

Derby Middle School Out of State Field Trip and Overnight Trip Request Form

School: Derby Middle School

Principal: Mr. William Vitelli

Trip Organizer Jessica Arciszewski Date(s) of the Trip Friday, June 1, 2018

Destination of the Trip Six Flags New England, Agawam, MA.

Grade Level (6) (7) (8) Number of Students 177

Educational Objectives, include pre and post activities Students will be competing in an adjudication festival and then attending the awards ceremony at Six Flags.

Funding Source(s) Student Payments + fundraising

Total cost to each student if they are paying all or part of the trip \$150

Cost Breakdown Transportation \$50.00 Event Fee \$100.00 Meals in event fee Lodging 0

Cost of Nurse (if applicable) _____ Funding Source _____

Name of Transportation Service Provider Dattco Number of Buses 4

Cost per Bus \$1,975.00

Date and Time: Derby Departure 7:00 am Return to Derby 5:30 pm

Number of Chaperones 22 Ratio of Chaperones to Students 1 : 8

Completed form should be submitted to the Principal who, if the trip is approved, will forward all materials to the Superintendent of Schools to be presented to the Board of Education for final approval.

Include the information below when submitting this approval form, check off items included

_____ Information outlining parental financial responsibility should there be and emergency cancellation

_____ Parent / Guardian letter explaining the trip and travel itinerary

_____ Parent / Guardian Permission and Acknowledgement of Risk of Student Travel Form

_____ Emergency Plan (include medical needs, parent / guardian contact information, access to communication devices, procedures for general potential emergency situations)

_____ List of Chaperones Names and Contact Numbers, noting DPS employees

_____ 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 and the permission slips.

I / We certify that this trip proposal is in accordance with Derby Public Schools policies and corresponding regulations:

Franciszek

Trip Organizer (s) Signature

Approved

Denied

Principals Signature

[Signature]

Date

3/20/18

Approved

Denied

Superintendent's Signature

Date

Comments

Out of State / Overnight Checklist

- Obtained approval at least three weeks prior to the trip
- Submitted list of participating students submitted to Principal and Health Office at least two 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 to students
- Received parent permission forms and emergency medical forms

Teacher Directions: After your School Trip Proposal Form has been approved, you are required to complete the Parent Guardian Permission and Acknowledgement of Risk for Student Travel 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 the form); 3) Duplicate one form per student; and 4) Send a copy home for parent and student signatures.

Music in the Parks Chaperone List 17-18

Name	Contact	Student Name	Ensemble	Grade	Approved by Office
Jessica Beck	rjsd4beck51@yahoo.com	Sabrina Beck	Chorus	6	
Melissa Soto	mlss_velez@yahoo.com	Kayla Soto	Chorus	7	
Melissa Nickle	tigger1022@optonline.net	Albert Nickle	Chorus	6	
Monica Grable	monicagrable@yahoo.com	Xavier Perez	Chorus	6	
Carlene Sisbarro	keencarlene@sbcglobal.net	Carson Sisbarro	Chorus	6	
Aloma Wilson	alomawilson@yahoo.com	Ce'Ajah Wilson	Chorus/Band	6	
Michelle Guglielmo	mguglielmo@derbyps.org	N/A	N/A	8	
Suzanne Sisson	ssission@derbyps.org	N/A	N/A	7	
Kristin Pauli-Voss	KIRSTEN.PAULI-VOSS@ldc.com	Jacqueline Voss	Chorus	6	
Chantal Gerkens	gerck@sbcglobal.net	Jessica Gerkens	Chorus	6	
Betsy Pagan	betsyarroyo20@gmail.com	Olivia Coutinho	Chorus	6	
Jean Orazietti	jayjaydhs@hotmail.com	Jamie Orazietti	Chorus	6	
Stevee Ingram	mzkei1021@gmail.com	Machi Ingram	Chorus	6	
Leceta Allwood	allwood123@comcast.net	Leneri Snow	Band	6	
Amelia Sears	punkymom222@gmail.com	Maggie, Daemon, Alexa	Chorus/Band	6,7,8	
Tracey McLean	traceytmclean@gmail.com	Bryan and Byron	Chorus	6	
Stacie Guilfoyle	sguilfoyle@shawmut.com	Jill Guilfoyle	Band	6	

Christina Baldino	cbaldino716@gmail.com	Nyasia Davis	Chorus/Band	6	
Marta Wlazlo	mbw3377@gmail.com	Kasia Wlazlo	Band	8	
Dorothy Dawson	robinson02@students.derbyps.org	Serenitie Robinson	Chorus	8	
Monique Brown	mbrown@derbyps.org	N/A	N/A	N/A	
Brenda McCarthy	brendacayer@sbcglobal.net	Alysa & Cayla Cayer-McCarthy	Band	7	

Music in the Parks Field Trip

June 1, 2018

Dear Parents and Guardians,

Derby Middle School Band and Chorus students will be participating in the Music in the Parks Festival on **Friday, June 1, 2018**. We will perform in an adjudicated festival and then following the performance, students will be taken to Six Flags New England which is in Agawam, Massachusetts.

This trip will provide students the opportunity to perform in an adjudicated environment. Our ensembles will receive a rating based on our performances. This will provide motivation both before and after the trip. Students will be excited and motivated to learn the music to the best of their abilities and to give their best performances. The adjudicator's comments after the festival will help us improve our performance for our spring concert.

We will depart DMS at 9:00 AM and return at 7:30 PM which means students will need to be dropped off and picked up at school and will not be able to take the bus. Please let us know if this is a challenge and we will try to find alternative transportation for your student.

We will be instituting a behavior contract for all students attending the trip. When we go on this trip we will be representing Derby and we want to make the best impression on our adjudicators. For students to attend, they must maintain a "B" average in every class and their participation grade for the ensemble can not be lower than a 75%. We will also be reviewing Behavior Referral data and if students have received more than 3, they will not be eligible for the trip. If your student does not meet this criteria, then they will ~~be completing an alternate assignment to be determined at a later date. If a student will not be attending~~ due to noncompliance with the behavior contract, then parents will be alerted of this decision by May 1.

The cost for the trip is \$150 which includes festival and park admission, a meal ticket, transportation as well as a DMS Music t-shirt to be worn on the trip. Payment may be in either the form of cash or check. Please make checks payable to: **Derby Middle School**.

The payment of is due with the permission slip on **Thursday, April 1, 2018**. We will also be offering fundraising opportunities as the cost of this trip is greater than it was last year.

Sincerely,

Mrs. Arciszewski and Ms. Lupacchino

Contact Information:

Mrs. Arciszewski - 203.736.1426 x 3448 or jarciszewski@derbyps.org

Ms. Lupacchino - 203.736.1426 x 3452 or dlupacchino@derbyps.org

Please fill out and return the following permission slip with payment for the trip to **MRS. ARCISZEWSKI**.

DMS Music Field Trip Contract

Deadline to turn in permission slip: Friday, March 9.

Student Name: _____

Grade: _____

Parent Agreement:

I hereby give my consent for the above-mentioned student to engage in this school-approved activity. I also give my consent for my student to be transported in connection with this activity. I have acknowledged the behavior and grade requirements for my student to participate in the trip. I have also acknowledged due dates for payments as **Friday, March 2 for \$75 and the balance due on Thursday, April 1.**

Student Agreement:

I will abide by the DMS CPRRS as well as guidelines set up by Mrs. Arciszewski and Ms. Lupacchino. I understand that I must maintain a "B" average in all of my classes as well as at least a 75% on my ensemble participation grade or I will not be allowed to participate in the trip. I also understand that if I do not participate in the trip, that I will have to complete an alternate assignment.

Student Signature: _____

Adult Shirt Size: _____

Parent Signature: _____

Emergency Contact Information:

Emergency Contact: _____

Relationship to student: _____

Emergency Contact Phone Number: _____

Parent Guardian Permission and Acknowledgement of Risk for Student Travel

Teacher Directions: After your School Trip Proposal Form has been approved, you are required to complete the Parent Guardian Permission and Acknowledgement of Risk for Student Travel 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 the 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 activity, then sign and return it to your child's teacher.

Date(s) of Trip Friday, June 1, 2018 Trip Organizer(s) Mrs. Arciszewski

Trip Destination Six Flags New England, Agawam, MA

Educational Objectives Competing in an adjudication festival.

Supervision

- Students will be directly supervised 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 / Ocean Other None

Student Agreement

Student Name _____ Grade _____

While participating on this trip, I will accept responsibility for maintaining conduct in accordance with the Derby Middle School's 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 off school property; therefore, neither the Board of Education nor its employees and volunteers will have any responsibility for the condition or use any non-school property.

I give permission for _____ to participate in all aspects of this school trip.

Parent / Guardian Signature _____ Date _____

Parent Contact Number _____

Student Photograph Consent

Dear Parents / Guardians,

Students may at times be filmed or photographed during school events. Please fill out the consent form to allow your child's picture to be used for school publications or displayed on our website or other social media. Please sign and return this form to Derby Middle School.

Thank You.

Student Name _____

School: Derby Middle School

Parent / Guardian Name (Please Print) _____

Parent / Guardian Signature _____

Date _____ Contact Number _____