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SUPERINTENDENT'S
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DERBY PUBLIC SCHOOLS

School Trip Proposal / Request Form

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

School: Derby High Principal: Mr. Pascale
Date(s) of Trip: March 22th to Sat 24th 2018 Trip Organizer(s): Mr. Salazar
Destination of Trip: Fairfax Va, Washington DC, Maryland, New Jersey and New York City.
Grade level of student participants: 9th-12th No. of Students: 20-45
Educational Objectives including related classroom activities prior to / following the trip: DHS students will research Universities to obtain a better understanding of a Real-life College Campus. Following the trip students will write a paper on which University they found the most interesting and why.
Funding Source(s): _____

Complete if students are paying for all or part of the trip.
Total fees required from each student: Transportation Cost: \$135 Event Fee: Free Meals Free Breakfast
Lodging: \$65

Source(s) of funds for students who qualify for fee waiver: N/A

Cost of Nurse (if applicable): N/A Funding source: N/A

Name of travel agent (if applicable): N/A

Name of transportation service vendor: US CoachWAYS

No. of buses required: 1 Cost per bus: \$4,600

Date / Time of trip: Departing Derby: 3 AM March 22, 2018 Returning to Derby: Sat-24th, 2018 by 4pm

Number of chaperones on trip: 3

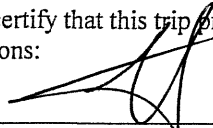
Completed forms should be submitted to the principal who, if the trip is approved, will forward this to the Superintendent of Schools and Board of Education for final approval.

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



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 Financial Responsibility

We are reserving a coach bus and hotel rooms as a group with a specific number of students that will be going on the trip. In the event of an emergency cancellation the parent will still be liable for all costs of the trip due to the fact that we are splitting the costs equally amongst the students who signed up for the trip. We will have a few meetings before the trip and this topic will be addressed.

Trip and Travel Itinerary

Thursday, March 22, 2017

3:00am:

Coach bus from US CoachWays will pick up students at Derby High School and drive to George Mason University, Fairfax, VA.

12:00pm

Bus will take the students to American University, Washington, DC.

5:00pm

We will be going to Alexandria, VA for dinner.

8:30 -9pm

Go to the hotel (Holiday Inn Express).

Friday, March 23, 2017

8:00am

Bus will pick up students to go to the University of Maryland for a tour at 10:30am.

12pm

Bus will pick up students and we will be going to Rutgers University, New Brunswick, New Jersey for a tour at 4pm.

6pm

After tour we will go to a Spanish restaurant (TBD) for dinner and then to the hotel. (Holiday Inn Express)

Saturday, March 24, 2017

8:00am

Bus will pick up student and bring them to New York University, New York, NY for a tour.

12pm

Students will go to a Spanish restaurant for lunch and then head back to Derby High School.

4:00pm (Depending on traffic)

Bus will drop students off at Derby High School.

Emergency Plan

In case of any emergency all the chaperones will have their own folder with all of the student's information such as parent/guardian contact phone numbers. Each chaperone will have an assigned group of students that they will be responsible for. At the parent meeting we will ask parents for another relative's cell phone number as well as any medical issues that can be addressed with the school nurse. Also in the meeting we will discuss with the students and chaperones emergency protocol and procedures for potential situations.

Chaperones:

Francisco Salazar (203)804-2552

Brian Natcher (203)376-7320

Jennifer Ostrosky (203)521-0326

Telephone Tree

In the case of an emergency, Mr. Pascale and Mrs. Caggiano will be notified immediately and the chaperones will contact parents/guardians of the students in their group.