

# DERBY PUBLIC SCHOOLS

## School Trip Proposal / Request Form

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

School: Derby High School Principal: Mr. Pascale

Date(s) of Trip: March 7, 2011 Trip Organizer(s): Andy Guyon

Destination of Trip: 9/11 Memorial (NYC) + Museum

Grade level of student participants: 12<sup>th</sup> No. of Students: 45

Educational Objectives including related classroom activities prior to / following the trip: The students will visit the National 9/11 Memorial + Museum which serves as the country's principal institution for examining the implications of the events of 9/11. They will see the impact of those events + explore the continuing significance of Sept 11, 2001

Funding Source(s): Students

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

Total fees required from each student: Transportation Cost: \$35 Event Fee: \$15 Meals \$28.25

Lodging: \_\_\_\_\_

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

Cost of Nurse (if applicable): N/A Funding source: Students

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

Name of transportation service vendor: Peter Pan

No. of buses required: 1 Cost per bus: \$1300.00

Date / Time of trip: Departing Derby: 7:00 am Returning to Derby: 3:00 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

Signature, Superintendent or Designee

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

**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: March 7, 2017 Trip Organizer(s): Andy Guyon  
Destination of Trip: 9/11 Memorial + Museum  
Educational Objectives: Students will see documentation of the impact of the 9/11 events. They will explore the continuing significance of Sept 11, 2001

**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: \_\_\_\_\_

Dear parent or guardian:

This letter is to inform you of our planned trip to the 9/11 museum on March 7th, 2017. We are departing from Derby High School at 7am and we will be leaving New York City at 3pm. The purpose of the trip is to enhance our Military History and Civics curriculum. The students will be responsible for a reflection project upon our return. We will have 5 school chaperones including: myself, Mr Pascale our principal, Mrs. Bell, Mrs. Kingsbury, and Mrs. Rice. Our emergency plan will consist of five groups of ten students and providing cell phone numbers of the chaperones in case of any situation that might come up. The cost of the trip can run anywhere between \$30-\$50 per student. If you have any questions please feel free to email me [aguyon@derbyps.org](mailto:aguyon@derbyps.org) or call me at the high school- 203-736-5032.

Thank you,

Andy Guyon  
Social Studies Teacher  
Derby High School

**9/11 Field Trip Chaperone List:**

**Martin Pascale    203-258-4028**

**Rebecca Bell        203-231-6937**

**Cristina Kingsbury 203-910-2199**

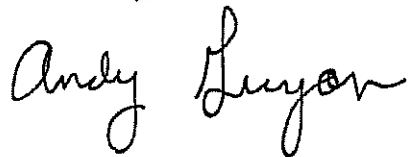
**Cara Rice            203-736-5032**

**Andy Guyon         860-398-0487**

Dear Pastor Mayhew,

I wanted to write to you to ask for your help. We are planning a trip to the 9/11 museum in New York City with the seniors in March. Dr. Conway is aware of the trip and has verbally given his approval. We are hoping we can count on you to help us offset the cost for the students by paying for our bus. Thank you for your consideration and have a happy holiday season and a very happy new year.

Sincerely,

A handwritten signature in cursive script that reads "Andy Guyon". The signature is written in black ink and is positioned below the word "Sincerely,".

Andy Guyon

Social Studies Teacher and Senior Class Advisor

Derby High School

# Quotation Details

# Peter Pan Bus Lines Inc

Client ID Client Company Client Ref 1 Client Ref 2	Ms Falcioni	Quotation ID Movement ID	78113 79566
Passengers Distance		229.3	
First Pick-up Pick-up Date Single Journey Vehicle To Stay	8 Nutmeg Ave., Derby, CT Tue 3/7/2017 Time 07:00 No Yes	Destination Arrival Date Leave Date Back Date	9/11 Memorial Tue 3/7/2017 Time 08:50 Tue 3/7/2017 Time 15:00 Tue 3/7/2017 Time 16:50

First Pick-up Instructions	Destination Instructions
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Derby High School

Albany & Greenwich St \*\* \$ 50 Parking Fee Mon-Sat

3/8/16 - \$1250.00 + 50.00 Parking  
>>At time of booking, please provide your 9/11 Reservation #.

**Bus Drop Off and Pick Up**  
Access to the bus drop-off/pick-up zone at the 9/11 Memorial is available by advance reservation only. The New York City Department of Transportation has designated a 9/11 Memorial bus group drop-off/pick-up zone along the east curb of Trinity Place between Rector and Thames streets (see map below). Thames Street is located approximately one block from the Memorial. Bus drop-off can be scheduled for weekday reservations between 10 a.m. and 2 p.m. to allow for pick-up by 4 p.m. Drop-off/pick-up is not available during weekday rush hours of 7 a.m. - 10 a.m. and 4 p.m. - 7 p.m. A Visitor Services host will be stationed at Trinity Place and Thames Street, where passes to all group members will be distributed. Please be aware that a maximum of two buses can arrive per time slot. To ensure access for all groups who need to use this zone, please pick up and drop off expeditiously, and do not wait or park.

Quantity	Seats	Vehicle Description	Unit Price	Price	Tax %	Tax	Total
1	54	Motorcoach	\$1,250.00	\$1,250.00	0	\$0.00	\$1,250.00

Quantity	Description	Unit Price	Price	Tax %	Tax	Total
1	Parking Charges	\$50.00	\$50.00	0	\$0.00	\$50.00

Movement Totals	\$1,300.00	\$0.00	\$1,300.00
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Route	Further Requirements
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\*\*\*This is a preliminary quote based on availability and information provided. Pricing may change with Final Itinerary if different.