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## Regular Board Meeting

Tuesday, January 28, 2025

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

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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.  
Trustee Mary Ann Martin.
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 December 17, 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.

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

### **C. Presentations:**

1. Providing Excellence in Teaching and Learning: Literacy Program.  
Sheila Piggott, Superintendent of Learning, Lindsay Bowen, Learning Consultant.

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

1. R.A. Student Excursions. R.A.: Page 18
  - a. Holy Trinity Catholic Secondary School excursion to Silent Lake Provincial Park, May 12-14, 2025.  
Julie Selby, Superintendent of Learning. Details: Page 19
  - b. Holy Trinity Catholic Secondary School excursion to Algonquin Provincial Park, May 26-29, 2025.  
Julie Selby, Superintendent of Learning. Details: Page 58
  - c. Holy Trinity Catholic Secondary School international excursion to Amsterdam, Brussels, Paris, and London, March 12-20, 2026.  
Julie Selby, Superintendent of Learning. Details: Page 104
  - d. St. Thomas Aquinas Catholic Secondary School excursion to Algonquin Provincial Park, September 30-October 3, 2025.  
Sheila Piggott, Superintendent of Learning. Details: Page 132
  - e. Holy Cross Catholic Secondary School excursion to Guatemala, March 2025, Addendum updating travel details.  
Jeannie Armstrong, Superintendent of Learning. Details: Page 159

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

1. Ontario Catholic School Trustees' Association (OCSTA) Open Session Report.  
Kevin MacKenzie, Board Chairperson.
2. Trustee Report from the Ontario Catholic School Trustees' Association (OCSTA) Catholic Trustees' Seminar, January 16-18, 2025.

3. STSCO Governance Committee, Open Session Report, January 8, 2025.  
Kevin MacKenzie, Board Chairperson.
4. R.A. Recommended Actions from the Committee-of-the-Whole, January 13, 2025: R.A.: Page 161  
Revised Estimates Update Report, Resolutions for OCSTA Annual General Meeting.  
John Connolly, Chairperson, Committee-of-the-Whole.

**F. Human Resources:**

**G. Policy Development:**

1. R.A. Recommended Actions from the Policy Development Committee, R.A.: Page 172  
January 21, 2025.  
Kathleen Tanguay, Chairperson, Policy Development Committee. Report: Page 173

**H. Old Business:**

**I. New Business:**

**J. Bring Forward:**

**K. Information Items:**

1. Chairperson's Report.  
Kevin MacKenzie, Board Chairperson.
2. Committee Reports.
  - a. Special Education Advisory Committee, January 23, 2025.
3. Community Involvement Reports.
4. Ontario Catholic School Trustees' Association and Ministry Information Items.
  - a. December 16, 2024 – OCSTA Pre-Budget Presentation Page 175
  - b. December 16, 2024 – OCSTA 2025 Business Seminar Registration Page 176
  - c. January 6, 2025 – Catholic Education Week – Together in Faith Bulletin. Page 177
  - d. January 9, 2025 – Catholic Education Week, Elementary Book List. Page 186

- e. January 20, 2025 – OCSTA Short Video Contest Winners. Page 188

**L. Future Meetings and Events:**

1. Board Meetings:
  - a. Regular Board Meeting Open Session, February 25, 2025, 6:30 p.m.  
(In-camera Session, 6:00 p.m.)
2. Board Standing Committee Meetings: (Listed in chronological order.)
  - a. Chairperson's Committee, Monday, February 10, 2025, 5:30 p.m.
  - b. Committee-of-the-Whole, Monday, February 10, 2025, 6:30 p.m.
  - c. Policy Development Committee, April 8, 2025, 6:30 p.m.
3. Other Committee Meetings: (Listed in chronological order.)
  - a. Catholic Parent Engagement Committee, January 30, 2025, 6:30 p.m.
  - b. Faith and Equity Committee, February 13, 2025, 6:30 p.m.
  - c. Student Council Liaison Committee, February 25, 2025, 4:15 p.m.
  - d. Special Education Advisory Committee, February 26, 2025, 1:00 p.m.
  - e. Accessibility for All Committee, February 27, 2025, 1:00 p.m.
  - f. STSCO Governance Committee, March 5, 2025, 3:00 p.m.
  - g. First Nation Métis Inuit Advisory Committee, March 18, 2025, 6:30 p.m.
  - h. French as a Second Language Advisory Committee, April 1, 2025, 4:30 p.m.
  - i. Audit Committee, June 19, 2025.
  - j. SAL Committee, TBA.
4. Board Events: (Listed in chronological order.)
  - a. Ontario Catholic School Trustees' Association 2025 Annual General Meeting and Conference, Hilton Toronto/Markham Suites Conference Centre, Markham.
  - b. Catholic Education Week, May 4-11, 2025.

**M. Conclusion:**

1. Report from the Regular Board Meeting, In-camera Session, January 28, 2025.

2. Closing Prayer.  
John Connolly, Trustee.

3. Adjournment.



# Minutes

The Minutes of the Open Session of the Regular Board Meeting, held on Tuesday, December 17, 2024, at 6:30 p.m. at the Catholic Education Centre, 1355 Lansdowne Street West, Peterborough, and virtually, by Google Meet.

## Present:

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

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

Recorder – Michelle Kennedy

## Regrets:

Trustee John Connolly

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

The Board Chairperson, Kevin MacKenzie, called the meeting to order at 6:30 p.m. and he welcomed guests in attendance in person and guests who were joining the meeting online by Google Meet. The Chairperson welcomed Angelo Costa, Principal representative from St. Mary Catholic Elementary School in Grafton, and Tom Fletcher, Vice-principal from Holy Family Catholic Elementary School. In addition, Kevin MacKenzie welcomed Catherine Whitnall, from the Peterborough Examiner, who was attending the meeting in person.

### 1. Examen and Opening Prayer

Kevin MacKenzie, Board Chairperson invited the Board Vice-chairperson, Jenny Leahy, to open the meeting with prayer.

### 2. Land Acknowledgement

The Board Chairperson, Kevin MacKenzie, 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 Mary Ann Martin, seconded by Kathleen Tanguay  
that Trustee John Connolly be excused from the open session  
meeting.

Carried.

**MOTION:** Moved by Kathleen Tanguay, seconded by Mary Ann Martin  
that the agenda be approved with a change in order of the  
agenda, moving Section D to before Section B.

Carried.

5. Declarations of Conflicts of Interest

There were no conflicts of interest declared.

6. Approval of the Minutes of the minutes from the November 26, 2024, Regular Board Meeting.

**MOTION:** Moved by Loretta Durst, seconded by Mary Ann Martin  
that the minutes of the November 26, 2024, Regular Board  
Meeting be approved.

Carried.

7. Business Arising Out of the Minutes.

There was no business arising from the minutes.

**D. Programs and Services:**1. Student Excursions.

- a)
- MOTION:**
- Moved by Jenny Leahy, seconded by Kathleen Tanguay

that the proposed St. Mary Catholic Secondary School international excursion to Italy, from March 5 to March 15, 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.

- b)
- MOTION:**
- Moved by Kathleen Tanguay, seconded by Jenny Leahy

that the proposed St. Mary Catholic Secondary School international excursion to New York City, New York, USA, from April 9 to April 13, 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.

**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:

- An Advent message of gratitude was delivered to the trustees for their continued dedication and support to the Catholic education and the PVNC Catholic school communities. All staff and community partners were thanked for their contributions to our faith-filled schools.
- Recent events and initiatives organized and attended by senior administration and other system leaders such as the LINK Leader Conference, the Student Council Liaison Committee Retreat, the Trustee Equity Training, the Hicks Morley School Board Management Conference, a Senior Team Planning day, Advent Celebrations, meetings with Bishop Meihm, the Medical Officers of Health



partnership meeting, the Director's Meeting, and the OCSTA Catholic Education Leadership Speaker Series were highlighted.

- The students, staff, and principal Becky Brady at St. Luke Catholic Elementary School were congratulated on their video submission for the OCSTA Pilgrims of Hope Video Contest, which has been chosen as a finalist in the competition.
- Gratitude was expressed for the hard work and the 'extra mile' taken by educators, educational assistants and support staff in each of the schools; their commitment to students is often witnessed by the Director during school visits.
- Wishes of blessings of the Holy season, bringing peace and joy to all were extended.

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:

- At Holy Trinity Catholic Secondary School winter school sports are underway with the swim, volleyball, basketball, and hockey teams all competing and showing success. The business classes staged a Christmas market, and semi-formal dances were held. The SHSM Arts and Culture students took a trip to the Harbourfront Centre and a Christmas spirit week is being hosted by the Student Cabinet.
- At St. Stephen Catholic Secondary School approximately 200 LINK leaders from across the board were hosted for a day-long conference. Students have collected 300 pairs of socks for a youth shelter and have sent 3000 Christmas cards for the troops. An arts night was held to showcase school talent in music, drama, visual arts and photography.
- Students at St. Thomas Aquinas Catholic Secondary School have celebrated with an Advent mass and a Christmas Spirit Week. Collections of food, toiletries and gifts were gathered for their annual 'Be an Angel' program to benefit the less fortunate in Lindsay and surrounding area.
- At St. Mary Catholic Secondary School the Student Council Liaison Committee (SCLC) annual retreat was hosted. Francofolies, an annual French festival, was held and students collected food and donations to assist community agencies during the Christmas season.
- Holy Cross Catholic Secondary School students have participated in blood donations, an Advent food drive and clothing drive. An evening Christmas Arts Showcase and Christmas Market were held to celebrate the season. Law

students participated in an excursion to the courthouse and the Indigenous student group has created a women's drumming group.

- Students at St. Peter Catholic Secondary School are preparing for the drama production 'Newsies'. A hockey game at the Peterborough Memorial Centre between the St. Peter and Holy Cross teams will be a 'buy-out' event to celebrate school spirit. The Terry Fox fundraiser was celebrated with \$34,000 collected.

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

### 3. Report from the Communications Department.

Galen Eagle, Manager of Communications shared the following system highlights and initiatives:

- Our name, Our story: Is it time for a change to the board's name? The PVNC Catholic Community has been invited to weigh in with their opinion using the engagement platform.
- A review of the school boundary considerations for Clarington has been launched in preparation of the new Northglen Catholic school.
- Porter Martone, a PVNC Catholic graduate will compete as a member of Team Canada at the World Junior Hockey tournament over the Christmas holiday.
- 60 young women from PVNC Catholic secondary schools attended the 'Women in the Trades' day at the Fleming College.
- A St. Anthony Catholic Elementary Gr 7 student, Chase Ruigrok, is voice acting as a hedgehog on a new PBS Kids animated television show called 'Carl the Collector'.
- The annual Student Council Liaison Committee (SCLC) retreat led by the Student Trustees and the SCLC took place at St. Mary Catholic Secondary School on December 3<sup>rd</sup>, bringing together student leaders from all six secondary schools.
- A baking contest for students to celebrate French culture was held at St. Mary Catholic Secondary School, complete with food and music in a French Café atmosphere.
- St. Paul Catholic Elementary School celebrated their annual Family Advent Mass at St. Anne's Parish.
- Two videos created by the Communications department were viewed: Women in the Trades at Fleming College and the SCLC Leadership Retreat.

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

### C. Presentations:

#### 1. Ensuring Equity: Student Presentation – Braiding Diversity into Justice.

Jill Barker, Principal from St. Mary Catholic Secondary School joined the board meeting via Google Meet and provided background information about the student program 'Braiding Diversity into Justice'. Joining Ms. Barker for the presentation, were students Shanelle Paguirigan and Jaslin Browne from Holy Trinity Catholic Secondary School, and Josiah Whiteman from St. Mary Catholic Secondary School.

The program, which is offered in the Durham Region area, is designed to bring Black or Asian-descent students together for a day to experience careers in law and justice relating to the courthouse. The students are guided and mentored by men and women of colour who are employed in the field of law who explain their jobs and share their post-secondary education and career path experiences.

The students took turns sharing their insights and inspirations that resulted from the opportunity to have one on one conversations and receive advice about programs and choice of post-secondary schools. The student presenters expressed deep gratitude for the experience and emphasized how they each personally benefitted from talking about their experiences as black students and meeting people like them that have not been dissuaded from their career path due to their racialized experiences. The students came away from the day with the message that careers in law are not unreachable because of the colour of our skin and that seeking such a career, although there may be challenges, is not impossible.

The trustees had the opportunity to comment and ask questions of the presenters at the end of the presentation.

#### 2. Building a Community that Accompanies: Director's Annual Report, 2023-2024.

The Director of Education, Stephen O'Sullivan presented the 2023-2024 Director's Annual Report. The report is an overview of the events and activities of PVNC Catholic over the last year which evidence the progression of the board towards the fulfillment of the strategic goals and priorities under the three pillars, Being Well, Being Creative and Being Community. At the end of the report Stephen O'Sullivan answered questions from the trustees.

MOTION: Moved by Jenny Leahy, seconded by Loretta Durst

that the Director's Annual Report for 2023-2024 be received by the Board and submitted to the Ministry of Education, as required.

Carried.

**E. Business, Finance and Governance:**1. Ontario Catholic School Trustees' Association (OCSTA) Open Session Report.

Chairperson Kevin MacKenzie highlighted information received from OCSTA during the month of December which included proposed amendments to the Education Act regarding the role of system principals, a memo regarding conflicts of interest, registration information for the 2025 Annual General Meeting, a meeting summary for OCSTA Region 9, voting information for the OCSTA Video contest in which St. Luke is a finalist, and information regarding the OCSTA Business seminar in May, 2025.

2. Borrowing Resolutions for Operating Line of Credit and Short-Term Financing of Construction Projects.

Sean Heuchert, Superintendent of Business, Finance, and Facilities Services presented the borrowing resolutions for consideration by the trustees. Annually, the bank requires approval for the borrowing agreements to be available for use, if required. Sean Heuchert explained that the board typically does not require the use of the lines of credit but it is helpful to have cash flow readily available throughout the year, if necessary. It was explained that the funding for School Condition Improvement (SCI) matches the amount of the bank financing, and it was noted that the projects and their progress of completion are posted on the board website. All SCI projects require reporting to the Ministry regarding their progress and completion.

**MOTION:** Moved by Mary Ann Martin, seconded by Jenny Leahy

That the Board authorize the signing officers of the Board to enter into agreements with the Canadian Imperial Bank of Commerce for the following:

1. The borrowing of funds to meet operating requirements up to a maximum of \$10,000,000 for the 2025 calendar year.
2. Interim capital financing of up to \$5,486,101 to support capital projects planned and/or underway funded by School Condition Improvement Grant.
3. Interim capital financing of up to \$26,247,733 to support the planned Northglen Catholic Elementary School funded by Capital Priorities and Child Care Capital Grant.

Carried.

3. Trustee Professional Development, Ontario Catholic School Trustees' Association (OCSTA) Annual General Meeting, Conference and Business Seminar, May 1-3, 2025.

**MOTION:** Moved by Mary Ann Martin, seconded by Kathleen Tanguay  
that trustees wishing to do so, be authorized to attend the Ontario Catholic School Trustees' Association (OCSTA) Annual General Meeting, Conference and Business Seminar, being held May 1-3, 2025, in Markham, Ontario.

Carried.

**F. Human Resources:**

1. Joint Health and Safety Committee Semi-annual Report, December 9, 2024.

Darren Kahler, Superintendent of Human Resource Services presented the semi-annual report of the Joint Health and Safety Committee which detailed the activities of the committee from the last six months.

**MOTION:** Moved by Jenny Leahy, seconded by Kathleen Tanguay  
that the Joint Health and Safety Committee Semi-annual Report to the Director of Education dated December 9, 2024, be received.

Carried.

**G. Policy Development:**

**H. Old Business:**

**I. New Business:**

**J. Bring Forward:**

**K. Information Items:**

1. Chairperson's Report.

Board Chairperson, Kevin MacKenzie reported that he attended an arts presentation at St. Stephen Catholic Secondary School which featured acting by Student Trustee Claire Heitzner. The Chairperson also attended a Christmas event at St. Mother Teresa Catholic Elementary School and a meeting with the Clarington Mayor to discuss local issues in Clarington.

At the conclusion of the report Chairperson MacKenzie wished everyone a safe and healthy Christmas and New Year and wished God's blessings upon the students and staff of PVNC Catholic.

## 2. Committee Reports:

Kevin MacKenzie, Board Chairperson brought forward a suggested proposal to add a section to the board agenda to provide the opportunity for trustees to convey their involvement in school community activities during the previous month.

**MOTION:** Moved by Mary Ann Martin, seconded by Loretta Durst  
that a community involvement report section be added to the board agenda.

Carried.

Trustees Kathleen Tanguay and Mary Ann Martin took the opportunity to share with the board some school events which they attended during the month of December.

### a. First Nation Métis and Inuit Advisory Committee, December 10, 2024.

In Trustee John Connolly's absence, Superintendent Julie Selby gave the report for the First Nation Métis and Inuit Advisory Committee. Updates on Indigenous education activities and deep learning activities as well as professional learning in support of Indigenous students and Indigenous staff were noted. It was reported that plans are underway for another Indigenous skilled trades fair and to hold a monthly Full Moon Ceremony.

### b. Special Education Advisory Committee, December 12, 2024.

Trustee Kathleen Tanguay reported that a presentation was heard from Dr. Cynthia Chan Reynolds about the service delivery model which is used for Special Education needs at PVNC Catholic. Trustee Tanguay noted that the background work which went into the preparation of the OCSTA resolution will also be used to complete the feedback request for the Ministry.

3. Ontario Catholic School Trustees' Association Information Items:

- a. November 15, 2024 – Together in Faith – Journey through Advent Resource
- b. November 21, 2024 – 2025 Trustee Award of Merit
- c. November 22, 2024 – OCSTA Responds to Canada-Ontario National School Food Program Agreement.
- d. November 22, 2024 – 2025 Student Trustee Alumni Award
- e. November 28, 2024 – December 2024 – CEW 2025, Together in Faith Bulletin
- f. December 12, 2024 – OCSTA 2024 Short Video Contest Voting.
- g. December 12, 2024 – OCSTA Annual General Meeting and Conference Package.

**L. Future Meetings and Events:**

1. Board Meetings:

- a. Regular Board Meeting Open Session, January 28, 2025, 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, January 13, 2025, 5:30 p.m.
- b. Committee-of-the-Whole Meeting, January 13, 2025, 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. STSCO Governance Committee, January 8, 2025, 3:00 p.m.
- b. Catholic Parent Engagement Committee, January 16, 2025, 6:30 p.m.
- c. Special Education Advisory Committee, January 23, 2025, 1:00 p.m.
- d. Faith and Equity Committee, February 13, 2025, 6:30 p.m.
- e. Student Council Liaison Committee, February 25, 2025, 4:15 p.m.
- f. Accessibility for All Committee, February 27, 2025, 1:00 p.m.
- g. First Nation Métis Inuit Advisory Committee, March 18, 2025, 6:30 p.m.
- h. French as a Second Language Advisory Committee, April 1, 2025, 4:30 p.m.
- i. Audit Committee, TBA.
- j. Supervised Alternative Learning Committee, TBA

4. Board Events:

- a. Ontario Catholic School Trustees' Association 2025 Catholic Trustees Seminar, Delta Hotels by Marriott, Toronto Airport & Conference Centre, Toronto.
- b. Ontario Catholic School Trustees' Association 2025 Annual General Meeting and Conference, Hilton Toronto/Markham Suites Conference Centre, Markham.

**M. Conclusion:**1. Report from the Regular Board Meeting, In-camera Session, held December 17, 2024.

**MOTION:** Moved by Kathleen Tanguay, seconded by Mary Ann Martin that the Board approve the actions and the discussions arising from the Regular Board Meeting, In-camera session, held on December 17, 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 November 26, 2024, Regular Board Meeting, In-camera session.
- D. Business, Finance and Governance:
  1. OCSTA In-camera Report.
- I. Conclusion:
  1. Closing Prayer.
  2. Motion to convene in open session.

Carried.

2. Closing Prayer.

The Board Chairperson, Kevin MacKenzie, invited Trustee Loretta Durst to lead the closing prayer to end the meeting.

3. Adjournment

**MOTION:** Moved by Kathleen Tanguay, seconded by Mary Ann Martin that the open session meeting be adjourned at 8:27 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) through D.1 f) be approved as presented:

D.1 a) that the proposed Holy Trinity Catholic Secondary School wilderness excursion to Silent Lake Provincial Park, from May 12-14, 2025, be approved in principle and that the trip will meet the required Ontario Physical Activity Safety Standards in Education (OPASSE).

D.1 b) that the proposed Holy Trinity Catholic Secondary School wilderness excursion to Algonquin Provincial Park, from May 26-29, 2025, be approved in principle and that the trip will meet the required Ontario Physical Activity Safety Standards in Education (OPASSE).

D.1 c) that the proposed Holy Trinity Catholic Secondary School international excursion to Amsterdam, Brussels, Paris and London, from March 12 to March 20, 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.

D.1 d) that the proposed St. Thomas Aquinas Catholic Secondary School international excursion to Algonquin Provincial Park, from September 30 to October 3, 2025, be approved in principle and that the trip will meet the required Ontario Physical Activity Safety Standards in Education (OPASSE).

D.1 e) that the revisions to the itinerary for the Holy Cross Catholic Secondary School international excursion to Guatemala, approved at the regular board meeting on March 26, 2024, scheduled to take place from March 11 to March 19, 2025, be approved.



### CATEGORY 4 APPROVAL FORM

To be used for wilderness trips anywhere in Canada

Teacher/Organizer: Derek Sheridan	School: Holy Trinity CSS
Adult Supervisors Attending: Staff: Derek Sheridan, Marisa Dametto, Volunteers: Paul Mockford, Al McLean, Rob Chretien, Gered Hohmann, J.P. Hoekstra, <i>Niguel Preciado (staff)</i>	
Destination: Silent Lake Provincial Park	Mode of Transportation: School Bus
Grade/Course: PAD30 and PAD40	Date of Submission: <del>10 Nov 24</del> <i>December 13, 2024</i>
Departure Date: Monday, 12 May 2025	Return Date: Wednesday, 14 May 2025
Number of Students: boys: 22 girls: 7	Number of Adult Supervisors: female: 1 male: 6
Name of Travel Agent: None used	Type of Excursion: x Curricular Co-Instructional
Total cost to be paid by each Student: \$300 (part of course)	

**Summary of Proposed Activity:**

The Outdoor Education course is participating in a backcountry camping trip to Silent Lake Provincial Park from 12 May to 14 May 25, IAW OPHEA guidelines, students must be prepared with the theory and practice of canoeing and camping. This trip permits the students to practice canoe and camping skills in a learning environment before setting out on the backcountry trip.

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

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

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


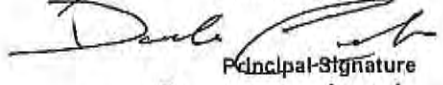
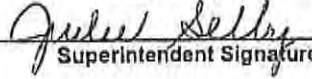
Estimated Cost for Entire Group:		Anticipated Sources of Revenue:	
Accommodation	\$250	School Accounts	\$
Travel	\$1571	School Fund-raising	\$
Cost of Supply Teachers	\$0	Student/Parent share	\$1000
Meals	\$250	Other: Grant	\$1571
Programs/Materials	\$0	Other: Teacher contributions, if applicable	\$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

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

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>X Itinerary (including Mass if on the weekend) - attached</li> <li>X Contract Information – with bus, outfitter and sat phone - This will be updated and given to the principal prior to trip.</li> <li><input type="checkbox"/> Additional Medical Coverage needs considered</li> <li>X History of Excursion – number of years: 8</li> <li>X Certification required by staff attending: Wilderness First Aid, Whitewater Rescue Technician and ORCA Tripping level 3</li> <li>X Educational objectives stated – above</li> </ul> | <ul style="list-style-type: none"> <li>X Information and consent letter to parents - attached</li> <li>X Liability waivers signed – once approved</li> <li>X Supervision ratio in alignment with A.P. 305                             <ul style="list-style-type: none"> <li>X List of destination/emergency phone numbers provided – will be provided before departure</li> </ul> </li> <li><input type="checkbox"/> Passports (if required) <i>N/A</i></li> <li>Parent Meeting will be Tuesday, April 8, 2025</li> </ul> |
|--|--|

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

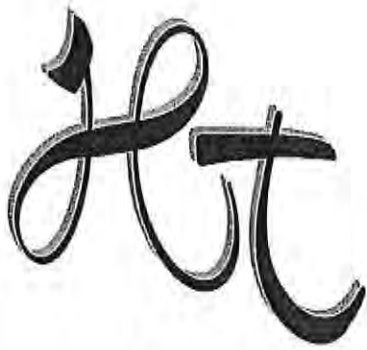
Outdoor Education - Canoe Tripping

  
Teacher Signature  
  
Principal Signature  
  
Superintendent Signature

13 Dec 24  
Date

13 Dec 24  
Date

10 January 25  
Date



## Holy Trinity Catholic Secondary School

2260 Courtice Road

Courtice, On L1E 2M8

TEL: (905) 404-9349 FAX: (905) 404-9372

December 2024 (will occur after approval is obtained - date will be updated then)

Dear Parent/Guardian,

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

1. Indoor rock climbing (TBD)
2. Swim test (TBD)
3. Canoeing and camping practice at Silent Lake Provincial Park (12 - 14 May 2025)
4. Treetop trekking (TBD)
5. Backcountry canoe trip to Algonquin Provincial Park (26 - 29 May 2025)

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

The goals of these trips and activities are to:

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

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

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

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# Risk Analysis

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

## OPHEA Safety Guidelines for Outdoor Education – Canoeing

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

**THERE WILL BE NO SWIMMING ON THIS TRIP.**

Guideline	How it will be addressed
<p>Determine that all equipment is safe for use (for example, no sharp corners, cracks, or splinters). Students must be encouraged to report equipment problems to the Teacher.</p>	<p>Checking of equipment is completed as part of the course curriculum, and each group has and maintains the same equipment for the duration of the course. A final kit check will be done just prior to departure.</p>
<p>Comply with the Minimum Safety Equipment Requirements in Transport Canada's Safe Boating Guide</p>	<p>Each canoe will have the mandatory safety kit LAW Transport Canada's Safe Boating Guide</p>
<p>Correctly fitting and Canadian-approved Personal Flotation Device (P.F.D.) or Lifejacket with whistle attached must be worn by all participants and properly secured at all times when:</p> <ul style="list-style-type: none"> <li>- near the water (for example, on a dock or at a shoreline where the depth of the water is deemed a risk)</li> <li>- in the water (for example, swimming)</li> <li>- on the water (for example, canoeing)</li> </ul>	<p>All students and supervisors will have a Canadian approved PFD with a whistle attached. Students may bring their own if it meets the required standard. Students without their own will be loaned one from the course.</p> <p>All personnel will be wearing one while canoeing or when in a situation where the depth is a risk.</p> <p>No participants will be swimming during this trip.</p>
<p>There must be two paddles per canoe, with some spare paddles taken along in case of broken or lost paddles.</p>	<p>Each canoe will have two students each with their own paddle. Each group will also carry one extra paddle in case of breakage or loss.</p>
<p>Paddles and canoes must be checked for cracks, splinters and leaks. A repair kit must be available.</p>	<p>This will all be checked by the supervisors before the trip starts. A canoe repair kit will be held by the trip supervisor.</p>

<p>A means of hydration (for example, direct access to potable water, water filter(s), water purifier(s), chemical purification treatment) must be available, accessible, and appropriate for the activity, location and duration of the trip.</p>	<p>Each group will have both a gravity and pump water filter that is checked for serviceability before the trip starts.</p>
<p>A set of maps for canoe trip location including marked access and potential evacuation locations must be available. A GPS unit may be used as an additional navigational tool, but must not be used in place of print maps. An identical map set should also be available to the Principal/Designate and local emergency contact (for example, park official, area police station).</p>	<p>Each canoe will have a copy of the <del>Algonquin Park</del> <sup>Silver Lake</sup> canoe route map for the area to be used with the route clearly marked, and a magnetic compass.</p> <p>The trip guide will have a GPS unit in addition to a marked route map.</p> <p>A copy of the map will be left with the principal before departure from the school.</p> <p>A copy of the map will be left with in the park office at Canoe Lake before departure.</p> <p>The personnel and gear taken are well below the load capacity rating of the canoes used.</p>
<p><b>Clothing/Footwear/Jewellery</b></p>	
<p>Students must be provided with a clothing and equipment list prior to the activity.</p>	<p>The clothing and equipment list is provided both to the student during the course, and to the parent or guardian during the informational meeting prior to the trip.</p>
<p>A process must be established to check student clothing and equipment prior to the trip.</p>	<p>Students will have their packed clothing and equipment checked the week prior to departure, and the clothing they are wearing the day of departure will be checked.</p> <p>Any student that does not have appropriate clothing or equipment will not participate until the deficiency is corrected.</p>
<p>Determine that all necessary clothing and footwear are included prior to departing on the excursion.</p>	<p>Proper clothing selection is covered as part of the course. A clothing kit check will be completed during the week prior to departure.</p>
<p>Clothing (in layers where appropriate) and footwear (that is, closed-toed shoes that provide traction when on land) appropriate for the activity, location and environmental conditions must be worn.</p>	<p>Selection of appropriate clothing is covered during the course. This is discussed during the parent meeting and also checked prior to departure.</p>
<p>Dry change of clothing kept in a watertight bag/container.</p>	<p>Each student is given a dry bag for packing clothing to ensure it is dry, as well as the requirement that all clothing bags are packed in the portage bag for each group.</p>
<p>Rain gear is encouraged.</p>	<p>Every person will have rain gear as part of his or her equipment and it will be accessible at all times.</p>

Articles (for example, jewellery and clothing) that could become tangled, caught or cause injury or restrict the student in the event of an emergency must not be worn.	The trip guide and group supervisors will check prior to departure and periodically during the trip to ensure none of these articles are worn.
When long hair poses a safety risk it must be secured. Devices (for example, hair pins, elastics and barrettes) used to tie back long hair must not present a safety concern.	Long hair will be tied back whenever using stoves or campfires.
Students must not participate when the length of fingernails poses a safety risk to themselves or others.	Nails will be checked for extreme length and student will be informed that they must be trimmed.
<b>Facilities</b>	
Determine that all facilities are safe for use. Students must be encouraged to report facility problems to the Teacher.	Each group supervisor will check the campsite prior to setup to ensure that it is safe to use. <i>Silent Lake</i>
Only established canoe trip routes must be used.	The route and portages used are part of the Algonquin Canoe Routes map and are maintained by the park.
Canoe route and water conditions must be appropriate to age/skill level of students.	All water to be travelled on are lakes and low flowing streams. No rapids or fast running water will be used at any time.
Trip guide must be familiar with the route (e.g., length of route, terrain).	The same route has been used for eight previous years, and the trip guide is very familiar with this route. <i>Silent Lake</i>
Check with local authorities for current information regarding route safety	The trip guide will contact Algonquin Park both the week prior to departure, and upon arrival, for any current information on safety concerns for the route to be used.
Appropriate environmental and sanitary practices (e.g., washroom routines) must be taught.	Students are taught proper sanitary procedures during the course, both for using the washroom and food preparation.  Hand sanitizer is provided for each kitchen set for students to use prior to preparing food.  Hand sanitizer will be provided in a waterproof bag with toilet paper to use after using washroom facilities.
<b>Environmental Considerations</b>	
When environmental conditions may pose a risk to student safety (for example, thunderstorms [lightning] or student(s) with asthma, triggered by air quality), Teachers must take into consideration their school board/school's protocols and procedures related to:	These precautions are outlined in the attached Emergency Action Plan.
- environmental conditions (consult Weather); and	



<ul style="list-style-type: none"> <li>- insects (for example, mosquitoes and ticks [consult the school/school board's protocols and/or regional Public Health Department's website]).</li> </ul>	<p>This is all covered as part of the Outdoor Education Course.</p>
<p>Students must receive instruction on safety procedures related to environmental conditions and be made aware of ways to protect themselves (for example, sunburn, heat stroke).</p> <p>At all times the school board's weather and insect procedures are the minimum standards. In situations where a higher standard of care is presented (for example, outside activity providers, facility/program coordinators), the higher standard of care must be followed.</p>	<p>The Emergency Action Plan will be followed and the trip supervisor's experience will be used to address the situation if necessary.</p>
<p>Trip Guide and Teacher must:</p> <ul style="list-style-type: none"> <li>- be aware of and respond to changing weather and water conditions prior to and during the trip; and</li> <li>- cancel, postpone or alter the excursion if conditions put students' safety at an elevated level of risk (for example, wind, temperature, lightning storms, fog).</li> </ul>	<p>The trip supervisor will assess the weather each morning and as the daily weather changes. If dangerous weather occurs, all groups will move to shore immediately and setup shelter until the weather situation subsides and the trip supervisor deems that it is safe to continue.</p>
<p>If hazardous weather suddenly approaches, leave the water immediately.</p>	<p>If dangerous weather occurs, all groups will move to shore immediately and set up shelter until the weather situation subsides and the trip supervisor deems that it is safe to continue.</p>
<p>Daylight canoeing only except under emergency situations.</p>	<p>All travel during this trip is during daylight hours with a large enough buffer to ensure the group arrives at the daily destination prior to sunset.</p>
<p>Navigation lights (for example, waterproof flashlight) are required if operating at night or in restricted visibility.</p>	<p>Each canoe has an emergency flashlight in case travelling at night is necessary in emergency situations.</p>
<p><b>Special Rules/Instructions</b></p>	
<p>Be aware of students whose medical condition (for example, asthma, anaphylaxis, casts, previous concussion, orthopaedic device) may affect participation. Consult Medical Conditions.</p>	<p>Parents will communicate all medical concerns to the trip supervisor during the parent meeting. This information will be in the possession of both the trip guide and group supervisor for the duration of the trip.</p>
<p>Students must not participate in the activity until they receive information on concussion prevention specific to the activity, inherent risks of the activity (for example, outline possible risks and ways to minimize the risks), and procedures and rules for safe play.</p>	<p>The trip supervisor will also carry a copy of each students medical care plan on file at the school.</p> <p>As part of the course, students will receive training on concussion prevention and awareness. Students will be required to pass a test on this material prior to participating.</p>

Students must receive instruction on the importance of reporting symptoms related to a suspected concussion.	
Refer to school board policies and procedures (i.e., transportation, excursion/field trip) for communication with parents/guardians, the location of an off-site activity, means of transportation, supervision ratios, and parent/guardian permission.	The trip guide is in possession of a communication device to contact EMS, school principal, and student's parents or guardians in case of any emergency. If any student requires to be transported to hospital, the trip guide will oversee this process personally and the remainder of the group will not proceed until the trip guide is both finished with the transportation and has returned to the group.
Parents/guardians must be informed that all students will wear a correctly fitting and Canadian-approved PFD/lifejacket, with whistle attached, when near, in or on the water.	This will be covered during the parent meeting.
Activities must be modified according to the age, ability level, language, and experience of students, number of participants, and the facility available.	The route being used is considered a beginner route with easier portages to account for the difference in ability levels.
Previous training, fitness level, and the length of time and intensity of physical activity must be taken into consideration.	Physical fitness training is part of the course, and the physical ability of each participant is assessed by the trip supervisor.
Activities must be based on skills that are taught.	All required skills are taught during the Outdoor Education Course.
Skills must be taught in proper progression.	All skills taught are covered in a progressive manner and are evaluated to ensure understanding and compliance during the course.
A proper warm-up and cool-down must be included.	Each group supervisor will ensure that the group participates in a warmup before the start and at the end of each day.
When a student displays hesitation (verbally or non-verbally) while participating, the Teacher must determine the reason(s) for doubt. If the Teacher believes that a potential hesitancy during the skill could put the student at risk, the student must be directed toward a more basic skill, or be permitted to select a role within the activity at their comfort level, including the choice to not participate.	This is assessed during the course, and each group supervisor will ensure that he or she monitors each student during the performance of each skill.
Prior to participation, the Teacher must reference and apply their school board's policy on equity and inclusion as it affects student participation and makes appropriate accommodations/modifications to provide a safe learning environment.	This is assessed and accounted for during the teaching of the course.
Adequate liquid replacement (personal water bottles, water fountains) must be accessible for students before, during, and after physical activity to prevent dehydration.	Each student will be carrying at least a 1 L water bottle, and each group has the ability to purify water.
Each day a lead boat and sweep boat must be assigned. A signal system must be in place (for example, whistle calls) for communication between boats.	The trip supervisor will be the lead boat at all times, and a sweep boat will be designated from one of the other supervisors each day.

<p>The trip guide and each group supervisor will have a marked map of the route, the excursion itinerary, and a copy of the emergency action plan.</p> <p>The trip guide will have copies of the students' emergency contact information.</p> <p>This will all be stored in a waterproof bag.</p> <p>The personnel and gear taken are well below the load capacity rating of the canoes used.</p> <p>A gymnasium is not used during this trip.</p>	<p>A Principal/Designate in the school, and each Teacher (and Trip Guide [where appropriate]) on the excursion must have: a map of route and an excursion itinerary including an emergency action plan (for example, supervisory chain of command, emergency evacuation plan, emergency access points, local emergency contact phone numbers).</p> <p>The loading of a canoe with people and/or gear must not exceed the manufacturer's load capacity rating.</p> <p>Students must be informed that the use of equipment and the gymnasium are prohibited without supervision. In addition to verbal communication, the doors must be locked or signs must be posted indicating that students are not allowed to use the gym unless appropriately supervised.</p>
<p><b>Canoeing Skills</b></p>	
<p>The course curriculum teaches the required skills in a progressive manner. A trip to Silent Lake Provincial Park is planned that will cover basic canoeing to ensure that all students have a basic ability to safely move the canoe.</p> <p>This all occurs during the Silent Lake trip in a sheltered bay.</p> <p>This is all covered during the Outdoor Education Course and on the Silent Lake trip.</p>	<p>Skills for the safe manoeuvring of a canoe must be taught in proper progression.</p> <p>Canoe training, practice of skills, and demonstration of proficiency must occur in a pool, shallow water, or sheltered bay.</p> <p>Before setting out on a trip, skill knowledge and demonstration of proficiency must occur, either prior to the day of the trip or on the day of a trip, as follows:</p> <ul style="list-style-type: none"> <li>- Use and fit of personal protective equipment (for example, P.F.D.)</li> <li>- Lift, transport and lower the canoe (for short or great distances depending on the trip requirements)</li> <li>- Launch and remove the canoe to and from the water</li> <li>- Enter and exit the canoe</li> <li>- Position themselves (as well as gear when necessary) in the canoe</li> </ul>

<ul style="list-style-type: none"> <li>- Position and secure gear in the canoe</li> <li>- Hold and use a paddle</li> <li>- Be part of a rescue, and assist others, in the case of an overturned canoe</li> <li>- Propel the canoe in a desired line forward and in reverse</li> <li>- Bring the canoe to a controlled stop</li> <li>- Turn the canoe in either direction</li> <li>- Displace the canoe sideward in both directions</li> <li>- Safely land the canoe (shore and/or dock)</li> </ul>	<p style="text-align: center;"><b>Supervision</b></p> <p>Students are broken down into groups of six or less, with a group supervisor monitoring all activities at all times.</p> <p>The supervisors are all proficient and experienced in this activity, and the trip route and portages are considered low skill level.</p> <p>All instruction is during the Outdoor Education Course or on the trip, and always under the supervision of one of the supervisors.</p> <p>No other instructors are used during this trip.</p> <p>Group supervisors will be present during all loading and unloading times, and during all portages.</p>
<ul style="list-style-type: none"> <li>- launching and removing canoes from the water while being monitored by a Qualified Instructor(s); and</li> <li>- portaging canoes and equipment.</li> </ul>	<p>All activities must be supervised.</p> <p>The type of supervision must be commensurate with the inherent risk of the activity. The level of risk is related to the number of participants, the skill level of the participants, the type of equipment used, and environmental conditions.</p> <p>On-Site Supervision is required during the safety and initial skill instruction.</p> <p>On-Site Supervision is required by the Teacher when a Qualified Instructor(s) is providing safety and initial skill instruction, and monitoring.</p> <p>In-the-Area Supervision is required when trained students are:</p>

In-the-Area Supervision is required when trained students are lifting and moving watercraft(s).	Group supervisors will be present during all loading and unloading times, and during all portages.
On-Site Supervision is required for the duration of all other components of the activity.	Students will be part of a supervised group at all times during the trip.
A Volunteer, under the direction of a Teacher, can monitor students during physical education activities. Refer to your school board's policy on Volunteers assisting with students' physical activities.	All volunteers will meet the PVNCCDSB requirements for volunteers and requirements communicated with the principal.
Responsibilities must be clearly outlined for additional Teachers and Volunteers who are monitoring the activity.	A meeting with the trip supervisor and all group supervisors will cover all responsibilities.
Where a Qualified Instructor is used and the Teacher is not directly with the Qualified Instructor, the Qualified Instructor must provide safety and initial skill instruction, and monitoring for the safe application of skills and student behaviour for the duration of the activity.	No outside instructors are used during this trip.
Supervision/Monitoring Ratio One (1) Qualified Instructor and one (1) Water Safety Supervisor per 14 boats (max 30 students)	Students will be broken down into two groups if the number is over 30 students to maintain this ratio.
Canoeing Training There must be a minimum of two (2) adults supervising/monitoring the activity. If the Qualified Instructor is also the Water Safety Supervisor, a second individual with the knowledge and skills is required to assist the Qualified Instructor. This role could be fulfilled by a Teacher, a Volunteer or an Outside Provider, and must be approved by the school/school board.	All group supervisors will be supervising students during all canoe training.
Canoeing Single Day Trips When the activity involves paddling away from a sheltered bay or base camp, and/or involves a day trip, there must be a minimum of three (3) adults supervising/monitoring the activity. If the Qualified Instructor is also the Water Safety Supervisor, two (2) other individuals with the knowledge and skills are required to assist the Qualified Instructor. These roles could be fulfilled by a Teacher, a Volunteer or an Outside Provider, and must be approved by the school/school board.	This trip does not involve a day trip. All canoe training occurs within the sheltered part of the lake.
<b>Qualifications</b>	
For all situations beyond the training of the Camp Canoeing Instructor, non-OCA member sites and for flatwater canoeing in a	The trip supervisor has ORCKA Canoe Tripping Level 3 Trip Leader (certificate attached).

<p>non-wilderness environment, there must be one Qualified Instructor with a minimum of one of the following current qualifications:</p> <ul style="list-style-type: none"> <li>- ORCA Basic Canoeing Instructor</li> <li>- Canadian Style Paddling Instructor</li> <li>- Day Trip Leader</li> <li>- Moving Water Instructor</li> <li>- River Running Instructor</li> <li>- Canoe Tripping Level 3 (Trip Leader)</li> </ul>	
<p>Water Safety Supervisor</p> <p>At least one (1) Trip Guide, Assistant Trip Guide, Teacher, or Monitor with one (1) of the following current certifications must fill the role of Water Safety Supervisor for the Trip Group:</p> <ul style="list-style-type: none"> <li>- Bronze Cross</li> <li>- Wilderness Water Safety</li> <li>- Whitewater Rescue Technician</li> <li>- Swiftwater Rescue Technician</li> <li>- Equivalent to any of the certifications listed</li> </ul>	<p>The trip supervisor had Swiftwater Rescue Technician</p>
<b>First Aid</b>	
<p>A fully stocked first aid kit must be readily accessible.</p>	
<p>When the Trip Group is divided into Subgroups, each Subgroup must have a Trip Guide or Assistant Trip Guide with a minimum of a Standard First Aid and CPR C certification.</p>	<p>All supervisors have first aid qualifications.</p>
<p>For multi-day trips more than 2 hours from the arrival of emergency medical assistance, at least one (1) Trip Guide or Assistant Trip Guide must have a current Wilderness First Aid certification (minimum 40 hour course).</p>	<p>The trip supervisor has Wilderness First Aid certification.</p>

<p>At least one (1) Trip Guide, Assistant Trip Guide, Teacher, or Monitor with one (1) of the following current certifications must fill the role of Water Safety Supervisor for the Trip Group:</p> <ul style="list-style-type: none"> <li>- Bronze Cross</li> <li>- Wilderness Water Safety</li> <li>- Whitewater Rescue Technician</li> <li>- Swiftwater Rescue Technician</li> </ul>	<p>The trip supervisor has Swiftwater Rescue Technician.</p>
<p><b>First Aid</b></p>	
<p>A fully stocked first aid kit must be readily accessible.</p> <p>A working communication device (for example, satellite or cell phone, or satellite GPS messenger) suitable for the activities/locations must be available. This device must be maintained, waterproofed, protected and dedicated for emergency communications only. The phone number for the device and phone numbers for emergency services and school contact people (for example, the principal) must be included with the phone.</p>	<p>Each group supervisor has a fully stocked first aid kit.</p> <p>The trip supervisor has an InReach device capable of contacting EMS and the school principal. It is tested beforehand and is waterproof.</p> <p>Each group supervisor also carries an FMS radio to allow communication between campsites.</p>
<p>At least one individual must have a minimum of a current (three years from the date of issue) first aid certificate (minimum 15 hour course) including CPR C issued by one of the following agencies: St. John Ambulance; Canadian Red Cross; Lifesaving Society; Canadian Ski Patrol; or an organization whose certificate is deemed equivalent by the medical officer of health in the local health unit. This individual must be present for the duration of the activity.</p>	<p>The trip supervisor has Wilderness First Aid qualification.</p>
<p>Follow the school's first aid emergency response (consult First Aid Plan and First Aid Emergency Response) and the school board's concussion protocol.</p>	<p>This is covered under the Board Emergency Action Plan (attached).</p>
<p>An emergency action plan and response to deal with evacuations and lock downs must be followed and communicated to students.</p>	<p>This is covered under the Board Emergency Action Plan (attached).</p>
<p><b>Safety Craft</b></p>	
<p>A safety craft is a designated craft that is rescue-capable, taking into consideration necessary factors (for example, distance from shore,</p>	<p>The canoe with the supervisor will act as the safety craft during all instruction.</p>

<p>weather, water and wind conditions), and contains at least one Qualified Instructor, Trip Guide or Monitor who meets the first aid certification.</p>	
<p>A safety craft must be in the water and accessible while students are canoeing. The safety craft need not be motorized. If the safety craft is a motorized craft then the operator of the motorized safety craft must have a Pleasure Craft Operator Card. The operator of the safety craft, whether the craft is motorized or not, must have experience in navigating the craft.</p>	<p>The safety craft is not motorized. All supervisors are proficient in navigating the canoe.</p>
<p>The safety craft can be the watercraft that the Qualified Instructor/Trip Guide is operating.</p>	<p>The canoe with the supervisor will act as the safety craft during all instruction.</p>
<p><b>Swim Test</b></p>	
<p>Prior to the activity, students must successfully complete the following swim test in its entirety, without any stops, in sequence, with or without a personal flotation device (P.F.D.):</p> <ul style="list-style-type: none"> <li>- Rolling entry (backwards or forward) into deep water at 2.75m (9') minimum depth</li> <li>- Tread water for 1 minute</li> <li>- Swim 50m (164') continuously any stroke</li> </ul>	<p>This swim test is conducted with all students prior to participation in the trips.</p>
<p>The test must be administered by a certified Aquatic Instructor or a certified Lifeguard (the test is based on the Lifesaving Society's Swim to Survive™ Standard).</p>	<p>The test is administered by NLS qualified lifeguards at the Courtyce Recreational Complex.</p>
<p>The swim test must be completed within the school year in which the activity is taking place.</p>	<p>The test is conducted as part of the Outdoor Education Course in the current year.</p>
<p>Results of the swim test must be documented and communicated as per school board policy.</p>	<p>The results are documented and given to the school principal upon completion.</p>
<p>All Teachers, Trip Guides, and Volunteers must be aware of the students who require a P.F.D./Lifejacket to complete the swim test. Appropriate swimwear must be worn.</p>	<p>This will be indicated on the swim test results and communicated to all supervisors and the school principal. The students will wear swimwear during the swim test.</p>
<p>An Aquatic Instructor must possess both an Aquatic Instructor certificate and a Lifeguard certificate that are dated not more than two years prior to the date on which they are required to instruct and lifeguard. If the Aquatic Instructor does not hold a Lifeguard</p>	<p>The Courtyce Recreation Centre has a policy of two NLS qualified lifeguards at all times. This will be maintained during the swim test.</p>



<p>certificate, a certified Lifeguard must also be on the dock/shore during the swim test.</p>	
<p>Verified copies of certification must be available in the swimming area.</p>	<p>The lifeguard's qualifications are available at the complex. The names of the lifeguards will be recorded on the results.</p>

## OPHEA Safety Guidelines for Outdoor Education – Camping (Backcountry)

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

Guideline	Equipment	How it will be addressed
Determine that all necessary equipment is included and is safe for use prior to departing on the excursion.	Checking of equipment is completed as part of the course curriculum, and each group has and maintains the same equipment for the duration of the course. A final kit check will be done just prior to departure.	COVERED IN ABOVE SECTION
A complete set of maps of the location and emergency access points.	COVERED IN ABOVE SECTION	COVERED IN ABOVE SECTION
A copy of the map (photocopies are acceptable) and one compass per participant, if appropriate. A GPS to be used as a back-up only.	COVERED IN ABOVE SECTION	COVERED IN ABOVE SECTION
One whistle per participant.	COVERED IN ABOVE SECTION	COVERED IN ABOVE SECTION
Water purification system(s) (for example, water filter(s), iodine tablets), in quantity sufficient to hydrate students for the duration of the trip, plus one extra in case of malfunction.	COVERED IN ABOVE SECTION	COVERED IN ABOVE SECTION
Where appropriate, propane or white gas camp stove(s), or wood box(es) in quantity sufficient to cook enough food to feed all students in a timely manner, plus one extra in case of malfunction.	COVERED IN ABOVE SECTION	COVERED IN ABOVE SECTION
Weather (for example, sun, cold, precipitation) and insect protection.	This is covered during the Outdoor Education Course.	This is covered during the Outdoor Education Course.
Where appropriate, animal repellent (for example, bear spray, bear bangers, whistles).	Bear spray is carried by the trip supervisor.	Bear spray is carried by the trip supervisor.
Shovel/trowel.	Each group carries a trowel.	Each group carries a trowel.
One flashlight or headlamp per participant.	Each participant carries a flashlight or headlamp.	Each participant carries a flashlight or headlamp.
Waterproof matches and/or matches in a waterproof container.	COVERED IN ABOVE SECTION	COVERED IN ABOVE SECTION
Tarp(s) for shelter and ropes to secure.	Each group has a tarp with attached ropes. Setup is covered during the Outdoor Education Course.	Each group has a tarp with attached ropes. Setup is covered during the Outdoor Education Course.
Saws and camp knives (if deemed appropriate by teacher).	A saw for cutting firewood is carried by each group. Any camp knives are approved by the teacher beforehand, and this is discussed at the parent meeting.	A saw for cutting firewood is carried by each group. Any camp knives are approved by the teacher beforehand, and this is discussed at the parent meeting.
When using equipment that is not described on the activity page, care must be taken to determine that it is safe for use (for example, no sharp edges, sharp corners, cracks, or splinters).	All equipment is checked by the group supervisor.	All equipment is checked by the group supervisor.

A working communication device (e.g., satellite or cell phone, or satellite GPS messenger) suitable for the activities/locations must be available. This device must be maintained, waterproofed, protected and dedicated for emergency communications only.	COVERED IN ABOVE SECTION.
Collect and check all necessary equipment before the excursion.	Students will have the same equipment for the duration of the course and be taught the proper maintenance and pre-trip checks.
If cooking on stoves, use propane/liquid gas type stoves, in quantity sufficient to feed all students in a timely manner, plus one extra in case of malfunctioning stove.	Each tent group of 3-4 students has an MSR Dragonfly stove that uses white fuel and will carry two full fuel bottles.
An adequate supply of nutritious food preserved and packed to suitable weight for carrying.	COVERED IN ABOVE SECTION.
An adequate supply of safe water for one day.	Each student is required to have a water bottle with a minimum capacity of 1 L. at all times.
The group must have a water purification method.	COVERED IN ABOVE SECTION.
Students must be made aware of water sources prior to embarking on trip.	Proper collection and filtering of water from the lake will be covered as part of the course curriculum.
Waterproof matches and/or matches in a waterproof container.	Each group carries waterproof matches in a waterproof container.
<b>Clothing/Footwear/Jewellery</b>	
Determine that all necessary clothing and footwear are included prior to departing on the excursion.	COVERED IN ABOVE SECTION.
Clothing (in layers where appropriate) and footwear (i.e. closed-toed shoes that provide traction) appropriate to the activity, location and environmental conditions must be worn.	COVERED IN ABOVE SECTION.
Rain gear and/or a dry change of clothing kept in a watertight bag/container must be accessible.	COVERED IN ABOVE SECTION.
When long hair poses a safety risk it must be secured. Devices (for example, hair pins, elastics and barrettes) used to tie back long hair must not present a safety concern.	COVERED IN ABOVE SECTION
Students must not participate when the length of fingernails poses a safety risk to themselves or others.	COVERED IN ABOVE SECTION
<b>Facilities</b>	
Trip guide must check with local authorities to determine the level of potential hazards (e.g., bears, forest fires).	COVERED IN ABOVE SECTION.
Routes into and out of the wilderness campsite must be commensurate with the age and abilities of group.	COVERED IN ABOVE SECTION.

Appropriate environmental and sanitary practices (e.g., washroom routines) must be taught.	COVERED IN ABOVE SECTION.
No open flame, of any sort, in or near tents.	All campfires and cooking is done at a safe distance from the tents.
Situate tents after considering the presence of any hazards (for example, away from dead or dying trees).	The group supervisor will check for hazards before setting up tents.
A designated cooking area must be established away from tents, and whenever possible away from the path between tents.	The cooking area will be at the firepit which will be away from the tent area.
An emergency escape route including safety procedures and/or a designated safe location, in case of bears or other hazards, must be established.	Each group supervisor will outline the safety procedures at each new campsite.
<b>Environmental Considerations</b>	
Trip guide must take into consideration environmental conditions (e.g., temperature, weather, wind, air quality, humidity, UV index, insects)	COVERED IN ABOVE SECTION.
Students must receive instruction on safety procedures related to environmental conditions and be made aware of ways to protect themselves (for example, sunburn, heat stroke).	COVERED IN ABOVE SECTION
At all times the school board's weather and insect procedures are the minimum standards. In situations where a higher standard of care is presented (for example, outside activity providers, facility/program coordinators), the higher standard of care must be followed.	COVERED IN ABOVE SECTION.
<b>Special Rules/Instructions</b>	
Be aware of students whose medical condition (e.g., anaphylaxis, asthma, casts, previous concussion, or orthopaedic device) may affect participation (see Generic Section).	COVERED IN ABOVE SECTION.
Students must not participate in the activity until they receive information on concussion prevention specific to the activity, inherent risks of the activity (for example, outline possible risks and ways to minimize the risks), and procedures and rules for safe play. Students must receive instruction on the importance of reporting symptoms related to a suspected concussion.	COVERED IN ABOVE SECTION
Refer to school board policies and procedures (i.e., transportation, excursion/field trip) for communication with parents/guardians, the location of an off-site activity, means of transportation, supervision ratios, and parent/guardian permission.	COVERED IN ABOVE SECTION

Activities must be modified according to the age, ability level, language, and experience of students, number of participants, and the facility available.	COVERED IN ABOVE SECTION
Previous training, fitness level, and the length of time and intensity of physical activity must be taken into consideration.	COVERED IN ABOVE SECTION
Activities must be based on skills that are taught.	COVERED IN ABOVE SECTION
Skills must be taught in proper progression.	COVERED IN ABOVE SECTION
Students must be made aware of expectations as they relate to signal to assemble, a system for keeping track of students (for example, buddy system), and boundaries for activities.	This is covered in the Outdoor Education Course, and briefed by the group supervisors at the start of each day.
A trip plan must be developed and communicated to all involved with the excursion. A Principal/Designate in the school, each Teacher (and Trip Guide [where appropriate]) on the excursion, and a local emergency contact (for example, park official, area police station) must have a copy of the trip plan (for example, a map of the route and/or campsite and an excursion itinerary, supervisory chain of command, emergency evacuation plan, emergency access points, provisions for inclement weather, local emergency contact phone numbers, health information for students, colours of canoes and tents, campsites).	COVERED IN ABOVE SECTION
No open flame, of any sort, in or near shelters.	COVERED IN ABOVE SECTION
Ensure an adequate supply of nutritious food appropriately for carrying to and from, and storing in the camp setting.	All food is prepared during the Outdoor Education Course.
Food must be hung, stored in bear-proof containers, or kept as far away from camp as possible.	Each group has a waterproof food barrel. The procedure is covered during the Outdoor Education Course, and hanging of barrels is done under supervision.
Camp stoves must be available, accessible, and appropriate for the activity, location, and duration of the excursion. Students must receive instruction on using the stove(s) prior to embarking on the trip.	This is covered in the Outdoor Education Course, and supervised by the group supervisors.
Safety procedures for camp/cooking fires must be established (for example, water bucket in close proximity, safe movement when near fire, review of "stop, drop and roll").	This is covered in the Outdoor Education Course, and supervised by the group supervisors.
Ensure an adequate supply of safe water. Students must receive instruction on using the water purification system, and must be made aware of water sources prior to embarking on trip.	This is covered in the Outdoor Education Course, and supervised by the group supervisors.

<p>Prior to using knives, saws or axes, students must receive instruction on their proper and safe use.</p>	<p>This is covered in the Outdoor Education Course, and supervised by the group supervisors.</p>
<p>All cutting and chopping tools must be sharpened and in good condition.</p>	<p>All equipment is checked prior to use and used under supervision.</p>
<p>Students that aren't required to take a swim test or students that have not passed the swim test without a personal flotation device (PFD) must not enter the water.</p>	<p>All participating students will have completed the swim test.</p>
<p>Students must be informed that the use of equipment and the gymnasium are prohibited without supervision. In addition to verbal communication, the doors must be locked or signs must be posted indicating that students are not allowed to use the gym unless appropriately supervised.</p>	<p>No gymnasium is being used.</p>
<p><b>Supervision</b></p>	
<p>All activities must be supervised.</p>	<p>A group supervisor is present with students at all times. At no point will students be left unattended.</p>
<p>The type of supervision must be commensurate with the inherent risk of the activity. The level of risk is related to the number of participants, the skill level of the participants, the type of equipment used, and environmental conditions.</p>	<p>COVERED IN ABOVE SECTION</p>
<p>On-Site Supervision is required during the safety and initial skill instruction.</p>	<p>COVERED IN ABOVE SECTION</p>
<p>For filling and lighting of stoves, lighting campfires, and use of saws: On-Site Supervision is required by the Teacher when a Qualified Instructor(s) is providing safety and initial skill instruction, and monitoring.</p>	<p>A group supervisor is present with students at all times while these activities take place.</p>
<p>Direct Supervision is required when students are:</p> <ul style="list-style-type: none"> <li>- filling and lighting of stoves;</li> <li>- lighting campfires; and</li> <li>- use of saws.</li> </ul>	<p>A group supervisor is present with students at all times while these activities take place.</p>
<p>On-Site Supervision is required during all other components of the activity (e.g., tent setup, collection of firewood, rest or snack breaks). At least one Trip Guide must have wilderness camping experience, and be familiar with the route to the site, and the campsite(s). If using tents, at least one of the Trip Guides must have tent-camping experience.</p>	<p>A group supervisor is present with students at all times while these activities take place. All group supervisors and the trip guide have wilderness tent camping experience.</p>

<p>A Volunteer, under the direction of a Teacher, can monitor students during physical education activities. Refer to your school board's policy on Volunteers assisting with students' physical activities.</p> <p>Responsibilities must be clearly outlined for additional Teachers and Volunteers who are monitoring the activity.</p> <p>Where a Qualified Instructor is used and the Teacher is not directly with the Qualified Instructor, the Qualified Instructor must provide safety and initial skill instruction, and monitoring for the safe application of skills and student behaviour for the duration of the activity.</p>	<p>COVERED IN ABOVE SECTION</p> <p>COVERED IN ABOVE SECTION</p> <p>COVERED IN ABOVE SECTION</p>
<p><b>Supervisor Ratio</b></p>	
<p>1 Teacher/Monitor per 8 students.</p>	<p>This ratio will be maintained throughout. The students are divided into groups of no more than 6 with a supervisor assigned to each group.</p>
<p>For all overnight excursions, two Teacher(s)/Monitor(s) are required as a basic minimum, one of whom must be a Teacher.</p>	<p>COVERED IN ABOVE SECTION</p>
<p>Where males and females participate on an excursion, both male and female supervisors are required.</p>	<p>COVERED IN ABOVE SECTION.</p>
<p><b>First Aid</b></p>	
<p>A fully stocked first aid kit must be readily accessible.</p>	<p>COVERED IN ABOVE SECTION</p>
<p>A working communication device (for example, satellite or cell phone, or satellite GPS messenger) suitable for the activities/locations must be available. This device must be maintained, waterproofed, protected and dedicated for emergency communications only. The phone number for the device, and phone numbers for emergency services and school contact people (for example, the principal) must be included with the phone.</p>	<p>COVERED IN ABOVE SECTION</p>
<p>At least one Teacher, Trip Guide, or Monitor must have a minimum of one of the following current advanced wilderness first aid certifications:</p> <ul style="list-style-type: none"> <li>- WMA Wilderness Advanced First Aid</li> <li>- St. John Ambulance Wilderness First Aid Level 3</li> <li>- Canadian Red Cross Advanced Wilderness and Remote First Aid</li> <li>- Equivalent to any of the above.</li> </ul>	<p>COVERED IN ABOVE SECTION.</p>

<p>Follow the school's first aid emergency response (consult First Aid Plan and First Aid Emergency Response) and the school board's concussion protocol.</p>	<p>COVERED IN ABOVE SECTION</p>
<p>An emergency action plan and response to deal with evacuations and lock downs must be followed and communicated to students.</p>	<p>COVERED IN ABOVE SECTION</p>





**EMERGENCY ACTION PLAN**

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

Trip: Silent Lake Introduction to camping and canoeing  
 Date: 12 - 14 May 2025  
 Supervisor in Charge: Derek Sheridan

Emergency Item	Action Plan
<b>Emergency Contacts</b> Include full names and phone numbers for the following individuals: Supervisor in Charge Additional Supervisors School Principal	Supervisor in Charge: Derek Sheridan 905-259-9102 Additional Supervisors: Miguel Preciado 905-431-7372 Gered Hohmann 289-685-5122 Marisa Darnetto 647-237-7924 Paul Mockford 905-925-5547 Al McLean 905-431-9470 Rob Chretien 905-314-5571 J.P. Hoekstra 416-419-1302 School Principal: Daniela Conforti 289-600-1305
<b>Location of Activity</b> Address of Facility	Silent Lake Provincial Park 1589 Silent Lake Park Road Bancroft, ON
<b>Student List</b> Include full student names and birthdates	This will be completed and submitted once the course starts.
<b>Parent Contact List</b> Include full parent names and phone numbers	This will be completed and submitted once the course starts.

<p><b>Nearest Hospital</b> Address of nearest Hospital</p>	<p>QHC North Hastings Hospital 1-H Manor Lane Bancroft, ON K0L 1C0</p>
<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>This trip does not have any border crossing.</p>
<p><b>First Aid Kit</b> A first-aid kit must be accessible at all times</p>	<p>Each supervisor carries a full first aid kit at all times. Each canoe group also carries a small first aid kit in their equipment.</p>
<p><b>Plan of Care</b> A copy for each applicable student must be printed from Edsemlil</p>	<p>This will be done prior to the trip and a copy carried by each supervisor.</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 forms will be taken on the trip by the trip supervisor.</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</p>	<p>This is all covered as part of the students' Outdoor Education Course and will be enforced by all supervisors on the trip.</p>

<p>heat rises (if possible) Provide a cooling room, if available</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>This is all covered as part of the students' Outdoor Education Course and will be enforced by all supervisors on the trip.</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>This is all covered as part of the students' Outdoor Education Course and will be enforced by all supervisors on the trip.</p>	<p>This is all covered as part of the students' Outdoor Education Course and will be enforced by all supervisors on the trip.</p>
<p><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><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</p>	<p>This is all covered as part of the students' Outdoor Education Course and will be enforced by all supervisors on the trip.</p>

<p>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><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>This is all covered as part of the students' Outdoor Education Course and will be enforced by all supervisors on the trip.</p>

# Silent Lake Provincial Park Trip Itinerary

## Monday, 12 May – Wednesday, 14 May 2025

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

## RELEASE AND INDEMNIFICATION FORM FOR EDUCATION TRIPS

Category 4 or 5 - Students over 18 Years

The Peterborough Victoria Northumberland and Clarington Catholic District School Board will make available the opportunity of participating in Outdoor Education trip to Silent Lake Provincial Park (describe activity) to its students on or about 12 - 14 May 2025.

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

### ELEMENT OF RISK

Educational activity programs, such as, Outdoor Education trip to Silent Lake Provincial Park (describe activity), present various elements of risk. Accidents resulting from such activities may occur and cause injury. The risk associated with the activity **MUST** be assumed by the participants.

### ACKNOWLEDGEMENT

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

### RELEASE AND INDEMNIFICATION AGREEMENT

I, \_\_\_\_\_ hereby release the Peterborough Victoria Northumberland and Clarington Catholic District School Board and its staff and agents from any and all liability for any injury sustained by me, regardless of how caused, resulting from my participation in the Outdoor Education trip to Silent Lake Provincial Park (describe activity) arranged through the Peterborough Victoria Northumberland and Clarington Catholic District School Board on or about

12 - 14 May 2025.

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

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

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

The Holy Trinity Outdoor Education Classes PAD30 and PAD40 is arranging  
 an Outdoor Education trip to Silent Lake Provincial Park from 12 - 14 May 2025.  
(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 backcountry camping involve certain elements of risk. Injuries may occur while participating in these activities. The following list includes, but is not limited to, examples of the types of injury which may result from participating in backcountry camping:

1. Nutrition deficiency and dehydration (describe activity)
2. Impact injuries such as breaks, contusions and concussions
3. Water related injuries

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

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

If you choose to participate in backcountry camping on 12-14 May 2025, you must understand that you bear the responsibility for any injury that might occur. In case of serious student misconduct during this trip, the staff in charge will have the authority to dismiss the student and contact you to pick him/her up at the location of the activity. Parents will be responsible for any applicable costs.

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

**ACKNOWLEDGEMENT**

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

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

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

**PERMISSION**

I give \_\_\_\_\_ permission to participate in the \_\_\_\_\_  
(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: \_\_\_\_\_

# Student Equipment Checklist

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**Name:**

## Equipment

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

## Clothing

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

## Consumables

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



# Outdoor Education

## Student Information Sheet

Student Name:

Emergency Contact Name:

Emergency Contact Phone Number:

OHIP Number:

Food Allergies:

Current Medications:

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

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

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

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

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

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

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

## Concussion – Tool to Identify a Suspected Concussion <sup>1</sup>

### Identification of a Suspected Concussion:

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

#### 1. Check appropriate box

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

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

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

#### Signs and Symptoms of Suspected Concussion (Check appropriate box)

<b>Possible Signs Observed</b>  <i>A sign is something that is observed by another person (e.g. parent/guardian, teacher, coach, supervisor, peer)</i>	<b>Possible Symptoms Reported</b>  <i>A symptom is something the student will feel/report.</i>	<b>RED FLAGS</b>  <i>Call 911 if you observe any of the following</i>
<input type="checkbox"/> Balance, gait difficulties, motor in coordination, stumbling, slow laboured movements <input type="checkbox"/> Blank or vacant look <input type="checkbox"/> Disorientation or confusion, or an inability to respond appropriately to questions <input type="checkbox"/> Facial injury after head trauma <input type="checkbox"/> Lying motionless on the playing surface (no loss of consciousness) <input type="checkbox"/> Slow to get up after a direct or indirect hit to the head	<input type="checkbox"/> Balance problems <input type="checkbox"/> Blurred vision <input type="checkbox"/> Difficulty concentrating <input type="checkbox"/> Difficulty remembering <input type="checkbox"/> Dizziness <input type="checkbox"/> "Don't feel right" <input type="checkbox"/> Drowsiness <input type="checkbox"/> Fatigue or low energy <input type="checkbox"/> Feeling like "in a fog" <input type="checkbox"/> Feeling slowed down <input type="checkbox"/> Headache <input type="checkbox"/> More emotional <input type="checkbox"/> More irritable <input type="checkbox"/> Nausea <input type="checkbox"/> Nervous or anxious <input type="checkbox"/> "Pressure in head" <input type="checkbox"/> Sadness <input type="checkbox"/> Sensitivity to light <input type="checkbox"/> Sensitivity to noise	<input type="checkbox"/> Deteriorating conscious state <input type="checkbox"/> Double vision <input type="checkbox"/> Increasingly restless, agitated or combative <input type="checkbox"/> Loss of consciousness <input type="checkbox"/> Neck pain or tenderness <input type="checkbox"/> Seizure or convulsion <input type="checkbox"/> Severe or increasing headache <input type="checkbox"/> Vomiting <input type="checkbox"/> Weakness or tingling/burning in arms or legs

**IF ANY OBSERVED SIGNS OR SYMPTOMS WORSEN, CALL 911.**

## 2. Perform Quick Memory Function Assessment

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

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

## 3. Action to be taken

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

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

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

## 4. Continued Monitoring by Parent/Guardian

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

5. Respondent Name: \_\_\_\_\_  
(Please print)

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

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

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

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

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

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

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

**USER: MEDICAL STAFF, PRINCIPAL, TEACHERS**

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

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## SECTION B: HOLY TRINITY CODE OF CONDUCT

### Rights and Responsibilities of Students at Holy Trinity

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

<p><b><u>Rights of Students:</u></b></p> <ul style="list-style-type: none"> <li>To be treated with dignity and respect.</li> <li>To have an education in a Catholic school where the values of Christ are present in the life and curriculum of the school.</li> <li>To have the opportunity to learn in an educationally sound environment.</li> <li>To select a school program that reflects their academic needs and interests.</li> <li>To have access to feedback about progress in their studies.</li> <li>To have freedom from physical and verbal harassment.</li> </ul>	<p><b><u>Responsibilities of Students:</u></b></p> <ul style="list-style-type: none"> <li>To identify themselves upon request.</li> <li>To take an active part in all classes.</li> <li>To work to the best of their abilities.</li> <li>To promote and develop self-discipline by following the Code of Conduct.</li> <li>To attend classes regularly and on time.</li> <li>To respect the rights of all other members of the community.</li> <li>To comply with the requests of staff.</li> <li>To seek assistance from a member of the school staff, if necessary, to resolve conflict.</li> </ul>
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<p><b><u>Rights of Teachers:</u></b></p> <ul style="list-style-type: none"> <li>To be treated with dignity and respect.</li> <li>To expect reasonable behaviour from students while involved in all school activities, whether on or off school property.</li> <li>To have freedom from physical and verbal harassment.</li> <li>To refer students who are disruptive in class, or who are habitually unprepared for class, or who are persistently uncooperative in their studies, for remedial action.</li> </ul>	<p><b><u>Responsibilities of Teachers:</u></b></p> <ul style="list-style-type: none"> <li>To plan and conduct an effective educational program and to assist students in learning.</li> <li>To provide student evaluation and report progress at regular intervals.</li> <li>To ensure a positive learning environment by promoting adherence to the rules while recognizing the rights of individuals.</li> <li>To refer uncooperative students to the administration of the school.</li> <li>To be reasonably available to communicate with parents.</li> </ul>
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<p><b><u>Rights of Parents:</u></b></p> <ul style="list-style-type: none"> <li>To be treated with dignity and respect.</li> <li>To expect that classes are conducted in an orderly manner.</li> <li>To expect that the students are provided with a worthwhile program and competent instruction at the appropriate level.</li> <li>To receive communication, information and reports from the school on a regular basis.</li> <li>To consult with staff and principals of the school.</li> <li>To expect that Christian values and Catholic practices are followed at the school.</li> </ul>	<p><b><u>Responsibilities of Parents:</u></b></p> <ul style="list-style-type: none"> <li>To assist students in meeting the responsibilities expected of them.</li> <li>To participate in the mediation process when a student is disruptive, unprepared or uncooperative.</li> <li>To cooperate with the school to enhance the academic, social and spiritual growth of the student.</li> <li>To provide an environment conducive to the completion of homework and studying at home.</li> <li>To help teachers and school administration support their child.</li> </ul>
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- Violence is not acceptable behaviour in ANY community.

#### Consequences of Misbehaviours:

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

### Gambling and Extortion

#### Expected Behaviour:

- Students are not to engage in gambling or extortion.

#### Reasons for Expected Behaviour:

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

#### Consequences of Misbehaviour:

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

### Harassment and Bullying

#### Expected Behaviours:

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

#### Reasons for Expected Behaviours:

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

#### Consequences for Misbehaviours:

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

### Homework

#### Expected Behaviours:

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

#### Reasons for Expected Behaviours:

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

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

## Personal Accessory Items

### Expected Behaviours:

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

### Reasons for Expected Behaviours:

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

### Consequences for Misbehaviours:

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

## Plagiarism (Academic Dishonesty)

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

### Expected Behaviours:

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

### Reasons for Expected Behaviours:

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

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

## Respect for Property/Vandalism

### Expected Behaviours:

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

### Reasons for Expected Behaviours:

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

### Consequences for Misbehaviours:

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

## School Dances/Functions

### Expected Behaviours:

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

### Reasons for Expected Behaviours:

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

### Consequences for Misbehaviours:

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



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

For information about quitting smoking:

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

### Sound Producing Equipment

Expected Behaviours:

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

Reasons for Expected Behaviours:

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

Consequences for Misbehaviours:

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

### Transportation/Buses

Expected Behaviour:

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

Reasons for Expected Behaviour:

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

Consequences for Misbehaviour:

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

### Truancy

Expected Behaviour:

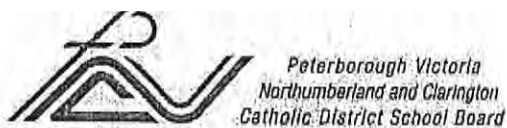
- Students are required to attend classes unless they have a legitimate reason to be absent.

Reasons for Expected Behaviour:

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

Consequences for Misbehaviour:

- Detentions are assigned and parents are notified.



**CATEGORY 4 APPROVAL FORM**

To be used for wilderness trips anywhere in Canada

Teacher/Organizer: Derek Sheridan	School: Holy Trinity CSS
Adult Supervisors Attending: Staff: Derek Sheridan, Marisa Dامتto , Volunteers: Paul Mockford, Al McLean, Rob Chretien, Gered Hohmann, J.P. Hoekstra	
Destination: Algonquin Park	Mode of Transportation: School Bus
Grade/Course: PAD30 and PAD40	Date of Submission: <del>19 November 2024</del> December 13, 20
Departure Date: Monday, 26 May 2025	Return Date: Thursday, 29 May 2025
Number of Students: 29 boys: 22 girls: 7	Number of Adult Supervisors: female: 1 male: 6
Name of Travel Agent: None used	Type of Excursion: x Curricular Co-instructional
Total cost to be paid by each Student: \$300 (part of course)	

**Summary of Proposed Activity:**

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

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

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

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

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

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

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>X Itinerary (including Mass if on the weekend) - attached</li> <li>X Contract Information – with bus, outfitter and sat phone - This will be updated and given to the principal prior to trip.</li> <li><input type="checkbox"/> Additional Medical Coverage needs considered</li> <li>X History of Excursion – number of years: 6</li> <li>X Certification required by staff attending: Wilderness First Aid, Whitewater Rescue Technician and ORCKA Tripping level 3</li> <li>X Educational objectives stated – above</li> </ul> | <ul style="list-style-type: none"> <li>X Information and consent letter to parents - attached</li> <li>X Liability waivers signed – once approved</li> <li>X Supervision ratio in alignment with A.P. 305</li> <li>X List of destination/emergency phone numbers provided – will be provided before departure</li> <li><input type="checkbox"/> Passports (if required)</li> </ul> <p>Parent Meeting will be Tuesday, April 8, 2025.</p> |
|---|--|

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

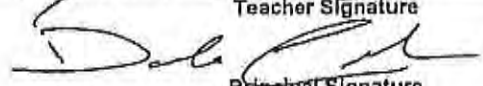
Outdoor Education - Canoe Tripping



Teacher Signature

13 Dec 24

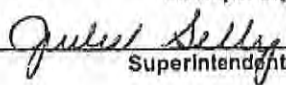
Date



Principal Signature

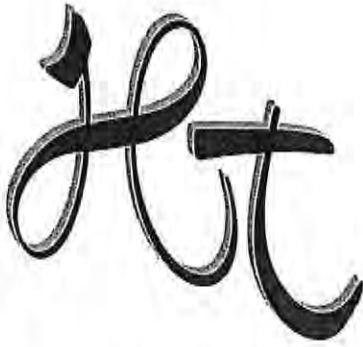
13 Dec 24

Date



Superintendent Signature

10 January 25



## Holy Trinity Catholic Secondary School

2260 Courtice Road

Courtice, On L1E 2M8

TEL: (905) 404-9349 FAX: (905) 404-9372

December 2024 (will occur after approval is obtained - date will be updated then)

Dear Parent/Guardian,

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

1. Indoor rock climbing (TBD)
2. Swim test (TBD)
3. Canoeing and camping practice at Silent Lake Provincial Park (12 - 14 May 2025)
4. Treetop trekking (TBD)
5. Backcountry canoe trip to Algonquin Provincial Park (26 - 29 May 2025)

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

The goals of these trips and activities are to:

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

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

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

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

# Risk Analysis

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

## OPHEA Safety Guidelines for Outdoor Education – Canoe Tripping

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

**THERE WILL BE NO SWIMMING ON THIS TRIP.**

Guideline	How it will be addressed
<p>Determine that all equipment is safe for use (for example, no sharp corners, cracks, or splinters). Students must be encouraged to report equipment problems to the Teacher.</p>	<p><b>Equipment</b></p> <p>Checking of equipment is completed as part of the course curriculum, and each group has and maintains the same equipment for the duration of the course. A final kit check will be done just prior to departure.</p>
<p>Comply with the Minimum Safety Equipment Requirements in Transport Canada's Safe Boating Guide</p>	<p>Each canoe will have the mandatory safety kit IAW Transport Canada's Safe Boating Guide</p>
<p>Correctly fitting and Canadian-approved Personal Flotation Device (P.F.D.) or Lifejacket with whistle attached must be worn by all participants and properly secured at all times when:</p> <ul style="list-style-type: none"> <li>- near the water (for example, on a dock or at a shoreline where the depth of the water is deemed a risk)</li> <li>- in the water (for example, swimming)</li> <li>- on the water (for example, canoeing)</li> </ul>	<p>All students and supervisors will have a Canadian approved PFD with a whistle attached. Students may bring their own if it meets the required standard. Students without their own will be loaned one from the course.</p> <p>All personnel will be wearing one while canoeing or when in a situation where the depth is a risk.</p> <p>No participants will be swimming during this trip.</p>
<p>There must be two paddles per canoe, with some spare paddles taken along in case of broken or lost paddles.</p>	<p>Each canoe will have two students each with their own paddle. Each group will also carry one extra paddle in case of breakage or loss.</p>
<p>Paddles and canoes must be checked for cracks, splinters and leaks. A repair kit must be available.</p>	<p>This will all be checked by the supervisors before the trip starts. A canoe repair kit will be held by the trip supervisor.</p>

<p>Appropriate canoe tripping packs must be available for multi-day trips.</p> <p>A means of hydration (for example, direct access to potable water, water filter(s), water purifier(s), chemical purification treatment) must be available, accessible, and appropriate for the activity, location and duration of the trip.</p> <p>For emergency purposes, trips must not rely solely on campfires. A camp stove must be available, accessible, and appropriate for the activity, location and duration of the trip.</p> <p>Waterproof matches and/or matches in a waterproof container must be available.</p> <p>A set of maps for canoe trip location including marked access and potential evacuation locations must be available. A GPS unit may be used as an additional navigational tool, but must not be used in place of print maps. An identical map set should also be available to the Principal/Designate and local emergency contact (for example, park official, area police station).</p>	<p>All groups are loaned waterproof portage packs and a water proof food barrel for the entire trip.</p> <p>Each group will have both a gravity and pump water filter that is checked for serviceability before the trip starts.</p> <p>Each group has both a compressed gas and liquid fuel stove, both with enough fuel for two extra days if necessary.</p> <p>Each group is given a waterproof case with waterproof matches in case of emergency.</p> <p>Each canoe will have a copy of the Algonquin Park canoe route map for the area to be used with the route clearly marked, and a magnetic compass.</p> <p>The trip guide will have a GPS unit in addition to a marked route map.</p> <p>A copy of the map will be left with the principal before departure from the school.</p> <p>A copy of the map will be left with in the park office at Canoe Lake before departure.</p> <p>The personnel and gear taken are well below the load capacity rating of the canoes used.</p> <p>First aid kits are carried at each level.</p> <ul style="list-style-type: none"> <li>• Each tent group carries a small first aid kit for minor injury treatment.</li> <li>• Each group supervisor carries a larger first aid kit.</li> <li>• The trip guide carries a comprehensive first aid kit which includes equipment for splinting breaks or sprains.</li> </ul>
<p>The loading of a canoe with people and/or gear must not exceed the manufacturer's load capacity rating.</p> <p>A fully stocked first aid kit must be readily accessible and waterproofed.</p>	

<p>A working communication device (e.g., satellite or cell phone, or satellite GPS messenger) suitable for the activities/locations must be available. This device must be maintained, waterproofed, protected and dedicated for emergency communications only.</p>	<p>An inReach communicating and GPS device is used. It will be in the possession of the trip guide at all times and stored in a waterproof bag in the trip guide's portage pack. All supervisors will be aware of where the device is stored and how to use it to reach EMS.</p> <p>Each supervisor will have an FMS radio at all times to ensure communication between the groups and with the trip guide. These will be stored in waterproof bags and have extra batteries available.</p>
<p><b>Clothing/Footwear/Jewellery</b></p>	
<p>Students must be provided with a clothing and equipment list prior to the activity.</p>	<p>The clothing and equipment list is provided both to the student during the course, and to the parent or guardian during the informational meeting prior to the trip.</p>
<p>A process must be established to check student clothing and equipment prior to the trip.</p>	<p>Students will have their packed clothing and equipment checked the week prior to departure, and the clothing they are wearing the day of departure will be checked.</p> <p>Any student that does not have appropriate clothing or equipment will not participate until the deficiency is corrected.</p>
<p>Determine that all necessary clothing and footwear are included prior to departing on the excursion.</p>	<p>Proper clothing selection is covered as part of the course. A clothing kit check will be completed during the week prior to departure.</p>
<p>Clothing (in layers where appropriate) and footwear (that is, closed-toed shoes that provide traction when on land) appropriate for the activity, location and environmental conditions must be worn.</p>	<p>Selection of appropriate clothing is covered during the course. This is discussed during the parent meeting and also checked prior to departure.</p>
<p>Clothing (in layers where appropriate) and footwear (i.e. closed-toed shoes that provide traction when on land) appropriate for the activity, location and environmental conditions must be worn.</p>	<p>The layering principle and appropriate clothing is covered as part of the course curriculum. When clothing and footwear is checked prior to departure, it will be checked for appropriateness.</p>
<p>Dry change of clothing kept in a watertight bag/container.</p>	<p>Each student is given a dry bag for packing clothing to ensure it is dry, as well as the requirement that all clothing bags are packed in the portage bag for each group.</p>
<p>Rain gear is encouraged.</p>	<p>Every person will have rain gear as part of his or her equipment and it will be accessible at all times.</p>
<p>Articles (for example, jewellery and clothing) that could become tangled, caught or cause injury or restrict the student in the event of an emergency must not be worn.</p>	<p>The trip guide and group supervisors will check prior to departure and periodically during the trip to ensure none of these articles are worn.</p>
<p>When long hair poses a safety risk it must be secured. Devices (for example, hair pins, elastics and barrettes) used to tie back long hair must not present a safety concern.</p>	<p>Long hair will be tied back whenever using stoves or campfires.</p>

Students must not participate when the length of fingernails poses a safety risk to themselves or others.	Nails will be checked for extreme length and student will be informed that they must be trimmed.
<b>Facilities</b>	
Determine that all facilities are safe for use. Students must be encouraged to report facility problems to the Teacher.	Each group supervisor will check the campsite prior to setup to ensure that it is safe to use.
Only established canoe trip routes must be used.	The route and portages used are part of the Algonquin Canoe Routes map and are maintained by the park.
Canoe route and water conditions must be appropriate to age/skill level of students.	All water to be travelled on are lakes and low flowing streams. No rapids or fast running water will be used at any time.
Trip guide must be familiar with the route (e.g., length of route, terrain).	The same route has been used for eight previous years, and the trip guide is very familiar with this route.
Check with local authorities for current information regarding route safety	The trip guide will contact Algonquin Park both the week prior to departure, and upon arrival, for any current information on safety concerns for the route to be used.
Appropriate environmental and sanitary practices (e.g., washroom routines) must be taught.	Students are taught proper sanitary procedures during the course, both for using the washroom and food preparation.  Hand sanitizer is provided for each kitchen set for students to use prior to preparing food.  Hand sanitizer will be provided in a waterproof bag with toilet paper to use after using washroom facilities.
<b>Environmental Considerations</b>	
When environmental conditions may pose a risk to student safety (for example, thunderstorms [lightning] or student(s) with asthma, triggered by air quality), Teachers must take into consideration their school board/school's protocols and procedures related to: <ul style="list-style-type: none"> <li>- environmental conditions (consult Weather); and</li> <li>- insects (for example, mosquitoes and ticks [consult the school/school board's protocols and/or regional Public Health Department's website]).</li> </ul>	These precautions are outlined in the attached Emergency Action Plan.
Students must receive instruction on safety procedures related to environmental conditions and be made aware of ways to protect themselves (for example, sunburn, heat stroke).	This is all covered as part of the Outdoor Education Course.



<p>At all times the school board's weather and insect procedures are the minimum standards. In situations where a higher standard of care is presented (for example, outside activity providers, facility/program coordinators), the higher standard of care must be followed.</p>	<p>The Emergency Action Plan will be followed and the trip supervisor's experience will be used to address the situation if necessary.</p>
<p>Trip Guide and Teacher must:</p> <ul style="list-style-type: none"> <li>- be aware of and respond to changing weather and water conditions prior to and during the trip; and</li> <li>- cancel, postpone or alter the excursion if conditions put students' safety at an elevated level of risk (for example, wind, temperature, lightning storms, fog).</li> </ul>	<p>The trip supervisor will assess the weather each morning and as the daily weather changes. If dangerous weather occurs, all groups will move to shore immediately and setup shelter until the weather situation subsides and the trip supervisor deems that it is safe to continue.</p>
<p>If hazardous weather suddenly approaches, leave the water immediately.</p>	<p>If dangerous weather occurs, all groups will move to shore immediately and set up shelter until the weather situation subsides and the trip supervisor deems that it is safe to continue.</p>
<p>Daylight canoeing only except under emergency situations.</p>	<p>All travel during this trip is during daylight hours with a large enough buffer to ensure the group arrives at the daily destination prior to sunset.</p>
<p>Navigation lights (for example, waterproof flashlight) are required if operating at night or in restricted visibility.</p>	<p>Each canoe has an emergency flashlight in case travelling at night is necessary in emergency situations.</p>
<p><b>Special Rules/Instructions</b></p>	
<p>Be aware of students whose medical condition (for example, asthma, anaphylaxis, casts, previous concussion, orthopaedic device) may affect participation. Consult Medical Conditions.</p>	<p>Parents will communicate all medical concerns to the trip supervisor during the parent meeting. This information will be in the possession of both the trip guide and group supervisor for the duration of the trip.</p>
<p>Students must not participate in the activity until they receive information on concussion prevention specific to the activity, inherent risks of the activity (for example, outline possible risks and ways to minimize the risks), and procedures and rules for safe play. Students must receive instruction on the importance of reporting symptoms related to a suspected concussion.</p>	<p>The trip supervisor will also carry a copy of each student's medical care plan on file at the school.</p> <p>As part of the course, students will receive training on concussion prevention and awareness. Students will be required to pass a test on this material prior to participating.</p>
<p>Refer to school board policies and procedures (i.e., transportation, excursion/field trip) for communication with parents/guardians, the location of an off-site activity, means of transportation, supervision ratios, and parent/guardian permission.</p>	<p>The trip guide is in possession of a communication device to contact EMS, school principal, and student's parents or guardians in case of any emergency. If any student requires to be transported to hospital, the trip guide will oversee this process personally and the remainder of the</p>

<p>group will not proceed until the trip guide is both finished with the transportation and has returned to the group. This will be covered during the parent meeting.</p>	
<p>The route being used is considered a beginner route with easier portages to account for the difference in ability levels.</p>	<p>Parents/guardians must be informed that all students will wear a correctly fitting and Canadian-approved PFD/lifejacket, with whistle attached, when near, in or on the water.</p>
<p>Physical fitness training is part of the course, and the physical ability of each participant is assessed by the trip supervisor. All required skills are taught during the Outdoor Education Course. All skills taught are covered in a progressive manner and are evaluated to ensure understanding and compliance during the course. Each group supervisor will ensure that the group participates in a warmup before the start and at the end of each day.</p>	<p>Activities must be modified according to the age, ability level, language, and experience of students, number of participants, and the facility available.</p>
<p>This is assessed during the course, and each group supervisor will ensure that he or she monitors each student during the performance of each skill.</p>	<p>Previous training, fitness level, and the length of time and intensity of physical activity must be taken into consideration. Activities must be based on skills that are taught. Skills must be taught in proper progression.</p>
<p>This is assessed and accounted for during the teaching of the course.</p>	<p>A proper warm-up and cool-down must be included.</p>
<p>Each student will be carrying at least a 1 L water bottle, and each group has the ability to purify water.</p>	<p>When a student displays hesitation (verbally or non-verbally) while participating, the Teacher must determine the reason(s) for doubt. If the Teacher believes that a potential hesitancy during the skill could put the student at risk, the student must be directed toward a more basic skill, or be permitted to select a role within the activity at their comfort level, including the choice to not participate.</p>
<p>The trip supervisor will be the lead boat at all times, and a sweep boat will be designated from one of the other supervisors each day.</p>	<p>Prior to participation, the Teacher must reference and apply their school board's policy on equity and inclusion as it affects student participation and makes appropriate accommodations/modifications to provide a safe learning environment.</p>
<p>The trip guide will have a marked map of the route, the excursion itinerary, and a copy of the emergency action plan. The trip guide will have copies of the students' emergency contact information.</p>	<p>Adequate liquid replacement (personal water bottles, water fountains) must be accessible for students before, during, and after physical activity to prevent dehydration. Each day a lead boat and sweep boat must be assigned. A signal system must be in place (for example, whistle calls) for communication between boats.</p>

<p>The loading of a canoe with people and/or gear must not exceed the manufacturer's load capacity rating.</p> <p>Students must be informed that the use of equipment and the gymnasium are prohibited without supervision. In addition to verbal communication, the doors must be locked or signs must be posted indicating that students are not allowed to use the gym unless appropriately supervised.</p>	<p>This will all be stored in a waterproof bag.</p> <p>The personnel and gear taken are well below the load capacity rating of the canoes used.</p> <p>A gymnasium is not used during this trip.</p>
<p><b>Canoeing Skills</b></p>	
<p>Skills for the safe manoeuvring of a canoe must be taught in proper progression.</p> <p>Canoe training, practice of skills, and demonstration of proficiency must occur in a pool, shallow water, or sheltered bay.</p> <p>Before setting out on a trip, skill knowledge and demonstration of proficiency must occur, either prior to the day of the trip or on the day of a trip, as follows:</p> <ul style="list-style-type: none"> <li>- Use and fit of personal protective equipment (for example, P.F.D.)</li> <li>- Lift, transport and lower the canoe (for short or great distances depending on the trip requirements)</li> <li>- Launch and remove the canoe to and from the water</li> <li>- Enter and exit the canoe</li> <li>- Position themselves (as well as gear when necessary) in the canoe</li> <li>- Position and secure gear in the canoe</li> <li>- Hold and use a paddle</li> </ul>	<p>The course curriculum teaches the required skills in a progressive manner. A trip to Silent Lake Provincial Park is planned that will cover basic canoeing to ensure that all students have a basic ability to safely move the canoe.</p> <p>This all occurs during the Silent Lake trip in a sheltered bay.</p> <p>This is all covered during the Outdoor Education Course and on the Silent Lake trip.</p>

<ul style="list-style-type: none"> <li>- Be part of a rescue, and assist others, in the case of an overturned canoe</li> <li>- Propel the canoe in a desired line forward and in reverse</li> <li>- Bring the canoe to a controlled stop</li> <li>- Turn the canoe in either direction</li> <li>- Displace the canoe sideward in both directions</li> <li>- Safely land the canoe (shore and/or dock)</li> </ul>	
<b>Students Communications</b>	
<p>Prior to the trip, students must be familiar with:</p> <ul style="list-style-type: none"> <li>• suitable clothing (e.g., recommend layering principle, avoid cotton)</li> <li>• canoeing equipment and repairs</li> <li>• camping skills and safety (e.g., fire building and safety, setting up tarps in an emergency, proper storage of food in camp, water treatment options, use of cooking devices and camp cooking)</li> <li>• environmental concerns (e.g., wildlife, weather, low impact camping, poison ivy/oak)</li> <li>• use of a compass</li> <li>• map reading</li> <li>• the trip itinerary, by reviewing the map, including emergency evacuation points</li> </ul>	<p>All of these skills are taught as part of the course curriculum.</p>
<p>Students must receive instruction on safety procedures related to:</p> <ul style="list-style-type: none"> <li>• severe weather conditions (e.g., wind, lightning - see Appendix F - Lightning Protocol)</li> <li>• hydration and nourishment</li> <li>• ways to protect themselves from environmental conditions (e.g. use of hats, sunscreen, sunglasses, personal water bottles, insect repellent, appropriate clothing)</li> </ul>	<p>All of these skills are taught as part of the course curriculum.</p>
<b>Supervision</b>	

<p>All activities must be supervised.</p>	<p>Students are broken down into groups of six or less, with a group supervisor monitoring all activities at all times.</p>
<p>The type of supervision must be commensurate with the inherent risk of the activity. The level of risk is related to the number of participants, the skill level of the participants, the type of equipment used, and environmental conditions.</p>	<p>The supervisors are all proficient and experienced in this activity, and the trip route and portages are considered low skill level.</p>
<p>On-Site Supervision is required during the safety and initial skill instruction.</p>	<p>All instruction is during the Outdoor Education Course or on the trip, and always under the supervision of one of the supervisors.</p>
<p>On-Site Supervision is required by the Teacher when a Qualified Instructor(s) is providing safety and initial skill instruction, and monitoring.</p>	<p>No other instructors are used during this trip.</p>
<p>In-the-Area Supervision is required when trained students are:</p> <ul style="list-style-type: none"> <li>- launching and removing canoes from the water while being monitored by a Qualified Instructor(s); and</li> <li>- portaging canoes and equipment.</li> </ul>	<p>Group supervisors will be present during all loading and unloading times, and during all portages.</p>
<p>In-the-Area Supervision is required when trained students are lifting and moving watercraft(s).</p>	<p>Group supervisors will be present during all loading and unloading times, and during all portages.</p>
<p>On-Site Supervision is required for the duration of all other components of the activity.</p>	<p>Students will be part of a supervised group at all times during the trip.</p>
<p>A Volunteer, under the direction of a Teacher, can monitor students during physical education activities. Refer to your school board's policy on Volunteers assisting with students' physical activities.</p>	<p>All volunteers will meet the PVNCCDSB requirements for volunteers and requirements communicated with the principal.</p>
<p>Responsibilities must be clearly outlined for additional Teachers and Volunteers who are monitoring the activity.</p>	<p>A meeting with the trip supervisor and all group supervisors will cover all responsibilities.</p>
<p>Where a Qualified Instructor is used and the Teacher is not directly with the Qualified Instructor, the Qualified Instructor must provide safety and initial skill instruction, and monitoring for the safe application of skills and student behaviour for the duration of the activity.</p>	<p>No outside instructors are used during this trip.</p>
<p>Trip Group (one large/main group):</p> <ul style="list-style-type: none"> <li>- Can be divided into smaller subgroups if/when necessary.</li> </ul>	<p>The class is broken down into groups of six or less students with one supervisor per group.</p> <p>The entire class meets each morning once canoes are loaded to review the route and travel together. No groups travel separately.</p>

<ul style="list-style-type: none"> <li>- Participants within the Trip Group travel together each day, following the same route/float plan organized and led by the Trip Guide.</li> <li>- Groups from the same school that are not travelling together and do not follow the same route/float plan, are considered to be a separate Trip Group. This Trip group must adhere to separate Supervision/Monitoring Ratios.</li> <li>- At least one (1) Teacher is required as part of the Trip Group.</li> <li>- One (1) Trip Guide or Assistant Trip Guide must have one (1) Wilderness First Aid certification.</li> <li>- At least one (1) Water Safety Supervisor is required as part of the Trip Group.</li> </ul>	<p>There are two teachers as part of the trip group.</p> <p>The trip supervisor has Wilderness First Aid certification.</p> <p>The trip supervisor is the qualified Water Safety Supervisor.</p>
<p>Subgroups (of the Trip group):</p> <ul style="list-style-type: none"> <li>- Each Subgroup must be led by the Trip Guide or an Assistant Trip Guide to accommodate camping on separate sites on the same lake (for example in Algonquin Park), and for portaging efficiency.</li> <li>- Each Subgroup must have a Trip Guide or Assistant Trip Guide with a minimum of a Standard First Aid and CPR C certification.</li> <li>- When males and females participate on an excursion, both male and female Teachers/Monitors are required.</li> </ul>	<p>All subgroups have sites on the same lake and in the same vicinity.</p> <p>All supervisors have standard first aid.</p> <p>The female group has a female supervisor and stays on a separate campsite.</p>
<p>Trip Guide and Assistant Trip Guides: Supervision/Monitoring Ratios for Trip Groups of students that ARE enrolled in a school/school board approved curricular or intramural outdoor education program which include the following:</p> <ul style="list-style-type: none"> <li>- Instruction and practice as follows:</li> </ul>	<p>During the Outdoor Education Course, students will receive instruction on canoe techniques and backcountry camping with assessment.</p> <p>During the Silent Lake trip, students will receive approximately six hours of canoe instruction and rescue techniques.</p> <p>During the Silent Lake trip, students will receive three days and two nights of backcountry tripping and camping instruction.</p>

<ul style="list-style-type: none"> <li>- A minimum of 2 documented hours of canoe instruction and practice time can take place in, on, or at, one of, or a combination of the following: a classroom, a gymnasium, a field, a water venue, or other suitable locations.</li> <li>- An additional minimum of 2 hours of on water canoe instruction and practice for every group of up to 8 students.</li> <li>- A minimum of 6 documented hours of backcountry tripping and camping preparation.</li> </ul> <p>Number of Students per Trip Group   Number of Qualified Guides per Trip Group   Number of Qualified Guides by Role (Qualifications are outlined in the Qualifications section) per Trip Group:</p> <ul style="list-style-type: none"> <li>- Up to 32   4  </li> <li>- 1 Trip Guide</li> <li>- 3 Assistant Trip Guides</li> </ul>	
<b>Qualifications For multi-day trips (within 2 hours and more than 2 hours from the arrival of emergency medical assistance)</b>	
<p>Trip Guides must have one (1) of the following certifications, or a certification of an equivalent or higher level:</p> <ul style="list-style-type: none"> <li>- ORCKA Canoe Tripping Level 3 (Trip Leader)</li> </ul>	<p>The trip supervisor has ORCKA Canoe Tripping Level 3 Trip Leader (certificate attached).</p>
<p>Assistant Trip Guides must have one (1) of the following qualifications or a certification of an equivalent or higher level:</p> <ul style="list-style-type: none"> <li>- Any of the Trip Guide certifications.</li> <li>- ORCKA Skill level certifications Basic Canoeing Level 3</li> <li>- A Teacher or Monitor with verifiable canoe tripping knowledge, skills and experience, approved by the Trip Guide as well as the school/school board. The Teacher/Monitor must be trained in, understand, demonstrate, and adhere to a directly relevant skill set for Canoe Tripping.</li> </ul>	<p>All supervisors are very experienced in canoe tripping and are known personally by the trip supervisor to confirm experience.</p>

<p>A relevant skill set is a described set of skills developed by recognized canoe tripping professionals.</p>	
<p>All supervisors have first aid qualifications.</p>	<p>When the Trip Group is divided into Subgroups, each Subgroup must have a Trip Guide or Assistant Trip Guide with a minimum of a Standard First Aid and CPR C certification.</p>
<p>The trip supervisor has Wilderness First Aid certification.</p>	<p>For multi-day trips more than 2 hours from the arrival of emergency medical assistance, at least one (1) Trip Guide or Assistant Trip Guide must have a current Wilderness First Aid certification (minimum 40 hour course).</p>
<p>The trip supervisor has Swiftwater Rescue Technician.</p>	<p>At least one (1) Trip Guide, Assistant Trip Guide, Teacher, or Monitor with one (1) of the following current certifications must fill the role of Water Safety Supervisor for the Trip Group:</p> <ul style="list-style-type: none"> <li>- Bronze Cross</li> <li>- Wilderness Water Safety</li> <li>- Whitewater Rescue Technician</li> <li>- Swiftwater Rescue Technician</li> </ul>
<p><b>First Aid</b></p>	
<p>Each group supervisor has a fully stocked first aid kit.</p>	<p>A fully stocked first aid kit must be readily accessible.</p>
<p>The trip supervisor has an InReach device capable of contacting EMS and the school principal. It is tested beforehand and is waterproof.</p> <p>Each group supervisor also carries an FMS radio to allow communication between campsites.</p>	<p>A working communication device (for example, satellite or cell phone, or satellite GPS messenger) suitable for the activities/locations must be available. This device must be maintained, waterproofed, protected and dedicated for emergency communications only. The phone number for the device and phone numbers for emergency services and school contact people (for example, the principal) must be included with the phone.</p>
<p>This is covered under the Board Emergency Action Plan (attached).</p>	<p>Follow the school's first aid emergency response (consult First Aid Plan and First Aid Emergency Response) and the school board's concussion protocol.</p>



<p>An emergency action plan and response to deal with evacuations and lock downs must be followed and communicated to students.</p>	<p>This is covered under the Board Emergency Action Plan (attached).</p>
<p><b>Swim Test</b></p>	
<p>Prior to the activity, students must successfully complete the following swim test in its entirety, without any stops, in sequence, with or without a personal flotation device (P.F.D.):</p> <ul style="list-style-type: none"> <li>- Rolling entry (backwards or forward) into deep water at 2.75m (9') minimum depth</li> <li>- Tread water for 1 minute</li> <li>- Swim 50m (164') continuously any stroke</li> </ul> <p>The test must be administered by a certified Aquatic Instructor or a certified Lifeguard (the test is based on the Lifesaving Society's Swim to Survive™ Standard).</p>	<p>This swim test is conducted with all students prior to participation in the trips.</p>
<p>The swim test must be completed within the school year in which the activity is taking place.</p>	<p>The test is administered by NLS qualified lifeguards at the Courtyce Recreational Complex.</p>
<p>Results of the swim test must be documented and communicated as per school board policy.</p>	<p>The test is conducted as part of the Outdoor Education Course in the current year.</p>
<p>All Teachers, Trip Guides, and Volunteers must be aware of the students who require a P.F.D./Lifejacket to complete the swim test. Appropriate swimwear must be worn.</p>	<p>The results are documented and given to the school principal upon completion.</p>
<p>An Aquatic Instructor must possess both an Aquatic Instructor certificate and a Lifeguard certificate that are dated not more than two years prior to the date on which they are required to instruct and lifeguard. If the Aquatic Instructor does not hold a Lifeguard certificate, a certified Lifeguard must also be on the dock/shore during the swim test.</p>	<p>This will be indicated on the swim test results and communicated to all supervisors and the school principal. The students will wear swimwear during the swim test. The Courtyce Recreation Centre has a policy of two NLS qualified lifeguards at all times. This will be maintained during the swim test.</p>
<p>Verified copies of certification must be available in the swimming area.</p>	<p>The lifeguard's qualifications are available at the complex. The names of the lifeguards will be recorded on the results.</p>

## OPHEA Safety Guidelines for Outdoor Education – Camping (Backcountry)

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

Guideline	How it will be addressed
Determine that all necessary equipment is included and is safe for use prior to departing on the excursion.	Checking of equipment is completed as part of the course curriculum, and each group has and maintains the same equipment for the duration of the course. A final kit check will be done just prior to departure.
A complete set of maps of the location and emergency access points. A copy of the map (photocopies are acceptable) and one compass per participant, if appropriate. A GPS to be used as a back-up only.	COVERED IN ABOVE SECTION
One whistle per participant.	COVERED IN ABOVE SECTION
Water purification system(s) (for example, water filter(s), iodine tablets); in quantity sufficient to hydrate students for the duration of the trip, plus one extra in case of malfunction.	COVERED IN ABOVE SECTION
Where appropriate, propane or white gas camp stove(s), or wood box(es) in quantity sufficient to cook enough food to feed all students in a timely manner, plus one extra in case of malfunction.	COVERED IN ABOVE SECTION
Weather (for example, sun, cold, precipitation) and insect protection.	This is covered during the Outdoor Education Course.
Where appropriate, animal repellent (for example, bear spray, bear bangers, whistles).	Bear spray is carried by the trip supervisor.
Shovel/trowel.	Each group carries a trowel.
One flashlight or headlamp per participant.	Each participant carries a flashlight or headlamp.
Waterproof matches and/or matches in a waterproof container.	COVERED IN ABOVE SECTION
Tarp(s) for shelter and ropes to secure.	Each group has a tarp with attached ropes. Setup is covered during the Outdoor Education Course.
Saws and camp knives (if deemed appropriate by teacher).	A saw for cutting firewood is carried by each group. Any camp knives are approved by the teacher beforehand, and this is discussed at the parent meeting.
When using equipment that is not described on the activity page, care must be taken to determine that it is safe for use (for example, no sharp edges, sharp corners, cracks, or splinters).	All equipment is checked by the group supervisor.

<p>A working communication device (e.g., satellite or cell phone, or satellite GPS messenger) suitable for the activities/locations must be available. This device must be maintained, waterproofed, protected and dedicated for emergency communications only.</p> <p>Collect and check all necessary equipment before the excursion.</p> <p>If cooking on stoves, use propane/liquid gas type stoves, in quantity sufficient to feed all students in a timely manner, plus one extra in case of malfunctioning stove.</p> <p>An adequate supply of nutritious food preserved and packed to suitable weight for carrying.</p> <p>An adequate supply of safe water for one day.</p> <p>The group must have a water purification method.</p> <p>Students must be made aware of water sources prior to embarking on trip.</p> <p>Waterproof matches and/or matches in a waterproof container.</p>	<p>COVERED IN ABOVE SECTION.</p> <p>Students will have the same equipment for the duration of the course and be taught the proper maintenance and pre-trip checks.</p> <p>Each tent group of 3-4 students has an MSR Dragonfly stove that uses white fuel and will carry two full fuel bottles.</p> <p>COVERED IN ABOVE SECTION.</p> <p>Each student is required to have a water bottle with a minimum capacity of 1 L at all times.</p> <p>COVERED IN ABOVE SECTION.</p> <p>Proper collection and filtering of water from the lake will be covered as part of the course curriculum.</p> <p>Each group carries waterproof matches in a waterproof container.</p>
<p><b>Clothing/Footwear/Jewellery</b></p>	
<p>Determine that all necessary clothing and footwear are included prior to departing on the excursion.</p> <p>Clothing (in layers where appropriate) and footwear (i.e. closed-toed shoes that provide traction) appropriate to the activity, location and environmental conditions must be worn.</p> <p>Rain gear and/or a dry change of clothing kept in a watertight bag/container must be accessible.</p> <p>When long hair poses a safety risk it must be secured. Devices (for example, hair pins, elastics and barrettes) used to tie back long hair must not present a safety concern.</p> <p>Students must not participate when the length of fingernails poses a safety risk to themselves or others.</p>	<p>COVERED IN ABOVE SECTION.</p> <p>COVERED IN ABOVE SECTION.</p> <p>COVERED IN ABOVE SECTION.</p> <p>COVERED IN ABOVE SECTION.</p> <p>COVERED IN ABOVE SECTION.</p>
<p><b>Facilities</b></p>	
<p>Trip guide must check with local authorities to determine the level of potential hazards (e.g., bears, forest fires).</p> <p>Routes into and out of the wilderness campsite must be commensurate with the age and abilities of group.</p>	<p>COVERED IN ABOVE SECTION.</p> <p>COVERED IN ABOVE SECTION.</p>

Appropriate environmental and sanitary practices (e.g., washroom routines) must be taught.	COVERED IN ABOVE SECTION.
No open flame, of any sort, in or near tents.	All campfires and cooking is done at a safe distance from the tents.
Situate tents after considering the presence of any hazards (for example, away from dead or dying trees).	The group supervisor will check for hazards before setting up tents.
A designated cooking area must be established away from tents, and whenever possible away from the path between tents.	The cooking area will be at the firepit which will be away from the tent area.
An emergency escape route including safety procedures and/or a designated safe location, in case of bears or other hazards, must be established.	Each group supervisor will outline the safety procedures at each new campsite.
<b>Environmental Considerations</b>	
Trip guide must take into consideration environmental conditions (e.g., temperature, weather, wind, air quality, humidity, UV index, insects)	COVERED IN ABOVE SECTION.
Students must receive instruction on safety procedures related to environmental conditions and be made aware of ways to protect themselves (for example, sunburn, heat stroke).	COVERED IN ABOVE SECTION
At all times the school board's weather and insect procedures are the minimum standards. In situations where a higher standard of care is presented (for example, outside activity providers, facility/program coordinators), the higher standard of care must be followed.	COVERED IN ABOVE SECTION.
<b>Special Rules/Instructions</b>	
Be aware of students whose medical condition (e.g., anaphylaxis, asthma, casts, previous concussion, or orthopaedic device) may affect participation (see Generic Section).	COVERED IN ABOVE SECTION.
Students must not participate in the activity until they receive information on concussion prevention specific to the activity, inherent risks of the activity (for example, outline possible risks and ways to minimize the risks), and procedures and rules for safe play. Students must receive instruction on the importance of reporting symptoms related to a suspected concussion.	COVERED IN ABOVE SECTION
Refer to school board policies and procedures (i.e., transportation, excursion/field trip) for communication with parents/guardians, the location of an off-site activity, means of transportation, supervision ratios, and parent/guardian permission.	COVERED IN ABOVE SECTION

<p>Activities must be modified according to the age, ability level, language, and experience of students, number of participants, and the facility available.</p>	<p>COVERED IN ABOVE SECTION</p>
<p>Previous training, fitness level, and the length of time and intensity of physical activity must be taken into consideration.</p>	<p>COVERED IN ABOVE SECTION</p>
<p>Activities must be based on skills that are taught.</p>	<p>COVERED IN ABOVE SECTION</p>
<p>Skills must be taught in proper progression.</p> <p>Students must be made aware of expectations as they relate to signal to assemble, a system for keeping track of students (for example, buddy system), and boundaries for activities.</p>	<p>COVERED IN ABOVE SECTION</p> <p>This is covered in the Outdoor Education Course, and briefed by the group supervisors at the start of each day.</p>
<p>A trip plan must be developed and communicated to all involved with the excursion. A Principal/Designate in the school, each Teacher (and Trip Guide [where appropriate]) on the excursion, and a local emergency contact (for example, park official, area police station) must have a copy of the trip plan (for example, a map of the route and/or campsite and an excursion itinerary, supervisory chain of command, emergency evacuation plan, emergency access points, provisions for inclement weather, local emergency contact phone numbers, health information for students, colours of canoes and tents, campsites).</p>	<p>COVERED IN ABOVE SECTION</p>
<p>No open flame, of any sort, in or near shelters.</p>	<p>COVERED IN ABOVE SECTION</p>
<p>Ensure an adequate supply of nutritious food appropriately for carrying to and from, and storing in the camp setting.</p>	<p>All food is prepared during the Outdoor Education Course.</p>
<p>Food must be hung, stored in bear-proof containers, or kept as far away from camp as possible.</p>	<p>Each group has a waterproof food barrel. The procedure is covered during the Outdoor Education Course, and hanging of barrels is done under supervision.</p>
<p>Camp stoves must be available, accessible, and appropriate for the activity, location, and duration of the excursion. Students must receive instruction on using the stove(s) prior to embarking on the trip.</p>	<p>This is covered in the Outdoor Education Course, and supervised by the group supervisors.</p>
<p>Safety procedures for camp/cooking fires must be established (for example, water bucket in close proximity, safe movement when near fire, review of "stop, drop and roll").</p>	<p>This is covered in the Outdoor Education Course, and supervised by the group supervisors.</p>
<p>Ensure an adequate supply of safe water. Students must receive instruction on using the water purification system, and must be made aware of water sources prior to embarking on trip.</p>	<p>This is covered in the Outdoor Education Course, and supervised by the group supervisors.</p>

<p>Prior to using knives, saws or axes, students must receive instruction on their proper and safe use.</p>	<p>This is covered in the Outdoor Education Course, and supervised by the group supervisors.</p>
<p>All cutting and chopping tools must be sharpened and in good condition.</p>	<p>All equipment is checked prior to use and used under supervision.</p>
<p>Students that aren't required to take a swim test or students that have not passed the swim test without a personal flotation device (PFD) must not enter the water.</p>	<p>All participating students will have completed the swim test.</p>
<p>Students must be informed that the use of equipment and the gymnasium are prohibited without supervision. In addition to verbal communication, the doors must be locked or signs must be posted indicating that students are not allowed to use the gym unless appropriately supervised.</p>	<p>No gymnasium is being used.</p>
<p><b>Supervision</b></p>	
<p>All activities must be supervised.</p>	<p>A group supervisor is present with students at all times. At no point will students be left unattended.</p>
<p>The type of supervision must be commensurate with the inherent risk of the activity. The level of risk is related to the number of participants, the skill level of the participants, the type of equipment used, and environmental conditions.</p>	<p>COVERED IN ABOVE SECTION</p>
<p>On-Site Supervision is required during the safety and initial skill instruction.</p>	<p>COVERED IN ABOVE SECTION</p>
<p>For filling and lighting of stoves, lighting campfires, and use of saws: On-Site Supervision is required by the Teacher when a Qualified Instructor(s) is providing safety and initial skill instruction, and monitoring.</p>	<p>A group supervisor is present with students at all times while these activities take place.</p>
<p>Direct Supervision is required when students are:</p> <ul style="list-style-type: none"> <li>- filling and lighting of stoves;</li> <li>- lighting campfires; and</li> <li>- use of saws.</li> </ul>	<p>A group supervisor is present with students at all times while these activities take place.</p>
<p>On-Site Supervision is required during all other components of the activity (e.g., tent setup, collection of firewood, rest or snack breaks). At least one Trip Guide must have wilderness camping experience, and be familiar with the route to the site, and the campsite(s). If using tents, at least one of the Trip Guides must have tent-camping experience.</p>	<p>A group supervisor is present with students at all times while these activities take place. All group supervisors and the trip guide have wilderness tent camping experience.</p>

<p>A Volunteer, under the direction of a Teacher, can monitor students during physical education activities. Refer to your school board's policy on Volunteers assisting with students' physical activities.</p>	<p>COVERED IN ABOVE SECTION</p>
<p>Responsibilities must be clearly outlined for additional Teachers and Volunteers who are monitoring the activity.</p>	<p>COVERED IN ABOVE SECTION</p>
<p>Where a Qualified Instructor is used and the Teacher is not directly with the Qualified Instructor, the Qualified Instructor must provide safety and initial skill instruction, and monitoring for the safe application of skills and student behaviour for the duration of the activity.</p>	<p>COVERED IN ABOVE SECTION</p>
<p><b>Supervisor Ratio</b></p>	
<p>1 Teacher/Monitor per 8 students.</p>	<p>This ratio will be maintained throughout. The students are divided into groups of no more than 6 with a supervisor assigned to each group.</p>
<p>For all overnight excursions, two Teacher(s)/Monitor(s) are required as a basic minimum, one of whom must be a Teacher.</p>	<p>COVERED IN ABOVE SECTION</p>
<p>Where males and females participate on an excursion, both male and female supervisors are required.</p>	<p>COVERED IN ABOVE SECTION.</p>
<p><b>First Aid</b></p>	
<p>A fully stocked first aid kit must be readily accessible.</p>	<p>COVERED IN ABOVE SECTION</p>
<p>A working communication device (for example, satellite or cell phone, or satellite GPS messenger) suitable for the activities/locations must be available. This device must be maintained, waterproofed, protected and dedicated for emergency communications only. The phone number for the device, and phone numbers for emergency services and school contact people (for example, the principal) must be included with the phone.</p>	<p>COVERED IN ABOVE SECTION</p>
<p>At least one Teacher, Trip Guide, or Monitor must have a minimum of one of the following current advanced wilderness first aid certifications:</p> <ul style="list-style-type: none"> <li>- WMA Wilderness Advanced First Aid</li> <li>- St. John Ambulance Wilderness First Aid Level 3</li> <li>- Canadian Red Cross Advanced Wilderness and Remote First Aid</li> <li>- Equivalent to any of the above.</li> </ul>	<p>COVERED IN ABOVE SECTION.</p>

<p>Follow the school's first aid emergency response (consult First Aid Plan and First Aid Emergency Response) and the school board's concussion protocol.</p>	<p>COVERED IN ABOVE SECTION</p>
<p>An emergency action plan and response to deal with evacuations and lock downs must be followed and communicated to students.</p>	<p>COVERED IN ABOVE SECTION</p>



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

Trip: Silent Lake Introduction to camping and canoeing  
Date: 26 - 29 May 2025  
Supervisor in Charge: Derek Sheridan

Emergency Item	Action Plan
<p><b>Emergency Contacts</b> Include full names and phone numbers for the following individuals: Supervisor in Charge Additional Supervisors School Principal</p>	<p>Supervisor in Charge: Derek Sheridan 905-259-9102 Additional Supervisors: Gered Hohmann 289-685-5122 Marisa Darnetto 647-237-7924 Paul Mockford 905-925-5547 Al McLean 905-431-9470 Rob Chretien 905-314-5571 J.P. Hoekstra 416-419-1302 School Principal: Daniela Conforti 289-600-1305</p>
<p><b>Location of Activity</b> Address of Facility</p>	<p>Algonquin Provincial Park Ontario 60 ON K0J 2M0</p>
<p><b>Student List</b> Include full student names and birthdates</p>	<p>This will be completed and submitted once the course starts.</p>
<p><b>Parent Contact List</b> Include full parent names and phone numbers</p>	<p>This will be completed and submitted once the course starts.</p>

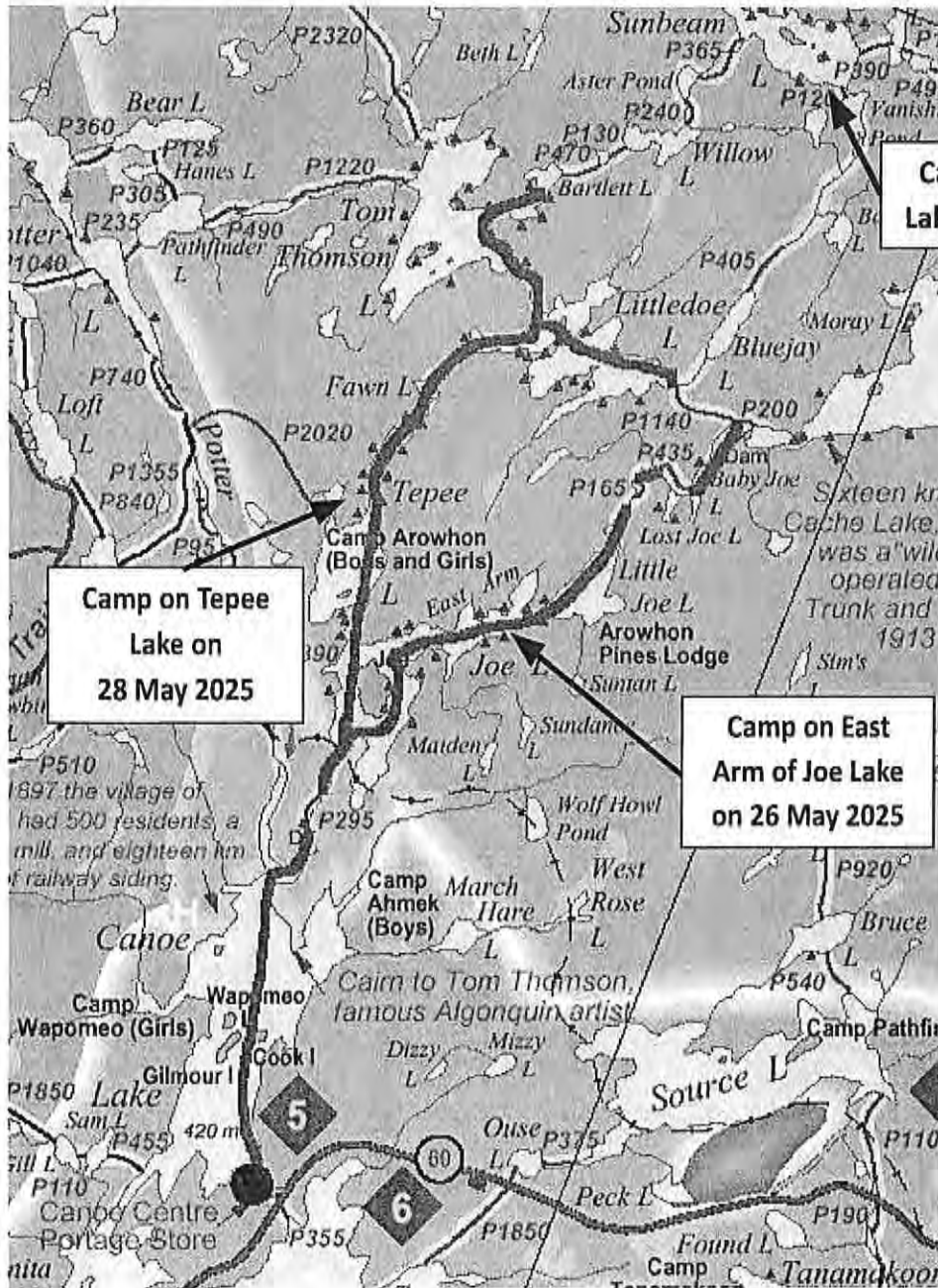
<p><b>Nearest Hospital</b> Address of nearest Hospital</p>	<p>Huntsville District Memorial Hospital 100 Frank Miller Drive Huntsville, ON P1H 1H7</p>
<p><b>Border Crossing Plan</b> Include an emergency plan if a student and/or staff member are turned away at the border by a border services officer. Who 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>This trip does not have any border crossing.</p>
<p><b>First Aid Kit</b> A first-aid kit must be accessible at all times</p>	<p>Each supervisor carries a full first aid kit at all times. Each canoe group also carries a small first aid kit in their equipment.</p>
<p><b>Plan of Care</b> A copy for each applicable student must be printed from Edsembli</p>	<p>This will be done prior to the trip and a copy carried by each supervisor.</p>
<p><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 forms will be taken on the trip by the trip supervisor.</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</p>	<p>This is all covered as part of the students' Outdoor Education Course and will be enforced by all supervisors on the trip.</p>

<p>heat rises (if possible) Provide a cooling room, if available</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 AP8.16 "Extreme Weather"</p>	<p>This is all covered as part of the students' Outdoor Education Course and will be enforced by all supervisors on the trip.</p>
<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>This is all covered as part of the students' Outdoor Education Course and will be enforced by all supervisors on the trip.</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>This is all covered as part of the students' Outdoor Education Course and will be enforced by all supervisors on the trip.</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</p>	<p>This is all covered as part of the students' Outdoor Education Course and will be enforced by all supervisors on the trip.</p>

<p>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><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>This is all covered as part of the students' Outdoor Education Course and will be enforced by all supervisors on the trip.</p>

# Planned Canoe Route

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



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

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

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

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

# Algonquin Trip Itinerary

## Monday, 26 May – Thursday, 29 May 2025

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

**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 Outdoor Education trip to Algonquin Provincial Park (describe activity) to its students on or about 26 - 29 May 2025.

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

**ELEMENT OF RISK**

Educational activity programs, such as, Outdoor Education trip to Algonquin Provincial Park (describe activity), present various elements of risk. Accidents resulting from such activities may occur and cause injury. The risk associated with the activity **MUST** be assumed by the participants.

**ACKNOWLEDGEMENT**

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

**RELEASE AND INDEMNIFICATION AGREEMENT**

I, \_\_\_\_\_ hereby release the Peterborough Victoria Northumberland and Clarington Catholic District School Board and its staff and agents from any and all liability for any injury sustained by me, regardless of how caused, resulting from my participation in the Outdoor Education trip to Algonquin Provincial Park (describe activity) arranged through the Peterborough Victoria Northumberland and Clarington Catholic District School Board on or about 26 - 29 May 2025.

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

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



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

The Holy Trinity Outdoor Education Classes PAD30 and PAD40 is arranging  
 an Outdoor Education trip to Algonquin Provincial Park from 26 - 29 May 2025.  
(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 canoe tripping involve certain elements of risk. Injuries may occur while participating in these activities. The following list includes, but is not limited to, examples of the types of injury which may result from participating in canoe tripping:

1. Nutrition deficiency and dehydration (describe activity)
2. Impact injuries such as breaks, contusions and concussions
3. Water related injuries

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

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

If you choose to participate in canoe tripping on 26-29 May 2025, you must understand that you bear the responsibility for any injury that might occur. In case of serious student misconduct during this trip, the staff in charge will have the authority to dismiss the student and contact you to pick him/her up at the location of the activity. Parents will be responsible for any applicable costs.

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

**ACKNOWLEDGEMENT**

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

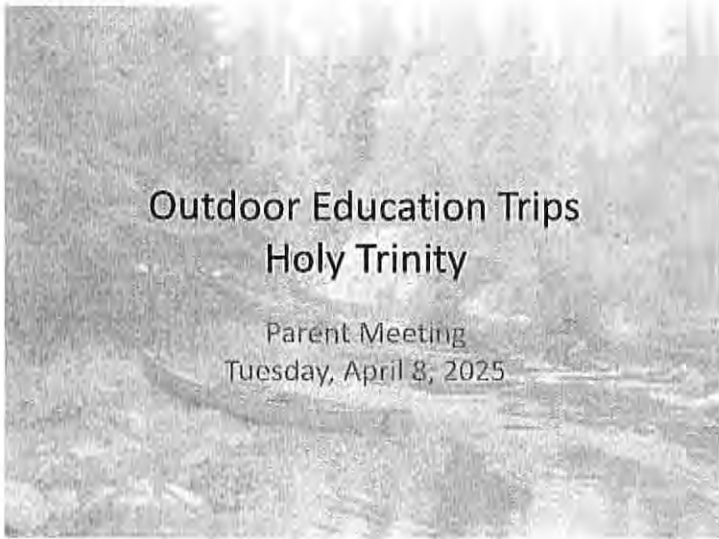
Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

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

**PERMISSION**

I give \_\_\_\_\_ permission to participate in the \_\_\_\_\_  
(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: \_\_\_\_\_



## Planned Trips

Trip	Location	Date
Swim Test	Courtice Recreation Centre	TBC
Treetop Trekking	Ganaraska	TBC
Rock Climbing	Bowmanville	TBC
Backpacking and Canoeing Practice	Silent Lake Provincial Park	Monday, 12 - Wednesday, 14 May 2025
Canoe tripping	Algonquin Park	Monday, 26 May - Thursday, 29 May 2025

## Supervision for Camping Trips

- Trip Organizer
  - Derek Sheridan
- Male Group Supervisors
  - Paul Mockford
  - Rob Chretien
  - Al McLean
  - J.P. Hoekstra
  - Gered Homann
- Female Group Supervisor
  - Marisa Dametto

## Purpose of this meeting

- Cover purpose and goals of the trips.
- Describe the format and schedule for the trips.
- Outline hazards associated with trips of this type.
- Outline expectations for students.
- Distribute permission and informational forms.
- Mandatory that I personally meet and speak with every parent or guardian of a student who wishes to be considered.

## Goals of these Trips

- Provide a small group of students the opportunity to connect expectations from their course to an outdoor education setting.
- Build communication and team-building skills in small student groups in a challenging environment under close supervision.
- Build students' appreciation of the environment and develop the basis for a life-long recreational activity.

## Group Organization

- Part of the outdoor education courses.
- Broken into small 6 - 8 student groups.
- One supervisor with each group.
- Each tent will have 3 to 4 students.
- There will be 2 students per canoe.
- Females on a different site from males.

## Cost

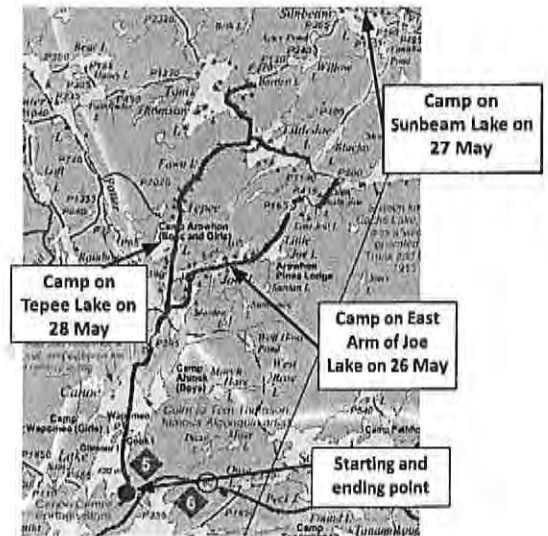
- Cost for course is \$300 to cover:
  - Buses
  - Canoe and equipment rental
  - Park permits
  - Food
  - Supplies
  - Swim test
- Additional cost for:
  - Lunch stop on trip up and back

## Trip Timings

- A 3 day and 2 night camping trip to Silent Lake Provincial Park.
- A 4 day and 3 night canoe and portage trip into the interior of Algonquin Provincial Park.
- Students to arrive at 7:30 am on Monday to get final packing ready for bus.
- Depart by 9:00 am.
- Return by approximately 4:00 pm.

## Algonquin Planned Trip Route

- Starting point □ Canoe Lake on Hwy 60.
- Beginner canoe route with easy paddling.
- Route is very flexible to account for bad weather or other contingencies.
- We will be a maximum of 2 hours from out entrance point at all times.
- Our planned lakes for camping have many sites to ensure availability.



## Safety

- Safety of students is our primary concern.
- However, there is still an element of risk to a trip into any park interior regardless of the precautions taken.
- Both students and parents must agree to a code of conduct that will be adhered to during the trip.
- The trip organizer and supervisor's directions will be adhered to at all times.

## 1. Water

- We will be canoeing during this trip on both small and larger lakes.
- All students wanting to participate **must** pass a swim test.
- IT IS MANDATORY THAT ALL PARTICIPANTS, STUDENTS AND SUPERVISORS, PROPERLY WEAR PFDS AT ALL TIMES WHILE IN THE CANOE.

## 2. Sprains, strains, and breaks

- Portaging is a challenging physical activity.
- Students will be required to negotiate each portage carrying either a pack or the canoe.
- The portages selected are well maintained and considered beginner level.
- Supervisors will ensure that students do not carry more than either a pack or a canoe at one time.
- All students must have proper hiking footwear for portaging.

## 3. Wildlife

- Algonquin Park is full of wildlife.
- Most do not interact with campers.
- Some nuisance wildlife does exist, but are easily deterred with proper camp routine.
- Students will be shown proper camp routine to discourage wildlife.
- Supervisors will ensure camp is checked prior to sleeping each night.

## 4. Sun

- We will be on the water for a good portion of each day.
- It is easy to get too much sun exposure, leading to severe sunburn.
- All students must have sunscreen, proper clothing, and a hat.

## 5. Dehydration

- With potential hot days and physical activity, keeping hydrating will be very important.
- Safe drinking water will be supplied using water filters that are rated for use in Canada.
- All participants must have the ability to carry at least 1 L of water at all times, either with a CamelBack or Nalgene bottles.
- Supervisors will ensure that students are monitored for proper hydration.

## 6. Hypothermia

- The water temperature and air temperature at night will be low.
- All participants must have
  - a sleeping bag rated for lower temperatures
  - Clothing packed in a waterproof bag
  - Clothing to keep warm in the evenings
  - Ideally clothing that can dry quickly

## 7. Insects

- Black flies and mosquitoes will be present
- Very low risk of illness
- Some students may have allergic reactions
- Each student must have enough insect repellent for the entire four days

## 8. Lost

- The entire group will be briefed on the route before departing.
- All canoes will have a map of the canoe route in a waterproof sleeve at all times.
- All canoes will remain within approximately 200 m of each other at all times.
- The entire group will be briefed on the procedure if lost.

## 9. Emergencies

- All supervisors are first aid qualified.
- If evacuation is required, EMS will be notified and the person transported to the nearest extraction point.
- There will be a satellite phone with the group for emergency purposes only.
- Emergency contact information for each student will be carried by the trip organizer.

## Student Equipment Requirements

- There is a list of mandatory equipment that each student must have in his or her possession.
- Selection and packing of equipment will be covered beforehand.
- Equipment check will occur on the Friday before departing.
- Each student should have OHIP information on hand as well as the trip organizer.

## What to avoid

- Alcohol and non-prescription drugs
- Electronics
- Ecologically unfriendly products
- Excess money
- Non-camp friendly clothing (no jeans allowed!)

## Food

- Properly preparing, packing, and cooking food will be covered prior to departing.
- Each tent group will prepare and cook food together.
- A basic breakfast, lunch and dinner will be purchased and prepared beforehand.
- Any snacks outside of meals will be brought by students individually.

## QUESTIONS?

# Student Equipment Checklist

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*Name:*

## Equipment That Student Can Bring If They Already Own

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

## Equipment That Student Needs to Supply

- Packable pillow (if necessary)
- Shatterproof plate, bowl and cup
- Knife, fork and spoon
- Headlamp or flashlight with spare batteries
- At least one 1 L Nalgene bottle (these connect directly to the water filter)
- Ablution kit (to brush teeth and wash)

## Clothing

- Rain gear (at least a waterproof jacket)
- Hiking boots or hiking shoes (something good to walk on trails with)
- Shoes that can get wet (Crocs are best as they stay on better than flip flops)
- Hat
- Quick dry pants and shirts (no jeans)
- Jacket or sweater (for extra layer of insulation)
- Changes of underwear, **socks** and t-shirts
- Bathing suit and towel (ideally a quick dry towel)

## Consumables

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

# Outdoor Education

## Student Information Sheet

Student Name:

Emergency Contact Name:

Emergency Contact Phone Number:

OHIP Number:

Food Allergies:

Current Medications:

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

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

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

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

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

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

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

## Concussion – Tool to Identify a Suspected Concussion <sup>1</sup>

### Identification of a Suspected Concussion:

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

#### 1. Check appropriate box

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

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

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

#### Signs and Symptoms of Suspected Concussion (Check appropriate box)

<b>Possible Signs Observed</b>  <i>A sign is something that is observed by another person (e.g. parent/guardian, teacher, coach, supervisor, peer)</i>	<b>Possible Symptoms Reported</b>  <i>A symptom is something the student will feel/report.</i>	<b>RED FLAGS</b>  <i>Call 911 if you observe any of the following</i>
<input type="checkbox"/> Balance, gait difficulties, motor in coordination, stumbling, slow laboured movements <input type="checkbox"/> Blank or vacant look <input type="checkbox"/> Disorientation or confusion, or an inability to respond appropriately to questions <input type="checkbox"/> Facial injury after head trauma <input type="checkbox"/> Lying motionless on the playing surface (no loss of consciousness) <input type="checkbox"/> Slow to get up after a direct or indirect hit to the head	<input type="checkbox"/> Balance problems <input type="checkbox"/> Blurred vision <input type="checkbox"/> Difficulty concentrating <input type="checkbox"/> Difficulty remembering <input type="checkbox"/> Dizziness <input type="checkbox"/> "Don't feel right" <input type="checkbox"/> Drowsiness <input type="checkbox"/> Fatigue or low energy <input type="checkbox"/> Feeling like "in a fog" <input type="checkbox"/> Feeling slowed down <input type="checkbox"/> Headache <input type="checkbox"/> More emotional <input type="checkbox"/> More irritable <input type="checkbox"/> Nausea <input type="checkbox"/> Nervous or anxious <input type="checkbox"/> "Pressure in head" <input type="checkbox"/> Sadness <input type="checkbox"/> Sensitivity to light <input type="checkbox"/> Sensitivity to noise	<input type="checkbox"/> Deteriorating conscious state <input type="checkbox"/> Double vision <input type="checkbox"/> Increasingly restless, agitated or combative <input type="checkbox"/> Loss of consciousness <input type="checkbox"/> Neck pain or tenderness <input type="checkbox"/> Seizure or convulsion <input type="checkbox"/> Severe or increasing headache <input type="checkbox"/> Vomiting <input type="checkbox"/> Weakness or tingling/burning in arms or legs

**IF ANY OBSERVED SIGNS OR SYMPTOMS WORSEN, CALL 911.**



**2. Perform Quick Memory Function Assessment**

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

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

**3. Action to be taken**

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

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

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

**4. Continued Monitoring by Parent/Guardian**

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

5. Respondent Name: \_\_\_\_\_  
(Please print)

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

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

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

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

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

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

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

**USER: MEDICAL STAFF, PRINCIPAL, TEACHERS**

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

## SECTION B: HOLY TRINITY CODE OF CONDUCT

### Rights and Responsibilities of Students at Holy Trinity

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

<p><b><u>Rights of Students:</u></b></p> <ul style="list-style-type: none"> <li>To be treated with dignity and respect.</li> <li>To have an education in a Catholic school where the values of Christ are present in the life and curriculum of the school.</li> <li>To have the opportunity to learn in an educationally sound environment.</li> <li>To select a school program that reflects their academic needs and interests.</li> <li>To have access to feedback about progress in their studies.</li> <li>To have freedom from physical and verbal harassment.</li> </ul>	<p><b><u>Responsibilities of Students:</u></b></p> <ul style="list-style-type: none"> <li>To identify themselves upon request.</li> <li>To take an active part in all classes.</li> <li>To work to the best of their abilities.</li> <li>To promote and develop self-discipline by following the Code of Conduct.</li> <li>To attend classes regularly and on time.</li> <li>To respect the rights of all other members of the community.</li> <li>To comply with the requests of staff.</li> <li>To seek assistance from a member of the school staff, if necessary, to resolve conflict.</li> </ul>
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<p><b><u>Rights of Teachers:</u></b></p> <ul style="list-style-type: none"> <li>To be treated with dignity and respect.</li> <li>To expect reasonable behaviour from students while involved in all school activities, whether on or off school property.</li> <li>To have freedom from physical and verbal harassment.</li> <li>To refer students who are disruptive in class, or who are habitually unprepared for class, or who are persistently uncooperative in their studies, for remedial action.</li> </ul>	<p><b><u>Responsibilities of Teachers:</u></b></p> <ul style="list-style-type: none"> <li>To plan and conduct an effective educational program and to assist students in learning.</li> <li>To provide student evaluation and report progress at regular intervals.</li> <li>To ensure a positive learning environment by promoting adherence to the rules while recognizing the rights of individuals.</li> <li>To refer uncooperative students to the administration of the school.</li> <li>To be reasonably available to communicate with parents.</li> </ul>
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<p><b><u>Rights of Parents:</u></b></p> <ul style="list-style-type: none"> <li>To be treated with dignity and respect.</li> <li>To expect that classes are conducted in an orderly manner.</li> <li>To expect that the students are provided with a worthwhile program and competent instruction at the appropriate level.</li> <li>To receive communication, information and reports from the school on a regular basis.</li> <li>To consult with staff and principals of the school.</li> <li>To expect that Christian values and Catholic practices are followed at the school.</li> </ul>	<p><b><u>Responsibilities of Parents:</u></b></p> <ul style="list-style-type: none"> <li>To assist students in meeting the responsibilities expected of them.</li> <li>To participate in the mediation process when a student is disruptive, unprepared or uncooperative.</li> <li>To cooperate with the school to enhance the academic, social and spiritual growth of the student.</li> <li>To provide an environment conducive to the completion of homework and studying at home.</li> <li>To help teachers and school administration support their child.</li> </ul>
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- Violence is not acceptable behaviour in ANY community.

#### Consequences of Misbehaviours:

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

### Gambling and Extortion

#### Expected Behaviour:

- Students are not to engage in gambling or extortion.

#### Reasons for Expected Behaviour:

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

#### Consequences of Misbehaviour:

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

### Harassment and Bullying

#### Expected Behaviours:

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

#### Reasons for Expected Behaviours:

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

#### Consequences for Misbehaviours:

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

### Homework

#### Expected Behaviours:

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

#### Reasons for Expected Behaviours:

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

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

## Personal Accessory Items

### Expected Behaviours:

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

### Reasons for Expected Behaviours:

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

### Consequences for Misbehaviours:

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

## Plagiarism (Academic Dishonesty)

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

### Expected Behaviours:

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

### Reasons for Expected Behaviours:

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

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

## Respect for Property/Vandalism

### Expected Behaviours:

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

### Reasons for Expected Behaviours:

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

### Consequences for Misbehaviours:

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

## School Dances/Functions

### Expected Behaviours:

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

### Reasons for Expected Behaviours:

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

### Consequences for Misbehaviours:

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

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

For information about quitting smoking:

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

### Sound Producing Equipment

Expected Behaviours:

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

Reasons for Expected Behaviours:

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

Consequences for Misbehaviours:

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

### Transportation/Buses

Expected Behaviour:

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

Reasons for Expected Behaviour:

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

Consequences for Misbehaviour:

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

### Truancy

Expected Behaviour:

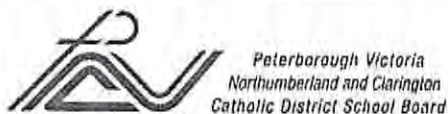
- Students are required to attend classes unless they have a legitimate reason to be absent.

Reasons for Expected Behaviour:

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

Consequences for Misbehaviour:

- Detentions are assigned and parents are notified.



**CATEGORY 5 APPROVAL FORM**

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

Teacher/Organizer: Derek Sheridan School: Holy Trinity C.S.S.

Adult Supervisors Attending (Full names and phone numbers):

Derek Sheridan 905-259-9102 Kerri Reid 905-995-7639  
 Anthony Pracsovics 905-375-4626

Destination: Amsterdam, Brussels, Paris and London	Mode of Transportation: airplane, motorcoach, train, public transit
Grade/Course: grades 10 - 12	Date of Submission: <del>11 November 2024</del> Dec 19/24
Departure Date: approx Thurs, 12 March 2026	Return Date: approx Fri, 20 March 2026
Number of Students: 24 boys: 12 girls: 12	Number of Adult Supervisors: 3 female: 1 male: 2
Name of Travel Agent: EF Tours	Type of Excursion: <input type="checkbox"/> Curricular <input checked="" type="checkbox"/> Co-instructional
Total cost to be paid by each Student: \$ 4,900	

Summary of Proposed Activity:  
 Educational tour of Amsterdam, Brussels, Paris and London planned and facilitated by a professional international tour director.

Curricular Relevance: (provide the overall expectations addressed)  
 Please see attached curriculum connections.

Estimated Cost for Entire Group:		Anticipated Sources of Revenue:	
Accommodation	\$ included in tour cost	School Accounts	\$ 0
Travel bus to/from airport	\$ 3 500	School Fund-raising	\$ 0
Cost of Supply Teachers	\$	Student/Parent share	\$ 121 100
Meals	\$ included in tour cost	Other:	\$ 0
Programs/Materials	\$ included in tour cost	Other: Teacher contributions, if applicable	\$
Other tour cost	\$ 117 600		
<b>Total</b>	<b>\$ 121 100</b>	<b>Total</b>	<b>\$ 121 100</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: 17   | <input checked="" type="checkbox"/> List of destination/emergency phone numbers provided   |
| <input type="checkbox"/> Certification required by staff attending: _____        | <input checked="" type="checkbox"/> Passports (if required)  |
| <input checked="" type="checkbox"/> Educational objectives stated                | <input 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 Derek Sheridan	Date 19 Dec 24
Principal Signature Daniela Conforti	Date 19 Dec 24
Superintendent Signature Julie Selby	Date 08 January 25

Info Meeting ISA  
 Parent Meeting Jan. 2026





Mr. Derek Sheridan  
Holy Trinity Catholic Secondary School  
Principal: Daniela Conforti  
2260 Courtice Road  
Courtice, ON L1E 2M8

18 December 2024

Ms. Julie Selby  
Superintendent of Learning  
Peterborough Victoria Northumberland Clarington Catholic District School Board  
1355 Lansdowne Street West  
Peterborough, Ontario K9J 7M3

Dear Ms. Selby,

Holy Trinity Catholic Secondary School is requesting approval and support from the board for the Europe Trip 2026. Each year, Holy Trinity students have been provided the opportunity for an educational trip overseas during the March Break. Holy Trinity is proposing a trip to Amsterdam, Brussels, Paris and London from 12 March 2026 to 20 March 2026.

The annual Europe trip provides our students an affordable opportunity to tour Europe and learn about the tremendous history of each of the destinations. This trip will immerse the student in history, art and architecture of Western Europe.

The students will be chaperoned by Holy Trinity teachers with international travel experience. The trip supervisor will be Derek Sheridan, who is overall responsible for all aspects of the trip. The other chaperones will be Kerri Reid and Anthony Pracsovics.

Attached are all of the relevant documents that your and the trustees will require to make an informed decision. You should also be aware that a Mass for all participants will be scheduled as part of this trip. Explorica has been very helpful in our past trips to ensure that this is part of the itinerary.

Thank you for your continued support of Holy Trinity and for considering this opportunity for our students.

Sincerely,

Derek Sheridan  
Teacher  
Holy Trinity C.S.S.

# Holy Trinity Catholic Secondary School

## Proposed March Break Trip 2026

### Curriculum Connections and Educational Significance

#### Catholic Graduate Expectations

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

#### International Languages

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

#### Visual Arts

- Experience culturally significant museums and examine important works of art.
- Experience the artwork and artifacts located in cities visited.

## History

- Demonstrate an understanding of the nature of empires by discussing the influences of past empires (British, French, Belgian and Dutch).
- Evaluate significant changes in the international community from 1900 to the present.
- To gain understanding and empathy towards what people went through during the Holocaust (Anne Frank House visit).

## Global Learning Model Pillars

### *Growth Mindset*

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

### *Personal Growth*

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

### *Global Perspective*

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

### *Inspiration and Action*

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

## Other Educational Benefits include:

- Students will be able to make connections with places and people that they have only read about or seen in the media.
- Students will apply prior knowledge as well as gain further knowledge and insight into these places and the geography which identifies them.

- Students will gain further knowledge and insight into the historical importance of Britain, France, and Spain in past and current world affairs.
- Students will be exposed to various viewpoints of ethnic, cultural, religious, and societal differences between Britain, France, and Spain in relation to their own Canadian identity.
- Students will be exposed to a variety of languages and language structures and begin to use everyday greetings in their daily communication and transactions.



## European Quartet

9 DAYS

### Included in the program fee:

- Round trip airfare
- Transfers to and from the airport and hotel and between destination cities (as per program itinerary)
- Overnight in hotels with private bathrooms
- Continental breakfast daily
- Dinner daily
- Full-time services of an EF Tour Director

### Not included in the program fee:

- Customary gratuities for your tour director, local guide and driver
- Porterage
- Personal Insurance
- Beverages and lunches
- Public transportation to free time activities

**Overnight stays:** Amsterdam (2); Brussels (1); Paris (2); London (2).

**Sightseeing tours led by an expert:** Paris; London.

**Entrances included:** Anne Frank's House; Belgian Food Experience; Louvre; London Eye.

**Optional Excursions:** Volendam & Zaanse Schans; Versailles; Windsor.

*Please note that the following is a sample timed itinerary for this EF tour with approximate addresses, activity durations, and transfer times. Exact timing may vary based on available flights, hotel location, scheduled activity bookings, traffic, etc. Your EF Tour Director is available to the group 24/7 while on tour. EF works with Group Leaders to ensure that travellers have a safe and memorable experience while on tour.*

## **Day 1: Fly overnight to the Netherlands!**

### **Day 2: Amsterdam**

#### **Afternoon: Arrive in Amsterdam meet your Tour Director at the airport**

Welcome to Amsterdam, capital of the Netherlands. Known both as a center of entertainment and as a city of classic design and architecture, Amsterdam is a city of astonishing contrast.

#### **3:00pm: Immersion Challenge**

Explore the city during a self-guided immersive scavenger hunt designed exclusively for EF.

#### **4:00pm: Travel by private motorcoach to the hotel in Amsterdam**

#### **5:00pm: Group dinner at the hotel in Amsterdam**

**9:00pm: Group Leaders and Chaperone team will facilitate room checks and lights out**

### **Day 3: Amsterdam**

#### **6:00am: Wake-up call**

#### **7:00am: Breakfast at the hotel**

#### **8:00am: Travel by private motorcoach to central Amsterdam**

**9:00am: Free time for Group Leader-arranged mass**

#### **10:00am: Canal Cruise**

Cruise the canals on board a glass-topped boat, the perfect way to become acquainted with the city. You will pass some of Amsterdam's most enchanting bridges, including those depicted in some of van Gogh's paintings.

#### **12:00pm: Visit the Anne Frank House**

Enter through the secret staircase up to where the young girl hid with her family from 1942 to 1944- and where she penned the poignant diary that has been translated into dozens of languages worldwide. (Pending availability due to entrance capacities and limited group reservations)

#### **1:00pm: Time for lunch in small, supervised groups**

With the support of the Tour Director, the Group Leader will determine boundaries of where groups can go during this time.

#### **2:00pm: Optional Activity – Volendam & Zaanse Schans**

Today, enjoy an optional half-day excursion to the heart of the Dutch countryside. Visit the picturesque fishing village of Volendam and the living and working neighborhood of Zaanse Schans, re-created to look like an old Dutch village. Make your way down the winding, cobblestone streets, past windmills, charming shops and crooked houses. Also, you will enjoy a demonstration on cheese and clog making.

*\*if your group does not select this optional excursion, you will have supervised exploration time with your Group Leader and Chaperones*

#### **6:00pm: Group dinner at a restaurant in central Amsterdam**

#### **8:00pm: Travel by private motorcoach to the hotel in Amsterdam**

**10:00pm: Group Leaders and Chaperone team will facilitate room checks and lights out**

### **Day 4: Amsterdam | Brussels**

#### **6:00am: Wake-up call**

#### **7:00am: Breakfast at the hotel**

#### **8:00am: Travel by private motorcoach to Brussels**

Welcome to Brussels! Learn how Brussels transformed from a small settlement to the capital of Belgium, unofficial capital of Europe, and the headquarters for both NATO and the European Union.

#### **1:00pm: Time for lunch in small, supervised groups**

With the support of the Tour Director, the Group Leader will determine boundaries of where groups can go during this time.

#### **3:00pm: Belgian food experience**

Learn about the history of cocoa and chocolate-making in Belgium and later try your hand at making a chocolate confection with a Belgian chocolatier.

#### **4:00pm: Tour Director-led Sightseeing of Brussels**

Brussels has come to be known as the unofficial capital of Europe-not only is it the first city of Belgium, but it also serves as the headquarters for NATO and the European Union. Pass the EU buildings as you head into the heart of medieval Brussels. Here you'll see the Guild Houses lining the Grand'Place, "the most beautiful square in the world," according to Victor Hugo (who lived here after being exiled from France). You'll also stroll past Brussels' oldest citizen, the Manneken Pis-ask about the legends surrounding the statue. In addition, you'll view the Atomium; Brussels' lasting exhibit for the 1958 World's Fair represents an iron molecule magnified 200 billion times.

**6:00pm: Group dinner at a restaurant in central Brussels**

**8:00pm: Travel by private motorcoach to the hotel in Brussels**

**10:00pm: Group Leaders and Chaperone team will facilitate room checks and lights out**

#### **Day 5: Brussels**

**6:00 am: Wake-up call**

**7:00 am: Breakfast at the hotel**

**8:00 am: Travel by private motorcoach to Paris**  
Welcome to Paris, the cosmopolitan City of Light. While visiting, learn why Paris has grown to become the undisputed center of France, and one of the world's most important cities both culturally and politically.

**12:00pm: Time for lunch in small, supervised groups**

With the support of the Tour Director, the Group Leader will determine boundaries of where groups can go during this time.

**2:00pm: Walking tour of Paris**

Your introduction to Paris begins with a Tour Director-led walking tour. Together you might see bouquinistes selling old books and postcards along the Seine, catch a glimpse Notre-Dame Cathedral or stroll through the lively Latin Quarter.

**2:30pm: See Notre Dame Cathedral**

Built between 1163 and 1361 over the remains of an ancient Roman temple, it was here that Napoleon crowned himself emperor in 1804. Victor Hugo once described the sculptured façade of Notre Dame as "a vast symphony in stone." However, had it not been for the creation of his famous hunchback, Quasimodo, the cathedral might never have returned to its former glory.

**3:00pm: Visit the Louvre**

The Palais du Louvre, built to defend the city in the 13th century, now safeguards one of the world's greatest art collections. Enter the museum through world-renowned architect I.M. Pei's 1989 modernist glass pyramid. Inside, discover priceless antiquities from Egypt, Greece, Italy and Asia such as the statues of *Venus de Milo* and *Nike of Samothrace*, better known as *Winged Victory*. You'll also see some of the Louvre's most prized paintings by Renaissance and European masters, including Leonardo da Vinci's painting of the mysterious *Mona Lisa*.

**6:00pm: Group dinner at a restaurant in central Paris**

**8:00pm: Travel by private motorcoach to the hotel in Paris**

**10:00pm: Group Leaders and Chaperone team will facilitate room checks and lights out**

#### **Day 6: Paris**

**6:00am: Wake-up call**

**7:00am: Breakfast at the hotel**

**8:00am: Transfer from the hotel to central Paris**

**10:00am: Guided sightseeing of Paris**

Discover the city on the Seine during your panoramic bus tour. An expert local guide will accompany you as you drive through Paris' lively Latin Quarter. Nearby, see Notre-Dame Cathedral, standing tall at the center of the city. You will also drive down the elegant, tree-lined Champs-Élysées. Finally, be sure to snap a photo at the magnificent Eiffel Tower, an unmistakable and controversial symbol of Paris since its appearance at the 1889 World's Fair.

**12:00pm: Time for lunch in small, supervised groups**

With the support of the Tour Director, the Group Leader will determine boundaries of where groups can go during this time.

*2:00pm: Optional Activity – Guided Excursion to Versailles*

Step back into le grand siècle as you experience the opulence of Versailles, the elaborate palace of Louis XIV. Built to be the envy of all Europe, France's most extravagant château continually threatened to bankrupt the national treasury. Here the Sun King held court in the most lavish style imaginable. At one point, 1,000 nobles were attended by 4,000 servants inside the palace, while 15,000 soldiers and servants inhabited the annexes. You'll also tour the State Apartments of the King himself and walk through the historic Hall of Mirrors, where France, Spain and England officially recognized the independence of the United States in 1783, and where the Treaty of Versailles, which ended WWI, was signed. You'll also witness the ornate decor of the Queen's State Apartments, furnished for Marie Antoinette. After your visit inside the palace, be sure to take some time to stroll through the elaborate gardens, designed by André Le Nôtre. Because of the extreme popularity of Versailles, guided visits of the interior cannot be guaranteed during peak seasons. In this case, your group will hear a presentation from your guide before entering the palace.

*\*if your group does not select this optional excursion, you will have supervised exploration time with your Group Leader and Chaperones*

**6:00pm: Group dinner at a restaurant in central Paris**

**8:00pm: Travel by private motorcoach to the hotel in Paris**

**10:00pm: Group Leaders and Chaperone team will facilitate room checks and lights out**

**6:00 am: Wake-up call**

**7:00 am: Breakfast at the hotel**

**8:00 am: Travel by private motorcoach to the train station in Paris**

**10:00am: Travel by Eurostar train to London**

In Paris, board the high-speed Eurostar that runs through the tunnel connecting continental Europe with Britain. Completed in May of 1994, the Channel Tunnel provides travelers with easy access to and from the continent. Eurostar trains reach top speeds of up to 186 mph, keeping journey times at about two hours.

**12:00pm: Arrive in London**

Welcome to London, covering an area of some 620 square miles and home to almost 9 million people. During your stay, observe the stunning architecture, vibrant street life and royal majesty of this bustling metropolis.

**1:00pm: Time for lunch in small, supervised groups**

With the support of the Tour Director, the Group Leader will determine boundaries of where groups can go during this time.

**3:00pm: Ride the London Eye**

See London's sights from a different angle-take a ride aboard the London Eye. The enormous 32-capsule observation wheel offers spectacular 360-degree views of the city as far as 25 miles in each direction. The idea for the wheel was originally conceived to mark the millennium celebration in 2000, and it took six years to build.

**5:00pm: Group dinner at a restaurant in central London**

**7:00pm: Travel by private motorcoach to the hotel in London**

**10:00pm: Group Leaders and Chaperone team will facilitate room checks and lights out**

**Day 8: London**

**6:00am: Wake-up call**

**7:00am: Breakfast at the hotel**

**8:00am: Travel by private motorcoach to central London**

**10:00am: Guided sightseeing of London**

Tour London with your expert local guide. From the London Bridge to the Houses of Parliament, Great Britain's royal tradition and rich history greet you at every turn. Admire architectural marvels like the Baroque domes and spires of St. Paul's Cathedral, the 17th century church designed by Sir Christopher Wren. Check out the lively five-way intersection at Piccadilly Circus as well as Hyde Park's urban greenery. You may even get a chance to witness the ceremonial Changing of the Guard.

**12:00pm: Time for lunch in small, supervised groups**

With the support of the Tour Director, the Group Leader will determine boundaries of where groups can go during this time.

**2:00pm: Optional Activity – Guided Excursion to Windsor Castle**

This half-day guided excursion to the town of Windsor features a visit to Windsor Castle. Founded by William the Conqueror in 1070, Windsor has been the preferred retreat of British monarchs for over 900 years and is still in use by the royal family. While there, take a look at the Royal Apartments, the setting of regal festivities. Also see the castle's collection of historical treasures, including the queen's porcelain and Henry VIII's suit of armour. Queen Victoria loved to entertain at Windsor, but ultimately ended up in seclusion within the castle mourning the death of her beloved Albert. Visit, too, Queen Mary's Dolls' House and St. George's Chapel, final resting place of many monarchs-including Henry VIII and Charles I. (If the royal family is in residence, some of the Royal Apartments may be closed. On the rare occasion that Windsor Castle is closed, you'll instead visit Henry VIII's extravagant retreat, Hampton Court.)

*\*if your group does not select this optional excursion, you will have supervised exploration time with your Group Leader and Chaperones*

**6:00pm: Group dinner at a restaurant in central London**

**8:00pm: Travel by private motorcoach to the hotel in London**

**10:00pm: Group Leaders and Chaperone team will facilitate room checks and lights out**

**Day 9: Depart for Home**

**4:30am: Wake-Up Call**

**5:30am: Breakfast at Hotel**

**6:30am: Transfer to the airport for your return flight**

Your tour director assists with your transfer to the airport, where you will check in for your return flight home.

*The itinerary is subject to change.*

*For complete financial and registration details, please refer to the Booking Conditions at [www.oftours.ca/bc](http://www.oftours.ca/bc).*



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

The Holy Trinity Catholic Secondary School is arranging  
(name of school)  
 a directed tour of Amsterdam, Brussels, Paris and London (12 - 20 March 2026).  
(description of activity and dates)

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

**ELEMENTS OF RISK:**

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

1. slips, trips and falls due to uneven, steep, and aged stairways and walkways.  
(describe activity)
2. bodily harm due to an accident as a passenger on one of the modes of travel.
3. bodily harm due to criminal activity.

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

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

If you choose to participate in March Break tour on 12 - 20 March 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: \_\_\_\_\_

**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 a directed tour of Amsterdam, Brussels, Paris and London (*describe activity*) to its students on or about 12 - 20 March 2024.

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

**ELEMENT OF RISK**

Educational activity programs, such as, a directed tour of Amsterdam, Brussels, Paris and London (*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 a directed tour of Amsterdam, Brussels, Paris and London (*describe activity*) arranged through the Peterborough Victoria Northumberland and Clarington Catholic District School Board on or about 12 - 20 March 2024.

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

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



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

Trip: Amsterdam, Brussels, Paris and London  
 Date: 12 - 20 March 2026  
 Supervisor in Charge: Derek Sheridan

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	Derek Sheridan 905-259-9102 Anthony Pracsovics 905-375-4626 Kerri Reid 905-995-7639
<b>Location of Activity</b> <i>Address of Facility</i>	Various sites in and around Amsterdam, Brussels, Paris and London, including transportation between these locations.
<b>Student List</b> <i>Include full student names and birthdates</i>	To be provided prior to departure.
<b>Parent Contact List</b> <i>Include full parent names and phone numbers</i>	To be provided prior to departure.
<b>Nearest Hospital</b> <i>Address of nearest Hospital</i>	There are numerous hospitals within each of the cities visited. Once the accommodations are finalized, the nearest hospitals can be determined. In addition, the Supervisor in Charge will always determine the closest hospital at every point in the tour.

<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>Teacher-chaperone will return home as directed. As designated teacher-chaperone will remain with a student who is denied entry and make contact with a parent/guardian to determine the next step for returning the student to home.</p>
<p><b>First Aid Kit</b> A first-aid kit must be accessible at all times</p>	<p>The EF tour director as well as each teacher-chaperone will have a first aid kit available.</p>
<p><b>Plan of Care</b> A copy for each applicable student must be printed from Edsembli</p>	<p>A copy of the Plan of Care for each student will be printed and carried by the Supervisor in Charge at all times.</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>A copy of the PVNC Concussion Protocol and necessary forms will be carried by the Supervisor in Charge at all times.</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 required actions along with the direction of local officials and authorities will be followed to ensure student safety in the event of a heat warning.</p>
<p><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 required actions along with the direction of local officials and authorities will be followed to ensure student safety in the event of a cold warning.</p>

<p><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 required actions along with the direction of local officials and authorities will be followed to ensure student safety in the event of a tornado warning.</p>
<p><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 required actions along with the direction of local officials and authorities will be followed to ensure student safety in the event of a thunderstorm warning.</p>
<p><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 <b>MUST</b> 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 required actions along with the direction of local officials and authorities will be followed to ensure student safety in the event of a high wind warning.</p>
<p><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 required actions along with the direction of local officials and authorities will be followed to ensure student safety in the event of a flood advisory.</p>

# Enjoy worry-free wandering

We're doing everything we can to make planning for the future as risk-free as possible. We offer affordable insurance coverage that you can add to your tour and provide additional protection programs that are included for no additional fee.



## Peace of Mind Program (Provided to all groups)

At EF, we do everything we can to make planning for future travel as flexible as possible.

We know that plans can change due to unforeseen circumstances—that's why we provide the Peace of Mind Program automatically to all of our groups, so you can feel secure planning your next trip.

### Here's how it works:

**You're 45 days (or more) from departure**



#### The details:

Group Leaders can make the following decisions on behalf of their group for any reason (the "Group Leader Options"):

1. Change the travel dates of your group's current tour
2. Work with EF to modify your group's current tour or find a new tour
3. Cancel your group's tour, with all travellers receiving a transferable future travel voucher, in the amount of all monies paid for the original tour less non-refundable fees (to be used toward a future tour with EF)

## Your departure date is less than 45 days away



Group Leaders may choose not to depart on the tour as scheduled, and elect one of the Group Leader Options set forth above in the following situations:

- If a formal travel warning status of "Avoid Non-Essential Travel" or "Avoid All Travel" is newly issued by the Government of Canada for any location included in the group's itinerary, or
- If a Canadian provincial order has newly imposed a travel ban to any location included in the group's itinerary, or newly issued an order requiring self-quarantine for travellers in your group upon arrival to a location on your itinerary, or upon your return home from a location on your group's itinerary.



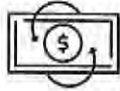
## Global Travel Protection Plan\* (Individual Coverage)

EF's recommended travel protection plans let you explore the world with confidence. EF offers a [Global Travel Protection Plan](#) which gives you all the benefits below, and the optional Cancel For Any Reason Insurance Add-On for additional flexibility and peace of mind. With this plan, you have access to representatives knowledgeable of these benefits 24 hours a day, so you can relax and enjoy your trip of a lifetime!

**International tour \$199 | Domestic tour \$149**

- ✓ Illness and Accident Coverage
- ✓ Baggage and Property Coverage
- ✓ Tour Cancellation and Interruption Coverage
- ✓ School Board Tour Cancellation Coverage
- ✓ 24-hour Emergency Assistance

Note: There are similar travel insurance products available on the market, so EF travellers may wish to look at other insurance options to protect their investments.



## Cancel For Any Reason (CFAR) Insurance Add-On\* (Individual Coverage)

We understand that plans can change due to unforeseen circumstances. That's why we offer travellers who have purchased the Global Travel Protection Plan the optional Cancel For Any Reason (CFAR) Insurance Add-On.

**\$149**

CFAR Insurance Add-On provides additional tour cancellation protection. It allows you to cancel up to 24 hours before departure for any reason not covered under the Global Travel Protection Plan, and you will be eligible to claim up to 80% of your non-refundable cancellation fees.

\*The Global Travel Protection Plan, including the Cancel For Any Reason (CFAR) Insurance Add-On, is underwritten by Zurich Insurance Company Ltd (Canadian Branch). For complete terms, conditions and exclusions, please refer to the Zurich Certificate of Insurance, which may be obtained by visiting [eftours.ca/coverage](https://eftours.ca/coverage).

### **i The details:**

- The Global Travel Protection Plan and the Cancel For Any Reason Insurance Add-On are only available, and can only be removed, for up to 30 days after enrolment on your EF Tour. The CFAR Insurance Add-On cannot be added to the Global Travel Protection Plan if you enrol on your EF Tour within 109 days prior to your departure.
- The Global Travel Protection plan and CFAR Insurance Add-On are underwritten by Zurich Insurance Company Ltd (Canadian Branch), available for purchase from September 1, 2023 onward. Please visit [eftours.ca/coverage](https://eftours.ca/coverage) or contact Traveller Support at 1-800-263-2806 for more details.

*For travellers who purchased the Global Travel Protection plan prior to September 1, 2023, your insurance is underwritten by Chubb Insurance Company of Canada. Please visit [eftours.ca/coverage](https://eftours.ca/coverage) to view your Certificate of Insurance to review complete terms, conditions and exclusions.*

## Questions?

From trip protection to better understanding what's options are available to you, our Traveller Support Team has all the answers. Get in touch at [travellersupport@ef.com](mailto:travellersupport@ef.com) or 1-800-263-2806.

For complete details on all of our policies, please see our full [Booking Conditions](#).



November 27<sup>th</sup>, 2024

To Whom It May Concern:

EF Educational Tours (EF) is thrilled to be involved in Holy Trinity Secondary School's 2026 travel plans to Europe. As the leader in educational travel, we strive to work within the travel policies and procedures of each school board so that experiential travel opportunities are accessible to as many students as possible.

EF is offering an Approval Guarantee to your group. This allows students to receive a **full refund** (including the non-refundable fees) if the School Board does not approve the trip.

Please do not hesitate to contact us at 1-800-387-1460 should you have any questions. We look forward to providing your students with a safe and rewarding educational travel experience.

Regards,

Sophia Forster  
Tour Consultant  
647-259-1427

## Amsterdam

### Sample hotels for your tour

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

#### **Apollo Hotel de Beyaerd**

Harderwijkerweg 497, 8077 RJ Hulshorst, Netherlands

[www.apollohotelsresorts.com](http://www.apollohotelsresorts.com)

Located on a country estate in Veluwe, the Apollo Hotel De Beyaerd offers access to many nearby restaurants, museums and bike paths. The rustic space boasts an indoor and outdoor pool, sauna and picturesque gardens, and is just a 30-minute drive from Amsterdam.

#### **Ibis Budget Amsterdam City South**

Professor J.H. Bavincklaan 1, 1183 AT Amstelveen, Netherlands

<https://all.accor.com/hotel/A3P2/index.en.shtml>

The Ibis Budget Amsterdam City South is conveniently located 20-minutes from Amsterdam city centre. The Ibis Amsterdam City South offers modern and comfortable rooms with amenities like a flat-screen TV and private bathroom.

#### **Hotel De Rijper Eilanden**

Zuidijk 2A, 1483 MA De Rijp, Netherlands

<https://derijpereilanden.nl/>

This hotel is located on the edge of the beautiful village of De Rijp, which is part of the municipality of Alkmaar. Only a 30-minute drive from Amsterdam and Volendam.

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

## Normandy

### Gold Hotel

1 Rue Devonshire Régiment, 14960 Asnelles, France

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

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

### The Originals Hotel Beuzeville

Avenue du 46 Royal Marine Commando, 27210 Beuzeville, France

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

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

## Paris

### Ibis Porte d'Orleans

33 Rue Barbès, 92120 Montrouge, France

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

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

### B&B Hotel Malakoff

2 Bd Charles de Gaulle, 92240 Malakoff, France

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

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

### Mercure Fontenay Sous Bois

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

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

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

## London

### **Premier Inn Edgware**

Burnt Oak Broadway, Edgware HA8 5AQ, United Kingdom

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

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

### **Ramada Hounslow**

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

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

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

### **Atrium**

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

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

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

## West Highlands

### **Strathmore Hotel Ben Nevis**

North Rd, Fort William PH33 6TG, United Kingdom

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

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

### **Muthu Ben Doran Hotel**

Tyndrum, Perthshire FK20 8RZ, United Kingdom

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

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



# Netherlands travel advice

## Exercise a high degree of caution

**Latest updates:** Safety and security – removed information on clashes and the ban on demonstrations in Amsterdam

**Last updated:** November 14, 2024 08:44 ET

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- [Health](#)
- [Laws and culture](#)
- [Natural disasters and climate](#)
- [Need help?](#)



## Risk level

### Netherlands - Exercise a high degree of caution

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



# Belgium 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 14:17 ET

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## Risk level

### Belgium - Exercise a high degree of caution

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



[Canada.ca](#) > [Travel](#) > [Destinations](#)

# France travel advice

## Exercise a high degree of caution

**Latest updates:** Health – travel health notice for Zika Virus removed

**Last updated:** November 19, 2024 14:50 ET

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## Risk level

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### France - Exercise a high degree of caution

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

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# United Kingdom travel advice

## Exercise a high degree of caution

**Latest updates:** The Need help? section was updated.

**Last updated:** November 18, 2024 10:42 ET

### On this page

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## Risk level

---

### United Kingdom - Exercise a high degree of caution

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

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# Europe Trip March 2026

## Parent Information Meeting



### European Quartet Trip

- This trip will provide students with the opportunity to visit four iconic capital cities in Western Europe.
- This nine day trip allow students to visit and experience the culture in these four diverse cities and visit popular landmarks.
- These four locations are relatively close to minimize travel time and maximize time spent in each location.
- The trip includes all travel within Europe, meals and accommodations.

### Day 1

- Students will arrive at HT with all luggage and documents for travel
- Students and supervisors will take a coach bus to Toronto Pearson Airport
- Flight will depart in the evening and travel will be overnight to Europe

### Day 2

- Group arrives in Amsterdam and meets the Tour Director
- Explore Amsterdam and participate in scavenger hunt
- 

### Day 3

- Participate in a guided boat tour through Amsterdam's iconic canals
- Visit the Anne Frank house

### Day 4

- Travel to Brussels via motorcoach
- Visit and participate in a Belgian chocolate workshop
- Take a tour of Brussels to see:
  - European Union Buildings
  - Grand-Place
  - Atomium
-

## Day 5

- Travel to Paris via motorcoach
- Visit the Vimy Ridge Historic Site
- Take a tour of the Latin Quarter
- Visit Notre-Dame Cathedral
- Visit the Louvre

## Day 6

- Take a guided tour of Paris
- Visit the following destinations:
  - Place de la Concorde
  - Champs-Élysées
  - Arc de Triomphe
  - Les Invalides
  - Eiffel Tower

## Day 7

- Travel to London via the Eurostar train
- Ride the London Eye

## Day 8

- Take a guided tour of London
- Visit the following locations:
  - Big Ben and Houses of Parliament
  - Piccadilly Circus
  - St. Paul's Cathedral
  - Westminster Abbey
  - Changing of the Guard at Buckingham Palace
- Take a tour of Tower of London

## Day 9

- Take return flight from London to Toronto
- Travel via motorcoach from Toronto Pearson Airport to Holy Trinity

## Cost for Trip



# Holy Trinity Catholic Secondary School

## March Break 2026 Europe Tour

### Code of Behaviour

This is a Board-approved and school-sanctioned excursion and the expectations, policies, and regulations of Holy Trinity CSS and Peterborough Victoria Northumberland and Clarington Catholic District School Board must be adhered to by all student-travellers at all times while on-tour (that is, 12 - 20 March 2026).

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

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

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

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

### Acknowledgement

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

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

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



### CATEGORY 4 APPROVAL FORM

To be used for wilderness trips anywhere in Canada

Teacher/Organizer: David Saunders (705-868-1482)	School: St. Thomas Aquinas
Adult Supervisors Attending: Loretta Barnes (705-313-4990), Barb D'Souza (705-868-7907)	
Destination: Algonquin Park	Mode of Transportation: car/truck/van (volunteer drivers)
Grade/Course: Grades 10-12 (co-instructional club)	Date of Submission: <del>December 17, 2024</del> January 6, 2025
Departure Date: Tuesday, 30 September, 2025	Return Date: Friday, 3 October, 2025
Number of Students: 4 boys: 6 girls: 8	Number of Adult Supervisors: 3 female: 2 male: 1
Name of Travel Agent: None used	Type of Excursion: <input type="checkbox"/> Curricular <input checked="" type="checkbox"/> Co-instructional
Total cost to be paid by each Student: \$200	

**Summary of Proposed Activity:**

Canoe trip in Algonquin Provincial Park including portages, backcountry camping, and wilderness skill-building opportunities. Note: Includes after swim test on Sept 22 and Canoe Skills Basics after school training session on Sept 24. See trip plan for further details.

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

The trip is proposed as a co-instructional extra-curricular Outdoor Club event. It is nonetheless relevant for Catholic Graduate Expectations such as becoming a Responsible Citizen, becoming a Creative, Reflective and Holistic Thinker and becoming a Collaborative Contributor.

Estimated Cost for Entire Group:		Anticipated Sources of Revenue:	
Accommodation	\$200	School Accounts	\$307
Travel	\$1600	School Fund-raising	\$
Cost of Supply Teachers	\$921	Student/Parent share	\$243.85
Meals	\$1000	Other:	\$
Programs/Materials	\$0	Other: Teacher contributions, if applicable	\$
Other (equipment rental)	\$0		
<b>Total</b>	<b>~\$3721</b>	<b>Total</b>	<b>~\$3721</b>

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

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>X Itinerary (including Mass if on the weekend) - attached</li> <li>X Contract information – with vehicles, park and InReach device - This will be updated and given to the principal prior to trip.</li> <li><input type="checkbox"/> Additional Medical Coverage needs considered</li> <li>X History of Excursion – number of years: 0</li> <li>X Certification required by staff attending: Wilderness First Aid, Whitewater Rescue Technician and ORCKA Tripping Instructor</li> <li>X Educational objectives stated – above</li> </ul> | <ul style="list-style-type: none"> <li>X Information and consent letter to parents - attached</li> <li>X Liability waivers signed – once approved</li> <li>X Supervision ratio in alignment with A.P. 305</li> <li>X List of destination/emergency phone numbers provided – will be provided before departure</li> <li><input type="checkbox"/> Passports (if required)</li> </ul> |
|---|--|

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

Outdoor Education - Canoe Tripping

D. Saunders

Teacher Signature

M. Bowe

Principal Signature

A. Kott

Superintendent Signature

Dec 10, 2024

Date

Jan. 6, 2025

Date

January 15<sup>th</sup> 2025

Date

LSS 10

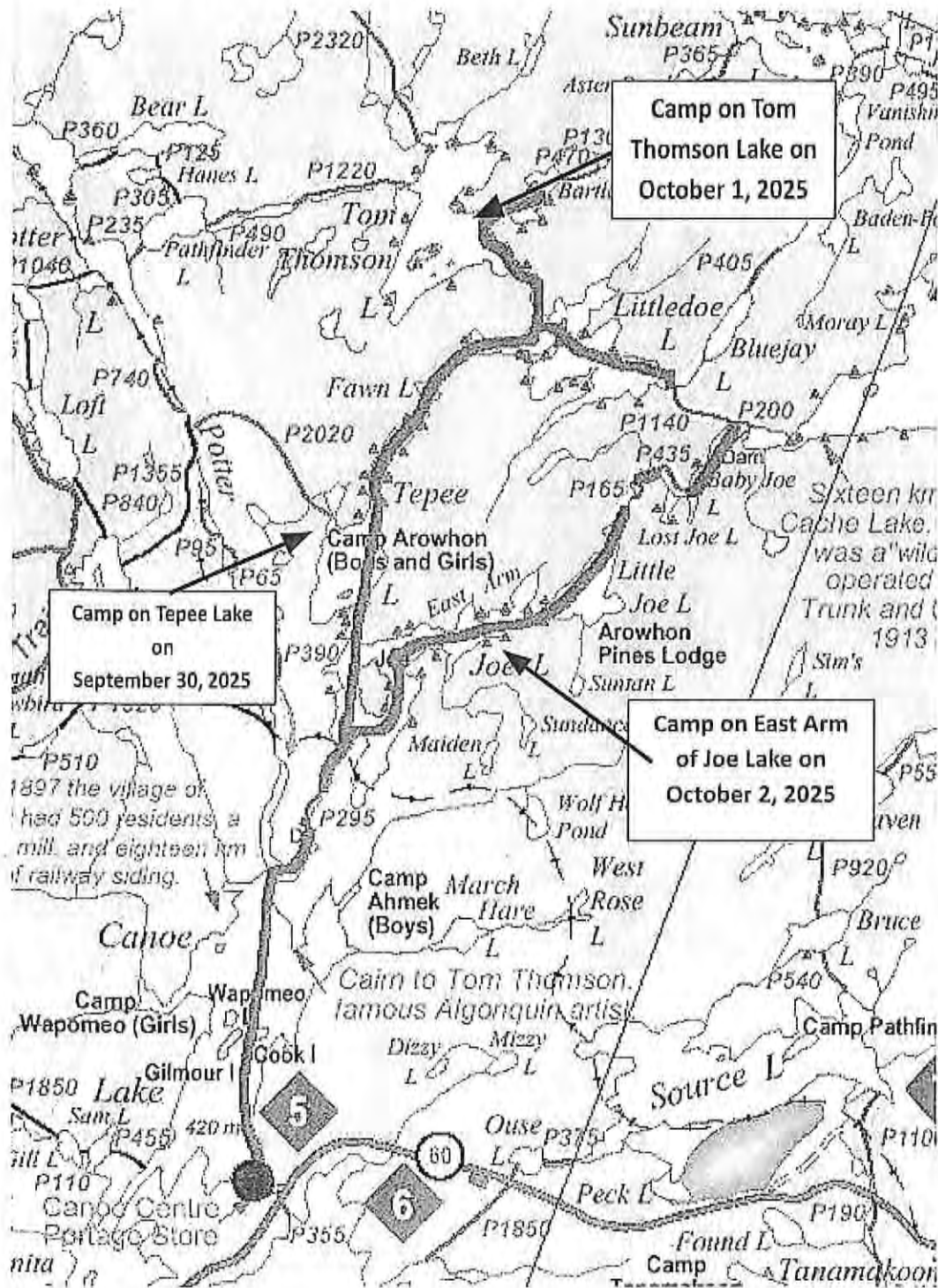
# Algonquin Trip Itinerary

## Tuesday, September 30 – Friday, October 3, 2025

Date	Time	Activity
September 30	0700	Students arrive at St. Thomas Aquinas and pack vehicles.
	0730	Vehicles depart for Algonquin Park.
	1130	Arrive at Algonquin Park. Unload canoes and equipment.
	1400	Depart starting point on Canoe Lake.
	1600	Arrive at Joe Lake and set up camp.
	1700	Dinner prepared by student groups.
	2100	Students in tents for the night.
October 1	0700	All students up - breakfast prepared by student groups. Pack up camp.
	0900	Canoes in water and departing campsites on Joe Lake. Lunch en route.
	1400	Arrive at campsites on Tom Thompson Lake. Set up camp.
	1500	Canoe paddling skills lessons (Tandem strokes)
	1700	Dinner prepared by student groups.
	2100	Students in tents for the night.
October 2	0700	All students up - breakfast prepared by student groups. Pack up camp.
	0900	Canoes in water and departing campsites on Tom Thompson Lake. Lunch en route.
	1300	Arrive at campsites on Tepee Lake. Set up camp.
	1400	Canoe paddling skills lessons. Covering solo paddling with half of the group and land navigation and hiking with the other half.
	1530	Switch paddling and navigation groups.
	1700	Dinner prepared by student groups.
	2100	Students in tents for the night.
October 3	0600	All students up - breakfast prepared by student groups. Pack up camp.
	0800	Canoes in water and departing campsites on Tepee Lake.
	1000	All groups stop to visit and take group photos at Tom Thompson's cairn on Canoe Lake.
	1100	Arrive at the end point and outfitters. Load up canoes and equipment check.
	1100	Board vehicles for St. Thomas Aquinas.
	1200	Approximate time for lunch stop en route.
	1500	Approximate return time to St Thomas Aquinas. Return all equipment.
	1600	Estimated latest time for dismissal of all students. Parent pick up.

# Planned Canoe Route

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





ST. THOMAS AQUINAS  
CATHOLIC SECONDARY SCHOOL

260 ANGELINE STREET SOUTH • LINDSAY • ONTARIO • K0V 0J8  
TEL: (705) 878-4117 • FAX: (705) 878-9059

September 3, 2025

Dear Parent/Guardian,

We are pleased to share with you that the St. Thomas Aquinas Outdoor Club will be offering a fall Canoe Trip to Algonquin Provincial Park. The purpose of this trip is threefold: (1) provide the opportunity for students to connect with nature, (2) learn outdoor skills and (3) build community through a focus on communication and team-building.

Attached you will find permission forms and please note the following training sessions that will be mandatory for all students who will be going on the trip:

1. Canoe Trip Information session - Wednesday, September 4, 2025, at lunch (Learning Commons)
2. Packing Tips & Tricks - Tuesday, September 16, 2025, at lunch (Learning Commons)
3. Tents & Bear Caches - Thursday, September 18, 2025, after school (3:00 - 4:15PM, Outdoor Classroom)
4. Swim Test - Monday, September 22, 2025, after school (3:00 - 4:15PM, Lindsay Recreation Centre)
5. Cooking & Water - Tuesday, September 23, 2025 after school (3:00 - 4:15PM, Outdoor Classroom)
6. Canoe Basics - Wednesday, September 24, 2025, after school (3:00 - 6:00, Rivera Park)
7. Final Packing - Monday September 29, 2025 after school (3:00 - 4:15PM, Learning Commons)

In addition to the student sessions, parents/guardians must attend the following meeting:

1. Mandatory Parent/Guardian Risk Management Session - Monday, September 22, 2025 (4:30PM, Learning Commons)

Students can reserve their space on the trip by paying the \$250 trip fee using School Cash Online. There is space for 14 students to attend.

Skills will be tested for each of these training sessions to ensure that students are prepared for the portaging trip. There is a list of equipment and items that each student will need to produce. These will be covered in detail at the student and parent/guardian information meetings.

We are looking forward to providing this opportunity for our students. If you have any questions or concerns in the meantime, please feel free to contact us at the email addresses below.

David Saunders (Trip Lead)  
Teacher  
St Thomas Aquinas CSS  
[dsaunders@pnccdsb.on.ca](mailto:dsaunders@pnccdsb.on.ca)

Barb D'Souza  
Head Secretary  
St Thomas Aquinas CSS  
[bdsouza@pnccdsb.on.ca](mailto:bdsouza@pnccdsb.on.ca)

Loretta Barnes  
Teacher  
St Thomas Aquinas CSS  
[lbarnes@pnccdsb.on.ca](mailto:lbarnes@pnccdsb.on.ca)



## INFORMED CONSENT/PERMISSION FORM FOR EDUCATION TRIPS

### Category 4 or 5 - Students Under 18 Years

The St Thomas Aquinas Outdoor Club is arranging an Canoe trip to Algonquin Park from Tuesday, September 30, 2025, to Friday, October 3, 2025 with training session on September 22 (Swim Test) and September 24 (Canoe Basics - Rivera Park) in preparation for the portaging trip.

**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 canoe tripping and camping involve certain elements of risk. Injuries may occur while participating in these activities. The following list includes, but is not limited to, examples of the types of injury which may result from participating in canoe tripping and camping:

1. Nutrition deficiency and dehydration
2. Impact injuries such as breaks, contusions and concussions
3. Water related injuries (potentially including drowning - PFDs will be used to mitigate this risk)

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 Algonquin Camping Trip, 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 St. Thomas Aquinas Outdoor Club canoe trip to  
(name of student)  
Algonquin Park to be held on or about Sept 30, 2025 – October 3, 2025 as well as the training leading up to 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 St. Thomas Aquinas Outdoor Club Algonquin Canoe Trip (describe activity) to its students on or about Sept 30, 2025, to October 3, 2025.

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

**ELEMENT OF RISK**

Educational activity programs, such as, canoe tripping and camping (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 St. Thomas Aquinas Algonquin Canoe Trip (describe activity) arranged through the Peterborough Victoria Northumberland and Clarington Catholic District School Board on or about Sept 30, 2025, to October 3, 2025.

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

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

# OPHEA Guidelines + School & PVNC Code of Conduct

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Canoe Tripping;

Camping Overnight ;

Outdoor Education (general procedures) ;

St Thomas Aquinas STUDENT CODE OF CONDUCT ;

PVNC STUDENT CODE OF CONDUCT

and feel safe, in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself.

The Ontario Code of Conduct sets clear provincial standards of behaviour. It specifies the mandatory consequences for students' actions that do not comply with these standards. Our complete School Code of Conduct can be found in the Student Agenda Book that each student receives in September. All schools within the Board also follow a standard Code of Conduct which sets standards of behaviour for students, parents, volunteers, teachers, and other staff members. These standards apply whether they are on school property, on school buses, at school-related events or activities, or in circumstances that could have an impact on the school climate or reflect poorly upon the mission of Catholic education. Visit the Board website to read the [full Code of Conduct](#).

All members of the St. Thomas Aquinas community are to be treated with respect and dignity. Respect and responsibility are demonstrated when a student: comes to school prepared, on time and ready to learn; shows respect for themselves, for others and for those in authority; refrains from bringing anything to school that may compromise the safety of others; follows the established rules and takes responsibility for his or her own action.

Click on the following links to read the expected behaviours, the reasons for the expected behaviours, and the consequences for misbehaviours for the following areas pertaining to our school's code of conduct:

- [Attendance](#)
- [Dress Code](#)
- [Homework](#)
- [Safe Schools](#)
- [Social Media Etiquette](#)
- [Study Periods](#)



# Risk Analysis

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

## OPHEA Safety Guidelines for Outdoor Education – Canoe Tripping

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

Guideline	How it will be addressed
	<b>Equipment</b>
Determine that all equipment is safe for use prior to departing on the excursion.	Checking of equipment is completed as part of the pre-trip training session. Each group will have the same equipment for the duration of the trip. A final kit check will be done just prior to departure.
A fully stocked first aid kit must be readily accessible and waterproofed.	First aid kits are carried at each level. <ul style="list-style-type: none"> <li>• Each group supervisor carries a large first aid kit.</li> <li>• The trip guide carries a comprehensive first aid kit which includes equipment for splinting breaks or sprains.</li> </ul>
A working communication device (e.g., satellite or cell phone, or satellite GPS messenger) suitable for the activities/locations must be available. This device must be maintained, waterproofed, protected and dedicated for emergency communications only.	An inReach communicating and GPS device is used. It will be in the possession of the trip guide at all times and stored in a waterproof bag in the trip guide's portage pack along with extra batteries. All supervisors will be aware of where the device is stored and how to use it to reach EMS.
Comply with the Minimum Safety Equipment Requirements in Transport Canada's Safe Boating Guide.	Each supervisor will have an FMS radio at all times to ensure communication between the groups and with the trip guide. These will be stored in waterproof bags and have extra batteries available.
Correctly fitting and Transport Canada approved P.F.D./life-jackets, with whistle attached, must be worn and properly fastened at all times while on the water.	All canoes will have the required safety equipment. Supervisors will check for this equipment prior to the start of canoeing each day. Students who bring their own will have them inspected to ensure they meet the required guidelines. PFDs will also be available for rental. All participants will have the PFD properly fastened at all times in the canoe, and each group supervisor will check prior to the start of canoeing at the beginning of the day and after each portage.
Two paddles per canoe, with some spare paddles taken along in case of broken or lost paddles.	The trip guide will ensure that each student has a whistle properly attached to the PFD prior to departing on trip. The trip guide will also ensure that each canoe has two paddles plus an extra paddle in case of breakage.

Paddles and canoes must be checked for cracks, splinters and leaks.	Canoes will be borrowed from St. Mary Catholic Secondary School and should be suitable. The trip guide will check all canoes and paddles prior to departure.
Repair kit.	The trip guide will have a repair kit available. Repair of canoes will be covered as part of the training sessions, but any actual repairs will be completed under the direct supervision of the trip guide.
Appropriate canoe tripping packs.	Waterproof portage packs (Seal Bags) have been purchased by the school that are suitable for canoe tripping. Each tent group has at least one portage pack for tent, sleeping gear and clothing.
A means of hydration must be available, accessible, and appropriate for the activity, location and duration of the trip (direct access to potable water, filters, purifier, chemical).	Both pump and gravity style water filters, with replacement filters, are part of the training session. Proper use and maintenance is covered during the training session. Each tent group has one style of water filter included in their tent group equipment.
An adequate supply of nutritious food preserved and packed to suitable weight for carrying.	As part of the pre-trip planning, students learn, plan and prepare nutritious food that is either previously packaged, or dehydrated if necessary, to prevent spoilage. Each tent group has a 30 L food barrel and harness to store and carry all food items. No fuel bottles or stoves are permitted in the food barrels to prevent contamination by fuel.
For emergency purposes, trips must not rely solely on campfires. A camp stove must be available, accessible, and appropriate for the activity, location and duration of the trip.	Each group has an MSR Firefly stove with two 900 mL fuel bottles. Proper use and maintenance is covered as part of the pre-trip training. Each group supervisor carries an MSR Firefly repair kit in case of any damage or repair that may be required. Although repair and maintenance is covered as part of the training, any repairs will only be carried out under the direct supervision of the group supervisor.
Waterproof matches and/or matches in a waterproof container.	Each group and group supervisor carries waterproof matches in a waterproof container.
Set of maps for canoe trip location including marked access and potential evacuation locations. A GPS unit may be used as an additional navigational tool, but must not be used in place of print maps. An identical map set should also be available to the principal/designate and local emergency contact (e.g., park official, area police station).	Each canoe will have a copy of the Algonquin Park canoe route map for the area to be used with the route clearly marked, and a magnetic compass.  The trip guide will have a GPS unit in addition to a marked route map.  A copy of the map will be left with the principal before departure from the school.  A copy of the map will be left with the park office at Canoe Lake before departure.
<b>Clothing/Footwear</b>	
Determine that all necessary clothing and footwear are included prior to departing on the excursion.	Proper clothing selection is covered as part of the pre-trip training. A clothing kit check will be completed during the packing session prior to departure.
Students must be provided with a clothing and equipment list prior to the activity.	The clothing and equipment list is provided both to the student during the training, and to the parent or guardian during the informational meeting prior to the trip.
A process must be established to check student clothing and equipment prior to the trip.	Students will have their packed clothing and equipment checked the day prior to departure, and the clothing they are wearing the day of departure will be checked.  Any student that does not have appropriate clothing or equipment will not participate until the deficiency is corrected.
Clothing (in layers where appropriate) and footwear (i.e. closed-toed shoes that provide traction when on land) appropriate for the activity, location and environmental conditions must be worn.	The layering principle and appropriate clothing is covered as part of the pre-trip training. When clothing and footwear is checked prior to departure, it will be checked for appropriateness.

<p>Dry change of clothing kept in a watertight bag/container.</p> <p>Rain gear.</p>	<p>Each student is given a dry bag for packing clothing to ensure it is dry, as well as the requirement that all clothing bags are packed in the portage bag for each group.</p> <p>Every person will have rain gear as part of his or her equipment and it will be accessible at all times.</p> <p>The trip guide and group supervisors will check prior to departure and periodically during the trip to ensure none of these articles are worn.</p> <p>Hair ties will be available for use if required.</p> <p>Nail clippers will be available for use if required.</p>
<p>No articles (jewellery, clothing, lanyards) shall be worn that could become tangled, caught or cause injury or restrict the student in the event of an emergency.</p> <p>When long hair poses a safety risk it must be secured. Devices (for example, hair pins, elastics and barrettes) used to tie back long hair must not present a safety concern.</p> <p>Students must not participate when the length of fingernails poses a safety risk to themselves or others.</p>	<p>The trip guide will contact Algonquin Park both the week prior to departure, and upon arrival, for any current information on safety concerns for the route to be used.</p> <p>All water to be travelled on are lakes and low flowing streams. No rapids or fast running water will be used at any time.</p> <p>The same route has been used by other PVNC groups, and the trip guide is very familiar with this route.</p> <p>Students are taught proper sanitary procedures during the pre-trip training, both for using the washroom and food preparation.</p> <p>Hand sanitizer is provided for each kitchen set for students to use prior to preparing food.</p> <p>Hand sanitizer will be provided with toilet paper to use after using washroom facilities. These will be kept in a labeled, waterproof bag.</p>
<p><b>Facilities</b></p>	
<p>Check with local authorities for current information regarding route safety</p>	<p>The trip guide is in possession of an inReach device to contact EMS, school principal, and student's parents or guardians in case of any emergency. If any student requires to be transported to hospital, the trip guide will oversee this process personally and the remainder of the group will not proceed until the trip guide is both finished with the transportation and has returned to the group.</p> <p>As part of the training, students will receive training on concussion prevention and awareness.</p> <p>Parents will communicate all medical concerns to the trip supervisor during the parent meeting. This information will be in the possession of both the trip guide and group supervisor for the duration of the trip.</p> <p>There will be a parent informational session planned where parents will be made aware of:</p> <ul style="list-style-type: none"> <li>• Itinerary</li> <li>• Route</li> </ul>
<p>Canoe route and water conditions must be appropriate to age/skill level of students.</p>	<p>As part of the training, students will receive training on concussion prevention and awareness.</p>
<p>Trip guide must be familiar with the route (e.g., length of route, terrain).</p>	<p>Parents will communicate all medical concerns to the trip supervisor during the parent meeting. This information will be in the possession of both the trip guide and group supervisor for the duration of the trip.</p>
<p>Appropriate environmental and sanitary practices (e.g., washroom routines) must be taught.</p>	<p>There will be a parent informational session planned where parents will be made aware of:</p> <ul style="list-style-type: none"> <li>• Itinerary</li> <li>• Route</li> </ul>
<p><b>Special Rules/Instructions</b></p>	
<p>Determine and follow school/board emergency procedures, including accessibility to a vehicle, for transportation of a student to hospital.</p>	<p>As part of the training, students will receive training on concussion prevention and awareness.</p>
<p>Students must receive training or information on concussion prevention and awareness specific to the activity prior to participating. Students must not participate in the activity until this instruction has been received.</p>	<p>Parents will communicate all medical concerns to the trip supervisor during the parent meeting. This information will be in the possession of both the trip guide and group supervisor for the duration of the trip.</p>
<p>Be aware of students whose medical condition (e.g., anaphylaxis, asthma, casts, previous concussion, and orthopaedic device) may affect participation (see Generic Section).</p>	<p>There will be a parent informational session planned where parents will be made aware of:</p> <ul style="list-style-type: none"> <li>• Itinerary</li> <li>• Route</li> </ul>
<p>Risks involved with the activities must be communicated to parents/guardians with a signed response form from the parents/guardians, giving permission for student to participate.</p>	<p>There will be a parent informational session planned where parents will be made aware of:</p> <ul style="list-style-type: none"> <li>• Itinerary</li> <li>• Route</li> </ul>

<ul style="list-style-type: none"> <li>• Emergency contact information</li> <li>• Student expectations</li> </ul> <p>Parents will need to sign a permission form prior to students participating in any activities.</p>	<ul style="list-style-type: none"> <li>• Vehicles with volunteer drivers will be used for transportation, and will be covered in the parent information session.</li> <li>• The trip guide and each group supervisor will have a marked map of the route, the excursion itinerary, and a copy of the emergency action plan.</li> <li>• The trip guide will have copies of the students' emergency contact information. This will all be stored in a waterproof bag.</li> <li>• The canoes borrowed have a load capacity that exceeds the requirements.</li> <li>• A lead boat and sweep boat will be determined for each day's paddle with a minimum of one supervisor in both the lead and sweep boat.</li> <li>• The fitness level of participants will be evaluated during the pre-trip training. Building the students' fitness level will also be part of the training.</li> <li>• The amount of time each day for both canoeing and portaging is kept within the capabilities of the participants.</li> </ul>
<p>Where the activity takes students off school property, parents/guardians must be made aware of means of transportation used.</p> <p>A principal/designate in the school, and each teacher (and trip guide [where appropriate]) on the excursion must have: a map of route and an excursion itinerary including an emergency action plan (e.g., supervisory chain of command, emergency evacuation plan, emergency access points, local emergency contact phone numbers).</p>	<p>The loading of a canoe with people and/or gear must not exceed the manufacturer's load capacity rating.</p> <p>Each day a lead boat and sweep boat must be assigned. A signal system must be in place (for example, whistle calls) for communication between boats.</p> <p>Teacher and trip guide must both take into consideration:</p> <ul style="list-style-type: none"> <li>o previous training and fitness level of all trip participants</li> <li>o length of time and intensity of physical activity</li> </ul>
<h3>Environmental Considerations</h3>	
<p>Trip guide must take into consideration environmental conditions (e.g., air and water temperatures, currents, tides and wave conditions, weather, wind, air quality, humidity, UV rating, insects).</p>	<p>The trip guide will take these environmental conditions into consideration each day before starting. If there are any concerns, then the groups will not proceed until the trip guide feels that it is safe to do so.</p>
<p>Trip guide must:</p> <ul style="list-style-type: none"> <li>o be aware of and respond to changing weather and water conditions prior to and during the trip;</li> <li>o cancel, postpone or alter the excursion if conditions put students' safety at an elevated level of risk (e.g. wind, temperature, lightning storms, fog).</li> </ul>	<p>The trip guide will take these weather and water conditions into consideration each day before starting. If there are any concerns, then the groups will not proceed until the trip guide feels that it is safe to do so.</p>
<p>If inclement weather suddenly approaches, leave the water immediately.</p>	<p>The trip guide will ensure that the group will leave the water and find an appropriate halt area if inclement weather approaches. He will travel near the front of the group to ensure that this positive control is maintained.</p>
<p>The trip leader in charge must postpone excursion if there is any indication of inclement weather or cold water conditions severe enough to put students' safety at risk.</p>	<p>The group will not proceed until the trip guide feels that it is safe to do so. The trip guide will check the weather report the week prior to determine the forecast. If severe weather is forecasted that would put students' safety at risk, then the trip will be postponed to the following week. If necessary, the trip will be canceled.</p>



<p>The itinerary is set such that all canoeing will be done during daylight hours, with several hours extra in case of unforeseen circumstances. If canoeing at night is necessary for emergency purposes, the proper procedures for boating at night will be followed.</p>	
<p><b>Canoeing Skills</b></p>	
<p>The pre-trip training teaches the required skills in a progressive manner. An afternoon canoeing session at Rivera Park is planned that will cover basic canoeing to ensure that all students have a basic ability to safely move the canoe.</p>	<p>Skills for the safe maneuvering of a canoe must be taught in proper progression.</p>
<p>The itinerary is based on the skills taught, and no deviation from these will occur unless for emergency purposes and only under the direction of the trip planner.</p>	<p>Activities must be based on skills taught.</p>
<p>This is covered at the start of the trip, and all group supervisors will personally ensure that all canoes are loaded properly at all times.</p>	<p>Students must be instructed on the appropriate loading of the canoe, and trimming of the canoe once loaded.</p>
<p>All canoeing skills are taught and practiced prior to the trip during the afternoon training session at Rivera Park.</p>	<p>As a prerequisite for open water canoeing the student must demonstrate basic competence to a trip leader in:</p> <ul style="list-style-type: none"> <li>o lifts, carries and portaging</li> <li>o launching a canoe</li> <li>o proper entry/exit from canoe</li> <li>o positioning of paddlers and gear</li> <li>o pivot 360 degrees in both directions</li> <li>o draw and pry strokes</li> <li>o sweep stroke</li> <li>o forward and reverse stroke</li> <li>o synchronized strokes</li> <li>o stopping</li> <li>o paddling forward in a straight line</li> <li>o sideslip</li> <li>o circles in both direction radius 10 meters</li> <li>o landings (shore and dock)</li> <li>o j-stroke, stern draw and stern pry strokes</li> <li>o canoe over canoe rescue procedure</li> <li>o self-rescues into dry and/or swamped canoes</li> </ul>
<p><b>Students Communications</b></p>	
<p>All of these skills are taught as part of the pre-trip training sessions.</p>	<p>Prior to the trip, students must be familiar with:</p> <ul style="list-style-type: none"> <li>o suitable clothing (e.g., recommend layering principle, avoid cotton)</li> <li>o canoeing equipment and repairs</li> <li>o camping skills and safety (e.g., fire building and safety, setting up tarps in an emergency, proper storage of food in camp, water treatment options, use of cooking devices and camp cooking)</li> <li>o environmental concerns (e.g., wildlife, weather, low impact camping, poison ivy/oak)</li> </ul>

<ul style="list-style-type: none"> <li>o use of a compass</li> <li>o map reading</li> <li>o the trip itinerary, by reviewing the map, including emergency evacuation points</li> </ul> <p>Students must receive instruction on safety procedures related to:</p> <ul style="list-style-type: none"> <li>o severe weather conditions (e.g., wind, lightning - see Appendix F - Lightning Protocol)</li> <li>o hydration and nourishment</li> <li>o ways to protect themselves from environmental conditions (e.g. use of hats, sunscreen, sunglasses, personal water bottles, insect repellent, appropriate clothing)</li> </ul>	<p>All of these skills are taught as part of the pre-trip training sessions</p>
<h3>Swim Test</h3>	
<p>Prior to canoeing, students must successfully complete the following swim test in its entirety:</p> <ul style="list-style-type: none"> <li>o rolling entry (backwards or forward) into deep water at 2.75m (9')</li> <li>o minimum depth</li> <li>o tread water for 1 minute</li> <li>o swim 50m (164') continuously any stroke</li> </ul> <p>The components of the swim test must be completed in sequence and without any aids or stops.</p> <p>The test must be administered by a qualified instructor/guard (test is based on the Lifesaving Society's Swim to Survive™ Standard.</p> <p>The swim test must be completed within the school year in which the activity is taking place.</p> <p>In lieu of completing the swim test, students may provide proof of Bronze Medallion certification or higher.</p> <p>Trip guide and outside provider (if applicable) must be aware of the swim test results.</p>	<p>A swim test is scheduled at the Lindsay Recreation Centre. Any students not passing the test will be identified and will try to pass the test with a PFD. All Teachers, Trip Guides, and Volunteers will be aware of the students who require a PFD/Lifejacket to complete the swim test.</p> <p>An NLS qualified life guard will be hired to administer the test.</p> <p>The swim test will be scheduled for approximately 1 week before the trip.</p> <p>Any students that meet this qualification will be identified, but will still be required to complete the swim test.</p> <p>The trip guide will be present during the swim test to personally be aware of results.</p>
<h3>Supervision</h3>	
<p>For all overnight excursions, two adult supervisors are required as a basic minimum, one of whom must be a teacher.</p> <p>Where males and females participate on an excursion, both male and female supervisors are required.</p> <p>If the group is divided into two or more excursions, each excursion must have a trip guide who has the required certifications.</p> <p>1 supervisor per 8 students.</p> <ul style="list-style-type: none"> <li>o For every 1-8 students, personnel and qualifications required: one trip guide, one First Aid certification, and one lifeguard certification. These qualifications can be fulfilled by one or more supervisors.</li> </ul>	<p>There will be more than two adult supervisors present (minimum of 2 teachers at all times)</p> <p>Any female student group will be supervised by a female group supervisor.</p> <p>At no point will the trip be divided into more than one excursion. All participants will travel as a group and will occupy campsites that are on the same lake and within a reasonable distance with each other.</p> <p>This ratio, or better, will be maintained at all times. Each group supervisor will have up to two tent groups which will have a maximum of four students each. This will maintain the required ratio.</p> <p>All of these qualifications are held by the trip guide.</p>

<b>Instructor Qualifications</b>	
<p>At least one trip leader must have one of the following current certifications:</p> <ul style="list-style-type: none"> <li>• ORCKA Canoe Tripping Level 3 Trip Leader</li> <li>• Paddle Canada Advanced Tripping Skills</li> <li>• Or equivalent</li> </ul>	<p>David Saunders meets this requirement.</p>
<p>At least one (1) Trip Guide, Assistant Trip Guide, teacher, parent/guardian/volunteer, or instructor with one (1) of the following current certifications must fill the role of Water Safety Supervisor for the Trip Group:</p> <ul style="list-style-type: none"> <li>• Bronze Cross</li> <li>• Wilderness Water Safety</li> <li>• Whitewater Rescue Technician</li> <li>• Swiftwater Rescue Technician</li> </ul>	<p>David Saunders and Loretta Barnes have current Swiftwater Rescue Technician certification in order to fill the role of Water Safety Supervisor.</p>
<b>First Aid Certification</b>	
<p>When on a multi-day trip travelling within 2 hours from the arrival of emergency medical assistance to arrive, at least one teacher, trip guide, instructor or supervisor must have one of the following certifications:</p> <ul style="list-style-type: none"> <li>• St. John Ambulance's Emergency First Aid with CPR C + AED</li> <li>• St. John Ambulance Wilderness First Aid</li> <li>• Canadian Red Cross Emergency First Aid &amp; CPR (Level C)</li> <li>• Canadian Red Cross Wilderness and Remote First Aid</li> <li>• Canadian Ski Patrol First Aid Certificate</li> <li>• Equivalent to any of the above.</li> </ul>	<p>David Saunders and Loretta Barnes all have current Wilderness First Aid Certification.</p>
<p>When taking students to wilderness areas (which travel more than 2 hours from the arrival of emergency medical assistance), one teacher, trip guide, instructor or supervisor must have one of the following certifications:</p> <ul style="list-style-type: none"> <li>• Wilderness First Aid OR</li> <li>• Wilderness Advanced First Aid OR</li> <li>• Wilderness First Responder OR</li> <li>• Equivalent to any of the above.</li> </ul>	<p>The trip will not be this far from EMS arrival. Extraction could be done within 2 hours from anywhere on the route if necessary. The trip supervisor is also trained and qualified in Wilderness First Aid.</p>
<b>Supervision for Swim Test</b>	
<p>There must be a minimum of two certified swimming instructors/lifeguards on deck or in the pool. Supervision ratio is 2 instructors per 50 students with both instructors/lifeguards certified as outlined below.</p> <p>All swimming instructors must hold one of the following current certifications:</p> <ul style="list-style-type: none"> <li>• Canadian Red Cross Water Safety Instructor Award</li> <li>• Lifesaving Society Instructor Certificate plus an Assistant Lifeguard Certificate</li> </ul>	<p>The Lindsay Recreation Centre has a policy of two NLS qualified lifeguards at all times. This will be maintained during the swim test.</p> <p>The Lindsay Recreation Centre has a policy of two NLS qualified lifeguards at all times. This will be maintained during the swim test.</p>

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

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

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

Determine that all necessary clothing and footwear are included prior to departing on the excursion.	COVERED IN ABOVE SECTION.
Clothing (in layers where appropriate) and footwear (i.e. closed-toed shoes that provide traction) appropriate to the activity, location and environmental conditions must be worn.	COVERED IN ABOVE SECTION.
Rain gear and/or a dry change of clothing kept in a watertight bag/container must be accessible.	COVERED IN ABOVE SECTION.
<b>Facilities</b>	
Trip guide must check with local authorities to determine the level of potential hazards (e.g., bears, forest fires).	COVERED IN ABOVE SECTION.
Routes must commensurate with age and abilities of group.	COVERED IN ABOVE SECTION.
Appropriate environmental and sanitary practices (e.g., washroom routines) must be taught.	COVERED IN ABOVE SECTION.
<b>Special Rules/Instructions</b>	
Determine and follow school/board emergency procedures, including accessibility to a vehicle, for transportation of a student to hospital.	COVERED IN ABOVE SECTION.
Be aware of students whose medical condition (e.g., anaphylaxis, asthma, casts, previous concussion, or orthopaedic device) may affect participation (see Generic Section).	COVERED IN ABOVE SECTION.
Risks involved with the activities must be communicated to parents/guardians with a signed response form from the parents/guardians, giving permission for student to participate.	COVERED IN ABOVE SECTION.
Where the activity takes students off school property, parents/guardians must be made aware of means of transportation used.	COVERED IN ABOVE SECTION.
Skills must be taught in proper progression.	The skills required are incorporated into the pre-training sessions and taught in a progressive manner.
Program activities must be appropriate for both the age and skill level of the participants.	All skills are appropriate for high school students with little to no camping experience.
Students must receive training or information on concussion prevention and awareness specific to the activity prior to participating. Students must not participate in the activity until this instruction has been received.	COVERED IN ABOVE SECTION.
Students must be made aware of expectations as they relate to: <ul style="list-style-type: none"> <li>o emergency procedures</li> <li>o signal to assemble</li> <li>o boundaries for activity</li> </ul>	These concerns will be communicated to both the student during the training, and to the parents during the parent info session.
A process for keeping track of students must be in place (e.g. buddy system).	Students will not be permitted to wander alone, and each will be paired with a partner.
Program must be planned in detail with contingency plans for inclement weather.	The trip planner will make final decision on plan during inclement weather, with the priority being on student safety.
A principal/designate in the school, and each teacher (and trip guide [where appropriate]) on the excursion must have: a map of route and an excursion itinerary including an emergency action plan (e.g., supervisory chain of command,	COVERED IN ABOVE SECTION.

emergency evacuation plan, emergency access points, local emergency contact phone numbers)	
Food must be hung, stored in a car or in bear-proof containers, or kept as far away from camp as possible.	These procedures will be covered as part of the course curriculum. Each group has a barrel for food and toiletries that will be hung in the trees each night, under supervision.
Students must not use axes.	No axes will be taken on the trip.
Safety procedures for camp/cooking fires must be established (e.g., water bucket in close proximity, safe movement when near fire, review of "stop, drop and roll")	Safe operation of the stove and cooking procedure will be covered as part of the pre-trip training.
No open flame, of any sort, in or near tents.	No cooking will take place in or near the tents. The group supervisors will ensure that a suitable cooking area is established away from the tents.
No bare feet in campsite area.	Students will be informed and group supervisors will ensure that students have footwear on at all times. Proper checking of skin for ticks will be covered and supervised during the trip.
Teacher and trip guide must both take into consideration: * previous training and fitness level of all trip participants * length of time and intensity of physical activity	COVERED IN ABOVE SECTION.
<b>Environmental Considerations</b>	
Trip guide must take into consideration environmental conditions (e.g., temperature, weather, wind, air quality, humidity, UV index, insects)	COVERED IN ABOVE SECTION.
Trip guide and teacher must: <ul style="list-style-type: none"> <li>• be aware of and respond to changing weather conditions prior to and during the trip;</li> <li>• cancel, postpone or alter the excursion if conditions put students' safety at an elevated level of risk (e.g. wind, temperature, lightning storms, fog).</li> </ul>	COVERED IN ABOVE SECTION.
<b>Instructions and Communications</b>	
Students must receive instruction on safety procedures related to: <ul style="list-style-type: none"> <li>• ways to protect themselves from environmental conditions (e.g. use of hats, sunscreen, sunglasses, personal water bottles, insect repellent, appropriate clothing);</li> <li>• severe weather conditions (e.g., wind, lightning, [see Appendix F Lightning Protocol]);</li> <li>• hydration and nourishment.</li> </ul>	This will all be covered prior to departure as part of the pre-trip training.
<b>Supervision</b>	
On-site supervision.	A group supervisor is present with students at all times. At no point will students be left unattended.
If using tents, at least one of the trip guides must have tent-camping experience. Filling and lighting camp stoves and lighting of campfires by students must be done under constant visual supervision.	All group supervisors and the trip guide have tent camping experience. These activities will be completed under the direct supervision of the group supervisors.
Saws and camping knives may be used by students under adult supervision following instruction in their use.	This will be covered as part of the pre-trip training prior to departure.
	When used on a trip, it will be under the direct supervision of the group supervisors.

**Supervisor Ratio**

<p>1 supervisor per 15 students.</p>	<p>This ratio will be maintained throughout. The students are divided into groups of no more than 8 with a supervisor assigned to each group.</p>
<p>Where males and females participate on an excursion, both male and female supervisors are required.</p>	<p>COVERED IN ABOVE SECTION.</p>
<p align="center"><b>First Aid Certification</b></p>	
<p>At least one supervisor must have one of the following current first aid certifications:</p> <ul style="list-style-type: none"> <li>o N.L.S. lifeguard certificate</li> <li>o St. John Ambulance's Emergency First Aid with CPR C + AED</li> <li>o St. John Ambulance Wilderness First Aid</li> <li>o Canadian Red Cross Emergency First Aid &amp; CPR</li> <li>o Canadian Red Cross Wilderness and Remote First Aid</li> <li>o Canadian Ski Patrol First Aid Certificate</li> <li>o Equivalent to any of the above.</li> </ul>	<p>COVERED IN ABOVE SECTION.</p>

# Outdoor Club

## Student Information Sheet

Student Name:

Emergency Contact Name:

Emergency Contact Phone Number:

OHIP Number:

Food Allergies:

Current Medications:

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

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

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

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

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

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

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



# Student Equipment Checklist

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*Name:*

## Equipment That Student Can Bring If They Already Own

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

## Equipment That Student Needs to Supply

- Packable pillow
- Knife, fork and spoon
- Headlamp or flashlight with spare batteries
- At least one 1 L Nalgene bottle or a water bladder such as Camelback
- Ablution (personal hygiene) kit

## Clothing

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

## Consumables

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

## Copy of Student Health Card

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

Trip: St. Thomas Aquinas Outdoor Club Algonquin Canoe Trip  
 Date: Sept 30 - October 3, 2025  
 Supervisor In Charge: Dave Saunders

<b>Emergency Item</b>	<b>Action Plan</b>		
<b>Emergency Contacts</b> Include full names and phone numbers for the following individuals: Supervisor in Charge Additional Supervisors School Principal: Matt Bowen 705-772-0832	Dave Saunders Cell: 705-868-1482 Previous ORCKA Certs Wilderness First Aid (2023)	Loretta Barnes Cell: 705-313-4990 Wilderness First Aid (2023)	Barb D'Souza Cell: 705-868-7907 First Aid with CPR
<b>Location of Activity</b> Address of Facility	<b>Algonquin Park, Ontario 60, Ontario K0J2M0</b>		
<b>Student List</b> Include full student names and birthdates	<b>Will confirm once finalized</b>		
<b>Parent Contact List</b> Include full parent names and phone numbers	<b>Will confirm once finalized</b>		
<b>Nearest Hospital</b> Address of nearest Hospital	<b>Huntsville District Memorial Hospital, 100 Frank Miller Dr. Huntsville Ontario, P1H 1H7</b>		
<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?	<b>NA</b>		
<b>First Aid Kit</b> A first-aid kit must be accessible at all times	<b>Two large Wilderness first aid kits will be taken on the trip.</b>		
<b>Plan of Care</b> A copy for each applicable student must be printed from Edsembli	<b>This will be done prior to the trip</b>		
<b>Concussion Protocol</b> A copy of the required policy and forms must be available for completion in the event of a suspected	<b>These forms will be taken on the trip.</b>		

<p>available for completion in the event of a suspected concussion</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><i>These will be addressed at the pre-trip training and followed for the duration of the trip.</i></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><i>These will be addressed at the pre-trip training and followed for the duration of the trip.</i></p>
<p><b>Tornado Warning</b>  Seek shelter immediately  Make an effort to move portable classes indoors  Move students to lowest level of building  Guide staff and students to crouch low, head down and protect the back of your head with your arms.</p>	<p><i>These will be addressed at the pre-trip training and followed for the duration of the trip. Camp Arowhon as a storm safe refuge.</i></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><i>These will be addressed at the pre-trip training and followed for the duration of the trip. Camp Arowhon as a storm safe refuge.</i></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 <b>MUST</b> 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><i>These will be addressed at the pre-trip training and followed for the duration of the trip. Camp Arowhon as a storm safe refuge.</i></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><i>These will be addressed at the pre-trip training and followed for the duration of the trip. Camp Arowhon as a storm safe refuge.</i></p>

**Communal Packing Checklist (Check with Supervisors)**

EQUIPMENT	SAFETY	SIGNED OUT TO STUDENTS
<input type="checkbox"/> <i>Rope (bear cache/clothesline)</i> <input type="checkbox"/> <i>Tarps</i> <input type="checkbox"/> <i>Dutch Oven (cake)</i> <input type="checkbox"/> <i>Hand saw</i> <input type="checkbox"/> <i>Carabiners</i> <input type="checkbox"/> <i>Toilet paper</i> <input type="checkbox"/> <i>Camp soap</i> <input type="checkbox"/> <i>Swiss army knives</i> <input type="checkbox"/> <i>Aeropress</i> <input type="checkbox"/> <i>Fuel for stoves</i> <input type="checkbox"/> <i>Fuel bottles</i> <input type="checkbox"/> <i>Lighters/matches</i> <input type="checkbox"/> <i>Bear spray</i> <input type="checkbox"/> <i>Multitool</i>	<input type="checkbox"/> <i>2 First Aid Kits</i> <input type="checkbox"/> <i>First Aid book and SOAP note</i> <input type="checkbox"/> <i>Throw bags (1 per canoe)</i> <input type="checkbox"/> <i>70ft throw bag</i> <input type="checkbox"/> <i>In Reach satellite communication</i> <input type="checkbox"/> <i>Extra batteries</i> <input type="checkbox"/> <i>MSR Stove repair kit</i> <input type="checkbox"/> <i>Walkie talkies</i> <input type="checkbox"/> <i>Canoe repair supplies (epoxy, etc.)</i> <input type="checkbox"/> <i>Hand Sanitizer</i> <input type="checkbox"/> <i>Nail clippers<sup>1</sup></i> <input type="checkbox"/> <i>Tape (blisters)</i> <input type="checkbox"/> <i>Warming bag</i> <input type="checkbox"/> <i>Naloxone kit</i>	<input type="checkbox"/> <i>Tents (1 per tent group)</i> <input type="checkbox"/> <i>Pot set (1 per food group)</i> <input type="checkbox"/> <i>Stove set (1 per food group)</i> <input type="checkbox"/> <i>Water purifier (1 per food group)</i> <input type="checkbox"/> <i>Whistles (1 per tripper)</i> <input type="checkbox"/> <i>Compasses (1 per tripper)</i> <input type="checkbox"/> <i>Map (1 per student - ziploc copy)</i> <input type="checkbox"/> <i>PFD (as needed)</i> <input type="checkbox"/> <i>Canoe (1 for 2 trippers)</i> <input type="checkbox"/> <i>Paddle (3 per canoe)</i>  <p style="text-align: center;">FOOD</p> <input type="checkbox"/> <i>Breakfast Barrel</i> <input type="checkbox"/> <i>Lunch/Snack Barrel</i> <input type="checkbox"/> <i>Dinner Barrel</i>

Shopping List (Food - Costco, etc)

BREAKFAST	MEAL	TO PURCHASE	COST?
Wednesday	Scrambled eggs (bacon, wraps)	Eggs bacon bits Oil salt, pepper, wraps	\$12 - \$15
Thursday	pancakes	Pancake mix	\$15
Friday	Oatmeal	Oatmeal packs	
<b>LUNCH/ SNACKS</b>			
Wednesday	Meat sticks Single wrapped cheese Trail mix Granola bars Chocolate bars Apples, oranges, small single fruits Dried mangos		
Thursday	" Banana wraps	Bananas, jam, PB, nutella, wraps	
<b>DINNER</b>			
Tuesday	Pasta	Noodles, red sauce, parmesan	
Wednesday	Naan bread pizza	Shredded cheese, (red sauce can be reused from pasta), pepperoni , naan	
Thursday	Spider dogs	Hotdogs, ketchup, relish, mustard (reuse wraps)	

We have an unopened 2kg jar of peanut butter

We have an unopened 1kg jar of Nutella

We have over 40 packages of oatmeal

Item	Quantity	Price
Eggs (xl)	1 carton	\$3-5 / 12 eggs
Bacon bits	2 small bags	\$4 / 85g bag

Pancake mix	1 bag	\$15.99/4.5kg bag
Oatmeal Packs	1 box of individual bags	\$15.99/2.45kg bag
Meat sticks	40 count box	\$20.99
Trail Mix	28 pack	\$24.99
Cheese strings	16 pack	\$8.99
Chocolate bars	Assorted 20 pack	\$18
Granola Bars	48 pack	\$19.99
Cliff bars	12 pack	\$21.99
Dried mangos	2kg	\$25.99
Bananas		
Nutella		
Peanut Butter		
Jam	750mL	\$13.99
Fruits	Based off availability and price	\$20-30
Tortellini		\$17.49
parmesan	680g	\$19.99
Shredded cheese	320g	\$5.50
Red sauce	2 x 1.1L	\$15.99
Pepperoni	275g	\$6
Naan bread	12 pack	\$7.99
hotdogs	450g (10 or 12 hotdogs)	\$4
Tortillas	10 wraps	\$2.99
Salt	500g	\$4.99
Pepper	150g	\$2.50
Vegetable oil	945mL	\$5
Condiment Pack (ketchup, mustard, relish)	358mL	\$6.50
Hot chocolate mix	500g	\$4.40
Mio	50mL	\$3.00
		\$325

**Itinerary for Wells of Hope**

**Holy Cross March Tuesday 11- Wed March 19th, 2025**

**Tuesday March 11, 2025**

Leave Holy Cross at 1:00am Tuesday March 11, travelling by coach bus to Pearson airport.

*Board international flight United Airlines (flight 1345) to Houston Texas departing at 6:10 AM, arriving in Houston at 9:00 am. Transfer to United airlines 1632 leaving Houston March 11 at 2:35 PM, arriving in Guatemala City at 4:29PM. Travel by hotel shuttle to Barcelo Hotel located at 7A Avenida 15-45 Cdad. de Guatemala 01009 Guatemala Phone # 502 2378 4000. Breakfast included. Wells of Hope team leader picking us up at Barcelo hotel at 9:45 am for 3 hour drive to Jalapa and arriving in Jalapa at 12:45pm.*

**Wed, March 12th-Sat March 15, 2025**

Each day we start with a short prayer service reflecting on bible passages related to the activity we are participating in that day. Participate in work projects and visit sites that Wells of Hope has helped to create/build with the local community. Projects typically involve several days moving stones and bricks and bring them to the location where a home will be built for a family in need.

One of the days students will participate in a water walk. Students carry water for a family in the mountains. The water helps to sustain the family for one week. Upon completion of this morning activity, the family prays over our students with traditional Catholic prayers.

One of the days we usually visit a school where we spend time painting the outside of the building followed by time playing games with the students and reading to them.

One afternoon is usually spent at Wells of Hope with Miriam where she teaches English classes to children and adults who wish to learn English to help them with future job opportunities. We will read books, play bingo and use educational materials.

One of the days we will visit an orphanage. We will spend the afternoon meeting new friends, playing games, playing soccer on the field, singing and dancing.

**Sunday (March 16th)**

Attend 11 am Mass at Parroquia Sagrado Corazon de Jesus in Jalapa. We have been going to this Church every year we have visited Guatemala. Visit with the community in various local locations.

**Monday- (March 17)**

Each day we start with a short prayer service reflecting on bible passages related to the activity we are participating in that day. Participate in work projects and visit sites that Wells of Hope has helped to create/build with the local community.

**Tuesday March 18th-Wed March 19**

Depart Wells of Hope at 6 am and travel by coach back to airport in Guatemala City. Flight departs Guatemala City at 12:28 PM (United Airlines Flight 1903), arriving in Houston, Texas at 4:33 PM. Transfer to United flight 313 departing at 6:26 PM arriving at Pearson airport in Toronto at 10:37PM. Take coach bus back to Holy Cross arriving at 1:30 am on Wed March 19. Parents to meet us at Holy Cross to pick up son/daughter.



**Recommended Actions from the Committee-of-the-Whole Meeting,  
January 13, 2025: Revised Estimates Update Report, Resolutions for  
OCSTA Annual General Meeting, Northglen Boundary Report.**

**Mover:** John Connolly

- a) that the Board receive the Revised Estimates Update report for the 2024-2025 budget as at November 30, 2024.
- b) that the Board receive the Resolution for the Need for Greater Communication and Collaboration among Ministries to Ensure Efficient and Timely Services for Students with Special Needs, to be presented at the OCSTA AGM in May 2025.
- c) that the Board prepare a resolution, to be submitted to OCSTA for consideration, regarding the sacramental preparation program.

Committee-of-the-Whole

January 13, 2025.

**Peterborough Victoria Northumberland and Clarington Catholic District School Board  
Budget - Summary of Enrolment**

<b>Day School Enrolment</b>	<b>Revised 2024/25</b>	<b>Budget 2024/25</b>	<b>Actual 2023/24</b>	<b>Actual 2022/23</b>	<b>Actual 2021/22</b>	<b>Actual 2020/21</b>	<b>Actual 2019/20</b>
Junior Kindergarten	876.00	870.00	889.50	852.50	816.50	782.00	927.50
Senior Kindergarten	945.00	935.00	895.75	866.50	902.50	938.75	1,010.00
Grades 1-3	2,891.00	2,847.00	2,894.00	2,993.00	3,067.00	3,044.25	3,065.00
Grades 4-6	3,316.00	3,313.00	3,280.50	3,221.50	3,240.50	3,176.00	3,245.50
Grade 7-8	2,253.00	2,229.00	2,221.00	2,189.50	2,137.00	2,094.00	2,059.25
<b>Elementary</b>	<b>10,281.00</b>	<b>10,194.00</b>	<b>10,180.75</b>	<b>10,123.00</b>	<b>10,163.50</b>	<b>10,035.00</b>	<b>10,307.25</b>
Secondary	4,958.25	4,858.00	4,660.01	4,595.13	4,527.67	4,594.13	4,559.26
<b>Total</b>	<b>15,239.25</b>	<b>15,052.00</b>	<b>14,840.76</b>	<b>14,718.13</b>	<b>14,691.17</b>	<b>14,629.13</b>	<b>14,866.51</b>

**Peterborough Victoria Northumberland and Clarington Catholic District School Board  
Budget - Staffing Summary - Full Time Equivalents (FTE)**

	2024-25 Revised	2024-25 Budget
<b>Classroom Instruction, Teacher Assistants and Early Childhood Educators</b>		
Classroom Instruction Staff, Facilitators and Coaches	812.73	804.96
Special Education Teachers	77.33	76.50
Educational Assistants, Autism Spectrum Disorder Workers and Itinerant Sp Ed	298.00	289.00
Early Childhood Educators	62.00	62.00
<b>Student Support</b>		
Social Services	11.00	11.00
Speech Services	5.50	5.50
Psychological Services	5.00	5.00
Indigenous Supports	4.00	4.00
Attendance Counselling	1.00	1.00
Computer Services	17.00	17.00
Chaplaincy Leader	5.57	5.57
<b>Library and Guidance</b>		
Library Teachers	4.33	4.33
Guidance Teachers	12.01	12.50
Learning Commons Specialists and E Learning Secretary	22.71	22.71
<b>School Administration</b>		
Principals and Vice-Principals (Administrative Time)	53.84	53.67
Administrative Support Staff	58.60	58.51
<b>Consultants,Central Principals/Vice-Principal/Leads, Support Staff</b>	21.30	21.30
<b>Administration and Governance</b>		
Trustees	9.00	9.00
Director and Supervisory Officers (including those that are Program Leads)	7.00	7.00
Director and Supervisory Officers Office	6.00	6.00
Finance and Accounting	5.00	5.00
Payroll	4.00	4.00
Procurement, CEC Support and Community Use	3.91	3.91
Human Resource Administration and Health and Safety	8.00	8.00
Communications and Records Management	2.57	2.57
<b>School and CEC Operations</b>		
Managerial Staff and Administrative Supports	6.00	6.00
Custodial	94.88	93.75
Maintenance	10.00	10.00
Transportation - Consortia Staff	4.00	4.00
<b>Total Staffing FTE</b>	<b>1,632.28</b>	<b>1,613.79</b>

**Peterborough Victoria Northumberland and Clarington Catholic District School Board  
Budget - Summary of Revenues**

	Revised Budget 2024/25	Budget 2024/25	Increase (Decrease) Revised From Budget
<b>General Operating Grants and Transfers from Deferred Revenue</b>			
Classroom Staffing Fund (CSF)	110,291,541	99,633,682	10,657,859
Learning Resource Fund (LRF)	32,811,820	30,785,619	2,026,201
Special Education Fund (SEF)	30,363,117	27,988,305	2,374,812
School Facilities Fund	18,279,756	17,734,321	545,435
Student Transportation Fund (STF)	13,851,555	13,812,789	38,766
School Board Administration Fund (SBAF)	5,589,135	5,392,378	196,757
General Core Education Funding (Core Ed)	<u>211,186,925</u>	<u>195,347,094</u>	<u>15,839,831</u>
Estimated 2024/25 Benchmark increases due to cumulative Bill 124 impact	-	5,853,904	(5,853,904)
Less Transferred to Deferred Capital for Minor TCA	<u>(1,273,993)</u>	<u>(971,975)</u>	<u>(302,018)</u>
<b>Subtotal</b>	<u><b>209,912,932</b></u>	<u><b>200,229,023</b></u>	<u><b>9,683,909</b></u>
<b>Capital Grants used for Operating Expenses</b>			
Temporary Accommodation	89,684	89,684	-
Interest on Capital	1,190,467	1,190,467	-
<b>Subtotal</b>	<u><b>1,280,151</b></u>	<u><b>1,280,151</b></u>	<u><b>-</b></u>
<b>Other Revenues</b>			
Other Provincial Grants	2,297,930	2,111,911	186,019
School Generated Funds	5,597,030	5,232,400	364,630
Investment Income	800,000	800,000	-
Federal Fees - Tuition	226,798	271,510	(44,712)
Fees and Revenues from Other Sources	1,208,439	1,043,358	165,081
Education Development Charges for Land	460,000	600,000	(140,000)
Amortization of Deferred Capital Contributions	10,018,434	9,890,170	128,264
	<u>20,608,631</u>	<u>19,949,349</u>	<u>659,282</u>
<b>Total Revenue</b>	<u><b>231,801,714</b></u>	<u><b>221,458,523</b></u>	<u><b>10,343,191</b></u>

**Peterborough Victoria Northumberland and Clarington Catholic District School Board  
Budget - Summary of Consolidated Expenses**

	Revised Budget 2024/25		Budget 2024/25	
	\$	%	\$	%
<b>INSTRUCTION</b>				
Classroom Teachers	109,565,696	47.1%	100,133,953	45.1%
Supply Teachers, Teacher Assistants and RECE	6,327,895	2.7%	5,274,255	2.4%
Teacher Assistants	18,982,506	8.2%	18,424,606	8.3%
Early Childhood Educators	4,364,125	1.9%	4,333,910	2.0%
Textbooks/Supplies	5,286,591	2.3%	5,150,713	2.3%
Computers	759,452	0.3%	729,452	0.3%
Professionals, Paraprofessionals	5,346,694	2.3%	5,361,810	2.4%
Library and Guidance	3,638,921	1.6%	3,516,971	1.6%
Staff Development	1,066,867	0.5%	916,318	0.4%
Department Heads	296,425	0.1%	300,429	0.1%
Principals and Vice-Principals	8,769,662	3.8%	7,910,173	3.6%
School Office - Secretarial and Supplies	4,957,558	2.1%	4,920,472	2.2%
Coordinators and Consultants	4,026,518	1.7%	3,816,897	1.7%
Continuing Education	450,972	0.2%	450,972	0.2%
Amortization	1,078,852	0.5%	965,200	0.4%
<b>TOTAL INSTRUCTION</b>	<b>174,918,734</b>	<b>75.2%</b>	<b>162,206,131</b>	<b>73.1%</b>
<b>ADMINISTRATION</b>				
Trustees	144,842	0.1%	156,060	0.1%
Director and Supervisory Officers	1,045,294	0.4%	1,044,388	0.5%
Board Administration	5,120,160	2.2%	4,874,444	2.2%
Amortization	200,215	0.1%	195,957	0.1%
<b>TOTAL ADMINISTRATION</b>	<b>6,510,511</b>	<b>2.8%</b>	<b>6,270,849</b>	<b>2.8%</b>
<b>TRANSPORTATION</b>				
Pupil Transportation	15,591,648	6.7%	15,394,804	6.9%
<b>TOTAL TRANSPORTATION</b>	<b>15,591,648</b>	<b>6.7%</b>	<b>15,394,804</b>	<b>6.9%</b>
<b>PUPIL ACCOMODATION</b>				
School Operations and Maintenance	18,937,085	8.1%	18,408,971	8.3%
Other Pupil Accommodation	1,625,194	0.7%	1,405,194	0.6%
Amortization	9,346,396	4.0%	9,336,044	4.2%
<b>TOTAL PUPIL ACCOMODATION</b>	<b>29,908,675</b>	<b>12.9%</b>	<b>29,150,209</b>	<b>13.1%</b>
<b>OTHER</b>				
School Generated Funds	5,597,030	2.4%	5,232,400	2.4%
Provision for Contingencies	-	0.0%	3,569,370	1.6%
<b>TOTAL OTHER</b>	<b>5,597,030</b>	<b>2.4%</b>	<b>8,801,770</b>	<b>4.0%</b>
<b>TOTAL EXPENSES</b>	<b>232,526,598</b>	<b>100.0%</b>	<b>221,823,763</b>	<b>100.0%</b>

**Peterborough Victoria Northumberland and Clarington Catholic District School Board  
Budget - Summary of Consolidated Expenses by Object**

Expenses	Revised 2024/25		Budget 2024/25	
	\$	%	\$	%
Salaries and Wages	152,745,974	65.7%	141,032,717	63.6%
Employee Benefits	28,431,860	12.2%	27,551,339	12.4%
Staff Development	809,762	0.3%	709,243	0.3%
Supplies and services	16,583,383	7.1%	16,014,889	7.2%
Interest	1,625,194	0.7%	1,405,194	0.6%
Rental	23,148	0.0%	23,148	0.0%
Fees and contract services	21,446,062	9.2%	20,784,910	9.4%
Other, includes PPE, Fees and Memberships	235,752	0.1%	235,752	0.1%
Provision for Contingencies	-	0.0%	3,569,370	1.6%
Amortization of tangible capital assets	10,290,111	4.4%	10,161,849	4.6%
Amortization of Asset Retirement Obligation	335,352	0.1%	335,352	0.2%
	<b>232,526,598</b>	<b>100.0%</b>	<b>221,823,763</b>	<b>100.0%</b>

**Peterborough Victoria Northumberland and Clarington Catholic District School Board  
Surplus (Deficit) Available for Compliance**

	<b>Revised Budget 2024/25</b>	<b>Budget 2024/25</b>	<b>Actual 2023/24</b>	<b>Increase (Decrease) Revised from Budget</b>
<b>Total Grants and Revenue</b>	231,801,714	221,458,523	246,178,001	10,343,191
<b>Total Expenses</b>	232,526,598	221,823,763	240,198,162	10,702,835
<b>Total Surplus (Deficit)</b>	<b>(724,884)</b>	<b>(365,240)</b>	<b>5,979,839</b>	<b>(359,644)</b>
<b>Less Amount Not Available for Compliance:</b>				
Accrued Interest	(25,273)	(25,273)	(23,874)	-
Committed Capital Projects Amortization	140,603	140,603	141,137	-
Asset Retirement Obligations	335,352	335,352	73,227	-
EDC Revenues Recognized for Land	-	(360,000)	(4,241,792)	360,000
School Generated Funds Surplus/(Deficit)	-	-	(279,668)	-
Subtotal	<b>450,682</b>	<b>90,682</b>	<b>(4,330,970)</b>	<b>360,000</b>
<b>Total Surplus (Deficit) Available for Compliance</b>	<b>(274,202)</b>	<b>(274,558)</b>	<b>1,648,869</b>	<b>356</b>

**Peterborough Victoria Northumberland and Clarington Catholic District School Board**  
**Budget - Detail of Accumulated Surplus/(Deficit)**  
**For the year ended August 31, 2025**

	Sept 1, 2024	Committed Capital Adjustment for Compliance	In-Year Increase (+) / Decrease (-)	Aug 31, 2025
	\$	\$	\$	\$
<b>Available for Compliance - Unappropriated</b>				
Operating Accumulated Surplus (previously working & operating funds)	8,206,416		-28,994	8,177,422
<b>Total Unappropriated</b>	<b>8,206,416</b>		<b>-28,994</b>	<b>8,177,422</b>
<b>Available for Compliance - Internally Appropriated</b>				
<b>Other Purposes - Operating</b>				
School Activities	230,554		0	230,554
Program Equipment	497,472		0	497,472
IT Software	144,138		-144,138	0
Holy Cross Field Capital	120,000		30,000	150,000
Committed to Northglen Catholic School - Ministry Approved	750,000			750,000
Committed Capital Projects	2,718,498		-271,679	2,446,819
Committed Capital Projects Adjustment	0	-140,603	140,609	6
<b>Other Purposes - Capital:</b>				
Facilities/Sites	121,952		0	121,952
<b>Total Internally Appropriated</b>	<b>4,582,614</b>	<b>-140,603</b>	<b>-245,208</b>	<b>4,196,803</b>
<b>Total Accumulated Surplus / (Deficit) Available for Compliance</b>	<b>12,789,030</b>	<b>-140,603</b>	<b>-274,202</b>	<b>12,374,225</b>
<b>Unavailable for Compliance</b>				
Interest to be Accrued	-49,534		25,273	-24,261
School Generated Funds	2,189,758		0	2,189,758
Revenues recognized for land	22,082,754		0	22,082,754
Committed Capital Projects Adjustment	0	140,609	-140,609	0
Asset Retirement Obligations	-4,600,598		-335,346	-4,935,944
<b>Total Unavailable for Compliance</b>	<b>19,622,380</b>	<b>140,609</b>	<b>-450,682</b>	<b>19,312,307</b>
<b>Total Accumulated Surplus/(Deficit)</b>	<b>32,411,410</b>	<b>6</b>	<b>-724,884</b>	<b>31,686,532</b>



**Peterborough Victoria Northumberland and Clarington Catholic District School Board  
Budget - Summary of Capital Expenditures by Funding Source**

	Revised Budget 2024/25	Budget 2024/25
	\$	\$
School Renewal	3,009,825	2,314,574
School Condition Improvement (SCI)	7,373,598	5,486,101
Minor TCA	1,273,993	971,975
<b>Subtotal- Various building improvements</b>	<b>11,657,416</b>	<b>8,772,650</b>
Capital Priorities - Northglen Catholic Elementary	5,989,916	-
<b>Total Capital Allocation - Budgeted Spend</b>	<b>17,647,332</b>	<b>8,772,650</b>

Capital projects are approved throughout the year and may span more than one fiscal period.

Moved by: Kathleen Tanguay  
Seconded by: Kevin MacKenzie

Topic: Need for Greater Communication and Collaboration among Ministries to Ensure Efficient and Timely Services for Students with Special Needs

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Whereas: the Ministries of Education, Health and Children, Community and Social Services are all integral to the wellbeing and progress of our students; and

Whereas: there are often significant wait times for students who require community support in areas such as mental health, speech, occupational therapy, autism and developmental delays, and these students (and their siblings) remain in our schools during these waiting periods; and

Whereas: families often struggle to navigate systems (ODSP, OAP, Complex Special Needs Designation, etc), manage funds and attend professional appointments for a variety of reasons such as parental mental health, lack of transportation, economic pressures, etc.; and

Whereas: waitlists and familial difficulty navigating services often delay diagnosis until the student has been in school for years, creating system and familial fatigue and challenges in the school environment; and

Whereas: Children's Treatment Centres have the capacity to refuse service due to criteria or capacity, and there are currently no out-of-home residential placements for children across the province, which leaves families whose children have some of the most complex needs with little to no support, and schools struggling to cope with these complex mental health and behavioural needs; and

Whereas: students with developmental disabilities often age out of school and community services at eighteen/nineteen and must then join waitlists for adult services (including but not limited to Passport Workers and Adult Protective Workers), creating a gap during this transition; and

Whereas: PPM 149, while intended to reduce duplication of services and promote consistency of care, often creates barriers between service providers through strict protocols and restrictions. Consequently, communication and coordination is unnecessarily hindered and service to students is further delayed; and

Whereas: PPM 169 states that schools are to channel students with significant mental health needs into community 'core services'. The PPM goes on to state, 'However, regulated school mental health professionals will support students with intensive mental health concerns and/or students in crisis, as appropriate, when intensive mental health services are not readily available in the community.' School Boards do not have the funding or personnel to meet the often complex mental health needs during significant wait periods and/or, lack of appropriate

community resources. This is compounded by the barriers to coordination and communication; and

Whereas: the Right Time, Right Care document, in regards to mental health, already supports greater collaboration between the Ministry of Education and the Ministry of Health;

Therefore, be it resolved that:

OCSTA petition the Ministry of Education to advocate to the provincial government to eliminate systemic and legislative barriers to more productive communication and integration of services among the Ministries of Health, Education and Children, Community and Social Services in order to better meet the needs of our students in a timely and effective manner.

**Recommended Action from the Policy Development  
Committee Meeting, January 21, 2025.**

**R.A.:** Mover: Loretta Durst  
that the Board receive the reports and recommendations  
from the Policy Development Committee meeting dated  
January 21, 2025, for publication and implementation.

**Report of the Approved Recommended Actions from the Policy Committee Meeting, January 21, 2025.**

1. Revised Directional Policy #500, Employee Relations.

Moved by Trustee Durst, seconded by Trustee Leahy, that the Policy Development Committee recommend to the Board that the revised Directional Policy #500, Employee Relations, be received and posted under the Policy and Procedures for PVNCCDSB.

Motion Carried.

2. Revised Directional Policy #800, Health Schools.

Moved by Board Chairperson MacKenzie, seconded by Trustee Martin, that the Policy Development Committee recommend to the Board that the revised Directional Policy #800, Healthy Schools, be received and posted under the Policy and Procedures for PVNCCDSB.

Motion Carried.

3. Revised Directional Policy #1000, Parent/Guardian and Community Relations.

Moved by Trustee Martin, seconded by Trustee Durst, that the Policy Development Committee recommend to the Board that the revised Directional Policy #1000, Parent/Guardian and Community Relations, be received and posted under the Policy and Procedures for PVNCCDSB, with the addition that any guest speakers invited into our schools be in line with the Catholic faith.

Motion Carried.

4. Administrative Procedures.

Moved by Trustee Martin, seconded by Trustee Durst, that the Policy Development Committee recommend to the Board that items C.1 c) through C.1 e), be received and posted as presented:

C.1.c) Administrative Procedure #815 - Safe Work Procedure: Lock-out/Tag-out of Energy Sources

That Administrative Procedure #815, Safe Work Procedure: Lock-out/Tag-out of Energy Sources, be received and posted as revised under Directional Policy #800, Healthy Schools and Workplaces.

C.1.d) Administrative Procedure #816 - Extreme Weather Response

That Administrative Procedure #816, Extreme Weather Response, be received and posted as revised under Directional Policy #800, Healthy Schools and Workplaces.

C.1.e) Administrative Procedure #1306 - Student Safety

That Administrative Procedure #1306, Student Safety, be received and posted as revised under Directional Policy #1300, Student Transportation.

Motion Carried.

5. Administrative Procedures.

Moved by Trustee Martin, seconded by Board Chairperson MacKenzie, that the Policy Development Committee recommend to the Board that Administrative Procedure #305 - Out of School Activities, be received and posted as presented:

C.1.a) Administrative Procedure #305 - Out of School Activities

that Administrative Procedure #305, Out of School Activities, be received and posted as revised under Directional Policy #300, Student Achievement and Well-Being.

Motion Carried.

6. Administrative Procedures.

Moved by Trustee Leahy, seconded by Board Chairperson MacKenzie, that the Policy Development Committee recommend to the Board that Administrative Procedure #610 - Purchasing, be received and posted as presented.

C.1.b) Administrative Procedure #610 - Purchasing

that Administrative Procedure #610, Purchasing, be received and posted as revised under Directional Policy #600, Stewardship of Resources.

Motion Carried.



Ontario Catholic School  
Trustees' Association

December 16, 2024

**MEMORANDUM**

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

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

**FROM:** Steve Andrews  
Director of Legislative and Political Affairs

**SUBJECT: Prebudget Presentation to the Ministry of Finance**

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Today, Pat Daly, OCSTA Past President, and Nick Milanetti, Executive Director, delivered a presentation to the representatives of the Ministry of Finance, including the Minister of Finance and key PC MPPs, on OCSTA's priorities for the forthcoming provincial budget. The attached presentation is included for your information as well as the entire Prebudget Submission.

Within the three minute timeframe allowed for speakers, the presentation focused on increasing funding for students with Special Education needs, inflationary costs of CPP and EI, Cybersecurity funding and the need to reform regulations on Executive Compensation.

If you have any questions, please contact me at [sandrews@ocsta.on.ca](mailto:sandrews@ocsta.on.ca) directly.



## Ontario Catholic School Trustees' Association

2 Sheppard Avenue East  
Suite 1510  
Toronto, Ontario M2N 5Y7  
T. 416.932.9460 F. 416.932.9459  
[ocsta@ocsta.on.ca](mailto:ocsta@ocsta.on.ca) [www.ocsta.on.ca](http://www.ocsta.on.ca)

Michael Bellmore, *President*  
Marino Gazzola, *Vice President*  
Nick Milanetti, *Executive Director*

December 16, 2024

### MEMORANDUM

**TO:** All Catholic School Trustees, Directors of Education & Senior Business Officials

**FROM:** Stephen Andrews, Director of Legislative & Political Affairs

**SUBJECT:** **2025 OCSTA/OCSBOA Business Seminar – Registration**

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The annual OCSTA/OCSBOA Business Seminar is scheduled for Thursday, May 1, 2025 at the Hilton Toronto/Markham Suites Hotel (8500 Warden Avenue, Markham, ON).

Please click [here](#) to register online. To access the Preliminary Program, please click [here](#).

Please submit payment to:

Attention: Ashlee Cabral  
OCSTA  
2 Sheppard Avenue East  
Suite 1510  
Toronto, ON M2N 5Y7

### Cancellation Policy

The deadline date for a full refund of seminar registration fees is April 11, 2025.

A 50% administrative charge will apply to each cancelled registration received after April 11, 2025 and before April 18, 2025.

No refund, under any circumstances, will be available for cancellations received after April 18, 2025 however, substitutions will be accepted. Confirmed registrants who do not attend the event are responsible for the full registration fee.

All cancellations must be submitted to Ashlee Cabral by email at [acabral@ocsta.on.ca](mailto:acabral@ocsta.on.ca) within the stated timelines.

Thank you.



# CATHOLIC EDUCATION: PILGRIMS OF HOPE

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

*January 2025 Bulletin*

## PILGRIMS OF HOPE ~ OUR CATHOLIC IDENTITY

*This month's Pilgrims of Hope bulletin will celebrate the Jubilee year we have embarked on together as well as highlight the foundational components of our Catholic identity. This month will focus on the Beatitudes and in particular, "Blessed are the peacemakers, for they will be called children of God.." as we celebrate the World Day of Peace on January 1.*

### *Celebrating the Jubilee Year 2025*

The Jubilee Year is upon us!

Prior to the first Mass of Christmas on December 24, his Holiness Pope Francis in Saint Peter's Basilica, Rome, opened the Holy Door to commence the Jubilee Year 2025. This marked the beginning of a special time of grace and celebration in the Catholic Church. The Jubilee Year will continue until January 6, 2026, the Solemnity of the Epiphany, with the closing of the Holy Door. The opening of the Holy Door on Christmas Eve symbolizes the spiritual passage into this year of grace, inviting the faithful to receive God's mercy and embrace the message of Christ's love and salvation. Pope Francis opened the door as an invitation to all men and women to open the doors of their hearts to Christ.

The Jubilee Year is a time of spiritual renewal, reconciliation, and pilgrimage, where the faithful are encouraged to grow closer to God through repentance, prayer, acts of mercy, and charity.

For everyone, may the Jubilee be a moment of genuine, personal encounter with the Lord Jesus, the 'door' (cf. Jn 10:7.9) of our salvation, whom the Church is charged to proclaim always, everywhere and to all as 'our hope' (1 Tim 1:1)  
(Spes non confundit - Bull of Indiction)

May this Holy Year provide each one of us with a grace-filled opportunity to nurture the seeds of faith within and to immerse ourselves as Pilgrims of Hope as we journey together in prayer, witness and service drawing on the example of our Lord, Jesus Christ.



# CATHOLIC EDUCATION: PILGRIMS OF HOPE



## *The Jubilee of Hope*

The celebration of a Holy Year every 25 years is an acknowledgment that:

*“the Christian life is a journey calling for moments of greater intensity to encourage and sustain hope as the constant companion that guides our steps toward the goal of our encounter with the Lord Jesus,”*

Pope Francis wrote when announcing the jubilee.

Everyone knows what it is to hope. In *Spes Non Confundit*, or *Hope Does Not Disappoint*, Pope Francis writes,

*“In the heart of each person, hope dwells as the desire and expectation of good things to come, despite our not knowing what the future may bring.*

*Even so, uncertainty about the future may at times give rise to conflicting feelings, ranging from confident trust to apprehensiveness, from serenity to anxiety, from firm conviction to hesitation and doubt.”*

*“Often we come across people who are discouraged, pessimistic and cynical about the future, as if nothing could possibly bring them happiness. For all of us, may the Jubilee be an opportunity to be renewed in hope. God’s word helps us find reasons for that hope.”*



## *Jubilee Prayer*

Father in heaven, may the faith you have given us in your Son, Jesus Christ, enkindled in our hearts by the Holy Spirit, reawaken in us the blessed hope for the coming of your Kingdom.

May your grace transform us into tireless cultivators of the seeds of the Gospel. May those seeds transform from within both humanity and the whole cosmos in the sure expectation of a new heaven and a new earth, when, with the powers of evil vanquished, your glory will shine eternally. May the grace of the Jubilee reawaken in us, Pilgrims of Hope, a yearning for the treasures of heaven. May that same grace spread the joy and peace of our Redeemer throughout the earth.

To you our God, eternally blessed, be glory and praise for ever. Amen.

# CATHOLIC EDUCATION: PILGRIMS OF HOPE



## *Our Catholic Identity ~ How are we called to live out our faith?*



As we journey together, we are pilgrims of hope, pressing forward towards a better future. In this Jubilee Year, we can commit to bring about hope by embarking on a shared journey of faith. Together, we can celebrate our Catholic identity, deeply rooted in Jesus Christ and the teachings of the Catholic Church and foster a renewed sense of hope in those around us.

Scripture, the Beatitudes, the Ten Commandments, Catholic Social Teaching (CST) and the Sacraments, to name a few, are foundational elements that shape our Catholic identity. They each provide insight into how Catholics are called to live out their faith in both personal and social contexts. Together, these elements define the moral, spiritual, and social dimensions of the Catholic life.

Our Catholic schools exist to inform, form and transform students according to the message of Jesus as it comes to us through scripture, the living tradition and teachings of the Catholic Church, and the Ontario Catholic School Graduate Expectations (OCSGE). Inspired by these foundational elements of our Catholic identity, students will live out their faith, spreading the joy of the Gospel in their homes, parishes and wider community.



Scripture, the Ten Commandments, Catholic Social Teaching, and the Beatitudes form the foundation of Catholic identity by providing moral guidance, a call to justice, and a vision of holiness rooted in the values of the Gospel. Through the Sacraments, such as the grace of Baptism, and the gifts and fruits of the Holy Spirit in Confirmation, Catholics are inspired and challenged to live lives of integrity, to serve others selflessly, to work for justice and peace, and to embrace a personal relationship with God that transforms their relationships with others. These elements guide Catholics in their journey toward holiness and in their mission to contribute to the common good.



## *Our Catholic Identity ~ The Beatitudes*

This month, we will focus on the Beatitudes which are a series of teachings given by Jesus, primarily recorded in the Gospel of Matthew (Matthew 5:3–12) and in a slightly shorter version in the Gospel of Luke (Luke 6:20–23). They are part of what is known as the Sermon on the Mount in Matthew and the Sermon on the Plain in Luke. The Beatitudes describe the characteristics of those who are blessed by God and offer spiritual promises.

## The Beatitudes

Here are the Beatitudes from the Gospel of Matthew (5:3–12):

**Blessed are the poor in spirit, for theirs is the kingdom of heaven.**  
*(Blessed are those who are humble and know they need God. They are valued and will be close to God forever.)*

**Blessed are those who mourn, for they will be comforted.**  
*(Those who grieve or suffer will be comforted by God.)*

**Blessed are the meek, for they will inherit the earth.**  
*(Meekness refers to gentleness, humility, and patience, not weakness. God loves those who are kind and gentle.)*


**Blessed are those who hunger and thirst for righteousness, for they will be filled.**  
*(Blessed are those who want to do the right thing and care about justice. God will help you be strong and do what's right.)*

**Blessed are the merciful, for they will receive mercy.**  
*(Those who show compassion and forgiveness toward others will receive God's kindness and mercy in return.)*

**Blessed are the pure in heart, for they will see God.**  
*(When your heart is pure and you do good things, you will be close to God and experience His presence.)*

**Blessed are the peacemakers, for they will be called children of God.**  
*(Those who get along with others, foster peace, and promote harmony are recognized as God's true children.)*

**Blessed are those who are persecuted because of righteousness' sake, for theirs is the kingdom of heaven.**  
*(Those who are persecuted for standing up for what is right will be rewarded with the kingdom of heaven. God will reward you with His love and happiness forever.)*



*Blessed are the meek, for they will inherit the earth.*



*Blessed are the pure in heart, for they will see God.*

There is a ninth beatitude in Matthew 5:11–12, often seen as an extension of the eighth:  
*Blessed are you when people revile you and persecute you, and utter all kinds of evil against you falsely on my account. Rejoice and be glad, for your reward is great in heaven, for in the same way they persecuted the prophets who were before you.*

## *Blessed are the Peacemakers...*

The Beatitudes encourage believers to live lives of humility, mercy, and justice. They are often viewed as a description of the ideal Christian life.

The Beatitudes teach us that God loves people who are humble, kind, forgiving, and who make peace. Even if life gets hard, God promises to be with us and bless us when we follow His ways. These are the attitudes and actions that help us grow closer to God and live a happy, peaceful life with others!

Let's take a closer look at seventh Beatitude, "*Blessed are the peacemakers, for they will be called children of God.*"

### Reflection Questions

What does it mean to be a peacemaker?

How can you be a peacemaker in your daily lives?

How can you foster peace at home, school and in the wider community?

Why do you think Jesus calls peacemakers "children of God"?



## School & Classroom Connection

**Role-Play Scenarios:** Divide the students into small groups and give them one of the following scenarios to role-play or a real-life conflict scenario to role-play.

- Two friends are arguing over a toy or a game.
- A disagreement between two people occurs over a project.
- Someone in class feels left out in a group activity.
- Someone is being treated unfairly outside at recess.

Encourage students to use peacemaking strategies (e.g., empathy, active listening, apologizing). After each group performs their role-play, discuss how the conflict was resolved and how they were a peacemaker.

**Peace Prayers:** Write a prayer for peace together promoting our call to be peacemakers in our daily lives.

**Design a Peace Poster:** Invite students to create a poster illustrating what it means to be a peacemaker. The poster can include images or symbols of peace, inspirational or scripture quotes about peace and kindness.



# CATHOLIC EDUCATION: PILGRIMS OF HOPE



## *World Day of Peace ~ January 1, 2025*

On December 12, 2024, the Holy See published the Holy Father's Message for the 58th World Day of Peace, which will be celebrated on January 1, 2025, the liturgical Solemnity of Mary, the Holy Mother of God, who is likewise the Queen of Peace. The theme chosen by Pope Francis is ***"Forgive us our trespasses: grant us your peace"***.

This theme aligns with the spirit of the Jubilee Year, focusing on hope, forgiveness, and bringing people together. Inspired by *Laudato Si'* and *Fratelli Tutti*, the message highlights the need for change to build lasting peace in our lives individually, in communities, and worldwide.

In the spirit of hope, we are called to extend well wishes of peace to one another.

*"True peace," the Pope says, "is granted by God to hearts that are disarmed of selfishness, hostility, and anxiety for the future, replacing them with generosity, forgiveness, and hope for a better world: May we seek the true peace that is granted to God by hearts disarmed."*



Peacemakers

## WE ARE CALLED TO BE PEACEMAKERS

Simple acts of kindness and solidarity can pave the way for this new world, fostering a deeper sense of fraternity and shared humanity.

*"May 2025 be a year in which peace flourishes! A true and lasting peace that goes beyond quibbling over the details of agreements and human compromises. May we seek the true peace that is granted by God to hearts disarmed: hearts not set on calculating what is mine and what is yours; hearts that turn selfishness into readiness to reach out to others; hearts that see themselves as indebted to God and thus prepared to forgive the debts that oppress others; hearts that replace anxiety about the future with the hope that every individual can be a resource for the building of a better world."*

(Message for the World Day of Peace 2025, Pope Francis)

## Reflection Questions

How will you bring peace to those around you?

How will you turn your heart away from selfishness and towards a readiness to reach out to others?

*#BeKind*

Pope Francis reminds us that peace can indeed begin with *“a smile, a small gesture of friendship, a kind look, a ready ear, a good deed.”*

With such gestures, we progress towards the goal of peace.

*“We will arrive all the more quickly if, in the course of journeying alongside our brothers and sisters, we discover that we have changed from the time we first set out.”*



## Peace Prayer

Pope Francis offers the following prayer for peace:

Forgive us our trespasses, Lord,  
as we forgive those who trespass against us.  
In this cycle of forgiveness, grant us your peace,  
the peace that you alone can give  
to those who let themselves be disarmed in heart,  
to those who choose in hope to forgive the debts of their brothers and sisters,  
to those who are unafraid to confess their debt to you,  
and to those who do not close their ears to the cry of the poor.  
Amen.

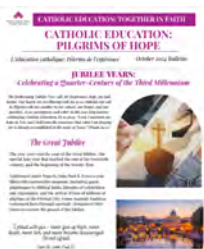
# CATHOLIC EDUCATION: PILGRIMS OF HOPE



## OCSTA Catholic Education Week Resources Catholic Education Pilgrims of Hope Monthly Bulletins



**September Bulletin:** Looking for ways to promote how we can be Pilgrims of Hope in our schools, homes, parishes and communities? Check out this bulletin!



**October Bulletin:** This month's bulletin highlights the significance of the Jubilee Year and promotes ways you can celebrate the Jubilee Year of Hope.



**November Bulletin:** This month's bulletin highlights the 7 Holy Doors around the world and their spiritual significance. This bulletin also provides suggestions on how you can promote the Holy Doors in your schools.



**December Bulletin:** This month's bulletin celebrates our journey through Advent as Pilgrims of Hope. This bulletin also explores ways we can be Advent Pilgrims of Hope by Honouring Human Dignity, by Caring For Creation, by Responding to the Poverties of our World, by Serving in Solidarity and by Living as Peacemakers.

### Our Catholic Identity: Beatitudes Poster





# CATHOLIC EDUCATION: PILGRIMS OF HOPE



## Jubilee Year 2025 Resources

Don't forget to visit the OCSTA Catholic Education Week site for more resources.

NEW

### GOODNEWSFORALL.CA RESOURCES: JANUARY LITURGY OF THE WORD



**Canadian Conference of Catholic Bishops Webinar Series:**  
The CCCB Office for Evangelization and Catechesis hosted the webinar series titled, “The Four Constitutions of Vatican II,” inviting the faithful to reflect on the meaning of these documents for the life of the Church today.

### CCCB Adult Faith Resources on the Jubilee Year 2025

### CCCB Catechetical Activities for Children and Youth

Here you will find age appropriate catechetical resources for children and youth that provide opportunities for reflection on the themes outlined in the Papal Bull of Indiction *Spes Non Confundit*, issued 9 May 2024.



The Pope's Worldwide Prayer Network  
**The Pope Video: December -  
For Pilgrims of Hope**



**MESSAGE OF HIS HOLINESS POPE  
FRANCIS FOR THE 58th WORLD DAY OF  
PEACE 1st JANUARY 2025**

Stay  
tuned

### NEXT MONTH'S FEATURE

**Pilgrims of Hope ~ Our Catholic Identity:  
Catholic Social Teaching**

Interested in sharing what your school community is doing to promote the Jubilee Year ~ Pilgrims of Hope?  
Email: [julie.webster@dpocdsb.org](mailto:julie.webster@dpocdsb.org)

Share

### Jubilee Year Calendar of Major Events





Ontario Catholic School  
Trustees' Association

January 9, 2025

**MEMORANDUM**

TO: Chairpersons and Directors of Education  
Adult Faith Animators and Religious Education Consultants  
- All Catholic District School Boards

FROM: Anne O'Brien, Director of Catholic Education

**SUBJECT: 2025 Catholic Education: *Pilgrims of Hope*  
Resource Kit Book List for Elementary Schools**

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OCSTA is pleased to share the attached elementary school Book List for this year's Catholic Education: *Pilgrims of Hope*. These resources can be used along with lesson plans that are currently being prepared as part of the Catholic Education Resource Kit which will be made available to boards and schools in February 2025.

# Catholic Education Week 2025 Elementary Resource Kit Book List

*“We must fan the flame of hope that has been given to us.”*  
Letter on the Jubilee Year of Hope, February 11, 2022

## Catholic Education: *Pilgrims of Hope*

*By honouring human dignity*

*By caring for creation*

*By responding to the poverties in our world*

*By serving in solidarity*

*By living as peacemakers*



	TITLE	AUTHOR	ISBN
Day 1 <b><i>By honouring human dignity</i></b>			
Kindergarten	Who Are You? A Little Book About Your Big Identity	Christina Fox	9781433592164
Primary	I am God’s Dream	Matthew Paul Turner	9780593234730
Junior	Crumbs	Phil Cummings	9781443199698
Intermediate	What You Need to be Warm	Neil Gaiman	9780063358089
Day 2 <b><i>By caring for creation</i></b>			
Kindergarten	What a Wonderful World	George Weiss & Bob Thiele	9781627792561
Primary	Little Turtle & the Changing Sea	Becky Davies	9781680101997
Junior	When God Made the World	Matthew Paul Turner	9780525650669
Intermediate	Dear Children of the Earth	Schim Schimmel	9781559712255
Day 3 <b><i>By responding to the poverties in our world</i></b>			
Kindergarten	Coat of Many Colors	Dolly Parton	9780451532374
Primary	Maddi’s Fridge	Lois Brandt	9781947277762
Junior	The Lunch Thief	Ann C. Bromley	9780884488378
Intermediate	On Our Street	Jillian Roberts	9781459833401
Day 4 <b><i>By serving in solidarity</i></b>			
Kindergarten	One Love	Cedella Marley	9781452138558
Primary	Get Up, Stand Up	Cedella Marley	9781797219424
Junior	Circles All Around Us	Brad Montague	9780593323182
Intermediate	Malala’s Magic Pen	Malala Yousafzai	9780316319577
Day 5 <b><i>By living as peacemakers</i></b>			
Kindergarten, Primary, Junior & Intermediate	You, Me, We: A Celebration of Peace & Community	Arun Gandhi & Bethany Hegedus	9781536217445



## Ontario Catholic School Trustees' Association

January 20, 2025

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

**FROM:** Michael Bellmore, President

**RE:** **OCSTA Short Video Contest Winners**

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Good morning:

Late last year OCSTA was pleased to receive almost 100 entries in response to our call for submissions for our annual Short Video Contest for Ontario's Catholic Schools. This year's theme "Pilgrims of Hope" was clearly reflected in the faith-filled video productions we received. We thank all participants for your thoughtful submissions and appreciate the support of all those individuals throughout our Catholic school communities and families who participated in the voting process.

I am pleased to extend congratulations to the following Catholic elementary and secondary schools for their winning submissions which were announced at the 2025 Catholic Trustees Seminar:

### **Catholic Elementary School Division Winners**

1<sup>st</sup> Place: St. Mary Catholic Elementary School, Niagara Catholic DSB  
[https://www.youtube.com/watch?v=uYCL\\_19anm0](https://www.youtube.com/watch?v=uYCL_19anm0)

2<sup>nd</sup> Place: St. Luke Catholic Elementary School, Nipissing-Parry Sound Catholic DSB  
<https://youtu.be/BAbECerokHY>

3<sup>rd</sup> Place: St. Charles Garnier Catholic School, Toronto Catholic DSB  
<https://www.youtube.com/watch?v=CMk12FTf8rQ>

### **Catholic Secondary School Division Winners**

1<sup>st</sup> Place: Dante Alighieri Academy, Toronto Catholic DSB  
<https://www.youtube.com/watch?v=T4zc4EP4N7w>

2<sup>nd</sup> Place: Notre Dame College School, Niagara Catholic DSB  
<https://www.youtube.com/watch?v=qyiv9q-1cH8>

3<sup>rd</sup> Place: St. Charles College, Sudbury Catholic DSB  
<https://www.youtube.com/watch?v=23mmASYvxdc&t=1s>