

# DERBY PUBLIC SCHOOLS

## School Trip Proposal / Request Form

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

11/10/15

School: Derby High School Principal: Martin Pascale  
Date(s) of Trip: October 29, 2015 Trip Organizer(s): Danielle Durso

Destination of Trip: Salem, MA  
Grade level of student participants: 11-12 No. of Students: 49

Educational Objectives including related classroom activities prior to / following the trip: Students are studying the Colonial period in both English and History courses. In accordance with their study of The Crucible, students will analyze the phenomenon of mass hysteria.

Funding Source(s): \_\_\_\_\_  
Complete if students are paying for all or part of the trip.  
Total fees required from each student: Transportation Cost: \$35 Event Fee: \$27 Meals \_\_\_\_\_  
Lodging: \_\_\_\_\_  
Source(s) of funds for students who qualify for fee waiver: \_\_\_\_\_

Cost of Nurse (if applicable): \_\_\_\_\_ Funding source: \_\_\_\_\_  
Name of travel agent (if applicable): N/A  
Name of transportation service vendor: Peter Pan Charter  
No. of buses required: 1 Cost per bus: \$1695  
Date / Time of trip: Departing Derby: 7:00 am Returning to Derby: 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 (will be supplied)
- Telephone Tree in the event of an emergency (will be supplied)

Derby High School

Salem, MA Field Trip Permission and Information Form

Overview of the trip:

On Thursday, October 29, Derby High School's 11 and 12 English and Social Studies classes will have the opportunity to visit historic Salem, MA for a full day of on-site learning that supports both the 11th and 12th American Literature and History curricula. Each student will be fully immersed in the literary history of the town of Salem and of the Colonial period by attending three enriching activities: a historic walking tour of Salem, tour of the famous Salem historical home The House of the Seven Gables, which was the inspiration for Nathaniel Hawthorne's classic American novel of the same name, and a live theater production of the Salem witch trials. The educational objective for the trip is for students to analyze the history and geography of this foundational New England town and in considering the values and perspective of its people, how "mass hysteria" was developed and perpetuated during this time in Salem.

Specific Information and Itinerary:

Students must report to the high school at 6:45 a.m. and will depart from the high school for Salem at 7:00 a.m. via Peter Pan charter bus. We will return to Derby High School at approximately 6:30 p.m. Please make the necessary arrangements to ensure proper drop-off and pick-up. \*\* No refunds for bus fare will be given to students who miss departure. In the event of an emergency cancellation between the day of payment and the day of the trip, an approved alternate must be arranged to attend the trip in the given spot. In the event of an actual emergency on the day of the trip, cost of activities can be refunded, but bus fare WILL NOT be refunded. \*\* The cost of the field-trip is \$62 per person (excluding any additional money additional lunch/snacks/souvenirs). Cost includes transportation, 3 educational activities in Salem, and lunch/snacks provided by DHS. Thank you in advance for arranging your payment in either CASH or MONEY ORDER only. A student's spot is secured as soon as both permission slips are signed by a guardian and returned along with payment to Ms. Durso (room 103). Students are secured in a spot on a FIRST COME, FIRST SERVED basis, so the earlier the permission slips/payment are received, the greater the chances to secure a spot on the trip. Deadline for all slips/payment is October 16, 2015.

Itinerary for the day:

- 7:00 a.m. Depart Derby High School
10:30 Arrive at Salem's main Essex St.
10:30-11:30 Explore Salem's downtown in chaperoned groups
11:30-12:15 Hawthorne's House of the Seven Gables tour
12:15-1:45 Lunch/shopping in chaperoned groups
1:45-2:45 Gallow's Hill Walking Tour of Salem and sites
2:45-3:15 Gallow's Hill Main Show of Historical Salem
3:30 Depart Salem for DHS
6:30 p.m. Arrive back at DHS

Please contact Ms. Durso at ddurso@derbyps.org with any questions or concerns prior to the trip. Please call me at 203-233-2006 with any questions or concerns during the trip. The following forms with payment must be returned by October 16 in order to secure a spot. PLEASE READ, SIGN, AND RETURN THE BOTTOM PORTION OF THIS FORM. KEEP THE TOP PORTION FOR YOUR RECORD. PLEASE READ, SIGN, AND RETURN THE ENTIRE "ACKNOWLEDGEMENT OF RISK FOR STUDENT TRAVEL FORM" (behind this form).

Emergency Care Information

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_
Home Address: \_\_\_\_\_
Parent/Guardian Name: \_\_\_\_\_ Parent/Guardian phone number: \_\_\_\_\_
Emergency Contact (If parent/guardian is unavailable): \_\_\_\_\_ Phone number: \_\_\_\_\_

I, the parent/guardian, authorize the staff and chaperones of this trip to assist/supervise my child for the duration of the trip and in the event of an emergency, and I agree not to hold liable, any member of the school staff or an individual of official capacity who is directed to assist my child. I understand that a chaperone, a teacher or other responsible adult designated by the principal will direct and supervise my child for the duration of the field trip. In the event of an emergency or serious illness, I request that you contact me. You have my permission to obtain any emergency care necessary to ensure my child's well-being while on the field trip.

Parent/Guardian Signature

Date

**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: October 29, 2015 Trip Organizer(s): Danielle DURSO

Destination of Trip: Salem, MA

Educational Objectives: to analyze the history and geography of this foundational New England town and in considering the values and perspectives of its people, how "mass hysteria" was developed and perpetuated during this time in Salem.

**Supervision:**

Students will be directly supervised by adults at all times.

Students will be directly supervised by adults with the following exceptions: lunch in groups

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: \_\_\_\_\_

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:

Danielle Duro  
Signature, Trip Organizer(s)

Trip approved  
[Signature] Signature, Principal / Assistant Principal  
10/5 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.

## Dina Gotowala

---

**From:** Danielle Durso  
**Sent:** Tuesday, October 20, 2015 1:13 PM  
**To:** Dina Gotowala  
**Subject:** DHS Salem Field Trip date change

**Importance:** High

Good afternoon Dina,

I hope this email finds you well. The Salem field trip, on the BOE agenda for this Thursday, has changed from 10/29 to 11/10 due to many student extracurricular scheduling conflicts on 10/29. I spoke to Mr. Pascale, and he approved this change. He told me to email you with this information so that it is reflected on the agenda for the BOE approval of the trip this week. Please let me know you need anything in addition from me.

Regards,

Danielle Durso