

Derby Middle School Out of State Field Trip and Overnight Trip Request Form

School: Derby Middle School

Principal: Mr. William Vitelli

Trip Organizer Kelly Anroman Date(s) of the Trip May 10-12, 2017

Destination of the Trip Washington D.C.

Grade Level 6 7 8 Number of Students 50

Educational Objectives, include pre and post activities Pre Parent & Student Meeting

Cross curricular - Matches 8th grade History curriculum and 8th grade Science curriculum

Post - student meeting

Funding Source(s) Parents, Partial Fundraising

Total cost to each student if they are paying all or part of the trip \$599 all inclusive

Cost Breakdown Transportation _____ Event Fee _____ Meals _____ Lodging _____

Cost of Nurse (if applicable) _____ Funding Source Parents + fundraising

Name of Transportation Service Provider Coach Travel Number of Buses 1

Cost per Bus _____

Date and Time: Derby Departure May 10 5:00am Return to Derby May 12, 2017 10:00pm

Number of Chaperones 5 Ratio of Chaperones to Students 1:10

Completed form should be submitted to the Principal who, if the trip is approved, will forward all materials to the Superintendent of Schools to be presented to the Board of Education for final approval.

Include the information below when submitting this approval form, check off items included

Information outlining parental financial responsibility should there be and emergency cancellation

Parent / Guardian letter explaining the trip and travel itinerary

Parent / Guardian Permission and Acknowledgement of Risk of Student Travel Form

_____ Emergency Plan (include medical needs, parent / guardian contact information, access to communication devices, procedures for general potential emergency situations)

List of Chaperones Names and Contact Numbers, noting DPS employees

_____ 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 and the permission slips.

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

Kelly

Trip Organizer (s) Signature

Approved Denied Principals Signature [Signature] Date _____

Approved Denied Superintendent's Signature _____ Date _____

Comments _____

Out of State / Overnight Checklist

- Obtained approval at least three weeks prior to the trip
- Submitted list of participating students submitted to Principal and Health Office at least two 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 to students
- Received parent permission forms and emergency medical forms

Teacher Directions: After your School Trip Proposal Form has been approved, you are required to complete the Parent Guardian Permission and Acknowledgement of Risk for Student Travel 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 the 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 Form has been approved, you are required to complete the Parent Guardian Permission and Acknowledgement of Risk for Student Travel 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 the 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 activity, then sign and return it to your child's teacher.

Date(s) of Trip May 10-12 2017 Trip Organizer(s) Kelly Anroman

Trip Destination Washington D.C.

Educational Objectives Visit both History & Science sites that match
8th grade curriculum.

Supervision

- Students will be directly supervised 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 / Ocean Other None
City Walking

Student Agreement

Student Name _____ Grade _____

While participating on this trip, I will accept responsibility for maintaining conduct in accordance with the Derby Middle School's 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 off school property; therefore, neither the Board of Education nor its employees and volunteers will have any responsibility for the condition or use any non-school property.

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

Parent / Guardian Signature _____ Date _____

Parent Contact Number _____