

CLASS AFLOAT



STUDENT & PARENT HANDBOOK
2011-2012



CLASS AFLOAT SERVICE DIRECTORY

Canadian Office

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Website: www.classafloat.com
Email: discovery@classafloat.com

Insurance

BFL Canada Consulting Services Inc.
2200-2001, av. McGill College
Montréal, Quebec H3A 1G1
Contact: Ms. Marie Farley
E-mail: mfarley@bflcanada.ca
Telephone #: (514) 315-3338

Uniforms

Top Marks

5760 Ferrier Street
Town of Mount-Royal, QC
H4P 1M7, CANADA
Contact: Lisa
E-mail: info@topmarks.ca
Tel: (514) 344-5454 or 1-800-667-7105
Fax: (514) 344-5350

Travel Agent

United Travels

Scotia Square, 5201 Duke Street
Halifax, NS
B3J 1N9, CANADA
Contact: Tom
E-mail: tom@unitedtravels.ca
Telephone #: 1-800-893-0111, (902) 422-0111
Website: www.unitedtravels.ca



GENERAL INFORMATION

Student Communication with Home

Class Afloat secures 2-3 mailing addresses each year for family and friends to be able to send letter mail ONLY to the Sorlandet; a list of addresses will be forwarded in September and February. Class Afloat will not take any responsibility for mail delays, nor can we guarantee the reliability of its pick up. Late or misdirected mail will not be forwarded and may not be returned to sender. Class Afloat respectfully requests that only letter mail (maximum 9x12 padded envelope) be sent and that **no registered mail, recorded-delivery letters, packages or parcels be mailed**. Please send all mail via regular postal service and do not send valuable or irreplaceable items.

Students may use a shore based telephone, fax and e-mail services when in port at local Internet cafes. Satellite telephones are NOT permitted on board. We suggest you set-up a Skype account (www.skype.com) for communication to and from ports of call. Local phone cards are often the most economic way to contact home.

Emergencies

Use of the ship to shore radio, satellite telephone and the satellite e-mail are limited to staff for emergency use only. Should there be an **extreme emergency**, please contact our office in order to have the message passed along. Please note that during weekends and statutory holidays emergency messages left in our general mail box will be retrieved daily at 12noon EST. Be sure to leave detailed information, including a number where you can be reached, in your voice-mail.

Visits

Programmes, itineraries and schedules vary and class time is carefully managed. We remind you that “shore time” is “school time”. Visits to the vessel are permitted as outlined in the annual school calendar and are subject to the following rules:

- Parents or relatives considering a visit to the vessel are asked to contact our offices prior to making arrangements and are asked, whenever possible, to schedule their travel to coincide with the Class Afloat “parent port” scheduled during each semester.
- Students will NOT be permitted to leave the vessel with non-family members.
- Students are REQUIRED to report back to the vessel in time to meet nightly curfew and to sleep aboard the vessel. Students are also required to participate in rotating ship duties such as gangway watch, galley etc. and in all scheduled land programs.
- Students are REQUIRED to adhere to the Class Afloat social contract (policies & expectations) while in the care of family. Student behaviour and conduct should always reflect positively on individuals, families, the crew, the vessel and the school.

The dates specified in our itinerary are not guaranteed and Class Afloat will not assume any responsibility for early or late arrivals/departures and/or cancelled or modified itineraries. Accordingly, any arrangements for travel, other than those at the beginning or end of semester, are not the responsibility of Class Afloat. Transfers, hotel costs, supervision, etc. are the sole responsibility of the family/student.

Insurance Coverage

An insurance programme was specifically designed for Class Afloat by BFL Canada Consulting Services Inc. This includes coverage for trip cancellation, repatriation, accidental death and



dismemberment, and school fees if cancellation is due to illness. To receive information regarding this insurance please contact Ms. Marie Farley at BFL Canada Consulting Services Inc at: e-mail: mfarley@bficanada.ca, telephone: 514-315-3338.

Participation in this insurance coverage is COMPULSORY and is the responsibility of the student. It should be noted that Class Afloat as an organization does not provide insurance. Students will not be admitted aboard the Sorlandet without confirmation of coverage from this provider.

Dollars and Sense

Please be reminded that students **must** deposit their pocket money in the ship's safe upon arrival. Students are advised not to bring more than 1500 Euros or USD (per semester) **to cover approximately 50 sundry meals during onshore programmes and shore leave, postage, telephone calls, souvenirs and gifts.** We suggest that half the amount is in Euros or USD small denominations. A record of deposits and withdrawals, each requiring the student's signature, is kept by the ship's bursar. The ship's safe will **only** be opened prior to arrival into port and upon departure. The use of a bank card may relieve the necessity of placing large amounts of cash in the ship's safe; however, not ALL of our ports of call offer reliable ATM access

Bank cards and personal credit cards are also a good idea. Money can be deposited by parents at home and withdrawn by the student while in port. However, if you plan on using an ATM card, please be reminded that many ATM machines worldwide will only accept 4 digit PINs. Be prepared for an alternative in the event that your ATM card is demagnetized, lost, stolen or broken en route, or that no ATM service is available in a given port.

Options for the suggested 1500 Euros/USD:

500 cash in Euros or USD or local currencies (see itinerary)

1000 credit card (in account limited to 1000)

ATM services drawing directly from home account (great for local currency – use 4 digit PIN only)

Picture Albums and Articles

In order for students to share experiences with each other and with foreign students whom we will meet en route, we recommend that each student prepare a small album of photos of his/her family, school, special events and general photos of his/her part of the country. We also ask that the student bring along 2-3 small gifts to exchange with other students or for homestays. Small pins, pens, calendars etc. are ideal as they are inexpensive and take up little space. We also suggest that you contact your local Member of Parliament or elected representative; they can usually provide free of charge small pins and flags for you to bring as exchange gifts.



Visas

Please refer to the proposed itinerary outlined on the website in order to obtain valid **TOURIST** visas for each country you will be visiting. Note: This will vary from student to student depending on his/her nationality. When inquiring about visas please explain the nature of the Class Afloat programme: i.e., an educational programme aboard a tall ship, sailing worldwide. Requirements may vary if you clear customs and immigration onboard a ship, so be sure to mention it. Remember that it can take up to one month to obtain a single visa, therefore, **do not leave this important requirement to the end**. Always check the window of eligibility for visas as some may only be obtained not more than 90 days before arrival. Comprehensive visa information can be found at: <http://projectvisa.com/>. General visa info, including countries where we may be securing group visas, will also be included in your welcome package from our office.

Travel Arrangements

Class Afloat is pleased to offer travel support to you through our partner travel agency United Travels. Please see the service directory listing for contact details.

Please forward a copy of the student's travel itinerary to our office not later than 30 days prior to the start of program. This is extremely important in order to coordinate travel and airport transfers to and from the vessel with other students, staff, and crew. Students traveling alone will be met at the airport by Class Afloat staff members and will be transferred to the vessel. In order to facilitate identification, we kindly ask that students wear a Class Afloat t-shirt while travelling so that they may be easily identified by those greeting them.

Immunizations

Please consult your family doctor, local health clinic or centre for tropical diseases re: protection against diseases that may be contracted in some of the countries listed on our itinerary. There may be variations from one student to another depending on medical history, previous vaccinations and the recommendations of your health professional. Discuss your plan with, and follow the directions of your own doctor. Since many inoculations are recommended rather than required, **Class Afloat will not make any recommendations whatsoever unless an immunization is required for entry to a port of call**. We ask that you make your own informed decision. Medications can be brought on board to be administered by the ship's medical officer. All vaccinations should be recorded in an "**International Certification of Vaccination**" which **must** be brought with you on board. **Please inform Class Afloat of any changes to your medical status since the submission of your medical report.**

When visiting your family doctor (or health clinic) be sure to:

Bring a copy of the itinerary and inform him / her that we will spend 3-5 days in each port. Inform him/her that most nights will be spent on board, although, there may be an occasional night spent off the ship (camping/home stay).



Packing

Do not over pack. The accommodations are comfortable but have very minimal space. Aboard the vessel, approximately 3 cubic feet (.3 cubic meters) per person is available.

Given the space limitations, **All baggage is restricted to the Class Afloat bag**, including the sleeping bag/pillow, plus a laptop case and small day pack/book bag.


ALL ELECTRICAL APPLIANCES (INCLUDING PERSONAL SOUND SYSTEMS) ARE PROHIBITED ON THE VESSEL. They represent unnecessary fire hazards. In addition, "IPOD/MP3 music" systems, which have headsets or ear-plugs, put students at risk in the event of emergency alarms. Earphones are not permitted for use on board at any time.



NO FANS ARE PERMITTED IN CABINS!

ONLY EUROPEAN PLUGS ARE AVAILABLE – ALL OUTLETS ARE 220V/50HZ ONLY!!!


PACKING LIST

In addition to the clothing provided by **Top Marks**, students should bring the following:

CLOTHING ITEMS	# Rqu'd	
▪ Casual pants (cargo, jeans, quick-dry, capris, yoga, sweats etc.)	3	
▪ Heavy wool sweater/fleece jacket	1	
▪ Long-sleeve shirt/light sweater	2	
▪ Casual shorts	3	
▪ Swim suit	1	
▪ Pajamas or other nightwear	1	
▪ Cotton underwear	7	
▪ Socks (2 wool, 2 cotton)	4	
▪ Dress socks (to wear for formal occasions – boys only)	1	
▪ Ladies must pack an ankle-length skirt or sarong (summer weight) or pair of long pants. (When visiting more conservative countries women are to provide complete coverage of the body, including to ankles and wrists.)	1	
▪ T-shirts/Tank tops (should have some of each for more conservative ports)	7	
▪ Lightweight rain jacket	1	
▪ Small sailor's hammock/Mesh bag, approx. 2-3 feet in length (to stow small items)	1	
▪ Old clothes for deck work – t-shirts/shorts	2 sets	
▪ Sun hat/Ball cap	1	

FOOTWEAR (4 PAIR MAXIMUM)	# Rqu'd	
▪ BLACK DRESS SHOES for formal occasions/uniform (male & female)	1	
▪ Cross-trainer shoes (for hiking, aerobics etc. white or neutral sole only)	1	
▪ Casual sandals/flip flops/walking shoes for port only	1	
▪ Deck shoes – closed toe, heel strap, non-slip/neutral sole (i.e. Sperry)	1	
MISCELLANEOUS ITEMS	# Rqu'd	
▪ Set of twin sheets (fitted & flat sheet) & pillow case	1	



▪ Pillow	1	
▪ Sleeping bag (3-season, light & compact)	1	
▪ Towel and face cloth	2 each	
▪ Toiletries (sufficient for 2 weeks)		
▪ Sunscreen lotion/lip balm		
▪ Personal medication/prescription medicines		
▪ Garment bag (basic, no pockets, vinyl – for formal uniform only)	1	
▪ Sunglasses (with strap)	1	
▪ Small headlamp (for reading in bunk at night or under the stars on deck!)		
▪ Travel alarm clock		
▪ Water bottle/Travel mug with locking lid		
▪ European Plug adaptor and 110V/220V converter (IMPORTANT!)		
▪ Seasick tablets/medication (2-week supply)		
▪ Journal book (bound)		
▪ Basic school supplies: (pens, pencils, 3 ring binder & paper, math set with compass/protractor/ruler)		
▪ TI-83/ 84 Calculator (All students taking any Math require this calculator)	1	
▪ Small gifts for homestays (something representative of your home town)	2/sem	
▪ Feminine products (2-month supply)		
▪ REQUIRED – Laptop computer with wireless capability (the vessel uses 220V & European plugs – North American laptops generally have built-in converters –check!)		
OPTIONAL ITEMS		
▪ Waterproof wristwatch		1
▪ Extra eyeglasses and/or copy of prescription		
▪ Reading material (2 paperbacks that can be shared after reading)		
▪ Seafarer’s songs, tales of the sea, and any other nautical lore		
▪ Musical instrument (guitar or smaller)		
▪ Laundry soap (2 weeks supply) & clothespins		
▪ Hanging mesh bag for toiletries (there are no medicine cabinets)		
▪ Video camera/Camera		
▪ CD’s/DVD’s, IPOD/MP3 player (no earphones permitted on ship but permitted in port)		
▪ Your address book		
▪ Cell phone/ATM card		
▪ Small day-pack for hiking trips and land programs		
▪ Sticky-tac (to affix photos to the wall – tape is not permitted)		
▪ USB memory stick/flash drive 8-16 GB		1
▪ Rigging knife		
▪ Small personal exercise equipment (i.e. yoga mat, exercise band, skipping rope)		



CLASS AFLOAT RULES AND OBLIGATIONS

It is our goal to establish an environment that is safe, orderly, predictable, and harmonious. This implies the application of rules and expectations. Each student, while participating in the Class Afloat programme, is expected to abide by the rules **at all times**. Moreover, each student who joins Class Afloat has agreed to embrace a set of academic & community responsibilities.

EXPULSION: The student returns home at his/her additional expense with no provision for return to the programme, nor refund of any fees, nor academic credits granted.

SUSPENSION: The student will be suspended on board or sent home for a length of time to be determined by the Shipboard Director. He/She will be removed from all non-academic programming.

RULE	CONSEQUENCE	
1	The direct or indirect involvement in the use, sale, distribution or consumption of illegal stimulants or drugs , or non-authorized use of prescription drugs. Students are subject to random drug testing and search at all times.	EXPULSION
2	Breaking a criminal law in any country visited or being charged with a criminal offence.	EXPULSION
3	Possession of weapons* and/or hazardous materials.	EXPULSION
4**	The direct or indirect involvement in the use, sale, purchase, distribution or consumption (of any quantity) of alcohol . Students are subject to alcohol testing at all times. ** See additional note below.	EXPULSION
5****	Failure to meet school expectations related to investment in the academic program. **** See additional note below.	EXPULSION
6***	Any wilful act that results in the defacement or damage, destruction or theft of property or endangerment of people, program or vessel.	EXPULSION or SUSPENSION
7***	Any immoral or socially distasteful act.	EXPULSION or SUSPENSION
8***	Abusive language and other forms of disrespectful behaviour.	EXPULSION or SUSPENSION
9	Each student must be punctual & attend all classes, land based activities.	SUSPENSION
10	Students must wear the appropriate safety gear and footwear as directed by any member of staff.	SUSPENSION
11	Students must adhere to all operating shipboard rules, including all ship's duties and uniform rules.	SUSPENSION
12	Students will be asked, in the interest of safety, to circulate in groups of 4 while in port. They must sign out and back in, respecting all assigned curfews.	SUSPENSION
13	Students must adhere to gender restrictions governing access to accommodation.	SUSPENSION

*Excluding jack knives and marlin spike.

**Exceptionally, should the school specifically authorize the consumption of alcohol, it shall be in the presence of supervising staff and shall form part of a cultural or educational event. Such events, for example, might include a tour of a vineyard in Portugal after which students may taste, in moderation and under supervision, the product. Should, in these school sanctioned circumstances, a student abuse the privilege and the premise of moderation, the school reserves the right to expel such a student. Abuse of alcohol, under any circumstance, is defined by loss of judgement, unsafe behaviour placing oneself or others at risk, and/or behaviour injurious to the reputation of the College. Students may not purchase alcohol in port to bring home/mail home to family.

***Suspension or expulsion implies that consequences shall be determined as a function of degree. If an act is clearly excessive or dangerous to one's self or others, or particularly grievous or conducted with malicious intent, the student shall be expelled. Lesser transgressions may precipitate a suspension.

**** The school has standards that govern a student's right to remain enrolled. We make the safe assumption that not all students will produce extraordinary results; however, all students remain capable of investing a satisfactory effort in the



learning process. The school evaluates, therefore, all efforts invested in the learning process based on a 1 to 5 scale. Any student who earns an overall average of less than 3 in the first term is placed on notice that he/she must improve that effort to an overall average of 3 by the end of the 2nd term. Parents are advised and teachers assist the students with strategies to achieve the goal. In the event that the goal is not achieved by the end of the 2nd term, the student will be asked to leave the programme and will forfeit all fees.

Class Attendance

Each student **must attend all classes**. Students must be **punctual** and can only be excused from classes by the ship's medical office. They must request to be excused before class begins. Exchange programmes, work programmes, homestays and all educational visits are considered part of class time and therefore students are expected to participate in them willingly and supportively.

Smoking

Class Afloat does not encourage smoking and smoking will **NOT** be permitted under any of the following circumstances:

- in the accommodation area/below deck
- during ALL school related activities ashore and/or within 100 meters of the vessel.
- aboard the vessel when in port or while on duty

Smoking is only permitted in designated areas at designated times while underway. This CONCESSION is made ONLY in the interests of SAFETY.

Unsupervised Time & Curfew

Shore leave will not be permitted unless accompanied by THREE or more fellow students. Students, in groups of four or more, are not easily approached or preyed upon. If one becomes injured, one may stay to care for the injured while another seeks assistance. Groups of four or more, because of the consensus required, generally provide a better base for decision-making. A reasonable curfew is enforced aboard the vessel to ensure students are well-rested and alert for all activities. Additionally, certain ports of call become higher risk environments after dark. Curfews will be established on a port-by-port basis by the Shipboard Director and students will need to check-in with a staff member upon return to the vessel from shore leave.

Use Of and Access to Accommodation

Male members of the student body will **not** be permitted in female student accommodation areas during sleeping hours, and vice versa. Students may socialize in common areas. Accommodation areas are private during night hours and should be respected and treated as such by all students.

Fitness & Healthy Lifestyle

Fitness, both at sea and in port, is part of the daily routine at Class Afloat for ALL students and represents 25% of the Physical Education grade for high school students. We encourage healthy eating and healthy attitudes towards food, nutrition and physical activity.

NOTE: In order to work aloft, a student **MUST** be able to complete, at minimum, one pull-up from a hanging/dead weight (arms fully extended) position. This minimum requirement ensures that students have the strength to perform manoeuvres while working aloft. Start training!



Dress Code and Personal Appearance

The approved Class Afloat dress code is described below:

- The Shipboard Director shall establish the appropriate dress code for various occasions, including hair length and style, jewellery and body adornments. Earrings must be limited to studs or small hoops. Class Afloat reserves the right to require students to remove or cover those body adornments it considers to be inappropriate. Nose/eyebrow/lip piercings etc. must be removed while in port.
- Unnatural hair colours/dyes are not permitted while a part of the program. Such styles may be viewed to be disrespectful within/by some of the more conservative cultures we may visit.
- Body piercing and tattooing will not be permitted while the student is enrolled in the Class Afloat programme. The medical officer should be advised on any existing tattoos or piercings when the student joins the vessel.

Class Afloat shorts/approved pants and a Class Afloat top **must** be worn for:

- Arrival in port and departure from port
- While on duty in port
- For all formal activities and representations on shore, the Director shall determine the dress code

Sexual Abuse Policy

West Island College International's policy is to establish and to maintain an environment in which our students and staff can pursue personal, social, academic, cultural and interpersonal experiences without fear of sexual exploitation, assault, abuse or discrimination. Penalties for sexual abuse may include suspension, expulsion, or firing and referral to legal authorities.

Religious Observances

West Island College International will accommodate, to the degree possible, the religious observances and practices of its shipboard crew.

Motorized Vehicle & High Risk Activities

To minimize the risk of injury to our students, Class Afloat enforces the policy that NO motorized vehicles are to be driven by students at any time or under any circumstance, including scooters. Further, students are not permitted to ride as passengers aboard motorcycles, scooters, jet skis etc.)

In addition, students are not permitted, at any time, to engage in high-risk/high-liability activities.

Allergies and Diet

To the extent possible, please advise the Class Afloat office and, upon your arrival at the vessel the Shipboard Director, Cook and Medical Officer, of any food allergies or special dietary needs you may have. It is critical that we know as soon as possible the extent and severity of food allergies and food needs. If you have a severe food, or other, allergy which requires constant or immediate access to an EpiPen, you are required to bring with you to the Sorlandet two (2) EpiPens for use in an emergency. All medications should be reported to the Medical Officer upon your arrival.



CLASS AFLOAT DUTIES

As each crewmember makes up a part of the Class Afloat community, he/she is expected to fulfill all duties (day watch, galley watch, night watch, etc.) to the best of his/her ability.

Personal Space

On a daily basis it is expected that all accommodation areas will be cleaned and tidied for the day. The Director will take responsibility for ensuring that the personal area of each crewmember is tidy. Inspection will take place on a daily basis and Captain's inspection will be conducted weekly.

DESCRIPTION OF TASKS

- Make bunk
- Dispose garbage
- Accommodation area dusted and wiped with damp cloth
- Lockers tidy
- Floor swept and washed
- Personal belongings properly stowed

Galley Watch

A group of students will be assigned galley duty on a 6 to 8 day rotational basis. Students assigned to galley duty are relieved of regular watch responsibilities for that day and the night after. Duties must be completed by the end of the scheduled time. Galley crew eat only after everyone has finished eating, or as determined by the cook.

DESCRIPTION OF TASKS (BEFORE, DURING AND FOLLOWING MEALS)

- Set tables
- Assist cook (peel vegetables, refill sugar etc.)
- Wash dishes, grills and pots
- Wash and wipe down all galley surfaces
- Wash and wipe down all mess room furniture and floors
- Separate and remove garbage
- Clean sinks, fridges, floor grates, counters and dishwasher in pantry
- Prepare coffee, tea, food and water for night watches
- Clean and put into order food stores and refrigeration areas

Watch Duties (Marine and Day)

Each watch will designate a watch leader. It is the responsibility of the watch leader to ensure that all duties are completed properly and that every watch member does his/her share of the work. The Officer, Captain, Bosun or a teacher will supervise the duties.

DESCRIPTION OF SHIPBOARD TASKS (GENERAL CLEAN-UP - BY WATCH)

Classroom & Messroom

- Wipe down all surfaces, bulwarks and portholes
- Put away books in proper benches and recyclable paper in blue bins
- Sweep and mop the floor, empty garbage



Chart room//Bridge/Quarterdeck

- Dust off all surfaces
- Wipe all windows and portholes
- Wipe counters, floors, and stairs
- Sweep, empty garbage

Companionways/Foyers/Stowage Closets

- Sweep and wipe all surfaces
- Sweep and mop the floor
- Companionways to be kept clear at all times
- Tidy/organize stowage areas

Laundry Rooms

- Wipe down all surfaces and bulwarks
- Sweep and mop the floor
- Remove any garbage and dry laundry
- Clean the sinks

Student Heads (showers, toilets)

- Wipe down all surfaces, bulwarks and portholes
- Sweep and sponge the floor, empty garbage
- Stow away any material
- Clean heads inside and out
- Replenish toilet paper and deodorant sticks
- Leave clean towel in place



Damage Warranty

West Island College International Ltd., charterer of the Sorlandet, requires a “damage warranty”. Similar to principles that apply to apartment rental, hotel rooms and car rentals where damages unrelated to normal wear and tear may occur, operators require a credit card on file to hold as a guarantee. Normal “wear and tear” is excluded from this consideration. Normal “accidents” are excluded from this provision. Only wilful or malicious damage shall be claimed. Moreover, the application of a damage warranty policy should, generally, serve as a deterrent to wilful and malicious damage.

Private Space

Students are requested to inspect their accommodation upon arrival and, following an inspection guide, sign and date the inspection sheet. Any existing deficiencies shall be noted and students shall not be held accountable for items identified as deficient, missing or broken.

Public Spaces

Students found to have wilfully and/or maliciously damaged public or ship spaces, academic resources, or the ship’s equipment shall be held accountable for same.

Process for Determining Responsibility for Damages

If and when damage to public or ship spaces, academic resources, or the ship’s equipment is determined and such damage is neither accidental nor the result of normal wear and tear, the costs of repair and those responsible for the damages shall be determined. The custodial parent(s) shall be notified within a reasonable delay and the amount of the cost of repair or replacement debited from the credit card on file. If it is not possible to determine which individual in the assigned area is responsible, the amount of the cost of repair or replacement shall be shared, equally, by all students who used or were located in the area where the damage was identified.