

# 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: April 11th to April 16th Trip Organizer(s): MR. Salazar

Destination of Trip: San Francisco to San Diego - California

Grade level of student participants: 11-12 No. of Students: 10-12 students

Educational Objectives including related classroom activities prior to / following the trip: \_\_\_\_\_

students will be researching (Spanish) cities in California and its Spanish / Mexican culture. Following the trip students will create a Power Point from their trip and present it for a test grade.

Funding Source(s): \_\_\_\_\_

Complete if students are paying for all or part of the trip. \_\_\_\_\_

Total fees required from each student: Transportation Cost: \$700 to \$800 Event Fee: \_\_\_\_\_ Meals \_\_\_\_\_

Lodging: Holiday INN Express

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

Cost of Nurse (if applicable): NONE Funding source: \_\_\_\_\_

Name of travel agent (if applicable): NONE

Name of transportation service vendor: Sixt Rent a Car - Renting a 15 passenger van

No. of buses required: NONE Cost per bus: \_\_\_\_\_

Date / Time of trip: Departing Derby: 3 AM on the 11th of April Returning to Derby: Monday the 16th of April around 11 AM

Number of chaperones on trip: two

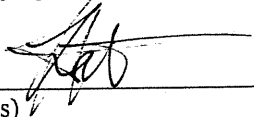
**Completed forms should be submitted to the principal who, if the trip is approved, will forward this to the Superintendent of Schools and Board of Education for final approval.**

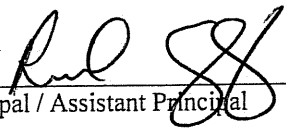
Include the information below when submitting this approval form. (Place a check mark by each item indicating its inclusion in the approval packet.)

- \_\_\_\_\_ 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

12/6/17  
\_\_\_\_\_  
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.

## **Trip and Travel Itinerary**

### **Wednesday, April 11, 2017**

Students will be picked up at Derby High School by a mini coach bus (price tbd) to be driven to JFK airport.

Students will leave JFK airport to San Francisco and San Diego California. Flights and pricing tbd.

Students will be site-seeing Spanish cities throughout California

Hotel accommodations and prices for the 4 nights will be determined depending on availability the last night students will be traveling back home overnight.

### **Monday, April 16, 2017**

Students will be returning back to Derby High School at a time to be determined according to scheduling.

## **Parent Financial Responsibility**

**We are reserving air flights 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. Parents/Guardians can purchase insurance on their own for the airfare. We will have a few meetings before the trip and this topic will be addressed.**

## **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.

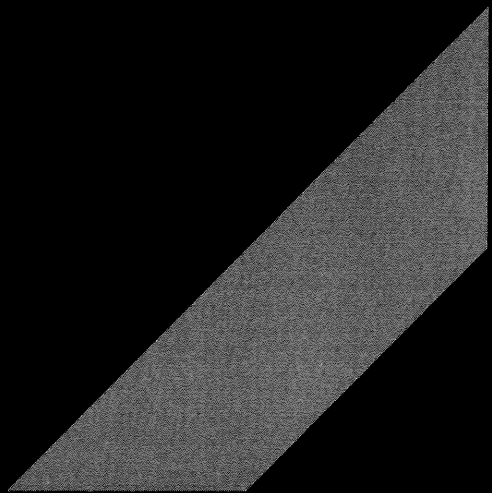
**Chaperones:**

**Francisco Salazar (203)804-2552**

**Margaret Salazar (203)988-1488**

## **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.



# 2018 Spanish Club Trip

San Francisco, LA, San Diego





Date: April 11-16

**April 11th:**

- We leave JFK at 7:30AM.
- Will arrive in San Francisco International Airport at 10:55AM
- We will be exploring San Francisco that day and staying in a hotel near the San Francisco area that night.

**April 12th:**

- We will be traveling down the coast from San Francisco to Los Angeles and staying there for 2 nights
- While traveling we will be making stops at several locations



**April 13th:**

- This will be our second day in LA

**April 14th:**

- Early in the morning we will be traveling from LA to San Diego
- We will be staying in San Diego for the 4th night

**April 15th:**

- Final Day
- We will be in San diego during the day and leaving San Diego International Airport later that night

**April 16th:**

- We will arrive at JFK early that morning



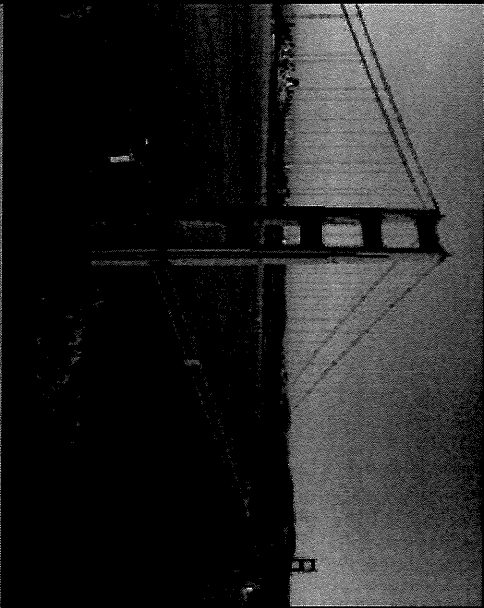
San Francisco

April 11th

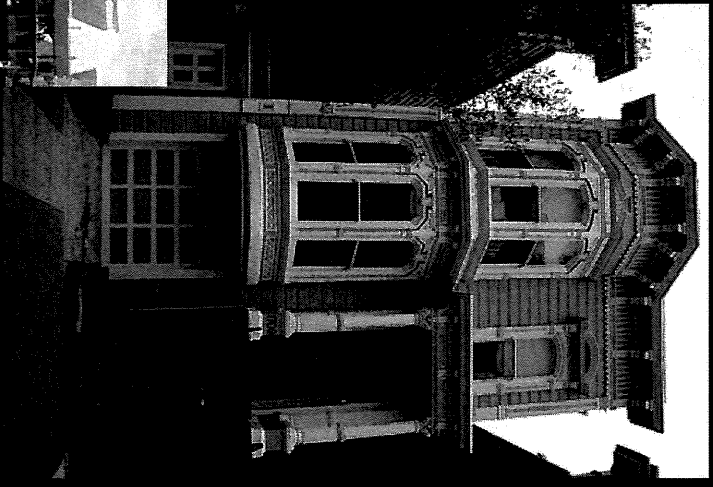
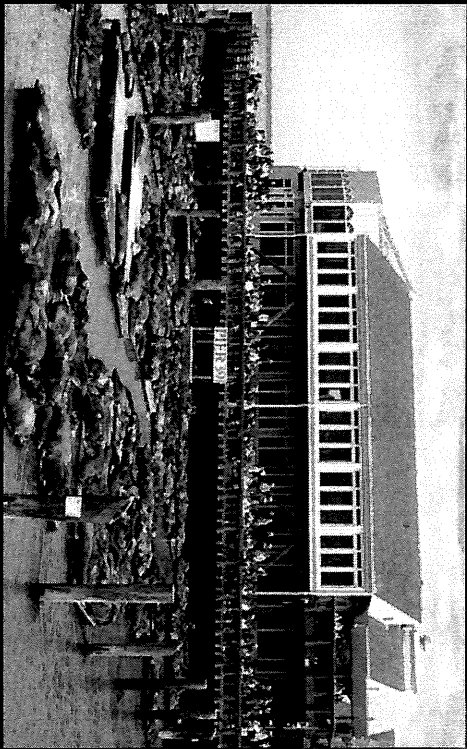
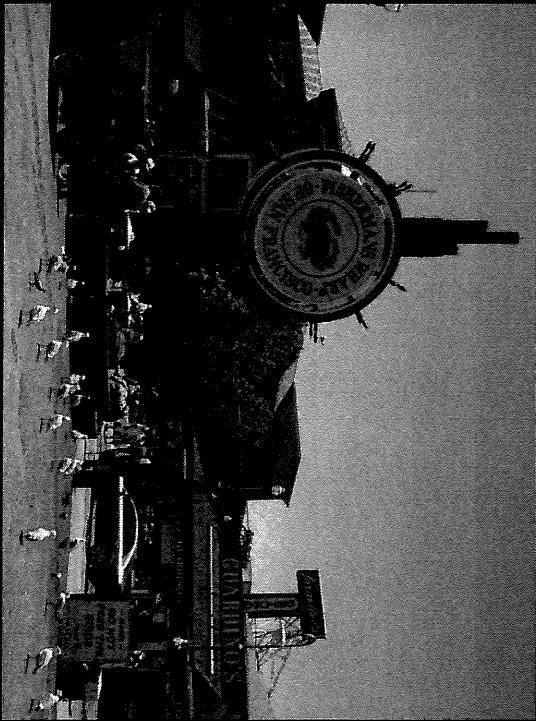
While in San Francisco we will be staying at the ... Hotel

Things to do:

- Visit the house from the TV show Full House
- See the Golden Gate Bridge
- Visit the Mexican Museum
- Fisherman's Wharf & Pier 39



Mexican Museum



# Map of Day 1





# Travel to LA

April 12th

Leaving san fran at ... and traveling to Los Angeles

Stops along the way:

Start: San Francisco, California

1. Mori Point
2. Lick Observatory
3. Carmel River State
- 4.
5. Cayucos Pier, North Pacific Ocean
6. Santa Barbara County Courthouse

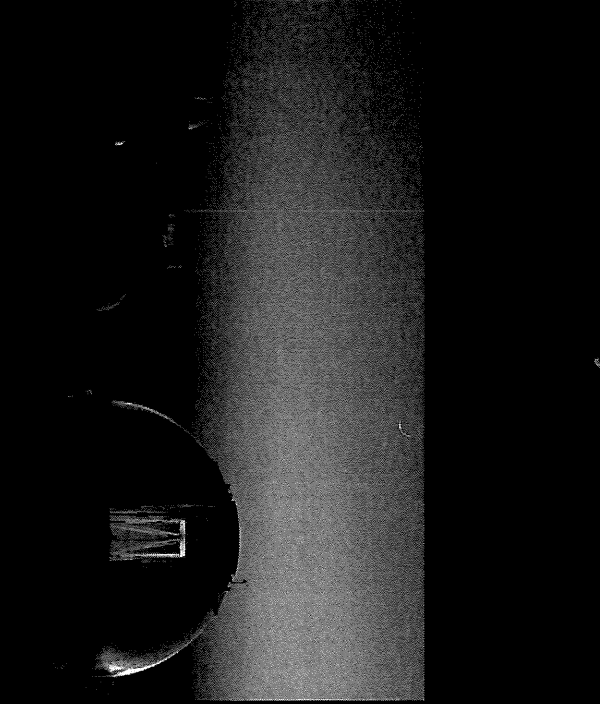
End: Los Angeles, California



Mori Point



Santa Barbara County Courthouse



Cayucos Pier

# Map







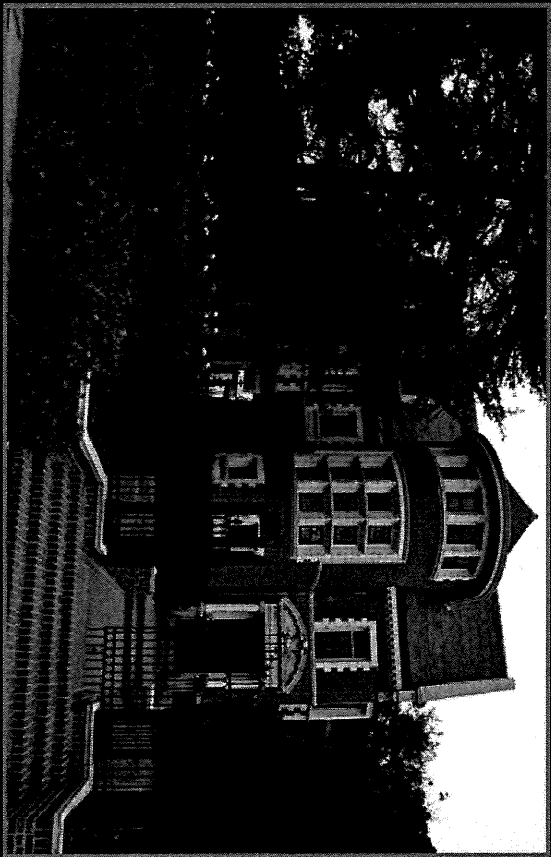
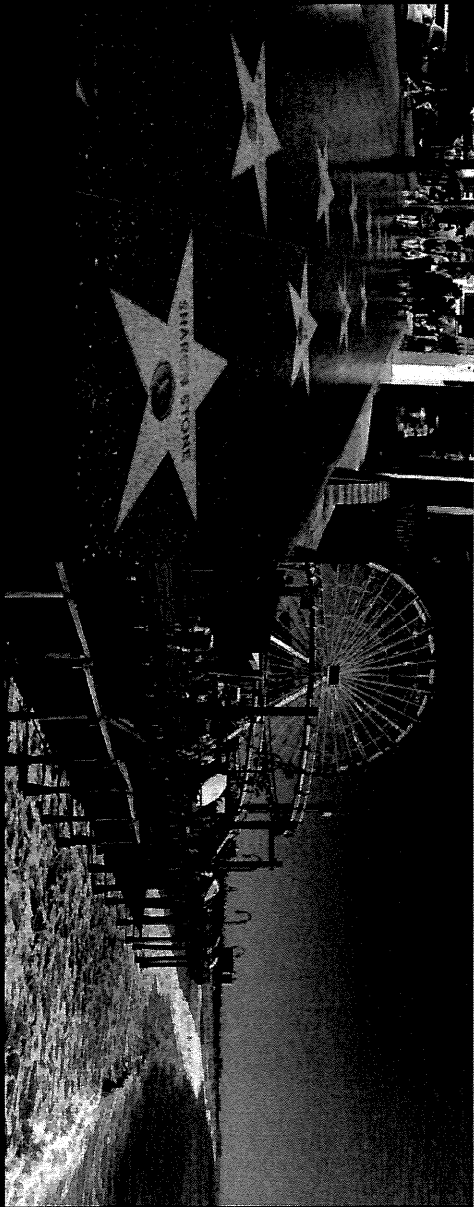
Los Angeles

April 13th

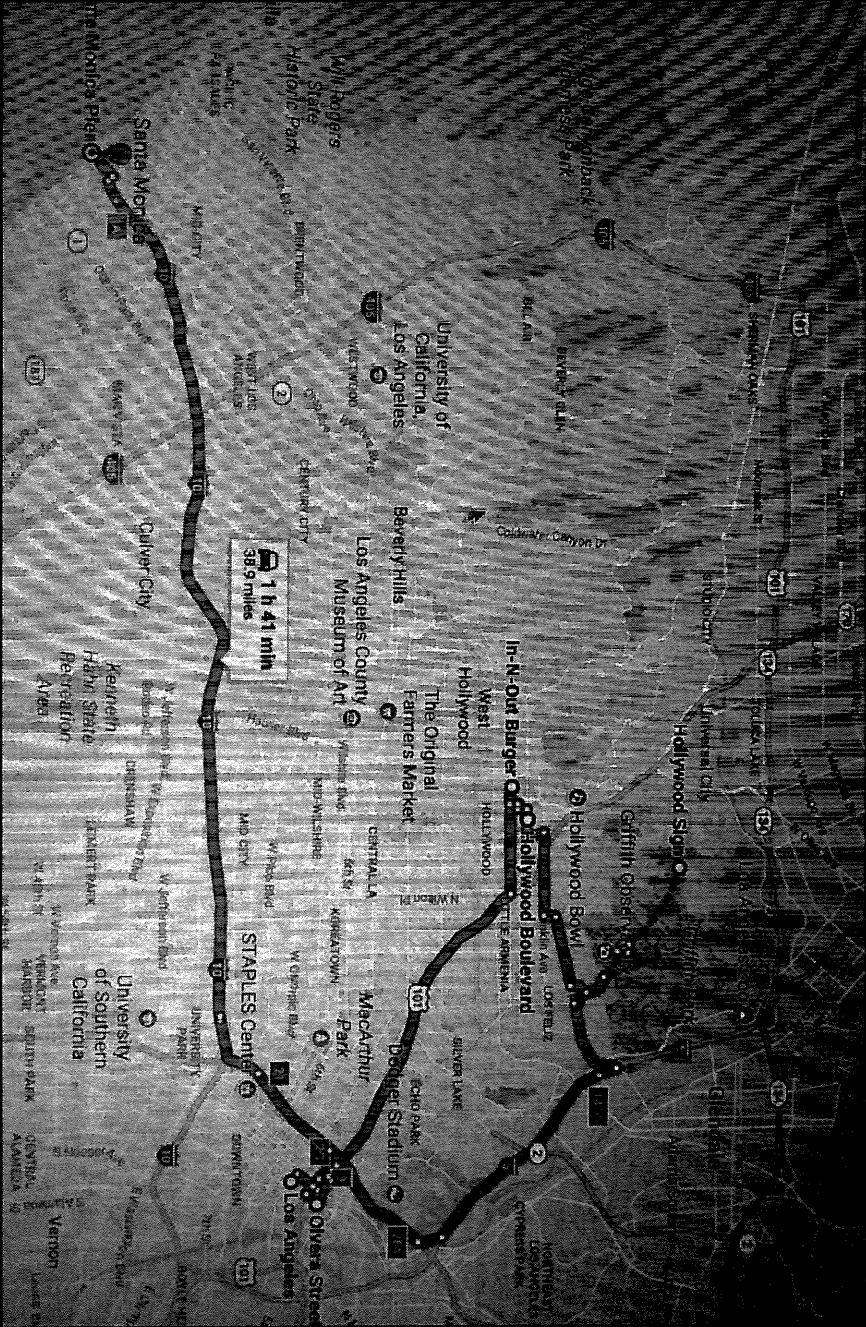
Things to do:

- Hollywood sign and the walk of fame
- Olvera street
- Visit the house from the set of American Horror story
- Santa Monica Pier

# HOLLYWOOD



# Map





San Diego

April 14th

We will be staying at ... hotel

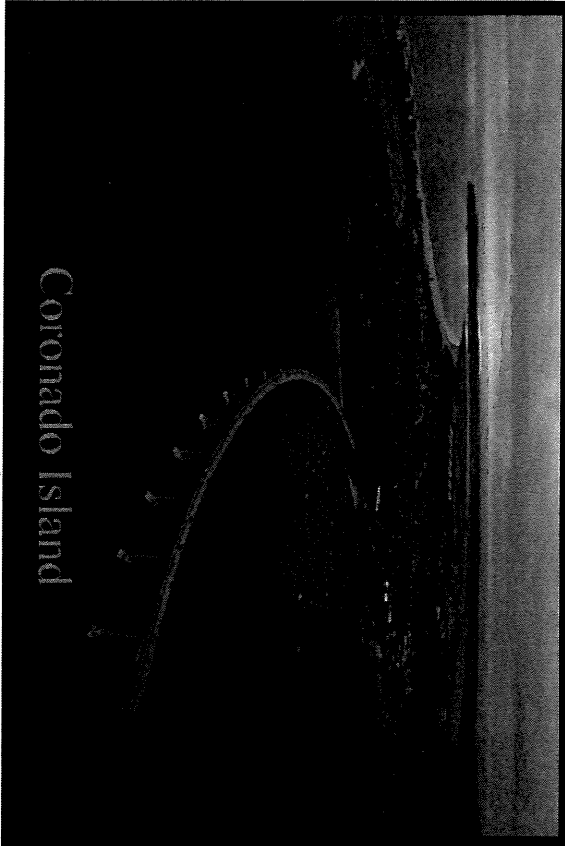
Things to do:

- Balboa Park
- Coronado Island
- Old Town

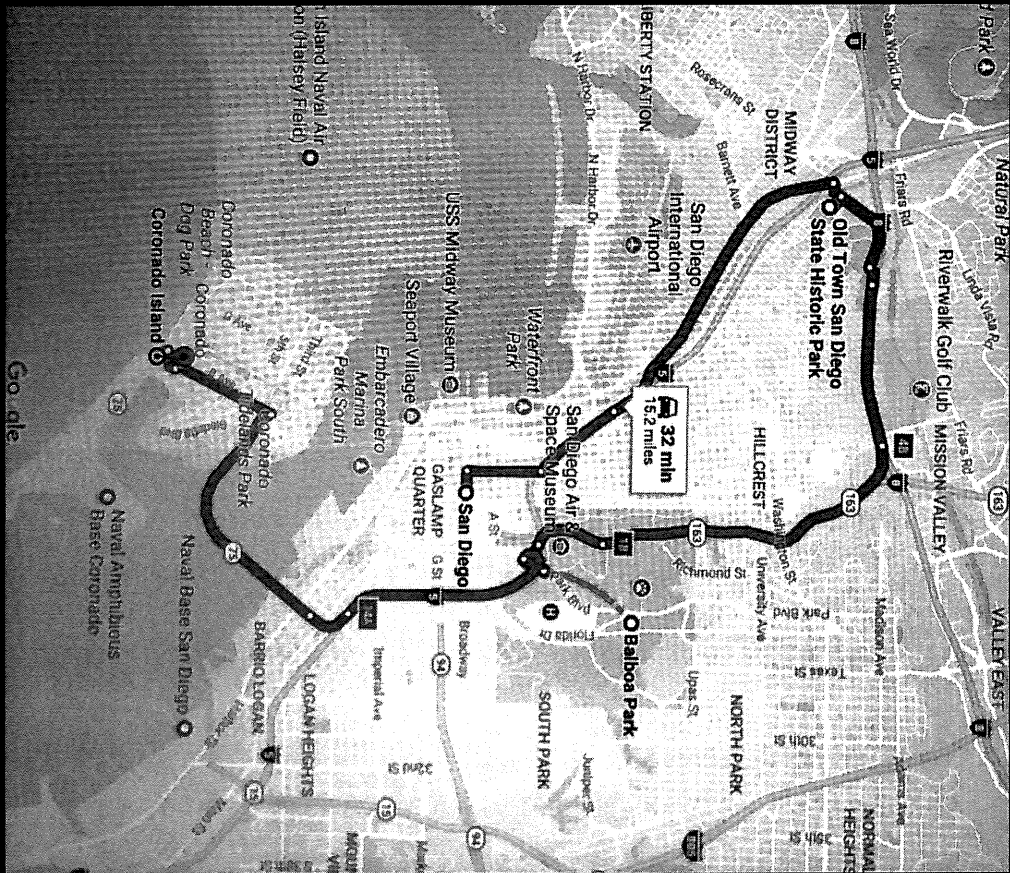
<https://www.balboapark.org/itinerary/nature-lover>



Balboa Park



Coronado Island



Google

# Students attending trip

	<u>Name</u>	<u>Status</u>
1.	Victoria	Yes
2.	Chase	Yes
3.	Haley	Yes
4.	Meghan	Yes
5.	Gabby	Maybe
6.	Sara	
7.	Leonora	
8.	Shenella	Maybe
9.	Josh	
10.	Patrick	Maybe
11.	Nailah	Yes
12.	Tristan	Maybe