

# DERBY HIGH SCHOOL

## 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: 3/20/15-3/21/15 Trip Organizer(s): Rebecca Syombathy  
Destination of Trip: Hampton Inn, Haverhill, MA and Lawrence High School, Lawrence, MA  
Grade level of student participants: 9-12 No. of Students: 20  
Educational Objectives including related classroom activities prior to / following the trip: Student athletes will represent DHS as the CIAC class S state champion team in the New England Regional Cheerleading Championship  
Funding Source(s): fundraising, "CheerMoms" account, Athletic Department Derby HS account  
Complete if students are paying for all or part of the trip.  
Total fees required from each student: Transportation Cost: 0 Event Fee: 0 Meals Approx: \$25 (free breakfast)  
Lodging: 0  
Source(s) of funds for students who qualify for fee waiver: \_\_\_\_\_  
Cost of Nurse (if applicable): N/A Funding source: \_\_\_\_\_  
Name of travel agent (if applicable): Joe Orzelle  
Name of transportation service vendor: LandJet  
No. of buses required: 1 Cost per bus: \$2450 + \$100 for driver's room  
Date / Time of trip: Departing Derby: 3/20 1:30pm Returning to Derby: 3/21 9:30pm  
Number of chaperones on trip: 2 plus parents

**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

3/13/15  
\_\_\_\_\_  
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: MARCH 20-21st, 2015 Trip Organizer(s): Rebecca Symbathy  
Destination of Trip: A) Hampton Inn, Taverhill, MA B) Lawrence High School Lawrence, MA  
Educational Objectives: TO represent DHS in the New England Regional cheerleading championship tournament

**Supervision:**

- Students will be directly supervised by adults at all times.  
 Students will be directly supervised by adults with the following exceptions: hotel rooms (supervisor at hotel)  
 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  
overnight hotel rooms

**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 Parents/Guardians,

Congratulations! Your daughter is a member of the 2015 CIAC Class S State Champion Cheerleading team! I could not be more proud of these girls and their performance! They not only won the Class S title, but they scored the third highest score in the entire state. Lauren and I are thrilled to take the team to the New England Regional Tournament on March 21, 2015. Since we are staying overnight and out of state, I have attached some important information for you.

For safety, I have all of the emergency medical information and contacts for each girl on the squad. Our school's Nurse Carloni will be in attendance at the competition as well as an onsite trainer at the event.

Our team will be staying at the Hampton Inn in Haverhill, MA at 106 Bank Road. A block of 20 rooms has been booked under Derby High School. Seven rooms will be used for the team and coaches and thirteen rooms are available for a group rate.

Since we are staying overnight, it is important that the student athletes follow all school rules and policies as well as represent our high school in the proper way. We will have a curfew and team dining. Last year, the hotel manager wrote our school an email thanking us for our impressive behavior and we would like to keep up that reputation this year. As a school-sanctioned event, the student athletes are representing our school and will be expected to stay in a room with other members of the squad as well as eat dinner as a team.

The Class S (Division IV in New England) will compete with the Class M (Division III) and COED teams at 2:30 pm at Lawrence High School, in Lawrence, MA. Tickets cost \$10.00. More information about the event is in your packet. Go Big Red!

Thank you,  
Coach Syombathy

The following itinerary will give you an approximation of what will happen throughout the weekend.

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**Friday, March 20, 2015:**

Bus departs from Derby High School	1:30 pm
Arrive at Hampton Inn in Haverhill, MA	4:30 pm
Check in and room assignments	5:00 pm
Dinner	7:00 pm
Curfew	9:00 pm
Bed check	10:00 pm

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**Saturday, March 21, 2015:**

Wake up call	8:00 am
Breakfast	9:30 am
Depart for Regional Competition at Lawrence High School, Lawrence, MA	12:00 pm
Registration/Check In	12:30 pm
Competition begins	2:30 pm
Competition ends (approximate)	5:30 pm
Bus departs from Lawrence, MA	6:00 pm
Bus stop for dinner	TBD
Arrival at Derby High School	9:30 pm

**Cheerleaders:****What to bring:**

Uniform (top and skirt)

Cheer Sneakers

Competition Bow

White socks

Warm Ups

2 hair ties and bobby pins

White Raiders Cheerleading long sleeve t-shirts

State Champion t-shirts

Pajamas

Back pack

Money for t-shirts and food (fast food at truck stops and at event)

Bottled Water and/or Gatorade

Healthy snacks (protein or granola bars, nuts/dried fruit, crackers, etc.)

Toiletries (toothbrush, hair brush, make up, curling wand, deodorant, etc.)

\* Remember to have a safe place to keep all jewelry during your performance, leave any unnecessary jewelry home

\*\*Make sure all nail polish is off prior to leaving Derby

## **Emergency Plan**

Emergency medical conditions and emergency contact information for every girl on the team is on file and will be coming with us.

Contact information for Principal Pascale and Acting Athletic Directors, Joe Oraziatti and Rachael Artaiz, are on file and will be coming with us in case of any injuries or accidents.

### **First Aid Kit**

Phone tree to parents will be activated in case of emergency. Most parents will be in the Hampton Inn as well as at the event.

### **Chaperones:**

Rebecca Syombathy, 203-231-6937 \*First Aid and CPR Certified

Lauren Anderson, 203-305-2230 \*First Aid and CPR Certified

### **Administration/Nurse Contacts:**

Martin Pascale: 203-258-4028

Rachael Artaiz: 203-535-5579

Joe Oraziatti: 203-231-3759

Kelly Carloni: 203-305-2819

Numerous Parents will be in attendance at the hotel and event.

Principal Pascale will be in attendance at the hotel and event.

Nurse Carloni will be in attendance at the event.

Phone Tree Activation starts with Maria Abel 203-231-0015

Hampton Inn in Haverhill, MA: 978-374-7755

**Parent Phone Tree Activation in case of emergency:**

In case of emergency, please call the parent listed below you.

Coach Syombathy: 203-231-6937

Coach Anderson: 203-305-2230

<b>Cheerleader</b>	<b>Parent</b>	<b>Contact Number</b>
Bianca Abel	Maria	203-231-0015
Rianna Frosceno	MaryLyn	203-305-8026
Alex Drezek	Jamie	203-305-5381
Sophia Slowik	Trish	203-231-8031
Casey Kross	Rayna	203-605-0580
Faith Nagy	Janice	203-906-0087
Jessica Fico	Mike	203-734-3776
Vlora Cena	Trioleta	203-906-2706
Hailey Olavarria	Tracy	203-734-5249
Tatyana Abreu	Jose	203-410-9480
Trinity Manchester	Christiana	203-414-3876
Lillian Sampson	Rae	203-540-9644
Haley Grammatico	Melissa	203-305-0288
Victoria Ramirez	Teri	203-906-6628
Brittany Stefancin	Shonda	203-751-7443
Taylor Danielczuk	Jill	203-751-3669
Marla/Allie Narowski	Lisa	203-305-1916
Jessica Gildea	Jim	203-231-3439
Meghan Wright	Ken	203-278-7111

## **Rebecca Syombathy**

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**From:** Joseph Oraziotti  
**Sent:** Friday, March 28, 2014 2:44 PM  
**To:** Greg Gaillard; Rebecca Syombathy; Martin Pascale  
**Cc:** Matthew Conway  
**Subject:** FW: Automatic reply:

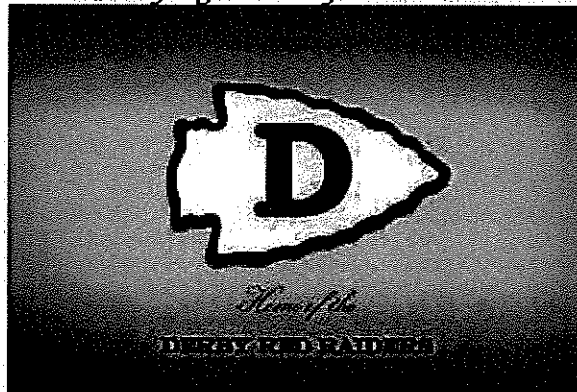
FYI- from the manager at the hotel about our cheerleaders

Please let the school principle know it was a pleasure to have his team here! They were a awesome well behaved team!

We have thousand of teams from all over come and stay here and by far your team is the best well manner and behaved girls!

Thanks,  
Denise

*Joe Oraziotti  
Athletic Director  
Derby High & Derby Middle School*



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**From:** denise dempsey [mailto:denise.dempsey@Hilton.com]  
**Sent:** Thursday, March 27, 2014 1:23 PM  
**To:** Joseph Oraziotti  
**Subject:** RE: Automatic reply:

Good afternoon Joe

I will be back in the office tomorrow

I will email you all the folio's tomorrow.

Please let the school principle know it was a pleasure to have his team here! They were a awesome well behaved team!

We have thousand of teams from all over come and stay here and by far your team is the best well manner and behaved girls!

Thanks,  
Denise