



## École Dugald School Band Program

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**M. Chris Gusberti**  
Principal / Directeur

**Mrs. Angela Ward**  
Assistant Principal / Directrice-Adjointe

Tuesday, May 7, 2024

RE: Approval of Extended Trip

Dear Sunrise School Division Board of Trustees,

This letter serves as a proposal to take the École Dugald School Grade 7 and 8 Band students to Moose Jaw, Saskatchewan, to attend the Moose Jaw Band and Choral Festival. As planning the activities necessary will require time and commitment from a number of parties, **this is a request for “Superintendent Conditional Approval”** and to be granted permission from the Board of Trustees. Necessary documentation will be provided to the Superintendent as per guidelines and deadlines set for an out-of-province trip.

- Destination: Moose Jaw, Saskatchewan
- When: Between **May 12-16, 2025**, based on availability of festival performance times.
- Duration: 3 days, 2 nights
- Transportation: Charter Bus
- Accommodation: Hotel
- Musical Activities: Festival performance adjudication and workshop; outdoor community performance
- Cultural activities: Tunnels of Moose Jaw tour, Western Development Museum, Sukanen Ship Pioneer Village, Mini-golf, movie

Student music travel allows for artistic and academic growth, social connection, broadening perspectives and memorable experiences. We look forward to representing our community and the Sunrise School Division with pride. Thank you for your support!

Sincerely,

Ms. Corah Enns  
Band Director

Mr. Chris Gusberti  
Principal

## **Trip Chaperones**

Ms. Enns (Teacher) Mme Palmer (Teacher) Mrs. Klassen (Parent) Mr. Dent (Parent)  
Mr. Ellis (Parent)

*Chaperones are on the trip to have fun as well. Please treat them with respect! Say "Good morning", "Please", "Thank you", etc. Do not put chaperones in a position to enforce rules and constantly discipline.*

## **What to Bring?**

**\*\*Please note that students will not be allowed to access their luggage until late Wednesday afternoon when we check into the hotel. Therefore, any items students require before that time should be packed in a backpack, to be taken ON the bus\*\***

Other items to pack:

1. Medication, including Puffers and Epi-Pens (to be carried by the student at all times).
2. Spending money (at your discretion). Students will need enough money for 2 mall meals. Money for shopping is at the parent's discretion.
3. Music folder, instruments, supplies (reeds, valve oil, etc.).
4. All black performance clothes and shoes.
5. Toiletries- toothpaste, shampoo, deodorant (please!!!), etc.
6. Wrist watch/phone for keeping track of time!!
7. Bathing suit for pool, in case pool is available for use.
8. Bag lunch to be put into your backpack and brought on the bus when we depart.

## **Guidelines for the Success of this Trip**

Students are reminded that they are representing École Dugald School on this tour and are expected to behave in a mature and responsible manner. Any school trip is considered an "extension of the classroom" meaning that school and divisional expectations apply at all times. The following is a list of rules which will govern the actions of all students involved in this activity.

1. Alcoholic beverages, intoxicants, and cigarettes are strictly prohibited. Not following this rule will result in immediate dismissal from the trip and further disciplinary action.
2. There are students with life-threatening allergies on this trip. Refrain from eating shellfish.
3. There are students/chaperones requiring a scent free environment. Perfumes and other products with strong scents (body spray, hair spray, cologne, nail polish) are not to be used.
4. Under no circumstances are students to leave the hotel or activity area without an adult.

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5. Students are expected to strictly obey all hotel rules and regulations. Any misplaced, damaged or missing articles will be charged to the students occupying that room.
6. Rooms left in an unreasonable disorder (i.e. as if a bomb went off) may result in each student from that room being penalized. Be responsible and have respect for property!
7. In the hotel, students are not to gather in the hallways and be disruptive.
8. At no time should students be in the hotel rooms of students from other schools.
9. Male students are restricted to visiting only rooms occupied by males. Female students are restricted to visiting only rooms occupied by females.
10. If students wish to mingle at the hotel, they can meet in the lobby/games room. The pool is off limits without supervision.
11. All students are to remain in their rooms after room check has been completed. Doors will be "taped" to monitor this. Noise level at this time must be minimal.
12. Hotel phones are not to be used. If charges are incurred for usage of phone, the students in the room will be responsible to cover the cost.
13. You must sleep! Do not pull an "all-nighter" and ruin the performance of our bands! Many will be disappointed!
14. To respect others' privacy, do not take pictures of other students while in hotel rooms. Ask permission before taking pictures of particular people elsewhere.
15. ABSOLUTELY NO pictures are to be posted or distributed through social media without the explicit permission of Ms. Enns.
16. Students will be given freedom during the trip to explore (i.e. shopping at the mall, science centre). Students are to stay with a GROUP of friends at all times.
17. Students will be given a copy of the trip itinerary and must keep this copy with them at all times.
18. When a meeting time and place has been strictly determined, students are to arrive early at this meeting place. Never be late!
19. Students may bring personal electronics. The school will not be held responsible for misplaced or stolen electronics. Bringing electronics is at student/parent discretion.

*Depending on the nature of the issue, disregarding these regulations will result in an on-tour suspension and/or disciplinary action upon our return to school, or the child being dismissed from the trip.*

### **Trip Dismissal**

Serious infractions on the trip that compromise safety and operations (bullying, violence, insubordinate behaviour, substance use, criminal actions) will result in an early and immediate dismissal from the trip. Mode of transportation will either be by air or parent pick up. Parent will be responsible for all costs associated with an early dismissal on a trip.

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**Communicating Issues**

Students who feel uncomfortable and/or concerned on the trip with regards to anything whatsoever need to communicate with teachers and parent chaperones. Teachers and parent chaperones are on the trip to maintain order and cannot do their job when they are not informed. Students should be informing chaperones immediately of any of the following behaviours:

- 1. Pranks.
- 2. "If you fall asleep, we will..."
- 3. Room occupants not sleeping.
- 4. Disrespect for belongings and property.
- 5. Not following rules of the trip.
- 6. Theft.
- 7. Social media infractions
- 8. Bullying.

During the night, students MAY leave their rooms and knock on the door of any chaperone room for help. This is the only reason students should be leaving a room after room checks. Chaperone rooms will be labeled to guide students.

**Medication Administration**

For any students who take specific medication outside of the school day, for which the school does not have documentation for, need to fill out the Authorization for Administration of Prescribed Medication form. This includes Tylenol/Advil. Please reach out to Mme Palmer ([kpalmer@sunrisesd.ca](mailto:kpalmer@sunrisesd.ca)) to obtain document and further clarification. Attach document to the detached section below and turn in.

Please detach this sheet and return to the school by Friday, May 5, 2023.

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**STUDENT NAME:** \_\_\_\_\_

**Parent Acknowledgement- Trip Guidelines**

By signing this, I am indicating that I reviewed this information with my child and we are aware of the trip expectations.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Signature

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