

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: 5/31/2019 Trip Organizer(s): Donata Lupacchino
Destination of Trip: Music in the Parks Festival
Grade level of student participants: 9-12 No. of Students: 50
Educational Objectives including related classroom activities prior to / following the trip: Students will perform for and be adjudicated by professional musicians and music educators. They will also be able to watch performances by other groups.
Funding Source(s): Individual / Fundraising
Complete if students are paying for all or part of the trip.
Total fees required from each student: Transportation Cost: \$33 Event Fee: \$77 Meals Included
Lodging: —
Source(s) of funds for students who qualify for fee waiver: Fundraising
Cost of Nurse (if applicable): — Funding source: ☒ No students are identified with health concerns
Name of travel agent (if applicable): —
Name of transportation service vendor: LandJet
No. of buses required: 1 Cost per bus: ~~\$1549~~ \$1549
Date / Time of trip: Departing Derby: 5/31 6:30 Returning to Derby: 5/31 6:00
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:

Danuta L. L. 3/28/2019
Signature, Trip Organizer(s)

☒ Trip approved *M. G. de* 4/1/19
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: 5/31/2019 Trip Organizer(s): Donata Lupacchino
Destination of Trip: Music in the Parks
Educational Objectives: Students will perform for and be adjudicated by professional musicians and music educators

Supervision:

- ☒ Students will be directly supervised by adults 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 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: _____

Music in the Parks Trip

Friday, May 31st, 2019

Dear Parents and Guardians,

Derby High School Band and Chorus students will be participating in the Music in the Parks Festival on **Friday, May 31st 2019**. We will perform in an adjudicated festival at Westfield State University in Massachusetts, to be determined by the festival and then students will be taken to Six Flags New England for the awards ceremony.

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 educational 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.

We will depart DHS at 6:30 AM and return at 7:30 PM which means students will need to be dropped off at 6:15 AM and picked up at school at 7:30 PM and will not be able to take the bus.

The cost for the trip is \$110 which includes festival and park admission, lunch in the park, and transportation. Payment must be made in CASH. Should there be an emergency cancellation, there is a possibility that there would not be a full refund.

Fundraising is available for students for this trip. I will be providing students with their individual trip balance before each payment is due.

The amount in full is due Monday, April 30th.

Sincerely,

Ms. Lupacchino

Contact Information:

Ms. Lupacchino - 203.736.5032 x 2306 or dlupacchino@derbyps.org

Please fill out and return the following permission slip with the payment for the trip.

DHS Music in the Parks Trip Contract

Student Name: _____

Grade: _____

Parent Agreement:

I hereby give my consent for my 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 understand that if this trip is cancelled, I may not receive a full refund.

Student Signature: _____

Parent Signature: _____

In the event of an emergency, who should be contacted?

Name: _____

Relationship to Student: _____

Phone Number: _____

Emergency Contact Information for Students

Student Name	Emergency Contact	Relationship to Student	Emergency Contact Number	Student Cell #	Band/Choir	Grade
Anthony Albuja	Teresa Zambrano	Mom	(203) 954-7948		Choir	11
Lexxi Boscarino	Barbara Dillon	Mom	203-864-7199		Choir	12
May Cedanio	Christine Scott	Mom	203-736-5910		Choir	10
Summer Cesaroni	Gregory Cesaroni	Dad	203-734-9332		Choir	10
Serena Cordy	Melissa Bowers	Mother	(203) 906-4145	475-243-4178	Choir	12
Ilana Figueroa	Tammy Forlano	Mom	203-997-3464		Choir	10
Rachel Gall	Liz Gall	Mom	203-444-5252	(203) 444-2246	Band	11
Emily Gildea	James Gildea	Dad	203-735-6404		Band	10
Avalyn Gonzalez	Luis Gonzalez	Dad	203-751-9094		Choir	10
Ruben Gonzalez	Exsatamara Gonzalez	Mom	203-551-4683		Band	10
Micaiah Hunter	Lovell Hunter	Dad	203-919-2907		Band	12
Shawna Jamison	MaryRose Scarpulla	Mom	(203) 516-5341		Choir	11
Shayla Kelley	James Kelley	Dad	(203)814-7869	(203) 913-6329	Band	11
Spencer Lane	John Lane	Dad	203-734-2834		Band	10
Devina Lopez	Waleska Lopez	Mom	203-843-5185		Choir	12
Taylor Lyons	Jonathan Lyons	Dad	203-218-3112	(203) 906-3153	Band	11

Matt Macherzynski	Marlena Macherzynski	Mom	203-829-6867		Choir	10
Jubilee Melendez	Jane Brennan	Mom	(203) 376-3942		Choir	12
Christopher Morales	Maria Morales	Mom	(1)-203-981-8585	(203) 751-4592	Band	12
Arthur Newberg	Kitty Newberg	Mom	1-475-243-8995	(475) 223-5372	Band	11
Ryan Overby	Lucille McFarland	Mom	203-305-2083		Band	10
Raymond Queen	Pamela Queen	Mom	(203) 305-3475	(203) 522-1842	Band	11
Abraham Rodriguez	Berenice Martinez	Mom	(203) 735-7386	(475) 731-1323	Band	11
Jessyca Rosado	Beth Rice	Mom	(203) 306-8266		Band	11
Scott Rudnick	Scott Rudnick	Dad	203-953-1742		Band	10
Leilannie Santana	Lucy Feliciono	Mom	(203) 522-9622	NA	Choir	11
Jamie Santiago	Mary Huie Rick Santiago	Mom Dad	2037322118 2033056389	4754390682	Band	11
Kaliyah Singleton	Sharon Singleton	Mom	(203) 676-0633		Choir	12
Nicholas Sobotka	Chris sobotka	Father	2035071211	2036858730	Band	12
Ethan Tompkins	Emori Tompkins	Mom	203-446 2003		Choir	10
Estefano Torres	Jorge Torres	Father	(203) 400-3961 (203) 906-4315		Choir	12
Javier Varas	Ximena Varas	Mom	(203) 278-1560	2038928821	Band	12

Chaperone Information

Name	Phone Number	Derby Public Schools Employee?
Donata Lupacchino	(203) 213-4334- Cell	Yes- DHS & DMS Music
Jennifer Shea	(475) 227-9703- Cell	Yes- DHS Science
Rebecca Bell	(203) 231-6937- Cell	Yes- DHS English
Liz Gall	203-444-5252 (Cell)	No- Parent of Student
Corey Bartone		Yes- DHS 1 to 1 Para

Emergency Plan

Allergies- Students will carry inhalers on them, I will carry any emergency medicine. There are no other medical needs of students on this trip.

All students will carry cell phones, and will remain in their groups. All students will have my cell phone number in case of emergency, and I will have a list of all student cell phone numbers with me.

Parent/Guardian Information and Phone Tree Information attached above.



Music in the Parks
1784 West Schuylkill Road
Douglassville, PA 19518

Donata Lupacchino
Derby High School
8 Nutmeg Ave.
Derby, CT 06418

INVOICE

Reservation #: 52534

Statement Date: 3/28/2019

Location: Six Flags New England

Festival Date: May 31, 2019

Ticket Description

Performer: Festival, One Day Park Admission and Food Stand Voucher
Non-Performer: Festival, One Day Park Admission and Food Stand Voucher

Qty	Price	Total
48	\$77.00	\$3696.00
10	\$47.00	\$470.00

Total Ticket Value: \$4166.00

Discounts Applied

2 Complimentary Director Tickets
1 Complimentary Chaperone Tickets

-\$94.00
-\$47.00

Total Discounts: -\$141.00

Payment Summary

Check 19878 Date: 02/15/2019

-\$200.00

Current Balance: \$3825.00

Payment Schedule

Initial Payment Due: 3/2/2019
Balance Payment Due: 5/1/2019

\$0.00
\$3825.00

Total Tickets (Including Free): 58

Current Amount Due: \$0.00

All payments must be made in USD only.

We accept VISA, MasterCard, American Express, & Discover

<https://www.festivalsedge.com/Reservation/MakePayment/52534>

Make checks payable to: Festivals of Music

Return to:

Music in the Parks
Accounting Department
1784 West Schuylkill Road
Douglassville, PA 19518
Phone: 800-323-0974
Fax: 610-327-4786
Email: accounting@festivalsofmusic.com

Acceptance

Land Jet Inc.

Client ID	DerbyHS	Charter ID	337
Client	Ms Lupacchino	Movement ID	1342
Company	Derby High School	Status	Firm
Client Ref 1	req. Beth	Passengers	55
Client Ref 2		Distance	202.6

First Pick-up	Derby High School	Destination	Six Flags New England.
Pick-up Date	Fri 5/31/2019 Time 06:30	Arrival Date	Fri 5/31/2019 Time 11:30
Single Journey	No	Leave Date	Fri 5/31/2019 Time 16:00
Vehicle To Stay	Yes	Back Date	Fri 5/31/2019 Time 18:00

First Pick-up Instructions	Destination Instructions
75 Chatfield Ave. Derby,Ct 06418 Donoto Lupachinno 203 736 5037	Main St, Agawam, Ma Driver's tip 100.00 Included Land Jet pays parking

Seats	Vehicle Description	Vehicle No	Price	Tax %	Tax	Total
55	Deluxe Motor Coach	1	\$1,549.00	0	\$0.00	\$1,549.00
Movement Totals			\$1,549.00		\$0.00	\$1,549.00

Driver Description	Vehicle No	Driver Description	Vehicle No
Driver	1		

Additional Pick-up Points	Time	Additional Pick-up Points	Time
1) Westfield State Uni.	577 Western Av Westfield, Ma		11:00

I have checked all the details above and agree that they are correct. I confirm that I would like to make a firm booking and I accept the above price and the payment terms detailed in the attached letter.

Signature		Print Name		Date	
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