

DERBY PUBLIC SCHOOLS

School Trip Proposal / Request Form

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

School: ~~DPS~~ DERBY MIDDLE SCHOOL Principal: WILLIAM VITOLI
Date(s) of Trip: MAY 7, 2016 Trip Organizer(s): DEREK CURRIER
Destination of Trip: HOYOKO HS + SIX FLAGS AGRAWAM, MA
Grade level of student participants: 6-12 No. of Students: 75
Educational Objectives including related classroom activities prior to / following the trip: TO PERFORM AND SING IN ALIGNMENT WITH THE NAJME NATIONAL MUSIC STANDARDS IN A COMPETITIVE AND ADJUDICATION SETTING.
Funding Source(s): STUDENTS / YANKEE CANDLE FUNDRAISER / TAECWONDO DEMO
Complete if students are paying for all or part of the trip.
Total fees required from each student: Transportation Cost: X Event Fee: X Meals X
Lodging: (\$135 PER STUDENT)
Source(s) of funds for students who qualify for fee waiver: _____
Cost of Nurse (if applicable): X Funding source: _____
Name of travel agent (if applicable): JAMIE DAVIDSON
Name of transportation service vendor: EPN TRAVEL
No. of buses required: 2 Cost per bus: 1925 ea (3850 total)
Date / Time of trip: Departing Derby: 6:30am May 7, 2016 Returning to Derby: 8:40 pm May 7, 2016
Number of chaperones on trip: 8

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.

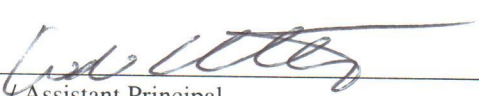
Include the information below when submitting this approval form. (Place a check mark by each item indicating its inclusion in the approval packet.)

- _____ 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) 10/13/15

Trip approved 
Signature, Principal / Assistant Principal 10/13/15
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.

**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: 5/7/2016

Trip Organizer(s): JENNEE CARRIEN

Destination of Trip: BLYOKE HS / SIX FLAGS

Educational Objectives: TO PERFORM AND SING IN ALIGNMENT WITH THE NAFAE SITHUMRS IN A COMPETITIVE AND ADJ-DICATION SETTING

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: _____



MUSIC IN THE PARKS BAND AND CHORUS MUSIC FESTIVAL 2016 – MAY 7, 2016

Dear Parent / Guardian,

The Derby Public Schools band and chorus will be attending and performing in The Music In The Parks 2016 Music Festival at Six Flags Amusement Park in Agawam, MA. Total cost per student is \$130.00 which includes: 1.) Six Flags Amusement Park Ticket and Lunch Ticket , 2.) Chartered Bus to and from Derby Middle School and 3.) Music Festival T-Shirt

PAYMENT SCHEDULE*

1st Payment of \$50.00 DUE JANUARY 15th, 2016 with all signed forms

2nd Payment of \$50.00 DUE FEBRUARY 11th , 2016

3rd Payment of \$30.00 DUE BY MARCH 17th, 2016

**All payments must be made in either cash or money order form*

** All payments are non-refundable. Teachers reserve the right to remove a student from the trip due to disciplinary action and will not receive a refund.*

The bus will depart from Derby Middle School at 6:30 am and traveling to the performance venue at Holyoke High School- 500 Beech Street Holyoke, MA . After the performance students will travel to Six Flags Amusement Park in Agawam, MA for a day of fun and will be departing from Six Flags at 7:30pm to head back to Derby Middle School.

The following must be filled out completely:

Circle one: BAND or CHORUS

T-Shirt Size (Adult Sizes): XL L M S

STUDENT NAME: _____ PARENT /GUARDIAN NAME: _____

Address: _____

Home Phone: _____ Cell Phone: _____ Parent Cell Phone: _____

I would like to be a chaperone* (check one) YES ___ NO ___ T-Shirt Size: XL L M S

**Please note that chaperone spots will be filled on a first come, first serve basis*

For any more information or questions please contact: Derek Currier – dcurrier@derbyps.org 203-736-1426 or

Amy Hannequin – ahannequin@derbyps.org 203-736-5032

MUSIC IN THE PARKS FIELD TRIP PROPOSAL 2016

List of chaperones:

1. Derek Currier
2. Amy Hannequin
3. Mrs. Kitty Newburg (Parent)
4. TBD
5. TBD
6. TBD
7. TBD
8. TBD

We will be asking more parents to chaperone with the forms that are going home.

We will be inviting both the HS and MS nurses as we did last year.

We have budgeted for 75 students with 8 chaperones. There is room for more students to participate and costs will still be covered. There will be 50 students from the middle school and 25 students from the high school.

A deposit of \$200.00 per bus is due ASAP. This comes to a total of \$400.00 to ensure we have the buses from the bus company because they run out quickly.

Time line of payment to bus company:

\$400.00 deposit ASAP – February 7th 2016 – March 8th, 2016 – March 23rd, 2016

Time line of payment to Music in The Parks:

\$500.00 Deposit due by February 7th, 2016

Remaining balance due by April 7th, 2016

Derek E. Currier
Band, Chorus, & General Music
Derby Middle School
10 Nutmeg Avenue
Derby, CT 06418
Phone: 203-736-1426
Fax: 203-736-3234