



WETASKIWIN REGIONAL PUBLIC SCHOOLS



# Pigeon Lake Regional School

Travel Club  
2018-2019

Grand Tour Italy

May 2018



Wetaskiwin Regional  
Public Schools

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## Enrolling in the Travel Program

### **Step 1:**

Read through the Pigeon Lake Club Guidelines. Ensure you are aware of the responsibilities of the students and school. If you are concerned about eligibility, please contact Mrs. Humby.

### **Step 2:**

Read through the Education Tour Information (given out at the meeting).

REMINDER: The \$4,009 which includes tips, is subject to change by September 2018. EF only locks the price in for 1 month at a time.

### **Step 3:**

Complete and hand in to Mrs. Humby the following:

- 1) EF tour travel application online
- 2) Please sign and submit forms to the school (4 forms)

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## **Proposal and Itinerary:**

### **Purpose:**

The purpose of this club is to provide students with an invaluable opportunity to see the world. This program will allow students to experience the beauty and intrigue of different countries and cultures. Furthermore, there are many parts of the Language Arts, Social, and Arts curricula that are addressed throughout this trip and experiences such as these help bring learner outcomes to life.

### **Student Eligibility:**

Students must be attending Pigeon Lake Regional School and be in Grade 10-12 in order to take part in the Travel Club. As with all extra-curricular activities at Pigeon Lake Regional School, students must remain “in good standing” to participate. In summary, a student must adhere to the following:

1. Students must maintain passing grades. Students who are failing two courses will be removed from the Travel Club until such time as their grades have improved to passing.
2. Students must maintain a good attendance record.
3. Students must not be habitually late for class.
4. Students must demonstrate appropriate behaviour – those students involved in incidents that include suspensions from school may lose their eligibility to participate.
5. School Fees must be paid.

Total Number of Student Travellers – 12-20 (dependent upon number interested in signing up)

Total Number of Supervisors 2 or more (dependent upon number interested in signing up)

### **Student Conduct:**

Students will be expected to conduct themselves appropriately following the guidelines established under Administrative Policy 339. They must display good behaviour and follow the rules and regulations for student conduct at Pigeon Lake Regional School at all times. Students are representing the school and any student who fails to conduct him or herself as good representatives are subject to removal from the travel club as well as to such discipline from the school as is appropriate. In the event that a student is required to be removed from the trip (while on the trip) the additional cost to be sent home will be covered by the student.

### **Chaperones**

1 Teacher for every 6 kids (Melissa Humby and one male)

### **Cost:**

The cost of the trip will be covered by the student or some fundraising (dependant on group)

Cost: \$4,009.

## ITINERARY

### Day 1: Fly overnight to Italy

### Day 2: Milan | Venice

- Meet your Tour Director at the airport.
- Travel to Venice, the Floating City crisscrossed with romantic bridges, laced with history and boasting some of the world's finest art and architecture.

### Day 3: Venice

- Ride gondolas down the Grand Canal before stopping in St. Mark's Square. Look for the golden weathervane, which resembles archangel Gabriel, atop the nearly-100-metre tall Campanile (Bell Tower).
- Visit the pink-and-white Doge's Palace to see where mighty Venetian dukes once ruled.
- Attend a glass blowing demonstration.
- Take an expertly guided tour of Venice.

### Day 4: Florence

- Travel to Florence, the birthplace of the Italian language and opera. Florence was the epicentre of the Renaissance movement from the 14th to 16th century, and is the former home of artists like Michelangelo and Botticelli.

### Day 5: Florence

- As you stroll through the city on your expertly guided tour, pass by classical statues at the Piazza della Signoria. See the domed cap of the Santa Maria del Fiore Cathedral, better known as the Duomo, which dominates the skyline. Opposite the Duomo, look for the bronzed doors of Ghiberti's *Gates of Paradise* at the Baptistery. Walk across the Ponte Vecchio, a medieval bridge where many of Florence's famed leather and gold artisans keep shop.
- See the domed cap of the Santa Maria del Fiore Cathedral, better known as the Duomo, which dominates the skyline.
- Time to see more of Florence or  
➔ visit Pisa.

### Day 6: Assisi

- Take an expertly guided tour of Assisi.
- Visit the Basilica of St. Francis.

### Day 7: Pompeii | Sorrento region

- Take an expertly guided tour of Pompeii.
- Visit the Pompeii Roman Ruins.
- Continue on to the Sorrento region.

### Day 8: Sorrento region | Rome

- Time to see more of Sorrento or  
➔ visit Capri.
- Travel to Rome, a city that integrates its past into the present better than any other.

### Day 9: Rome

- Be sure to look out for the colourful uniforms of the Swiss Guard as you explore Vatican City on an expertly guided tour.
- Marvel at Michelangelo's breathtaking ceiling on your visit to the Sistine Chapel.
- Visit St. Peter's Basilica.
- Take an expertly guided tour of the the Colosseum, where you can almost hear the stamping feet of the crowds gathered for gladiatorial combat, and the Roman Forum, the former heart of the Roman Empire where Julius Caesar gave many of his great political speeches.
- Take a self-guided walking tour of Rome.

### Day 10: Depart for home

## ➔ 2-DAY TOUR EXTENSION

### Day 10: Rome

- Take a guided walking tour of Rome and Trastevere: Theatre of Marcellus; Jewish Ghetto; Tiberino Island; Santa Maria in Trastevere Church.
- Take a guided excursion to the Catacombs and St. Paul's Outside the Walls.

### Day 11: Rome

- Take an expertly guided tour of Ostia Antica.
- Enjoy free time in Rome.

### Day 12: Depart for home

Please note specific flight and Hotel information is not available at this time.

## ALL PRICES INCLUDE

- Round trip flight
- Comfortable motor coach
- 9 overnight stays in hotels with private bathrooms
- 3 meals daily
- Fulltime bilingual tour director
- Entrances: to all museums

## *QUOTE*

Name: Pigeon Lake Regional School  
Group Leader: Melissa Humby  
Tour Number: 2147512MN  
Tour Consultant: Hailey Fairbanks

Tour: Grand Tour Italy  
Number of Days: 10  
Depart Date: REQUESTED TRAVEL DATES March 22, 2019 – March 31, 2019  
Depart from: Edmonton  
Paying Participants: 12-20

Program Fee \$4,009



# Pigeon Lake Regional School

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## Crisis Response Plan

To Whom It May Concern:

The safety of our Travel Club Members is a top priority for us all. We, as teachers and chaperones, have been involved in intensive safety training with our community partners - the Police, Mental Health, Child and Family Authority, and the Wetaskiwin Regional Public School Board. Together we have developed a plan for responding to all situations in which members may experience a threat.

This letter is to inform you that we, Pigeon Lake Regional School, are determined to ensure that your son and/or daughter experiences a safe and positive experience being part of the PLRS Travel Club trip on March 22 to 31, 2019. This letter is intended to serve the parents with fair notice that we, as a school community, will not accept "no response" to a serious threat to your son and/or daughter. Our goal is to respond to all threats in a professional manner that provides for a healthy and caring extracurricular experience.

We are proud to be able to provide this level of support for our students and are most fortunate to have our community partners at our side.

Sincerely,

Melissa Humby  
Principal  
Pigeon Lake Regional School



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## **The following policy has been adopted for PLRS Travel Club Trip to Italy 2019.**

The Board of Trustees of Wetaskiwin Regional Public Schools believes that all students and staff are entitled to work and learn in environments that are safe, caring, and secure. The Board further recognizes that these environmental attributes are fundamental to the provision of quality education.

All students will experience a safe and caring environment throughout the duration of the excursion to Italy. All students and chaperones will be ensured an environment that is physically, emotionally and psychologically safe. An environment where everyone is accorded respect and dignity, and their safety and well-being are paramount considerations.

The primary concern, in addition to the latter aspect, is the safety of our students and chaperones. These individuals will be safeguarded against dangerous situations. A number of precautions will ensure all members are protected from physical, emotional or psychological harm or loss. There is an effective plan in place for dealing with potential crisis.

With regard to the latter aspect(s), the following Emergency Procedure Plan will be in place:

- a. Chaperones will be declared as a response team.
- b. Chaperones will be assigned specific roles and responsibilities and execute them with their assigned group ensuring specific plans for crisis management are adhered to and systematic ongoing assessments are carried out (see attached information from Crisis and Trauma Manual Section #5 - Response to Critical Events).
- c. All students' information (shown below) will be utilized to contact parents via phone fan out list.
  1. Name, address and telephone number of family physician;
  2. Alberta Health Care Insurance number;
  3. Additional EF Tours insurance policy number and other pertinent information;
  4. Existing long term, medical treatment of the student if any (incl. Allergies);
  5. Afflictions, if any, which may require emergency medical services; and
  6. Information regarding special needs or disabilities;
  7. Phone number(s) of parent/guardian where there are likely to be reached (office, home, etc);
  8. Name and phone numbers of alternate adult contact if parent is not available.

In addition to the above aspects the following guidelines will be strictly enforced and adhered to:

- a. Students will comply with the PLRS General Rules of Conduct



## Chaperone's Information (Teachers Only)

-Our duties are simple: we are acting *in loco parentis* for the duration of the trip, in a foreign country, thousands of kilometres from home. That means that the kids are our first and only duty. I have told parents that our number one priority is to bring their sons and daughters home safely; anything else is a bonus. That said I know that we will have a terrific time, in a very interesting part of the world, with some great young people.

-Each of you will be assigned a small group of students. When we gather for the day, on the coach, after free time, and at other times, I will ask for a "Group Count" Simply raise your hand, call out your name, and your students should gather around you. Once you have done your count, I'll ask each chaperone for a report. Let me know if your group members are all present or if you have someone missing. Once I have the okay from each of you, we will proceed.

-The consumption of alcohol is not an option for the students nor for the chaperones. This is a "working holiday" for us and we can no more drink on tour than we can in the staffroom at school.

-With a group as large as ours, it is critical that we be *5 minutes early* for any gathering. This not only sets a clear expectation by example, but it gives us time to solve last minute problems before we depart.

-On the coach, because of my responsibilities as Group Leader, I have to be able to speak with our Tour Director, Guide and Driver. As a result, I must sit in the front seat. You are welcome to sit in the front rows, or anywhere else you wish. The general rule is "teachers in the front", but that is flexible. If behaviour becomes an issue (and I doubt that it will) I will ask some of you to sit at the back.

-When we are walking as a group, I would ask that at least one chaperone "sweep" (bring up the rear) in order to catch stragglers and to stop students from ducking into shops, etc. I will provide you with a two-way radio so you can keep me informed. Unless two of you want to sweep all the time, I would ask that you work out a timetable among yourselves in order to share the task.

-Your group is also your room check list. We will do room checks each evening or as required. Please remember that our rooms are our only point of privacy while on this trip. I must emphasize that students should *never* be in our rooms and that we should only be in student rooms with another chaperone present.

I would expect that we will honour each other's privacy by phoning and arranging to meet in hotel common areas, etc.

-During free time, students must be in groups no smaller than four. If a student asks permission to do something unusual or something that will take them from the group, use your professional judgement, but please inform me right away

-Students will create an enormous commotion on planes by shifting around to sit with their friends the instant the seatbelt sign goes out. It's a losing cause to try stopping it, so in consideration to the others on the plane, I don't mind if they settle into any PLRS ticketed seat right from the beginning. In fact, they should negotiate this while still in the airport. Let's remember that these kids will be wound up with excitement on this adventure, and we really don't need to crush that with hard nosed expectations. After all, we want to sit with our friends, too, don't we?

FOUR FORMS TO BE SIGNED AND HANDED INTO MRS. HUMBY



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## Travel Club 2018– 2019 Commitment Notice

Please indicate your commitment to attend this overseas educational tour by **returning this letter and the Participant Application** by September 30, 2018.

### Parental Section

I \_\_\_\_\_ give \_\_\_\_\_  
(Parents Name) (Students Name)

Permission to attend the Travel Club's trip to Italy. In agreeing to this I am aware that my son/daughter is expected to behave in accordance with Pigeon Lake Regional School's code of conduct and I am aware of the consequences for misbehaviour.

\_\_\_\_\_  
(Parent Signature)

### Student Section

I \_\_\_\_\_ agree to the guidelines established by Pigeon Lake Regional School in regards to extra curricular trips and understand what behavior is expected of myself and the consequences for misbehaviour. .

\_\_\_\_\_  
(Student Signature)

### Student Enrolment Information (All Section Required)

Passport Name: \_\_\_\_\_  
(Exactly as Passport) (Last Name) (First Name)

Date of Birth: \_\_\_\_\_  
(Month) (Day) (Year)

Traveler's Email: \_\_\_\_\_

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

City \_\_\_\_\_

Home Telephone \_\_\_\_\_



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## Expectations

All students must read the following regulations completely and agree to them by signing a contract. Failure to abide by any of these may result in the loss of privileges and the students being placed in mandatory supervision for the duration of the trip. This should not be necessary provided that all students exercise good judgment. The general rule is that if you have to think about whether it's ok or not, it's most likely not.

### Before the trip:

1. Students must maintain passing grades. Students who are failing two courses will be removed from the Travel Club until such time as their grades have improved to passing.
2. Students must maintain a good attendance record.
3. Students must not be habitually late for class.
4. Students must demonstrate appropriate behaviour – those students involved in incidents that include
5. Suspensions from school may lose their eligibility to participate.
6. School Fees must be paid.

### During the trip:

It is mandatory that no students wander off by themselves. Always stay together with your friends.

1. The curfew hour MUST be adhered to strictly! The chaperones will begin their checks at that time. Do not be late.
2. The Buddy System is in effect at all times. You are to remain with your friends during times when we are not together as a group. Do not wander off by yourself.
3. Be sure you are on time for all events. The tour runs on a specific time schedule and it will not be looked upon kindly if you hold up 30 people.
4. Non-approved or non-supervised gatherings are NOT permitted. Males and females not part of the tour are not allowed in the hotel.
5. No alcohol or drugs are to be consumed at any time. Failure to abide by this may result in the parents being phoned immediately and the student having all privileges suspended for the duration of the trip. (Sent home if flight can be arranged at parents' expense)
6. While we are in the hotel, noise must be kept at a very low level. Be considerate of the other guests.

We, the following, accept the above rules and regulations

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

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



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**INFORMED CONSENT/PERMISSION FORM FOR EDUCATION TRIPS  
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

Extracurricular programs 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 injuries, which may result from participating.

- |  |                             |
|--|-----------------------------|
| 1. Walking accident  | 9. Contusions and abrasions |
| 2. Act of Terrorism  | 10. Concussions             |
| 3. Acts of war   | 11. Choking                 |
| 4. Acts of God   | 12. Hypothermia             |
| 5. Jet Lag/ Motion Sickness  | 13. Drowning                |
| 6. Sprained wrists and ankles  |                             |
| 7. Hit by motor vehicle while walking on sidewalks of Italy                  |                             |
| 8. Stolen or lost personal materials such as luggage, passports and tickets. |                             |

The risk of sustaining these types of injuries result from the nature of the activity and can occur without 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 instruction at all times while engaged in the activity.

### ACKNOWLEDGEMENT

**WE HAVE READ THE ABOVE; WE UNDERSTAND THAT THERE ARE RISKS ASSOCIATED WITH PARTICIPATING IN THE ACTIVITY DESCRIBED ABOVE. WE ASSUME RESPONSIBILITY TO DO ALL WITHIN OUR INFLUENCE TO REDUCE AND ELIMINATE THOSE RISK**

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

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

### PERMISSION

I give \_\_\_\_\_ permission to participate in the 2019 PLRS Travel Club Trip to Italy. (Name of Student)

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



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Dear Parents and Guardians;

The following general rules of conduct are EXPECTED of ALL STUDENTS:

1. The buddy system is in effect at all times.
2. There shall be no unauthorized absence from the group.
3. There shall be no wilful destruction or abuse of property.
4. There shall be no consumption of alcoholic beverages.
5. There shall be no transport or use of illegal substances or any drugs not prescribed by a physician.
6. Curfew shall be strictly adhered to.
7. Behaviour/conduct deemed to be unacceptable or anti-social will not be tolerated in any way.

IN THE EVENT OF PROBLEMS OR UNACCEPTABLE BEHAVIOR, THE GROUP LEADERS IN CHARGE RESERVE THE RIGHT:

- A) To administer appropriate discipline measures, if behaviour does not comply with expected standards,
- B) To withdraw from the PLRS Travel Club Italy Trip any participant who deliberately disobeys instructions. A dismissal from the Trip shall result in the return of the participant to Alberta at the cost of the participant or parents/guardians, and without any refund.**

I HAVE READ THE ABOVE RULES AND AGREE TO FOLLOW THEM.

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

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