

# DERBY PUBLIC SCHOOLS

## School Trip Proposal / Request Form

### Travel / Study Approval for Out of State and or Overnight Trips

School: Derby High School Principal: Martin Pascale  
Date(s) of Trip: 6/5/2020 Trip Organizer(s): Lupacchino  
Destination of Trip: Thrills and Thrills music festival  
Grade level of student participants: 9-12 No. of Students: 50

Educational Objectives including related classroom activities prior to / following the trip: \_\_\_\_\_  
Students will perform repertoire to be adjudicated by professional musicians and accomplished music teachers.

Funding Source(s): Student Funded

Complete if students are paying for all or part of the trip.

Total fees required from each student: Transportation Cost: 34 Event Fee: 54 Meals 16.50  
Lodging: \_\_\_\_\_

Source(s) of funds for students who qualify for fee waiver: Fundraising

Cost of Nurse (if applicable): \_\_\_\_\_ Funding source: \_\_\_\_\_  No students are identified with health concerns

Name of travel agent (if applicable): \_\_\_\_\_

Name of transportation service vendor: Landjet

No. of buses required: 1 Cost per bus: \$1549

Date / Time of trip: Departing Derby: 6:15 AM / 6/5/2020 Returning to Derby: 7:00 PM / 6/5/2020

Number of chaperones on trip: 5

**Completed forms should be submitted to the principal who, if the trip is approved, will forward this to the Superintendent of Schools and Board of Education for final approval.**

Include the information below when submitting this approval form. (Place a check mark by each item indicating its inclusion in the approval packet.)

- Information outlining parental financial responsibility should there be an emergency cancellation
- Parent / Guardian letter explaining the trip and travel itinerary
- Parent / Guardian Permission and Acknowledgment of Risk for Student Travel Form
- Emergency Plan (Includes arrangements for medical needs, parent / guardian contact information, access to communication devices, and procedures for general potential emergency situations)
- List of Chaperone Names and Phone Numbers with MPS employees noted
- Telephone Tree in the event of an emergency

Be sure the school administrator has a list of those students participating in the activity and a copy of the emergency contact numbers.

I / We certify that this trip proposal is in accordance with Derby Public Schools policies and corresponding regulations:

Donata Lewis 2/6/2020  
Signature, Trip Organizer(s)

Trip approved  
[Signature] 2/11/20  
Signature, Principal / Assistant Principal Date

\_\_\_\_\_  
Signature, Superintendent or Designee Date

Trip Denied  
Reason: \_\_\_\_\_

\_\_\_\_\_  
Signature, Superintendent or Designee Date

#### Out-of State / Overnight Trips Checklist

- Obtained approval at least three (3) weeks prior to the trip.
- Submitted list of participating students submitted to Principal and Health Office at least two (2) weeks prior to the trip.
- Submitted an updated list of participating students to Principal and Health Office on day of trip (No students should be added to the original list on the day of the trip.)
- Arranged substitute teacher with the Principal / designee if needed
- Arranged instructional and supervisory assignments for students not participating
- Arranged appropriate number of chaperones and provided orientation
- Clearly explained expectations of students
- Received parent permission forms and emergency medical forms
- No students are identified with health concerns

**Teacher Directions:** After your *School Trip Proposal / Request Form* has been approved, you are required to complete this form, and send it home to parents. Only those students whose parents have signed and returned the form to you will be permitted to go on the school trip. You should follow these directions: 1) Use one form per trip; 2) complete the school portion (top half) of form; 3) duplicate one form per student; and 4) send a copy home for parent and student signatures.

**PARENT/GUARDIAN PERMISSION AND  
ACKNOWLEDGEMENT OF RISK FOR STUDENT TRAVEL**

**Teacher Directions:** After your *School Trip Proposal / Request Form* has been approved, you are required to complete this form, and send it home to parents. Only those students whose parents have signed and returned the form to you will be permitted to go on the school trip. You should follow these directions: 1) Use one form per trip; 2) complete the school portion (top half) of form; 3) duplicate one form per student; and 4) send a copy home for parent and student signatures.

**Parent Directions:**

Please read this form, and, if you give your child permission to attend the school trip, sign and return it to your child's teacher.

Date(s) of Trip: 6/5/2020 Trip Organizer(s): Lupacchino  
Destination of Trip: Trills + Thrills Music Festival  
Educational Objectives: Students will perform repertoire to be adjudicated by professional musicians and accomplished music teachers.

**Supervision:**

- Students will be directly supervised by adults at all times.  
 Students will be directly supervised by adults with the following exceptions: \_\_\_\_\_  
 A School Nurse will be present on this school trip.
- Transportation Provided:  School Bus  Charter Bus  Personal Vehicle  Leased Vehicle
- Related Risks:  Swimming Pool  Amusement / Theme Park  Beach or Ocean  Other  None

**Student Agreement:**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

While participating on this school trip, I will accept responsibility for maintaining conduct in accordance with the Derby High School Code of Conduct and I will follow directions of the school trip organizers / chaperones at all times.

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

**Parent / Guardian Permission:**

I have read and understand the attached description of the school trip. I also understand that participation in the school trip will involve activities of school property; therefore, neither the Board of Education nor its employees and volunteers will have any responsibility for the condition or use of any nonschool property.

I give permission for \_\_\_\_\_ to participate in all aspects of this school trip.

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

Parent Contact Number: \_\_\_\_\_

# Music in the Parks Trip

Friday, June 5, 2020

Dear Parents and Guardians,

Derby High School Band and Chorus students will be participating in the Trills and Thrills Music Festival on June 5, 2020. We will perform in an adjudicated festival at East Longmeadow High School in Massachusetts and then students will be taken to Six Flags New England.

This trip will provide students the opportunity to perform in an adjudicated environment. Our ensembles will receive a rating based on our performances. This will provide educational motivation both before and after the trip. Students will be excited and motivated to learn the music to the best of their abilities and to give their best performances to professional musicians and music educators, that will provide us with feedback so we can continue to improve.

We will depart DHS at 6:30 AM and return at 7:00 PM which means students will need to be dropped off at 6:15 AM and picked up at school at 7:00 PM and will not be able to take the bus.

The cost for the trip is \$110 which includes festival and park admission, lunch in the park, and transportation. Payment must be made in CASH. Should there be an emergency cancellation, there is a possibility that there would not be a full refund.

Fundraising is available for students for this trip. I will be providing students with their individual trip balance before each payment is due.

*First payment of \$50 is due on March 26th.*

*Remaining balance of \$60 is due on April 23rd.*

Sincerely,

Ms. Lupacchino

Contact Information:

Ms. Lupacchino - 203.736.5032 x 2306 or dlupacchino@derbyps.org

Please fill out and return the following permission slip with the payment for the trip.

# DHS Trills and Thrills Trip Contract

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

**Parent Agreement:**

I hereby give my consent for my student to engage in this school-approved activity. I also give my consent for my student to be transported in connection with this activity. I understand that if this trip is cancelled, I may not receive a full refund.

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

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

In the event of an emergency, who should be contacted?

Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Phone Number: \_\_\_\_\_

# Emergency Contact Information for Students

Student Name		Emergency Contact		Emergency Contact #
Anthony	Albuja	Teresa	Zambrano	(203) 893-5260
Aaron	Asprelli	Debbi	Asprelli	(203) 343-9331
Adelisa	Basuljevic	Safet	Basuljevic	(203) 308-2595
Taniya	Barnes	Raynell	Barnes	(203) 218-2249
Alysa	Cayer-McCarthy	Brenda	Cayer-McCarthy	(203) 535-6073
Summer	Cesaroni	Michele	Zargos	(203) 450-5026
Najee	Durrett	T'Chambree	Thomas	(203) 808-8126
Ariana	Ellis			(203) 906-6539- Cell (203) 785- 7487- Work (203) 868-6682- Dad
Sean	Fearnley	Tina	Fearnley	
Rachel	Gall	Liz	Gall	(203) 444-5252
Emily	Gildea	Jim	Gildea	(203) 231-3439
Avalyn	Gonzalez			
Ruben	Gonzalez	Exsatamara	Gonzalez	(203) 218-5435
Josiah	Hunter	Kai-Dee Lovell	Hunter Hunter	(203) 919-1577-Mom (203) 715-3715- Dad
Shayla	Kelley			
Spencer	Lane	John Jennifer	Lane Lane	(203) 343-2115 (203) 343-9005
Nick	Lombard	Patricia	Marganski	(203) 684-4818
Taylor	Lyons	Tracy	Yurksaitis	(203) 906-9732
Matt	Macherzynski	Teresa	Gumkowski	(203) 824-6869

Pirnaaz	Mekael	Farhad	Mekael	(203) 231-3321
Arthur	Newberg	Kitty	Newberg	(475) 243-8995
Danthy	Nguyen	Chi	Nguyen	(203) 278-9359
Angel	Ortiz	Brenda	Ortiz	(203) 954-7041
Ryan	Overby			
Gabby	Papuga	Tracey	Papuga	(203) 600-3258
Arya	Patel	Nikunj	Patel	(203) 848-9207
Ray	Queen	Pam	Queen	(203) 305-3475
Abe	Rodriguez			

## Chaperone Information

Name	Phone Number	Derby Public Schools Employee?
Donata Lupacchino	(203) 213-4334- Cell	Yes- DHS & DMS Music
Jennifer Shea	(475) 227-9703- Cell	Yes- DHS Science
Rebecca Bell	(203) 231-6937- Cell	Yes- DHS English
Liz Gall	203-444-5252 (Cell)	No- Parent of Student
Corey Bartone		Yes- DHS 1 to 1 Para

## Emergency Plan

Allergies- Students will carry inhalers on them, I will carry any emergency medicine. There are no other medical needs of students on this trip.

All students will carry cell phones, and will remain in their groups. All students will have my cell phone number in case of emergency, and I will have a list of all student cell phone numbers with me.

Parent/Guardian Information and Phone Tree Information attached above.