

DERBY PUBLIC SCHOOLS

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: MARCH 15-16, 2019 Trip Organizer(s): Rebecca Bell
Destination of Trip: Worcester, MA (AC Hotel by Marriott and Worcester State University
Grade level of student participants: 9-12 No. of Students: 14
Educational Objectives including related classroom activities prior to / following the trip: Athletics
To compete in the New England Interscholastic
Spirit Championship at Worcester State University

Funding Source(s): Fundraising and Athletic funds

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 dinner on way home \$10-20
Lodging: \$0

Source(s) of funds for students who qualify for fee waiver: _____

Cost of Nurse (if applicable): 0 Funding source: _____ No students are identified with health concerns

Name of travel agent (if applicable): 0

Name of transportation service vendor: LandJet

No. of buses required: 1 Cost per bus: \$2298

Date / Time of trip: Departing Derby: 3/15/19 2pm Returning to Derby: 3/16/19 8:30pm

Number of chaperones on trip: 4

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:

Rebecca Bell
Signature, Trip Organizer(s)

Trip approved
M. Gaskale 3/5/19
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
- No students are identified with health concerns

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.

Revised: March 2018

**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 15-16, 2019 Trip Organizer(s): Rebecca Bell
Destination of Trip: Worcester, MA (AC HOTEL by MARRIOTT, WORCESTER, MA
Educational Objectives: to compete in the New England cheer ^{Worcester}
championship _{State University}

Supervision:

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

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: _____

Dear Parents/Guardians,

Congratulations! Your daughter is a member of the 2019 CIAC Class S 1st Runner-Up Cheerleading team! I could not be more proud of these girls and their performance! Brialy, Meghan, and I are thrilled to take the team to the New England Regional Tournament on March 16, 2019. 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. There will be an onsite trainer at the event.

Our team will be staying at the AC Hotel By Marriot. A block of 20 rooms has been booked under Derby High School. Seven rooms will be used for the team and coaches and 13 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. The past two years, the hotel management staff was impressed with our 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. They must also ride the bus at all times and cannot go with parents.

The Class S (Division IV in New England) will compete at Worcester State University at 486 Chandler Street, Worcester, MA 01602. Tickets cost \$10.00. I will pass along more information about which session we are in as it becomes available. Go Big Red!

Thank you,
Coach Bell

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

Friday, March 15, 2019:

Bus departs from Derby High School	2:00 pm
Arrive at hotel	4:30 pm
Check in and room assignments	4:45 pm
Dinner	6:45 pm
Curfew	9:30 pm
Bed check	10:30 pm

Saturday, March 16, 2019: TENTATIVE BASED ON WHICH SESSION WE ARE IN

Wake up call	9:15 am
Breakfast	9:30 am
Depart for Regional Competition at Worcester State University	12:00 pm
Registration/Check In	12:30 pm
Competition begins	2:30 pm
Competition ends (approximate)	5:30 pm
Bus departs from Worcester, MA	6:00 pm
Bus stops at a truck stop for dinner	TBD
Arrival at Derby High School	8:30 pm

Emergency Plan

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

Rachael Caggiano (DMS Principal), 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 Bell, 203-231-6937	*First Aid and CPR Certified
BriaLyn Gagner, 203-906-7703	*First Aid and CPR Certified
Meghan Wright, 203-492-9742	*First Aid and CPR Certified

Administration/Nurse Contacts:

Martin Pascale:	203-258-4028
Rachael Caggiano:	203-535-5579
Kelly Carloni:	203-305-2819

Numerous parents will be in attendance at the hotel and event.
An administrator will be in attendance at the hotel and event (Rachael Caggiano)
Nurse Carloni will be in attendance at the event.

Phone Tree Activation starts with Pam Voytek

Hotel Address and Telephone Number:

AC Hotel by Marriott Worcester
125 Front Street Worcester, MA

Phone #: 774-420-7555

Cheerleaders:

What to bring:

Uniform (top and skirt)

Cheer Sneakers

Competition Bow

White high Nike socks

Warm Ups

Extra hair ties and bobby pins

Red 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, tooth paste, hair brush, make up, shampoo/conditioner, soap, 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 and nails are cut and filed prior to leaving Derby

Parent Phone Tree Activation in case of emergency:

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

Coach Bell: 203-231-6937

Coach BriaLyn: 203-906-7703

Coach Meghan: 203-492-9742

Cheerleader	Parent	Contact Number
Kim Voytek	Pam	203-543-9222
Analisa Carloni	Kelly	203-305-2819
Sam Landona	Phil	203-305-9991
Ariana Ellis	Betsy	203-305-1469
Emily Gildea	Jim	203-231-3439
Emoni Harrigan		
Maggie Hyder	Michele	203-906-6917
Kaylee Olenoski	Alicia	203-736-3531
Alyssa Caruso	Jen	203-415-1189
Rylee Netto	Janine	203-996-6534
Ryleigh Oliwa		
Kelsey Picheco	Casey	203-231-0127
Brooke Uleano		
Bridget Wright		