

Schedule C

Stakeholders' Roles and Responsibilities

Administration

“School Board” – Superintendent and Elected School Board

- Ensure adequate preparations occur prior to departure – See Policy HGCG – Off-Site Activities
- The School Board will not provide funding for International Travel Activities

PWA Administration

- Ensure adequate preparations occur prior to departure – See Policy HGCG – Off-Site Activities
- Maintain ongoing contact with group leaders with respect to pertinent issues such as disciplinary actions, safety issues and changes in schedule
- Ensure that the group leaders are adequately trained for such an endeavour (i.e. CPR)

Teachers (Teacher-in-Charge and Supervisors)

- Do their best to offer a fun, educational experience
- Ensure safe travel to the best of their knowledge and ability
- In the absence of a tour director, carry all transportation tickets, passes and vouchers included in trip itinerary

Chaperones

- Do their best to offer a fun, educational experience
- Ensure safe travel to the best of their knowledge and ability
- Help the Teachers with the safety of the Participants
- Follow all rules and expectations of the school and school board

Parents

- Pay for the trip in full by agreed upon deadlines
- Agree to provide the school with a duly notarized Statutory Declaration from each parent/guardian granting permission for the student to be out of the country participating in this activity with the school
- Agree to behaviour expectations of student
- Agree to pay for early return of student (and any supervisory expenses early termination may incur).

Travel Club members (Both Students and Participating Parents)

- All School policies as outlined in the Student Handbook are in place for the duration of the trip. All participants are expected to follow these policies. Special note is made of the following:
 - Alcohol – no alcohol or alcohol products are to be consumed by any participant (Teacher, Chaperone, Parent or Student)
 - Smoking – as per school policy, students are not allowed to use tobacco products
 - Drugs – no illegal drug use will be tolerated

- Travelling
 - Always stay with the group, no exceptions.
 - Always carry information card and passport on your person.
 - Be polite and courteous at all times; you are representing your country, your province, your school, your family, and you.
 - Luggage
 - Everyone responsible for own
 - Teachers reserve right for inspection at any time without notice
 - Must be able to carry, lift, maneuver their own luggage
 - Students are restricted to one medium suitcase and one carry on (preferably a backpack)
 - Students are to have the hidden/secure passport pouches/money-holders that hang around the neck or secure around the waist
 - Money:
 - Each student is required to look after own finances.
 - Recommended that parents obtain a joint credit card (VISA over MC and AmEx) in student's name.
 - Dress Code
 - School policy is in place while on trip
 - Hotel Code of Conduct:
 - Curfew and any other directions from group leaders must be followed without exception.
 - When visiting in rooms, the room doors must be open
 - Visit with opposite sex in hallways not in each other's rooms
- Participants are expected to participate in future meetings in terms of preparing and presenting reviews of the different points of interest on our destination. The itinerary will be divided amongst the participants equally so that all will have prior knowledge of what they are to see.