
Regular Board Meeting

Tuesday, May 28, 2024
Open Meeting – 6:30 P.M.-9:30 P.M.

Catholic Education Centre, 1355 Lansdowne Street W., Peterborough

and by Google Meet: <https://meet.google.com/idk-khaz-ghu>

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

Chairperson: Kevin MacKenzie

Vice-chairperson: Jenny Leahy

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

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

1. Examen and Opening Prayer.
2. Land Acknowledgement.
3. National Anthem.
4. Approval of the Agenda.
5. Declarations of Conflicts of Interest.
6. Approval of the minutes of the April 23, 2024, Regular Board Meeting. Page 5
7. Business Arising Out of the Minutes.

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

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

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

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

C. Presentations:

1. Providing Excellence in Teaching and Learning: Student Achievement Plan Update.
Jeannie Armstrong, Superintendent of Learning, Jonathan Di Ianni,
Superintendent of Special Education, and Julie Selby, Superintendent of
Learning.

D. Programs and Services:

1. R.A. Student Excursions. **R.A. Page 17**
 - a. St. Stephen Catholic Secondary School International Excursion to the Netherlands,
Belgium, and France, May 1-9, 2025. **Page 18**
Jeannie Armstrong, Superintendent of Learning.
 - b. Holy Trinity Catholic Secondary School International Excursion to the Netherlands
and France, May 1-9, 2025. **Page 46**
Julie Selby, Superintendent of Learning.

E. Business, Finance and Governance:

1. Ontario Catholic School Trustees' Association (OCSTA) Open Session Report.
Kevin MacKenzie, Board Chairperson.
2. R.A. Revised School Year Calendars. **Page 76**
Darren Kahler, Superintendent of Human Resource Services.

F. Human Resources:

1. 2024-2025 Staffing Report. **Page 81**
Darren Kahler, Superintendent of Human Resource Services.

G. Policy Development:

1. Recommended Actions from the Policy Development Committee, April 30, 2024.
Loretta Durst, Chairperson, Policy Development Committee. [Page 83](#)

H. Old Business:

I. New Business:

J. Bring Forward:

K. Information Items:

1. Chairperson's Report.
Kevin MacKenzie, Board Chairperson.
2. Committee Reports.
 - a. French as a Second Language Advisory Committee, April 30, 2024.
 - b. Accessibility for All Committee, May 9, 2024.
 - c. Faith and Equity Advisory Committee, May 9, 2024.
 - d. Special Education Advisory Committee, May 16, 2024.
 - e. Catholic Parent Engagement Committee, May 21, 2024.
3. Ontario Catholic School Trustees' Association Information Items.
 - a. April 22, 2024 – Follow up Resources from April 10th Social Media Presentation. [Page 85](#)
 - b. May 13, 2024 – Cybersecurity Legislation. [Page 91](#)

L. Future Meetings and Events:

1. Board Meetings:
 - a. Regular Board Meeting Open Session, June 25, 2024, 6:30 p.m.
(In-camera Session, 6:00 p.m.)
2. Board Standing Committee Meetings: (Listed in chronological order.)
 - a. Policy Development Committee Meeting, June 4, 2024, 6:30 p.m.

- b. Chairperson's Committee Meeting, June 10, 2024, 5:30 p.m.
 - c. Committee-of-the-Whole Meeting, June 10, 2024, 6:30 p.m.
3. Other Committee Meetings: (Listed in chronological order.)
- a. STSCO Governance Committee, June 5, 2024, 3:00 p.m.
 - b. First Nation Métis Inuit Advisory Committee, June 11, 2024, 6:30 p.m.
 - c. Special Education Advisory Committee, June 13, 2024, 1:00 p.m.
 - d. Audit Committee, June 13, 2024, 6:30 p.m.
 - e. Accessibility for All Committee, October 10, 2024, 1:00 p.m.
 - f. Faith and Equity Advisory Committee, October 10, 2024, 6:30 p.m.
 - g. French as a Second Language Advisory Committee, November 5, 2024, 4:30 p.m.
 - h. Catholic Parent Engagement Committee, TBA
 - i. Supervised Alternative Learning Committee, TBA
4. Board Events: (Listed in chronological order.)
- a. Canadian Catholic School Trustees' Association Annual General Meeting and Conference, Calgary, Alberta.
 - b. Secondary Schools Graduations:
St. Stephen Catholic Secondary School – Wednesday, June 26, 2024;
Holy Cross Catholic Secondary School, Holy Trinity Catholic Secondary School, St. Mary Catholic Secondary School, St. Peter Catholic Secondary School, St. Thomas Aquinas Catholic Secondary School – Thursday, June 27, 2024.

M. Conclusion:

1. Reports from the In-camera Sessions held on April 23, 2024, and May 28, 2024.
2. Closing Prayer.
3. Adjournment.



Minutes

The Minutes of the Open Session of the Regular Board Meeting, held on Tuesday, April 23, 2024, at 6:30 p.m. at the Catholic Education Centre, 1355 Lansdowne Street West, Peterborough, and virtually, by Google Meet.

Present:

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

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

Recorder – Michelle Kennedy

Regrets: Trustee Jenny Leahy

A. Call to Order of the Open Meeting:

The Board Chairperson Kevin MacKenzie called the meeting to order at 6:39 p.m. and welcomed guests in attendance in person and guests who were joining the meeting online by Google Meet.

The Chairperson welcomed Jen Wright, Principal at St. John Catholic Elementary School, and Stephen Smith, Principal at Good Shepherd Catholic Elementary School who were attending the meeting as the principal representatives.

1. Examen and Opening Prayer

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

2. Land Acknowledgement

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

3. Singing of the National Anthem

The National Anthem was sung.

4. Approval of the Agenda

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

Carried.

MOTION: Moved by John Connolly, seconded by Mary Ann Martin that the agenda be approved with the agreement to move agenda Item D.1 to the beginning of the agenda, before Section B.

Carried.

5. Declarations of Conflicts of Interest

There were no conflicts of interest declared.

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

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

Carried.

7. Business Arising Out of the Minutes.

There was no business arising from the minutes.

D. Programs and Services:

1. Student Excursions.

MOTION: Moved by Mary Ann Martin, seconded by Loretta Durst that items D.1 a) through D.1 e) be approved as presented:

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

must cover school board or principal rulings for cancellation of the trip.

D.1 b) that the proposed St. Thomas Aquinas Catholic Secondary School International Excursion to France and the Netherlands, from May 1-9, 2025, be approved in principle and that the trip will include mandatory insurance for all travelers. Such insurance must cover school board or principal rulings for cancellation of the trip.

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

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

D.1e) that the proposed Holy Trinity Catholic Secondary School International Excursion to England, France, and Spain, from March 5-14, 2025, be approved in principle and that the trip will include mandatory insurance for all travelers. Such insurance must cover school board or principal rulings for cancellation of the trip.

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:

- Happy Easter to everyone to celebrate this special season of renewal.

- Congratulations to Carter Peios from Holy Trinity Catholic Secondary School who was elected as incoming Junior Student Trustee.
- The STSCO 'opt-in' campaign is underway. This is a new process for signing up for transportation for the 2024-2025 school year. This process applies for those residing and travelling to school in Peterborough City and County, Northumberland and Clarington. It does not apply to students in schools in the City of Kawartha Lakes.
- Our current strategic priorities cycle will end in 2025. As a board, we will soon turn our minds to planning for the consultation process.
- Planning for the Catholic Board Improvement Plan for Student Achievement and Well-being for next year is underway.
- Principal and Vice-principal interviews have taken place and appointments will be announced in the coming days.
- PVNC Catholic was recognized with an award for its Large Workplace Campaign by the United Way. Gratitude was extended to Galen Eagle for his leadership in coordinating the board's fundraising efforts.
- DELF exams for French Immersion students will be held this spring. DELF language proficiency assessments are internationally recognized certifications for successful students, and we wish them success in the testing.
- The recent Adult Faith Formation Session was facilitated by St. Regis College. Thank you to Father Paul Massel and Jennifer Eaton-Koch for their work in growing the Adult Faith Formation program.
- Earth Day was celebrated throughout the Board as schools engaged in clean-up and stewardship activities to focus on our natural environment.
- April 28 is the National Day of Mourning for persons killed or injured in the workplace. Flags at our schools and the Catholic Education Centre will be lowered to half mast to mark this somber occasion.
- Looking forward to Catholic Education Week and the Catholic Student Leadership Awards being held on Wednesday, May 10.
- The Board's Asian Heritage Month Opening Ceremony Celebration will be held on May 1 to recognize the contributions and significance of Canadian Asian Heritage.
- The month of May is the month of Mother Mary and we remember her call to say 'yes' to God. This month we will continue to collaborate with priests and principals to bring the rosary to life in our system.

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

2. Report from the Student Trustees.

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

- At the April 23rd Student Council Liaison Committee, Carter Peios from Holy Trinity Catholic Secondary School, was the successful candidate to be chosen as the next Junior Student Trustee. Carter was one of five incredible student leaders who was chosen by the committee to represent them at the Board table next year.
- The student trustees expressed their thanks to all of the candidates for their courage and willingness to participate in the selection process.
- St. Mary Catholic Secondary School students have participated in the Waterloo Math contest, a music festival in New York City and the Dance Team competed at the Strive Dance Competition. The LLS classes hosted a 'Spring Fling' dance for other LLS classes in the board, took a trip to Ganaraska Forest and handed out stickers for Autism awareness.
- Holy Cross Catholic Secondary students held a Rock-Paper-Scissors tournament that boosted school spirit during mid-terms. Senior students are busy with Grade 12 information days and graduation and prom preparations.
- St. Thomas Aquinas Catholic Secondary students held a school-wide Easter egg hunt, a cornhole tournament, and a spring semi-formal dance. The outdoor club enjoyed a trip to the Bruce Peninsula and the senior students are engaged in college and university preparations.
- St. Peter Catholic Secondary students are preparing for prom, have hosted a coffee house talent showcase, and the student council will stage a mental health symposium to raise awareness of keeping healthy both physically and mentally. The cheerleading squad recently successfully qualified for OFSAA.
- St. Stephen Catholic Secondary students have participated in numerous spring sports and activities, including badminton, rugby, and the chess team competed in a virtual tournament. Social justice events took place to raise awareness and funds for autism and there were Earth Day activities. The drama production, Nothing But the Truth, will be held on May 9, 10, and 11 at 7 p.m.
- Holy Trinity Catholic Secondary students held a tie-die shirt day for Autism awareness. This month students volunteered at Durham Outlook for the Needy soup kitchen, Art week was celebrated with an art battle and improv games, and a dodge ball tournament was held.

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

3. Report from the Communications Department.

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

- The Catholic Education Week video message from Bishop Daniel Miehm was viewed.
- United Way campaign wrap-up celebration was hosted by the Peterborough and District United Way. PVNC Catholic was the recipient of an award for outstanding campaign by a large company.
- Grade 7 Monsignor O'Donoghue student, Lochlyn Horn, was inspired by National Sweater Day to create a sticker project to further advocate for environmental action amongst her peers. Her deep learning project, encouraged by her teacher, Ms. Wells-Skinner has brought awareness and empowerment of making a difference.
- Families have been informed about the Student Data Census for students in Grades 7-12 that will take place between April 29 and May 10. The census had an option to opt-out of the survey and approximately 2 percent of students have chosen not to take part. The census for students in Grades K-6 will be held in the fall of 2024.
- Approval of School Year Calendar was received from the Ministry of Education and the 2024-2025 calendar for elementary and secondary schools has been posted to the board website. This information was communicated in a board message to families.

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

C. Presentations:

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

Natalie Bittner, Principal at Holy Cross Catholic Secondary School, introduced Holy Cross CSS students, Megan Bolton and Amber Rye and teachers Jennifer Howson and Aaron McFadden. The students and teachers recently returned from a trip to Guatemala on which the group partook in social justice activities such as assisting in a house build, a construction of a well, and other physical labour projects. The presentation of photographs showed the impact of the activities on the excursion's participants. At the end of the presentation the teachers and students answered questions from the trustees.

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

Superintendent of Special Education, Jonathan Di Ianni introduced the presenters, Jennifer Angelo, Board Mental Health Lead and Board Psychologist, Dr. Cynthia Chan

Reynolds.

A slide-deck overview highlighting the Mental Health and Well-being initiatives and Being Well Strategic Plan as they relate to the board's strategic priorities and the board's Catholic Board Improvement Plan for Student Achievement and Well-being was presented.

It was reported that promotion of Tier 1 strategies such as Christian meditation, restorative practices, resources and visual resources, relation-based education, trauma-informed education, and promotion of mental health literacy for staff, continues in all schools. Special programs for students such as the Grade 7/8 modules create opportunities for learning and awareness.

The next steps for the plan are to build community connections with schools and agencies to build better communities from birth to adult. The department is in the process of planning summer programs and planning for the 2024-2025 school year with the guidelines from Bill 169 in mind. In addition, there will be future consideration of the planning process of developing the next mental health plan in 2025.

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

Superintendent of Learning, Julie Selby introduced the Multilingual Learner Itinerant teachers, Tanya Kranc and Pam O'Brien, who gave a presentation to the trustees about the work that they engage in to assist multilingual learning at PVNC Catholic. The teachers explained their role in managing a caseload of approximately 400 multilingual students in PVNC Catholic schools who come from countries such as Nigeria, Shri Lanka, Ukraine, Syria, and the Philippines. The activities and ways in which the families and students are engaged were highlighted. It was also noted that the department is involved with the New Canadian Centre and with settlement workers who support students in crisis if required.

At the end of the presentation, the trustees had an opportunity to ask questions which were answered by Julie Selby, Tanya Kranc and Pam O'Brien.

E. Business, Finance and Governance:

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

The Board Chairperson, Kevin MacKenzie, reminded the trustees about the OCSTA Speaker Series regarding social media. Follow-up materials and the recording from the April 10th presentation are available through the OCSTA website.

Kevin MacKenzie also reported that the proxy forms for trustees who are not attending the OCSTA Annual General Meeting have been completed and will be submitted before the deadline and will allow the trustees who are attending to vote on their behalf.

2. STSCO Governance Committee Meeting, March 27, 2024, Open Session Report.

Board Chairperson Kevin MacKenzie reported on the discussions and outcomes from the STSCO Governance Committee held on March 27th. The committee received an update on the opt-in process that parents will follow to sign their children up for transportation and the online sample form was demonstrated.

It was noted that transportation for students in the City of Kawartha Lakes, which is provided through the Trillium Lakelands District School Board, will roll out an opt-in process in 2025.

3. Student Trustee Professional Development, Ontario Student Trustees' Association (OSTA-AECO) Annual General Meeting and Conference, May 23-26, 2024.

MOTION: Moved by Katleen Tanguay, seconded by John Connolly
that student trustees wishing to do so, be authorized to attend the Ontario Student Trustees' Association (OSTA-AECO) Annual General Meeting and Conference, May 23-26, 2024, in Toronto, Ontario.

Carried.

F. Human Resources:

G. Policy Development:

H. Old Business:

I. New Business:

1. Trustee Matter.

Board Chairperson, Kevin MacKenzie explained that a letter was received from Trustee Glover on April 10, 2024, in response to the board's resolutions on March 26, 2024, which found Mr. Glover to have breached the trustee code of conduct and resulted in his further censure.

MOTION: Moved by Kathleen Tanguay, seconded by John Connolly
that the Board receive Trustee Glover's written submission dated April 10, 2024, titled "Appeal Letter."

Carried.

MOTION: Moved by John Connolly, seconded by Mary Ann Martin
that the Board maintain the sanctions imposed in the motion at the
Regular Board Meeting on March 26, 2024.

Carried.

J. Bring Forward:

K. Information Items:

1. Chairperson's Report.

Board Chairperson, Kevin MacKenzie reported that he is pleased to hear about all of the activities happening out in the system and as Catholic Education Week approaches, he is looking forward to the Catholic Student Leadership Awards ceremonies being held on May 8.

The Minister's calls with the School Board Chairpersons continue and Minister Lecce has reported on the Ministry's achievements in advancing the curriculum.

Chairperson MacKenzie acknowledged that April 25th is Administrative Professionals Day and thanked Executive Assistant, Michelle Kennedy for her support of the board of trustees.

2. Committee Reports:

a. Catholic Parent Engagement Committee, April 15, 2024.

Trustee Kathleen Tanguay reported that the Board Math Team gave a presentation to the committee about the work they have been engaged in. CPEC will be hosting a parent engagement event on May 27, that will feature guest speaker Dr. Christine Suurtamm who will lead Math activities parents can do at home with their children.

b. Special Education Advisory Committee, April 18, 2024.

Trustee Kathleen Tanguay reported that the committee received a presentation from Karen Spencely, VP of Special Education about Individual Education Plan (IEP) and Identification, Placement and Review Committee (IPRC) processes for families.

3. Ontario Catholic School Trustees' Association Information Items:

- a. March 26, 2024 – Provincial Budget Announcement 2024-2025.
- b. April 2, 2024 – OCSTA Welcomes Federal Announcement of National School Food Program.
- c. April 12, 2024 – OCSTA Invitation to Provincial Mass, May 8, 2024.

L. Future Meetings and Events:

1. Board Meetings:

- a. Regular Board Meeting Open Session, May 28, 2024, 6:30 p.m.
(In-camera Session, 6:00 p.m.)

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

- a. Policy Development Committee Meeting, April 30, 2024, 6:30 p.m.
- b. Chairperson's Committee Meeting, May 13, 2024, 5:30 p.m.
- c. Committee-of-the-Whole Meeting, May 13, 2024, 6:30 p.m.

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

- a. French as a Second Language Advisory Committee, April 30, 2024, 4:00 p.m.
(virtual)
- b. Accessibility for All Committee, May 9, 2024, 1:00 p.m.
- c. Faith and Equity Advisory Committee, May 9, 2024, 6:30 p.m.
- d. Special Education Advisory Committee, May 16, 2024, 1:00 p.m.
- e. Catholic Parent Engagement Committee, May 21, 2024, 6:30 p.m.
- f. Student Council Liaison Committee, May 28, 2024, 4:15 p.m.
- g. STSCO Governance Committee, June 5, 2024, 2024, 3:00 p.m.
- h. First Nation Métis Inuit Advisory Committee, June 11, 2024, 6:30 p.m.
- i. Audit Committee, TBA
- j. Supervised Alternative Learning (SAL) Committee, TBA.

4. Board Events:

- a. Ontario Catholic Trustees' Association Annual General Meeting and Conference, Niagara Falls, ON.
- b. Catholic Education Week, May 5-11, 2024.
- c. Catholic Education Week Province-wide Mass, May 8, 2024, 11:00 a.m.

<https://www.youtube.com/@stcatharinescathedral2914> (click on "Live Video" screen)

- d. Catholic Student Leadership Awards, May 8, 2024, 6:30 p.m., Holy Cross Catholic Secondary School, Peterborough.
- e. Canadian Catholic School Trustees' Association Annual General Meeting and Conference, Calgary, Alberta.

M. Conclusion:

1. Reports from the In-camera and Double In-camera Sessions held February 21, 2024, March 18, 2024, and April 23, 2024.

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

the Special Board Meeting, Double In-camera session, held on February 21, 2024, as follows:

- A. Call to Order:
 - 1. Opening Prayer.
 - 2. Motion for the Approval of agenda.
 - 3. No conflicts of interest declared.
- H. New Business:
 - 1. Trustee Matter.
- I. Conclusion:
 - 1. Closing Prayer.
 - 2. Adjournment.

the Special Board Meeting, Double In-camera session, held on March 18, 2024, as follows:

- A. Call to Order:
 - 1. Opening Prayer.
 - 2. Motion for the Approval of agenda.
 - 3. No conflicts of interest declared.
- D. Business, Finance and Governance:
 - 1. Trustee Matter.
- I. Conclusion:
 - 1. Closing Prayer.
 - 2. Adjournment.

and, the Regular Board Meeting, In-camera session, held on April, 23, 2024, as follows:

- A. Call to Order:
 - 1. Opening Prayer.
 - 2. Motion for the Approval of agenda.
 - 3. No conflicts of interest declared.
 - 4. Approval of the February 21, 2024, Double In-camera minutes, the March 18, 2024, Double In-camera minutes, and the March 26, 2024, In-camera minutes.
- D. Business, Finance and Governance:
 - 1. OCSTA In-camera Report.
 - 2. STSCO Governance Committee Meeting, March 27, 2024, In-camera Session Report.
- E. Human Resources:
 - 1. Staffing Report.
- I. Conclusion:
 - 1. Closing Prayer.
 - 2. Motion to convene in Open Session.

Carried.

2. Closing Prayer

Board Chairperson, Kevin MacKenzie invited Trustee Kathleen Tanguay to lead the closing prayer to end the meeting.

3. Adjournment

MOTION: Moved by Kathleen Tanguay, Mary Ann Martin
that the open session meeting be adjourned at 8:36 p.m.

Carried.

Kevin MacKenzie
Board Chairperson

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

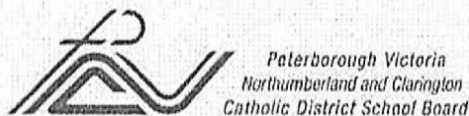
Student Excursions:

R.A.:

that items D.1 a) and D.1 b) be approved as presented:

D.1 a) that the proposed St. Stephen Catholic Secondary School International Excursion to Netherlands, Belgium, and France, May 1-9, 2025, be approved in principle and that the trip will include mandatory insurance for all travelers. Such insurance must cover school board or principal rulings for cancellation of the trip.

D.1 b) that the proposed Holy Trinity Catholic Secondary School International Excursion to the Netherlands and France, from May 1-9, 2025, be approved in principle and that the trip will include mandatory insurance for all travelers. Such insurance must cover school board or principal rulings for cancellation of the trip.



CATEGORY 5 APPROVAL FORM

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

Teacher/Organizer: Mrs. Jackie Shaw School: St. Stephen Catholic Secondary School

Adult Supervisors Attending (Full names and phone numbers):

Jackie Shaw 905-925-0529 Lisa Diachenko 905-809-6180 Luke MacDonald 416-303-4588
 Robertson Drury 647-608-3245 Tim Etherington 705-930-7751 Emily Moore 647-926-8143

Destination: Netherlands, Belgium, and France	Mode of Transportation: Air/Bus
Grade/Course: 9/10/11/12	Date of Submission: April 10, 2024
Departure Date: May 1, 2025 (Thursday)	Return Date: May 9, 2025 (Friday)
Number of Students: 40 boys: 20 girls: 20	Number of Adult Supervisors: 6 female: 3 male: 3
Name of Travel Agent: Explorica Educational Travel	Type of Excursion: <input type="checkbox"/> Curricular <input checked="" type="checkbox"/> Co-instructional
Total cost to be paid by each Student: \$ 4,740	

Summary of Proposed Activity:

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

Curricular Relevance: (provide the overall expectations addressed)

The students will experience historic, cultural, and religious site/monuments throughout the tour. Please see the submitted package for a more detailed explanation in the section entitled Historical and Educational Significance of the Trip.

Estimated Cost for Entire Group:		Anticipated Sources of Revenue:	
Accommodation	\$	School Accounts	\$
Travel	\$	School Fund-raising	\$
Cost of Supply Teachers	\$	Student/Parent share	\$ 4,740
Meals	\$	Other:	\$
Programs/Materials	\$	Other: Teacher contributions, if applicable	\$
Other	\$		
Total	\$ 189,600	Total	\$ 189,600

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 type="checkbox"/> History of Excursion – number of years: _____ | <input checked="" type="checkbox"/> List of destination/emergency phone numbers provided |
| <input type="checkbox"/> Certification required by staff attending: <u>N/A Tour Director</u> | <input checked="" type="checkbox"/> Passports (if required) |
| <input checked="" type="checkbox"/> Educational objectives stated | <input checked="" type="checkbox"/> Followed the directives of AP305 and Purchasing Handbook (including obtaining quotes from 3 travel providers) |

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

<i>Jackie Shaw</i> Teacher Signature	<i>May 9, 2024</i> Date
<i>T. Robertson</i> Principal Signature	<i>May 9, 2024</i> Date
<i>Julie Selby</i> Superintendent Signature	<i>May 13, 2024</i> Date

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

April 14, 2024

Dear Ms. Selby,

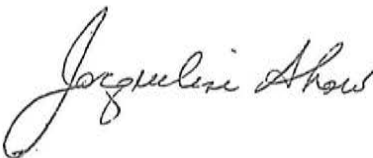
Please accept this letter as a request for approval of a proposed international trip to occur in May of 2025 to participate in the celebrations for the 80th Anniversary of VE Day. St. Stephen Catholic Secondary School would like to tour France, Belgium, and the Netherlands. This trip offers a unique learning opportunity for students, and will provide them with the opportunity to experience history. This trip will take place during the period from May 1 to May 9, 2025.

This trip will be organized through the reputable tour company, Explorica by Worldstrides. St. Stephen has used this tour company for previous trips to various European destinations, most recently on the 2024 March Break trip to France, Germany, and Switzerland. Mr. Robin Clement at St. Peter Secondary School was gracious enough to allow us to use his documentation for board submission, and for which he has already received approval. In addition, I have consulted with Angela Richardson, who has extensive experience chaperoning these excursions.

There are several teacher chaperones and an administrator who have indicated their wish to participate on this tour; subsequently, the resulting student to teacher ratio will be 8 to 1. Please view the Table of Contents to review all information in this package.

Thank you for your consideration of this proposed trip; if you could please advise regarding the next steps to be taken, I would be greatly appreciative.

Sincerely,



Jacqueline Shaw
St. Stephen Secondary School

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Itinerary

Day 1 - May 1: Fly Toronto to Amsterdam

Day 2 - May 2: Amsterdam

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

Day 3 - May 3: Arnhem Excursion

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

Day 4 - May 4: Amsterdam – Brabant Region

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

Day 5 - May 5: Liberation Celebration Day

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

Day 6 - May 6: Brabant Region - Flanders

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

Day 7 - May 7: Flanders –Paris

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

Day 8 - May 8: Paris Landmarks

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

Day 9 - May 9: Fly home to Toronto

Cost & Sharing

- Consolidated Tour Fee: \$4740.00 per student (includes tour fee, insurance, and tipping)
- Includes: insurance, flights, hotels, 24 hour tour director, designated bus driver and coach bus, breakfast and dinner daily, admission to all places listed on itinerary, guided tour with local guides as listed on itinerary, and all gratuities.
- Additional Costs:
 - Passport Application
 - Bus to and from airport (approx. \$75)
- To be paid by the student and/or their parent(s)

Chaperone Information

- Chaperone to student ratio will be 1:8; this allows for close supervision at all times.
- All chaperones will be current staff members at St. Stephen Secondary School with a mixture of male and female teachers. As all chaperones are teachers they have already had police records checks completed.
- Proposed Chaperones:
 - Jackie Shaw – Group Leader & Female Teacher
 - Lisa Diachenko – Female Vice-Principal
 - Luke MacDonald – Male Teacher/Librarian
 - Timothy Etherington – Male Mathematics Teacher
 - Emily Moore – Female Curriculum Chair of Religious Education
 - Robertson Druery – Male English Teacher

Communication Plan

Board Office: 705-748 - 4861

In case of emergency or delay Jackie Shaw or Lisa Diachenko will contact Trevor Poechman, Principal at St. Stephen Catholic Secondary School.

Contact Information for administration at SSCSS:

Trevor Poechman, Principal SSCSS: tpoechman@pvnccdsb.on.ca

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

Greg Kieszkowski: Vice Principal SSCSS gkieszkowski@pvnccdsb.on.ca

School: 905 - 623 - 3990 Extension 1008 Cell: 905-207-1972

Lisa Diachenko: Vice Principal SSCSS ldiachenko@pvnccdsb.on.ca

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

While on excursion in Europe, the teacher chaperone will carry a cell phone so students may contact her. Jackie Shaw can be reached via email jshaw@pvncdsb.on.ca or at 905-925-0529. There will also be a What'sApp group chat through which all students can share important information.

Contact Information for teacher chaperones:

Jackie Shaw

jshaw@pvncdsb.on.ca
905-925-0529

Lisa Diachenko

ldiachenko@pvncdsb.on.ca
905-809-6180

Tim Etherington

tetherington@pvncdsb.on.ca
705-930-7751

Emily Moore

emoore@pvncdsb.on.ca
647-926-8143

Luke MacDonald

lmacdonald@pvncdsb.on.ca
416-303-4588

Robertson Druery

rdruery@pvncdsb.on.ca
647-608-3245

Emergency contact in Europe (Netherlands, Belgium, and France):

Explorica: 1 - 617 - 210 - 6194 (Ask for Jackie Shaw)

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

Liability Forms & Student Information

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

Financial Assistance Opportunities

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

Specific Curriculum Expectations

Travel and Tourism

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

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

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

Describe major components of the local tourism industry, and explain how they are interrelated.

World History since 1900

A2.4 Identify some careers in which the skills learned in history might be useful (e.g., aid worker, artist, game designer, historical reenactor, journalist, politician, tour guide)

C2.2 Explain the main causes and consequences of World War II (e.g., causes: the impact of the Treaty of Versailles; militarism; expansionism of Nazi Germany, fascist Italy, and imperial Japan; consequences: civilian and military casualties, the Holocaust, displaced persons, the creation of the United Nations [UN], the partition of Germany).

Canada: History, Identity, and Culture

D2.1 Describe domestic and international conflicts in which Canadian military forces participated during this period (e.g., the Red River Resistance, the North-West Rebellion, the Alaska Boundary Dispute, the Boer War, World War I, the Spanish Civil War, World War II), and assess their contribution to the development of Canada, including the development of identity in Canada

D2.4 Analyse how various international events and developments contributed to the development of Canada's political autonomy during this period (e.g., Canadian participation in the Boer War, World War I, and World War II; the Paris Peace Conference, the Chanak Affair, the Haliburton Treaty, the Balfour Report, Imperial Conferences, the Statute of Westminster)

Canadian History Since World War I

B2.1 Explain the main causes of World War I and of Canada's participation in the war and analyse some of the consequences of Canada's military participation in the war.

B2.2 Analyse, with reference to specific events or issues, the significance of and perspectives on Canada's participation in international relations between 1914 and 1929.

C2.2 analyse how some key issues and/or developments affected Canada's relationships with Great Britain and the United States during this period (e.g., with reference to trade, tariffs, and investments; the founding of the Commonwealth; the Imperial Conferences; the Lend-Lease Agreement; military involvement in World War II; Arctic sovereignty).

C2.3 Explain the main causes of World War II and analyse Canada's contribution to the war effort (e.g., with reference to the Battle of the Atlantic, the Battle of Hong Kong, the Italian campaign, D-Day, the liberation of the Netherlands, the liberation of concentration camps, the British Commonwealth Air Training Plan, Camp X; the contribution of individuals such as Paul Triquet and Charles Tompkins; the contributions of women and of Indigenous soldiers).

C2.5 Explain some ways in which World War II affected non-indigenous Canadians (e.g., with reference to economic recovery, enlistment, censorship, rationing), including how the war changed the lives of various groups in this country (e.g., young men who fought and those who did not; farmers; women in the workforce and at home; "enemy aliens"; veterans, including men who were in the merchant navy)

French as a Second Language

A2.2 Respond with understanding to what others say while participating in interactions about a wide variety of topics, in formal and informal situations.

A3.1 Identify French-speaking communities worldwide, find out about aspects of their cultures, and make connections to personal experiences and their own and other communities.

Historical & Educational Significance of Some of Locations Visited

Amsterdam:

- We will take a glass-topped canal boat ride down the flower-lined canals of Amsterdam for an amazing view of the gabled houses and nearly 1,200 bridges.
- We will go on a Diamond cutting and polishing tour in one of Amsterdam's renowned diamond factories. The diamond cutting industry was introduced to Amsterdam in the 16th century by the Sephardic Jews.
- We will take a tour of Anne Frank's house, where three different Jewish families hid for more than two years during World War II and where Anne's famous diaries

were discovered. See where she and her family lived before being betrayed to the Nazi's and deported to concentration camps.

- Mass at Church of our Lady Catholic Church on Saturday May 3rd 2025.
- Arnhem: The Freedom Museum is close to Germany and right in the area of two of the most important operations on the Western Front during WW2.
- Market Garden and Veritable. Visitors experience the fascinating Story of War and Freedom without Borders in both the Netherlands and Germany, Europe and beyond. A multifaceted image of the Second World War is created through various perspectives, in the context of the history of the 20th century and current events.
- Most of those buried in Groesbeek Canadian War Cemetery were Canadians, many of whom died in the Battle of the Rhineland, when the 2nd and 3rd Canadian Infantry Divisions and the 4th Canadian Armoured Division took part in the drive southwards from Nijmegen to clear the territory between the Maas and the Rhine in February and March 1945. The cemetery contains 2,610 Commonwealth burials of the Second World War, and nine war graves of other nationalities. Within the cemetery stands the Groesbeek Memorial, which commemorates by name more than 1 ,000 members of the Commonwealth land forces who died during the campaign in north-west Europe between the time of crossing the Seine at the end of August 1944 and the end of the war in Europe, and whose graves are not know.

Brabant Region:

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

Flanders:

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

Paris:

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

Ontario Catholic School Graduation Expectations

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

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

Parent Meetings

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

- 1) May 2024 - provide information and begin registration
- 2) March 2025 - pre departure information/collect forms night

Hotels in the Netherlands, Belgium, and France:

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

Amsterdam:

Ibis Hotel Budget City South Amsterdam
Professor J.H. Bavincklaan 1
1183 AT Amstelveen
Netherlands
+31 20 715 4333

Brabant:

Hotel Campanile Breda
Minervum 7090
4817 ZK Breda
Netherlands
+31 76 578 7700

Flanders:

Ibis Hotel Lille Tourcoing Centre
Centre Du General De Gaulle
Rue D'Havre
59200 Tourcoing, France
+33 3 20 24 84 58

Paris:

Ibis Hotel Paris La Defense Centre
La Defense, 4 Boulevard De Neuilly
1 Pont De Neuilly
92400 Courbevoie, France
+33 1 41 97 40 40

Travel Advisories:

Netherlands - Exercise a high degree of caution. <https://travel.gc.ca/destinations/netherlands>

Belgium - Exercise a high degree of caution. <https://travel.gc.ca/destinations/belgium>

France - Exercise a high degree of caution. <https://travel.gc.ca/destinations/france>

* No Belgium Hotels listed as they are not staying over in Belgium

Emergency Contact Information

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

SAMPLE EMERGENCY INFORMATION CARD FOR STUDENTS:

<p>St. Stephen VE Day 80th Anniversary Europe, 2025</p>		<p>Press Esc to exit full screen</p>	
<p>Flights</p> <p>Departing Flight: Departure time & Flight # TBD</p> <p>Returning: Departure Time and Flight # TBD</p> <p>If required: Ms. Shaw's cell: 905 925 0529</p> <p>Keep this card with you at all times.</p>		<p>Hotels</p> <p>May 2 - 3 Amsterdam: Ibis Hotel Budget City South Amsterdam Prof. JH Bavincklaan 1 1183 AT Amstelveen Netherlands Phone Number: +31 20 7154333</p> <p>May 4 - 5 Brabant: Hotel Campanile Breda Minervum 7090 4817 ZK Breda Netherlands Phone Number: +31 765787700</p> <p>May 6 - 7 Flanders: Ibis Hotel Lille Tourcoing Centre Centre Du General De Gaulle Rue D'Havre, 59200 Tourcoing, France Phone Number: +33 3 20 24 84 58</p> <p>May 8 - 9 Paris: Ibis Hotel Paris La Defense Centre 4 Boulevard De Neuilly 1 Pont De Neuilly 92400 Courbevoie, France Phone Number: +33 1 41 97 40 40</p>	

NOTE: There are no Belgium hotels listed because students will not be staying overnight in Belgium; instead, they will be travelling to Belgium for specific activities and returning to the Netherlands or France.

This is a **SAMPLE Parent Information Package** that will be sent home prior to departure. Copies are also given to the administration team. This will contain all of the phone numbers that parent(s)/guardian(s) would require to contact the group while on tour, should the need arise.



**St. Stephen
Catholic
Secondary School
BOWMANVILLE**

May 2025: Netherlands, Belgium, and France Parent Information Package

Explorica Contact:

Emergency Phone Number (24/7): 1.617.210.6194

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

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

Departing Flight Information:

To be included when finalized

Hotel Information:

<p>May 2 - 3 Amsterdam: Ibis Hotel Budget City South Amsterdam Prof. JH Bavincklaan 1 1183 AT Amstelveen Netherlands Phone Number: +31 20 7154333</p>	<p>May 4 - 5 Brabant: Hotel Campanile Breda Minervum 7090 4817 ZK Breda Netherlands Phone Number: +31 765787700</p>
<p>May 6 - 7 Flanders: Ibis Hotel Lille Tourcoing Centre Centre Du General De Gaulle Rue D'Havre, 59200 Tourcoing, France Phone Number: +33 3 20 24 84 58</p>	<p>May 8 - 9 Paris: Ibis Hotel Paris La Defense Centre 4 Boulevard De Neuilly 1 Pont De Neuilly 92400 Courbevoie, France Phone Number: +33 1 41 97 40 40</p>

NOTE: There are no Belgium hotels listed because students will not be staying overnight in Belgium; instead, they will be travelling to Belgium for specific activities and returning to the Netherlands or France.

Returning Flight Information:

To be included when finalized

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

Tour Diary Info:

The link to the Tour Diary will be provided once it has been initialized by Explorica.



Code of Behaviour
Netherlands, Belgium, and France
May 1 - 9, 2025



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

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

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

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

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

.....

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

Parent/guardian Signature: _____

Date: _____

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

Student Signature: _____

Date: _____

Submit 1 copy & Keep one copy at home



May 1, 2025

Customs Official,

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

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

Should you need to contact me/us:

Guardian 1 Name: _____

Address: _____

Phone Number: _____

Guardian 1 Signature: _____

Guardian 2 Name: _____

Address: _____

Phone Number: _____

Guardian 2 Signature: _____

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

The Peterborough Victoria Northumberland and Clarington Catholic District School Board will make available the opportunity of participating in the 80th Anniversary of VE Day in Netherlands, Belgium, and France (describe activity) to its students on or about May 1 through May 9, 2025.

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

ELEMENT OF RISK

Educational activity programs, such as, the 80th Anniversary of VE Day in Netherlands, Belgium, and France (describe activity), present various elements of risk. Accidents resulting from such activities may occur and cause injury. The risk associated with the activity **MUST** be assumed by the participants.

ACKNOWLEDGEMENT

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

RELEASE AND INDEMNIFICATION AGREEMENT

I, _____ hereby release the Peterborough Victoria Northumberland and Clarington Catholic District School Board and its staff and agents from any and all liability for any injury sustained by me, regardless of how caused, resulting from my participation in the the 80th Anniversary of VE Day in Netherlands, Belgium, and France (describe activity) arranged through the Peterborough Victoria Northumberland and Clarington Catholic District School Board on or about May 1 through May 9, 2025.

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

Signature of Student: _____ 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 St. Stephen Catholic Secondary School is arranging
 an excursion to Netherlands, Belgium, and France from May 1 to May 9, 2025 to celebrate the 80th Anniversary of the school.
(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 an international excursion 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 an international excursion :

1. Injury due to fall (i.e. a sprained ankle) *(describe activity)*
2. Injury due to a transportation accident
3. Fatigue/illness

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

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

If you choose to participate in the 80th Anniversary o on May 1 - May 9, 2025, you must understand that you bear the responsibility for any injury that might occur. In case of serious student misconduct during this trip, the staff in charge will have the authority to dismiss the student and contact you to pick him/her up at the location of the activity. Parents will be responsible for any applicable costs.

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

ACKNOWLEDGEMENT

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

Signature of Student: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

PERMISSION

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

Signature of Parent/ Guardian: _____ Date: _____

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

Trip: 80th Anniversary of VE Day Netherlands, Belgium

Date: May 1 - May 9, 2025

Supervisor in Charge: Jacqueline Shaw

Emergency Item	Action Plan
Emergency Contacts <i>Include full names and phone numbers for the following individuals: Supervisor in Charge Additional Supervisors School Principal</i>	Jackie Shaw 905-925-0529 Lisa Diachenko 905-809-8180 Tim Etherington 705-930-7751 Emily Moore 647-926-8143 Luke MacDonald 416-303-4588 Robertson Druery 647-608-3245
Location of Activity Address of Facility	Various locations throughout the Netherlands (Amsterdam), Belgium (Flanders), and France (Paris).
Student List <i>Include full student names and birthdates</i>	The list will be submitted after students register for the trip and the list is finalized.
Parent Contact List <i>Include full parent names and phone numbers</i>	This information will be submitted after students register for the trip and the list is finalized.
Nearest Hospital Address of nearest Hospital	The nearest hospital will vary depending on where we are when on tour. Using Explorica by Worldstrides means that we have a doctor on call twenty-four (24) hours per day. We can call that doctor and get information on where to go and when to seek other medical attention. Our Tour Director will also know which hospitals are nearby throughout

<p>Border Crossing Plan Include an emergency plan if a student and/or staff member are turned away at the border by a border services officer. Who is picking them up? Does the whole group stay with them or one designated person? Is the whole trip canceled? How do you communicate to that student's parents if they are denied entry?</p>	<p>If a student is unable to cross the border then a staff member will stay with them until contact is made with home. The staff member will then ensure that the student is safely escorted to their home. Communication will occur via cell phone. Jackie Shaw will have her cell activated in all countries and at all times. If a teacher is unable to cross the border then they will contact home and make arrangements to go home. If this</p>
<p>First Aid Kit A first-aid kit must be accessible at all times</p>	<p>A first-aid kit will be brought on the trip and carried by a chaperone.</p>
<p>Plan of Care A copy for each applicable student must be printed from Edsembli</p>	<p>This will be created with the assistance of administration after the list has been finalized.</p>
<p>Concussion Protocol A copy of the required policy and forms must be available for completion in the event of a suspected concussion</p>	<p>The trip information binder that the chaperones have will also include the concussion protocol so that it is available to staff if needed.</p>
<p>Heat Warning Monitor Environment Canada/local Public Health recommendations Encourage staff and students to drink lots of cold fluids Avoid strenuous physical activities Wear light, loose fitted and breathable clothing Avoid direct exposure to sun Wear hat, sunglasses and apply sunscreen Alter schedule for the day to put strenuous tasks before heat rises (if possible) Provide a cooling room, if available</p>	<p>All of the information provided (to the left of this column) as a recommendation from the board/public health will be followed. In addition, our Tour Director will be aware of any extra protocols that we can take. We will also have access to the Explorica Medical Team as needed.</p>
<p>Cold Warning Establish "warm areas" for lunch and work/rest breaks Encourage the use of warm clothing for outdoor play Encourage the use of layers for outdoor play Encourage staff to wear appropriate footwear Follow AP816 "Extreme Weather"</p>	<p>All of the information provided (to the left of this column) as a recommendation will be followed. In addition, our Tour Director will be aware of any extra protocols that we can take. We will also have access to the Explorica Medical Team as needed.</p>

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



Explorica Medical Release Form

The form should be completed and returned to your Program Leader

Participant's Name _____ Birthdate _____

Street Address _____

City _____ Province _____ Postal Code _____

Student Cell Phone (_____) _____

EMERGENCY INFORMATION

Parent / Guardian Name _____

Home Phone (_____) _____ Cell Phone (_____) _____

Email _____

Parent / Guardian Name _____

Home Phone (_____) _____ Cell Phone (_____) _____

Email _____

Allergies _____

Other medical conditions

Medication being used (include dosage/frequency)

Present state of health

explorica.ca

Educational Travel | Study Abroad | Language Immersion | Service-Learning | Career Exploration | Performing Arts | Sports



Family Physician _____ Phone (____) _____

Medical Insurance Company _____ Phone (____) _____

Policy Holder's Name _____

Policy Number _____

Participants are encouraged to bring a copy of their insurance card.

AUTHORIZATION FOR TREATMENT OF MINOR

I, the undersigned, understand and acknowledge that reasonable efforts will be made to contact the parent/guardian in case of an emergency, and, if possible, before any medical treatment is administered. In the event of an emergency or if the parents cannot be notified, I hereby give permission to the Program Leader or the Explorica by WorldStrides staff to secure treatment for my child. If necessary, this includes selection of physicians and medical treatment facility who are then authorized to perform such treatments as deemed medically necessary. I further give my permission for Explorica by WorldStrides staff to have access to medical records relating to any treatment contemplated or received by my child and to provide such information, as necessary, to health insurance carriers. I understand that I may be responsible for all costs associated with the provision of emergency medical services or treatment.

Explorica by WorldStrides cannot be responsible for accommodating any food allergies, requirements or restrictions and is not responsible for any problems associated with the same. All issues with regard to food and drink, including allergies, requirements and restrictions are the sole responsibility of the participant.

In the event of any emergencies during the trip, the undersigned hereby grants authority to be exercised at the discretion of the Program Leader or chaperone to dispense over-the-counter medication.

Parent / Guardian Name (Print) _____

Parent / Guardian Signature _____

Date _____

Reserve your Spot!

Tour Center ID: StStephens-3436

Initial registration deadline: April 30, 2024

What's included

We provide everything you need for a remarkable trip:

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

Tour investment

Students (travellers under the age of 23): \$4,640

Adults (age 23 and over): \$5,080

Price reflects savings of a \$200 travel grant. Sign up by 4/30/2024 and enter code PVNCCDSB200 in order to take advantage of this limited-time offer!

Automatic monthly payment plan

Pay \$50 upon enrolment and the balance will be divided into equal monthly payments, charged automatically to your chequing account. As of April 23, 2024, your monthly payment would be just \$436.50. Manual plan also available; learn more on explorica.ca/paymentplans.

Travel protection

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

Carbon neutral travel with Choose Earth

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



Enrol online,
by phone, or by mail



explorica.ca/StStephens-3436



1.288.378.8845



Download and complete
a paper application on
explorica.ca/resources

 by WorldStrides

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

Program Changes Made by WorldStrides

Changes or substitutions in hotels, itinerary, venues, facilities, inclusions, or airports may be made depending on your travel dates, arrival and departure times, national holidays, and events beyond WorldStrides' control at the discretion of WorldStrides as it deems necessary or desirable. Changes in itinerary, including reversing the itinerary, changes to the order in which cities or countries are visited, the duration of the stay in each city, and addition and omission of cities or countries may occur. On certain dates, some attractions or activities may be closed, and the availability of some venues advertised or communicated cannot be guaranteed. Some venues may require special equipment. Venues may also close without prior notice due to public holidays, festivals, and routine maintenance. In these instances, no refunds can be given. Whenever possible, suitable alternatives will be provided.

WorldStrides Sports: WorldStrides reserves the right to adjust the number of games played with no financial compensation to the group if an arranged friendly opponent cancels or at the discretion of the Program Leader, School, or Club administrator.

WorldStrides reserves the right to change the date of departure by no more than two days from the original departure date in spring (Oct.-Apr.) and three days in the summer (May-Sept.). These changes are not grounds for cancellation without penalty or for refunds after the tour.

On occasion, WorldStrides must change dates of a scheduled program by more than three days as the result of Exceptional Circumstances, as defined below, or as a result of operational challenges or difficulties, including, without limitation, travel restrictions, event cancellations, facility closures, government-imposed restrictions/closures, or other reasons beyond the control of WorldStrides.

Should WorldStrides need to change the destinations visited and/or the dates of a scheduled program by more than three days, we will work with your group's Program Leader to reschedule your trip to dates that work for your group.

WorldClass Flexibility Program

WorldStrides offers its WorldClass Flexibility Program to enable groups to plan trips with confidence. We understand your group may need to change your trip due to unforeseen circumstances. If your group decides they are not comfortable travelling to the planned destination or on the scheduled dates, the group can move the trip to an alternative destination or move to a new future date up until 60 days prior to departure for international and/or flight tours. Changing the destination or date of the trip will be determined based on availability of trip components including, but not limited to, accommodations, venues, attractions, content, meals, and transportation. We will work with your Program Leader to find an alternative future date up to 24 months from your original departure date. Your group will be able to adjust your trip with no additional fees, just the difference (if applicable) in the price of the new trip. If you or your group reschedules to a new destination or date and then decides to cancel, the cancellation fees will be calculated from the date of transfer from the original tour and standard cancellation fees will apply.

In the event a tour is moved to the future, all monies paid (less any Non-Refundable Fees) can be transferred from an existing participant to a new participant if the new participant enrolls (which enrolment will include express agreement to these Terms and Conditions) by 110 days before departure. Once funds are transferred, the new participant is subject to the full Terms and Conditions and standard refund policies as defined for the group on the original scheduled trip.

For departures from cities with multiple airports within a reasonable distance, WorldStrides will book flights interchangeably between the airports.

Course Credit

Because WorldStrides is a Ministry-approved private school in Ontario with the authority to grant academic credits, participants may be eligible to enrol in an online course by participating on a WorldStrides program. Schools, colleges, and universities hold varying policies regarding a student's eligibility to earn or redeem course credit from other accredited institutions. Students should consult their school guidance counsellors and/or school policy handbooks to determine their eligibility. WorldStrides' Board School Identification Number (BSID) is 665374, and we are listed as a private school on the [Ontario Ministry of Education website](#).

WorldStrides Sports: Application for Foreign Travel

Any amateur sports organization travelling for an international match or tournament is required to complete an Application for Foreign Travel through their governing organization. This application will be provided by WorldStrides Sports or your affiliated organization/governing body (ex: Canada Soccer). Once the required application is completed by the travelling club, the application is sent to the club's affiliated organization for approval and is then sent to the club's governing body for final approval. There is an application fee per team, per trip. This application fee is to be paid by the club/team for each team that is travelling. This is not an individual participant's responsibility. Teams are responsible for paying their fees via their governing body. This application process does not pertain to college or high school teams.

STANDARD CANCELLATION POLICY



What if you have to cancel your registration?

All cancellations must be made in writing by the person listed on the registration form, or the custodial parent or legal guardian. Cancellation notices must be postmarked prior to the group's departure and must include reservation number, registrant's name, and complete address. Notices may be sent to customer service or your account representative at customerservice@worldstrides.org or via mail to WorldStrides, 3280 Bloor Street West, Suite 901, Toronto, ON M8X 2X3.

The Program Leader, school, school board, sports club, or organization (as applicable) may cancel the program on behalf of the entire group, or any individual participant. Within 24 hours following receipt of your registration confirmation or initial payment invoice (whichever is first), you may cancel your WorldStrides program and receive a full refund. After 24 hours, the Standard Cancellation Policy applies unless the Travel Protection Plan Plus is purchased.

All refunds are issued using the original form of payment on the account. Cheque refunds are only issued to the primary responsible party listed on the account. WorldStrides accepts payment via cheque, e-cheque, debit card, and credit card. Should you choose to use a gift and/or preloaded credit card to make one or more payments on your WorldStrides account, WorldStrides is not responsible for replacing any credits that are successfully processed back to any lost, stolen, or destroyed gift or preloaded credit card account used for payment.

Standard Cancellation Policy: The services and value we provide begin long before your date of departure, and there are significant unrecoverable costs as your departure date approaches. Therefore, if you do not enrol in the Travel Protection Plan Plus and you, the Program Leader, School, Team, or Administration cancel beyond the 24-hour grace period, WorldStrides will be entitled to retain:

North American Flight Tours

DAYS PRIOR TO DEPARTURE	NORTH AMERICAN FLIGHT
110 days or more	\$249 non-refundable fees
109-76 days	50% of all fees + \$99 non-refundable fee
75-46 days	75% of all fees + \$99 non-refundable fee
45 days or less	100%

International Tours

DAYS PRIOR TO DEPARTURE	INTERNATIONAL
More than 150 days	\$399 non-refundable fees
150-110 days	\$599 non-refundable fees
109-76 days	50% of all fees + \$99 non-refundable fee
75-31 days	75% of all fees + \$99 non-refundable fee
30 days or less	100%

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

Trip Cancellation by WorldStrides

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

PROTECTING YOUR INVESTMENT

Travel Protection Plan Plus

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

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

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

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

Cancel For Any Reason Waiver

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

The Cancel For Any Reason Waiver benefit does not cover:

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

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

GENERAL INFORMATION

Third-Party Providers

Lakeland Tours, LLC d/b/a WorldStrides, its employees, shareholders, subsidiaries, affiliates, officers, directors, successors, agents, and assigns (collectively, "WorldStrides") does not own, operate or control any person or entity which is contracted to or does provide goods or services for your trip, including, for example, lodging facilities, airline, vessel or other transportation companies, guides or guide services, local ground operators, entertainment or sightseeing operators, providers or organizers of optional excursions, food service providers, etc. All such persons and entities are independent contractors. As a result, WorldStrides is not liable for any negligent or wilful act or failure to act of any such person or entity, or of any third party. Further, WorldStrides is not liable for any inconvenience, costs, losses, or damages associated with the denial of services or special requirements of services imposed by such person or entity, or of any third party.

Participants travelling on tours that include a Greek cruise should refer to the Carrier's Conditions of Carriage (which govern the legal relationship between the passenger and the carrier), at celestyalcruises.com/en/conditions-of-carriage.

Privacy

Because the nature of our business requires coordination with various providers who deliver the travel services, it is necessary to share some personal information from time to time. For more information, please visit worldstrides.com/privacy-policy.

Please note: A participant will not be allowed to travel on a WorldStrides tour if the participant's name does not appear on the travel roster on the day of departure, or if the participant has not submitted a signed waiver and release form, emergency medical release form, or personal behaviour contract. By registering for a WorldStrides trip, and making an initial deposit, participants and/or persons listed on the account are agreeing to and consenting to these Terms and Conditions. If you do not understand any of the foregoing Terms and Conditions, or if you have any questions or comments, please contact WorldStrides Customer Support at 1-800-468-5899. WorldStrides' legal address is 3280 Bloor Street West, Suite 901, Toronto, ON M8X 2X3.

3280 Bloor St. W., Suite 901, Toronto, ON M8X 2X3
1-800-267-6425 | worldstrides.ca

TICO #: 50025477 | CPBC #: 54663



CATEGORY 5 APPROVAL FORM

LSS 5

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

Teachers/Organizers: Mrs. Jennifer Koppens	Schools: Holy Trinity Catholic Secondary Schools
Adult Supervisors Attending (Full names and phone numbers): Jennifer Koppens – Teacher in Charge (HTCSS) Email: jkoppens@pvnccdsb.on.ca Cell: 905-914-1973	Lisa Dean 905-431-3580 Bryan Vantha 705-708-8055 Amanda King 905-213-8194 Lranna Mettauro 647-818-4194 Matthew Paul 905-925-7260 Shannon Hardy 647-228-5566
Meghan Preccado Victoria Collicutt Mallory Valianes Sheridan Maurcen Partridge	
Destination: Netherlands & France	Mode of Transportation: Air/Bus
Grade/Course: 10/11/12 (co-instructional)	Date of Submission: April 11, 2024
Departure Date: May 1st, 2025 (Thursday)	Return Date: May 9th, 2025 (Friday)
Number of Students: boys: 20 girls: 20	Number of Adult Supervisors: female: 4 male: 2
Name of Travel Agent: Explorica Educational Travel	Type of Excursion: Curricular X Co-instructional
Total Cost to be paid by each Student: \$4,935	
Summary of Proposed Activity: Students will have the opportunity to immerse themselves in Canadian and European cultural, historical and Christian sites. They will travel with a licensed tour guide to a variety of historic and religious locations including: Anne Frank House, Groesbeek Canadian War Cemetery, Explorica event at Bergen Op Zoom, Explorica Event at Overloon War Museum, Explorica event at Efteling Theme Park, Flanders Fields Museum, Passchendael, Vimy Ridge, Notre-Dame Cathedral and the Louvre.	

Curricular Relevance: (provide the overall expectations addressed)

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

Estimated Cost for Entire Group:		Anticipated Sources of Revenue:	
Accommodation	\$	School Accounts	\$
Travel	\$	School Fund-raising	\$
Cost of Supply Teachers	\$	Student/Parent share	\$ 4,935
Meals	\$	Other:	\$
Programs/Materials	\$	Other: Teacher contributions, if applicable	\$
Other	\$		
Total	\$ 189,280.00	Total	\$ 189,280.00

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

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

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

This excursion complies with the OPHEA Guidelines for the

High Care Activities listed below:

Teacher Signatures	Date
	May 13/24
Principal Signatures	Date
	May 13/24

Superintendent Signature	Date
<i>Julie Selby</i>	<i>May 16, 2024</i>

2022

**May 1 – 9,
2025**

**Holy Trinity Catholic
Secondary School VE
Day 80th Anniversary
Trip to Netherlands
and France**



Category 5 Out of School Activity
Request for Approval Form
(page 1)

Letter to Superintendent
(pages 3-4)

Itinerary
(page 5)

Historical and Educational
Significance of the trip
(pages 6-11)

Cost and Sharing Arrangements
(page 12)

Hotel Information
(page 13)

Communication Plan
(pages 14-15)

Consent Forms & Customs Form
(pages 16-18)

Code of Behaviour
(pages 19-20)

Emergency Action Plan
(pages 21-24)

Parent Meeting / Parent Information
(pages 25-27)

Travel Insurance Information
(pages 28-29)

Ms. Julie Selby

Superintendent of Learning/Religion and Family Life/Equity/Indigenous Education/Student Success

The Peter L. Roach Catholic Education Center

P.V.N.C. Catholic District School Board

1355 Lansdowne St. West

Peterborough, ON K9A 7M3

Dear Ms. Selby,

Please accept this letter as a request for approval of a proposed international trip to occur in May of 2025 to participate in the celebrations for the 80th Anniversary of VE Day. Holy Trinity Catholic Secondary School would like to tour France, and the Netherlands. This trip offers a unique learning opportunity for students, and will provide them with the opportunity to experience history. This trip will take place during the period from May 1 to May 9, 2025.

This trip will be organized through the reputable tour company, Explorica by Worldstrides. Holy Trinity has used this tour company for previous trips to various European destinations. Mr. Robin Clement at St. Peter Secondary School was gracious enough to allow us to use his documentation for board submission, and for which he has already received approval. In addition, I have consulted with Angela Richardson and Jackie Shaw, who has extensive experience chaperoning these excursions.

There are several teacher chaperones and an administrator who have indicated their wish to participate on this tour; subsequently, the resulting student to teacher ratio will be 8 to 1. Please view the Table of Contents to review all information in this package.

Thank you for your consideration of this proposed trip; if you could please advise regarding the next steps to be taken, I would be greatly appreciative.

Attached please find:

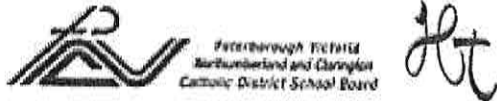
- An Out of School Activity Request for Approval Form (Category 5)
- A copy of the itinerary
- Historical and educational significance of the trip
- Contract information & Terms and Conditions
- Cost and sharing arrangements
- Details of medical and travel coverage
- Waivers
- Release and Indemnification Form for Educational Trips (over 18 years)
- Informed Consent Form for Education Trips (under 18 years)

- Customs Form
- Student Code of Behaviour
- Emergency Action Plan and Communication Plan
- Parent Info
- Letter to Parents Acknowledging Understanding of Insurance Policy
- Safety & Security Guide

On behalf of Holy Trinity, I look forward to the response and thank you for your consideration of this proposed trip. Please advise my Principal, Daniela Conforti, of any additional information required and next steps.

Sincerely,

Jennifer Koppens
Teacher
Holy Trinity Catholic Secondary School



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

May 1 - Fly Toronto to Amsterdam

May 2 - Amsterdam

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

May 3 - Arnhem excursion

- Freedom Museum visit
- Groesbeek Canadian War Cemetery visit
- John Frost Bridge (photo stop)

May 4 - Amsterdam--Brabant Region

- Travel to the Brabant Region
- Explorica event in Bergen Op Zoom
- Mass at Gertrudiskerk Catholic Church

May 5 - Liberation Celebration Day

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

May 6 - Brabant Region—Flanders

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

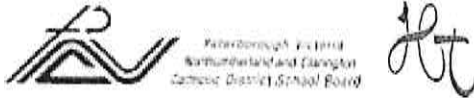
May 7 - Flanders--Paris

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

May 8 - Paris Landmarks

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

May 9 – Fly home to Toronto



City Specifics

Amsterdam:

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

Arnhem:

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

Brabant Region:

- Explorica event in Bergen Op Zoom: May 4th – Dutch Remembrance Day. The cemetery is blocked just for Explorica groups, we'll be doing a private ceremony with student involvement and hopefully encouraging some soldier research before students arrive. After the ceremony the students will do a silent march from the cemetery to the centre of town where we'll present a Peace Tower Flag from the Dutch Queen's birthday to the town. After that we



Peterborough and Area
Schools District School Board



have a big hall booked for a catered dinner for all the students. After dinner we'll join the locals for their Remembrance Day ceremony in the square.

- Explorica event at Overloon War Museum: May 5th Liberation Day. The Overloon War Museum is going to open early for us this day. It's huge, has almost every vehicle you could imagine and they'll have a scavenger hunt for the students. They also have some critical thinking exhibits for students to have to think about what they would have done during the occupation in survivors positions and they even have the vehicle the Dutch Royal Family escaped in to eventually come to Canada.
- Explorica event at Efteling Theme Park: May 5th. We'll be heading to Efteling. It's a day of celebration, so we're lifting the heaviness of the past couple days and doing what the Dutch people do. It's a distinctly Dutch theme park, everything is themed to Dutch history and culture. They have very few foreign visitors, but it's a very impressive theme park. The students will get a meal card to get food and snacks (they also have surprisingly affordable food for a Theme Park as the Dutch people wouldn't accept anything less!).

Flanders:

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

Paris:

- Stroll grand boulevards with sweeping views of the city, pristine parks with trees planted in perfect rows, and narrow streets crowded with vendors selling flowers, pastries and cheese. Then head to the Île de la Cité, a small island in the Seine, to see Notre Dame Cathedral.
- See the Arc de Triomphe and some of the most famous sites, including the ornate, 19th-century Opera, the Presidential residence, the ultra-chic shops of the Rue du Faubourg St-Honoré, and the gardens of the Tuileries. You'll pass the Place de la Concorde, where in the center you'll find the Obelisk of



Luxor, a gift from Egypt in 1836, and the Place Vendôme, a huge square surrounded by 17th-century buildings. Spot chic locals (and tons of tourists) strolling the Champs-Élysées. Look up at the iron girders of the Eiffel Tower. See Les Invalides (a refuge for war wounded), the École Militaire (Napoleon's alma mater), and the Conciergerie (the prison where Marie Antoinette was kept during the French Revolution).

- The world's largest art museum, the Louvre is housed in a Medieval fortress-turned-castle so grand it's worth a tour itself. You walk through the 71-foot glass pyramid designed by I.M. Pei and added in 1989, and step into another world--one with carved ceilings, deep-set windows, and so many architectural details you could spend a week just admiring the rooms. The Mona Lisa is here, as well as the Venus de Milo and Winged Victory (the headless statue, circa 200 BC, discovered at Samothrace). The Louvre has seven different departments of paintings, prints, drawings, sculptures and antiquities. Don't miss the Egyptian collection, complete with creepy sarcophagi, or the collection of Greek ceramics, one of the largest in the world.



Rationale for the trip:

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

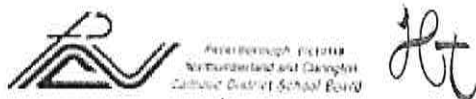
Historical and Educational:

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

Curriculum Expectations:

Travel and Tourism

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



World History since 1900

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

Canada: History, Identity, and Culture

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

Canadian History Since World War I

- B2.1 Explain the main causes of World War I and of Canada's participation in the war and analyse some of the consequences of Canada's military participation in the war.
- B2.2 Analyse, with reference to specific events or issues, the significance of and perspectives on Canada's participation in international relations between 1914 and 1929.
- C2.2 analyse how some key issues and/or developments affected Canada's relationships with Great Britain and the United States during this period (e.g., with reference to trade, tariffs, and investments; the founding of the Commonwealth; the Imperial Conferences; the Lend-Lease Agreement; military involvement in World War II; Arctic sovereignty).
- C2.3 Explain the main causes of World War II and analyse Canada's contribution to the war effort (e.g., with reference to the Battle of the Atlantic, the Battle of Hong Kong, the Italian campaign, D-Day, the liberation of the Netherlands, the liberation of

concentration camps, the British Commonwealth Air Training Plan, Camp X; the contribution of individuals such as Paul Triquet and Charles Tompkins; the contributions of women and of Indigenous soldiers).

- C2.5 Explain some ways in which World War II affected non-Indigenous Canadians (e.g., with reference to economic recovery, enlistment, censorship, rationing), including how the war changed the lives of various groups in this country (e.g., young men who fought and those who did not; farmers; women in the workforce and at home; “enemy aliens”; veterans, including men who were in the merchant navy)

French as a Second Language

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



Cost & Sharing

- **Consolidated Tour Fee: \$4935.00 per student (includes tour fee, insurance, and tipping)**
- **Includes: insurance, flights, hotels, 24 hour tour director, designated bus driver and coach bus, breakfast and dinner daily, admission to all places listed on itinerary, guided tour with local guides as listed on itinerary, and all gratuities.**
- **Additional Costs:**
 - **Passport Application**
 - **Bus to and from airport (approx. \$75)**
- **To be paid by the student and/or their parent(s)**

Chaperone Information

- **Chaperone to student ratio will be 1:8; this allows for close supervision at all times.**
- **All chaperones will be current staff members at Holy Trinity Secondary School with a mixture of male and female teachers. As all chaperones are teachers they have already had police records checks completed.**
- **Proposed Chaperones:**
 - **Jennifer Koppens – Group Leader & Female Teacher**
 - **Lisa Dean 905-431-3580, Bryan Yantha 705-768-8055, Amanda King 905-213-8194, Lianna Metauro 647-818-4199, Matthew Paul 905-925-7260, Shannon Hardy 647-268-5566, Meghan Waybrant 905-922-8555, Miguel Preciado, Victoria Sheridan (905) 447-9909, Maureen Partridge 905-244-3654, Malory Valianes 905-626-5198, Paul Jacula and Jen Martin.**

Hotel Information:

<p>May 2 - 3 Amsterdam: Ibis Hotel Budget City South Amsterdam Prof. JH Bavincklaan 1 1183 AT Amstelveen Netherlands Phone Number: +31 20 7154333</p>	<p>May 4 - 5 Brabant: Hotel Campanile Breda Minervum 7090 4817 ZK Breda Netherlands Phone Number: +31 765787700</p>
<p>May 6 - 7 Flanders: Ibis Hotel Lille Tourcoing Centre Centre Du General De Gaulle Rue D'Havre, 59200 Tourcoing, France Phone Number: +33 3 20 24 84 58</p>	<p>May 8 - 9 Paris: Ibis Hotel Paris La Defense Centre 4 Boulevard De Neuilly 1 Pont De Neuilly 92400 Courbevoie, France Phone Number: +33 1 41 97 40 40</p>

Communication Plan

Board Office: 705-748 - 4861

In case of emergency or delay Jennifer Koppens will contact Daniela Conforti, Principal at Holy Trinity Catholic Secondary School.

Contact Information for administration at HTCSS:

Daniela Conforti, Principal HTCSS dconforti@pvnccdsb.on.ca

School: 905 – 404-9349 Extension 110 Cell: 289-600-1305

Fred Zinkie: Vice Principal HTCSS fzinkie@pvnccdsb.on.ca

School: 905 – 404-9349 Extension 112 Cell: 289-251-3397

Laura Di Ianni: Vice Principal HTCSS ldianni@pvnccdsb.on.ca

School: 905 – 404-9349 Extension: 111

While on excursion in Europe, the teacher chaperone will carry a cell phone so students may contact her. Jennifer Koppens can be reached via email jkoppens@pvnccdsb.on.ca or at 905-914-1973

There will also be a What’sApp group chat through which all students can share important information.

Contact Information for teacher lead:

Jennifer Koppens

jkoppens@pvnccdsb.on.ca

905-914-1973

Emergency contact in Europe (Netherlands and France):

Explorica: 1 - 617 - 210 - 6194 (Ask for Jennifer Koppens)

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

Liability Forms & Student Information

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

Financial Assistance Opportunities

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



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

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

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

ELEMENTS OF RISK:

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

- 1. Injury due to trip and fall
- 2. Injury due to transportation accident
- 3. Illness

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

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

If you choose to participate in the Netherlands & France 2025 trip from May 1 - 9 2025 you must understand that you bear the responsibility for any injury that might occur. In case of serious student misconduct during this trip, the staff in charge will have the authority to dismiss the student and contact you to pick him/her up at the location of the activity. Parents will be responsible for any applicable costs.

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

ACKNOWLEDGEMENT

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

Signature of Student: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

PERMISSION

I give _____ permission to participate in the Netherlands & France tour that is to be held on or about
(print name of student)

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

Signature of Parent/ Guardian: _____ Date: _____

2022



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

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

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

ELEMENT OF RISK

Educational activity programs, such as the tour listed above and in the detailed itinerary present various elements of risk. Accidents resulting from such activities may occur and cause injury. The risk associated with the activity **MUST** be assumed by the participants.

ACKNOWLEDGEMENT

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

RELEASE AND INDEMNIFICATION AGREEMENT

I, _____ hereby release the Peterborough Victoria Northumberland and Clarington Catholic District School Board and its staff and agents from any and all liability for any injury sustained by me, regardless of how caused, resulting from my participation in the May 2025 Trip to the Netherlands & France arranged through the Peterborough Victoria Northumberland and Clarington Catholic District School Board and St. Peter, St. Stephen and Holy Trinity Catholic Secondary Schools on or about May 1-9, 2025.

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

Signature of Student/Adult: _____ Date: _____



May 1, 2025

Customs Official,

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

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

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

Should you need to contact me/us:

Mother's Name: _____

Address: _____

Phone Number: _____

Mother Signature: _____

Father's Name: _____

Address: _____

Phone Number: _____

Father Signature: _____



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

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

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

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

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

- 9. Dress appropriately. Clothing which is unacceptable on dress down days at school is unacceptable on the trip. In order to enter churches, you must be wearing a shirt with sleeves, your shirt must meet your pants, you cannot be wearing short shorts/skirts. Leggings/tights should be worn with long shirts. You are not permitted to wander the halls of the hotel or lobby areas wearing pajamas.
- 10. All participants are subject to the laws of the countries they are visiting. Shoplifting, illegal drug possession and other offences carry severe consequences.
- 11. Should any hotels have a pool, participants are not allowed to swim in hotel pools or at any beach. **Swimming on the trip will not be allowed under any circumstances.**
- 12. Students may not rent, drive or be a passenger in any vehicle (car, bike, motorcycle, boat etc.) unless approved by a chaperone. (Emergency use of taxis is permitted)
- 13. A student who chooses not to follow the outlined expectations, is subject to the appropriate consequences during the trip and upon his/her return, which may include suspension from school and/or the loss of future school excursion privileges.
- 14. You are to listen to the chaperones from our group. Regardless of what any groups we may be paired with is doing, you are to follow the rules laid out in this document and the directions of Mr. Clément, Mrs. Shaw, Mrs. Koppens and the other teacher chaperones.
- 15. If, in the judgement of the chaperones, the action of a student seriously breaches the Code of Behavior, or in case of serious student misconduct during this trip, the staff in charge will have the authority to dismiss the student and contact you to pick him/her up at the location of the activity. **Parents will be responsible for any applicable costs.**

.....

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

Parent/guardian Signature: _____

Date: _____

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

Student Signature: _____

Date: _____

Submit 1 copy & Keep one copy at home



EMERGENCY ACTION PLAN

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


Trip : Holy Trinity, The Netherlands & France 2025

Date: May 1 – 9 2025

Supervisors in Charge : Mrs. Jennifer Koppens

Emergency Item	Action Plan
<p>Emergency Contacts <i>Include full names and phone numbers for the following individuals:</i> Supervisor in Charge Additional Supervisors School Principal</p>	<p>Jennifer Koppens- Supervisor in Charge HTCSS 905-914-1973 Daniela Conforti – Principal HTCSS 289-600-1305 Fred Zinkie – Vice Principal HTCSS 289-251-3397</p>
<p>Location of Activity <i>Address of Facility</i></p>	<p>Netherlands & France Hotels TBD, but common hotels used by Explorica: Amsterdam – Ibis Hotel Budget City South Amsterdam - Professor J.H. Bavincklaan 1, 1183 AT Amstelveen, Netherlands Brabant Region - Campanile Breda - Minervum 7090, 4817 ZK Breda, Netherlands Paris – Ibis Hotel Paris La Defense Centre - La Défense, 4 Boulevard De Neuilly, 1 Pont De Neuilly, 92400 Courbevoie, France</p>
<p>Student List <i>Include full student names and birthdays</i></p>	TBD – List and information to be provided once participants are confirmed.
<p>Parent Contact List <i>Include full parent names and phone numbers</i></p>	TBD – List and information to be provided once participants are confirmed.
<p>Nearest Hospital <i>Address of nearest Hospital</i></p>	<p>Based on possible hotels listed above: VU University Medical Center - De Boelelaan 1117, 1081 HV Amsterdam, Netherlands Jeroen Bosch Ziekenhuis - Henri Dunantstraat 1, 5223 GZ 's-Hertogenbosch, Netherlands Centre Hospitalier Rives de Seine, Site de Courbevoie - 30 Rue Kilford, 92400 Courbevoie, France</p>
<p>Border Crossing Plan <i>Include an emergency plan if a student and/or staff member are turned away at the border by a border services officer. Who is picking them up? Does the whole group stay with them or one designated person? Is the whole trip canceled? How do you</i></p>	<ol style="list-style-type: none"> 1. Parents will be contacted to come pick him/her up at the airport. Parents will be responsible for any applicable costs. 2. A designated chaperone of the same sex, as well as an Explorica representative will stay with the student until picked up. 3. The trip will continue as planned.

<i>communicate to that student's parents if they are denied entry?</i>	
First Aid Kit <i>A first-aid kit must be accessible at all times</i>	First-aid kit will be on the Supervisor in charge's Jennifer Koppens person at all times. Tour Director also carries first-aid supplies.

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

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

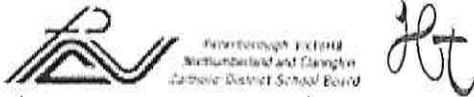
Government of Canada Travel advice and advisories:
Netherlands: <https://travel.gc.ca/destinations/netherlands>
France: <https://travel.gc.ca/destinations/france>

Emergency Contact Information

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

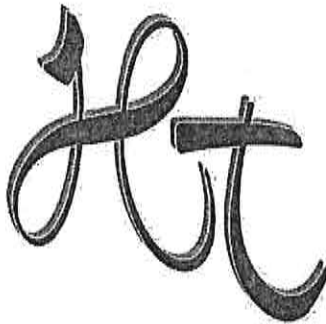
SAMPLE EMERGENCY INFORMATION CARD FOR STUDENTS:

<p>Holy Trinity VE Day 80th Netherlands and France Trip</p>	<p>Press Esc to exit full screen</p>		<p>Hotels</p>
<p>Flights</p>	<p>May 2 - 3 Amsterdam: Ibis Hotel Budget City South Amsterdam Prof. JH Bavincklaan 1 1183 AT Amstelveen Netherlands Phone Number: +31 20 7154333</p>	<p>May 4 - 5 Brabant: Hotel Campanile Breda Minervum 7090 4817 ZK Breda Netherlands Phone Number: +31 765787700</p>	
<p>Departing Flight: Departure time & Flight # TBD Returning: Departure Time and Flight # TBD</p>	<p>May 6 - 7 Flanders: Ibis Hotel Lille Tourcoing Centre Centre Du General De Gaulle Rue D'Havre, 59200 Tourcoing, France Phone Number: +33 3 20 24 84 58</p>	<p>May 8 - 9 Paris: Ibis Hotel Paris La Defense Centre 4 Boulevard De Neuilly 1 Pont De Neuilly 92400 Courbevoie, France Phone Number: +33 1 41 97 40 40</p>	
<p>If Required Ms Koppens Cell 905-914-1973</p>	<p>Keep this card with you at all times.</p>		



PARENT MEETINGS

1. Parent information meeting for international trip to the Netherlands and France to commemorate the 80th anniversary of VE Day. Provide information and begin registration
 - June or September 2024 in the Learning Commons at Holy Trinity Catholic Secondary School
2. Pre-departure/Collect Forms meeting with confirmed trip participants.
 - March, 2025 in the Learning Commons at Holy Trinity Catholic Secondary School.



Holy Trinity Catholic Secondary School

2260 Courtice Road
Courtice, ON L1E 2M8
TEL: (905) 404-9349 FAX: (905) 404-9372
www.htcss.ca

Dear Parents & Guardians:

This letter is to invite you to an information meeting about a prospective international trip to the Netherlands and France in 2025 to commemorate the 80th anniversary of VE Day. The purpose of this meeting is to discuss costs, itinerary, insurance and coverage, fundraising opportunities, emergency action plan, behavioural expectations, and the process for going on an international tour. All interested participants should attend as well.

International trips are a long standing tradition at Holy Trinity CSS as well as throughout the PVNC school community.

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

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

_____ Please sign and return to Ms Koppens.
(Signature of parent/guardian)

Thank you for your interest in this wonderful opportunity.

Sincerely

Jennifer Koppens
Holy Trinity Secondary School
jkoppenst@pvnccdsb.on.ca

This is a **SAMPLE Parent Information Package** that will be sent home prior to departure. Copies are also given to the administration team. This will contain all of the phone numbers that parent(s)/guardian(s) would require to contact the group while on tour, should the need arise.

May 2025: Netherlands and France Parent Information Package

Explorica Contact:

Emergency Phone Number (24/7): 1.617.210.6194

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

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

Departing Flight Information:

To be included when finalized

Hotel Information:

<p>May 2 - 3 Amsterdam: Ibis Hotel Budget City South Amsterdam Prof. JH Bavincklaan 1 1183 AT Amstelveen Netherlands Phone Number: +31 20 7154333</p>	<p>May 4 - 5 Brabant: Hotel Campanile Breda Minervum 7090 4817 ZK Breda Netherlands Phone Number: +31 765787700</p>
<p>May 6 - 7 Flanders: Ibis Hotel Lille Tourcoing Centre Centre Du General De Gaulle Rue D'Havre, 59200 Tourcoing, France Phone Number: +33 3 20 24 84 58</p>	<p>May 8 - 9 Paris: Ibis Hotel Paris La Defense Centre 4 Boulevard De Neuilly 1 Pont De Neuilly 92400 Courbevoie, France Phone Number: +33 1 41 97 40 40</p>

Returning Flight Information:

To be included when finalized

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

Tour Diary Info:

The link to the Tour Diary will be provided once it has been initialized by Explorica.



TuGo Travel Insurance

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

Some important benefits included under the TuGo Explorer Package are:

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

If you have any questions, please contact Explorica by WorldStrides at 1-888-378-8845 and a customer service consultant will assist you. If you have any outstanding questions, TuGo's Customer Service team can be reached at:

Toll-Free: 1-855-929-8846

Local: 604-276-9900

Mon-Fri: 6:00 a.m. – 6:00 p.m. (PST)

Sat: 7:00 a.m. – 4:00 p.m. (PST)

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

Reserve your Spot!

Tour Center ID: Koppens-1340
Initial registration deadline: June 19, 2024

What's included

We provide everything you need for a remarkable trip:

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

Tour investment

Students (travellers under the age of 23): \$4,935
Adults (age 23 and over): \$5,375

Automatic monthly payment plan

Pay \$50 upon enrolment and the balance will be divided into equal monthly payments, charged automatically to your chequing account. As of May 10, 2024, your monthly payment would be just \$466.00. Manual plan also available; learn more on explorica.ca/paymentplans.

Travel protection

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

Carbon neutral travel with Choose Earth

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

Enrol online,
by phone, or by mail



explorica.ca/Koppens-1340



1.888.378.8845



Download and complete
a paper application on
explorica.ca/resources



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

Human Resource Services

Report to the Board

Meeting: In Camera
 Open

Presented for: Information
 Approval

Meeting Date: **May 28, 2024**

Presented by: Darren Kahler, Superintendent of HR

Submitted by: Darren Kahler, Superintendent of HR

Subject: **Revised 2024/2025 School Year Calendar**

Recommended Action(s):

that the board rescind the February 27, 2024 approval of the 2024-2025 School Year Calendars; and,

that the revised 2024-2025 School Year Calendars be approved and submitted to the Ministry of Education for approval, as required.

Background: The 2024/2025 school year calendar was approved by the Board of Trustees. Due to changes of our co-terminus Board's school year calendar, it is recommended that the following changes be submitted to the Ministry of Education for approval as required:

- that the November 1, 2024 Professional Activity Day be moved to October 25, 2024.
- that the June 6, 2025 Professional Activity Day Day be moved to June 9, 2025.

Ontario School Year Calendar 2024-2025

Calendar Title 101532817: Draft 2024-25 Elementary School Year Calendar		Calendar Description Draft 2024-25 Elementary School Year Calendar				
Board Name Peterborough Victoria Northum Clarington CDSB	Date Created Oct 20, 2023	Panel Elementary	Calendar Type Modified	Calendar Status Draft		
Start of School Year Aug 29, 2024	End of School Year Jun 27, 2025	First Day Students Sep 03, 2024	Last Day Students Jun 26, 2025	Total PA Days 7	Total Instr. Days 187	Total Exam Days 0

LEGEND

- H Statutory Holiday
- E Scheduled Examination Day
- P Board Directed PA Day
- P* PA Day Devoted to Provincial Priorities*
- B Board Designated Holiday
- / Half Day

MONTH	First Week					Second Week					Third Week					Fourth Week					Fifth Week					PA Days	Instr. Days	Exam Days
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F			
August 2024				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29 P*	30 B	1	0	0
September 2024	2 H	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27 P*	30					1	19	0
October 2024		1	2	3	4	7	8	9	10	11	14 H	15	16	17	18	21	22	23	24	25 P	28	29	30	31		0	22	0
November 2024					1 P	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	1	20	0
December 2024	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23 B	24 B	25 B	26 B	27 B	30 B	31 B				0	15	0
January 2025			1 B	2 B	3 B	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31 P	1	19	0
February 2025	3	4	5	6	7	10	11	12	13	14	17 H	18	19	20	21	24	25	26	27	28						0	19	0
March 2025	3	4	5	6	7 B	10 B	11 B	12 B	13 B	14 B	17	18	19	20	21	24	25	26	27	28	31					0	15	0
April 2025		1	2	3	4	7	8	9	10	11 P*	14	15	16	17	18 H	21 H	22	23	24	25	28	29	30			1	19	0
May 2025				1	2	5	6	7	8	9	12	13	14	15	16	19 H	20	21	22	23	26	27	28	29	30	0	21	0
June 2025	2	3	4	5	6	9 P	10	11	12	13	16	17	18	19	20	23	24	25	26	27 P	30					2	18	0
July 2025		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31		0	0	0
TOTAL																						7	187	0				

Schools assigned to this calendar:

School Name	Town or City
Enterphase Child and Family Services	Peterborough
Good Shepherd C Elem S	Courtice
Holy Family C Elem S	Bowmanville
Immaculate Conception C Elem S	Peterborough
Monsignor Leo Cleary C Elem S	Courtice
Monsignor O'Donoghue C Elem S	Peterborough
Notre Dame C Elem S	Cobourg
St. Alphonsus C Elem S	Peterborough
St. Anne C Elem S	Peterborough
St. Anthony C Elem S	Port Hope
St. Catherine C Elem S	Peterborough
St. Dominic C Elem S	Lindsay
St. Elizabeth C Elem S	Bowmanville
St. Francis of Assisi C Elem S	Newcastle
St. John C Elem S	Peterborough
St. John Paul II C Elem S	Lindsay

School Name	Town or City
St. Joseph C Elem S	Douro
St. Joseph C Elem S	Cobourg
St. Joseph C Elem S	Bowmanville
St. Luke C Elem S	Lindsay
St. Martin C Elem S	Ennismore
St. Mary C Elem S	Grafton
St. Mary C Elem S	Campbellford
St. Mary C Elem S	Lindsay
St. Michael C Elem S	Cobourg
St. Mother Teresa C Elem S	Courtice
St. Patrick C Elem S	Peterborough
St. Paul C Elem S	Norwood
St. Paul C Elem S	Lakefield
St. Paul C Elem S	Peterborough
St. Teresa C Elem S	Peterborough

Professional Activity Days and Descriptions

Date	Topic(s)	Description
Aug 29, 2024	Topic A - To be determined	
Sep 27, 2024	Topic B - To be determined	
Nov 01, 2024		
Jan 31, 2025		
Apr 11, 2025	Topic C - To be determined	
Jun 06, 2025		
Jun 27, 2025		

Ontario School Year Calendar 2024-2025

Calendar Title 101577945: Draft 2024-25 Secondary School Year Calendar		Calendar Description Draft 2024-25 Secondary School Year Calendar				
Board Name Peterborough Victoria Northum Clarington CDSB	Date Created Oct 24, 2023	Panel Secondary	Calendar Type Modified	Calendar Status Draft		
Start of School Year Aug 29, 2024	End of School Year Jun 27, 2025	First Day Students Sep 03, 2024	Last Day Students Jun 26, 2025	Total PA Days 7	Total Instr. Days 177	Total Exam Days 10

LEGEND

- H Statutory Holiday
- E Scheduled Examination Day
- P Board Directed PA Day
- P* PA Day Devoted to Provincial Priorities*
- B Board Designated Holiday
- / Half Day

MONTH	First Week					Second Week					Third Week					Fourth Week					Fifth Week					PA Days	Instr. Days	Exam Days
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F			
August 2024				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29 P*	30 B	1	0	0
September 2024	2 H	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27 P*	30					1	19	0
October 2024		1	2	3	4	7	8	9	10	11	14 H	15	16	17	18	21	22	23	24	25 P	28	29	30	31		0	22	0
November 2024					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22 P	25	26	27	28	29	2	19	0
December 2024	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23 B	24 B	25 B	26 B	27 B	30 B	31 B				0	15	0
January 2025			1 B	2 B	3 B	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24 E	27 E	28 E	29 E	30 E	31 P	1	14	5
February 2025	3	4	5	6	7	10	11	12	13	14	17 H	18	19	20	21	24	25	26	27	28						0	19	0
March 2025	3	4	5	6	7 B	10 B	11 B	12 B	13 B	14 B	17	18	19	20	21	24	25	26	27	28	31					0	15	0
April 2025		1	2	3	4	7	8	9	10	11 P*	14	15	16	17	18 H	21 H	22	23	24	25	28	29	30			1	19	0
May 2025				1	2	5	6	7	8	9	12	13	14	15	16	19 H	20	21	22	23	26	27	28	29	30	0	21	0
June 2025	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20 E	23 E	24 E	25 E	26 E	27 P	30					1	14	5
July 2025		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31		0	0	0
TOTAL																					7	177	10					

Schools assigned to this calendar:

School Name	Town or City
Enterphase Child and Family Services	Peterborough
Holy Cross Catholic SS	Peterborough
Holy Trinity Catholic SS	Courtice
St. Mary Catholic SS	Cobourg

School Name	Town or City
St. Peter Catholic SS	Peterborough
St. Stephen Catholic SS	Bowmanville
St. Thomas Aquinas Catholic SS	Lindsay

Professional Activity Days and Descriptions

Date	Topic(s)	Description
Aug 29, 2024	Topic A - To be determined	
Sep 27, 2024	Topic B - To be determined	
Nov 01, 2024		
Nov 22, 2024		
Jan 31, 2025		
Apr 11, 2025	Topic C - To be determined	
Jun 27, 2025		

Human Resource Services

Report to the Board

Meeting: Open
 In-Camera

Presented for: Information
 Approval

Meeting Date: **May 28, 2024**

Presented by: **Darren Kahler**

Submitted by: Darren Kahler

Subject: **2024-2025 Staffing Report**

Recommended Action(s): N/A

	Current FTE 2023-2024	Projected FTE 2024-2025	Difference In FTE
Elementary Teachers	569.11	559.81	-9.30
Secondary Teachers	311.01	306.35	-4.66
Centrally Assigned Teachers	26.00	27.00	1

Anticipated Staffing Needs:

- Enrolment is expected to increase – teachers will be added as needed
- Retirements, resignations and growth will continue to mitigate surplus teachers and may result in new hires
- Decrease of staffing at secondary is primarily related to specific funding that was not renewed

Retirements Confirmed to Date:

Teachers: 17 retiring by the end of the 23/24 school year
1 resignation during the 23/24 school year

Surplus:

Elementary- We have issued approximately 61 Surplus notices (not FTE). This includes 35 new hires which are automatically surplus.

Secondary- We issued 27 surplus notices (15 were new hires)

Centrally Assigned Teachers – 2 surplus

We are confident that most of our surplus teachers will be awarded postings and/or placed by HR in assignments, including LTO assignments if necessary for September.

Occasional List & LTO List:

Since September 1, 2023, we have hired 35 occasional teachers

Currently on the supply list:

- 385 Occasional Teachers
- 93 Retirees on the C List

Principals and Vice-Principals:

- 1 Principal/Vice-Principal Retirements effective June 30, 2024
- Recruitment for Principal / Vice Principal pool will go out in the fall 2024.

CUPE

- CUPE staffing is in the final stages, anticipate staffing levels to be similar across most classifications.

**Recommended Action from the Policy Development
Committee Meeting, April 30, 2024.**

R.A.: Mover: Loretta Durst
that the Board receive the reports and recommendations
from the Policy Development Committee meeting dated
April 30, 2024, for publication and implementation.

Report of the Approved Recommended Actions from the Policy Committee Meeting, April 30, 2024.

1. Revised Directional Policy #900, Safe and Accepting Schools, Further Consultation.

Moved by Trustee Connolly, seconded by Trustee Tanguay, that the revised draft Directional Policy #900, Safe and Accepting Schools, be received and sent to the Engage PVNC Catholic platform for further consultation. Motion Carried.

2. Revised Directional Policy #100, Governance, Vision and Strategic Priorities.

Moved by Board Chairperson MacKenzie, seconded by Trustee Martin, that the revised Directional Policy #100, Governance, Vision and Strategic Priorities, be received and posted under the Policy and Procedures for PVNCCDSB. Motion Carried.

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

Moved by Trustee Connolly, seconded by Trustee Tanguay, that the revised Directional Policy #1000, Parent and Community Relations, be received and posted under the Policy and Procedures for PVNCCDSB. Motion Carried.

4. Administrative Procedures.

Moved by Trustee Tanguay, seconded by Trustee Connolly, that the following Administrative Procedures be received and posted as presented:

C. 1 a) that Administrative Procedure #105, Student Trustees, be received and posted as revised under Directional Policy #100, Governance, Vision, and Strategic Priorities.

C. 1 b) that Administrative Procedure #106, Delegations to Board and/or Committee Meetings, be received and posted as revised under Directional Policy #100, Governance, Vision, and Strategic Priorities.

C. 1 c) that Administrative Procedure #304, Supervised Alternative Learning and Other Excusals from Attendance at School, be received and posted as revised under Directional Policy #300, Student Achievement and Well-Being.

C. 1 e) that Administrative Procedure #703, First Nation, Métis, and Inuit Voluntary Self-Identification, be received and posited as revised under Directional Policy #700, Equity and Inclusive Education.

C. 1 f) that Administrative Procedure #705, Indigenous Education, be received and posted as revised under Directional Policy #700, Equity and Inclusive Education.

Motion Carried.

**O-K.3 a)**

Michelle Kennedy <mkennedy@pvnccdsb.on.ca>

OCSTA Speaker Series - Follow-Up References from April 10th Social Media Presentation

1 message

OCSTA - Sharon McMillan <SMcMillan@ocsta.on.ca>
To: OCSTA - Sharon McMillan <SMcMillan@ocsta.on.ca>

Mon, Apr 22, 2024 at 4:47 PM

To: Trustees and Directors of Education – All Ontario CDSBs

Re: Follow-up Materials – April 10th OCSTA Social Media Speaker Series

At the April 10th OCSTA Catholic Education Leadership Virtual Speaker Series, presenters Criminal Lawyer Margot Denomme and Toronto Police Services Officer Laurie McCann shared references and resources to help promote safety and harm prevention with respect to children/youth and social media.

The resources include the two attached documents and the information below. A reminder to OCSTA members that the recording of this presentation is on the OCSTA website:

<https://www.ocsta.on.ca/2024-ocsta-event-presentations/>

Online Safety Materials

Cybertip.ca provides information on staying safe online and how to report any concerns. You can provide your name and contact information, or complete the form anonymously: <https://cybertip.ca/en/>

Cybertip.ca also manages Project Arachnid. This program helps victims have their images removed if they are shared publicly

Need Help Now provides information on emotional support, reporting, helping a friend, and answering frequently asked questions <https://needhelpnow.ca/en/>

[Need Help Now?](#)

[NeedHelpNow.ca](#)

Public Safety Canada provides youth, parents, and caregivers with educational resources on Online Dangers, including sextortion: <https://www.publicsafety.gc.ca/index-en.aspx>

Kids Help Phone: Call, text, chat, and more to get support using Kids Help Phones 24/7. <https://KidsHelpPhone.ca>

The Canadian Anti-Fraud Centre has sextortion resources available to the public: <https://antifraudcentre-centreantifraude.ca/index-eng.htm>

The Department of Justice's Victim Services Directory can provide information on resources in your community available to victims of online child sexual exploitation: <https://www.justice.gc.ca/eng/cj-jp/victims-victimes/vsd-rsv/index.html>



Celebrate YOU!

<http://www.CelebrateYOUInsideOUT.com>

Facebook: Mommy, am I pretty?

For all inquiries:

Margot.Denomme@yahoo.com

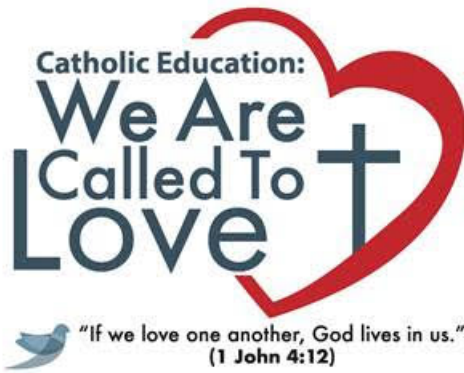
Sharon McMillan

DIRECTOR OF COMMUNICATIONS

Ontario Catholic School Trustees' Association www.ocsta.on.ca

Cell: 416.460.7937 T: 416.932.9460 ext. 232

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2 attachments



Workshop Flyer - Young Kids V3.jpg
329K

Apps and Reference Guide 2024 (1)(LM).docx
13K

Apps and Reference Guide for Parents

APPS:	<p>Twitter</p> <p>Facebook</p> <p>Snapchat</p>	<p>Instagram</p> <p>Kik</p> <p>Tik Tok</p>
Dating Apps:	<p>LuLu</p> <p>Bumble</p> <p>Hinge</p>	<p>Happn</p> <p>Yubo(formally known as Yellow)- Tinder for kids</p> <p>Kippo-gamers dating app</p>
Live Streaming/online chat Apps:	<p>Cake</p> <p>You Now</p> <p>Live.Me</p> <p>Streamlabs</p> <p>Only Fans</p>	<p>Hakuna</p> <p>OmeTV</p> <p>Chatroulette</p> <p>Kik live</p> <p>Antiland</p>
Anonymous Apps:	<p>Whisper</p> <p>Blender</p> <p>Grinder</p>	<p>Yik Yak</p> <p>NGL (Not Gonna Lie)</p> <p>Tellonym</p>
Gaming Apps:	<p>Twitch</p> <p>Discord</p> <p>Kimpo</p>	<p>Plink</p> <p>Roblox</p>
<p>The Dark Web:</p> <p>Surface web- 10%</p> <p>Deep web – 90%</p> <p>Dark web – 10%</p>		

What is Phishing:

Phishing is the attempt to acquire sensitive information such as usernames, passwords, and credit card details (and sometimes, indirectly, money), often for malicious reasons, by masquerading as a trustworthy entity in an electronic communication.

How to extend a link:

CheckShortURL.com <https://checkshorturl.com/> - it allows you to retrieve the original URL from a shortened link before clicking on it and visiting the destination.

CyberBullying: Behind-the-scenes bullying. It's the electronic transmission of damaging words and photos. Allows predators to reach victims stealthily & anonymously through online means. Cyberbullies can torment 24/7. Relying on tools like social media platforms, instant messaging, email, blogs and websites rather than face-to-face encounters.

Documentaries and films about cyberbullying:

A girl like her

CyberBully

13 reasons why (Netflix)

Not Alone –documentary

Connect with Kirk Cameron

Audrie and Daisy(Netflix)

Online Resources:

Webbing With Wisdom- <https://webwise.ca/>

Need Help Now- <https://needhelpnow.ca/en/>

Stop a bully- <https://www.stopbullying.gov/kids/what-you-can-do> (US sight and stats)

Cybertip.ca <https://cybertip.ca/en/>

Protectchildren.ca <https://protectchildren.ca/en/>

Mind your Mind <https://mindyourmind.ca/>

Bullying Canada <https://www.bullyingcanada.ca/impact>

PARENTS AND TEACHERS! GET READY FOR:

"E-SAFE EXPLORERS: EMPOWERING KIDS IN THE DIGITAL WORLD" WORKSHOP!

Join us for an engaging session led by led by Criminal Lawyer Margot Denomme and Police Constable Laurie McCann! Let's dive into the evolving world of social media's impact on mental health, self-esteem, and the vital aspects of online safety and legal boundaries.



WHAT'S IN STORE FOR KIDS?

- Unveiling the impact of social media on mental health & self-esteem
- Smart strategies for staying safe online
- Understanding legal consequences for online actions
- Promoting a healthy and balanced digital lifestyle

Gear up your kids to be e-Safe Explorers!
Let's equip our children to navigate the digital realm with confidence and awareness!

NOTE: Our workshops are customizable to suit different age groups and grade levels.

FOR MORE DETAILS ABOUT THE WORKSHOP, CONTACT:

Margot.Denomme@yahoo.com

Www.CelebrateYOUinsideout.com

#eSafeExplorers #DigitalImpact #OnlineSafety #EmpowerKids



Ontario Catholic School
Trustees' Association

Box 2064, Suite 1804
20 Eglinton Avenue West
Toronto, Ontario M4R 1K8
T. 416.932.9460 F. 416.932.9459
ocsta@ocsta.on.ca www.ocsta.on.ca

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

May 13, 2024

MEMORANDUM

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

FROM: Michael Bellmore, President

SUBJECT: **Cybersecurity Legislation**

Today the Ministry of Public and Business Service Delivery introduced *The Strengthening Cyber Security and Building Trust in the Public Sector Act, 2024* that would provide new tools to prevent and respond to cyber security threats and safeguard critical public services, such as health care and education. In addition, the bill would also strengthen safeguards for children's personal information and lay the foundation for the ethical use of artificial intelligence in the public sector.

The government is also launching a public consultation on the draft legislation that OCSTA will respond. To assist in the development of our submission on this bill, please send any comments to Steve Andrews at sandrews@ocsta.on by June 4, 2024.

Further details on the proposed legislation can be reviewed in the attached news release.

If you have any questions, please do not hesitate to contact me at mbellmore@ocsta.on.ca

Sincerely,

Michael Bellmore
President

NEWS RELEASE

Ontario Strengthening Cyber Security and Protecting People Online

Proposed legislation also laying groundwork for the responsible use of artificial intelligence

May 13, 2024

[Ministry of Public and Business Service Delivery](#)

TORONTO — Today, the Ontario government is introducing legislation that, if passed, would provide new tools to prevent and respond to cyber security threats and safeguard critical public services, such as health care and education. By enhancing cyber resilience, the government is ensuring these essential sectors remain secure and operational, protecting the safety and privacy of all Ontarians while providing them with more connected and convenient services across government.

The Strengthening Cyber Security and Building Trust in the Public Sector Act, 2024 would also strengthen safeguards for children’s personal information and lay the foundation for the ethical use of artificial intelligence in the public sector.

“Our government is helping ensure people and businesses in Ontario have the right protections in place to freely and safely participate and thrive online,” said Todd McCarthy, Minister of Public and Business Service Delivery. “This new legislation would provide the right tools to prevent and quickly respond to future cyber-attacks and privacy breaches, improve our digital delivery of services and provide a strong framework for artificial intelligence governance.”

The legislation works to better protect the people of Ontario by:

1. **Strengthening cyber security in the public sector.** This includes critical sectors such as hospitals, schools and children’s aid societies. The legislation will help these organizations prevent and rapidly respond

to cyber threats and attacks and minimize service interruptions, ensuring these organizations can continue to operate even when breaches occur.

1. [Safeguarding the data of children and youth](#) from being stolen or used inappropriately with stronger privacy protections when they are in settings like schools. Future regulations could prevent the misuse or sale of student data for predatory marketing by third parties, ensuring children are not unduly targeted or exploited by technology providers.
1. **Modernizing privacy protections.** Increase the authority of the Information and Privacy Commissioner of Ontario (IPC) to investigate and respond to privacy breaches and inappropriate use of personal data and mandating organizations to complete privacy impact assessments.
1. **Building a strong foundation in artificial intelligence (AI) governance** to solidify Ontario's leadership in the responsible adoption of AI and emerging technologies. AI has the potential to transform vital programs and enhance services for the people of Ontario and we are ensuring it is used in a transparent, accountable, and ethical way.
1. **Improving online customer service delivery.** With the proposed changes, Ontarians who choose to opt-in can enjoy a more efficient experience with government services. The introduction of "tell us once" features means users will not have to repeatedly enter the same information during their interactions. This not only speeds up processes but also reduces the potential for errors, making government services more user-friendly and effective.

With more than 400 artificial intelligence firms and institutions, our province is at the centre of an AI-enabled future. As part of our ongoing work to develop safe and responsible AI applications while encouraging collaboration and fostering new partnerships, the Ontario government provided the [Vector Institute with up to \\$27 million in June 2023](#), to help more Ontario companies connect with Vector's AI experts. By continuously working to strengthen our partnerships with organizations like the Vector Institute, we are ensuring Ontario stays at the forefront of AI innovation, retains top AI talent and enhances the delivery of smarter, more efficient government services.

Our government will consult key public sector stakeholders, Indigenous partners, academia, technology and AI experts, the Ontario Human Rights Commission and the IPC as it develops regulations. As technologies continue to

rapidly evolve, we are committed to continuously working with all partners to better protect Ontarians, especially our children.

Quick Facts

1. [Ontario is implementing new and improved digital health care tools and services](#) to improve patient care and enhance health system coordination. By strengthening cyber security and privacy measures, Ontario is safeguarding personal data to ensure a safe and seamless health care experience for people in Ontario.
2. Ontario is requesting comments on the draft bill from the public through the [Ontario Regulatory Registry](#) until June 11, 2024.
3. [Ontario's Cyber Security Centre of Excellence](#) provides guidance, best practices and education on cyber security to the broader public sector to ensure our schools, hospitals and children's aid societies have the best and most reliable access to every resource Ontario has to offer to prevent and respond to cyber threats and attacks.
4. Ontario is engaging the [AI Expert Working Group](#), experts from tech and AI industry and academia to provide advice and recommendations on the development of [Ontario's Trustworthy AI Framework](#) and responsible use of AI within the public service.
5. According to the [Canadian Centre for Cyber Security](#), cyber-attacks are a growing threat to Ontario. IBM reports that the average cost of an incident in 2023 was [\\$6.94 million](#).

Additional Resources

[Read more about the proposed legislation](#)

[Ontario Strengthening Safeguards for Children's Personal Information](#)

Visit the [K-12 Zone](#), an online resource for students to learn the importance of online safety.

Media Contacts

Matthew D'Amico
Minister's Office
Matthew.D'Amico@ontario.ca

MPBSD Media Desk
Communications Branch
MPBSD.MediaRelations@ontario.ca

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BACKGROUND

Strengthening Cyber Security and Building Digital Trust

May 13, 2024

[Public and Business Service Delivery](#)

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Safeguarding data and privacy in today's increasingly digital world is a top priority for the Ontario government. As a global leader in the digital space, Ontario is committed to providing the right tools to quickly respond to cyber-attacks and emerging threats, keeping people safe from data and artificial intelligence (AI)-related harms while supporting the growth of a safe and prosperous digital economy.

The proposed *Strengthening Cyber Security and Building Trust in the Public Sector Act, 2024* would, if passed, establish a modern foundation to better protect the data entrusted to us by the people of Ontario, with the flexibility to address emerging challenges with a particular focus on safeguarding children.

The proposed new legislation includes the following initiatives:

Protecting Children

Children are particularly vulnerable to the impact of digital technologies and face greater risks of exploitation, discrimination or exclusion that could have a lasting impact on them. The proposed legislation would establish regulation-making authorities to set information protections for children and youth engaging with schools and children's aid societies.

These protections would help prevent inappropriate data practices in our schools and ensure that applications support the health and well-being of all students. They would also help ensure digital tools for children are safer, such as by restricting software used in schools on school issued devices, like laptops, that do not meet certain standards.

The proposed scope of protections reflect feedback from sector experts and stakeholders, including the [Information and Privacy Commissioner of Ontario](#) who stressed the importance of safeguarding children. If the legislation is passed, the Ministry of Public and Business Service Delivery will work with partner ministries to develop consultation plans with priority sectors, the public and targeted experts. Consultations will include school boards, parents, all groups overseeing children in provincial settings, social media and tech industry experts, and law enforcement.

Strengthening Cyber Security

Cyber threats are on the rise and continuously evolving with the advancement of technologies, such as AI. The proposed legislation would establish regulation-making authority and empower the Minister of Public and Business Service Delivery to lead the cyber security direction for select public sector entities, especially for vulnerable sectors such as hospitals, schools and children's aid societies. Regulations may include sector-specific requirements and mandatory cyber incident reporting to government. These regulations would be developed through consultations with key government and public sector stakeholders to help these organizations better prepare, respond, and recover from cyber threats and attacks.

Ontario is also proposing centralized reporting within government to better respond, deploy and get involved in emergency management of cyber incidents, particularly with those public sector organizations that don't have strong cyber security practices.

Not only will this elevate the overall maturity of Ontario's cyber security regime but will lead to long-term cost-savings by mitigating the quantity and severity of cyber-attacks.

On average, a cyber-attack costs an organization almost \$7 million. Cyber-attacks on public institutions are not just attacks on Ontarians' data, but also their tax dollars that fund and maintain these institutions.

Enhancing Privacy Protections

Being online has become vital to everyday life. Protecting personal data, especially our children's, is critical so that everyone in Ontario can confidently and safely participate in today's digital world, even as technologies rapidly advance.

Ontario is proposing to modernize privacy protections and reduce risks associated with privacy breaches and unauthorized data access, including identity theft through proposed amendments to the [Freedom of Information and Protection of Privacy Act](#) (FIPPA).

The proposed amendments would include establishing requirements for privacy breach notifications and mandatory privacy breach statistical reporting to the Information and Privacy Commissioner of Ontario (IPC) for the Ontario government and FIPPA institutions. This would provide information that is key to mitigating breaches and better ensuring personal information is kept safer and more secure.

To ensure appropriate privacy provisions, analyses, mitigation and oversight, the proposed amendments would also formalize the requirement of FIPPA institutions to conduct privacy impact assessments (PIAs). A PIA is an evaluation process used to identify the actual or potential effects that a program, system or service may have on the privacy of an individual. Mandating PIAs would also help to support responsible, risk-based artificial intelligence (AI) use by ensuring that AI systems are used in a privacy protective manner.

Personal data sharing would be further protected with proposed changes to the IPC's oversight of personal data. The proposed amendments would increase the IPC's oversight of FIPPA institutions by allowing the IPC to proactively conduct privacy investigations and administer compliance orders — ensuring there is an independent body safeguarding personal data.

Protections for whistleblowers are also being proposed that would enable individuals to report privacy wrongdoing confidentially to the IPC without reprisal against them. This would further assist the IPC with investigating inappropriate use of personal data.

Setting a Strong Foundation in AI Use

As we embrace transformational and powerful artificial intelligence (AI) tools to help us build a better province, Ontario is introducing safeguards to ensure AI systems are used transparently, accountably, and responsibly in the public sector.

The proposed legislation includes introducing a definition of an “artificial intelligence system” that is in alignment with leading jurisdictions to create consistency in how AI is defined across the public sector and to support AI-related initiatives across the government.

Ontario is proposing to establish accountability and transparency requirements for the Ontario government and public sector when using AI. For example, requiring these organizations to inform the public of when they are interacting with AI, or mandating that decisions made by AI always have a channel for human review — recognizing AI’s capacity for bias.

The proposed legislation includes creating regulation-making authority to ensure responsible, risk-based AI use by select public sector organizations. This includes ensuring they are following [Ontario’s Trustworthy AI Framework](#) to protect people from unintentional harms and reduce liability and reputational risks that can arise from using AI technologies. These regulations would be developed through consultations with government and public sector stakeholders, Indigenous partners, and AI experts.

These proposed legislative changes would ensure Ontario remains an emerging leader in the guidance and use of AI in a transparent, responsible, and accountable way.

Modernizing Digital Service Delivery

Ontario is continually improving service delivery to provide a consistent, secure, and seamless experience when accessing government programs and services.

The proposed amendments to FIPPA include expanding the definition of customer service information, such as date of birth and language preferences, that service provider organizations, like ServiceOntario, with a person’s consent, can collect, use, and retain for the purposes of digital service delivery.

Updating Ontario’s legislative framework to modernize digital service delivery will offer those who provide consent to benefit from “tell-us-once” features, like pre-populated fields and communications preferences, so they don’t need to restate their information every time they interact with the government.

Additional Resources

1. [Ontario Strengthening Cyber Security and Protecting People Online](#)
2. [Ontario Strengthening Safeguards for Children’s Personal Information](#)

Related Topics

Business and Economy

Information about Ontario's economy and how to do business here. Includes economic development opportunities, research funding, tax credits for business and the Ontario Budget. [Learn more](#)

Education and Training

Learn about Ontario's early years, education and training systems. Includes information on child care, elementary schools, secondary schools, colleges, universities, skills training and financial aid. [Learn more](#)

Government

Learn about the government services available to you and how government works. [Learn more](#)

Law and Safety

Ontario's laws and related information about our legal system, emergency services, the Ontario Provincial Police and victim services. [Learn more](#)