

Instruction
Field Trips and Community Service

REGULATION 6153(f)
FORM 1

OVERNIGHT & OUT-OF-STATE FIELD TRIP REQUEST FORM

All overnight and out-of-state field trips require the approval of the Board of Education 60 days in advance of the departure date. All foreign travel field trips must be submitted for Board approval 90 days in advance of the departure date. The following information must be forwarded electronically and in TRIPLICATE (hard copies) 30 days prior to the Board meeting which summarizes the trip. NOTE: A Narrative must be attached justifying this field trip to the school curriculum and/or mission statement. No financial commitments are to be made until Board approval. This form must be typewritten and ALL items filled in or marked N/A.

Name of School: Middletown High School Date of Request: 8/26/24
Name of Club or Activity: MPAC (MHS Performing Arts Classes)
Trip To: New York, NY Purpose: Students will experience a live Broadway musical
Number of Students Participating: 46
Number of students eligible to go on the field trip: open to any MPAC student
Dates of Trip: From: 1/19/25 To: same day # of school days missed: 0 (SUNDAY)

Names of Teachers and Chaperones:

1. Lauren Otto	5.
2. Jillian Kellogg	6.
3. Stephanie Zak	7.
4. Kelsi Harmon	8.

Number of Non-Chaperone Adults going on trip:

Transportation: Bus ☒ Van ☐ Train ☒ Plane ☐ Car ☐ Other ☐
Are fund-raising activities planned: Yes ☒ If so, describe: Lyman Pies, Charleston Wrap, Mattress, etc

Amount of money raised through fundraisers: TBD

Lodging: na Hotel/Motel ☐ Camp ☐ Private Home ☐

Insurance Arrangements for Staff and Students: na

Cost per Student: \$ 110 Cost per Teacher and/or Chaperone: \$ 110

Cost per Nurse: \$ na Cost per Paraprofessional: \$ na
(if necessary) (if necessary)

If Travel Agencies are engaged, at least three quotations need to be provided with documentation attached to this form:

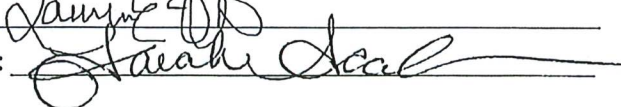
a. na

c.

b.

d. Other

Name of teacher making request: Lauren Otto 

Approved by Department Head at secondary level: 

Approved by Principal: 

Authorized by Chief Academic Officer: 

Superintendent Approval:  Date: 9/6/24

Itinerary

8:00am - Students and chaperones meet at the Santo Fragilio Performing Arts Center lobby

8:30am - board buses and leave for Stamford Metro North

Travel time approx. 1h 10m - 1h 30m

10:00am - arrive at Stamford Metro North

10:50am - depart Metro North train for Grand Central Terminal

Travel time approx. 55min

11:45am - arrive in Grand Central Terminal; head to Bryant Park for lunch

Travel time approx. 5 min walk from GCT Bryant Park

12:00-1:15 - lunch in Bryant Park

Travel time approx. 15 min Theatre

1:30pm - arrive at Theatre to be seated for 2pm showing of Back to the Future

2:00-4:30 - Back to the Future (2hrs 30min including intermission)

4:30pm - walk back to Grand Central Terminal

Travel time approx. 15 min walk from Theatre to GCT

4:45pm - dinner in GCT Dining Concourse (buy food in GCT or pick some up along the way)

6:34pm - depart Metro North for Stamford

Travel time approx. 56min

7:27pm - arrive at Stamford Metro North and board buses to leave for MHS

Travel time approx. 1h 10m - 1h 30m

9:00pm - arrive at MHS

Please note: all travel times are approximate based on Google Maps and Metro North. Students and chaperones will be in contact with parents and guardians throughout the return trip so that all students can be picked up as soon as we arrive at MHS. In the unlikely event that we miss either the trains, there are many other options of train times