

Lisgar Collegiate Institute Excursion  
**New York City 2009**  
September 24<sup>th</sup>, 25<sup>th</sup>, 26<sup>th</sup>, and 27<sup>th</sup>

March 27, 2009

Dear Parents/Guardians,

Lisgar Collegiate Institute is hosting a Theatre Tour to New York City this coming September. This trip provides students with a wonderful opportunity to learn more about the theatre as well as to experience the sights and sounds of Broadway! By participating in this enrichment activity, students will expand their classroom study of literature, drama, and the arts. We will be seeing three theatre performances on and off-Broadway. We will see *Wicked* the first night, and the other two shows are to be announced. In addition to many other Manhattan attractions, students will tour Radio City Music Hall and NBC Studios where they will learn about stage conventions and get a behind-the-scenes view of the productions. The trip is open to students who will be in grades ten, eleven, or twelve by September 2009.

Students who choose to participate will miss two days of regular classes and must make arrangements with their teachers in advance to catch up on work missed. Only those with an interest in the theatre should attend. Students must sign-up as soon as possible to guarantee their place as there are only 45 spots available. Cheques should be made payable to Lisgar Collegiate Institute for the cost indicated below.

Students and parents must complete all permission forms and return them promptly with a photocopy of the **student's passport** as Canadians traveling to the US must show a valid passport as of June 1<sup>st</sup>, 2009. Should you have any questions, please feel free to contact Ms. Isaac at the school (239-2696).

Facilitator: Ms. Isaac, Head of English and Language  
Departure: 6:15 a.m. Thursday, September 24<sup>th</sup> – board the bus at LCI  
Return: Approx. 8:30 p.m. Sunday Night, Sept. 27<sup>th</sup> – pick students up at LCI  
Transportation: Coach Bus ~ NY City is approximately eight hours away  
Accommodation: The Pod Hotel in **Manhattan** <http://www.thepodhotelny.com/>  
230 E 51st St - New York, NY Phone: 1-800-874-0074

**COST:** DEPOSIT: **\$312.00 CA** – Due May 1st, 2009 (No post-dated cheques please.)  
BALANCE: \$695.00 US – Due May 22<sup>nd</sup>, 2009 (Approx. 860.00 CDN)

**ELEMENTS OF RISK:**

Overnight trips may present various elements of risk, as might the various forms of related transportation. Accidents related to such activities may occur and cause injury to a student or students through no fault of the school board, transporter, or facility at which activities take place. **Participants must assume these risks.** The Ottawa Carleton School Board does not provide any accidental death, disability, dismemberment or medical expense insurance on behalf of students participating in field trips. Big Blue Sky Adventures has included the cost of basic travel coverage.

To avoid unnecessary risks students must follow the school code of conduct and employ common sense. The following rules and procedures must be respected:

- No personal or unapproved sight-seeing is permitted. Students must stay with the group and attend all scheduled activities.
- Resistance to the authority of any tour supervisor or guide will not be tolerated.
- A curfew is in effect each evening. Students must be quiet and in their own rooms. Any student who is not in his/her room at “Lights Out” will be considered “missing” and appropriate action will be taken.

- For obvious reasons, running, shouting, and horseplay is **NOT** permitted at any time.
- This trip presents an opportunity for students to learn the ins and outs of traveling in a big city. Every effort will be made to prepare students for the trip. They will be expected to attend planning/information sessions.
- Teachers/supervisors must be made aware, **in writing**, of any important health concerns or problems and be notified regarding any medication that the student will be bringing or may require.
- Students are responsible for managing their own money; teacher supervisors can provide guidance. Parents and students should review the procedures for using debit cards and bank machines.
- To ensure that the group remains together, the teacher supervisors will carry all passports on most occasions. Students are responsible for their own passports at the airports and at all security checks.
- The security of expensive cameras, iPods, or other valuables cannot be guaranteed. The school or tour company is **NOT** responsible for lost or stolen items.
- Students will respect the hotels and buses that we will use. If there is a problem with the room, it is to be reported immediately. Any damage or missing items will be the financial responsibility of the student(s) involved and his/her parents/guardians.
- The OCDSB's "Substance Abuse Policy" must be followed. (POLICY PR.034.SCO).
- Smoking is not permitted at any time on the trip.

Should a major infraction occur during the trip, the following will occur:

1. Every effort will be made to contact parents.
2. The school Principal will be contacted and advised of the situation. When the student returns, appropriate disciplinary action in accordance with OCDSB policies will result.
3. Depending on the seriousness of the offense, the student may be sent home early from the tour at the expense of his/her parents. (PROCEDURE PR.518.SCO).

### **WHAT TO BRING?**

- Passport, Health Card, Student Identification Card, and emergency information
- Spending money for meals (and gifts/souvenirs, if necessary). Students may wish to bring snacks for the bus.
- Clothing suitable for the theatre – no ripped jeans or t-shirts with inappropriate slogans. Lisgar dress code is in effect.
- An umbrella and/or rain jacket may be required (please check weather forecast).
- Wear a wrist watch! Students must be on time for activities.
- Food, drinks, book-bags, or audio-visual equipment are **NOT** permitted in the theatres.
- There is a VCR/DVD on the bus – students may bring a movie the whole group would enjoy.

### **THEATRE BEHAVIOUR:**

- Remember that the actors can see and hear everyone in the audience!
  - Sit in your designated seats.
  - People leaving the auditorium may not be seated until a suitable break or until intermission.
- Please leave a copy of the itinerary with parents/guardians, and arrange for a pick-up at LCI to ensure that you get home safely.