

# SUFFIELD PUBLIC SCHOOLS

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## Suffield Public Schools Field Trip/School Sponsored Trip Request Form

**Directions:** Form to be completed by Advisor of the field trip. The completed form needs to comply with all regulations found in Policy #6153.

Date of Request: December 2, 2019

Type of Trip: ☒ Field Trip ☐ Extracurricular ☐ Athletic ☐ International

**NOTE:** Out of state or overnight trips must be approved by either the Superintendent or his/her designee and the Board of Education. (See Regulation #6153)

Advisor: Mrs. Kopf : Mrs. Messmer

Date(s) of Trip: May 1-3

Destination: New York City

Number of Students: ~ 50-60

Number of Chaperones. 1 chaperone for every 10 students (see Regulation #6153 – Chaperone guidelines)

Has disclosure form been completed for all chaperones that are not Suffield Public School employees and are chaperoning an overnight trip?

Yes ☐ No ☐ N/A ☒

Has chaperone information, including applicable Board of Education policy(ies) been delivered to chaperones?

Yes ☒ No ☐

Cost of trip (include information regarding payment of expenses and any financial penalties that may be incurred): depending on participants \$740-\$800

Insurance Certificate Required: Yes ☐ No ☒

Mode of Transportation: Bus

Explanation of Trip:

An opportunity for exploration of Hispanic culture through a variety of venues - including use of target language throughout the trip.

Educational Purpose:

This trip exposes our students (who study Spanish) to authentic cultural experiences and the opportunity to engage in use of target language

Itinerary:

(see attached)

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Advisor's Signature:

Maury Kark

Date:

12/2/19

Principal Signature:

[Signature]

Date:

12/2/19

Superintendent/Designee:

☒

Approve

☐

Deny

Superintendent/Designee Signature:

Jim Van Tassel  
[Signature]

Date:

12/2/19

Board of Education:

☐

Approve

☐

Deny

Board Chair Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

**Suffield Middle School**  
**3 Day New York City Spanish Cultural Tour**

Friday, May 1, 2020

- 8:00 AM Bus to arrive at the School/ Depart
- 12:00PM Arrive in New York City - Join Tour Escort  
Orientation tour to include Grand Central Station, Broadway District, Times Square....with time for lunch at group's expense
- 2:00 PM Tour of United Nations
- 4:30 PM Visit Central Park
- 6:00 PM Dinner at a Spanish restaurant
- 7:30 PM Admission to the Observatory Deck of Empire State Building for a spectacular view of NYC
- 9:30 PM Check into hotel

Saturday, May 2, 2020

- 8:00 AM Breakfast at the hotel
- 10:00AM Tour of Hispanic Society of America
- 11:30AM Visit the Cloisters Museum- Docent guided
- 1:00 PM Lunch at group's expense
- 2:00 PM Admission to Metropolitan Museum of Art- docent guided
- 4:00 PM Salsa Dancing lesson
- 6:00 PM Dinner at a Mexican restaurant
- 8:00 PM See Broadway Show "West Side Story"

Sunday, May 3, 2020

- 8:00 AM Breakfast at the hotel and check out
- 10:00AM Ferry ride to the Statue of Liberty (time permitting, groups may explore Liberty Island) and then to Ellis Island & Immigration Museum – with time for lunch at group's expense
- 2:30 PM Admission to 9/11 Museum
- 5:00 PM Depart for School- dinner enroute at group's expense
- 8:30 PM Approximate time of arrival at the school

**This itinerary is a sample and could be altered to accommodate any special interests of your group.**