

# DERBY HIGH SCHOOL

## School Trip Proposal / Request Form

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

School: Derby High School Principal: Mr. Pascal  
Date(s) of Trip: 9-27-17 Trip Organizer(s): Tracie Bolack  
Destination of Trip: New York City, Jacob Javits Convention Center  
Grade level of student participants: 11 + 12 No. of Students: 12

Educational Objectives including related classroom activities prior to / following the trip: Advanced Art Class plus (1) Independent Study student to attend a visual arts college fair and workshop. Travel by train from Stratford station, school bus to Stratford.  
Funding Source(s): Individual per student

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

Total fees required from each student: Transportation Cost: \_\_\_\_\_ Event Fee: \_\_\_\_\_ Meals \_\_\_\_\_  
Lodging: \_\_\_\_\_

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

Cost of Nurse (if applicable): 0 Funding source: 0

Name of travel agent (if applicable): \_\_\_\_\_

Name of transportation service vendor: Metro North

No. of buses required: 1 Cost per bus: \_\_\_\_\_  
Date / Time of trip: Departing Derby: 12 noon (after lunch) Returning to Derby: 10:30 pm

Number of chaperones on trip: 2

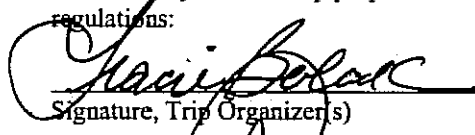
**Completed forms should be submitted to the principal who, if the trip is approved, will forward this to the Superintendent of Schools and Board of Education for final approval.**

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

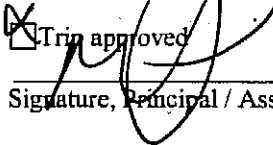
- Information outlining parental financial responsibility should there be an emergency cancellation
- Parent / Guardian letter explaining the trip and travel itinerary
- Parent / Guardian Permission and Acknowledgment of Risk for Student Travel Form
- Emergency Plan (Includes arrangements for medical 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  9/1/17

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.

**Financial Responsibility:**

Students/Parents will provide funds for round trip transport via Metro North \$32.00 and additional \$20.00 for food and beverages throughout the day. Total cost per student = \$52.00.

There is an additional charge of \$85.00 for the school bus one way to Stratford (12.6 miles from DHS). TBD from DHS Budget. (Per R. Caggiano)

**\*In the event of cancellation, there are NO pre-payments or financial obligations prior to the day of the event.**

**Emergency Plan:**

New York Presbyterian Hospital, 51 W 51st St, New York, NY 10019 is 6 minutes from Grand Central Station, and 19 minutes from the convention center.

A complete list of emergency contacts and student cell phone numbers will be with both chaperones at all times.

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**Chaperones:**

Tracie Bolack cell phone: 860-372-0007

Rachel Turecek cell phone: 203-927-0261

Emergency Telephone Tree:

Trip Organizers:

Tracie Bolack : 860-372-0007

Rachel Turecek : 203-927-0261

Student Cell Phone numbers will be collected and copies provided to the following:

DHS Main Office: 203-736-5032

Marty Pascale : 203 - 258 - 4028

Rachel Caggiano: 203 - 535 - 5579

Supt. Conway Office: (203) 736-5027

9/27/17 Itinerary;

Students will be in class until 5<sup>th</sup> period, having lunch @ DHS and leaving immediately after lunch.

12:30 pm Bus leaves DHS. Via school bus to Stratford Train Station.

1:42 Train departs Stratford for NYC.

**Metro North Schedule:**

Approx Travel Time : 1 hour 39 minutes

From STRATFORD STATION

On **GRAND CENTRAL STATION** bound **Metro-North** Train departing at 1:42 PM

Get off at GRAND CENTRAL TERMINAL at 3:15 PM

One Way Off-Peak Fare (Station/TVM) : \$15.50

Walk 15 blocks to the Javits Center. Map attached.

Stopping at Sunac Natural Market (600 W 42nd St) for sandwiches and snacks, as College Fair recommends that we bring our own to the event.

5-5:45 pm Pre-Fair Workshop: Pre fair workshops prepare students to meet with admission representatives. Topics range from Navigating the performance and Visual Arts Fair to Careers in in the Creative Industry.

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5-8:00pm National Visual Arts College Fair

8:01 pm Walk back to Grand Central Station.

8:36 Return train departs

Approx. Travel Time : 1 hour 39 minutes

From GRAND CENTRAL TERMINAL

On **NEW HAVEN STATION** bound **Metro-North** Train departing at 8:36 PM

Get off at STRATFORD STATION at 10:14 PM

One Way Off-Peak Fare (Station/TVM) : \$15.50

10:15 pm Parents will pick up students at train station in Stratford.

Dear Parents,

Please forgive the short notice, but it has just come to my attention that there is a Visual Arts College Fair that I would like your student to attend. There will be hundreds of national universities in attendance that offer Performing and Visual Arts programs.

The fair is being held at the Jacob Javits Convention Center in New York City on Wednesday, September 27<sup>th</sup> from 6-9pm.

Students will leave Derby High School after lunch and depart DHS via school bus to the Stratford Metro North Station to take the train into New York City.

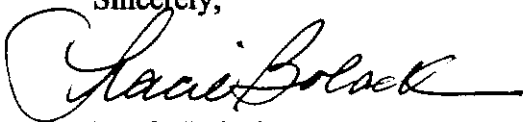
Only students from my Advanced Art Class and/or already on a creative career track are being invited to go, with a total expected group of 12 students and 2 adult chaperones.

The cost per student for the train will be \$31.00 round trip and an additional \$20.00 for dinner.

Due to the evening program at the convention and the lateness of our return, our expected arrival back at the Stratford train station will be approximately 10:15pm. **Parents must be able to commit to pick up their student in Stratford at that time.**

I am sending this information to you because I would personally like to see your child attend. If you would also support your students' creative opportunities, please complete the attached permission slip as soon as possible.

Sincerely,



Tracie Bolack  
Art Department/Yearbook Advisor  
Derby High School  
75 Chatfield Street  
Derby, CT 06418  
(203) 736-5032

**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: Sept 27<sup>th</sup>, 17 Trip Organizer(s): Tracie Bolack

Destination of Trip: \_\_\_\_\_

Educational Objectives: Advanced Art Students and Creative Career track students attend a National Visual Arts College Fair.

**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  
And Metro North

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: \_\_\_\_\_

## Student Roster

### Section:5A(M-F) Advanced Art

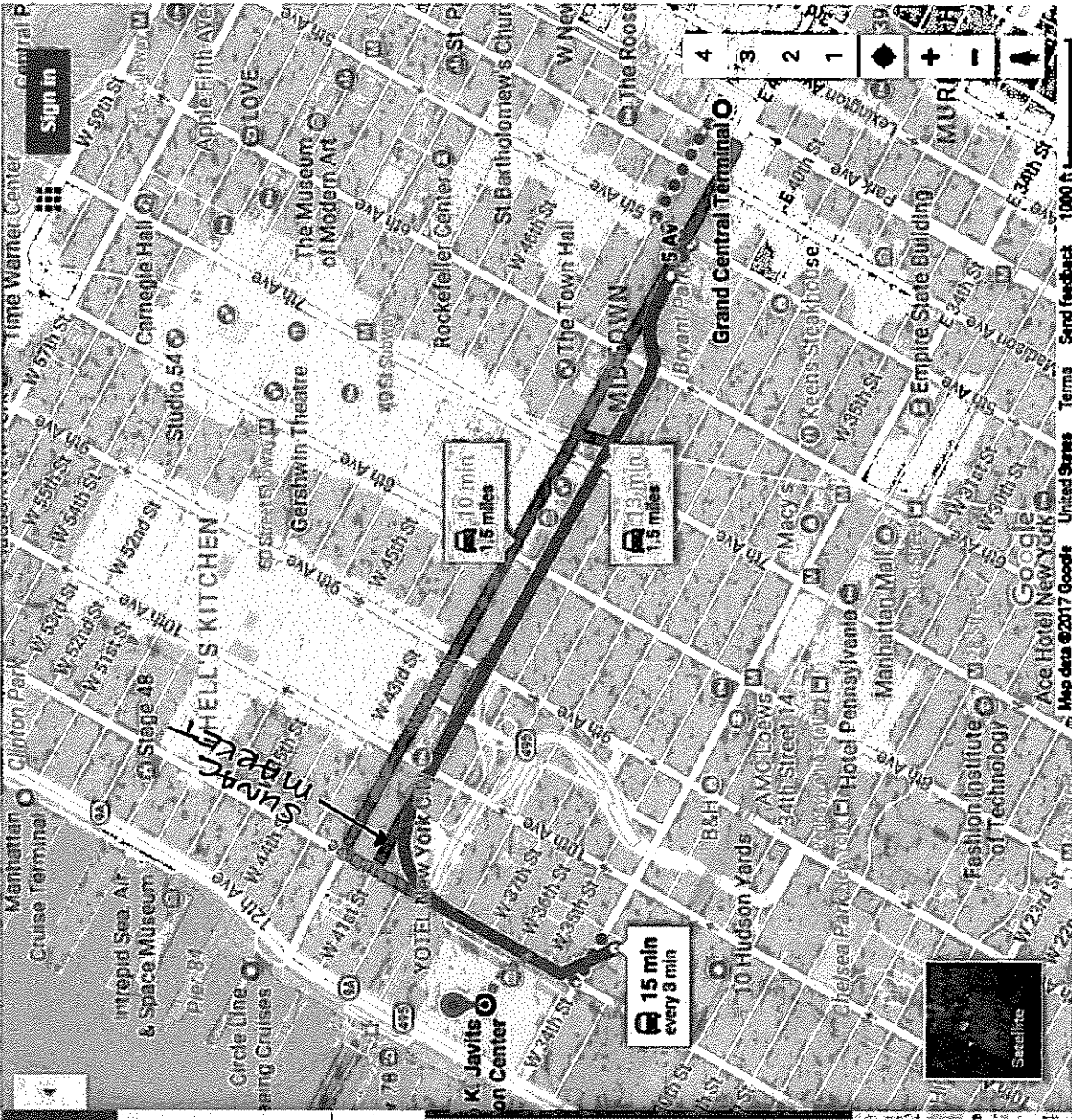
Student Name	Grade Level	Emergency Contacts
Admans, Alexis	12	Heather Admans 203-887-2672
Balidemaj, Blerita	11	Nerim Balidemaj 203-305-5862
Chassagne, Kadliah	11	Shakakan Joyner 203-278-2473
Delarosa, Julian	10	Rosalba Santiago 203-231-1678 Aida Ruiz 203-868-8557
DeTullio, Mildred	11	Maureen DeTullio 203-278-0408 Maureen DeTullio 203-751-9706
Federico, Hunter	11	Allison Federico 203-768-2936
Fitzpatrick, Michael	11	Jennifer Fitzpatrick 203-868-4535 Dennis Fitzpatrick 203-868-4687
Lockhart, Camlece	12	Racquel Myers 203-885-9186 Camis Campbell 203-278-2834
Morales, Christopher	10	Mria Morales 203-981-8585 Megan Fenn 203-893-1521
Soto, Christopher	10	Melissa Soto 203-981-8026 Juan Carrasquillo 203-751-9526
Vasquez, Jasmin	10	Zoila Vasquez 203-231-4619 Marina Gonzalez 203-673-4681



# Student Roster

## Section:2(M-F) Graphic Design II (H) Independent Study

Student Name	Grade Level	Emergency Contacts
Huq, Nailah	12	Rochana Rashid 203-278-0631 Reza Huq 347-393-1917



← from Grand Central Terminal, 89 E 42nd St, New York, NY 10017  
 to Jacob K. Javits Convention Center, 655 W 34th St, New York, NY 10019

**7:45 AM - 8:00 AM (15 min)**

🚶 → 🚶 → 🚶

7:52 AM from 5 Av  
 🚶 10 min every 3 min

☰ SCHEDULE EXPLORER

7:45 AM 🚶 **Grand Central Terminal**  
 89 E 42nd St, New York, NY 10017

🚶 Walk  
 ▼ About 7 min, 0.3 mi

7:52 AM 🚶 **5 Av**  
 34 St - 11 Av  
 ▼ 5 min (2 stops)

7:57 AM 🚶 **34th Street - Hudson Yards**  
 🚶 Walk  
 ▼ About 3 min, 0.2 mi



# FIND THE COLLEGE

## THAT'S BIG FOR YOU

### Join us at a performing and visual arts fair in your area:

Featuring schools specializing in:  
Dance ◀ Music ◀ Liberal Arts  
Photography ◀ Theatre ◀ and more!

Attending a Performing and Visual Arts College Fair pre-fair workshop is a great way for students and families to prepare to meet face-to-face with admission representatives at the fair. They are typically held one hour before the fair starts in meeting spaces at selected fair venues. Topics range from Navigating the Performing and Visual Arts College Fair to Careers in the Creative Industry.

\*These locations offer pre-fair workshops. Go to [www.nacacfairs.org/pvamldatlantic](http://www.nacacfairs.org/pvamldatlantic) for updates on workshops at select locations.

### \*BOSTON

Monday, September 18, 2017  
6:30 p.m. – 8:30 p.m.  
*Emmanuel College – Yawkey Center*  
NEW LOCATION  
Boston, MA

### \*PHILADELPHIA

Tuesday, September 26, 2017  
6:30 p.m. – 8:30 p.m.  
*University of Pennsylvania – The Palestra*  
NEW LOCATION  
Philadelphia, PA

### \*NEW YORK CITY

Wednesday, September 27, 2017  
6 p.m. – 9 p.m.  
*Jacob K. Javits Convention Center*  
New York, NY

### \*WASHINGTON, DC

Sunday, October 1, 2017  
1 p.m. – 3:30 p.m.  
*Walter E. Washington Convention Center*  
Washington, DC

### BEFORE THE FAIR...

Review the colleges on this sheet and decide which to visit.  
Use the key to see which schools specialize in your art.  
Go to [www.nacacfairs.org/pvamldatlantic](http://www.nacacfairs.org/pvamldatlantic) to:  
Access an updated list of colleges.  
Learn about different types of schools.

### AT THE FAIR...

Pick up the on-site locator for the latest school list (schools are located alphabetically).  
Pick up the TeenLife Guide for additional info on the schools.  
Meet one-on-one with college representatives who can answer your questions.

### PERFORMING & VISUAL ARTS COLLEGE FAIRS SPONSORS



**DAILY NEWS**  
NYDailyNews.com

Register today at [www.nacacfairs.org/pvastudentregistration](http://www.nacacfairs.org/pvastudentregistration)

NACAC  
**National  
College Fairs**

PERFORMING AND VISUAL ARTS

A PROGRAM OF THE NATIONAL ASSOCIATION FOR COLLEGE  
ADMISSION COUNSELING (NACAC)