

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: Tuesday May 26, 2015 Trip Organizer(s): Veronica DiLullo & Richard Abelli

Destination of Trip: Ground Zero and Wall Street New York City

Grade level of student participants: 10-12 No. of Students: 49

Educational Objectives including related classroom activities prior to / following the trip:

- Exposure on how and why the new Freedom Towers were made.

- Material and assembly process, how it relates to technical education, construction and architectural design.

- Explain how and why the stock market works

- Exposure on how and why Wall Street is financial center of the NYSE

Funding Source(s): Perkins Grant and Student

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

Total fees required from each student: Transportation Cost: \$0 Event Fee: ^{39.00}~~29.00~~ Meals \$21.00

Lodging: _____ Total from Student: ~~50.00~~ 60.00

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

Cost of Nurse (if applicable): _____ Funding source: _____

Name of travel agent (if applicable): Wall Street Walks

Name of transportation service vendor: Academy Express LLC

No. of buses required: 1 Cost per bus: \$1600

Date / Time of trip: Departing Derby: 6:15 AM Returning to Derby: 7:30PM

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 (in parent letter)
- 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

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

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.

Breakdown of Fees:

Bus	\$1600
Wall St/Ground Zero Tour	\$1745
Lunch	<u>\$1155</u>
Total	\$4500

Student Fee \$60/per student	\$2750 2940
Perkins - transportation	\$1100 1085
JA-Big Red Productions	400 475
	<u>\$4500</u>

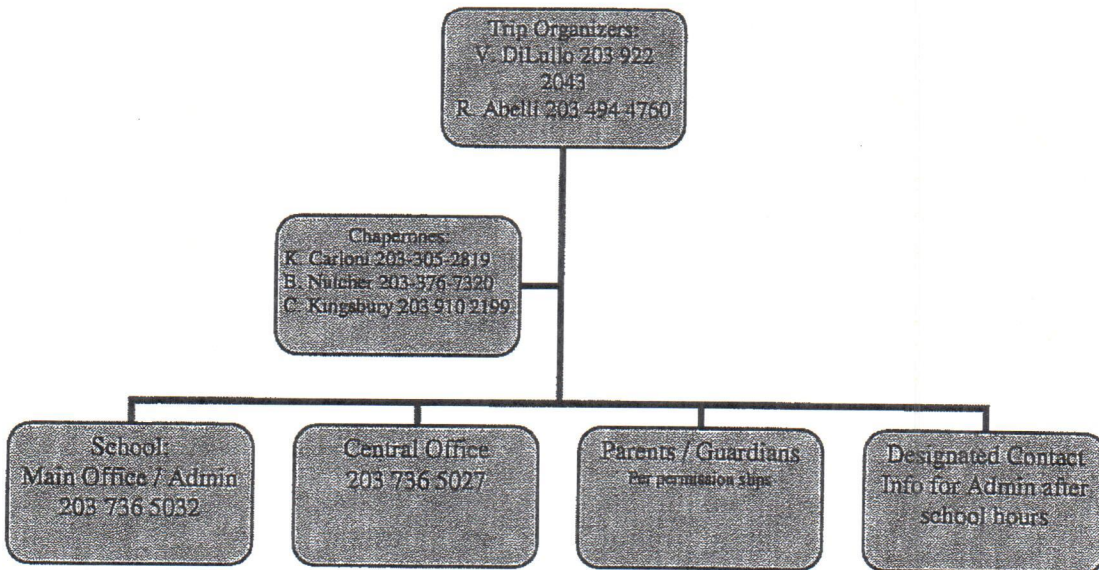
Emergency Plan:

Nurse Carloni, DHS Nurse, is chaperoning the trip. She is familiar with the student body and their medical needs. Permission slip requires best contact info from parent / guardian on day of trip. All chaperones will have their cell phones with them at all times on the day of the trip.

Chaperones:

- Veronica DiLullo 203 922 2043
- Rick Abelli 203 494 4760
- Kelly Carloni (nurse) 203-305-2819
- Brian Nutcher 203-376-7320
- Cristina Kingsbury 203 910 2199

Telephone Tree:



**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: Tuesday May 26, 2015 Trip Organizer(s): Mr. Abelli & Ms. DiLullo

Destination of Trip: 9/11 Memorial / Wall Street / Little Italy - New York, NY

Educational Objectives:

- Exposure on how and why the new Freedom Towers were made. - Material and assembly process, how it relates to technical education, construction and architectural design.

- Explain how and why the stock market works - Exposure on how and why Wall Street is financial center of the NYSE

Supervision:

Students will be directly supervised by adults at all times.

Students will be directly supervised by adults with the following exceptions: approx. 3-5PM sight-seeing independently

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: _____ (in case of emergency on day of trip)

ACADEMY

P.O. Box 1410 · 111 Paterson Avenue · Hoboken, New Jersey 07030

Boston Division
 Tel: 781-849-0200
 Fax: 781-843-1956
 Corporate Tel: NJ 201-420-7000

Quote

Thank you for selecting Academy Bus Tours for your transportation needs. Below we have listed the details of your charter. Please read the information carefully and contact us with any corrections.

DERBY HIGH SCHOOL RICHARD ABELLI 8 NUTMEG AVENUE DERBY, CT 06418 USA		Acct #: 098074 H: 203-494-4760 W: 203-736-5032 F:	Quote # Quote Date Sales Rep Reference Payment	Q240209 <hr/> 3/2/2015 <hr/> VAS NOTAS <hr/> Pre-Paid										
Departure Information Tuesday May 26, 2015 Depart: 07:00 AM DERBY HIGH SCHOOL 8 NUTMEG AVENUE DERBY CT 06418		Destination Information Tuesday May 26, 2015 Return: 17:00 PM LITTLE ITALY FOR LUNCH NEW YORK NY												
Itinerary and Driver Instructions 2 ADDITIONAL STOPS PRIOR TO LITTLE ITALY 1ST - BUSINESS DISTRICT, NYC 2ND - 911 MEMORIAL *** CHARTERING PARTY IS RESPONSIBLE FOR ALL PARKING & PERMIT FEES ***														
<table border="1"> <thead> <tr> <th># of Buses</th> <th>Bus Type</th> <th># of Hours</th> <th>Cost/Bus</th> <th>Total Cost</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>54 LAV VID</td> <td></td> <td>1,600.00</td> <td>1,600.00</td> </tr> </tbody> </table>					# of Buses	Bus Type	# of Hours	Cost/Bus	Total Cost	1	54 LAV VID		1,600.00	1,600.00
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1	54 LAV VID		1,600.00	1,600.00										
OTHER CHARGES Description Amount			Equipment: 1,600.00 Other Charges: 0.00 Total Quote Cost: 1,600.00											
We will require a payment of \$200.00 by 3/16/2015 in order to guarantee your reservation. Upon receipt of this payment, you will be issued a contract. Please indicate your Quote number on the face of your check or money order. We also accept Visa, Mastercard and American Express. If you are paying by credit card, you must call a sales representative														

If you decide to reserve your charter with Academy, please follow the instructions contained in this letter. When Academy receives your initial deposit your trip will be reserved. If you later decide to cancel, you can only obtain a refund if you cancel your trip in accordance with Academy's trip cancellation policy. Should you have any questions concerning Academy's trip cancellation policy, contact your sales rep.

Drivers may be on duty a maximum of 15 consecutive hours on any given day and may drive only 10 of those 15 hours. Both driving and on duty hours include driver prep, trip to pickup location and return to garage after service. On multi-day trips, drivers must be off duty each night for a minimum of 9 consecutive hours.

Make checks payable to Academy Express, LLC

Payments made within a month of the date of departure must be in the form of a CERTIFIED CHECK, MONEY ORDER, OR CREDIT CARD.

Q240209
 RICHARD ABELLI
 DERBY HIGH SCHOOL
 Tuesday May 26, 2015

Deposit Amt: 200.00
 Deposit Date: 3/16/2015

VAS NOTAS

CREDIT CARD AUTHORIZATION FORM FOR:

Academy Express, LLC

35 Rocsam Park Road, Braintree, Massachusetts 02184

781-849-0200 Fax: 781-843-1956

_____ authorizes Academy Express, LLC
Name

to charge the following credit card number for services to be rendered for

Contract Number (s):

- Visa/MasterCard/Am Exp:
- Credit Card Number:
- Amount:
- Credit Card Security Number:
- Expiration Date:
- Name on Card:
- Address Number:
- Zip Code:
- Cardholder's Phone Number:

Authorized Signature: _____

Print Name: _____

Date: _____

~please fax or email completed form for processing~

Wall Street Walks

382 Central Park West
Suite 7V
New York NY 10025
USA

Telephone 1-212 666-0175
Email : annaline@wallstreetwalks.com
www.wallstreetwalks.com

TAX ID 46-2598974

Invoice 052615/01

ATTENTION : Veronica DiLullo

Bill to:
Derby Public Schools
35 Fifth St.
Derby, CT 06418

Date	Description	Amount
02/26/15	Wall Street Walking History Tour June 3 rd , 2015 50 Students – 5 teachers – 2 private tour guide	\$675.00
	Tickets to the 911 Museum for 50 Students @\$15.00 each	\$750.00
	5 Adults @ \$24.00 each	\$120.00
	2 Private tour guide for the museum	\$200.00
	Payment due by May 1st, 2015:	\$1,745.00

Important notes

Make cheques payable to Wall Street Walks. Mail payment to:
Annaline Dinkelmann, Wall Street Walks, 382 Central Park West, Suite 7V, New York, NY
10025

Visa, MasterCard and American Express accepted. PayPal also accepted.

Activity Policies:

* Non-refundable. Can be rescheduled once only.

* **ACTIVITY TAKES PLACE RAIN OR SHINE:** History happened in the rain as well.

Véronica DiLullo

From: Group Tours <grouptours@wallstreetwalks.com>
Sent: Thursday, February 26, 2015 11:52 AM
To: Veronica DiLullo
Subject: Re: Wall Street Tour Info

Hi Veronica,

I've made your reservation for the 911 Museum for 9:30 May 26th. Since you have a early tour, we'll do the walking tour after that and then your group is free to explore and have lunch.

I'll have the invoice ready for you today.

If you have any questions, just let me know.

Best regards,
Catherine

Wall Street Walks
Group Tour Booking Dept
www.wallstreetwalks.com
(212) 666-0175



On Thu, Feb 26, 2015 at 11:22 AM, Veronica DiLullo <VDiLullo@derbyps.org> wrote:
We will take Tuesday 5/26 at 930 AM.
What is the next step?

Sent from my iPhone

On Feb 26, 2015, at 11:11 AM, Group Tours <grouptours@wallstreetwalks.com> wrote:

Hi,

I was given these dates and times,

May 26: 9:00, 10:00, 12:00, 12:30, 1:00, 1:30, 2:00, 2:30, 3:00 & 3:30.

May 26: 9:00, 9:30, 12:00, 12:30, 2:00, 3:30, 4:00, 4:30, 5:00, 5:30 and 6:00.

May 29: 9:30, 12:00, 1:30, 2:00, 3:30, 4:00, 4:30, 5:00, 5:30, 6:00, 6:30 & 7:00.

June 1st: 9:00, 12:00, 1:30, 2:00, 2:30, 3:00, 3:30, 4:00, 4:30, 5:00, 5:30 and 6:00.

Veronica DiLullo

From: Group Tours <grouptours@wallstreetwalks.com>
Sent: Thursday, February 26, 2015 12:38 PM
To: Veronica DiLullo
Subject: Re: Wall Street Tour Info
Attachments: 2015 Invoice Derby School - May 26.pdf

Dear Veronica,

I've received confirmation on your museum visit and I've added your walking tour on the calendar for May 26th.

We will send you more detailed information regarding meeting the bus and tour guide names a couple of weeks before the tour.

The invoice is attached and if you have any questions, please feel free to contact me.

Regards,
Catherine Pierce

Wall Street Walks
Group Tour Booking Dept
www.wallstreetwalks.com
(212) 666-0175



On Thu, Feb 26, 2015 at 11:34 AM, Veronica DiLullo <VDiLullo@derbyps.org> wrote:
50 adults 5 students.
Yes some will be below 17

Sent from my iPhone

On Feb 26, 2015, at 11:30 AM, Group Tours <grouptours@wallstreetwalks.com> wrote:

Great, what is the total count of students and adults? Also, are the students under the age of 17?

Catherine

Wall Street Walks
Group Tour Booking Dept

La Mela Ristorante Italiano, Inc.

167 Mulberry Street, New York, NY 10013

Phone: 212-431-9493 Fax: 212-431-3687

Email: lamelaristorante@aol.com

STUDENT AND SENIOR CITIZEN GROUP* MENU

OPTION #1

NEOPOLITANO BREAD, OLIVE OIL AND BUTTER

PITCHERS OF PEPSI SODA

ITALIAN MIXED SALAD

FAMILY STYLE MIXED PASTA, RIGATONI WITH FRESH TOMATOES AND BASIL,
TRI-COLOR TORTELLINI WITH PEAS, MUSHROOMS AND CREAM, GNOCCHI WITH FRESH BAKED MOZZARELLA CHEESE

DESSERT - HOMEMADE TIRAMISU

\$21.00 PER PERSON INCLUDING TAX AND GRATUITY

OPTION #2

NEOPOLITANO BREAD, OLIVE OIL AND BUTTER

PITCHERS OF PEPSI SODA

ITALIAN MIXED SALAD

CHICKEN PARMIGIANA WITH RIGATONI PASTA

DESSERT - HOMEMADE TIRAMISU

\$23.00 PER PERSON INCLUDING TAX AND GRATUITY

OPTION #3

NEOPOLITANO BREAD, OLIVE OIL AND BUTTER

PITCHERS OF PEPSI SODA

ITALIAN MIXED SALAD

SPAGHETTI AND MEATBALLS

DESSERT - HOMEMADE TIRAMISU

\$24.00 PER PERSON INCLUDING TAX AND GRATUITY

OPTION #4

NEOPOLITANO BREAD, OLIVE OIL AND BUTTER

PITCHERS OF PEPSI SODA

ITALIAN MIXED SALAD

VEAL PARMIGIANA WITH RIGATONI PASTA

DESSERT - HOMEMADE TIRAMISU

\$25.00 PER PERSON INCLUDING TAX AND GRATUITY

MINIMUM GROUP SIZE IS 20 PERSONS

PLEASE CHOOSE ONLY ONE OF THE FOUR OPTIONS FOR YOUR GROUP

WE DO NOT BOOK STUDENT AND SENIOR GROUPS AFTER 4:30PM ON SATURDAY NIGHTS

Veronica DiLullo

From: Manager <lamelaristorante@aol.com>
Sent: Tuesday, March 10, 2015 5:10 PM
To: Veronica DiLullo
Subject: Re: family style lunch for class trip

That is correct Veronica. Your reservation is all set.

Regards,
JD

La Mela Ristorante
212-431-9493

-----Original Message-----

From: Veronica DiLullo <VDiLullo@derbyps.org>
To: La Mela <Lamelaristorante@aol.com>
Sent: Tue, Mar 10, 2015 4:59 pm
Subject: Re: family style lunch for class trip

Yes. The total would be \$1155, correct?

Sent from my iPhone

On Mar 10, 2015, at 4:47 PM, La Mela <Lamelaristorante@aol.com> wrote:

We can definitely do that Veronica. Will you be paying with a school check at meal end?

Regards,
JD

La Mela Ristorante
212-431-9493

On Mar 10, 2015, at 2:10 PM, Veronica DiLullo <VDiLullo@derbyps.org> wrote:

Hello –

If you have May 26th open, we would like to do Student option # 1 for 55 people. Our tour at Wall Street/Ground Zero is from 9:30- approx. 1:30 so we would be at your restaurant around 1:30-2pm.

Please let me know if this works.

Veronica DiLullo
Business Education Teacher
Derby High School
8 Nutmeg Avenue
Derby, CT 06418
203 736 5032 x2359
vdilullo@derbyps.org

From: Manager [<mailto:lamelaristorante@aol.com>]
Sent: Friday, March 06, 2015 2:49 PM
To: Veronica DiLullo
Subject: Re: family style lunch for class trip

Hello Veronica,

Thank you for your interest in La Mela for this group. I have attached the Family Style Menu for your review. I usually throw in free pitchers of soda and iced tea for school groups using the Family Style menus #1 or #2, and would do so for you. Prices on the Family Style Menu do not include tax and tip.

We also have a smaller portioned standard Student and Senior Group Menu that we do not deviate much at all from. Prices on the Student and Senior Group Menu do include tax and tip.

I have attached a copy of the Student and Senior Group Menu for 2015. Only Option #1 is actually served Family Style; the rest of the entrees are individually served.

Please note, there is a 20 person minimum for the Student and Senior Group Menu prices.

We generally offer 1 Student and Senior Group Menu option to each group. When a choice is given, we ask to be provided a pre-count of menu choices and we charge everyone for the higher priced of the 2 options.

We do bookings and confirmations by email. It is important to us to have an email record of bookings and confirmations.

We prefer payment by cash, credit card or official school check presented on the day of the meal.

If any of this works for you, let us know your date and time to see if we have room for you.

Regards,
JD

La Mela Ristorante
212-431-9493

-----Original Message-----

From: Veronica DiLullo <VDiLullo@derbyps.org>
To: LaMelaRistorante <LaMelaRistorante@aol.com>
Sent: Fri, Mar 6, 2015 2:15 pm
Subject: family style lunch for class trip

Hello â€”

I am organizing a class trip with my school to NYC. In the morning we are taking a Ground Zero and Wall Street Tour. We wanted to do a family style lunch. I have been to your restaurant and not only is the food delicious but itâ€™s a fun time that the students will enjoy. There will be 50 students and approx. 5 adults. We would want soda included in the price. What kind of deal could you give us?

Thank you.

Veronica DiLullo
Business Education Teacher

Veronica DiLullo

From: Manager <lamelaristorante@aol.com>
Sent: Friday, March 06, 2015 2:49 PM
To: Veronica DiLullo
Subject: Re: family style lunch for class trip
Attachments: Family Styles 2015 1 thru 4.pdf; STUDENT AND SENIOR 2015 group menu options.pdf

Hello Veronica,

Thank you for your interest in La Mela for this group. I have attached the Family Style Menu for your review. I usually throw in free pitchers of soda and iced tea for school groups using the Family Style menus #1 or #2, and would do so for you. Prices on the Family Style Menu do not include tax and tip.

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We prefer payment by cash, credit card or official school check presented on the day of the meal.

If any of this works for you, let us know your date and time to see if we have room for you.

Regards,
JD

La Mela Ristorante
212-431-9493

-----Original Message-----

From: Veronica DiLullo <VDiLullo@derbyps.org>
To: LaMelaRistorante <LaMelaRistorante@aol.com>
Sent: Fri, Mar 6, 2015 2:15 pm
Subject: family style lunch for class trip

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Thank you.

Veronica DiLullo
Business Education Teacher
Derby High School
8 Nutmeg Avenue
Derby, CT 06418



DERBY HIGH SCHOOL



Martin J. Pascale
Principal

8 Nutmeg Avenue
Derby, Connecticut 06418
(203) 736-5032 • (203) 736-5056 fax
www.derbyvps.org / @DerbyRedRaider

Deborah Almonte
Acting Assistant Principal
Rachel Antiaz
Acting Assistant Principal

March 23, 2015

Dear Parent/Guardian:

The Technical Education and Business Department have organized a field trip to the 9/11 Memorial and Wall Street in New York City. Students will obtain exposure on how and why the new Freedom Towers were made, the stock market works and Wall Street as the financial center of the United States. This trip will take place on Tuesday May 26, 2015.

The itinerary of the trip is as follows:

6:30 AM	Depart Derby High School
9:30 AM	Arrive at 9/11 Memorial
9:30 AM – 11:30 AM	Tour 9/11 Memorial & Freedom Towers
11:30 AM – 1:30 PM	Tour Wall Street
1:30 PM – 3:00 PM	Group Luncheon at La Mela Restaurant
3:00 PM – 4:45 PM	Independent Sight Seeing
5:00 PM	Depart New York City
7-7:30 PM	Arrive back at DHS

The reduced student rate for your child to attend this amazing event is **\$60.00**. This fee must be **pre-paid** and is **non-refundable**. All monies must be paid in **cash or money order** (receipts are available).

Along with your child, please complete the attached Derby High School permission slip and return it with payment to either Mr. Abelli or Ms. DiLullo by **Monday April 20, 2015**. The permission slip and payment must be received to reserve your child's spot on the trip.

If you have any questions, please contact Mr. Abelli at rabelli@derbyvps.org or Ms. DiLullo at vdilullo@derbyvps.org.

Sincerely,

Rick Abelli
Technology Education Teacher

Veronica DiLullo
Business Education Teacher

MISSION STATEMENT

Derby High School pursues Academic achievement, promotes creative and critical thinking, expects proper Behavior and fosters responsible Citizenship.

"The ABC's of DHS"