

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: 1/22/2020 Trip Organizer(s): Donata Lupacchino
Destination of Trip: New York City Broadway District
Grade level of student participants: 9-12 No. of Students: 50

Educational Objectives including related classroom activities prior to / following the trip: Students will see a Broadway show to appreciate the full impact and scope of the arts. We will study music from the musical before + after the trip.

Funding Source(s): Student / Fundraising

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

Total fees required from each student: Transportation Cost: 30 Event Fee: 45 Meals 25
Lodging: _____

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

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: Land Jet

No. of buses required: 1 Cost per bus: 1250

Date / Time of trip: Departing Derby: 1/22 6:15 AM Returning to Derby: 1/22 6:30 PM

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:

Signature, Trip Organizer(s)

Trip approved

Signature, Principal / Assistant Principal

Date

10/22/19

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.

Revised: March 2018

**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: 2020
1/22/2020 Trip Organizer(s): Donata Lupacchino
Destination of Trip: NYC
Educational Objectives: Students will see a Broadway show to appreciate the full impact and importance of the arts

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: _____

Derby High Music Takes Broadway

Wednesday, January 22nd, 2020

Dear Parents and Guardians,

Derby High School Music students will be taking a trip to visit New York City to see Beetlejuice the Musical on Broadway.

This trip will provide students the opportunity to see live musical theatre, and the full impact that the performance arts can have. This trip is NOT required for students.

We will **depart DHS at 6:45 AM and return at 6:30 PM** which means students will need to be dropped off at **6:30 AM** and picked up at school at **6:30 PM** and will not be able to take the bus.

The cost for the trip is \$110 which includes seating for the show, transportation into New York City, and lunch at the Hard Rock Cafe in Times Square. Payment must be made in **CASH**. Should there be an emergency cancellation, there is a possibility that there would not be a full refund.

A deposit of \$40 is due Tuesday, November 5th. The amount in full is due Wednesday, December 11th.

Sincerely,

Ms. Lupacchino

Contact Information:

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

DHS Broadway Trip Permission Slip

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	Relationship to Student	Emergency Contact Number	Student Cell #	Band/Choir	Grade
Anthony Albuja	Teresa Zambrano	Mom	(203) 954-7948		Choir	10
Summer Cesaroni	Gregory Cesaroni	Dad	203-734-9332		Choir	11
Ilana Figueroa	Tammy Forlano	Mom	203-997-3464		Choir	11
Rachel Gall	Liz Gall	Mom	203-444-5252	(203) 444-2246	Band	12
Emily Gildea	James Gildea	Dad	203-735-6404		Band	11
Avalyn Gonzalez	Luis Gonzalez	Dad	203-751-9094		Choir	11
Ruben Gonzalez	Exsatamara Gonzalez	Mom	203-551-4683		Band	11
Shawna Jamison	MaryRose Scarpulla	Mom	(203) 516-5341		Choir	12
Shayla Kelley	James Kelley	Dad	(203)814-7869	(203) 913-6329	Band	12
Spencer Lane	John Lane	Dad	203-734-2834		Band	11
Taylor Lyons	Jonathan Lyons	Dad	203-218-3112	(203) 906-3153	Band	12
Matt Macherzynski	Marlena Macherzynski	Mom	203-829-6867		Choir	11
Arthur Newberg	Kitty Newberg	Mom	1-475-243-899 5	(475) 223-5372	Band	12
Ryan Overby	Lucille McFarland	Mom	203-305-2083		Band	11
Raymond Queen	Pamela Queen	Mom	(203) 305-3475	(203) 522-1842	Band	12

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
Kay-Di Hunter	(203) 919-1577	No- Parent of Student
Liz Gall	(203) 444-5252- Cell	No- Parent of Student

Emergency Plan

Allergies- Students will carry inhalers and epi-pens on them, I will carry any emergency medicine.

Parent/Guardian Information and Phone Tree Information attached above.

All students will carry a cell phone and travel in pairs. Students will be given Ms. Lupacchino's cell phone number, and their chaperone's cell phone number in the event that they are separated from the group.

LAND / JET INC.

GENERAL TERMS and CONDITIONS

1. **PAYMENT:** (a) A deposit of \$200.00 per bus for one day charters or \$500.00 per bus for overnight charters will be due in our office **NO LATER than 10 days after date of reservation. This policy only applies if the charter date is more than 30 days from the original reservation date. Charter orders received less than 30 Days from the order date, full payment is required.**

(b) Final payment for the charter service is due and payable at least 14 days in advance of the Charter Date. When making payment, please indicate on your check or other mode of payment the date of your trip and your Charter Order Number to ensure proper credit.

2. **PRICES SUBJECT TO CHANGE:** All prices quoted in the confirmation are subject to change under the circumstances described in this Section 2, but shall not be increased, in the aggregate, by more than twenty percent (20%).

(a) If the price of diesel fuel increases by more than twenty percent (20%) between the date of the confirmation and the date of the charter, the Company may increase the prices quoted in the confirmation by an amount equal to the product of (i) the per gallon increase in diesel fuel over twenty percent (20%), and (ii) the estimated number of gallons to be used in the charter.

(b) If there is a change in the federal, state or local laws or regulations between the date of the confirmation and the date of the charter, or (ii) cause the Company to incur material additional or increased expenses in providing the charter services, the Company may increase the prices quoted in the confirmation.

3. **CANCELLATION:** The receipt confirms your order. The Chartering Party must notify the Company of cancellations. There will be no cancellation fee if the cancellation is made more than 14 days prior to the charter date. At that point, any monies due you will be fully refunded if there are no future bookings or balances owed. Allow four (4) weeks for refund processing. Cancellations received less than 14 days from departure date, will be subject to cancellation fees outlined below.

PRIOR NOTICE	CANCELLATION FEE
From 7-14 days prior to departure	\$200 - One day trip, \$500 - Overnight Trip
From 2-6 days prior to departure	50% of the charter price
Less than 2 days prior to departure	100% of charter price

4. **ALLOWANCES:** No allowances or reductions of any kind shall be made in the rates set forth on this order.

5. **ADDITIONAL CHARGES:** When, at the request of the Chartering Party, any change in service resulting in an increase in miles or hours to that specified on the charter service order furnished, an additional charge shall be made for such additional service. Any change resulting in a reduction of charges will be subtracted from the estimated cost and will be refunded to the Charter Party after completion of trip. Tolls, highway fees, etc. will be separate and additional elements in the determination of any additional charges. The Company will notify the Chartering Party of any additional charges that may be expected to be incurred at the time of the original order.

6. **EXTENDED DAY TRIPS:** A detailed itinerary is required for extended day trips at least three (3) weeks prior to departure and the final itinerary must be received at least fourteen (14) days prior to departure. Itineraries subject to review by a safety officer of the Company. Prices are subject to change based on final itinerary. The Chartering Party is responsible for reserving and paying for a hotel room(s) for the driver(s).

7. **DRIVER HOURS:** Federal Department of Transportation safety regulations prohibit drivers to be on duty more than fifteen (15) hours per day, ten (10) of which are for driving (including a 30 minute pre- and post-trip inspection). The driver must be given eight (8) consecutive hours off before he/she may resume his/her duties.

8. **DAMAGE TO BUSES:** The cost of repairing damage to buses resulting from act of members of the Chartering Party shall be charged to the Chartering Party and is payable as soon as such cost is determined.

9. **ARRIVAL TIME:** The time of arrival at starting point, stopover point, destination, or return to point of origin cannot be guaranteed. Operators are carefully selected and have instructions to drive at all times at a speed within the limits of the law and compatible with safe operation. Unusual road, traffic and weather conditions are beyond Company control.

10. **EQUIPMENT:** Equipment furnished by the Company is thoroughly inspected before being assigned to the charter service to insure uninterrupted service. If for some reason beyond the control of the Company, a mechanical failure makes necessary the replacement of a bus originally assigned to the charter service, the replacement bus may be of a different type. VCR equipment is

Charter Hardcopy

DerbyHS - Wed 1/22/2020

Client Ms Lupacchino Department Music Company Derby High School Address 75 Chatfield Rd Derby CT Zip Code 06418 Tel No 203 736 5037	Charter ID 1957 Movement ID 2994 Client ID DerbyHS Booking Type 1 Day Out Status Firm Hold Invoice No Deposit Req'd \$0.00
Passengers 55 Distance 202.6 Empty Distance 45.9	Description Midtown NY NY Client Ref 1 req. Beth Client Ref 2 Letter Invoice Yes Yes
Start From Default (Base) First Pick-up Derby High School - Derby Ct Start Date Wed 1/22/2020 Time 05:15 Spot Date Wed 1/22/2020 Time 06:15 Pick-up Date Wed 1/22/2020 Time 06:30 Single Journey No Vehicle To Stay Yes	Destination Midtown- NY Arrival Date Wed 1/22/2020 Time 10:00 Leave Date Wed 1/22/2020 Time 17:00 Back Date Wed 1/22/2020 Time 19:00 Finish Date Wed 1/22/2020 Time 20:00 Finish At Default (Base)

First Pick-up Instructions	Destination Instructions
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75 Chatfield Ave.
Derby, Ct 06418

Drop off 1 location and Pickup 1 location Midtown, NYC theatre district

Donoto Lupachinno 203 736 5037

Driver tip included \$100

Seats	Vehicle Type	License No *	Vehicle No	Price	Tax %	Tax	Total	GL Code
55	Coach		1	\$1,250.00	0	\$0.00	\$1,250.00	One Day
Movement Totals				<u>\$1,250.00</u>		<u>\$0.00</u>	<u>\$1,250.00</u>	

Driver Type	Driver Name *	Work Ticket Note *	Vehicle No
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Driver

1

installed on some of our over the road motorcoaches. Requests for VCR equipped coaches will be honored to the best of our ability, but is not guaranteed. Only non-copyrighted video cassettes are permitted to be shown. The following is important information from a Summary Statement prepared by the Film Security Office of the Motion Picture Association of America Inc. provided for your information:

By law the prerecorded video cassettes available in stores throughout the United States are for **HOME USE ONLY**. The U.S. Copyright Act grants to the copyright owner, the **EXCLUSIVE** rights among others, to perform the copyrighted work publicly, (U.S. Code Title 17, Sections 101 and 106). Even performances in semipublic places such as clubs, lodges, factories, summer camps, and schools are public performances subject to copyright control. Companies, organizations and individuals who wish to publicly exhibit copyrighted motion pictures and audio visual works **MUST** secure a license to do so. **THE COMPANY, DISCLAIMS ANY AND ALL LIABILITY FOR THE SHOWING OF COPYRIGHTED VIDEO CASSETTES**. This requirement applies **EQUALLY** to profit making organizations and non-profit institutions such as hospitals, prisons, schools, and the like. Purchases of prerecorded cassettes and video discs do not change their obligations. In additions, public performance of videotape recordings made from televised motion pictures is a multiple copyright infringement.

11. **BAGGAGE:** The Company assumes no responsibility whatsoever for any personal property. Baggage and all other personal property will be handled only at passengers' own risk. Passengers/baggage shall be carried subject to the available accommodations (as determined solely by the Company) provided by interior and/or exterior racks. A 15% luggage handling charge may be applied to airport transfers.
12. **OBJECTIONABLE PERSONS:** The Company reserves the right to refuse to transport persons under the influence of intoxicating liquor or drugs, or who are, or are likely to become, objectionable to other persons.
13. **CONDUCT OF PASSENGERS:** Passengers shall not interfere with the operator in the discharge of his duty or tamper with any apparatus or appliance on the bus.
14. **FIRE ARMS, EXPLOSIVES AND FIREWORKS:** Possession of firearms, explosives and/or fireworks (whether in baggage or on the person) is strictly forbidden on the coach.
15. **SKI-BOOTS HOLDERS:** Because of their irregular shape and hard shape corners, which represent an extraordinary safety hazard, Ski-boot holders may not be carried in baggage compartments beneath the bus. Passengers shall refrain from wearing ski boots inside the vehicle.
16. **UNUSUAL CLEANING:** When the nature of the charter trip is such that a greater than normal amount of time and material will be necessary to clean the bus properly upon its return to garage, the Company, at its option, may require additional cost to cover such additional time and materials.
17. **LIMITATION OF LIABILITY:** NEITHER PARTY SHALL BE LIABLE IN ANY EVENT OR FOR ANY REASON, INCLUDING BREACH OF THIS AGREEMENT, EITHER DIRECTLY OR INDIRECTLY, TO THE OTHER PARTY OR ANY THIRD PARTY FOR ANY SPECIAL, INDIRECT, INCIDENTAL, PUNITIVE, EXEMPLARY OR CONSEQUENTIAL DAMAGES OR LOSS OF PROFITS ARISING OUT OF THIS AGREEMENT, EVEN IF SUCH DAMAGES WERE FORESEEABLE OR EITHER PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.
18. **FORCE OF NATURE:** Neither party shall be liable for failure or delay in performing obligations set forth in this agreement, and neither party shall be deemed in breach of its obligations, if such failure or delay due to natural disasters, strike, lock-out, or other industrial or transportation disturbances, law, regulation or ordinance, or any causes reasonably beyond the control of such party.
19. **ENTIRE AGREEMENT:** This Agreement constitutes the entire agreement between the parties and supersedes any and all other agreements, either oral or written with respect to the subject matter hereof.
20. **NO ASSIGNMENT:** The Chartering Party may not assign this Agreement or any of their respective rights, interests, duties or obligations hereunder without the prior written consent of the other party. The Company may sign this Agreement and any of its rights, interests, duties or obligations hereunder without the prior written consent of the chartering party.
21. **PROHIBITED ITEMS:** The following items are prohibited.
 - (a) Decorations;
 - (b) Alcoholic Beverages;
 - (c) Smoking;
 - (d) Glass containers;
 - (e) Golf shoes or other shoes with spikes;
 - (f) Fuel containers;
 - (g) Generators.
22. **GRATUITIES:** A driver gratuity is not mandatory, however it is customary. A standard rate between 10%-15% of the total cost of the charter can be added to the charter amount at the time of the reservation. It may also be given directly to the driver at the time of the charter if you so choose. (Each individual group solely determines the amount of the gratuity.)
23. **"ADA NOTICE"** Any group which requires an ADA accessible bus is requested to inform us at the time of the reservation.
24. **SIGNATURE** _____



Customer Invoice Order#: 771650

TO:
 Donata Lupacchino
 Derby HS
 75 Chatfield St
 Derby, CT 06418, US

Client#: 166478
 Day: 2032134334
 Eve:
 Fax:
 Email: dlupacchino@derbyps.org

Beetlejuice **Wednesday, January 22, 2020** **MAT 02:00 PM**
 Winter Garden Theatre - 1634 Broadway - New York, NY 10019

Qty	Section	Regular Price	Group Price	B.O. Fee	SVC Chg	Proc Fee	Dlvry	Total	Paid
50	STUDENT MEZZANINE	43.00	43.00	2.00		.00		2250.00	.00
Handling chrg								14.50	
50	Tickets							2264.50	

PLEASE REMIT BALANCE OF \$ 2264.50 BY 11/21/19 OR SEATS MAY BE RELEASED.
 For questions regarding this order, please call clayton at 212-307-2194.

Please return a copy of this INVOICE with your check or money order payable to:
Group Sales Box Office
Broadway.com/Groups
729 7th Avenue - 6th floor
New York, NY 10019

Please do not send multiple checks or cash.
PLEASE WRITE THE ORDER NUMBER ON YOUR CHECK

If paying by credit card, please fill out the information below and fax to 212-817-9108:

X _____ Date: ___ / ___ / ___

Authorized signature

I authorize Group Sales Box Office - Broadway.com/Groups and/or the theatre to charge the above amounts.

CC#: _____ EXP. ___ / ___

CVV: _____

Name on card: _____

Billing Zip Code: _____ - _____

Please let us know how you want to receive your tickets:

Ship Tickets via FedEx. A signature will not be required at time of delivery.

Hold tickets at box office to be picked up day of show.*

*All orders for Off-Broadway shows and all orders with a non-US billing address must select the HOLD TICKETS option.

*Our International Clients should consult with our office if there are any questions or concerns.



Customer Invoice Order#: 771771

TO:
 Donata Lupacchino
 Derby HS
 75 Chatfield St
 Derby, CT 06418, US

Client#: 166478
 Day: 2032134334
 Eve:
 Fax:
 Email: dlupacchino@derbyps.org

Hard Rock Cafe (restaurant) Wednesday, January 22, 2020 MAT 11:00 AM
 Hard Rock Cafe - 1501 Broadway - New York, NY 10036

Qty	Section	Regular Price	Group Price	B.O. Fee	SVC Chg	Proc Fee	Dlvry	Total	Paid
48	YOUTH GOLD		23.10			.00		1108.80	.00
2	COMP (1/20 PAID)		0.00			.00		0.00	.00
Handling chrg								14.50	
50	Tickets							1123.30	

PLEASE REMIT BALANCE OF \$ 1123.30 BY 12/18/19 OR SEATS MAY BE RELEASED.
 For questions regarding this order, please call clayton at 212-307-2194.

Please return a copy of this INVOICE with your check or money order payable to:

**Group Sales Box Office
 Broadway.com/Groups
 729 7th Avenue - 6th floor
 New York, NY 10019**

Please do not send multiple checks or cash.

PLEASE WRITE THE ORDER NUMBER ON YOUR CHECK

If paying by credit card, please fill out the information below and fax to 212-817-9108:

X _____ Date: ___/___/___

Authorized signature

I authorize Group Sales Box Office - Broadway.com/Groups and/or the theatre to charge the above amounts.

CC#: _____ EXP. ___/___

CVV: _____

Name on card: _____

Please let us know how you want to receive your tickets:

___ **Ship Tickets** via FedEx. A signature will not be required at time of delivery.

___ **Hold tickets** at box office to be picked up day of show.*

*All orders for Off-Broadway shows and all orders with a non-US billing address must select the **HOLD TICKETS** option.

*Our International Clients should consult with our office if there are any questions or concerns.