsb.on.ca)  
 905-447-2969

**Emergency contact in Europe (Czechia, Austria, Slovenia and Italy):**

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

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

## **Liability Forms & Student Information**

- Prior to the tour students are given a package that contains additional forms (Student Information and Customs Letter) that are collected at our Guardian/Participant Pre-Departure meeting.
- Purchasing the insurance through Explorica by Worldstrides is mandatory for all trip participants
- Chaperones travel with a set of copies of all forms collected. In addition, all forms are scanned and saved electronically.

## Financial Assistance Opportunities

- Students will have two opportunities for financial assistance from Explorica.
- First, if their family demonstrates financial need there is an application for a bursary opportunity. Families provide me with information and I apply on their behalf. For Greece 2025 3 of our families received \$500.00 each as a bursary towards the cost of the trip.
- Second, Explorica offers fundraising opportunities. Every student has access to this once they sign up and they can individually fundraise for their portion of the trip costs.

## Specific Curriculum Expectations

### Canada & World Studies

#### Canada History

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

### Canada & World Studies

#### Travel and Tourism (Grade 11)

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

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

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

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

### Canada & World Studies

#### World History

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

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

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

## Historical & Educational Significance of Some Locations Visited

### Lucerne

- City Walk
  - Before a backdrop of snow-capped Alpine mountains and green, cow-filled pastures, join your Tour Director on a trip to Lucerne's famous sights. Weave your way through a maze of narrow, winding streets until you reach the River Reuss and the Medieval Kapellbrücke Bridge. Stop to marvel at the bridge walls, decorated with murals that recreate the 14th-century originals destroyed in a fire. Journey down the cobblestone streets in the Old Town to see the Löwendenkmal (Lion Monument), the sombre sandstone wild cat gazing down into a reflecting pool, and ponder this artfully chiseled statue created to honor the Swiss Guards who died defending the Tuileries in 1792.
  - Art, History, Geography
- Mount Pilatus
  - Enjoy a bird's eye view of Lucerne's skyline and Alpine panoramas galore. Here's your chance to snap some of the most frame-worthy photos. Keep your fingers crossed for a clear day when mountain-top views span as far as 200 miles.
  - History, Geography

### Lake Como:

- Walking tour
  - Stroll through the streets of Lake Como. Enjoy the Italian lakeside town. Lake Como is the fifth largest lake in Europe and the deepest outside of Norway. It sits in an area where melted glaciers formed lakes.
  - Art, History, Geography,

### Cinque Terre:

- Guided tour
  - Cinque Terre ("five lands") is a series of five traditional fishing villages strung along the scenic cliffs of the Italian Riviera. Colorful houses and gorgeous views line the road between the five villages (Monterosso, Vernazza, Corniglia, Manarola, and Riomaggiore), where wine-making, olive-farming, and anchovy fishing still occupy most of the residents' energies.
  - Geography, History, Art

### Monaco & Nice:

- Walking Tour
  - On the Mediterranean coast, five miles from the Italian border, lies the tiny, glittering independent state of Monaco. Ruled by the Grimaldi family since the 13th century, Monaco is the epitome of French Riviera glamour. Your Tour Director will lead you on this brief adventure. Charles III opened a casino in the 1850s to avert financial straits; needless to say, his plan worked--so well, in fact, that Monaco is a nearly tax-free state.
  - Art, History, Geography
  - The Côte d'Azur's largest city spills down the hillsides to pebble beaches that line the shore. Your Tour Director will show you around the narrow pedestrian streets and tiny squares of "Le Vieux Nice" (Old Town), which is sprinkled with old palaces and mansions. Stroll down the Promenade des Anglais, which runs parallel to the water. Backed by



Nice's grand hotels, the Promenade was built in the 19th century for the British who flocked here en masse.

- Art, History, Architecture
- **Provence**
  - Located in the Luberon, the Ocher Trail is an incredible geological phenomenon and a feast for the eyes. Hike the trail loop to discover the various rock formations and vibrant colors. Please note the ochre sand may temporarily stain shoes or clothes, please pack accordingly.
  - History, Geography, Environmental Sciences
  - Lush lavender fields, olive groves, terra-cotta roofs, and ochre walls lit by golden sunlight...Your Tour Director will guide you through the splendor that is Provence. Explore legacies of the Roman Empire like the Pont du Gard aqueduct, a sophisticated work of engineering that is intact after more than 2,000 years, and visit the Nîmes amphitheater.
  - History, Geography

### **Barcelona:**

- **Sightseeing tour (over two days)**
  - Flowers, pedestrian boulevards, and decorative pavement make Barcelona a great walking city, and your Tour Director will show you where to stroll. See the Mercat de la Boquería, where the bright colors of fruits and vegetables, spices, fresh seafood and meat -- not to mention about a hundred different types of cheese -- vie for space in the market stalls. In the city center you'll see the Monument a Colom, a towering statue of Christopher Columbus. Gaze at the city stretched out before you, the mountains in the distance, and the Mediterranean Sea at your back. Then it's on to the best walk in the city, Las Ramblas, a mile-long pedestrian street that offers up the carnival of urban Barcelona. Have your palm read or browse through the strip's famous open-air shops. Enough walking for one day? Pull up a chair, order a café con leche, and watch the parade of street performers from your seat.
  - First stop, the pointy spires of the La Sagrada Familia (Church of the Holy Family), a half-finished church complex that became the obsession of Barcelona's famously eccentric architectural genius, Antoni Gaudí. At the top of Güell Park, another of Gaudí's masterpieces, is a terraced area where you get a fantastic view of the park and Barcelona City. The vibrant colours of the tiles are breathtaking. Then step back to the past with a journey up to Montjuïc (Hill of the Jews), a fortress built atop an ancient Jewish cemetery. This was the site of numerous battles to control Barcelona, and also the location of the 1992 Olympics.
  - Art, History, Geography

## Ontario Catholic School Graduation Expectations

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

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

## Travel Advisories from Government of Canada

Switzerland - Take normal security precautions

Take normal security precautions in Switzerland

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

Italy - Exercise a high degree of caution

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

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

France - Exercise a high degree of caution

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

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

Spain - Exercise a high degree of caution

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

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

## Parent Meetings

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

- 1) Fall 2024 or January 2025 - provide information and begin signing up (at this meeting parents will be informed that the insurance is mandatory regardless of their personal insurance). Parents will be informed about both 2026 and 2027 so they can make the best choice for their child.
- 2) February 2027 - pre departure information/collect forms night

## Hotels

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

### Lucerne

Hotel Postillon -  
6374 Buochs,  
Switzerland

### Italian Riviera

Antiche Terre Hotel & Relax -  
Via delle Fonti, 197,  
19020 Faggiona SP, Italy

### Côte D'Azur

Ibis Hotel Styles Antibes -  
Ctr D Affaires Nova,  
2067 Chem. de Saint-Claude,  
06600 Antibes, France

### Provence

Kyriad Hotel Nimes Ouest -  
157 Rue Tony Garnier,  
30900 Nîmes, France

### Barcelona

Ibis Hotel Barcelona Santa Coloma -  
Av. Pallaresa, 73, 79, 08924 Hb004484,  
Barcelona, Spain

## Emergency Contact Information

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

\*\*Please note: this is a sample and will be finalized when travel arrangements are finalized

St. Stephen Europe, 2027	<b>Hotels</b>		
<b>Flights</b>	<b>March 11-13</b>		<b>March 13-15</b>
Departing Flight: TBD	<u>Lucerne</u> Hotel Postillon - 6374 Buochs, Switzerland +41 41 620 54 54		<u>Italian Riviera</u> Antiche Terre Hotel & Relax - Via delle Fonti, 197, 19020 Faggiona SP, Italy +39 0187 887022
Returning: TBD	<b>March 15-16</b>	<b>March 16-18</b>	<b>March 18-20</b>
If required: Miss Richardson's cell: 1 705 768 0521	<u>Côte D'Azur</u> Ibis Hotel Styles Antibes - Ctr D Affaires Nova, 2067 Chem. de Saint-Claude 06600 Antibes, France +33 4 93 33 34 50	<u>Provence</u> Kyriad Hotel Nimes Ouest - 157 Rue Tony Garnier, 30900 Nîmes, France +33 4 66 04 06 11	<u>Barcelona</u> Ibis Hotel Barcelona Santa Coloma - Av. Pallaresa, 73, 79, 08924 Hb004484, Barcelona, Spain +34 934 68 34 43

Keep this card with you at all times

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



**St. Stephen  
Catholic  
Secondary School  
BOWMANVILLE**

## ***Switzerland and the Mediterranean Parent Information Package***

### **Explorica Contact:**

Emergency Phone Number (24/7): 1.617.210.6194

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

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

### **Departing Flight Information:**

To be included when finalized

### **Hotel Information:**

March 11-13  
Lucerne  
Hotel Postillon -  
6374 Buochs,  
Switzerland  
+41 41 620 54 54

March 13-15  
Italian Riviera  
Antiche Terre Hotel & Relax -  
Via delle Fonti, 197,  
19020 Faggiona SP, Italy  
+39 0187 887022

March 15-16  
Côte D'Azur  
Ibis Hotel Styles Antibes -  
Ctr D Affaires Nova,  
2067 Chem. de Saint-Claude,  
06600 Antibes, France  
+33 4 93 33 34 50

March 16-18  
Provence  
Kyriad Hotel Nimes Ouest -  
157 Rue Tony Garnier,  
30900 Nîmes, France  
+33 4 66 04 06 11

March 18-20  
Barcelona  
Ibis Hotel Barcelona Santa  
Coloma -  
Av. Pallaresa, 73, 79, 08924  
Hb004484,  
Barcelona, Spain  
+34 934 68 34 43

### **Returning Flight Information:**

To be included when finalized

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

### **Tour Diary Info:**

explorica.ca/Richardson- → Parents → Tour Diary → Tour ID: Richardson-4396



**Code of Behaviour  
Switzerland and the Mediterranean  
March 10 - 20 2027**



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

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

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

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

- 9. Dress appropriately. Clothing which is unacceptable on dress down days at school is unacceptable on the trip. In order to enter churches you must be wearing a shirt with sleeves, your shirt must meet your pants, and you cannot be wearing short shorts/skirts. You are not permitted to wander the halls of the hotel or lobby areas wearing 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. Students **may not swim** under any circumstances (pool, river, lake, ocean). Swimming is strictly prohibited.
- 12. Students may not rent, drive or be a passenger in any vehicle (car, bike, motorcycle, etc) unless approved by a chaperone. (Emergency use of taxis is permitted)
- 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. If, in the judgement of the chaperones, the action of a student seriously breaches the Code of Behaviour, that **student will be sent home** on the first available commercial flight at the expense of the parent/guardian.
- 15. You are to listen to the chaperones from our group. You are to follow the rules laid out in this document and the directions of Ms. Richardson, Mr Walchuk, Ms. Rodriguez, Mr. Hendriks, and all chaperones.

.....

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

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

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

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

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

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

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





March 1, 2027

Customs Official,

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

By signing this letter I am giving permission for my child to be traveling:  
leaving Toronto Pearson International Airport on March 10, 2027 arriving in  
Zurich Switzerland March 11, 2027. Returning from Barcelona to Toronto  
Pearson International Airport on March 20, 2027. The group will be  
traveling throughout Switzerland, Italy, France, and Spain according to the  
detailed itinerary on the reverse.

Should you need to contact me/us:

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

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

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

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

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

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

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

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

## INFORMED CONSENT/PERMISSION FORM FOR EDUCATION TRIPS

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

The St. Stephen Catholic Secondary School is arranging  
March Break Trip to Switzerland and the Mediterranean March 10-20 2027  
(name of school)  
(description of activity and dates)

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

#### ELEMENTS OF RISK:

Educational activity programs, such as March Break Trip 2027 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 on the March Break Trip 2027 :

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

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

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

If you choose to participate in March Break Trip 2027 on March 10-20, 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 March Break Trip to Switzerland and the Mediterranean (describe activity) to its students on or about March 10-20.

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

**ELEMENT OF RISK**

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

**ACKNOWLEDGEMENT**

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

**RELEASE AND INDEMNIFICATION AGREEMENT**

I, \_\_\_\_\_ hereby release the Peterborough Victoria Northumberland and Clarington Catholic District School Board and its staff and agents from any and all liability for any injury sustained by me, regardless of how caused, resulting from my participation in the March Break Trip to Switzerland and the Mediterranean (describe activity) arranged through the Peterborough Victoria Northumberland and Clarington Catholic District School Board on or about March 10-20.

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: \_\_\_\_\_

In addition to the cancellation fees noted above, **the cost of insurance (if applicable) is non-refundable.** These non-refundable fees are not intended to be a penalty, but rather a fair estimation of a portion of the unrecoverable internal and external costs related to planning, managing, and administering a full-service group travel program that are incurred by WorldStrides prior to the date of departure. As noted above, travel elements are not purchased on an individual basis, and WorldStrides cannot provide individualized refunds or credits for elements purchased from external suppliers.

### Trip Cancellation by WorldStrides

WorldStrides and the sponsoring organization (i.e. school or club) reserve the right to cancel any Trip at their sole discretion. In the event that a Trip is cancelled by WorldStrides, WorldStrides shall have no responsibility beyond the refund of all monies paid by the Passenger, which shall be deemed to constitute full settlement. WorldStrides cannot guarantee weather conditions nor can WorldStrides be responsible for any shut down, whether whole or partial, of the operations of any services in connection with the Trip whether they be caused by weather or for any reason or cause, and WorldStrides hereby expressly reserves the right to change the Trip destination if deemed necessary by WorldStrides.

## PROTECTING YOUR INVESTMENT

### Travel Protection Plan Plus

WorldStrides offers a great plan that helps protect your educational travel investment. The Travel Protection Plan Plus, which includes the "Explorer" insurance package from TuGo, covers you for a range of events, including:

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

The cost of Travel Protection Plan Plus is \$25 per day of your tour, to a maximum of \$375. The plan should be purchased within 10 days of your tour enrolment to ensure maximum coverage and cannot be refunded after 7 days from purchase.

If you have questions about your coverage, please call TuGo at 1-855-929-8846 and refer to the "Explorer" insurance package.

### Cancel For Any Reason Waiver

When you purchase the TuGo "Explorer" insurance package within 10 days of the initial deposit/payment for your trip, you will also receive the WorldStrides Cancel For Any Reason (CFAR) Waiver benefit. The CFAR waiver allows you to cancel your trip for any reason not otherwise covered by your TuGo insurance policy. WorldStrides will reimburse you for 75% of the applicable non-refundable cancellation fees, provided you cancel more than 2 days before your scheduled trip departure date.

The Cancel For Any Reason Waiver benefit does not cover:

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

The Cancel For Any Reason Waiver benefit is provided by WorldStrides and is not an insurance benefit provided by TuGo or their designated underwriters. To file a CFAR claim, you must first contact TuGo to open a Trip Cancellation claim or visit [www.tugo.com/claims](http://www.tugo.com/claims). TuGo will contact WorldStrides once the claim is processed, informing WorldStrides of any cancellation benefits to be paid out. WorldStrides will then process the CFAR claim for 75% of the non-refundable cancellation fees, less any TuGo paid cancellation benefits.

## GENERAL INFORMATION

### Third-Party Providers

Lakeland Tours, LLC d/b/a WorldStrides, its employees, shareholders, subsidiaries, affiliates, officers, directors, successors, agents, and assigns (collectively, "WorldStrides") does not own, operate or control any person or entity which is contracted to or does provide goods or services for your trip, including, for example, lodging facilities, airline, vessel or other transportation companies, guides or guide services, local ground operators, entertainment or sightseeing operators, providers or organizers of optional excursions, food service providers, etc. All such persons and entities are independent contractors. As a result, WorldStrides is not liable for any negligent or wilful act or failure to act of any such person or entity, or of any third party. Further, WorldStrides is not liable for any inconvenience, costs, losses, or damages associated with the denial of services or special requirements of services imposed by such person or entity, or of any third party. Participants travelling on tours that include a Greek cruise should refer to the Carrier's Conditions of Carriage (which govern the legal relationship between the passenger and the carrier), at [celestyalcruises.com/en/conditions-of-carriage](http://celestyalcruises.com/en/conditions-of-carriage).

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

Trip: Switzerland and the Mediterranean  
 Date: March 10-20 2027  
 Supervisor in Charge: Angela Richardson

Emergency Item	Action Plan
<b>Emergency Contacts</b> <i>Include full names and phone numbers for the following individuals:            Supervisor in Charge            Additional Supervisors            School Principal</i>	Angela Richardson 705-768-0521 Kevin Walchuk 905 - 925 - 2416 Joelle LaRonde 905-449-4239 David Hendriks 905-244-7642 Michelle Rodriguez 905 - 447 - 0576 Chris Heitzner 905-447-2969
<b>Location of Activity</b> <i>Address of Facility</i>	Various locations through Switzerland the Mediterranean. This includes Switzerland, Italy, France, and Spain.
<b>Student List</b> <i>Include full student names and birthdates</i>	This list will be submitted after students sign up and the list is finalized.
<b>Parent Contact List</b> <i>Include full parent names and phone numbers</i>	This information will be submitted after students sign up and the list is finalized.
<b>Nearest Hospital</b> <i>Address of nearest Hospital</i>	The nearest hospital will vary depending on where we are when on tour. Using Explorica by Worldstrides means that we have a doctor on call 24 hours a day. We can call that doctor and get information on where to go and when to seek other medical attention. Our Tour Director will also know which hospitals are nearby throughout our stay. Explorica by

<p><b>Border Crossing Plan</b> Include an emergency plan if a student and/or staff member are turned away at the border by a border services officer. Who is picking them up? Does the whole group stay with them or one designated person? Is the whole trip canceled? How do you communicate to that student's parents if they are denied entry?</p>	<p>If a student is unable to cross the border then a staff member will stay with them until home is contacted. Then the staff member will ensure that the student is safely escorted to their home. Communication will occur via cell phone. Angela Richardson will have her cell activated in all countries and at all times. If a teacher is not able to cross the border then they will contact home</p>
<p><b>First Aid Kit</b> A first-aid kit must be accessible at all times</p>	<p>A first-aid kit will be brought on the trip and the Tour Director will also have access to one.</p>
<p><b>Plan of Care</b> A copy for each applicable student must be printed from Edsembli</p>	<p>This will occur with assistance from admin after the list has been created.</p>
<p><b>Concussion Protocol</b> A copy of the required policy and forms must be available for completion in the event of a suspected concussion</p>	<p>The trip information binder that the chaperones have will also include the concussion protocol so that it is available should staff require it.</p>
<p><b>Heat Warning</b> Monitor Environment Canada/local Public Health recommendations Encourage staff and students to drink lots of cold fluids Avoid strenuous physical activities Wear light, loose fitted and breathable clothing Avoid direct exposure to sun Wear hat, sunglasses and apply sunscreen Alter schedule for the day to put strenuous tasks before heat rises (if possible) Provide a cooling room, if available</p>	<p>All of the information provided (to the left) as a recommendation from the board/public health will be followed. In addition, our Tour Director will be aware of any extra protocols that we can take. We will also have access to the Explorica medical team as needed.</p>
<p><b>Cold Warning</b> Establish "warm areas" for lunch and work/rest breaks Encourage the use of warm clothing for outdoor play Encourage the use of layers for outdoor play Encourage staff to wear appropriate footwear Follow AP816 "Extreme Weather"</p>	<p>All of the information provided (to the left) as a recommendation will be followed. In addition, our Tour Director will be aware of any extra protocols that we can take. We will also have access to the Explorica Medical team as needed.</p>



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



LSS 5

### CATEGORY 5 APPROVAL FORM

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

Teachers/Organizers: Mr. Robin Clément Schools: St. Peter Catholic Secondary School  
 Adult Supervisors Attending (Full names and phone numbers):

Robin Clément - Teacher in Charge  
 Email: [rclement@pvnccdsb.on.ca](mailto:rclement@pvnccdsb.on.ca)  
 Cell: 705-772-9112

Erin Naylor - Teacher  
 Email: [enaylor@pvnccdsb.on.ca](mailto:enaylor@pvnccdsb.on.ca)  
 Cell: 705-927-5534

Sandra Coyle - Vice Principal  
 Email: [sc Doyle@pvnccdsb.on.ca](mailto:sc Doyle@pvnccdsb.on.ca)  
 Cell: 705-931-8585

Dyanne McDonald - Teacher  
 Email: [dmcDonald@pvnccdsb.on.ca](mailto:dmcDonald@pvnccdsb.on.ca)  
 Cell: 705-760-1301

Brent Claydon - Teacher  
 Email: [bclaydon@pvnccdsb.on.ca](mailto:bclaydon@pvnccdsb.on.ca)  
 Cell: 705-760-1336

Joseph Button - Teacher  
 Email: [jbutton@pvnccdsb.on.ca](mailto:jbutton@pvnccdsb.on.ca)  
 Cell: 705-917-2603

Destination: Portugal and Spain	Mode of Transportation: Air/Bus
Grade/Course: 10/11/12 (co-instructional)	Date of Submission: June 1st, 2024
Departure Date: March 11th, 2026	Return Date: March 20th, 2026
Number of Students: boys: 20 girls: 20	Number of Adult Supervisors: female: 3 male: 3
Name of Travel Agent: Explorica Educational Travel	Type of Excursion: Curricular X Co-instructional
Total Cost to be paid by each Student: \$4,767.00	

**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: Monument to the Discoveries, Belém Tower, National Palace of Pena, Extremadura, Templo de Diana, Casa de Pilatus, Seville Cathedral, Columbus' gravesight, Cibeles Fountain, and Reina Sofia Museum.

**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	\$ 4,000.000 (Bus)	School Fund-raising	\$
Cost of Supply Teachers	\$	Student/Parent share	\$ 4,767.00 per student (Tour fee + Bus)
Meals	\$	Other:	\$
Programs/Materials	\$ 186,680.00 (Tour fee)	Other: Teacher contributions, if applicable	\$
Other	\$		
<b>Total</b>	<b>\$ 190,680.00</b>	<b>Total</b>	<b>\$ 190,680.00</b>

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

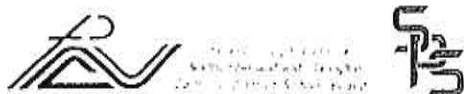
**Checklist of Criteria:** Include all applicable information below in the package submitted to the Superintendent

<input checked="" type="checkbox"/> Itinerary (Pages 4-6)	<input type="checkbox"/> Information and consent letter to parents (Page 17)
<input checked="" type="checkbox"/> Contract Information (Pages 9-10)	<input type="checkbox"/> Liability waivers signed (Pages 15-20)
<input checked="" type="checkbox"/> Additional Medical Coverage needs considered (Page 14)	<input type="checkbox"/> Supervision ratio in alignment with A.P. 305 (1:8 ratio)
<input checked="" type="checkbox"/> History of Excursion - number of years: 12	<input 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 type="checkbox"/> Passports (required)
<input checked="" type="checkbox"/> Educational objectives stated (Pages 7-8)	<input type="checkbox"/> Followed the directives of AP305 and Purchasing Handbook

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

Teacher Signature 	Date Oct. 17, 2024
Principal Signature 	Date Oct. 17, 2024
Superintendent Signature 	Date Oct. 17, 2024





## Itinerary for Portugal and Spain trip on March 11th – 20th, 2026

**March 11 - Fly Toronto to Lisbon**

**March 12 - Olá Lisbon**

- Meet your tour director and check into hotel
- Lisbon city walk
- Alfama quarter, Pombal Statue, Presidential Palace

**March 13 - Lisbon landmarks**

- Lisbon guided sightseeing tour
- Mirador de Santa Justa, Monument to the Discoveries, Mosteiro dos Jerónimos visit, Belém Tower
- Fado evening

**March 14 - Sintra, Cabo da Roca & Cascais**

- Sintra, Cabo da Roca & Cascais excursion
- Park & National Palace of Pena visit, Europe's most westerly point, beaches of Cascais & Estoril, Citadel of Cascais, Boca do Inferno photo stop

**March 15 - Lisbon—Extremadura**

- Mass at Basilica of Our Lady of the Martyrs
- Travel to Extremadura via Evora and Jerez de los Caballeros
- Evora City Walk
- Templo de Diana, Igreja de Sao Joao Evangelista, Capela dos Ossos
- Jerez de los Caballeros city walk
- Fortress visit, San Bartolome church, San Miguel church

**March 16 - Extremadura--Seville**

- Roman theater visit
- Artisanal cheese workshop
- Travel to Seville

**March 17 - Seville landmarks**

- Seville guided sightseeing tour
- Plaza de España, Old Jewish Quarter (Santa Cruz and San Bartolomé), Casa de Pilatos visit, Seville Cathedral visit, Giralda Tower ascent, Columbus' gravesite

**March 18 - Seville--Madrid**

- Travel to Madrid via Córdoba
- Mezquita guided visit
- Travel to Madrid by AVE train
- Madrid city walk
- Puerta del Sol, Plaza Mayor, Plaza de España

**March 19 - Madrid landmarks**

- Madrid guided sightseeing tour
- Calle Mayor, Gran Vía, Cibeles Fountain, Puerta de Alcalá, Columbus Square, Royal Palace visit
- Reina Sofia Museum visit
- Tapas dinner

**March 20 - Fly Madrid to Toronto**



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

Itinerary (pages 4-6)

**March 11 – 20,  
2026**

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

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

**St. Peter Catholic  
Secondary School  
March Break Trip to  
Portugal and Spain**

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)



Mrs. Jeannie Armstrong  
*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

June 1st, 2024

Dear Mrs. Armstrong,

Please accept this letter as a request for approval of a proposed international March Break trip. St. Peter Catholic Secondary School would like to tour Portugal and Spain visiting: Lisbon, Seville and Madrid. This trip would take place between March 11<sup>th</sup> and March 20<sup>th</sup> 2026. St. Peter has a long tradition of traveling internationally with students. As well, teacher organizer Robin Clément, has organized and participated in 12 previous March Break international trips with both St. Stephen and St. Peter Catholic Secondary Schools. We have found that the students thoroughly enjoyed the itineraries and travel experiences.

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

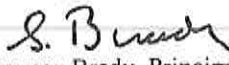
The student to chaperone ratio will be 8 to 1.

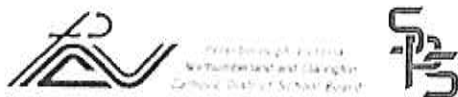
Attached please find:

- An Out of School Activity Request for Approval Form (Category 5) – 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 Robin Clément, I look forward to the response and thank you for your consideration of this proposed trip.

Sincerely,

  
 Shannon Brady, Principal  
 St. Peter Catholic Secondary  
 School



## City Specifics

### Lisbon:

- Castelo de São Jorge, a castle dating back to the Middle Ages, which sits formidably overlooking the city and its port.
- The Monument to the Navigators, dedicated to various important figures in Portugal's history, depicts Henry the Navigator, and other explorers on top of a caravel, the standard Portuguese ship used for sailing expeditions.
- Jerónimos Monastery, an awe-inspiring structure that is considered to be one of the most prominent monuments in Lisbon. Ordered by Manuel the Fortunate to commemorate Vasco da Gama's voyage to India. The monastery is one of Portugal's finest examples of Manueline architecture that combines flamboyant Gothic and Moorish influences with elements of the nascent Renaissance. The church features tombs of many of the great figures in Portuguese history, including Vasco da Gama.
- Fado house in the Bairro Alto to see the singers swathed in black, accompanied by 12-stringed guitars, crooning their hearts out. Portugal's version of the Blues, Fado means "fate" or "destiny," and its songs generally tell the tale of lost love or glory.
- Mass at Basilica of Our Lady of the Martyrs

### Extremadura :

- Templo de Diana, Igreja de Sao Joao Evangelista, Capela dos Ossos, Fortress visit, San Bartolome church, San Miguel church.
- Hit the ruins of Évora. One of the grandest cities in Portugal, Évora shows off the country's best-preserved Roman temple as well as an imposing city filled with medieval churches, convents, and palaces.
- Rising in the hills of the Extremadura, the white-washed village of Jerez de los Caballeros where artistic and architectural heritage meet.
- Take a tour of a traditional goats cheese farm in the Extremadura and learn about the distinctive quality of the local cheeses and of course, sample a few along the way.

### Seville:

- See the twisted alleyways and cobbled streets of this flamboyant Spanish city with a local guide. Discover the enchanting Plaza de España, the Giralda Tower, within the largest gothic cathedral in the world, and explore the Casa de Pilatos considered the prototype of the Andalusian palace.
- Stop at Córdoba to visit one of Spain's most impressive monuments, the Moorish Mezquita, which dates from the 8th to the 10th centuries. Walk through narrow white-washed alleys, passing tile covered patios, dotted with vibrant coloured flowers. Don't miss the beautiful back quarters.



#### Madrid:

- In a walk through this crowded and social city, your Tour Director will help you get to know the lay of the land. Then stroll over to the Puerta del Sol, the bustling city center. Next, you'll relax at the Plaza Mayor, a grand square where every sort of human drama has taken place—trials of faith, public burnings of heretics, royal marriages, the canonization of saints, and countless balls and bullfights. End at the Plaza de España for a stop at an outdoor café.
- Explore the Puerta del Sol, one of Madrid's busiest and most historic squares. While here we will view the Kilometre Zero marker, from which all distances in Spain are measured, and Madrid's symbol, the Madrono.
- Spend time in the Plaza Mayor, Madrid's most famous square. Throughout its long history the square has hosted markets, bullfights, soccer games, public executions, and the Spanish Inquisition. It is now ringed by shops and cafés and is often filled with artists and musicians.
- The Plaza de España is a popular place to gather in Central Madrid. It features a large monument to Miguel de Cervante, author of Don Quixote.
- See Madrid's mix of traditional and modern as you visit the Royal Palace, an 18th-century masterpiece. Next take a look at the Neoclassical architecture of the Prado Museum and the Puerta de Alcalá triumphal arch, built to honour Carlos III's entry into Spain.
- Officially recognized as Spain's National Museum of 20th Century Art, The Sofia—as it is more commonly known—is home to an impressive collection from Spain's two greatest 20th century masters. Hosting works of both Pablo Picasso and Salvador Dalí. Certainly the most famous piece in the museum is Picasso's Guernica, but in addition to this wonderful masterpiece, you'll also find a vast library, archive, bookstore and restaurant.



### Rationale for the trip:

The trip to Portugal and Spain 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: Monument to the discoveries, Belém Tower, National Palace of Pena, Extremadura, Templo de Diana, Casa de Pilatus, Seville Cathedral, Columbus' gravesight, Cibeles Fountain, and Reina Sofia Museum.
- 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 and 12 World History courses, and Grade 11 Travel and Tourism. This is a great chance for them to truly see the past.

### Curriculum Expectations:

#### World History to the End of the Fifteenth Century

- E1.3 Analyse the architectural legacy of various societies/civilizations (*e.g. Romanesque or Gothic Churches, Roman Amphitheatres*).
- E3.1 Explain some key social trends and developments in societies in different parts of the world in the fifteenth century (*e.g. European voyages of exploration, the Spanish Inquisition*).

#### World History Since the Fifteenth Century

- B2.1 Identify some key conflicts in different regions during this period (*e.g. Spain and England, Spain and Portugal, or Spanish conquistadors and the Incas and/or Aztecs*).
- B2.4 Explain the importance of religion/spirituality as a force in shaping various communities during this period (*e.g. With reference to the Protestant and Catholic Reformations; the Spanish Inquisition*).
- B3.3 Describe how some significant individuals from different societies contributed to the identity and/or heritage of their societies during this period (*e.g. Christopher Columbus and Francisco Pizarro*).
- C2.1 Describe some key conflicts in various regions during this period, and analyse their impact on those regions (*e.g. With reference to the impact of the War of the Spanish Succession on ruling elites in Spain and France*).



#### World History since 1900

- C1.4 Identify some key political changes in selected countries in two or more regions of the world during this period (*e.g. Fascism in Italy and Spain*).
- C2.3 Explain the main causes and consequences of some local/regional conflicts in two or more regions of the world during this period (*e.g. The Spanish Civil War*).
- C3.3 Assess the impact of some key political figures from two or more regions of the world on identity, citizenship, and/or heritage during this period (*e.g. Francisco Franco*).
- C3.4 Describe some key cultural trends and/or developments during this period, and analyse their significance (*e.g. Salvador Dali, Pablo Picasso*).

#### Canada: History, Identity, and Culture

- D2.1 Describe domestic and international conflicts in which Canadian military forces participated during this period (*e.g. The Spanish Civil War, World War II*), and assess their contribution to the development of Canada, including the development of identity in Canada.

#### Travel and Tourism

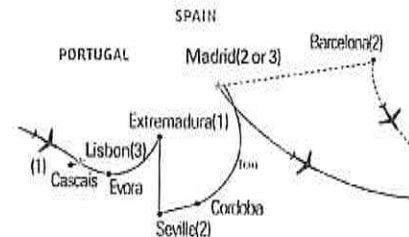
- A2.4 Identify some careers in which a geography background might be an asset (*e.g., travel agent, hospitality worker, travel writer, web designer for a tourist destination, marketing analyst, tourist attraction worker, community museum interpreter, GIS technician*).
- B1.2 Identify the world's major 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.



# Portugal & Spain

explorica.ca/Clement-3917  
March 11 – March 20, 2026

- Day 1 Fly to Lisbon**
- Day 2 Olá Lisbon**  
Meet your tour director and check into hotel  
Lisbon city walk  
Alfama quarter, Pombal Statue, Presidential Palace
- Day 3 Lisbon landmarks**  
Lisbon guided sightseeing tour  
Mirador de Santa Justa, Monument to the Discoveries,  
Mosteiro dos Jerónimos visit, Belém Tower  
Fado evening
- Day 4 Sintra, Cabo da Roca & Cascais**  
Sintra, Cabo da Roca & Cascais excursion  
Park & National Palace of Pena visit, Europe's most westerly  
point, beaches of Cascais & Estoril, Citadel of Cascais, Boca  
do Inferno photo stop
- Day 5 Lisbon--Extremadura**  
Mass at Basilica of Our Lady of the Martyrs  
Travel to Extremadura via Evora and Jerez de los Caballeros  
Evora City Walk  
Templo de Diana, Igreja de Sao Joao Evangelista, Capela  
dos Ossos  
Jerez de los Caballeros city walk  
Fortress visit, San Bartolome church, San Miguel church
- Day 6 Extremadura--Seville**  
Roman theater visit  
Artisanal cheese workshop  
Travel to Seville
- Day 7 Seville landmarks**  
Seville guided sightseeing tour  
Plaza de España, Old Jewish Quarter (Santa Cruz and San  
Bartolomé), Casa de Pilatos visit, Seville Cathedral visit,  
Giralda Tower ascent, Columbus' gravesite
- Day 8 Seville--Madrid**  
Travel to Madrid via Córdoba  
Mezquita guided visit  
Travel to Madrid by AVE train  
Madrid city walk  
Puerta del Sol, Plaza Mayor, Plaza de España
- Day 9 Madrid landmarks**  
Madrid guided sightseeing tour  
Calle Mayor, Gran Vía, Cibeles Fountain, Puerta de Alcalá,  
Columbus Square, Royal Palace visit  
Reina Sofia Museum visit  
Tapas dinner
- Day 10 End tour**





Tour Center ID: Clement-3917  
Initial registration deadline: October 31, 2024

**What's included**

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We provide everything you need for a remarkable trip:

- Round-trip airfare
- 8 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
- High-speed AVE train to Madrid
- 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**

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Students (travellers under the age of 23): \$4,667.00  
Adults (age 23 and over): \$5,637.00

Price reflects savings of a \$150.00 travel grant. Sign up by 10/31/2024 and enter code **early2026** in order to take advantage of this limited-time offer!

**Automatic monthly payment plan**

Pay \$300 upon enrolment and the balance will be divided into equal monthly payments, charged automatically to your chequing account. As of June 1st, 2024, your monthly payment would be just \$229.84. Manual plan also available; learn more on [explorica.ca/paymentplans](http://explorica.ca/paymentplans).

**Travel Protection**

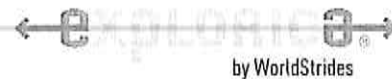
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Most Explorica travellers protect their investment with our Travel Protection Plan Plus, which includes a Cancel For Any Reason waiver for only \$25 per day. To learn more, visit [explorica.ca/cfar](http://explorica.ca/cfar).

**Carbon neutral travel with Choose Earth**

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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](http://worldstrides.ca/carbonoffset).



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



**EARLY ENROLLMENT**

**TourCenter ID:**  
Clement-3917

**Departing From:**  
Toronto

**Departing:**  
March 11, 2026

**Returning:**  
March 20, 2026

**Sign Up Deadline (for this price)**  
October 31 2024

**TOUR ITINERARY**

- Day 1 Fly to Lisbon**
- Day 2 Olá Lisbon**  
Meet your tour director and check into hotel  
Lisbon city walk  
Alfama quarter, Pombal Statue, Presidential Palace
- Day 3 Lisbon landmarks**  
Lisbon guided sightseeing tour  
Mirador de Santa Justa, Monument to the Discoveries, Mosteiro dos Jerónimos visit, Belém Tower  
Fado evening
- Day 4 Sintra, Cabo da Roca & Cascais**  
Sintra, Cabo da Roca & Cascais excursion  
Park & National Palace of Pena visit, Europe's most westerly point, beaches of Cascais & Estoril, Citadel of Cascais, Boca do Inferno photo stop
- Day 5 Lisbon--Extremadura**  
Mass at Basilica of Our Lady of the Martyrs  
Travel to Extremadura via Evora and Jerez de los Caballeros  
Evora City Walk  
Templo de Diana, Igreja de Sao Joao Evangelista, Capela dos Ossos  
Jerez de los Caballeros city walk  
Fortress visit, San Bartolome church, San Miguel church

- Day 6 Extremadura--Seville**  
Roman theater visit  
Artisanal cheese workshop  
Travel to Seville
- Day 7 Seville landmarks**  
Seville guided sightseeing tour  
Plaza de España, Old Jewish Quarter (Santa Cruz and San Bartolomé), Casa de Pilatos visit, Seville Cathedral visit, Giralda Tower ascent, Columbus' gravesite
- Day 8 Seville--Madrid**  
Travel to Madrid via Córdoba  
Mezquita guided visit  
Travel to Madrid by AVE train  
Madrid city walk  
Puerta del Sol, Plaza Mayor, Plaza de España
- Day 9 Madrid landmarks**  
Madrid guided sightseeing tour  
Calle Mayor, Gran Vía, Cibeles Fountain, Puerta de Alcalá, Columbus Square, Royal Palace visit  
Reina Sofia Museum visit  
Tapas dinner

**Day 10 End tour**

**Total Fee:\* \$4,667.00**

**Tour Quote Breakdown**

The following fees apply to your full-paying participants:

Tour Fee*	\$4,428.00
Travel Protection Plan Plus	\$250.00
On-Tour Tipping	\$139.00
** Early Enrolment Travel Grant	\$ -150.00
<b>Total Fee*</b>	<b>\$4,667.00</b>

OR 19 monthly payments of \$229.84  
After initial payment of \$300.00

\* Last day for this Tour Fee is October 31, 2024.  
\*\* Only valid with voucher code **early2026**

**Additional Adult Fees**

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

Adult Supplement	\$125.00
Twin Room Upgrade	\$360.00
	<hr/>
Additional Adult Fee	\$485.00

**Free Chaperones**

6 travellers = 1 Free Chaperone

Your free place ratio is such that your group will fully contribute towards 6 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	\$652
20-24 Travelers	\$408
25-29 Travelers	\$225
30-34 Travelers	\$150
35-39 Travelers	\$73
<b>40+ Travelers</b>	<b>\$0</b>

- Round-trip airfare
- 8 overnight stays 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
- High-speed AVE train to Madrid
- 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.



**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. Peter Catholic Secondary School has arranged an educational international trip with the tour company Explorica by World Strides to tour Portugal & Spain from March 11 – March 20, 2026.

**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 Portugal & Spain 2026 trip from March 11 - 20 2026 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 Portugal & Spain tour that is to be held on or about  
*(print name of student)*

March 11-20, 2026. 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 by World Strides to tour Portugal & Spain on or about March 11 – March 20, 2026 to the students at St. Peter 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**

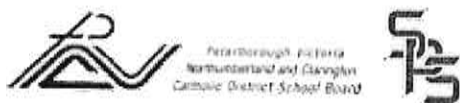
I, \_\_\_\_\_ understand and accept the above and provide the Peterborough Victoria Northumberland and Clarington Catholic District School Board with the following waiver of liability and indemnification agreement:

**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 March 2026 Trip to Portugal & Spain arranged through the Peterborough Victoria Northumberland and Clarington Catholic District School Board and St. Peter Catholic Secondary School on or about March 11-20, 2026.

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: \_\_\_\_\_



## Cost & Sharing

Consolidated Tour Fee: \$4,667.00 per student  
 Includes Gratuities of \$139.00 per student  
 Travel Protection Plan Plus \$250.00 per student  
 Additional Costs (To be paid by student and/or their parents):  
 Passport Application  
 Bus to and from airport (\$100 per student)  
 Lunches (Approx. 15-20 euros per day)  
 Spending money (Explorica recommends \$35-\$50 CAN per day)  
 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 1:8; 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 – Principal & female chaperone  
 Sandra Coyle – Vice Principal & female chaperone  
 Dyanne McDonald – Female Teacher  
 Caroline Céré – Female Teacher  
 Brent Claydon – Male Teacher

## Liability Forms & Student Information

See attached forms:

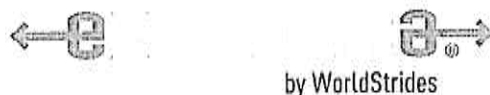
Informed Consent (Category 5) for Students under 18 Years

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.



## TuGo Travel Insurance

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:

- Emergency Medical: Up to \$1,000,000
- Travel Delay: \$200 per day up to a maximum of \$2,000
- Baggage and Personal Effects: Up to a maximum of \$3,000
- Delay of Baggage: Up to a maximum of \$500
- Mental Health Coverage
- Emergency Medical COVID-19 Benefit for Vaccinated Canadians
- Coverage for the Cancellation of a Trip by the School Board due to Labour Strike
- Coverage for the Cancellation of a Trip by the School Board due to Risk of Harm
- Cancel For Any Reason Waiver benefit\*

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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:

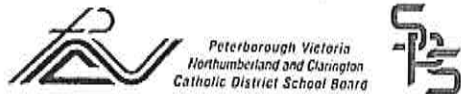
Toll-Free: 1-855-929-8846

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.



March 11, 2026

Customs Official,

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

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

By signing this letter, I am giving permission for my child to be traveling: leaving Toronto Pearson International Airport on March 11, 2026 arriving in Lisbon March 12, 2026. Returning from Madrid to Toronto Pearson International Airport on March 20, 2026. The group will be traveling throughout Portugal and Spain according to the detailed itinerary on the reverse.

Should you need to contact me/us:

Parent/Guardian: \_\_\_\_\_

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

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

Relationship: \_\_\_\_\_

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

Parent/Guardian: \_\_\_\_\_

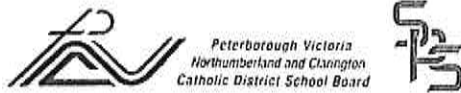
Address: \_\_\_\_\_

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

Relationship: \_\_\_\_\_

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





## Itinerary for Portugal and Spain trip on March 1

March 11 - Fly Toronto to Lisbon

March 12 - Olá Lisbon

- Meet your tour director and check into hotel
- Lisbon city walk
- Alfama quarter, Pombal Statue, Presidential Palac

March 13 - Lisbon landmarks

- Lisbon guided sightseeing tour
- Mirador de Santa Justa, Monument to the Discover Tower
- Fado evening

March 14 - Sintra, Cabo da Roca & Cascais

- Sintra, Cabo da Roca & Cascais excursion
- Park & National Palace of Pena visit, Europe's most Cascaril, Citadel of Cascais, Elitadel of Cascais, Boca el of Cascais, Boca do Inferno photo stop

March 15 - Lisbon--Extremadura

- Mass at Basilica of Our Lady of the Martyrs
- Travel to Extremadura via Evora and Jerez de los C
- Evora City Walk
- Templo de Diana, Igreja de Sao Joao Evangelista, C
- Jerez de los Caballeros city walk
- Fortress visit, San Bartolome church, San Miguel c

March 16 - Extremadura--Seville

- Roman theater visit
- Artisanal cheese workshop
- Travel to Seville

March 17 - Seville landmarks

- Seville guided sightseeing tour
- Plaza de España, Old Jewish Quarter (Santa Cruz at viçeville Cathedral visit, Gii Cathedral visit, Giraideadredral visit, Giraide Tower ascent, Columbus' gravesite

March 18 - Seville--Madrid

- Travel to Madrid via Córdoba
- Mezquita guided visit
- Travel to Madrid by AVE train
- Madrid city walk
- Puerta del Sol, Plaza Mayor, Plaza de España

March 19 - Madrid landmarks

- Madrid guided sightseeing tour
- Calle Mayor, Gran Vía, Cibeles Fountain, Puerta de .it
- Reina Sofia Museum visit
- Tapas dinner

March 20 - Fly Madrid to Toronto



**Code of Behavior  
Portugal and Spain  
March 11-20, 2026**

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 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. Clément, Mrs. Brady, Mrs. Coyle, Mrs. McDonald, Mrs. Céré, and/or Mr. Claydon and any other teacher chaperones.
- 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. Peter Catholic Secondary School, Portugal & Spain 2026

**Date:** March 11 – 20 2026

**Supervisor in Charge :** Mr. Robin Clément

<b>Emergency Item</b>	<b>Action Plan</b>
<b>Emergency Contacts</b> <i>Include full names and phone numbers for the following individuals:  Supervisor in Charge  Additional Supervisors  School Principal</i>	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
<b>Location of Activity</b> <i>Address of Facility</i>	Portugal and Spain Hotels TBD, but common hotels used by Explorica: Lisbon – B&B Hotel Lisboa: <i>Montijo Av. Dom Afonso Henriques 34, 2870-154 Montijo, Portugal +351 21 133 8222</i>  Extremadura – Mercure Badajoz: <i>Av. Adolfo Diaz Ambrona, 13, 06006 Badajoz, Spain +34 924 27 26 00</i>  Seville – Hotel TRH La Motilla: <i>Carlos Soto, 3, 41703 Dos Hermanas, Sevilla, Spain +34 955 66 68 16</i>  Madrid – Porcel Torre Garden Hotel Madrid: <i>C. de los Hermanos Garcia Noblejas, 190 bis, Cdad. Lineal, 28037 Madrid, Spain +34 913 13 58 10</i>
<b>Student List</b> <i>Include full student names and birthdays</i>	TBD – List and information to be provided once participants are confirmed.
<b>Parent Contact List</b> <i>Include full parent names and phone numbers</i>	TBD – List and information to be provided once participants are confirmed.
<b>Nearest Hospital</b> <i>Address of nearest Hospital</i>	Based on possible hotels listed above: Montijo Hospital - <i>R. Machado dos Santos 54, 2870-351 Montijo, Portugal +351 21 214 7300</i>  Infanta Cristina Hospital - <i>Av. de Elvas, s/n, 06080 Badajoz, Spain +34 924 21 81 00</i>  Hospital San Agustin - <i>Prolongación Doctor Fleming, SECTOR 13, Zona dos,, 41703 Dos Hermanas, Spain +34 955 05 05 70</i>  Hospital Viamed Fuensanta - <i>C. de Arturo Soria, 17, Cdad. Lineal, 28027 Madrid, Spain +34 914 10 02 00</i>
<b>Border Crossing Plan</b> <i>Include an emergency plan if a student and/or staff member are turned away at the border by a border services officer. Who is picking them up? Does the whole group stay with them or one designated person? Is the whole trip canceled? How do you communicate to that student's parents if they are denied entry?</i>	<ol style="list-style-type: none"> <li>1. Parents will be contacted to come pick him/her up at the airport. Parents will be responsible for any applicable costs.</li> <li>2. A designated chaperone of the same sex, as well as an Explorica representative will stay with the student until picked up.</li> <li>3. The trip will continue as planned.</li> </ol>
<b>First Aid Kit</b> <i>A first-aid kit must be accessible at all times</i>	First-aid kit will be on the Supervisor in charge's (Robin Clément) person at all times. Tour Director also carries first-aid supplies.



Emergency Item	Action Plan
<b>Plan of Care</b> <i>A copy for each applicable student must be printed from Edsembl</i>	Student information, including medical information, is provided to all chaperones as well as access to a Google Drive Folder with digital copies.
<b>Concussion Protocol</b> <i>A copy of the required policy and forms must be available for completion in the event of a suspected concussion</i>	Forms to be kept by Supervisor in charge at all times as well as digital copies in Google Drive.
<b>Heat Warning</b> <i>Monitor Environment Canada/local Public Health recommendations            Encourage staff and students to drink lots of cold fluids            Avoid strenuous physical activities            Wear light, loose fitted and breathable clothing            Avoid direct exposure to sun            Wear hat, sunglasses and apply sunscreen            Alter schedule for the day to put strenuous tasks before heat rises (if possible)            Provide a cooling room, if available</i>	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) Directorate General of Health, Ministry of Health (Portugal) - <a href="https://www.dgs.pt/">https://www.dgs.pt/</a> Ministry of Health Spain - <a href="https://www.sanidad.gob.es/">https://www.sanidad.gob.es/</a>
<b>Cold Warning</b> <i>Establish "warm areas" for lunch and work/rest breaks Encourage the use of warm clothing for outdoor play Encourage the use of layers for outdoor play Encourage staff to wear appropriate footwear Follow AP816 "Extreme Weather"</i>	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) Directorate General of Health, Ministry of Health (Portugal) - <a href="https://www.dgs.pt/">https://www.dgs.pt/</a> Ministry of Health Spain - <a href="https://www.sanidad.gob.es/">https://www.sanidad.gob.es/</a>
<b>Tornado Warning</b> <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 &amp; outside (ideal locations include washroom, change rooms, interior rooms) Coordinate which stairwell should be used by which class Guide staff and students to crouch low, head down and protect the back of your head with your arms.</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) Directorate General of Health, Ministry of Health (Portugal) - <a href="https://www.dgs.pt/">https://www.dgs.pt/</a> Ministry of Health Spain - <a href="https://www.sanidad.gob.es/">https://www.sanidad.gob.es/</a>



Emergency Item	Action Plan
<p><b>Thunderstorm Warning</b>  <i>When lightning is seen or thunder is heard, staff will immediately suspend outdoor activities and have staff and students take shelter in a protected area. 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 - <a href="https://www.theweathernetwork.com/eu">https://www.theweathernetwork.com/eu</a></p>
<p><b>High Wind Warning</b>  <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 - <a href="https://www.theweathernetwork.com/eu">https://www.theweathernetwork.com/eu</a></p>
<p><b>Flood Advisory</b>  <i>When issued by the local conservation authority, schools will take advised precautions to maintain the safety of staff and students.</i></p>	<p>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>Global Disaster Alert and Coordination System -  <a href="https://prociv.gov.pt/en/warnings-to-the-population/">https://prociv.gov.pt/en/warnings-to-the-population/</a></p>

### Government of Canada Travel advice and advisories:

#### Portugal

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

#### Spain

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



## 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.

**Karen Bycok:** during school days: SPCSS: 705-745-1358 ext 1016  
Email: [kbycok@pvncdsb.on.ca](mailto:kbycok@pvncdsb.on.ca)

2. While on excursions in Portugal and Spain the PVNC teacher supervisors will carry a cell phone so that students may contact them. **Robin Clément** will be the primary contact in Europe and can be reached by PVNC email - [rclement@pvncdsb.on.ca](mailto:rclement@pvncdsb.on.ca).

### 3. EMERGENCY CONTACTS IN EUROPE:

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

TRIPMATE: 1-800-555-9095

**Robin Clément** - Teacher in Charge  
Email: [rclement@pvncdsb.on.ca](mailto:rclement@pvncdsb.on.ca)  
Cell: 705-772-9112

**Shannon Brady** – Principal  
Email: [sbrady@pvncdsb.on.ca](mailto:sbrady@pvncdsb.on.ca)  
Cell: 705-772-4929

**Sandra Coyle** – Vice Principal  
Email: [scoyle@pvncdsb.on.ca](mailto:scoyle@pvncdsb.on.ca)  
Cell: 705-931-8585

**Carolyn Céré** – Teacher  
Email: [ccere@pvncdsb.on.ca](mailto:ccere@pvncdsb.on.ca)  
Cell : 705-931-5909

**Brent Claydon** – Teacher  
[bclaydon@pvncdsb.on.ca](mailto:bclaydon@pvncdsb.on.ca)  
Cell : 705-760-1336

**Dyanne McDonald** – Teacher  
[dmcdonald@pvncdsb.on.ca](mailto:dmcdonald@pvncdsb.on.ca)  
Cell : 705-760-1301



This is a **SAMPLE** Parent Information Package that is sent home prior to departure. Copies are also given to the administration team. This contains all the phone numbers that parent(s)/guardian(s) would require to contact the group while on tour should they need to. This is one that was used for a previous March Break trip to Italy.

### 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:** Alitalia 651 depart 5:15pm arrive Rome 7:45am

#### Rome Hotel:

Hotel Cascina Palace  
Via Attilio Benigni 7 Roma, 00153  
Phone Number: 011 39 0682002288

#### Florence Hotel:

Club Hotel de la Gare  
Via Santa Caterina da Siena 11  
Firenze, 50123  
Phone Number: 011 39 055217707

#### Venice Hotel:

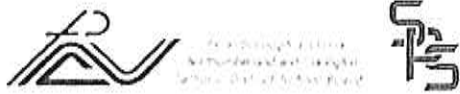
Hotel Sant'ambrogio (Lido di Jesolo)  
Via Bafile 393 Lido di Jesolo, 30017  
Phone Number: 011 39 0421370370

#### Milan Hotel:

Express Holiday Inn Milan Bicocca  
Via Della Giustizia 10/D Milan, Italy 20125  
Phone Number: 011 39 0266715000

**Returning Flight:** Air One 2701 Depart Milan 6:45am arrive Rome 7:55am  
Alitalia Flight 650 Depart Rome 10:20am arrive Toronto 3:20pm





## Itinerary for Portugal and Spain trip on March 11th – 20th, 2026

March 11 - Fly Toronto to Lisbon

March 12 - Olá Lisbon

- Meet your tour director and check into hotel
- Lisbon city walk
- Alfama quarter, Pombal Statue, Presidential Palace

March 13 - Lisbon landmarks

- Lisbon guided sightseeing tour
- Mirador de Santa Justa, Monument to the Discoveries, Mosteiro dos Jerónimos visit, Belém Tower
- Fado evening

March 14 - Sintra, Cabo da Roca & Cascais

- Sintra, Cabo da Roca & Cascais excursion
- Park & National Palace of Pena visit, Europe's most westerly point, beaches of Cascais & Estoril, Citadel of Cascais, Boca do Inferno photo stop

March 15 - Lisbon—Extremadura

- Mass at Basilica of Our Lady of the Martyrs
- Travel to Extremadura via Evora and Jerez de los Caballeros
- Evora City Walk
- Templo de Diana, Igreja de Sao Joao Evangelista, Capela dos Ossos
- Jerez de los Caballeros city walk
- Fortress visit, San Bartolome church, San Miguel church

March 16 - Extremadura--Seville

- Roman theater visit
- Artisanal cheese workshop
- Travel to Seville

March 17 - Seville landmarks

- Seville guided sightseeing tour
- Plaza de España, Old Jewish Quarter (Santa Cruz and San Bartolomé), Casa de Pilatos visit, Seville Cathedral visit, Giralda Tower ascent, Columbus' gravesite

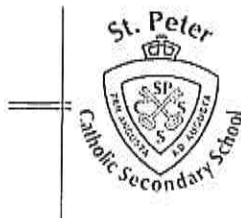
March 18 - Seville--Madrid

- Travel to Madrid via Córdoba
- Mezquita guided visit
- Travel to Madrid by AVE train
- Madrid city walk
- Puerta del Sol, Plaza Mayor, Plaza de España

March 19 - Madrid landmarks

- Madrid guided sightseeing tour
- Calle Mayor, Gran Vía, Cibeles Fountain, Puerta de Alcalá, Columbus Square, Royal Palace visit
- Reina Sofia Museum visit
- Tapas dinner

March 20 - Fly Madrid to Toronto



ST. PETER  
CATHOLIC SECONDARY SCHOOL

730 MEDICAL DRIVE • PETERBOROUGH • ONTARIO • K9J 8M4  
TEL: (705) 745-1358 • FAX: (705) 745-5025

Dear Parents & Guardians:

This letter is to invite you to an information meeting on October 2<sup>nd</sup> 2024 at 6:30pm about a prospective March Break international trip to Portugal and Spain in 2026. 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 12 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).

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

Thank you for your interest in this wonderful opportunity.

Sincerely,

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



## PARENT MEETINGS

1. Parent information meeting for international trip to Portugal and Spain  
– October 2nd, 2024 in the Learning Commons at St Peter Catholic Secondary School.
2. First meeting with confirmed trip participants  
- June, 2025 in the Learning Commons at St Peter Catholic Secondary School.
3. Pre-departure meeting with confirmed trip participants and parents/guardians  
- February 11th, 2026 in the Learning Commons at St Peter Catholic Secondary School.

# Safety and Security Plan



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## About WorldStrides Canada

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

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

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

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

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

*About WorldStrides Canada continues on the next page.*



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

<b>Comprehensive liability coverage</b>	When you travel with WorldStrides Canada, your tour is backed by our industry-leading policy, protecting third parties such as your school and school board.
<b>24/7 emergency support</b>	For any problems that may arise, our dedicated WorldAssist Team is always ready to provide assistance.
<b>Global presence</b>	With more than 70 offices around the world, you can rest assured that we're always nearby and ready to help if the need arises.
<b>Doctors on Call Program</b>	Exclusive relationship with The George Washington University Medical Faculty Associates (GWMFA) providing 24/7 access to medical care for all travelling participants.
<b>Exlog Global partnership</b>	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.



## Associations and Partners

### Associations

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

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

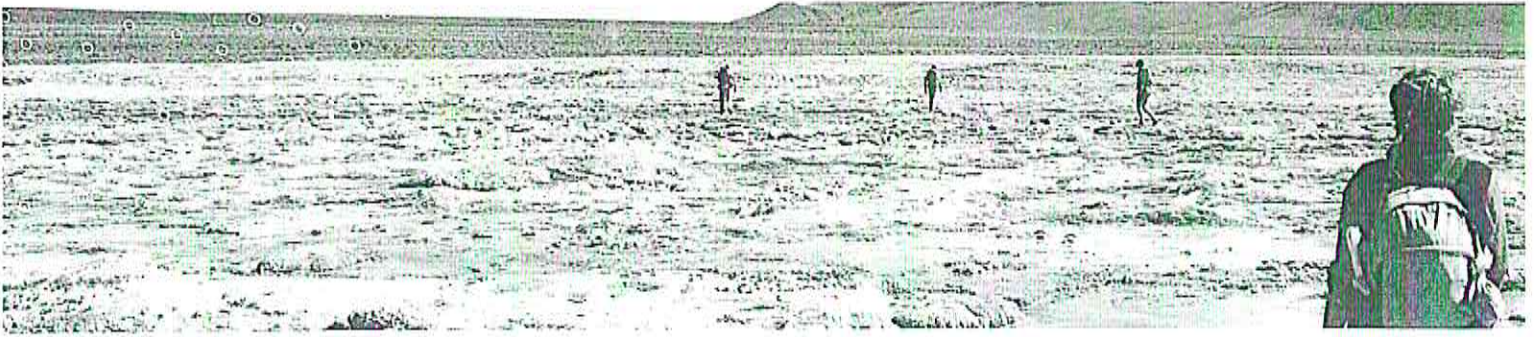
### Partners

As part of our partnership with **Exlog Global**, WorldStrides offers a global network of support, including industry-leading risk management services. Exlog is a premier global security company that enables you to travel the world safely and efficiently. Their state-of-the-art technology identifies and monitors current and potential threats, providing you with the most up-to-date intelligence and insights available. Our travellers, staff, and partners can rest easy knowing that risks are anticipated, monitored, and addressed in real time.

Our **Doctors on Call** program is an exclusive relationship with The George Washington University Medical Faculty Associates (GWMFA) providing 24/7 access to medical care for all travelling participants. Through telehealth consultation, medical professionals are available to evaluate health-related concerns and make recommendations for treatment. Telehealth consultation with a mental health professional is also available through our relationship with AXA Behavioural Health.

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





## Your WorldStrides Canada Tour

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

### Tour Directors

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

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

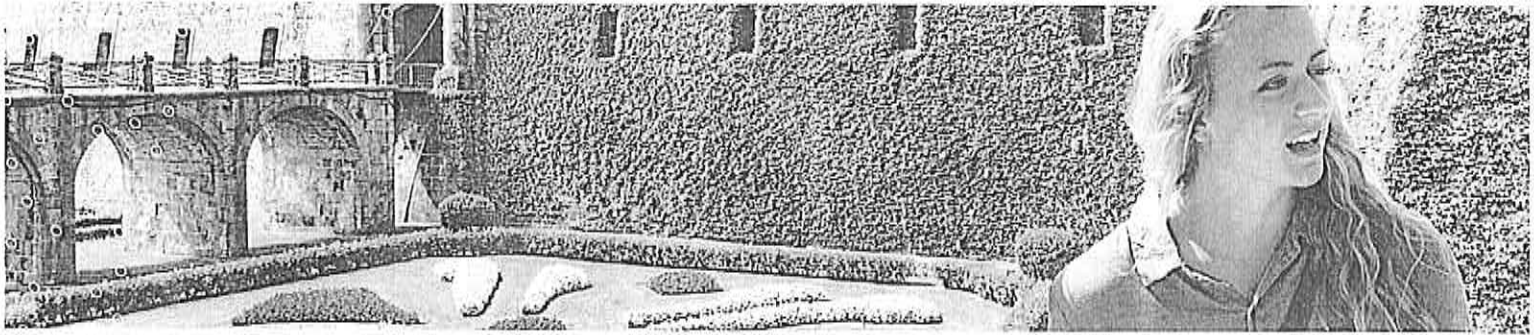
- \* Regular criminal background checks
- \* Introductory first-aid certification
- \* Intensive annual trainings in safety and security
- \* References before hire

#### Tour Director responsibilities:

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

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

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



## Ground Transportation

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

### Public transportation

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

### Rail transportation

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

### Coach safety features and equipment

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

## Flights

### Airline partners

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

### Flight delays and cancellations

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



## Activities

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

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

### Adventure activities

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

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

## Meals and Accommodations

### Food safety

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

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

### Hotel safety

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



## Code of Conduct

Throughout the program, all participants are responsible for adhering to the following rules of behaviour:

1. Participants are expected to follow all directions given by and all rules and regulations established by the Program Leader and Chaperones.
2. Participants agree to follow the planned itinerary and to be punctual at all times.
3. Physical, verbal, or virtual violence, bullying, cyberbullying, inappropriate language, or inappropriate interactions with others will not be tolerated. Harassment based on real or perceived race, colour, religion, national origin, sex, sexual orientation, gender identity or expression, disability, or other protected characteristic is prohibited. To promote the well-being of all participants, if the participant observes, overhears, or suspects such behaviour, they should report the behaviour to the Program Leader, Chaperone, or a WorldStrides team member.
4. Emailing, posting, texting, airdropping, or otherwise electronically sharing pornographic, derogatory, or offensive language or images with other participants, staff, or members of the WorldStrides community is strictly prohibited. Electronically sending offensive language or images based on race, colour, religion, national origin, sex, sexual orientation, gender identity or expression, disability, or other protected characteristic or political affiliation by any means is strictly prohibited.
5. Participants should refrain from taking photographs, creating video or audio recordings of other participants, staff members, or other individuals without their consent.
6. Participants are expected to leave all services (hotels, restaurants, motorcoaches) utilized and sites visited during the programming in the same condition in which they were found. Any property damage, theft, vandalism, unauthorized use, and copywrite violations are the sole responsibility of the participant (and the parent/guardian if participant is a minor). If an incident occurs, the participant (and the parent/guardian if participant is a minor) will be required to work directly with the provider to remedy the situation.
7. Participants are expected to refrain from illegal drug use, vandalism, theft, gambling, or any other type of behaviour detrimental to the health, well-being, safety, or reputation of themselves or others.
8. Any behaviour resulting in engagement with local authorities will be the responsibility and expense of the participant (and the parent/guardian if participant is a minor).
9. Participants are expected to comply with all rules and regulations established by governmental agencies and service providers including but not limited to airlines, hotels, motorcoach companies, national parks, and national security.
10. Participants are solely responsible for keeping safe possession of all their belongings throughout the program including but not limited to travel documentation and government issued identification (passport, visa, green card). WorldStrides is not responsible for the replacement of any lost, stolen or damaged items while in transit or on the program.
11. Good common sense, respect and consideration for others and their property should be practiced daily.
12. Participants are expected to follow all COVID-19 specific rules established by WorldStrides and the Program Leader and Chaperones, and any rules established by attractions, sites, and service providers.
13. Participants are expected to remain with the group at all times unless the Program Leader specifically allows free time in small groups. Students may never leave the hotel unless accompanied by a Program Leader or Chaperone.
14. Participants must sleep in their assigned hotel room each night. Students are not allowed to engage in any form of sexual activity during the program. The use of vulgar, abusive, humiliating, or threatening language or pictures, practical jokes, or other sexually inappropriate behaviour is strictly prohibited.
15. Participants are expected to observe quiet hours at the hotel each evening (typically from 10 p.m. until 6 a.m.).
16. Participants are expected to refrain from smoking, vaping of any kind, and are not permitted to consume alcohol unless they are of legal age and have approval from their parent/guardian and Program Leader. Adults who wish to smoke, vape, consume alcohol, or engage in any other activity of an adult nature must do so outside the presence of minor students, at their own expense, and remain in full control of their behaviour at all times.
17. Participants must remain respectful of WorldStrides staff and should report any concerns to their Program Leader immediately. Participants may not use abusive, derogatory, or threatening language or engage in abusive or threatening behaviour towards WorldStrides staff.

If a participant violates any of these rules, they may be dismissed from the program at the sole discretion of the Program Leader and Chaperones. **In the case of a dismissal the participant will be sent home at their expense (or the expense of the parent/guardian if participant is a minor) without a refund.**



## 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.

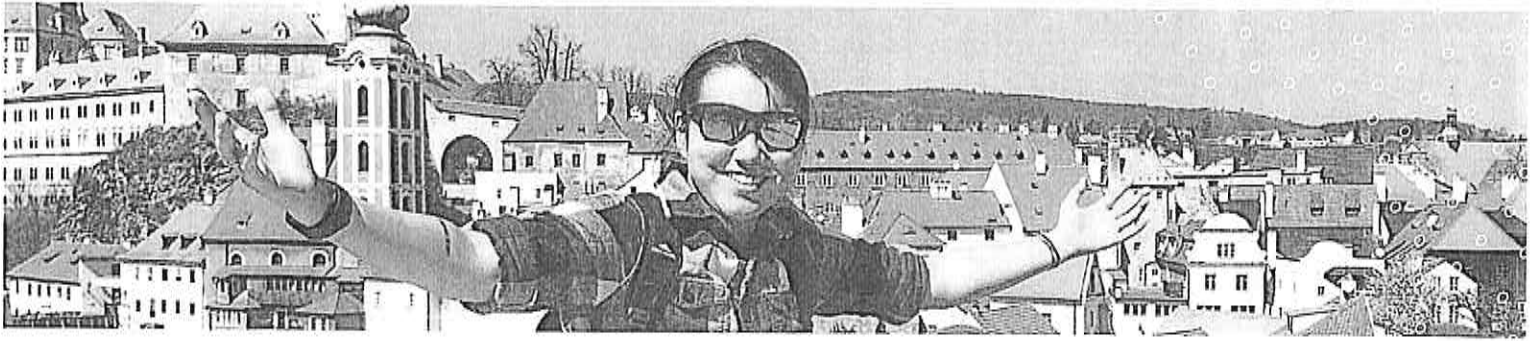
### Worldwide network

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 Protection

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

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

### Travel Protection Plan Plus - WorldStrides Canada

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

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

### Cancel For Any Reason Waiver

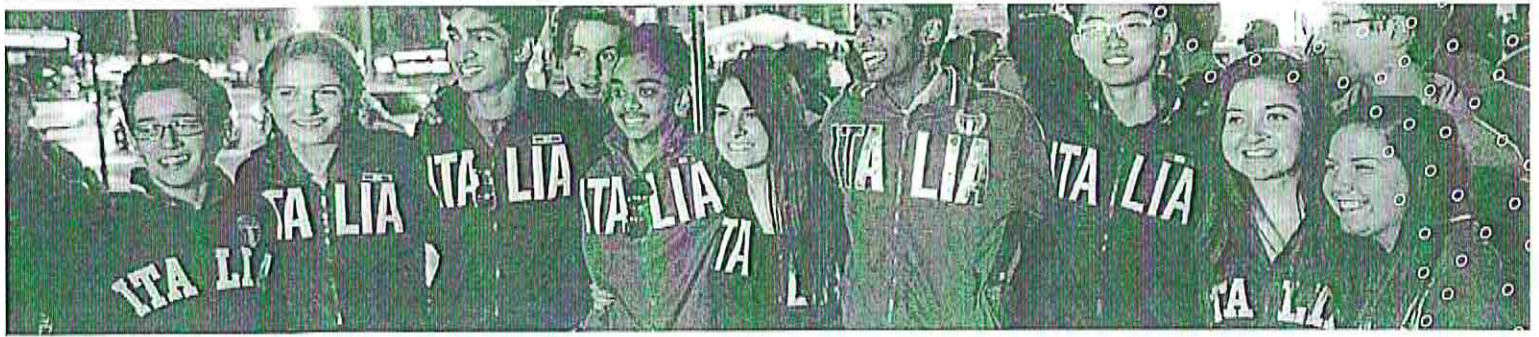
Along with providing you with the above insured benefits from TuGo, the Travel Protection Plan Plus also includes the WorldStrides exclusive Cancel For Any Reason (CFAR) Waiver Benefit. This CFAR waiver allows you to cancel your trip for any reason not otherwise covered by your insurance policy. WorldStrides will reimburse you for 75% of the applicable non-refundable cancellation fees, provided you cancel more than 2 days before your scheduled trip departure date.

The Cancel For Any Reason Waiver Benefit does not cover:

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

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

*Travel Protection continues on the next page.*



## Travel Guard - Brightspark

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

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

## School Board Ruling Waiver

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

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

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

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*WorldStrides' Canada Tours are underwritten by Telfer/Industrial Alliance Insurance. Brightspark tours are underwritten by Travel Guard/PAG.*



## Liability

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

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





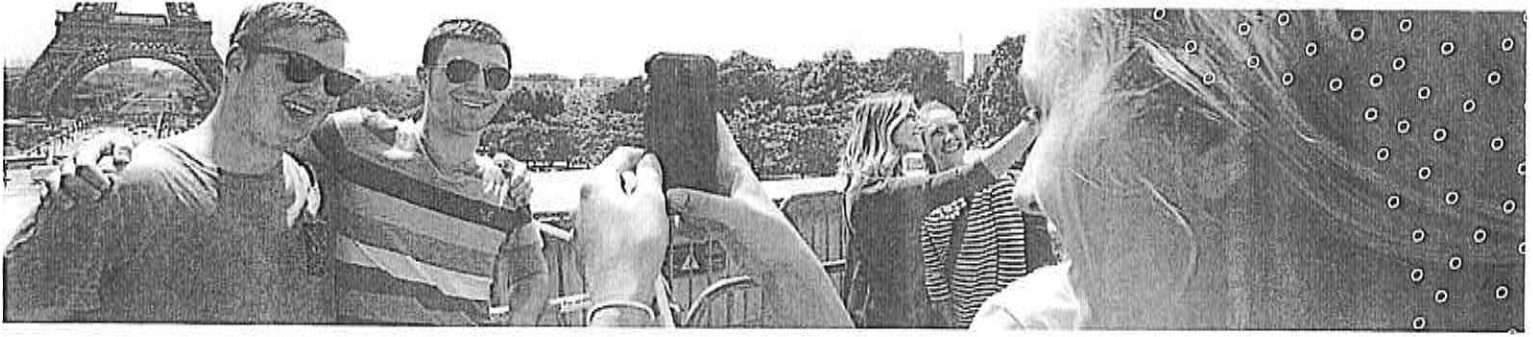
## Safety Committee

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

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

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

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



## Proactive Security Steps

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

- › We have a global presence with more than 70 offices around the world to monitor situations and assist in the event that safety issues arise.
- › Our VP of Health and Safety, supported by our 24/7 team of dedicated risk management professionals, continually assesses all travel destinations and situations.
- › We partner with 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 Management

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

### Minor incidents

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

### Major incidents

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

### Extreme weather or natural disasters

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

### Allergies

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

### Prevention and action plan for missing students

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

### Lost or stolen passport

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



## Emergency Response Plan

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

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

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

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

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

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

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

WorldStrides Canada partners with 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 1

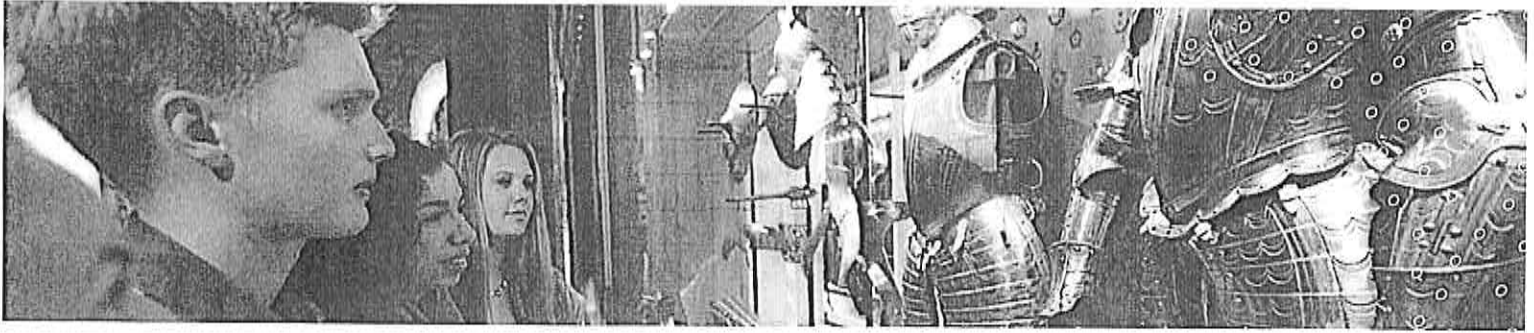
### Missing participant

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

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

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

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



## Emergency Example 2

### Hospitalization

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

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

Additional Information—We have services available to our participants:

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

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



## Contact Information

### General information

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

### WorldAssist (on-program incidents)

Within Canada: 1-800-999-4542

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

### Brightspark emergency information

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

### TuGo insurance

1-855-929-8846

### Travel Guard insurance

1-866-648-8425

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



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# Portugal travel advice



## Take normal security precautions

**Latest updates:** Editorial change

**Last updated:** September 17, 2024 13:22 ET

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## Risk level

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### Portugal - Take normal security precautions

[Take normal security precautions](#) in Portugal.

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# Spain travel advice

## ! Exercise a high degree of caution

**Latest updates:** Entry and exit requirements – added information on temporary entry under CETA

**Last updated:** August 30, 2024 12:56 ET

### On this page

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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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## Student Information & Medical Release Form

Please provide **detailed** information about your child to ensure his/her health and safety. All information will be kept confidential.

Participant's Name: _____	Passport number: _____
Home Address: _____	Passport Expiry: _____
_____	Passport Issue City: _____
Health Card Number: _____	Birthdate: _____

Medical Conditions or Concerns:	Allergies (food, medicine, etc):
	Special Diet (incl. Vegetarian, Vegan):

Motion Sickness: Yes/No	Corrective Lenses: Yes/No
Epi pen: Yes/No (if yes 2 are required)	Location on person:
Inhaler: Yes/No (if yes 2 are required)	Location on person:

On medication: Yes/No Include dosage and frequency on back.  
Please attach a print out from pharmacy with names and doses (only if required for daily living).

**Students are responsible for remembering to take all medications.**

**Doctor's Name & Contact Information:**

Name:	Phone:
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**Mother/Guardian Contact Information:**

Daytime phone:	Evening phone:
Other contact information:	

**Father/Guardian Contact Information:**

Daytime phone:	Evening phone:
Other contact information:	

**Emergency Contact Information:**

Name:	Phone:
Relationship:	

My signature below is an indication that I give the chaperones (R. Clément, C. Céré, D. McDonald, S. Brady, B. Claydon, S. Coyle) to act as my agent to seek medical attention for my child should it be deemed necessary.

Parent Signature: \_\_\_\_\_

**Please include additional information on the reverse if required.**



**Approval of School Level Identification, Placement and Review Committees – 2024-2025.**

**R.A.:** that the Board approve the Identification, Placement and Review Committees as listed, for the 2024-2025 school year.

	School	Principal	School Personnel
102	St. Joseph (Douro)	Wayne Clark	Sinead McIlwain Classroom Teacher
103	St. Catherine	Julianne Charette	Krista McEwen Kristin Manol Tania Harper Classroom Teacher
104	St. Martin	Jennifer Fisher	Brittany Crowley Tanya Tucker Classroom Teacher
105	St. Paul (Lakefield)	Jennifer DeMaeyer	Rebecca Beavis Classroom Teacher
106	Immaculate Conception	Jean-Paul St-Amour	Kate Murphy Classroom Teacher
108	St. Alphonsus	Andy Sawada	Mary Sheehan (Kelly) Classroom Teacher Evelyn Leslie (CASA)
109	St. Anne	Mélanie Bergeron Langlois	Stacey Sambrook Adam White Lisa Nowak Classroom Teacher
110	St. John	Mark Collins	Lisa Evans Caitlin O'Toole Classroom Teacher
111	St. Patrick	Lisa Gemmiti-Folz	Amanda Huskilson Classroom Teacher
112	St. Paul (P)	Christine Brodie	Gabriela Revak Maureen Wayling Classroom Teacher
114	St. Francis of Assisi	Nicole McGill	Heather Michel Keri Biss Robin Terveld Classroom Teacher
115	St. John Paul II	Michael DeMaeyer	Glenna Francis Classroom Teacher
116	St. Mother Teresa	Dianne Collins	Natasha Hum Paula Alexander Classroom Teacher
117	St. Teresa	Tammy Rutter	Beverley Atkinson Classroom Teacher

	<b>School</b>	<b>Principal</b>	<b>School Personnel</b>
<b>118</b>	<b>St. Paul (N)</b>	Jennifer Wright	Julie Doherty Liz Ramey Classroom Teacher
<b>119</b>	<b>St. Joseph (B)</b>	Lisa Heitzner	Genevieve O'Grady Elizabeth Collins/Laura Bradshaw Classroom Teacher
<b>120</b>	<b>St. Mary (CPFD)</b>	Melissa Jolicoeur	Emily Begg Cameron Morin Classroom Teacher
<b>121</b>	<b>St. Joseph (Cobourg)</b>	Kim Fletcher	Sabrina Butchart Cheryl Reyms Classroom Teacher
<b>122</b>	<b>St. Dominic</b>	Laura Carson	Anne Scully Aileen Anderson Classroom Teacher
<b>123</b>	<b>St. Michael</b>	Nicole Simpson	Kody Kroontje Classroom Teacher
<b>124</b>	<b>St. Mary (Grafton)</b>	Angelo Costa	Rebecca Herrell Classroom Teacher
<b>126</b>	<b>St. Anthony</b>	Jason Roberts	Trista Sedgwick Andrea Busch Classroom Teacher
<b>127</b>	<b>Monsignor Leo Cleary</b>	Ian Kruis	Chris Cappuccitti Classroom Teacher
<b>130</b>	<b>St. Luke</b>	Becky Brady	Jennifer Oliver Classroom Teacher
<b>131</b>	<b>St. Mary (Lindsay)</b>	Joanne McDermott	Sarah O'Leary Classroom Teacher
<b>132</b>	<b>St. Elizabeth</b>	Rob Citro	Sheilagh Bourassa-Young Michael Marsella Zandra Smith Kerri-Lee Langer Classroom Teacher
<b>133</b>	<b>Notre Dame</b>	Sherri Slade-Brady	Katherine Caldwell Classroom Teacher
<b>134</b>	<b>Msgr. O'Donoghue</b>	Paul Hough	Julia Davis Ashlea Fitzgerald Classroom Teacher
<b>135</b>	<b>Good Shepherd</b>	Stephen Smith	Karl Pelude Thomas Deschamps Tracy Olinyk Classroom Teacher

	<b>School</b>	<b>Principal</b>	<b>School Personnel</b>
<b>137</b>	<b>Holy Family</b>	Nancy Jones	Thomas Fletcher
			Jillian Skinner-Pickard
			Chidinma Igboanugo
			Teshanna MacDonald
			Danielle Petch
			Classroom Teacher
<b>251</b>	<b>Holy Cross C.S.S.</b>	Natalie Bittner	Nanzela Hopson, Claire Wilson
			Jeremy Stillman
			Amanda Ioannou
			Raylee Gerelus
			Margie Hickey
			Jake Fowler
			Classroom Teacher
<b>253</b>	<b>St. Peter C.S.S.</b>	Shannon Brady	Sandra Coyle (L-Z)
			Michaela Bullock
			Nancy Jewell CC
			Amanda McInnes
			Karen Bycok (A-K)
			Classroom Teacher
<b>254</b>	<b>St. Thomas Aquinas C.S.S.</b>	Matt Bowen	Tobias Ryan
			Brianna Theobold
			Mary Kennedy
			Classroom Teacher
<b>255</b>	<b>Holy Trinity C.S.S.</b>	Daniela Confortri	Fred Zinkie (M to Z)
			Nicole Matthews (A to L)
			Amanda King
			Chris Chisholm
			Zack Holub
			Alycia Degenstein
			Tali Starzenski
			Shannon Hardy
			Katherine Bidgood
			Alyssa McGill
			Amy Mundy
			Classroom Teacher
<b>256</b>	<b>St. Mary C.S.S.</b>	Jill Barker	Greg Kieszkowski
			Jillian Coulis
			Pam Panopolis
			Kim Lowry
			Doug Gervais
			Chris Dunn
			Laura Krentz
			Kayla Kempt
			Classroom Teacher

	<b>School</b>	<b>Principal</b>	<b>School Personnel</b>
<b>257</b>	<b>St. Stephen C.S.S.</b>	Trevor Poechman	Lisa Diachenko
			Laura Di Ianni
			Emily Moore
			Michelle Rodriguez
			Charles Clark
			Joelle Laronde
			Michelle Heffernan
			David Hendriks
			Wendy Cormier
			Gavin Scott
			Pamela Lynch
			Jessica Fox
			Classroom Teacher



**Approval of Member Appointment to the Special Education Advisory Committee.**

**R.A.** that Stephanie Powers, Interim Executive Director at the Down Syndrome Association, be approved as a member of the Special Education Advisory Committee for the remaining term of November 15, 2022, to November 14, 2026.

**Recommended Actions from the Committee-of-the-Whole Meeting,  
October 21, 2024: 2024-2025 Trutee Honoraria, Trustee Expenses for  
Fiscal Period 2023-2024, Enrollment Update, and 2024-2025 Staffing  
Report.**

**a) Mover:** John Connolly

that the Honoraria for Board members as outlined in the report for the period November 15, 2024 to November 14, 2025 be accepted.

**b) Mover:** John Connolly

that the Trustee Expenses for the Fiscal Period 2023-2024 be accepted and posted to the Board website.

**c) Mover:** John Connolly

that the Enrollment Update - October 8, 2024, be accepted.

**d) Mover:** John Connolly

that the 2024-2025 Staffing Report be accepted.

Committee-of-the-Whole

October 21, 2024.

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# BUSINESS and FINANCE

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## Report to Committee of the Whole

**Meeting:**  In Camera  
 Open

**Presented for:**  Information  
 Approval

**Meeting Date:** October 21, 2024

**Presented by:** **Sean Heuchert, Superintendent of Business & Finance**

**Submitted by:** Senior Administration

**Subject:** 2024-2025 Trustee Honoraria

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### 1. Background:

- 1.1. Ontario Regulation 357/06, as amended, sets out the method for calculating the limits on honoraria paid to Board members. In addition, the Board has established Administrative Procedure 616 – Honoraria for Trustees in regards to administering and communicating Board member honoraria under the regulation.

### 2. Legislated Components:

- 2.1. For a term of office beginning in 2022 (therefore November 15, 2022) the annual honorarium for a member of a District School Board (Trustee) shall consist of the following four components:
- 2.1.1. The Base Amount for the year (constant for the 4 year term);
  - 2.1.2. The Enrolment Amount for the year (to be recalculated annually, values rounded up to nearest dollar);
  - 2.1.3. The Attendance Amounts payable for the year (for prescribed Committees)
  - 2.1.4. The Distance Amounts payable for the year (if applicable)

### **3. Base Amount**

3.1. The limit for the base amount for each Board Member, beginning on November 15, 2022 is \$5,900.

3.1.1. Per trustee amount of \$5900

3.1.2. Chairperson Amount of \$5000

3.1.3. Vice-Chairperson Amount of \$2500

### **4. Enrolment Amount**

4.1. The enrolment to be used for each year beginning November 15th is that of the previous fiscal year (therefore the estimated enrolment for the fiscal year ending August 31, 2024 will be used to determine the November 15, 2024 to November 14, 2025 amount). For the Peterborough Victoria Northumberland & Clarington Catholic District School Board the average daily enrolment for the 2023/24 school year was 14,841 students.

4.1.1. The basic enrolment amount for the Board as a whole is \$1.75 per student (therefore 14,841 students at \$1.75 each yields a total of \$25,972).

4.1.2. The total amount for the Board is divided by the number of Board members (therefore \$25,972 divided by 7 Members equals an annual amount of \$3,711 per Member.)

4.1.3. The calculations contained within the Regulation also add \$743 for the Chairperson (\$0.050/ADE) and \$372 for the Vice-Chairperson (\$0.025/ADE)

### **5. Attendance Amount**

5.1. By Board motion September 25, 2006 no committees were approved as eligible.

### **6. Distance Amount**

6.1. By Board motion September 25, 2006, no amount was approved.

## 7. Summary

7.1. Presented in the table below is a summary of the amount to be paid, by component, for the Chair, Vice-Chair and Trustees for the period November 15, 2024 to November 14, 2025. Comparative amounts for the previous year (November 15, 2023 to November 14, 2024) have also been provided for information purposes.

<b>For the Period November 15, 2024 to November 14, 2025:</b>			
	<b>Chair</b>	<b>Vice-Chair</b>	<b>Trustee</b>
Base Amount	\$10,900	\$8,400	\$5,900
Enrolment Amount	\$4,454	\$4,083	\$3,711
	<b>\$15,354</b>	<b>\$12,483</b>	<b>\$9,611</b>

<b>For the Period November 15, 2023 to November 14, 2024:</b>			
	<b>Chair</b>	<b>Vice-Chair</b>	<b>Trustee</b>
Base Amount	\$10,900	\$8,400	\$5,900
Enrolment Amount	\$4,413	\$4,045	\$3,677
	<b>\$15,313</b>	<b>\$12,445</b>	<b>\$9,577</b>

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# BUSINESS AND FINANCE

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## Report to Committee of the Whole

Meeting:  In Camera

Open

Presented for:  Information

Approval

Meeting Date: October 21, 2024

Presented by: Sean Heuchert, Superintendent of Business and Finance

Subject: Trustee Expenses for the Fiscal Period 2023-2024

**Recommended Action(s):** That the Committee of the Whole recommend to the Board that the Trustee Expenses for the Fiscal Period 2023-2024 be accepted and posted to the Board website.

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### Background:

Administrative Procedure 617 Trustee Expenses outlines the guidelines for reimbursing trustees for out-of-pocket expenses incurred in connection with carrying out the responsibilities of a Board member.

As outlined in the Administrative Procedure, a summary of expenses incurred by each trustee, including those expenses paid centrally or by other administrative staff on behalf of a trustee, will be posted on the Board's website for a twelve month period aligned with the Board's fiscal year.

Included in this report is a summary of eligible expenses reimbursed to trustees or incurred on behalf of trustees under the categories of Mileage, Meeting Expenses, Events & Professional Development, and Supplies & Equipment. This summary is for the period September 1, 2023 to August 31, 2024, with comparatives of the year prior.

**Trustee expenditures from September 1, 2023 to August 31, 2024**

<b>Name</b>	<b>Area</b>	<b>Mileage</b>	<b>Meeting Expenses</b>	<b>Events and P.D.</b>	<b>Supplies and Equipment</b>	<b>Total</b>
Connolly, John	City of Peterborough	\$0	\$0	\$0	\$1,150	<b>\$1,150</b>
Durst, Loretta	City of Peterborough	\$373	\$0	\$1,783	\$1,200	<b>\$3,357</b>
Glover, Joshua	Clarington	\$1,696	\$0	\$2,424	\$1,200	<b>\$5,319</b>
Leahy, Jenny	Peterborough County	\$1,236	\$0	\$2,182	\$1,200	<b>\$4,618</b>
MacKenzie, Kevin	Clarington	\$4,056	\$0	\$397	\$1,230	<b>\$5,684</b>
Martin, Mary Ann	City of Kawartha Lakes	\$3,597	\$0	\$7,023	\$1,465	<b>\$12,085</b>
Tanguay, Kathleen	Northumberland County	\$2,666	\$0	\$2,980	\$1,200	<b>\$6,845</b>
<b>TOTAL</b>		<b>\$13,624</b>	<b>\$0</b>	<b>\$16,788</b>	<b>\$8,646</b>	<b>\$39,058</b>

For comparative purposes, the previous year's (September 1, 2022 to August 31, 2023) expenses are noted below.

<b>Name</b>	<b>Area</b>	<b>Mileage</b>	<b>Meeting Expenses</b>	<b>Events and P.D.</b>	<b>Supplies and Equipment</b>	<b>Total</b>
Ainsworth, Linda	Clarington	\$261	\$0	\$309	\$0	<b>\$570</b>
Ayotte, Michael	City of Peterborough	\$1,188	\$0	\$519	\$1,190	<b>\$2,897</b>
Connolly, John	City of Peterborough	\$0	\$0	\$0	\$0	<b>\$0</b>
Durst, Loretta	City of Peterborough	\$370	\$0	\$2,076	\$461	<b>\$2,907</b>
Glover, Joshua	Clarington	\$3,368	\$0	\$5,341	\$1,390	<b>\$10,099</b>
Leahy, Jenny	Peterborough County	\$765	\$0	\$2,560	\$444	<b>\$3,769</b>
Leal, Braden	City of Peterborough	\$0	\$0	\$136	\$0	<b>\$136</b>
MacKenzie, Kevin	Clarington	\$3,487	\$0	\$1,386	\$444	<b>\$5,317</b>
Martin, Mary Ann	City of Kawartha Lakes	\$3,143	\$0	\$4,962	\$1,390	<b>\$9,495</b>
McCarthy, Helen	City of Peterborough	\$0	\$0	\$0	\$0	<b>\$0</b>
Tanguay, Kathleen	Northumberland County	\$1,641	\$0	\$2,183	\$461	<b>\$4,285</b>
<b>TOTAL</b>		<b>\$14,223</b>	<b>\$0</b>	<b>\$19,472</b>	<b>\$5,780</b>	<b>\$39,475</b>

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# BUSINESS and FINANCE

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## Report to Committee of the Whole

**Meeting:**  In Camera

Open

**Presented for:**  Information

Approval

**Meeting Date:** October 21, 2024

**Presented by:** Sean Heuchert, Superintendent of Business & Finance

**Submitted by:** Senior Administration

**Subject:** Enrolment Update - October 8, 2024

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### Background:

The following information pertains to Board enrolment projections for developing the 2024-2025 Budget and our most current enrolment data as at October 8, 2024.



**PVNCCDSB Enrolment as of October 8, 2024 - Number of Students**

No.	School	Budgeted Enrolment	Enrolment at 8 October 2024	Difference
102	St. Joseph (Douro) CES	205	205	0
103	St Catherine CES	608	609	1
104	St Martin CES	417	418	1
105	St Paul (Lakefield) CES	179	198	19
106	Immaculate Conception CES	227	236	9
108	St Alphonsus CES	206	216	10
109	St Anne CES	553	545	(8)
110	St John (Peterborough) CES	269	269	0
111	St Patrick CES	213	202	(11)
112	St Paul (Peterborough) CES	305	329	24
114	St Francis of Assisi CES	561	573	12
115	St John Paul II CES	232	235	3
116	St Mother Teresa CES	407	401	(6)
117	St Teresa CES	295	295	0
118	St Paul (Norwood) CES	347	324	(23)
119	St Joseph (Bowmanville) CES	504	507	3
120	St. Mary (Campbellford) CES	276	280	4
121	St. Joseph (Cobourg) CES	194	197	3
122	St Dominic CES	386	380	(6)
123	St Michael CES	161	161	0
124	St Mary (Grafton) CES	222	221	(1)
126	St Anthony CES	335	346	11
127	Monsignor Leo Cleary CES	203	205	2
130	St Luke CES	159	159	0
131	St. Mary (Lindsay) CES	118	112	(6)
132	St Elizabeth CES	711	722	11
133	Notre Dame CES	154	154	0
134	Monsignor O'Donoghue CES	368	379	11
135	Good Shepherd CES	630	645	15
137	Holy Family CES	749	755	6
	<b>TOTAL ELEMENTARY</b>	<b>10,194</b>	<b>10,278</b>	<b>84</b>
251	Holy Cross C.S.S.	820	847	27
253	St. Peter C.S.S.	1,014	1,042	28
254	St. Thomas Aquinas C.S.S.	238	260	22
255	Holy Trinity C.S.S.	737	762	25
256	St. Mary C.S.S.	820	842	22
257	St. Stephen C.S.S.	1,295	1,304	9
	<b>TOTAL SECONDARY</b>	<b>4,924</b>	<b>5,057</b>	<b>133</b>
	<b>GRAND TOTAL</b>	<b>15,118</b>	<b>15,335</b>	<b>217</b>

# Human Resource Services

## Report to the Committee of the Whole

Meeting:  Open  
 In-Camera

Presented for:  Information  
 Approval

Meeting Date: **October 21, 2024**

Presented by: **Darren Kahler**

Submitted by: Darren Kahler

Subject: **2024-2025 Staffing Report**

Recommended Action(s): N/A

### Elementary Staffing Requirements:

Requirement	Board Statistic
Kindergarten: The board-wide class size average for Kindergarten must not exceed 26.0.	25.76
90% of Kindergarten classes must have 29 students or fewer.	91.3%
All kindergarten classes must have 32 or fewer students.	100 %
Primary (grades 1 to 3): At least 90% of primary classes must have 20 or fewer students;	90.4 %
All primary classes must have 23 or fewer students;	100 %
Junior/Intermediate (grades 4 to 8): must maintain a board wide average class size of 24.50 or less.	24.5
All combined primary and junior classes must have 23 or fewer students.	100%

As of September 16, 2024, the Board has met these requirements and is compliant with the Elementary Class Size Report for 2024-25.

### Secondary Staffing Requirements:

Secondary average for a classroom is 23:1

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## Retirements During 2023-24

<b>Position</b>	<b>Number of Retirees</b>
Principal	1
Teacher	29
CUPE	9
Chaplain	0
Superintendent/Director	0
Non-Aligned	1
<b>Grand Total for 2023-24</b>	<b>40</b>

### **Occasional Teacher List:**

Currently on the supply list: 352 (including retirees)  
Continuous general recruitment for OTs.

### **Principal and Vice-Principal Eligibility Pool:**

- Eligibility pool consists of 3 principal and 1 vice-principal candidates.
- Principal/vice-principal recruitment is currently underway.

**Recommended Action from the Policy Development  
Committee Meeting, October 15, 2024.**

**R.A.:** Mover: Loretta Durst  
that the Board receive the reports and recommendations  
from the Policy Development Committee meeting dated  
October 21, 2024, for publication and implementation.

**Report of the Approved Recommended Actions from the Policy Committee Meeting, October 15, 2024.**

1. Revised Directional Policy #200, Catholic Education.

Moved by Board Chairperson Mackenzie, seconded by Trustee Tanguay, that the Policy Development Committee recommend to the Board that the revised Directional Policy #200, Catholic Education, be received and posted under the Policy and Procedures for PVNCCDSB.

Motion Carried.

2. Administrative Procedures.

Moved by Trustee Connolly, seconded by Board Chairperson Mackenzie, that items C.1 a) through C.1 f), excluding C.1.e), be received and posted as presented:

C.1.a) That Administrative Procedure #208, Catholic Family Life Education Program, be received and posted as revised under Directional Policy #200, Catholic Education.

C.1.b) That Administrative Procedure #514, Reporting to Work on Inclement Weather Days be received and posted as revised under Directional Policy #500, Employee Relations.

C.1.c) That Administrative Procedure #814, Critical Injury/Fatality Reporting, be received and posted as revised under Directional Policy #800, Healthy Schools and Workplaces.

C.1.d) That Administrative Procedure #911, Mandated Alternate Educational Settings, be received and posted as revised under Directional Policy #900, Safe and Accepting Schools.

C.1.f) That Administrative Procedure #1203, Ontario Student Record (OSR) Management, be received and posted as revised under Directional Policy #1200, Records and Information.

Motion Carried.

Moved by Trustee Tanguay, seconded by Trustee Connolly, that item C.1.e) Administrative Procedure #1001 - Addressing Parental and Public Concerns, be received and posted as presented.

C.1.e) That Administrative Procedure #1001, Addressing Parental and Public Concerns, be received and posted as revised under Directional Policy #1000, Parent and Community Relations.

Motion Carried.

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**Safe and Inclusive Schools / Écoles sécuritaires et inclusives**

1 message

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**Minister (EDU)** <Minister.edu@ontario.ca>  
To: "Minister (EDU)" <Minister.edu@ontario.ca>

Wed, Sep 25, 2024 at 3:47 PM

**Memorandum to:** Chairs of District School Boards  
Directors of Education  
Secretary/Treasurers of School Authorities

**From:** Jill Dunlop  
Minister of Education

**Subject:** **Safe and Inclusive Schools**

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Our government firmly believes in the safety and well-being of all children in Ontario schools.

As we approach one year since the October 7<sup>th</sup> attack, we ask all school boards across the province to uphold this principle and be vigilant in ensuring classrooms remain safe, inclusive, and welcoming for all students and staff. As education leaders, your role in upholding this principle has never been more important.

The focus in our schools must always be on learning. This means our schools and school-related activities should never be used as vehicles for political protests that enable inflammatory, discriminatory, and hateful content. While everyone is entitled to their own political opinions, they are not entitled to disseminate political biases into our classrooms.

It is my expectation that every school board will hold itself accountable to the highest standards under Ontario's Code of Conduct and govern with respect, civility and responsible citizenship to ensure schools are free of discrimination and harassment in every corner of the province.

This is particularly important as we see a distressing rise in intolerance, racism, antisemitism, and Islamophobia across Ontario, including in our schools. Everyone deserves to be safe, supported and included in Ontario's schools. This is my commitment to our students, families and educators. I respectfully ask that you work with local school communities to ensure a continuation of safe spaces for students and staff. As leaders and educators, you have an obligation to role model positive behaviour for our students.

Thank you for your ongoing commitment to the success of our education system that begins and ends every school day with a safe, welcoming, and inclusive classroom for all learners and staff.

Sincerely,

Hon. Jill Dunlop

Minister of Education

c: President, Association des conseils scolaires des écoles publiques de l'Ontario (ACÉPO)  
Executive Director, Association des conseils scolaires des écoles publiques de l'Ontario (ACÉPO)  
President, Association franco-ontarienne des conseils scolaires catholiques (AFOCSC)  
Executive Director, Association franco-ontarienne des conseils scolaires catholiques (AFOCSC)  
President, Ontario Catholic School Trustees' Association (OCSTA)  
Executive Director, Ontario Catholic School Trustees' Association (OCSTA)  
President, Ontario Public School Boards' Association (OPSBA)  
Executive Director, Ontario Public School Boards' Association (OPSBA)  
Executive Director, Association des gestionnaires de l'éducation franco-ontarienne (AGÉFO)  
Executive Director, Council of Ontario Directors of Education (CODE)  
President, Association des enseignantes et des enseignants franco-ontariens (AEFO)  
Executive Director and Secretary-Treasurer, Association des enseignantes et des enseignants franco-ontariens (AEFO)  
President, Ontario English Catholic Teachers' Association (OECTA)  
General Secretary, Ontario English Catholic Teachers' Association (OECTA)  
President, Elementary Teachers' Federation of Ontario (ETFO)  
General Secretary, Elementary Teachers' Federation of Ontario (ETFO)  
President, Ontario Secondary School Teachers' Federation (OSSTF)  
General Secretary, Ontario Secondary School Teachers' Federation (OSSTF)  
Chair, Ontario Council of Educational Workers (OCEW)  
Chair, Education Workers' Alliance of Ontario (EWAO)  
President of OSBCU, Canadian Union of Public Employees – Ontario (CUPE-ON)  
Co-ordinator, Canadian Union of Public Employees – Ontario (CUPE-ON)  
Executive Director, Association des directions et directions adjointes des écoles franco-ontariennes (ADFO)  
Executive Director, Catholic Principals' Council of Ontario (CPCO)  
Executive Director, Ontario Principals' Council (OPC)

# CATHOLIC EDUCATION: PILGRIMS OF HOPE

O-K.4 b)

*L'éducation catholique: Pèlerins de l'espérance*

*October 2024 Bulletin*

## JUBILEE YEARS: *Celebrating a Quarter-Century of the Third Millennium*

*The forthcoming Jubilee Year calls for forgiveness, hope, joy and justice. Our hearts are overflowing with joy as we embrace our call to Pilgrim with one another in our schools, our homes, and our parishes. As we accompany each other in this year long journey celebrating Catholic Education, let us pray, "Lord, I maintain my hope in You, and I hold onto the assurance that what I am praying for is already accomplished in the name of Jesus." (Psalm 84:11)*

### *The Great Jubilee*

The year 2000 was the year of the Great Jubilee—the special holy year that marked the end of the twentieth century, and the beginning of the twenty-first.

Celebrated under Pope St. John Paul II, it was a year filled with memorable moments, including papal pilgrimages to Biblical lands, liturgies of celebration and repentance, and the arrival of tens of millions of pilgrims in the Eternal City, whose majestic basilicas welcomed them through specially-designated Holy Doors to receive the graces of the Jubilee.

*I plead with you - never give up hope, never  
doubt, never tire, and never become discouraged.  
Be not afraid.*

*Pope St. John Paul II*





# CATHOLIC EDUCATION: PILGRIMS OF HOPE

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Although 2000 was an extra-special year (because it marked the turning of both a century and a millennium), Jubilee Years have been a rich part of Catholic life since the year 1300, when the first Jubilee was proclaimed by Pope Boniface VIII.

Based on the ancient Jewish jubilee year described in Chapter 25 of the book of Leviticus, the Christian Jubilee was meant to be a year of spiritual renewal and liberation, with special opportunities for sinners to receive God’s generous mercy through acts of pilgrimage and prayer.

Originally held every 50 years, in recent centuries, the interval has been reduced to 25 years (with the occasional “Extraordinary Jubilee” declared by popes to honour other important dates and themes, like Pope Francis’ Jubilee of Mercy in 2015 and 2016).



## *2025 Jubilee Year*

The 2025 Jubilee Year will focus on the theme of “Pilgrims of Hope,” as Pope Francis outlined in the formal document, “Spes Non Confundit” [Hope Does Not Disappoint Us] which outlines the goals of this special year. Especially at this moment in world history, focussing on hope feels more relevant and necessary than ever.



## *What is a Jubilee Year, and what makes it so special?*

The word “jubilee” itself is a Biblical word, derived from the Hebrew term yobel, referring to the trumpet that was blown to announce its beginning. In the Old Testament, the 50-year jubilee was meant to be a year of renewal and social justice: those who had been enslaved were freed and allowed to return to their families, and family properties that had been lost through sale were returned to their original owners. Debts were cancelled, and even the land was allowed to rest: for that year, people ate only the food that the earth produced naturally. It was a special season of freedom and joy—a “social reset” of sorts.

# CATHOLIC EDUCATION: PILGRIMS OF HOPE



## *The Holy Doors*

In Christianity, the Jubilee Year is especially connected to the Holy Doors in all of the papal basilicas in Rome, which are bricked up in between jubilee years and only opened for these special periods, when prayerful pilgrims have the opportunity to gain special blessings (called indulgences) for themselves and their loved ones.



*St. Peter's Basilica in Rome*



The most famous is the the Holy Door of St. Peter's Basilica in Rome, which is decorated with sculpted panels of Biblical scenes focused on mercy, renewal, and hope. During a richly symbolic liturgy, the Pope himself opens the door at the beginning of each Jubilee and is the first to walk through it, inaugurating a year of spiritual celebrations and a focus on prayer and the sacraments.

Even today, tens of millions still flock to Rome to take part, and to benefit from the Jubilee blessings; dozens of special days throughout the year focus on different groups of people and different occupations, extending the grace of the Holy Year to as many people as possible.



L'éducation  
catholique |   
**PÈLERINS  
DE L'ESPÉRANCE**



DIR B-O 2024-10-29

Ontario Catholic School  
Trustees' Association

**CATHOLIC EDUCATION: TOGETHER IN FAITH**

Page 1/38

# CATHOLIC EDUCATION: PILGRIMS OF HOPE

## *How can you celebrate the Jubilee Year of Hope?*

Even for those who may not be able to make the trip to Rome next year, what are some possible ways to celebrate the Jubilee Year of Hope next year?

- Read [Pope Francis' 2022 letter](#) announcing the upcoming Jubilee. What parts of this papal document resonate with you or inspire you?
- A major part of each Jubilee Year are themes of social justice, liberation and renewal. What are some of the local, national or international issues that you would like to focus on in 2025, and how might you (and your school community) help to have a concrete impact on them? Read and reflect on Chapter 25 of Leviticus, and think about how its ancient guidelines could be translated into our modern context.
- Find out more about special Jubilee events or initiatives in your diocese or archdiocese, and plan to take part in them, if possible. Publicize them and encourage people in your school and school board to participate.
- The Jubilee Year is made up of a wide range of special events, many of which focus on particular themes or categories of people. Are there particular dates on that calendar that have a particular resonance for you and/or your community? If so, how might you like to mark them, in solidarity with the special events happening at the Vatican?
- Spend some time exploring and reflecting on the artworks that adorn the Holy Door of St. Peter's Basilica. Which ones particularly speak to you—and why? Use some or all of those sculpted panels as the basis for a time of "visio divina" [=a slow, guided meditation on the spiritual messages contained in great works of art]. Explore the Holy Doors of the other papal basilicas in Rome—and in other locations, including [Notre-Dame Basilica in Quebec City](#), the "mother church" of Catholicism in Canada.



# HOW CAN YOU CELEBRATE THE JUBILEE YEAR?



- Explore the [logo for the Jubilee Year](#). What about it captures the idea of “Pilgrims of Hope” for you? If you were designing a logo for that theme, what symbolic elements would you include—and why?
- Think about how YOU are called to be a “pilgrim of hope”. How do you express that in your life, in a way that allows others to see the hope the Gospel inspires in you? As a follower of Jesus, what kinds of hope does your faith inspire in you?
- Each week, pray the official Jubilee Prayer composed by Pope Francis ([English version](#) and [French version](#))

The 2025 Jubilee Year is a once-in-a-generation opportunity for the whole Catholic community to reflect together on the passage of time, and how Jesus continues to accompany and guide us as the years and centuries progress. With its themes of hope and liberation, the coming year offers many opportunities for us to think about the implications of our Christian faith for our own lives, our communities, and the life of our global family.

As we prepare to celebrate as “Pilgrims of Hope,” may the Holy Spirit inspire us to live out this special year in ways that are creative, rooted in faith, and making concrete contributions to the transformation and healing of our world!



*Stay  
tuned*

NEXT MONTH'S FEATURE

THE HOLY DOORS

DON'T FORGET

[GOODNEWSFORALL.CA RESOURCES:](#)

[CATHOLIC EDUCATION TOGETHER IN FAITH: SEPTEMBER BULLETIN](#)

[CEW 2025 SONG](#)





**O-K.4 c)**

Ontario Catholic School  
Trustees' Association

October 7, 2024

TO: All Trustees and Directors of Education

FROM: Michael Bellmore, President

RE: **OCSTA Catholic Education Leadership Speaker Series:**  
*The Year of the Jubilee 2025: Pilgrims of Hope – Considerations for Catholic Education Leaders with The Most Rev. Gerard Bergie, President, Assembly of Catholic Bishops of Ontario*

Ontario Catholic School  
Trustees' Association

OCTOBER 30, 2024, 6:30 PM

**SPEAKER SERIES:**

THE YEAR OF THE JUBILEE 2025:  
PILGRIMS OF HOPE

CONSIDERATIONS FOR  
CATHOLIC EDUCATION LEADERS

The Holy Father has announced that 2025 will be a Jubilee Year, something which happens every 25 years. The theme for Jubilee 2025 is "Pilgrims of Hope," and His Excellency Bishop Bergie will be discussing the meaning of this historic moment for Catholic Education Leaders.

**The Most Rev. Gerard Bergie**  
Bishop of St. Catharines  
President, Assembly of Catholic Bishops of Ontario

OCSTA is pleased to announce that the next **OCSTA Catholic Education Leadership Speaker Series** event is *The Year of the Jubilee 2025: Pilgrims of Hope – Considerations for Catholic Education Leaders, presented by The Most Rev. Bishop Gerard Bergie, Bishop of St. Catharines and President of the Assembly of Catholic Bishops of Ontario.*

This timely event will take place on Wednesday, October 30th, 2024, from 6:30 p.m. to 8:00 p.m. This will be a virtual session hosted on the Zoom platform.

Pope Francis has announced that 2025 will be a Jubilee Year, something which happens every 25 years. As you know, the theme for Jubilee 2025 is "Pilgrims of Hope," and His Excellency Bishop Bergie will be discussing the meaning of this historic moment for Catholic Education Leaders.

*Continued...*

## **OCSTA Conversations**

These presentations are part of OCSTA's priority on encouraging conversations and sharing information with regards to the Catholic identity of publicly funded Catholic education, current issues in education and supporting the role of Catholic Trustees.

The length of each session will be between 60 to 90 minutes to accommodate audience questions, answers and conversation.

**There is no charge for attending this event** and we encourage all Trustees and other Catholic education leaders to register in advance – please see information below to complete registration.

## **REGISTRATION**

### **OCSTA Catholic Education Leadership Speaker Series:**

“The Year of the Jubilee 2025: Pilgrims of Hope – Considerations for Catholic Education Leaders with The Most Rev. Gerard Bergie, President, Assembly of Catholic Bishops of Ontario”

**WHEN:** Wednesday, October 30, 2024 at 6:30 p.m.

**FORMAT:** Virtual (Zoom) – no fee to attend

**REGISTRATION:** Advanced registration is required. Please click on the link below to complete the registration.

[https://us02web.zoom.us/meeting/register/tZYtcOGsrjsjGNC\\_ySbMOiAphTZlcXHnAh8Z](https://us02web.zoom.us/meeting/register/tZYtcOGsrjsjGNC_ySbMOiAphTZlcXHnAh8Z)

After registering, you will receive a confirmation email containing information about joining this OCSTA event.

If you have questions or for more information, please contact Sharon McMillan at [smcmillan@ocsta.on.ca](mailto:smcmillan@ocsta.on.ca).

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## OCSTA Memo: 2024 Local Government Week (Oct 20-26)

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OCSTA - Connie DeMelo <CDeMelo@ocsta.on.ca>  
To: OCSTA - Connie DeMelo <CDeMelo@ocsta.on.ca>

Tue, Oct 8, 2024 at 11:26 AM



### Ontario Catholic School Trustees' Association

October 8, 2024

#### MEMORANDUM

**TO:** Chairpersons and Directors of Education  
- All Catholic District School Boards

**CC:** OCSTA Directors and Staff  
Board Secretaries and Administrative Assistants

**FROM:** Michael Bellmore, President

**SUBJECT:** Local Government Week – 2024

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I'm pleased to inform you that public awareness around the role and impact of Catholic School Trustees and all municipal public officials will once again be profiled during the celebration of **Local Government Week** which will take place this year from October 20 – 26.

This province-wide promotion was established to increase youth and public awareness about the role local government plays in our communities. Beyond highlighting the value of local government, it as well serves as a wonderful opportunity to celebrate and promote the distinct and valuable service provided by locally elected Catholic School Trustees/Boards.

As the democratically elected representatives of the Catholic community, we serve as **stewards, advocates, political and servant leaders**. We are entrusted not only with the governance of Ontario's 29 Catholic District School Boards but as well by word and witness to "place Christ and the teachings of the Catholic Church at the centre" of students' learning experiences.

**Local Government Week** provides Catholic school boards with the opportunity and platform to share information with regard to our role, responsibilities and **vocation**. It is as well an ideal time to promote the gift of publicly funded Catholic education.

We invite you to share this information about the role of Catholic trustees and Catholic education with your Catholic School and Parish communities. The information can be shared through in-person presentations or by providing this content in a format that can be shared on Board websites. To support both in-person and online presentations we have provided you with a PowerPoint slide deck (see below) that you are invited to amend to reflect your board's local history, profile and contact information.

You may also wish to distribute locally or electronically a brief brochure produced by OCSTA about the significant history of Catholic education in Ontario. The brochure is online and can be downloaded and printed for distribution. Here is the link for the brochure:

<http://www.ocsta.on.ca/ocsta/wp-content/uploads/2013/04/final-brochure-pdf.pdf>

Following is the link to the PowerPoint slide deck (please customize as indicated/required):

<https://www.ocsta.on.ca/ocsta/wp-content/uploads/2024/10/Catholic-Trustees-Local-Gov-Week-2024.pptx>

Other useful resources include:

[Becoming a Catholic Trustee](#)

Ontario Education Services Corporation resources:

[Making a Difference for Kids: Running for Election as a School Board Trustee](#)

[2022-2026 Good Governance Guide](#)

[2022 Ontario Municipal and School Board Elections website](#)

It is an honour to serve in this vocation as part of the group of 237 Catholic School Trustees committed to creating, promoting and protecting Christ-centred learning environments in Ontario's thriving publicly funded Catholic school system.





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**OCSTA Memo: Pope Francis Elevates Archbishop Francis Leo to the College of Cardinals**

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OCSTA - Connie DeMelo <CDeMelo@ocsta.on.ca>  
To: OCSTA - Connie DeMelo <CDeMelo@ocsta.on.ca>

Mon, Oct 7, 2024 at 9:11 AM



Ontario Catholic School  
Trustees' Association

October 7, 2024

**MEMORANDUM**

**TO:** Chairs and Directors of Education

**CC:** OCSTA Directors & Staff  
Board Secretaries & Administrative Assistants

**FROM:** Michael Bellmore, President

**SUBJECT:** Pope Francis Elevates Archbishop Francis Leo to the College of Cardinals

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Attached please find a news release from the Archdiocese of Toronto regarding the wonderful announcement from Pope Francis that the Archbishop of Toronto, the Most Rev. Francis Leo will be elevated to the College of Cardinals.

May God bless Archbishop Leo as he continues his role shepherding the faithful of the Archdiocese of Toronto while assuming the responsibilities as a member of the College of Cardinals.



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## OCSTA: Memo re: 2024 Annual Finance Brief Submission

1 message

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**OCSTA - Paulina Daniel** <[pdaniel@ocsta.on.ca](mailto:pdaniel@ocsta.on.ca)>  
To: OCSTA - Paulina Daniel <[pdaniel@ocsta.on.ca](mailto:pdaniel@ocsta.on.ca)>

Fri, Oct 18, 2024 at 11:50 AM



Ontario Catholic School  
Trustees' Association

October 18, 2024

### MEMORANDUM

**TO:** Chairpersons and Directors of Education

- All Catholic District School Boards

**CC:** OCSTA Directors and Staff  
Board Secretaries and Administrative Assistants

**FROM:** Michael Bellmore, President

**SUBJECT:** 2024 Annual Finance Brief Submission

I hope you are doing well. Please see the attached OCSTA 2024 Annual Finance Brief outlining the funding challenges facing our boards and recommendations that address these issues.

If you have any questions, please contact me ([mbellmore@ocsta.on.ca](mailto:mbellmore@ocsta.on.ca)) or Steve Andrews ([sandrews@ocsta.on.ca](mailto:sandrews@ocsta.on.ca)).



*Paulina*


PAULINA DANIEL | Ontario Catholic School Trustees' Association | 1510-2 Sheppard Avenue East, Toronto, ON, M2N 5Y7 | 416-932-9460 Ext. 234 | Website: [www.ocsta.on.ca](http://www.ocsta.on.ca)

Catholic Education: *Pilgrims of Hope*



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 **FINAL 2024-25 Finance Brief (Sept 20).pdf**  
584K

Submission to  
The Minister of Education

## **2024-25 Finance Brief**

*“Placing Christ and the teachings of the Catholic Church  
at the centre” of students’ learning experiences.*

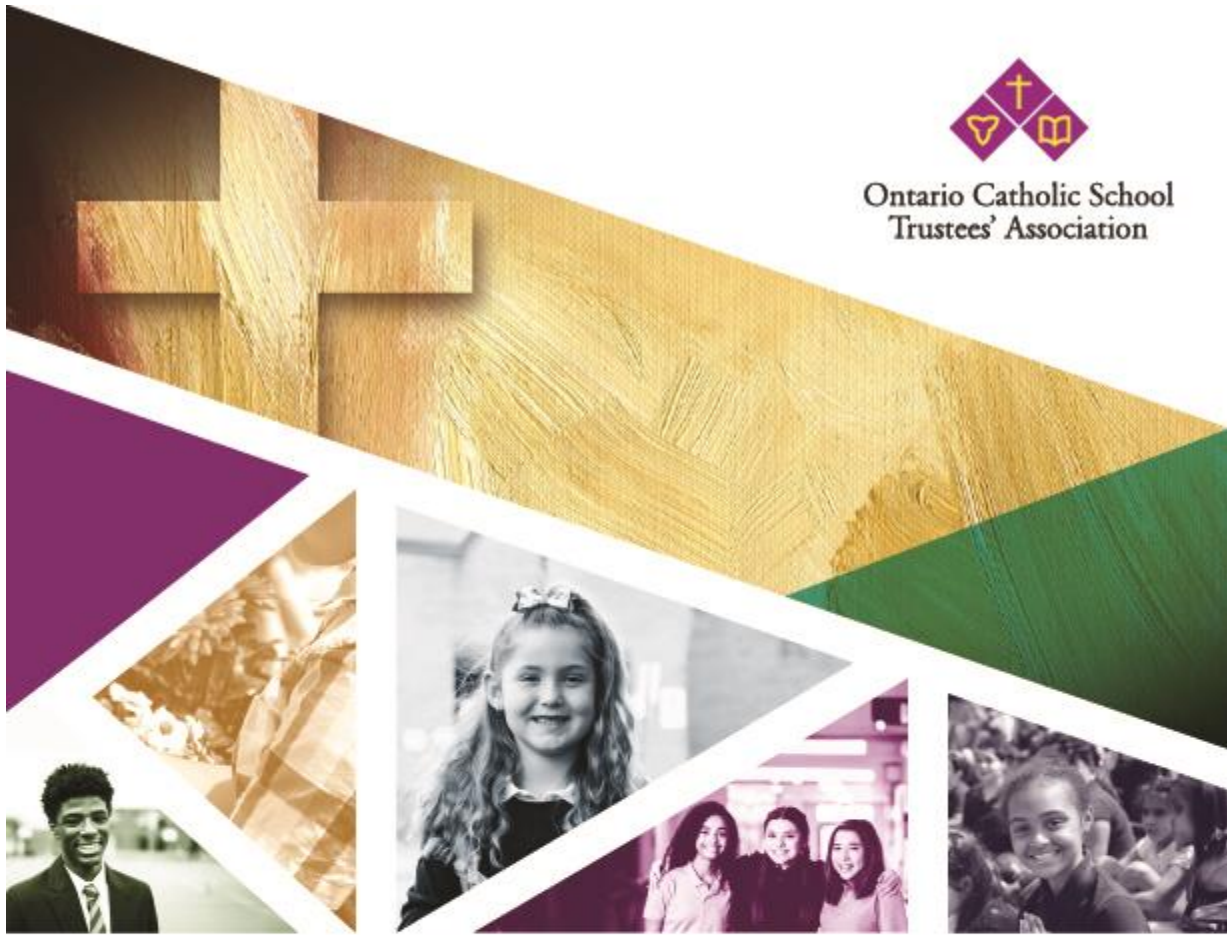
**September 2024**



Ontario Catholic School  
Trustees' Association



Ontario Catholic School  
Trustees' Association



## MISSION

Inspired by the Gospel, the Ontario Catholic School Trustees' Association provides the provincial voice, leadership and service for elected Catholic school trustees to promote and protect publicly funded Catholic education in Ontario.

## VISION

Ontario is enriched by a publicly funded Catholic education system governed by locally elected Catholic school trustees who serve with faith, commitment and compassion.

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## **Introduction**

The Ontario Catholic School Trustees' Association (OCSTA) was founded in 1930. We represent the 237 elected Catholic trustees who collectively serve on the 29 publicly funded English-language Catholic district school boards in Ontario. Together, these school boards educate approximately 575,000 students from junior kindergarten to grade 12 and adults in continuing education programs province-wide.

Inspired by the Gospel, the Mission of the Ontario Catholic School Trustees' Association is to provide leadership, service and a provincial voice for Catholic school boards in promoting and protecting Catholic education.

Annually, OCSTA submits a brief to the government with recommendations for enhancements and refinements to the funding of education in our province. Recommendations are made on the basis that the education funding system in Ontario must be in alignment with **four essential principles**:

**Equity:** A funding formula must distribute education dollars equitably among all Ontario school boards and their students;

**Adequacy:** The level of funding for education must be adequate to ensure quality education for today's students;

**Autonomy/Flexibility:** The model must allow school boards the necessary autonomy and flexibility in the spending required to achieve the distinct goals of their system, and to meet local needs; and

**Accountability:** The educational funding model must include mechanisms that ensure the appropriate degree of accountability for all parties and transparent processes and reporting mechanisms to support efficient and effective use of educational resources.

The recommendations contained in this brief are important issues to the 29 Catholic District School Boards in our province. In some cases, they represent long-standing and on-going concerns and in others describe urgent priorities. We trust that our recommendations will be carefully considered. As always, we would be pleased to meet with Minister Smith or representatives of the Ministry of Education to discuss any of the following items in more detail.

## **Catholic School Boards as Partners in Service Delivery**

The OCSTA, on behalf of Catholic school boards, remains committed to working closely with the Ministry of Education and other provincial education partners to develop programs, funding initiatives and curriculum that support the legislative and regulatory requirements spelled out in the *Education Act* and enable Catholic School Boards to “place Christ and the teachings of the Catholic Church at the centre” of their students' learning experiences. We have enjoyed a positive working relationship for many years with all stakeholders in the education sector, including the current government and Ontario political parties.

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Catholic school trustees are the democratically elected representatives of the Catholic community. The boards they serve on are responsible for:

- Establishing the Christ centered mission of their school systems;
- Developing school board policies that promote and protect publicly funded Catholic education;
- Provide excellence in academics, co-curricular and faith formation opportunities for students;
- Developing programs in support of student and staff well-being;
- Establishing the Multi-Year Strategic Plan Annual Budget;
- Hiring Director of Education and other staff consistent with preferential hiring rights;
- Promoting the constitutional right of Catholic school ratepayers to govern, manage and control publicly funded Catholic schools.

Our member school boards collectively serve over 575,000 students. These boards are directly supported by 2.4 million Catholic ratepayers and have been an integral part of the fabric of our province for over 175 years.

### **Efficiencies at Catholic School Boards**

Throughout its history, the OCSTA and our member boards have placed priority on providing programs and services as efficiently and effectively as possible. Catholic school boards remain committed to being good stewards of the resources available to them. They continue to seek cost efficiencies in a number of areas including;

1. Student transportation;
2. Purchasing consortia;
3. Curriculum co-operatives including membership in the Institute for Catholic Education;
4. Ontario Education Services Corporation (OESC) provides a central repository for resources and provides a host of services for school boards;
5. Ontario School Boards' Insurance Exchange (OSBIE) is a school board owned, non-profit insurance program, representing 78 school boards/school authorities.

These partnerships save Ontario taxpayers millions of dollars each year. The Auditor General states that “school boards have been increasing their use of group purchasing arrangements to acquire goods and services. We noted that the value of school board purchases acquired through supplier agreements negotiated by the Ontario Education Collaborative Marketplace increased from \$10 million in 2010 to \$112 million in 2016”. (2017 Annual Report, Chapter 3, section 3.12 p.615-616)

As of 2022, the Ontario Education Collaborative Marketplace has increased school board participation to 90% with over \$364 spent on its various service offerings (2022, Annual Report OEMC p. 21).

### **Funding to Fully Support Cost of Increases in Expenditures by Catholic Boards Re: Central Collective Bargaining**

OCSTA on behalf of our member boards and in partnership with the Crown has negotiated central collective agreements with their employee group/union partners. It is anticipated that the contract costs related to salaries and benefits will increase beyond the amount included in the 2024-2025 Core Education Funding grant (formerly the GSN).



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In addition, boards need to be **fully compensated** for any and all additional costs associated with Bill 124 Remedy Payments.

Finally, the costs associated with legacy local collective agreements are significant and increasingly causing budgetary pressures, for example, the costs associated with long-term disability and supervision.

### **OCSTA Recommendations:**

- **That the Ministry of Education ensures that any and all the costs incurred by Catholic boards as a result of the 2022-2026 central collective agreements are fully funded;**
- **That the Ministry of Education provides Catholic school boards with the necessary funding to cover the costs of legacy local collective agreement language;**
- **That the Ministry fully compensate Catholic school boards for any and all additional costs associated with Bill 124 Remedy Payments.**

### **Sick Leave Costs**

The financial costs associated with the sick leave provisions contained within collective agreements has for a number of years placed significant financial pressure on school boards. Currently, all employee groups are able to access up to 11 days payable at 100% and up to 120 days payable at 90%, for a combined total of up to 131 paid days of sick leave per year. Cost increases associated with these provisions, combined with the indirect costs associated with replacement staff, occasional teachers, and increased administrative burdens associated with managing higher utilization, are leaving many of our school boards struggling to meet their obligations. In addition, the resulting absenteeism has a significant effect on the instructional environment and safety for students, particularly when occasional teachers and support staff are unavailable.

Additional costs boards face associated with Long-Term disability are also not adequately covered by the current funding provisions.

In a survey of 63 school boards in 2023 the SBCI found that absenteeism rates increased from 12 days in 2017-2018 to 13 days in 2021-2022 for permanent employee groups representing over 6% of a boards payroll costs. The breakdown is an average across all 63 boards participating in the survey:

- Elementary teachers: 16.75 sick days
- High school teachers: 14.5 sick days
- Educational assistants: 22.1 sick days
- Early childhood educators: 20.7 sick days
- Custodians: 19.7 sick days.

There can be no debate that the significant growth in sick leave utilization is primarily linked to the sick leave plan modification that was introduced to the sector in 2012.

OCSTA welcomes the new attendance management program outlined in Policy and Program Memorandum 171 Attendance Support Programs (ASP). While this program will contribute to a consistent approach across all school boards, these types of programs alone are insufficient to address the magnitude of the increase in utilization of sick leave. The government must also be committed to

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working with school boards and Trustee Associations to negotiate meaningful changes to the central sick leave collective agreement provisions and until that time adequately fund costs associated with current levels of absenteeism.

### **OCSTA Recommendations:**

- **That in the next round of central bargaining, the government working with Trustee Associations make meaningful changes to the central sick leave collective agreement provisions a high priority;**
- **That the 2024-2025 Core Education Funding be increased so as to adequately fund costs associated with current levels of sick leave/absenteeism;**
- **That the government adequately fund costs associated with Long-Term Disability payments.**

### **Cybersecurity in School Boards**

OCSTA welcomes the proposed legislation—Bill 194 *ENHANCING DIGITAL SECURITY AND TRUST ACT, 2024* that will provide new tools to prevent and respond to cyber security threats and safeguard critical public services, while also strengthening safeguards for children’s personal information and lay the foundation for the ethical use of artificial intelligence for school boards. We also want to acknowledge the work and final report of the Cybersecurity Modernization Strategy expert panel on cybersecurity that provided advice on cybersecurity threats to organizations in the public sector, including school boards.

At least 10 known cybersecurity incidents have occurred across nine school boards in Ontario since September 2019. Since 2018, 30% of Ontario school boards have made a claim to the Ontario School Boards’ Insurance Exchange (OSBIE) in relation to a cyber-attack. The impact of cybersecurity attacks can be financially devastating to school boards with ransom payments on average over \$1M, plus hundreds of thousands of dollars in payments to legal and cyber consultants to assist boards in managing the recovery. As such, cyber-attacks represent one of the highest operational risks for all Ontario school boards.

The impact of these cybersecurity breaches has included; leaked employee and student personal data, harmed day-to-day operation of schools, frozen human resource and payroll functions, and significant monetary losses through ransom payments, reparation, and system downtime.

School Boards seem to be viewed as targets for cyber-attacks because of the vast amounts of sensitive and confidential data they hold on employees and students and because they generally lack robust cybersecurity defenses and adequate incident response and disaster recovery plans. According to Statistics Canada, incidents of cybercrime in Canada is increasing on average 23% each year and have almost doubled since 2014. <https://www150.statcan.gc.ca/t1/tb11/en/tv.action?pid=3510000101>)

The Ministry of Education has recognized the need to increase the cybersecurity stance of all school boards throughout the province and has provided some funding to assist with efforts such as Multi-Factor Authentication, decentralized internet connections (Software-Defined Wide Area Networking: SD-WAN), next-generation firewalls (Secure Access Service Edge: SASE) and next generation anti-virus Endpoint Detection and Response (EDR) / Extended Detection and Response (XDR) solutions.

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In addition, Catholic boards have been working with Cybersecurity Centre of Excellence, the Ministry of Education, Education Computing Network of Ontario to develop a long-term cybersecurity risk management framework and share best practices.

#### **OCSTA Recommendations:**

- **That the Ministry of Education ensure that boards have sufficient funding/resources to develop and implement new cybersecurity policies and risk management frameworks as directed by bill 194 and subsequent regulations;**
- **That the Ministry of Education expand the work of the Educational Computing Network of Ontario (ECNO) in building a shared service capacity for cybersecurity analysis and security service for school boards in Ontario;**
- **That the Ministry of Education expand the mandate of the Ministry’s Broadband Modernization Initiative to fund and support cybersecurity training and awareness programs.**

#### **Occasional Teacher/Support Staff Costs:**

As outlined in our comments regarding sick leave costs, Catholic school boards are experiencing budgetary pressures regarding occasional support staff and teachers, an important feature of supporting student achievement and well-being. This funding pressure places strains on a board’s capacity to develop various educational programs and services, since funding from other program areas must be diverted to cover the costs of occasional teachers and support staff.

Catholic school boards are facing significant budgetary pressures in a number of areas—from special education to student mental health, statutory benefits, transportation, cybersecurity to name a few—so diverting funding from one program to another is particularly challenging.

#### **OCSTA Recommendation:**

- **That the Ministry of Education increase funding for occasional teachers and support staff positions via Core Education Funding.**

#### **Indigenous Education**

OCSTA fully supports the government’s ongoing commitment to enhancing Indigenous education for all students, including the Ministry’s continuing to extend access to school board summer learning programming in 2022 and 2023 for First Nations students living on reserve. Through “active listening, prayer and right action”, Catholic school boards remain committed to advancing healing, and Truth and Reconciliation with our Indigenous brothers and sisters.

The Indigenous Education Grant portion of Core Education Funding provides resources for programs and initiatives to support the academic success and well-being of Indigenous students, as well as build the knowledge of all students and educators on Indigenous histories, cultures, perspectives and contributions.

In the 2023-2024 GSN, significant changes were made to the Indigenous funding model. As set out in the B Memo (2023: B04):

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### **Realignment of Funding into the Board Action Plan (BAP) Allocation**

The funding methodology for the BAP Allocation is being revised as part of the realignment within the Indigenous Education Grant to better support Indigenous education priorities.

A new Supplemental amount includes two components:

- NHS-Based Per-Pupil Component: Average Daily Enrolment (ADE) x estimated National Household Survey (NHS) percentage of enrolment that is Indigenous x Per-Pupil Amount (PPA) weighting factor x \$129.19
- Board Total Per-Pupil Component: ADE x \$36.98

### **One-Time Realignment Mitigation Fund**

The Ministry is providing \$17.1 million to partially mitigate the impacts of the realignment within the Indigenous Education Grant for school boards that are facing a net funding reduction in the 2023–24 school year relative to the 2022–23 school year due to the changes outlined above. This transitional funding can support existing programming (excluding expenses related to school board administration and governance), recognizing that it takes time for school boards to adjust their cost structures. Each eligible school board’s funding under the One-Time Realignment Mitigation Fund will be set out in the GSN regulation.

The new model for funding Indigenous Education has created distributional impacts on Catholic school boards with significant decreases in funding for some boards. OCSTA acknowledges the mitigation impact funding but cautions that it is insufficient given the fundamental change in how secondary Indigenous education is to be structured and funded.

### **OCSTA Recommendations:**

- **That the Ministry of Education continue to consult with boards over the changes to the Indigenous Education grant structure to ensure the transitional funding is adequate;**
- **That the Ministry of Education ensure the structure of the Indigenous Education Grant provides Catholic school boards with the flexibility and autonomy to use the funds to develop appropriate programs and services that serve local needs.**

### **School Closures and Pupil Accommodation Reviews**

For the past several years, the Ministry of Education has had a moratorium on the school closures component of the pupil accommodation review process. This has seriously impacted school boards’ capacity to plan and make the necessary adjustments to the number of schools to properly accommodate students. The moratorium also limits the breadth of programming and extracurricular options for students that are available in right sized schools, thereby diminishing their overall learning experience. Maintaining a number of underutilized schools also drains financial resources that could be used to support programs in support of student learning, faith formation or improvements to school facilities.

OCSTA remains extremely concerned that within the context of the moratorium on school closures in the pupil accommodation review process, boards continue to be unable to make prudent decisions with regard to the most efficient and effective use of school facilities.

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## OCSTA Recommendations:

- **That the Ministry of Education immediately lift the moratorium on the pupil accommodation review process to provide school boards with the ability to reduce overall operational costs and better align resources to support student achievement, faith formation and well-being;**
- **That the Ministry of Education ensure that school operations funding grant allocations (top up funding) are adjusted to ensure that boards have adequate resources to maintain school buildings with adequate staffing levels until the pupil accommodation review process is reinstated.**

## Canada Pension Plan and Employment Insurance Costs

For each school board employee, Catholic school boards contribute to the Federal Canada Pension Plan (CPP) and Employment Insurance (EI) programs to the Canada Revenue Agency (CRA). The current rate at which CPP and EI are funded to school boards by the Ministry of Education is **significantly** lower than the rate of remittance to the CRA. The difference in the amounts between what is received through the Core Education Funding for CPP and EI has increased dramatically in recent years. This difference is thus fully funded from other areas of school board budgets. This gap will continue to grow as the CPP and EI continue to increase thus negatively impacting the programs and services boards can offer to students.

The issue of underfunding in the benefits benchmark is a prime example of the necessity for the annual Core Education Funding (formerly the Grant for Student Needs) to be adjusted/increased to reflect the inflationary pressures experienced by Catholic school boards.

Further, Pay Equity requirements for our Catholic boards are not covered and impose significant costs on boards.

## OCSTA Recommendation:

- **That the Ministry of Education immediately increase its benefit benchmarks to align with the employer-paid CPP and EI amounts remitted to the Canada Revenue Agency;**
- **That the Ministry review the structure of Pay Equity requirements and compensate boards fully for their costs.**

## Economic Realities with Capital Projects/Funding for Retrofitting/Renovating Schools

### *Capital Costs Regarding School Construction*

Several factors are increasing the capital costs related to school construction in Ontario. They include:

- Inflation increases;
- Increasing labour costs;
- Current construction tendering environment;
- Supply chain issues;
- Skilled trades shortages.

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The current Ministry of Education Capital Priorities Funding Benchmark (“benchmark”) does not sufficiently recognize these rapidly increasing cost factors and is currently not an adequate standard for determining construction costs. The last formal review of the benchmark was in 2010 based on the analysis provided by the Expert Panel on Capital Standards. There is an urgent and immediate need to increase this benchmark to better align with current economic realities in the construction sector.

In the area of deferred maintenance, funding has not been adequate to reduce the overall maintenance backlog or provide sufficient funds for schools to replace or renew energy efficient building components. The loss of the Greenhouse Gas Reduction Fund, for example, has compromised many energy efficiency retrofit projects in our schools.

### ***Capital Program Planning***

We recognize and appreciate the Ministry of Education and government’s commitment to allocate capital funding equitably and fairly amongst the four publicly funded school systems as well as the 2024 historic capital funding announcement. School boards benefitted from previous capital allocation programs in a number of ways. Paramount among these were the predictability and flexibility afforded to school boards to plan, on a district-wide basis, for the most effective and efficient means of addressing their various capital requirements.

The continuing needs of school boards include the following:

1. Older schools need to be re-built;
2. Some schools need to be consolidated due to declining enrolment and this often requires capital upgrades;
3. Ultimately all schools will need to meet AODA accessibility standards, but there are no funds earmarked to address these needs;
4. New schools need to be built in boards’ growth areas; and
5. Increase flexibility with regard to capital construction and purchase of sites.

The Ministry of Education now issues calls for applications for capital projects. Each of these calls gives the appearance of being a one-off call, with no certainty about whether or when there will be another. As a consequence, many boards have treated these calls as though there will be no other. A multiplicity of different projects, which under the previous system were streamed into specific capital programs, is now herded into a single funding stream. This makes it difficult for boards to assign priorities and difficult for Ministry officials to make decisions that are fair and equitable.

In addition, the current approvals process under this single funding stream for capital projects is administratively burdensome and causes significant delay in design, planning and construction schedules. Streamlining this process will go some distance to increasing efficiency and lessening the administrative burdens for school boards. While acknowledging the good work of Ministry staff, the delays in the various required approval processes is causing increases in tender results as well as exacerbating the challenges associated with enrolment pressures. Particularly when Corporate Services board staff are focussed on the health and safety of students and staff and the good stewardship of resources, we would urge a freeze and where possible relaxation of capital reporting requirements.

The current process would also benefit from the creation of a multi-year program to address capital needs. This would add an element of predictability to the system and would make it possible for school boards to plan and clearly articulate those plans to the Ministry. It would also make it easier

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for the Ministry to review applications and make allocations in an orderly and transparent manner that reflect the priorities of both the Ministry and school boards.

**OCSTA Recommendations:**

- **That the Ministry of Education include the OCSTA and other Trustee Associations, in a review panel regarding school construction capital benchmarks;**
- **That the Ministry of Education establish a multi-year capital funding process in order to restore the ability of both the Ministry of Education and school boards to plan for future capital needs;**
- **That the Ministry of Education streamline and provide increased local autonomy with regard to the capital approvals process for school boards to reduce administrative costs.**
- **That shared or multi use facilities be determined at the local Catholic school board level.**

**Temporary Accommodation Funding**

Temporary Accommodation funding is a static amount distributed on a pro rata basis across the province based on each board's temporary accommodation requirements. This allocated amount has not increased for several years, yet local and provincial needs have changed substantially due to increased enrolment in high-development areas and significant construction cost increases.

In fact, a number of Catholic School Boards have seen a reduction in their Temporary Accommodation funding in this year's Core Education Funding. For example, one mid size board saw its funding decrease from \$751,607 in 23-24 to \$538,105 in 24-25, despite their need to increase the number of portable classrooms. In addition, the same board saw portable costs increases similar to all construction based on supplier costs, labour and materials of roughly 30%. Another large board in the GTA has seen costs increase upwards of 50% on the repairs and refurbishment of existing portables. Costs for new portables for this board have increased from \$80,000 to over \$135,000.

Boards outside the GTA report even higher costs for portables. The current pricing for a portable supplied and set-up is about \$150,000. This does not include the site preparation (asphalt pad) or the electrical, fire alarm and wireless connections. These additional costs push the overall cost to approximately \$200,000. The issue of underfunding in the Temporary Accommodation Allocation of Core Education Funding is another example of the urgent need to address inflationary pressures experienced by Catholic school boards.

**OCSTA Recommendation:**

- **That the Ministry of Education review the structure of the Temporary Accommodation funding model to ensure fairness in the allocation of funding;**
- **That the Ministry increase its Temporary Accommodation Allocation to address the actual costs and the inflationary pressures facing our Catholic school boards.**

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## **Student Transportation**

OCSTA appreciates the changes made to the student transportation funding model in this year's Core Education Funding. The changes reflect some of the feedback provided by the sector in the first year of implementing the model introduced for the 2023/24 school year.

Having said that, the model continues to add additional pressures for a number of Catholic school boards. For example, many boards/consortia current, competitively procured contracts with bus operators have rate increases built-in that are tied directly to the consumer price index which continues to exceed the Ministry's recognition of inflation. The new funding model does not address the specific escalation clauses transportation consortia have built into their agreements that were settled and agreed to in the past.

The funding model also contains flaws in the formulas used to determine bus operator wages. For example, the funding formula does not provide for the vacation percentage that must be paid to drivers on each pay (usually 4% of gross wages paid) or overtime paid to drivers. The introduction of a new enveloping requirement encompassing student transportation will need to be monitored closely for its negative impact on the flexibility and autonomy of boards to provide necessary service to students.

The current competitive procurement process that school boards must follow in securing transportation continues to result in significant cost increases and a concentration of fewer and fewer companies providing transportation services.

The increased reporting and administrative requirements to support the necessary data submissions and public reporting with regards to student transportation is an added burden that should be reflected more explicitly in the funding model within the Local Priorities component. The ability of the Ministry of Education to keep the student transportation funding formula current and appropriate necessitates up-to-date and accurate data submissions. Additionally, local community expectations of reporting and communications regarding transportation has changed the nature of the administrative burden for consortia and boards and should be funded adequately.

### **OCSTA Recommendations:**

- **That the Ministry of Education carefully review the student transportation funding model and establish short term transitional funding available to school boards in managing the new costs of the model;**
- **That the Ministry of Education revise the new funding model to include inflationary costs for bus operators and adjust formulas for the calculation of driver wages and the driver recruitment amount;**
- **That the competitive procurement process be revised so as to restore school board autonomy and flexibility in negotiating school bus operator contracts;**
- **That the Ministry increase funding within the Local Priorities component to reflect the additional costs associated with the new reporting and date requirements.**



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### **Differentiated Funding for Online Learning:**

The existing funding model differentiates between online and in-person learning by setting funded average class sizes at 30:1 for online learning and 23:1 for in-person learning. For the 2024-25 academic year, it is assumed that approximately 32.5% of secondary Average Daily Enrolment (ADE) will be comprised of students taking one online credit.

The current funding formula does not reflect the actual enrollment in online courses and fails to account for the additional supervision required. Specifically, the funding model does not consider students who opt out of online credits, nor does it provide funding for the supervision of students who are onsite while taking online classes.

### **OCSTA Recommendation:**

- **That the Ministry of Education urgently review and revise the funding formula to better align with the realities of student enrollment and supervision needs in online learning environments.**

### **Programs and Services for Student Mental Health and Differing Abilities Including Diverse Learning Needs**

#### ***Student Mental Health***

OCSTA acknowledges the government's commitment to increase funding to address student mental health and well-being, given how students have suffered significantly in the context of the extended school closure in response to COVID-19. With the prolonged absence from school, the virtual learning context and limited social interactions due to health and safety concerns, boards have seen a significant increase in demand for supports and services in this area. Catholic school boards appreciate recent enhancements in funding in the 2024-2025 Core Education Funding, but urge that continued attention to and priority be placed in this important area.

In addition, recent research from Centre for Addiction and Mental Health shows that approximately 328,000 children in grades 7-12 report moderate to serious psychological distress (2016). The Provincial Centre for Excellence in Children and Youth Mental Health states that schools need to develop comprehensive mental health supports and strategies to address the growing challenge. In addition, with the legalization of the recreational use of cannabis, many school boards anticipate greater demands on mental health resources and supports, with the potential increased use of cannabis products and accompanying impacts on student mental health and well-being.

Out of a commitment to the mind, body and soul of their students, Catholic school boards have developed comprehensive mental health strategies to build awareness/organizational capacity, reduce stigma, use evidence based best practices for promotion and prevention strategies and partner with community organizations.

Rural and northern school boards face unique issues with often far fewer professional resources to support student mental health services. Boards are in need of additional resources to expand promotion and prevention programs at the elementary and secondary school level. Key program areas include suicide prevention, anxiety issues, behaviour problems and addictions.

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## OCSTA Recommendations:

- **That the Ministry of Education continue to review funding for student mental health and well-being so as to ensure that it is adequate, equitable and sustainable;**
- **That the Ministry of Education continue to support funding of a board level “Mental Health Lead” into the Grants for Student Needs structure. We also encourage the government to monitor and update the financial supports to boards to support local mental health and student well-being initiatives;**
- **That the Ministry of Education continue to address the changing nature of student mental health and well-being needs as evidenced in the need for on-going enhanced prevention/intervention and aligned staff professional development supports for students with mental health challenges in transition.**

### *Special Education Funding*

Catholic school boards remain committed to ensuring that the needs of students with special education requirements are supported. However, providing the necessary level of support while ensuring health and safety presents unique and ever increasing challenges. For example, the need for specialized personal protective equipment for students and staff.

The vast majority of Ontario’s school boards continue to run deficits in meeting the educational, psychological and support needs of exceptional students. More sophisticated diagnostic techniques related to Autism Spectrum Disorder (ASD), for example, have resulted in a significant increase in identifying this segment of the student population and have led to significant increases in demand on special education services in boards.

In many cases, school boards are having their special education grant reduced due to phased in changes to a key part of the grant structure. The “high needs” amount of the grant has been replaced by the Differentiated Special Education Needs Amount (DSENA). This model is composed of the Special Education Statistical Prediction Model (SESPM), Measures of Variability Amount (MOV) and Base Amount for Collaboration and Integration. This grant structure has redistributive funding impacts across all boards, some gaining and some losing funding.

OCSTA acknowledges the updates to the Special Education Statistical Prediction Model with new 2021 census data, that will be phased in over several years. We also appreciate the increased funding in the restructured SIP and SEA allocations for students with extra-ordinary special needs.

This funding is very important for our Catholic School Boards, notwithstanding the challenges of accessing this funding due to the complex application process, so any change to this funding needs significant consultation and input from boards since there is a risk that this source of funds gets folded into other special education funding and gets redistributed.

School boards also face a range of other funding and program challenges in meeting the needs of special education students. For example, boards struggle to fund the specialized staff required to support students with complex behavioural needs. This may include staff support for student transportation to treatment programs and other support services. Another example is the operational costs associated with classroom design to accommodate students that require quiet spaces for learning and behavioural management interventions.

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A current issue is also the challenges associated with timely psychoeducational assessments for students with various disabilities such as Fetal Alcohol Spectrum Disorder. Boards require additional support to ensure they have sufficient human resources with the relevant training to conduct these assessments to ensure adequate programming for students.

**OCSTA Recommendations:**

- **That the Ministry of Education establish a Special Education Working group, including OCSTA, to review the adequacy and flexibility of special education funding, including the structure of the DSENA and the SIP funding changes;**
- **That the Ministry of Education accelerate the phase in the use of 2021 census data from five years to three years in order to facilitate a more accurate funding model;**
- **That no school board experience reduced funding as a result of the use of updated census data.**
- **That the Ministry of Education review “needs based” funding models for high needs special education students to supplement the overall Special Education Grant structure.**

**Information Technology and Digital Resources**

To promote equitable access to learning, school boards are spending significant amounts to acquire digital resources, and as well providing the IT technical support for staff conducting virtual learning. Funding in this area is of paramount importance for school boards as technology is increasingly prevalent in curriculum delivery and linked to equity of access and student engagement. The Ministry of Education provided Technology Learning Funds (TLF) to school boards that was discontinued, leaving boards with infrastructure sustainability concerns. Over the last several years, school boards have made large-scale investments in information technology due to aging hardware. In addition, school boards are required to support maintaining and updating their suite of devices, including software, programs, and infrastructure.

The Core Education funding does not adequately address technology needs for corporate functions, including financial, plant and maintenance work order systems, payroll systems, student information systems and human resource and employee relations reporting. Aligned with the province’s focus on modernizing learning and modernizing classrooms, and with plans moving forward to mandate e-learning for secondary students, school boards require increased and stable funding to support the technology.

**OCSTA Recommendations:**

- **That the Ministry of Education provide school boards with additional and sustainable funding for information technology infrastructure through the Core Education Funding;**
- **That the Ministry of Education provide school boards with the funding associated with the cost of replacing devices that were transferred from schools to students (at home) learning remotely;**

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- **That the Ministry of Education continue to consult with boards and OCSTA in respect of its' Broadband strategy to ensure the IT needs of boards are factored into the strategy, especially northern and remote boards.**

### **School Board Flexibility and Autonomy**

Catholic district school boards in Ontario face increased budget pressures in the delivery of educational programs and services required by the Ministry of Education. Over the past number of years, successive governments have introduced regulations/legislation that have significantly reduced school board flexibility. This loss in local autonomy and flexibility is of particular concern to Catholic school boards. We could cite numerous examples where Ministry of Education actions have reduced the flexibility Catholic school boards require to realize their distinct mission. The revisions to the Pupil Accommodation Review Guideline is one such example. We would as well call for a review of the *School Boards Collective Bargaining Act* to ensure school boards maintain the level of flexibility and autonomy they require.

The Ministry has also placed increased restrictions on how school boards spend their capital and operating funds. For example, the increased number of areas in the Core Education Funding that are “enveloped” reduces school boards’ budget flexibility along with more targeted Responsive Education Program Funding (formerly Program Priorities Funding (PPF)). These restrictions on school boards have reduced their capacity to plan for, fund and operate specific education programs that serve the unique needs of their local constituents.

Changes introduced in the 2024-2025 Core Education Funding have only caused to exacerbate the impact associated with loss in flexibility and autonomy. We cannot stress enough that Ontario’s publicly funded Catholic school boards require sufficient flexibility and autonomy to realize their distinct mission.

### **OCSTA Recommendations:**

- **That the Ministry of Education review regulations/policies to increase school board autonomy and flexibility:**
  - 1. In overall school board planning/program design and the implementation of Ministry policy directives;**
  - 2. Reduce restrictions (enveloping) on operating funds that decrease school board flexibility;**
  - 3. Increase local priorities funding to assist Catholic boards in meeting their distinct mission to deliver Christ-Centred learning programs and opportunities for students.**

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## **Equity Action Plan Funding**

OCSTA is fully committed to promoting the dignity of the human person and support the Ministry of Education's Equity Action Plan strategy. Ontario's education equity action plan outlines how school boards will identify and eliminate inequities in their schools. This involves working with parents, educators, principals, board staff, trustees and the community to ensure a fairer and more inclusive school environment for all students, educators and staff, regardless of race, religion, ethnicity, or any other factor related to individual identity.

As one Catholic school board notes in its 2022-2024 Equity Action Plan:

Our Equity Action Plan outlines what the [board] will do, with intentionality, at all levels of the organization to ensure that equity permeates in our classrooms, school communities, and central offices. In a Catholic learning community, equity and inclusion are a moral imperative. Our three-year Equity Action Plan demonstrates our commitment to ensure equity at all levels of our system, and is modelled on Ontario's Equity and Inclusive Education Strategy (2009) and Ontario's Education Equity Action Plan (2017). Ensuring equity stems from the fundamental principle that every student should have the opportunity to succeed personally and academically, regardless of background, identity or personal circumstances. While important in and of itself, equity is also necessary to realizing all other elements of our renewed vision, from achieving excellence, to promoting well-being, and enhancing public confidence in our education system. It is a critical component of our commitment to the success of every student and child in Ontario.

### **OCSTA Recommendation:**

- **That the Ministry of Education include specific funding in the Core Education Funding for the purpose of implementing and maintaining the board requirements for Ontario's Education Equity Action Plan.**

## **Safe Schools: Violence Threat Assessment Training**

The increase in school violence incidents as reported by the Ministry is disrupting learning and working resulting in a negative effect on students, staff, schools, and the broader community.

The issue of violence in schools is of growing concern. Recent surveys by Teacher Federations indicate that roughly 30% of education staff have experienced a violent incident.<sup>1</sup> One survey of a large school boards indicates that roughly 64% of elementary staff have experienced a threatened, attempted or actual physical assault in their school.<sup>2</sup>

The causes of violence targeting education staff and students is highly complex and is not limited to students with significant behavioural challenges or special education needs. The mental health challenges facing students and staff are a significant contributing factor to this circumstance. Other factors involve limited funding for violence prevention, targeted mental health support, qualified

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<sup>1</sup> See the survey from OSSTF from June 6, 2024 <https://www.osstf.on.ca/en-CA/news/startling-osstf-feeso-school-violence-survey-results-reveal-need-for-emergency-funding.aspx>;

<sup>2</sup> see Toronto Catholic Elementary Teachers Survey May 28, 2024 [https://www.thecanadianpressnews.ca/globenewswire\\_press\\_releases/escalating-school-violence-disrupts-student-learning/article\\_68c3b998-1532-564c-8dcc-e1b609a210fa.html](https://www.thecanadianpressnews.ca/globenewswire_press_releases/escalating-school-violence-disrupts-student-learning/article_68c3b998-1532-564c-8dcc-e1b609a210fa.html)

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teaching assistants and guidance counsellors.

The *Safe Schools Act*, 2000, S.O. 2000, c.12-Bill 81, in effect since June 23, 2000, is an *Act* to increase respect and responsibility, to set standards for safe learning and safe teaching in schools.

Schools must be places where everyone feels welcome, safe, and respected. The *Keeping Our Kids Safe at School Act*, in effect since February 1, 2010, affects how all school boards address incidents at school. All school boards in Ontario must develop a violence prevention policy that meets the requirements of *the Safe Schools Act* defining responses to threats of harm, unsafe situations, and violence in a multidisciplinary manner using a multidisciplinary team of specially trained staff internal and external to school boards.

A threat assessment and intervention process are generally used by school boards across the province to respond to threats of targeted violence and are typically integrated with other emergency response procedures designed to address safety and well-being. School boards liaise with community partners to collaborate in the threat assessment and intervention response as these situations are usually complex and a collaborative assessment and intervention plan is important to reduce the risk of target violence in the short-term and prevent youth violence over time. A threat assessment and intervention process are important to ensure the safety of students, staff, parents/guardians/caregivers and other members of the community. It also ensures an effective and timely response when there is a threat of targeted violence and assists boards to understand the factors that contribute to a situation where an individual makes threats to harm others.

At the present time, the cost of specialized trauma-informed training is not manageable nor sustainable for schools given the increasing number of violent incidents and the number of personnel needing release time to be trained throughout the school system.

**OCSTA Recommendation:**

- **That the Ministry of Education invest additional “safe schools” funds for the specialized trauma-informed training to help reduce the risk of violence in schools and promote the safety of students and staff.**

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## Summary of Recommendations

### Funding to Fully Support Cost of Increases in Expenditures by Catholic Boards

#### Re: Central Collective Bargaining

- That the Ministry of Education ensures that any and all the costs incurred by Catholic boards as a result of the 2022-2026 central collective agreements are fully funded;
- That the Ministry of Education provides Catholic school boards with the necessary funding to cover the costs of legacy local collective agreement language;
- That the Ministry fully compensate Catholic school boards for any and all additional costs associated with Bill 124 Remedy Payments.

#### Sick Leave Costs

- That in the next round of central bargaining, the government working with Trustee Associations make meaningful changes to the central sick leave collective agreement provisions a high priority;
- That the 2024-2025 Core Education Funding be increased so as to adequately fund costs associated with current levels of sick leave/absenteeism;
- That the government adequately fund costs associated with Long-Term Disability payments.

#### Cybersecurity in School Boards

- That the Ministry of Education ensure that boards have sufficient funding/resources to develop and implement new cybersecurity policies and risk management frameworks as directed by bill 194 and subsequent regulations;
- That the Ministry of Education expand the work of the Educational Computing Network of Ontario (ECNO) in building a shared service capacity for cybersecurity analysis and security service for school boards in Ontario;
- That the Ministry of Education expand the mandate of the Ministry's Broadband Modernization Initiative to fund and support cybersecurity training and awareness programs.

#### Occasional Teacher Costs

- That the Ministry of Education increase funding for occasional teachers and support staff positions via Core Education Funding

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## **Indigenous Education**

- That the Ministry of Education continue to consult with boards over the changes to the Indigenous Education grant structure to ensure the transitional funding is adequate;
- That the Ministry of Education ensure the structure of the Indigenous Education Grant provides Catholic school boards with the flexibility and autonomy to use the funds to develop appropriate programs and services that serve local needs.

## **School Closures and Pupil Accommodation Reviews**

- That the Ministry of Education immediately lift the moratorium on the pupil accommodation review process to provide school boards with the ability to reduce overall operational costs and better align resources to support student achievement, faith formation and well-being;
- That the Ministry of Education ensure that school operations funding grant allocations (top up funding) are adjusted to ensure that boards have adequate resources to maintain school buildings with adequate staffing levels until the pupil accommodation review process is reinstated.

## **Canada Pension Plan and Employment Insurance Costs**

- That the Ministry of Education immediately increase its benefit benchmarks to align with the employer-paid CPP and EI amounts remitted to the Canada Revenue Agency;
- That the Ministry review the structure of Pay Equity requirements and compensate boards fully for their costs.

## **Economic Realities with Capital Projects/ Funding for Retrofitting/Renovating Schools**

- That the Ministry of Education include the OCSTA and other Trustee Associations, in a review panel regarding school construction capital benchmarks;
- That the Ministry of Education establish a multi-year capital funding process in order to restore the ability of both the Ministry of Education and school boards to plan for future capital needs;
- That the Ministry of Education streamline and provide increased local autonomy with regard to the capital approvals process for school boards to reduce administrative costs.
- That shared or multi use facilities be determined at the local Catholic school board level.



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## **Temporary Accommodation Funding**

- That the Ministry of Education review the structure of the Temporary Accommodation funding model to ensure fairness in the allocation of funding;
- That the Ministry increase its Temporary Accommodation Allocation to address the actual costs and the inflationary pressures facing our Catholic school boards

## **Student Transportation**

- That the Ministry of Education carefully review the student transportation funding model and establish short term transitional funding available to school boards in managing the new costs of the model;
- That the Ministry of Education revise the new funding model to include inflationary costs for bus operators and adjust formulas for the calculation of driver wages and the driver recruitment amount;
- That the competitive procurement process be revised so as to restore school board autonomy and flexibility in negotiating school bus operator contracts;
- That the Ministry increase funding within the Local Priorities component to reflect the additional costs associated with the new reporting and date requirements.

## **Differentiated Funding for Online Learning**

- That the Ministry of Education urgently review and revise the funding formula to better align with the realities of student enrollment and supervision needs in online learning environments.

## **Programs and Services for Student Mental Health and Differing Abilities Including Diverse Learning Needs**

### **Student Mental Health**

- That the Ministry of Education continue to review funding for student mental health and well-being so as to ensure that it is adequate, equitable and sustainable;
- That the Ministry of Education continue to support funding of a board level “Mental Health Lead” into the Grants for Student Needs structure. We also encourage the government to monitor and update the financial supports to boards to support local mental health and student well-being initiatives;
- That the Ministry of Education continue to address the changing nature of student mental health and well-being needs as evidenced in the need for on-going enhanced

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prevention/intervention and aligned staff professional development supports for students with mental health challenges in transition.

### **Special Education Funding and Interim Special Incidence Portion (SIP) Funding Approach**

- That the Ministry of Education establish a Special Education Working group, including OCSTA, to review the adequacy and flexibility of special education funding, including the structure of the DSENA and the SIP funding changes;
- That the Ministry of Education accelerate the phase in the use of 2021 census data from five years to three years in order to facilitate a more accurate funding model;
- That no school board experience reduced funding as a result of the use of updated census data.
- That the Ministry of Education review “needs based” funding models for high needs special education students to supplement the overall Special Education Grant structure.

### **Information Technology and Digital Resources**

- That the Ministry of Education provide school boards with additional and sustainable funding for information technology infrastructure through the Core Education Funding;
- That the Ministry of Education provide school boards with the funding associated with the cost of replacing devices that were transferred from schools to students (at home) learning remotely;
- That the Ministry of Education continue to consult with boards and OCSTA in respect of its’ Broadband strategy to ensure the IT needs of boards are factored into the strategy, especially northern and remote boards.

### **School Board Flexibility and Autonomy**

- That the Ministry of Education review regulations/policies to increase school board autonomy and flexibility:
  1. In overall school board planning/program design and the implementation of Ministry policy directives;
  2. Reduce restrictions (enveloping) on operating funds that decrease school board flexibility;
  3. Increase local priorities funding to assist Catholic boards in meeting their distinct mission to deliver Christ-Centred learning programs and opportunities for students.

### **Equity Action Plan Funding**

- That the Ministry of Education include specific funding in the Core Education Funding for the purpose of implementing and maintaining the board requirements for Ontario’s Education Equity Action Plan.

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## **Safe Schools: Violence Threat Assessment Training**

- That the Ministry of Education invest additional “safe schools” funds for the specialized trauma-informed training to help reduce the risk of violence in schools and promote the safety of students and staff.

Ontario Catholic School Trustees' Association  
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2024-2025

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Ontario Catholic School  
Trustees' Association

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