

Board of Education
Darien, Connecticut

MONDAY, OCTOBER 7, 2019

SPECIAL MEETING OF THE BOARD OF EDUCATION

**Darien Public Schools'
Administrative Offices
Meeting Room
7:00 p.m.**

AGENDA

1. Call to order
2. Adjourn to Executive Session (2nd Floor Conference Room) for the purpose of discussion regarding negotiations pursuant to Connecticut General Statute 1-200(6) (B)
3. Reconvene in public session.
4. Adjournment.

**REGULAR MEETING OF THE BOARD OF EDUCATION
MONDAY, OCTOBER 7, 2019**

**PLACE:
DARIEN PUBLIC SCHOOLS'
ADMINISTRATIVE OFFICES
MEETING ROOM
7:30 P.M.**

TENTATIVE AGENDA

1. Call to Order..... Mrs. Tara Ochman 7:30 p.m.
2. Chairperson's Report..... Mrs. Tara Ochman
3. Public Comment*..... Mrs. Tara Ochman

*Public Comments are limited to three minutes per individual and are designed to allow community members to inform the Darien Board of Education of their opinions and/or concerns. Where appropriate, community members are also encouraged to reach out to the school administration during regular school hours. There should be no expectation for dialogue on such public comments to take place at a regular/special public meeting, given that by law the Board may only discuss matters that are set forth on its agenda.

**REGULAR MEETING OF THE BOARD OF EDUCATION
MONDAY, OCTOBER 7, 2019**

4. Superintendent's Report..... Dr. Alan Addley
5. Approval of Minutes..... Board of Education
6. Board Committee Reports..... Mrs. Tara Ochman
7. Presentations/Discussions
 - a. Update/Report on Testing – Dr. Susie Da Silva/
SBA, AP, SAT Ms. Meghan Emanuelson/
Mrs. Cory Gillette
 - b. Discussion and Possible..... Mr. Michael Lynch
Action on Board of Education
Requests to Board of Selectmen
Re Holmes Roof and Skylight
Replacement Project and
Hindley Roof and Skylight
Replacement Project
 - c. First Reading and Discussion.....Ms. Marjorie Cion/
on Proposed Revised Board Mr. Michael Burke
Policy 6840, Graduation
Requirements
 - d. Discussion and Possible..... Dr. Susie Da Silva/
Action on Proposed Mrs. Ellen Dunn/
Darien High School and Mrs. Shelley Somers
Middlesex Middle School
Field Trips
 - e. Presentation and Preliminary... Dr. Alan Addley
Discussion of Regular Board
of Education Meetings for the
2020 Calendar Year
 - f. Preliminary Discussion of..... Dr. Alan Addley
2020-2021 Budget Meeting
Calendar
 - g. Discussion on Board of..... Mrs. Tara Ochman
Education's Contribution
to the Development of a
Community Values
Statement

**REGULAR MEETING OF THE BOARD OF EDUCATION
MONDAY, OCTOBER 7, 2019**

- 8. Action Items
 - a. Personnel Items..... Ms. Marjorie Cion
 - i. Appointments
 - ii. Resignations/Retirements
- 9. Public Comment*..... Mrs. Tara Ochman
- 10. Adjournment..... Mrs. Tara Ochman

AA:nv

*Public Comments are limited to three minutes per individual and are designed to allow community members to inform the Darien Board of Education of their opinions and/or concerns. Where appropriate, community members are also encouraged to reach out to the school administration during regular school hours. There should be no expectation for dialogue on such public comments to take place at a regular/special public meeting, given that by law the Board may only discuss matters that are set forth on its agenda.

APPROVED
REGULAR MEETING OF THE BOARD OF EDUCATION
Tuesday, September 10, 2019

PLACE:
DARIEN PUBLIC SCHOOLS
ADMINISTRATIVE OFFICES
BOARD OF EDUCATION CONFERENCE ROOM
7:30 P.M.

BOARD MEMBERS PRESENT:

	Brown	Burke	Dineen	McCammon	McNamara	Maroney	Ochman	Ritchie	Stein
Present	X	X	X	X	X	X	X	X	X
Absent									

ADMINISTRATION PRESENT:

Dr. Addley, Dr. Da Silva, Ms. Klein, Ms. Cion and Mr. Rudl

AUDIENCE: Approximately 15

- | | |
|---|--|
| 1. Call to Order | Mrs. Tara B. Ochman, Chair,
at 7:36 p.m. (0:00) |
| 2. Chairperson's Report | Mrs. Ochman, Chair,
at 7:36 p.m. (0:00) |
| 3. Public Comment | Mrs. Ochman, Chair,
at 7:38 p.m. (0:02) |
| Stacey Tie 10 Clocks Lane
Catherine Piorkowski 152 Old Kings Highway North
Sara Parent 227 Hollow Tree Ridge Road | |
| 4. Superintendent's Report | Dr. Alan Addley
at 7:46 p.m. (0:10) |
| 5. Approval of Minutes | Board of Education
at 7:50 p.m. (0:14) |

**MOTION TO APPROVE THE MINUTES OF THE SPECIAL MEETING AND EXECUTIVE SESSION HELD ON
AUGUST 27, 2019:**

1st Ms. McNamara

2ND Mr. Burke

	Brown	Burke	Dineen	McCammon	McNamara	Maroney	Ochman	Ritchie	Stein
Yes	X	X	X	X	X		X		X
No									
Abstain						X		X	

RESULT - MOTION PASSED (7-0-2)

MOTION TO APPROVE THE MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION HELD ON AUGUST 27, 2019:

1st Mr. Burke

2ND Ms. McNamara

	Brown	Burke	Dineen	McCammon	McNamara	Maroney	Ochman	Ritchie	Stein
Yes	X	X	X	X	X		X		X
No									
Abstain						X		X	

RESULT - MOTION PASSED (7-0-2)

6. Board Committee Reports

Mrs. Ochman, Chair,
at 7:51 p.m. (0:15)

PRESENTATIONS AND DISCUSSIONS

7. Presentations/Discussions:

a. Further Discussion and
Possible Action on Proposed
Educational Specifications for
Ox Ridge Elementary School

Dr. Alan Addley
at 7:53 p.m. (0:17)

MOTION TO APPROVE THE PROPOSED OX RIDGE EDUCATIONAL SPECIFICATIONS:

1st Ms. McCammon

2ND Ms. McNamara

	Brown	Burke	Dineen	McCammon	McNamara	Maroney	Ochman	Ritchie	Stein
Yes	X	X	X	X	X	X	X	X	X
No									
Abstain									

RESULT - MOTION PASSED UNANIMOUSLY (9-0-0)

b. Report on Summer School
and ESY Programs 2019

Mrs. Shirley Klein/
Ms. Kaitlin Stanton/
Mr. Marc Power/
Mrs. Shira Schwartz/
Ms. Laura Straiton
at 7:54 p.m. (0:18)

c. Presentation and Discussion
on Board Master Agenda for
August 2019- January 2020

Dr. Alan Addley
at 8:22 p.m. (0:46)

d. Discussion and Possible
Action on Requests from
Darien High School: Delayed
Opening on October 16, 2019
For the Purpose of Administering
PSAT Exams; Delayed Opening

Dr. Susie Da Silva/
Mrs. Ellen Dunn
at 8:30 p.m. (0:54)

On April 14, 2020 for the Purpose
Of Administering SAT Exams;
Change May 8, 2020 Professional
Learning Communities (PLCs) to
May 15, 2020 Early Dismissal

**MOTION TO APPROVE THE PROPOSED REQUESTS FROM DARIEN HIGH SCHOOL FOR: DELAYED
OPENING ON OCTOBER 16, 2019; DELAYED OPENING ON APRIL 14, 2020; CHANGE MAY 8, 2020
PLC TO MAY 15, 2020 EARLY DISMISSAL:**

1st Mr. Brown

2ND Mr. Burke

	Brown	Burke	Dineen	McCammon	McNamara	Maroney	Ochman	Ritchie	Stein
Yes	X	X	X	X	X		X	X	X
No						X			
Abstain									

RESULT - MOTION PASSED (8-1-0)

8. Action Items:

a. Personnel Items

- i. Appointments
- ii. Resignations/Retirements

Ms. Marjorie Cion
at 8:33 p.m. (0:57)

**MOTION TO APPROVE THE PERSONNEL ITEMS AS OUTLINED IN THE MEMO DATED SEPTEMBER 10,
2019:**

1st Ms. Ritchie

2ND Mr. Burke

	Brown	Burke	Dineen	McCammon	McNamara	Maroney	Ochman	Ritchie	Stein
Yes	X	X	X	X	X	X	X	X	X
No									
Abstain									

RESULT -MOTION PASSED UNANIMOUSLY (9-0-0)

9. Public Comment

Mrs. Ochman, Chair,
at 8:35 p.m. (0:59)

10. Adjournment

Mrs. Ochman, Chair,
at 8:35 p.m. (0:59)

MOTION TO ADJOURN:

1st Ms. Ritchie

2nd Mr. Burke

	Brown	Burke	Dineen	McCammon	McNamara	Maroney	Ochman	Ritchie	Stein
Yes	X	X	X	X	X	X	X	X	X
No									
Abstain									

RESULT - MOTION PASSED UNANIMOUSLY (9-0-0)

Meeting adjourned at 8:35 p.m. (0:59))

Respectfully Submitted,

Kathrine Stein,
Secretary

Darien Public Schools - Administrative Offices

35 Leroy Avenue – P.O. Box 1167 – Darien, Connecticut 06820-1167
Tel: 203-656-7414 Email: sdasilva@darienps.org

MEMO

October 2, 2019

To: Alan Addley, Ed.D., *Superintendent of Schools*

From: Susie Da Silva, Ed.D., *Assistant Superintendent for Curriculum and Instruction, K-12*

Re: K-12 Standardized Testing Report for 2018-2019 School Year

The Connecticut State Department of Education (CSDE) requires students in grades 3-8 and 11 to participate in standardized assessments in English/Language Arts and Mathematics (Smarter Balanced Assessment and CT SAT Day). Students in grades 5, 8 and 11 are also required to take a science assessment, Next Generation Science Standards (NGSS).

Our report to the Board of Education on October 7, 2019 will have two parts: The first part of the presentation will be focused on the results of the CSDE standardized assessments. We will not report on NGSS, due to only having preliminary results. The second part of the presentation will be focused on the results of our college admissions testing. This report includes the national SAT, AP and traditionally the ACT. We will not report the ACT, as we have not received the profile report. The Board of Education can expect an update later this month on ACT and NGSS.

The primary purpose of this memo is to provide context for the standardized testing experience for our students, most specifically for the state required assessments. It is important to note that over the course of the testing period, feedback is collected from our school leaders and teachers on the administration of the testing, as well as the accommodations and alternate assessments provided to students with learning differences. Students are also observed throughout the testing period, across all levels. These observations, alongside the feedback is used to inform our testing structures and protocols.

Smarter Balanced Assessments (SBA)

- ❑ Parents have now received their child's SBA reports by postal mail. There are two subtle changes on the score report: Lexile and Quantile levels. These levels can be best defined as a student's 'just right' level in English/Language Arts and Mathematics. The state provides these in order to help parents find 'just right' math activities and/or books and materials. You can find more detailed information [here](#).
- ❑ **Interim Block Assessments:**
 - ❑ This year, we universally implemented the Interim Block Assessments. These assessments are offered to school districts as a practical rehearsal for the testing experience. This experience provides the added benefit of reducing student anxiety. Additionally, these interim assessments allow teachers to observe students' fluency with the online testing platform and its technical components.
- ❑ **Participation Rates:**
 - ❑ The State of Connecticut asks districts to assess at least 95 percent of their students. Our participation rates are listed below. Our participation rates across K-12 SBAC and NGSS met that goal.

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DHS for NGSS Science (98.6% of Juniors participated)

CT SAT School Day (96.9% of Juniors participated)

MMS Participation for SBA and NGSS, click [here](#)

Elementary Participation for SBA and NGSS click [here](#)

CTAA completion Rates K-12 click [here](#)

CTAS completion Rates K-12 click [here](#)

❑ PROCEDURES FOR STUDENTS WITH LEARNING DIFFERENCES

❑ **Non-Embedded Accommodations:** We encountered challenges in accommodating students for the SBAC who needed speech to text. This element is not embedded into the software, so the State continued to ask districts to find a work-around for this issue. Due to the hard work and resourcefulness of our teams, we were able to successfully overcome this technical obstacle. The State noted that this was not a problem specific to Darien and is hoping that it can be improved this testing year.

❑ **Feedback on Alternate Assessments:** As a district we worked very hard to assess all of our students. We studied how to administer the Learner Characteristics Inventory and how to determine which students would be best served by the alternate assessment. This assessment is only recommended for students with severe cognitive disabilities.

We are reflecting on two pieces of this assessment: the student experience and teacher training. The assessments contained over 100 screens to move through (for each assessment). Students, who are determined eligible through the PPT process, are required to take all three assessments (literacy, math, and science) in this manner. The science test required an additional layer of preparation and management. There was a 244-page document that had to be studied by the proctor and then individual pieces had to be cut and organized. The proctor had to manage the materials, student responses, and then enter the responses in the Data Entry Interface. Another issue was the text-to-speech accommodation. The voice was computerized and dysfluent. The voice skipped punctuation and paused at inappropriate times, impacting the fluency of the text reader; and, this was especially concerning on a reading comprehension test when students need it read to them. Feedback was provided to the State with respect to these issues. We look forward to these being corrected by the next test administration.

NGSS

We received preliminary scores for NGSS on September 27th. These scores are not included in this presentation. As of the date of this memo, we have not received individual score reports nor have we reviewed the preliminary data with our assessment team. It is important to note that these are the first set of NGSS scores the district has received, therefore, we will not be able to benchmark data against previous school years. At this time, our District Reference Group has not shared results.

As a point of reference, you can access the district website to view NGSS aligned units here: [Elementary](#) and [Secondary](#). We will continue this revision and professional learning work over the course of this school year.

The Connecticut Science Supervisors Association (CSSA) has taken a position on the CT 2019 NGSS Assessment. You can find it [here](#).

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CT SAT School Day

The SAT has replaced CAPT and SBA for all 11th grade students. This past testing year, we administered the CT SAT during the school week in April. Participation on the CT SAT day increased from the 2017-2018 administration. Students may elect to send their scores to the college/university of choice for use in the admissions process.

STANDARDIZED TESTING: DHS

ACT:

The American College Testing program (ACT) assesses students in English, Reading, Mathematics, and Science. ACT has not released the Profile Report for the graduating class of 2019. These scores are expected early to mid October. This delay is due to a new testing date offered in the month of July. Since 2015, our student performance composite score has been consistently between 27 and 28. We do not anticipate any significant changes, but will share the ACT Profile Report when received.

There are 7 national test dates during the 2019-2020 school year. DHS is a testing site (offered 4 times), however, students may elect to take the test at a different location.

AP:

The Advanced Placement Exams are subject specific exams. During the 2018-2019 school year, DHS offered 20 AP courses and administered exams in 23 AP courses (which included AP Chinese, Macroeconomics, and Psychology). Each exam is roughly 2-3 hours in length, and administered during the first 2 weeks of May. The scale used is 1-5, and students can choose whether or not to send scores to their colleges of choice. Recent CT legislation, provides that State colleges will award credit for scores of 3 or better.

SAT (National Test Date):

Generally, students begin registering for SAT's in their junior year and may elect to send their scores to the college/university of choice for use in admissions. There are 7 national test dates during the 2019-2020 school year. DHS is a testing site (offered 4 times), however, students may elect to take the test at a different location.

****It is important to note that the CT SAT day and National SAT scores in this report may not be compared, as they are testing different cohort of students.**

In conclusion, I would like to acknowledge Cory Gillette and Meghan Emanuelson, who coordinated the testing experience for students and staff this past school year. They, along with our school-based leaders, teachers, support staff and students worked very hard to make this administration successful.

Michael J. Lynch
Director of Facilities
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Fax: (203)-656-3052
E-mail: MLynch@darienps.org

Darien Public Schools
Administrative Offices
35 Leroy Avenue
P.O. Box 1167
Darien, CT 06820-1167

MEMORANDUM

To: Alan Addley, Superintendent of Schools

From: Michael Lynch, Director of Facilities

Subject: Motions needed for Holmes and Hindley Roof Replacements

Date: October 7, 2019

The following motions will need to be voted on by the BOE at their next meeting on Monday, October 7:

1. Motion to request the Board of Selectmen of the Town of Darien to appoint the Board of Education to serve as the Building Committee for the Holmes Roof and Skylight Replacement Project.
2. Motion to request the Board of Selectmen of the Town of Darien to authorize the Darien Board of Education to apply to the Commissioner of Education to accept or reject such a grant for the Holmes Roof and Skylight Replacement Project.
3. Motion to authorize for at least preparation of schematic drawings and outline specifications for the proposed project at Holmes.
4. Motion to request the Board of Selectmen of the Town of Darien to appoint the Board of Education to serve as the Building Committee for the Hindley Roof and Skylight Replacement Project.
5. Motion to request the Board of Selectmen of the Town of Darien to authorize the Darien Board of Education to apply to the Commissioner of Education to accept or reject such a grant for the Hindley Roof and Skylight Replacement Project.
6. Motion to authorize for at least preparation of schematic drawings and outline specifications for the proposed project at Hindley.

Thank you.

Memorandum

To: Board of Education

From: Marge Cion
Michael Burke

Date: October 7, 2019

Re: Repeal Current Policy 6840 and Replace with new Policy 6840: Graduation Requirements

On April 23, 2019 the Board of Education approved the administration's proposed changes to Darien High School's graduation requirements to reflect the State of Connecticut's required changes to those requirements beginning with students graduating in 2023.

The new requirements increase the number of credits needed for graduation from 22 to 25. There are also changes to the distribution of the 25 credits as well as the addition of a Mastery Based Diploma Assessment. Both the current and new requirements contain provisions for demonstrating proficiency in reading, writing and mathematics by meeting the "college readiness benchmark" score on the School Day SAT Assessment, as well as equivalent tasks for students who do not demonstrate proficiency through test scores. A copy of the portion of the administration's presentation to the Board of Education that outlines the changes presented to and approved by the Board of Education is attached to this memorandum.

The proposed new Board Policy 6840 sets forth both the current requirements, which apply to Darien High School students who will graduate in 2020, 2021 and 2022 and the requirements that apply to students who graduate in 2023 and thereafter. There are several other provisions in the policy that will remain the same for both the current and new requirements including the minimum number of subjects required each semester, the transfer of credits and enrollment requirements.

We are therefore asking the Board of Education to repeal the current Policy 6840 and replace it with a new policy that complies with the current State requirements. Both policies are attached to this memorandum.

**Darien Public Schools
Darien, Connecticut**

POLICY

Series 6800

Academic Achievement

Policy 6840

Graduation Requirements

I. REQUIREMENTS FOR GRADUATION

- A. In order to graduate from Darien High School, a student must acquire a minimum of 22 academic credits as shown in the Credit Distribution Requirements listed in Sections II, III, and IV below. In addition, a student must meet the Performance Standards Requirements for Reading, Writing, and Mathematics, as explained in Section V.
- B. A student will be required to take a minimum of six subjects per semester in addition to physical education, except for a senior who is taking three or more 400 level courses, who may take a minimum of five courses per semester.

II. CREDIT DISTRIBUTION REQUIREMENTS*

English	4
English 9	1
English 10	1
American Literature	1
Senior Literature (designated literature elective)	.5
World Literature Seminar	.5
History & Social Science	3.5
Western Civilization (Grade 9)	1
World Studies (Grade 10)	1
American History (Grade 11)	1
Law & Government (Grade 12)	.5

Laboratory Science	2
Biology (Grade 9)	1
Earth Science or Chemistry (Grade 10)	1
Mathematics	3
Fine and/or Practical Arts	
Art, Music, Drama, Humanities, Technology	1
Physical Education/Health — 4 years	1
Including Jogging, Weight Training, CPR, and Health	
Elective Credits	7.5
Total Credits for Graduation	22.0

**Credit earned in any course requires a final course grade of 60 or greater*

III. TRANSFER OF CREDITS

Credits awarded by secondary public and private high schools that have been accredited by state accrediting agencies will be accepted toward fulfillment of the required twenty-two (22) credits.

IV. ENROLLMENT REQUIREMENT

Students, to be eligible to receive a Darien High School diploma and participate in the graduation ceremony, must have been fully enrolled and meet the attendance requirements of Darien High School for the full and final semester before graduation. This requirement may be waived for seniors whose families moved to Darien after the start of the final semester. Exceptions to this policy may be made by the Superintendent of Schools after reviewing each case with the high school administration.

V. PERFORMANCE STANDARDS REQUIREMENTS

A. The Reading and Writing Performance Standard Criteria

As evidence of meeting the Reading and Writing Performance Standard Criteria, students will read and respond to a literary text in individual, literal, critical, and evaluative ways. They will edit their writing using standard English conventions. While academic courses are designed to prepare students to meet these expectations, attaining the Reading and Writing Performance Standard Credit requires students to demonstrate, under specific conditions, that they can both read and understand a literary work and respond to it by producing a focused, organized, adequately supported essay that meets standard English conventions. For specifics, please refer to the accompanying regulations.

B. Mathematics Performance Standard Criteria

As evidence of meeting the Mathematics Performance Standard Criteria, the student must show proficiency in the following mathematical areas: problem solving and reasoning; communicating; and computing and estimating. These skills should be attained in the four content areas: algebraic functions and variables; geometric measurement and shape manipulation; statistics; and probability and data analysis. Much of the assessment focuses on generalized abilities and an integrated understanding of key mathematical concepts drawn from everyday experiences. For specifics, please refer to the accompanying regulations.

Legal References: Conn. General Statutes, Section 10-221a and Section 10-223a

Prior Policy Approvals: HL5 Approved October 23, 1979
HL5.1 Approved October 9, 1984
HL5 Approved September 24, 2002
HL5 Approved March 27, 2007

APPROVED: November 10, 2009

**Darien Public Schools
Darien, Connecticut**

POLICY

**Series 6800
Academic Achievement**

Policy 6840

Administrative Regulations

Graduation Requirements

I. OPTIONS FOR MEETING PERFORMANCE STANDARDS

- A. To earn the **Reading and Writing Performance Standard Credit**, a student must demonstrate the performance standard by successfully producing, under timed and supervised conditions, an essay that responds to the reading of literature and that meets the quality standards of the English Department's Writing Assessment Rubric. This standard may also be considered met if the student meets any one of the following options of performance standards:
1. Achieve a score of 8 or better on either the Response to Literature or Interdisciplinary Writing I or II subtests of the Connecticut Academic Performance Test administered in the sophomore year.
 2. Achieve a score of 8 or better on either the Response to Literature or Interdisciplinary Writing I or II subtests of the Connecticut Academic Performance Test administered in the junior year.
 3. Achieve a score of 50 or better on the Writing subtest of the PSAT.
 4. Achieve a score of 500 or greater on the Writing subtest of the SAT.
- B. To earn the **Mathematics Performance Standard Credit**, a student must demonstrate the performance standard by successfully completing, under timed and supervised conditions, a departmental mathematics performance exam that incorporates the topics of basic algebra, geometry, and statistical concepts in tasks that require the use of problem solving skills and arithmetic operations. This standard may also be considered met if the student meets any one of the following options of performance standards:
1. Achieve a score at the Goal level 4 or higher on the CAPT Mathematics Test administered in the sophomore year.

2. Achieve a score at the Goal level 4 or higher on the CAPT Mathematics Test administered in the junior year.
 3. Achieve a score of 48 or higher on the Mathematics subtest of the PSAT or 480 or higher on the Mathematics subtest of the SAT.
- C. When a student successfully completes a performance standard, a notation of that successful completion will be posted on his/her transcript by the end of the marking period.

II. EXEMPTIONS

- A. Students who transfer to Darien High School from out of district after completing at least three years in another school or district may, at the discretion of the Darien High School principal, be exempted, in whole or in part, from the performance standard credit requirements.
- B. In most instances, special needs students are required to meet the performance standards required of all students. However, in unique circumstances, some special education students with severe cognitive impairments may be exempted from the district performance standard credit requirement, but only if such is determined by a legally constituted Planning and Placement Team and indicated in their Individualized Education Plan. This information will be reported to Administration, Guidance, and English and/or Math Department.

III. NOTIFICATION

- A. Upon receipt of the CAPT test scores (usually in September) the Guidance Department will prepare for the administration and respective teachers a list of all juniors who have not met the performance standards in Reading and Writing and/or in Mathematics.
- B. In January of the junior year, the Guidance Department will notify in writing the parents of juniors who have not yet met Reading and Writing or Mathematics Performance Standards and inform them of options available to meet those standards. (See Section V, above)
- C. For the Senior year, the Guidance Department will enroll in Writer's Workshop any senior who has not yet earned the Reading and Writing Performance Standard Credit, and enroll in a fourth year of mathematics any senior who has not yet earned the Mathematics Performance Standard Credit.
- D. Additional Reading/Writing/Mathematics Notification
1. Parents will be notified by the school of their child's CAPT results in the fall of their junior year.

2. Parents will be notified by the school when their child has met the Reading, Writing and Mathematics Performance Standard requirement.
 3. Parents whose child has not yet met the reading, writing, or mathematics performance graduation requirement(s) will be notified by the school by certified mail after the CAPT results are received in the fall of his/her junior year.
 4. Notifications will include a description of opportunities for alternative assessments available. (See Section V, above)
 5. Parents whose child has not yet met the reading, writing, or mathematics performance graduation requirement(s) will be notified by the school through certified mail by October 15th of his/her senior year.
 6. Parents whose child, as of March 31st of his/her senior year, still has not met the reading, writing, or mathematics performance requirement(s), will be notified through certified mail by April 15th of his/her senior year, that the student does not qualify to graduate.
- E. When a student meets the graduation requirement in Reading and Writing and/or in Mathematics, it will be entered on his/her transcript at the end of the next marking period.

IV. OPTIONS IF REQUIREMENTS ARE NOT MET

- A. Return in September as a fifth year student.
- B. For reading and writing, enroll in a summer school session of Writer's Workshop and successfully complete the Reading and Writing Performance Standard.
- C. For mathematics, enroll in a summer school session of a mathematics course and successfully complete the Mathematics Performance Standard.

Administrative Regulations Revised: November 10, 2009

DHS Graduation Requirements Class of 2020 through 2022

Discipline	Courses	Credits
English	<ul style="list-style-type: none"> English 9 English 10 American Literature Senior Literature English Senior Capstone 	4
Social Studies	<ul style="list-style-type: none"> Western Civilizations World Studies American History Law and Government 	3.5
Science	<ul style="list-style-type: none"> Biology Chemistry/Earth Science 	2
Mathematics		3
Fine Art/Practical Art	<ul style="list-style-type: none"> Art Music Drama Humanities Technology Media 	1
Health/PE	<ul style="list-style-type: none"> (4 years) 	1
Electives		7.5
Total credits required		22

DHS Graduation Requirements

Class of 2023 and Beyond

Domain	Courses	Credits
Humanities	English <ul style="list-style-type: none"> English 9 English 10 American Literature Senior Literature English Senior Capstone 	4
	Social Studies <ul style="list-style-type: none"> Western Civilizations World Studies American History Law and Government 	3.5
	Fine Art/Practical Art <i>(Art, Music, Drama, Technology Education, Media)</i>	1
	Humanities Elective <i>(English, Social Studies, Art, Music, Drama, World Languages, Tech Ed, Media, Independent study)</i>	.5
STEM	Science <ul style="list-style-type: none"> Biology Chemistry Junior elective 	3
	Mathematics	3
	Stem Electives <i>(Science, Tech Ed, Business, Economics, Mathematics, Music Tech, Media, Digital Photo, Graphic Design, Computer Science, Independent Study)</i>	3
World Language		1
Health/Safety		1
Physical Education/Wellness		1
Mastery Based Diploma Assessment		1
Electives		3
Total credits required		25

Darien Public Schools
Darien, CT
POLICY

Series 6800 : Instruction
Policy 6840

I. Graduation Requirements for the Class of 2020 through 2022

- A. In order to graduate from Darien High School, and participate in the graduation ceremony, a student must acquire a minimum of 22 academic credits as shown in the Credit Distribution Requirements listed below, unless otherwise determined by a student's Planning and Placement Team (PPT) in accordance with state and federal law. In addition, a student must demonstrate proficiency in the basic skills as described in II.
- B. A student will be required to take a minimum of six subjects per semester in addition to physical education and Health, except for a senior who is taking three or more 400 level courses, who may take a minimum of five courses per semester, and except as otherwise determined by a student's PPT or Section 504 team in accordance with state and federal law.

C. CREDIT DISTRIBUTION REQUIREMENTS

English	4 Credits	
English 9		1
English 10		1
American Literature		1
Senior Literature		.5
English Senior Capstone		.5
History & Social Science	3.5	
Western Civilization (Grade 9)		1
World Studies (Grade 10)		1
American History (Grade 11)		1
Law & Government (Grade 12)		.5

Darien Public Schools
Darien, CT
POLICY

Laboratory Science 2

Biology (Grade 9)	1
Earth Science or Chemistry(Grade 10)	1

Mathematics 3

Fine and/or Practical Arts

Art, Music, Drama, Humanities, Technology, Video	1
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Physical Education/Health

Including Jogging, Weight Training, CPR, and Health	1
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Elective Credits	7.5
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<i>Total Credits for Graduation</i>	22.0
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D. . Demonstration of Proficiency in Basic Skills

In addition to meeting the coursework and credit graduation requirements listed above, to graduate high school, each student must demonstrate proficiency in the basic skills in reading, writing and mathematics

Evidence-Based Reading & Writing

Proficiency is measured by meeting the “college readiness benchmark” score on the School Day SAT Assessment in Reading and Writing.

Mathematics

Proficiency is measured by reaching the “college readiness benchmark” score on the School Day SAT Assessment in mathematics

Basic Skills Equivalent Tasks

Darien Public Schools

Darien, CT

POLICY

Students who do not meet this standard on the School Day SAT Assessment may also demonstrate proficiency in the basic skills described above by achieving satisfactory results on the following:

- Earning a passing grade in the grade 11 English course, American Literature.
- Earning a passing grade in Algebra 2 or College Math Topics.

E. TRANSFER OF CREDITS

Credits awarded by secondary public and private high schools that have been accredited by state accrediting agencies in accordance with Board Policy 6845 will be accepted toward fulfillment of the required twenty-two (22) credits.

E. ENROLLMENT REQUIREMENT

Students, to be eligible to receive a Darien High School diploma and participate in the graduation ceremony, must have been fully enrolled and meet the attendance requirements of Darien High School for the full and final semester before graduation. This requirement may be waived for seniors whose families moved to Darien after the start of the final semester. Exceptions to this policy may be made by the Superintendent of Schools after reviewing each case with the high school administration.

In the event the student is unable to participate in physical education classes due to illness or injury for more than 3 classes per quarter, the student must submit written documentation from their health care provider or advanced practice registered nurse. The note should include: the reason for exclusion from physical activity, the specific physical activities the student is restricted from, and the start date of the physical activity restriction. Further, the student's health care provider or advanced practice registered nurse must also provide written documentation stating the date a student is medically cleared to resume all athletic activities. Students who are unable to participate in Physical Education classes will also be restricted from participating in high school athletic activities. Students must meet with their P.E. teachers to arrange for appropriate use of class time in the event of an extended absence from P.E.

Any student who is deaf or hearing impaired may be exempted from any world language graduation requirement if his or her parent or guardian requests such exemption in writing.

Only courses taken in grades nine to twelve inclusive, and that are in accordance with the state-wide subject matter content standards, adopted by the State Board of Education, shall satisfy the above graduation requirements, except that the Board will grant a student credit.

Darien Public Schools
Darien, CT
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II. GRADUATION REQUIREMENTS FOR THE CLASS OF 2023 AND BEYOND

- A. In order to graduate from Darien High School, and participate in the graduation ceremony, a student must acquire a minimum of 25 academic credits as shown in the Credit Distribution Requirements listed below, unless otherwise determined by a student's PPT in accordance with state and federal law. In addition, a student must demonstrate proficiency in the basic skills as described in II.
- B. A student will be required to take a minimum of six subjects per semester in addition to physical education and health, except for a senior who is taking three or more 400 level courses, who may take a minimum of five courses per semester with the prior approval of the student's school counselor and provided that the student will meet the credit requirements for graduation, and except as may be determined by a student's PPT or Section 504 team in accordance with state and federal law.

C. CREDIT DISTRIBUTION REQUIREMENTS

HUMANITIES

9 credits

English	4
English 9	1
English 10	1
American Literature	1
Senior Literature elective	.5
English Senior Capstone	.5
History	3.5
Western Civilization (Grade 9)	1
World Studies (Grade 10)	1
American History (Grade 11)	1
Law & Government (Grade 12)	.5
Fine Arts/Practical Arts	1
Elective Credit in Humanities	.5

(World Languages, Independent Studies, English, Social Studies, Art, Music, Business, Drama)

Darien Public Schools
Darien, CT
POLICY

SCIENCE, TECHNOLOGY, ENGINEERING, MATHEMATICS **9 credits**

Laboratory Science **3**

Biology (Grade 9) 1

Earth Science or Chemistry (Grade 10) 1

Elective Science (preferred in grade 11) 1

Mathematics **3**

Elective Credits in STEM **3**

(Science, Math, Technology Education, Computer Science, Economics, Business, Media, Graphic Design, Digital Photograph, Music Technology, Independent Studies)

WORLD LANGUAGES **1 Credit**

PHYSICAL EDUCATION AND WELLNESS **1 Credit**

HEALTH AND SAFETY EDUCATION **1 Credit**

MASTERY BASED DIPLOMA ASSESSMENT **1 Credit**

OPEN ELECTIVE CREDITS **3**

Total Credits Required to Graduate ***25 credits***

D. Demonstration of Proficiency in Basic Skills

In addition to meeting the coursework and credit graduation requirements listed above, to graduate high school, each student must demonstrate proficiency in the basic skills in reading, writing and mathematics

Evidence-Based Reading & Writing

Proficiency is measured by meeting the “college readiness benchmark” score on the School Day SAT Assessment in Reading and Writing.

Darien Public Schools
Darien, CT
POLICY

Mathematics

Proficiency is measured by reaching the “college readiness benchmark” score on the School Day SAT Assessment in mathematics.

Basic Skills Equivalent Tasks

Students who do not meet this standard on the School Day SAT Assessment may also demonstrate proficiency in the basic skills described above by achieving satisfactory results on the following:

- Earning a passing grade in the grade 11 English course, American Literature.
- Earning a passing grade in the grade 11 math course taken.

A student who presents written documentation from a physician or advanced practice registered nurse stating that participation in physical education is not advisable because of the physical condition of the student, shall be excused from the physical education requirement. In such a case, another subject must be substituted.

Any student who is deaf or hearing impaired may be exempted from any world language graduation requirement if his or her parent or guardian requests such exemption in writing.

Only courses taken in grades nine to twelve inclusive, and that are in accordance with the state-wide subject matter content standards, adopted by the State Board of Education, shall satisfy the above graduation requirements, except that the Board will grant a student credit.

E. TRANSFER OF CREDITS

Credits awarded by secondary public and private high schools that have been accredited by state accrediting agencies will be accepted toward fulfillment of the required twenty-two (22) credits.

F. ENROLLMENT REQUIREMENT

Students, to be eligible to receive a Darien High School diploma and participate in the graduation ceremony, must have been fully enrolled and meet the attendance requirements of Darien High School for the full and final semester before graduation. This requirement may be waived for seniors whose families moved to Darien after the start of the final semester. Exceptions to this policy may be made by the Superintendent of Schools after reviewing each case with the high school administration.

Darien Public Schools
Darien, CT
POLICY

G. Graduation During Period of Expulsion

A student may graduate during an expulsion period if the Board determines that the student has completed the necessary credits required for graduation.

Legal References:

Public Act 17-42, An Act Concerning Revisions to the High School Graduation Requirements

Conn. Gen. Stat. § 10-5c

Conn. Gen. Stat. § 10-14

Conn. Gen. Stat. § 10-16b

Conn. Gen. Stat. § 10-221a

Conn. Gen. Stat. § 10-223a

ADOPTED: _____

To : Dr. Alan Addley, Dr. Susie Da Silva

From: Ellen Dunn, DHS Principal

Re: Special Field Trip Requests **DHS 2019-20**

We are requesting approval for 9 Special Field trips during the 2019-20 school year. A summary of important data is provided below. Detailed application materials are attached.

Special Field Trips DHS/2019-20

Club/Class	Advisor/Teacher	Dates of Trip	Event/Location	# of students	# of school days missed	New Trip
China Exchange	Ann Armiger Jen Murphy	April 1-17	Shanghai/Beijing	12	8	
Model UN	Barry Palmer Mark Stepsis	February 13-16	Washington D.C.	8-10	1	
		March 20-22	Boston, MA	10	.5	
Model Congress	Bruce Clarke	December 5-8	New Haven, CT	10	1	
		March 26 -29	Philadelphia, PA	10	1.5	
Quiz Bowl	Dan Record Matt Buchta John Gearty	May 22-24	Atlanta, GA	12	1	
DECA	Claudia Gray	April 28-May 3	Orlando, FL	8-12	3	
National Technology Student Association Conference	Greg Darin	June 27- July 1	Nashville, TN.	5-10	0	
Music /Orchestra	Jane Minnis	March 5-8	Orlando, FL	60	1.5	

**DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM**
Trips Beyond 500 Miles, or Outside the U.S.
(Board of Education Policy 6710)

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

Planning Requirements: Written application must be submitted first to the school Principal, then to the Assistant Superintendent, according to administrative procedures. This form **MUST** be submitted to Central Office for approval before final plans or commitments are begun. All such trips must be approved by the Board of Education. Formal announcement of special trips can be made only after Board approval has been obtained.

☐ **Special Trips** (beyond 500 mile radius, overnight, or outside Continental U.S.) – The request must be submitted at least 60 days in advance of the departure date and no later than October 15th. It must contain detailed written information about arrangements, which at a minimum, must specify the following:

a. Names of the Darien Public School staff initiating the proposal and responsible for the trip

*Ann Armiger, DHS-China Exchange Coordinator
Jennifer Murphy, DHS-China Exchange Teacher*

b. Exact dates, times, destination(s) of the trip, and what instructional time will be impacted, as well as potential conflicts with major school events or standardized testing.

Date: *April 1, 2020 - April 17, 2020*

Date: _____ Time: _____ Destination: *Shanghai, Xi'an and Beijing China*

Affected school time: _____

8 school days

c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.

The trip is one component of the Darien-China Exchange Program at DHS. The goal of the program is to advance mutual understanding between the youth of the United States and the youth of the People's Republic of China. The trip provides experiential learning about another culture. In addition the experience meets several of the Learning Expectations in Darien High School's Statement of Core Values, particularly Learning Expectations 1 - 5.

DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

- d.** An outline of the pre-trip and post-trip activities, which will be conducted to enhance the value of the trip for students. This must also include a description of which students are eligible for the trip and how students will be selected to participate.

All students who will be in grades 10, 11 or 12 at the time of travel are eligible to apply. In June of 2019, the China Exchange coordinators interviewed applicants and selected 12 students. The group selected this year is comprised of 3 seniors and 9 sophomores. Nine are females, 3 are males. Selection was made on the basis of a written application and individual interviews as well as school record and teacher references.

Selected students are enrolled in a year-long independent study course that explores an understanding of China from multiple perspectives. The class has begun the year actively engaged in planning hosting activities for 10 students and 2 teachers from our partner school, the Shanghai No. 3 Girls' High School, who will be in Darien from Sept. 27 - Oct. 8, 2019. After reflection on the visit, the China Exchange class will continue with reading and research about China, supplemented by films, guest speakers, field trips and online collaboration with our partner school. Students will select and begin research on an independent inquiry project. In addition, students will be involved in specific pre-trip orientation sessions, including a field trip to Chinatown in New York. Parents will attend two evening meetings to review travel information and trip preparation details. As follow up, students will continue to work on their independent inquiry projects and will be responsible for making visual, oral, and written presentations to their class, school and community about their trip and their individual and collaborative projects.

- e.** The exact modes and times of travel, as well as the exact housing arrangements.

Zhen Peng of Sunlight Travel, the travel consultant we have used for the last several China trips, will again make travel arrangements. In addition, the Shanghai No. 3 Girls' High School will arrange for tours of the Shanghai area. Students will depart from New York and fly to Shanghai. After spending 10 days in Shanghai, attending Shanghai No. 3, DHS students will fly to Xi'an and then take an overnight train to Beijing before returning home. The Shanghai School will arrange housing with host families. After leaving Shanghai, housing will be in hotels in Xi'an and Beijing.

- f.** Detailed daily time schedules of the agenda of activities.

Students will spend 10 days at the Shanghai No. 3 Girls' High School, attending classes, working on collaborative projects and attending field trips and special cultural events arranged by the school. It is likely that our delegation will take day trips arranged by the school. Host families will be responsible for transportation to and from school and housing, transportation, activities and meals for our students and teachers when they are not in school. After 10 days in Shanghai, the group will return home by way of Xi'an and Beijing for 5-6 days of sightseeing. While in Beijing, we plan to spend one day volunteering at the Dandelion School, a school for children of migrant workers. DHS China delegations have volunteered at this school for the past nine years; we hosted teachers from the school for a brief visit in 2012.

China Exchange 2019-20.doc

All PAYMENTS for FIELD TRIPS must be collected through SchoolCashOnline. Questions – contact Meg Ricci (ext. 2318)

**DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM**
Trips Beyond 500 Miles, or Outside the U.S.

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

- g.** Precise overall financial information with a break down by categories of expenses. Include any staffing transportation, accommodations or unique modifications for students with disabilities.

Staffing--substitutes for 2 teacher/chaperones. History teacher Jennifer Murphy and Special Ed. teacher Rachid Sofiane will be teacher/chaperones for the 2020 group.

Transportation--airfare to China, transportation within China, field trips and tours within China, transportation to and from airports

Accommodations--16 days away from home

Visas, Passports, Insurance, Shots

Gifts to school, individual school personnel and host families

Sightseeing in Beijing and Xi'an

Hotel security expenses

Tutoring--for students as needed upon return

- h.** Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.

Hosting school: housing, meals, field trips, cultural activities while in Shanghai; some day trips

Student: Transportation to and from China and within China; cost of teacher/chaperones; insurance, visa, passport, shots; expenses for five nights, meals and sightseeing in Xi'an and Beijing; transportation to and from NY airport; emergency phone charges; host family gifts; group gifts; expense of hotel security, tutoring as needed.

District: Gift from school to school, substitute teachers at DHS for 8 school days, medical emergency kit

- i.** Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.

Two teacher substitutes for 8 school days during the trip.

<input type="checkbox"/>	Organizers must be aware that school budget development occurs a year in advance, so requests for funding must be made during budget development in the fall preceding the school year in which the event is to occur.
<input type="checkbox"/>	The submission of a trip request, does <u>not</u> , in-and-of-itself, constitute any explicit or implied approval.
<input type="checkbox"/>	No trip is considered authorized until formally approved in writing in accordance with the aforementioned procedures.
<input type="checkbox"/>	The field trip organizer <u>must</u> notify the school nurse of the field trip date, destination, and a list of the students participating in the trip.

China Exchange 2019-20.doc

All PAYMENTS for FIELD TRIPS must be collected through SchoolCashOnline. Questions – contact Meg Ricci (ext. 2318)

DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
 Trips Beyond 500 Miles, or Outside the U.S.

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

<i>Ann Armiger</i> <small>Signature of Trip Organizer</small>	<i>10/2/19</i> <small>Date</small>	<i>Ellen Sherry</i> <small>Signature of Principal</small>	<i>10/3/19</i> <small>Date</small>
<input type="checkbox"/>	Approved	<input type="checkbox"/>	Not approved
		<small>Signature of Superintendent/Designee</small>	<small>Date</small>

**Darien-China Exchange
Estimated Cost of Trip for Participants
Travel to China 2020**

International airfare (NYC to Shanghai and return Beijing to NYC) And per person In China flights and overnight train fare	\$1400
Tour package including chartered bus, English-speaking tour guide, entrance fees, all meals, hotels, tips	\$700
Costs for Chaperones	\$427
Chinese Visa application and handling fees	\$173
Airport Transportation (DHS-JFK or Newark)	\$100
International Travel Insurance—no charge. Darien policy	
Gifts from the group	\$60
Cellphone/phone card for chaperones	\$20
Hotel Security (4-5 nights)	\$100
Miscellaneous fees, supplies	\$20

Total per person is estimated at \$3,000

Costs can shift slightly if dates change, for example, or if for some reason the number of students going on the trip changes. We will ask parents to pay in three installments—the first at the parent meeting in early November (\$1500) the second in January (\$750) and the balance (\$750) at the end of February.

DHS 2020 Itinerary in China

Itinerary: Shanghai-Xi'an-Beijing

Wednesday, April 1, 2020

NYC-Shanghai

Thursday, April 2

Arrival Shanghai and pick-up by the Shanghai No. 3 Girls' School

Thursday, April 2 - Saturday, April 11

School visit and home stay

Saturday, April 11

Fly to Xi'an in the morning

Excursion to Terra-cotta Warriors Museum

Evening Dumpling Banquet with Cultural Show

Hotel in Xi'an

Sunday, April 12

City tour: Ancient City Wall, History Museum and Old Town

Take an evening sleeping train to Beijing

Sleep on the train

Monday, April 13

Arrive Beijing in the early morning

City tour in Beijing:

Tian'an'men Square, Forbidden City, and Hu Tong Rickshaw Ride Tour

Peking Duck Restaurant

Hotel in Beijing

Tuesday, April 14

Volunteer at Dandelion School for the day

Hotel in Beijing

Wednesday, April 15

Excursion to the Great Wall, and Summer Palace

Visit Olympic Venues en route

Hotel in Beijing

Thursday, April 16

Visit Temple of Heaven, Beijing Zoo and 798 Art Zone

Evening: Kong Fu Show (or Acrobatics Show or Peking Opera Show)

Hotel in Beijing

Friday, April 17

Morning: to be arranged

Late afternoon: Fly back to the US

Arrive the US on the same day in the late afternoon

**DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.**

(Board of Education Policy 6710)

Planning Requirements: Written application must be submitted first to the school Principal, then to the Assistant Superintendent, according to administrative procedures. This form **MUST** be submitted to Central Office for approval before final plans or commitments are begun. All such trips must be approved by the Board of Education. Formal announcement of special trips can be made only after Board approval has been obtained.

Special Trips (beyond 500 mile radius, overnight, or outside Continental U.S.) – The request must be submitted at least 60 days in advance of the departure date and no later than October 15th. It must contain detailed written information about arrangements, which at a minimum, must specify the following:

- a.** Names of the Darien Public School staff initiating the proposal and responsible for the trip

Mark Stepsis

- b.** Exact dates, times, destination(s) of the trip, and what instructional time will be impacted, as well as potential conflicts with major school events or standardized testing.

Date: **FEBRUARY 13-16** Time: **All Day** Destination: **The Washington
Hilton**

Affected school time: **Thursday February 13 and Friday February 14**

- c.** A description of the rationale for the trip, with special emphasis on the educational value of the experience.

A main purpose of the Model UN club is to participate in conferences. These conferences build research, collaboration, public speaking and writing skills.

- d.** An outline of the pre-trip and post-trip activities, which will be conducted to enhance the value of the trip for students. This must also include a description of which students are eligible for the trip and how students will be selected to participate.

Pre-trip students will get their committee assignments. They will have to conduct research on their assigned role according to the issue their committee will be dealing with. The students will draft position papers on how to achieve resolution adopted by the conference.

- e.** The exact modes and times of travel, as well as the exact housing arrangements.

Students will be no more than 4 to a room. Students and chaperone will take a coach bus to the conference

- f.** Detailed daily time schedules of the agenda of activities. See Attached

- g. Precise overall financial information with a break down by categories of expenses. Include any staffing transportation, accommodations or unique modifications for students with disabilities.**

90 dollar registration fee per student, \$80 delegation fee, and \$80 Adviser fee

\$350 per student for Lodging; \$150 per student for Transportation

\$625 (estimate) per student (Including Chaperone Costs) All costs are based on the assumption 8 students attend

- h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.**

Families pay for their own delegate to attend

- i. Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.**

1 day of a substitute teacher for 1 teacher

	Organizers must be aware that school budget development occurs a year in advance, so requests for funding must be made during budget development in the fall preceding the school year in which the event is to occur.
	The submission of a trip request, does <u>not</u>, in-and-of-itself, constitute any explicit or implied approval.
	No trip is considered authorized until formally approved in writing in accordance with the aforementioned procedures.
	The field trip organizer <u>must</u> notify the school nurse of the field trip date, destination, and a list of the students participating in the trip.

	<u>10/1/19</u>		<u>10/3/19</u>
Signature of Trip Organizer	Date	Signature of Principal	Date

<input type="checkbox"/>	Approved	<input type="checkbox"/>	Not approved
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Signature of Superintendent/Designee

Date

THURSDAY, FEBRUARY 13

- 10:00 a.m. - 8:00 p.m. Registration Check-In : Terrace Foyer
- 3:30 p.m. - 4:15 p.m. Parliamentary Procedure Training : Lincoln
- 4:30 p.m. - 5:15 p.m. Parliamentary Procedure Training : Lincoln
- 4:30 p.m. - 5:15 p.m. Advisor Training : Jefferson West
- 5:30 p.m. - 6:15 p.m. Crisis Committee Training : Lincoln
- 5:30 p.m. - 6:15 p.m. Advisor Training : Jefferson West
- 7:00 p.m. - 8:15 p.m. Opening Ceremonies : International Ballroom
- 8:30 p.m. - 11:00 p.m. Committee Session I - ECOSOCs : Committee Rooms
- 8:45 p.m. - 11:15 p.m. Committee Session I - All Others : Committee Rooms
- 9:00 p.m. - 11:30 p.m. Committee Session I - GAs : Committee Rooms
- 10:00 p.m. - 11:00 p.m. Advisor Meeting : International Terrace
- 11:00 p.m. - 12:00 a.m. Head Del Reception : International Terrace
- 12:30 a.m. Curfew

FRIDAY, FEBRUARY 14

- 7:30 a.m. - 9:30 a.m. Breakfast : International Terrace
- 8:00 a.m. - 1:00 p.m. Programming : Various Locations
- 11:00 a.m. - 11:30 a.m. GIRA Global Presentation : Georgetown West
- 11:30 a.m. - 12:30 p.m. College 101 : Georgetown West
- 1:00 p.m. - 4:00 p.m. Committee Session II - All Others : Committee Rooms
- 1:15 p.m. - 4:15 p.m. Committee Session II - GAs : Committee Rooms

1:30 p.m. - 4:30 p.m. Committee Session II - ECOSOCs : Committee Rooms
2:00 p.m. - 2:30 p.m. Alpha Partners Education Presentation : International Terrace
4:30 p.m. - 6:00 p.m. Dinner
6:00 p.m. - 9:30 p.m. Committee Session III - GAs : Committee Rooms
6:15 p.m. - 9:45 p.m. Committee Session III - ECOSOCs : Committee Rooms
6:30 p.m. - 10:00 p.m. Committee Session III - All Others : Committee Rooms
7:00 p.m. - 8:00 p.m. Advisor Meeting & SFS Presentation : International Terrace
10:15 p.m. - 11:30 p.m. Hilltop Madness : International Ballroom
12:00 a.m. - 2:00 a.m. Midnight Crisis (select committees) : Committee Rooms
12:30 a.m. Curfew

SATURDAY, FEBRUARY 15

8:00 a.m. - 10:00 a.m. Breakfast : International Terrace
9:30 a.m. - 1:00 p.m. Committee Session IV - ECOSOCs : Committee Rooms
9:45 a.m. - 1:15 p.m. Committee Session IV - All Others* : Committee Rooms
10:00 a.m. - 1:30 p.m. Committee Session IV - GAs : Committee Rooms
1:30 p.m. - 3:30 p.m. Lunch
2:15 p.m. - 3:15 p.m. TBD Social Justice Event : Various Committees
3:30 p.m. - 7:00 p.m. Committee Session V - All Others : Committee Rooms
3:45 p.m. - 7:15 p.m. Committee Session V - GAs : Committee Rooms
4:00 p.m. - 7:30 p.m. Committee Session V - ECOSOCs : Committee Rooms
4:30 p.m. - 5:30 p.m. Advisor Meeting & Rustic Pathways : International Terrace

10:00 p.m. - 12:00 a.m. Delegate Dance : International Ballroom

10:00 p.m. - 12:00 a.m. Game Night : Georgetown West

12:30 a.m. Curfew

***For all midnight crisis, committee starts at 11:30 a.m.**

SUNDAY, FEBRUARY 16

8:00 a.m. - 9:30 a.m. Breakfast : Columbia West

8:00 a.m. - 11:00 a.m. Luggage Drop Off* : Various Locations

9:30 a.m. - 11:00 a.m. Committee Session VI - GAs : Committee Rooms

9:45 a.m. - 11:15 a.m. Committee Session VI - ECOSOCs : Committee Rooms

10:00 a.m. - 11:30 a.m. Committee Session VI - All Others : Committee Rooms

11:30 a.m. - 1:00 p.m. Lunch

1:00 p.m. - 2:30 p.m. Closing Ceremonies : International Ballroom

***Please check out of the Hilton by 11:00 a.m.**

DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.

(Board of Education Policy 6710)

Planning Requirements: Written application must be submitted first to the school Principal, then to the Assistant Superintendent, according to administrative procedures. This form MUST be submitted to Central Office for approval before final plans or commitments are begun. All such trips must be approved by the Board of Education. Formal announcement of special trips can be made only after Board approval has been obtained.

Special Trips (beyond 500 mile radius, overnight, or outside Continental U.S.) – The request must be submitted at least 60 days in advance of the departure date and no later than October 15th. It must contain detailed written information about arrangements, which at a minimum, must specify the following:

- a. Names of the Darien Public School staff initiating the proposal and responsible for the trip

Mark Stepsis

- b. Exact dates, times, destination(s) of the trip, and what instructional time will be impacted, as well as potential conflicts with major school events or standardized testing.

Date: **March 20-22** Time: **4 PM 3/20-1:30 pm 3/22** Destination: **Westin Copley Place Boston, MA**
Affected school time: **Friday 3/20 Half Day**

- c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.

A main purpose of the Model UN club is to participate in conferences. These conferences build research, collaboration, public speaking and writing skills.

- d. An outline of the pre-trip and post-trip activities, which will be conducted to enhance the value of the trip for students. This must also include a description of which students are eligible for the trip and how students will be selected to participate.

Pre-trip students will get their committee assignments. They will have to conduct research on their assigned role according to the issue their committee will be dealing with. The students will draft position papers on how to achieve resolution adopted by the conference.

- e. The exact modes and times of travel, as well as the exact housing arrangements.

Students will be no more than 4 to a room. Students and chaperone will take a coach bus to the conference

- f. Detailed daily time schedules of the agenda of activities. See Attached

- g. Precise overall financial information with a break down by categories of expenses. Include any staffing transportation, accommodations or unique modifications for students with disabilities.

90 dollar registration fee per student, \$80 delegation fee, and \$80 Adviser fee

\$350 per student for Lodging; \$150 per student for Transportation

\$625 (estimate) per student (Including Chaperone Costs) All costs are based on the assumption 8 students attend

- h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.

Students will be paying for the cost of the trip

- i. Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.

$\frac{1}{2}$ day of a substitute teacher for 1 teacher

	Organizers must be aware that school budget development occurs a year in advance, so requests for funding must be made during budget development in the fall preceding the school year in which the event is to occur.
	The submission of a trip request, does <u>not</u> , in-and-of-itself, constitute any explicit or implied approval.
	No trip is considered authorized until formally approved in writing in accordance with the aforementioned procedures.
	The field trip organizer <u>must</u> notify the school nurse of the field trip date, destination, and a list of the students participating in the trip.


Signature of Trip Organizer

10/1/19
Date


Signature of Principal

10/2/19
Date

<input type="checkbox"/>	Approved	<input type="checkbox"/>	Not approved
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Signature of Superintendent/Designee

Date

FRIDAY, MARCH 20, 2020

Time	Activity	Location
4:00 - 6:00 PM	Delegation Registration	Essex Ballroom Foyer
5:00 - 5:45 PM	Delegate Training Sessions	Staffordshire (Gloucester)
6:00 - 7:00 PM	Opening Ceremonies	Essex Ballroom
7:00 - 8:30 PM	Dinner Break	
8:30 - 11:00 PM	Committee Session 1A	(See Assigned Locations)
8:45 - 11:15 PM	Committee Session 1B	(See Assigned Locations)
8:45 - 10:30 PM	Advisor Reception	Presidential Suite (36th floor)
1:00 AM (Sat)	Curfew	Assigned Hotel Room

SATURDAY, MARCH 21, 2020

Time	Activity	Location
9:30 AM - 12:00 PM	Committee Session 2A	(See Assigned Locations)
9:45 AM - 12:15 PM	Committee Session 2B	(See Assigned Locations)
10:00 AM - 5:45 PM	Advisor Lounge*	Presidential Suite
10:00 - 11:00 AM	Advisor Feedback Session*	Gloucester (2nd Floor)
11:00 AM - 12:00 PM	Best Delegate Presentation	Gloucester (2nd Floor)
12:00 - 1:30 PM	Lunch Break	
1:30 - 4:00 PM	Committee Session 3A	(See Assigned Locations)
1:30 - 4:00 PM	Committee Session 3B	(See Assigned Locations)
2:00 - 3:30 PM	Advisor Mini-Simulation*	Gloucester (2nd Floor)
3:30 - 4:00 PM	Advisor Country Draft*	Gloucester (2nd Floor)
4:00 - 5:00	Break	

4:45 - 7:45 PM	Committee Session 4A	(See Assigned Locations)
5:00 - 8:00 PM	Committee Session 4B	(See Assigned Locations)
8:00 - 10:00 AM	Dinner Break	
10:00 - 11:00 AM	Trivia Night	Essex Ballroom South
10:00 - 11:45	Delegate Dance	Staffordshire

SUNDAY, MARCH 22, 2020

Time	Activity	Location
9:00 - 11:30 AM	Committee Session 5A	(See Assigned Locations)
9:15 - 11:45 AM	Committee Session 5B	(See Assigned Locations)
11:00 AM - 12:00 PM	Hotel Checkout	
12:00PM - 12:30 PM	Break	
12:30PM - 1:30 PM	Closing Ceremonies	Essex Ballroom

**DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST
FORM**

F2

Trips Beyond 500 Miles, or Outside the U.S.
(Board of Education Policy 6710)

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

Planning Requirements: Written application must be submitted first to the school Principal, then to the Assistant Superintendent, according to administrative procedures. This form **MUST** be submitted to Central Office for approval before final plans or commitments are begun. All such trips must be approved by the Board of Education. Formal announcement of special trips can be made only after Board approval has been obtained.

Special Trips (beyond 500 mile radius, overnight, or outside Continental U.S.) – The request must be submitted at least 60 days in advance of the departure date and no later than October 15th. It must contain detailed written information about arrangements, which at a minimum, must specify the following:

- a.** Names of the Darien Public School staff initiating the proposal and responsible for the trip
Bruce Clarke, DHS History Dept. and Model Congress Advisor
- b.** Exact dates, times, destination(s) of the trip, and what instructional time will be impacted, as well as potential conflicts with major school events or standardized testing.
- Yale U. Model
Congress in New
Haven
- Date: Dec 5 – 8, 2019 Time: Depart Dec 5, 3pm Destination: Haven
Affected school time: Friday Dec 6 B-day coverage needed (Periods 1,3,5,7)
- c.** A description of the rationale for the trip, with special emphasis on the educational value of the experience.
Each year dozen of schools from around the northeast send delegations from their Model Congress Clubs to Yale for the oldest Model Congress event for high school youth in the country. The event teaches students about working together to achieve useful laws through dialogue and negotiation. Fundamentally, this is a hands-on activity spread over 3 days that gives an unparalleled opportunity to explore how democracy works in our country.
- d.** An outline of the pre-trip and post-trip activities, which will be conducted to enhance the value of the trip for students. This must also include a description of which students are eligible for the trip and how students will be selected to participate.
Model Congress meets every Wed 2:20-3:15. This regular meeting helps students learn how to pass bills through debate, analysis and consensus-building. This also trains students to speak publicly. These meetings continue after this trip. Any student who has attended over half of our regular meetings will be eligible.
- e.** The exact modes and times of travel, as well as the exact housing arrangements.
Students will be expected to get a ride with a parent or guardian to the Yale Model Congress headquarters at the Omni Hotel, where we will have reserved rooms for three nights. Students can share rooms, up to 4 to a room. They will return by pick up by parent on Sunday after 1:30pm when the Yale event adjourns
- f.** Detailed daily time schedules of the agenda of activities.

Thursday, Dec 5

3:00 PM-6:00 PM

Registration, Omni York Room, Omni Hotel, New Haven, CT

**DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST
FORM**

Trips Beyond 500 Miles, or Outside the U.S.

F2

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7:00 PM-9:00 PM	Opening Ceremonies, Omni Grand Ballroom
9:00 PM-11:30 PM	Committee Session #1
10:00 PM-10:30PM	Faculty Meeting
12:30 AM	Curfew

Friday, December 6

9:00 AM	Yale Information Session, Admissions Office
11:00 AM	Yale Day Speaker
2:00 PM-5:00 PM	Committee Session #2
5:00 PM-7:00 PM	Dinner Break
7:00 PM-9:15 PM	Full Session #1
9:00 PM-10:00 PM	Faculty Meeting
9:00 PM-11:30 AM	Committee Session #4
12:30 AM	Curfew

Saturday, December 7

12:30 PM-12:30 PM	Lunch Break
12:30 PM-2:30 PM	Committee Session #3
3:00 PM-5:00 PM	Full Session #2
5:00 PM-8:30 PM	Dinner Break
9:30 PM-11:30 PM	Delegate Dance
11:00 PM-11:30 PM	Faculty Meeting
12:30 AM	Curfew

Sunday, December 8

9:30 AM-12:00 PM	Full Session #3
12:15 PM-1:30 PM	Closing Ceremonies

- g. Precise overall financial information with a break down by categories of expenses. Include any staffing transportation, accommodations or unique modifications for students with disabilities. The final cost per student depends on how many students actually sign up. But based on previous years here is an approximate breakdown of Costs:**

Per student: \$90 registration fee
\$70 food
\$250 for hotel room for three nights

I estimate 9-14 students will attend. I estimate a cost of \$400-450 per student depending on numbers attending.

**DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST
FORM**

Trips Beyond 500 Miles, or Outside the U.S.

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

- h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.

Students pay their own way.

- i. Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.

Sub needed for Dec 6 only.

	Organizers must be aware that school budget development occurs a year in advance, so requests for funding must be made during budget development in the fall preceding the school year in which the event is to occur.
	The submission of a trip request, does <u>not</u> , in-and-of-itself, constitute any explicit or implied approval.
	No trip is considered authorized until formally approved in writing in accordance with the aforementioned procedures.
	The field trip organizer <u>must</u> notify the school nurse of the field trip date, destination, and a list of the students participating in the trip.

	9/30/19		10/2/19
Signature of Trip Organizer	Date	Signature of Principal	Date

	Approved		Not approved
		Signature of Superintendent/Designee	
		Date	

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

Special Trips (beyond 500 mile radius, overnight, or outside Continental U.S.) – The request must be submitted at least 60 days in advance of the departure date and no later than October 15th. It must contain detailed written information about arrangements, which at a minimum, must specify the following:

**DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST
FORM**

Trips Beyond 500 Miles, or Outside the U.S.

F2

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Rules Review	5:00 PM - 5:30 PM
Opening Ceremonies & Keynote Speaker	6:00 PM - 8:00 PM
Committee Sessions	8:00 PM - 11:00 PM
Curfew	11:30 PM

Friday, March 27

House Full Session	9:00 AM - 11:00 AM
Senate Committee Sessions	9:00 AM - 12:00 PM
Lunch	12:00 PM - 1:30 PM
Senate Full Session	2:00 PM - 4:00 PM
House Committee Sessions	2:00 PM - 5:00 PM
Dinner	5:00 PM - 6:30 PM
Committee Sessions	6:30 PM - 10:00 PM
Friday Night Activities	10:30 PM - 12:00 AM
Curfew	12:30 AM

Saturday, March 28

Senate Full Session	9:00 AM - 11:00 AM
House Committee Sessions	9:00 AM - 11:30 AM
House Full Session	12:00 PM - 2:00 PM
Senate Committee Sessions	11:30 AM - 2:00 PM
Free Period	2:00 PM - 7:00 PM
Committee Sessions	7:00 PM - 10:00 PM
Delegate Dance	10:30 PM - 12:00 AM
Curfew	12:30 AM

Sunday, March 29

Full Sessions	9:00 AM - 11:00 AM
Special Program Committee Sessions	9:00 AM - 11:00 AM
Closing Ceremonies	12:00 AM - 1:30 PM

DARIEN PUBLIC SCHOOLS SPECIAL FIELD TRIP REQUEST FORM

Trips Beyond 500 Miles, or Outside the U.S.

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

- g. Precise overall financial information with a break down by categories of expenses. Include any staffing transportation, accommodations or unique modifications for students with disabilities.**
The final cost per student depends on how many students actually sign up. But based on previous years here is an approximate breakdown of costs:

Rooms are shared by 3 or 4 students and so room costs are divided. An approximate breakdown is:
Per student fee : \$110 registration fee + \$120 meals + about \$195 room (\$65 per night x3) + \$105 train/transportation to Phila. fee. = \$430

I estimate 7-10 students will attend. Including the costs of the advisor's room, I estimate a cost of about \$500 per student.

- h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.**
Students pay their own way.
- i. Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.**
Sub needed for March 26-27 only, Thursday, Friday

	Organizers must be aware that school budget development occurs a year in advance, so requests for funding must be made during budget development in the fall preceding the school year in which the event is to occur.
	The submission of a trip request, does <u>not</u> , in-and-of-itself, constitute any explicit or implied approval.
	No trip is considered authorized until formally approved in writing in accordance with the aforementioned procedures.
	The field trip organizer <u>must</u> notify the school nurse of the field trip date, destination, and a list of the students participating in the trip.

 Signature of Trip Organizer	10/1/19 Date	 Signature of Principal	10/2/19 Date
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	Approved		Not approved	
				Signature of Superintendent/Designee Date

DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.
(Board of Education Policy 6710)

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

Planning Requirements: Written application must be submitted first to the school Principal, then to the Assistant Superintendent, according to administrative procedures. This form **MUST** be submitted to Central Office for approval before final plans or commitments are begun. All such trips must be approved by the Board of Education. Formal announcement of special trips can be made only after Board approval has been obtained.

X Special Trips (beyond 500 mile radius, overnight, or outside Continental U.S.) – The request must be submitted at least 60 days in advance of the departure date and no later than October 15th. It must contain detailed written information about arrangements, which at a minimum, must specify the following:

a. Names of the Darien Public School staff initiating the proposal and responsible for the trip
Dan Record – proposed trip to the NAQT Quiz Bowl National Championships in Atlanta, GA
John Gearty
Matt Buchta

b. Exact dates, times, destination(s) of the trip, and what instructional time will be impacted, as well as potential conflicts with major school events or standardized testing.

Date: Friday, 5/22 – Sunday, 5/24 Time: All days Destination: Atlanta, GA
Affected school time: Friday, 5/22 – all day

c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.
This trip is the culmination of another successful Quiz Bowl season. Our school will most likely qualify 2 or 3 teams into the highly selective field of this National Championship tournament. This trip will allow our students to compete against the best and brightest students in the nation. In 2015, we took one team and finished in 77th place out about 250 teams. In 2016, we took 2 teams and placed 8th and 97th out of the 272 team field. In 2017, we took 3 teams, finishing in 15th, 97th, and 255th place out of the 304 team field. In 2018, year we took 2 teams and finished 20th and 191st out of the 352 team field. This past year we took 2 teams and placed 73rd and 153rd out of a 336 team field. We expect to have similar results this year.

This is the ultimate chance to demonstrate our knowledge and compete at the highest level. The value is giving students the opportunity to showcase their talents in a competitive manner in which they will have fun and make memories that will last them their lifetime.

d. An outline of the pre-trip and post-trip activities, which will be conducted to enhance the value of the trip for students. This must also include a description of which students are eligible for the trip and how students will be selected to participate.

DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.
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F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

Quiz bowl is a game in which two teams compete head-to-head to answer questions from all areas of knowledge, including history, literature, science, fine arts, current events, popular culture, sports, and more.

The defining feature of quiz bowl is the use of a "buzzer system" that lets players interrupt the reading of a question when they know the answer. That element adds a dimension of confidence, anticipation, and rapid recall to a game about knowing facts. Those "tossup" questions are answered individually, but doing so earns one's team a chance at a three-part "bonus" question. Bonus questions are worth more points and allow collaboration, but are generally more difficult.

Our Quiz Bowl teams participate in competitions / tournaments that will happen throughout the school year. Students participate in weekly practices every Monday afterschool, in addition to tournaments that are on Saturdays throughout the year. It is the combination of academic challenges, teamwork, pressure, and fun that make quiz bowl appealing for our students.

Students on the Quiz Bowl team will be eligible to attend the trip, based on interest, performance, and number of available spots. Our goal is to take the students that want to come, while at the same time fielding the strongest possible teams. We anticipate having between 8-14 students on the trip, depending on the number of teams that we qualify.

e. The exact modes and times of travel, as well as the exact housing arrangements.

Parents drive students to airport in carpools to New York airport
Airplane from New York, to Atlanta, GA.

We will stay at the NAQT sponsored hotel that hosts the tournament. (Atlanta Marriott Marquis)

f. Detailed daily time schedules of the agenda of activities.

Quiz Bowl registration and scrimmages 5pm-10pm on Friday

Quiz Bowl competition 8am-7pm on Saturday

Quiz Bowl playoffs and consolation games 9am-6pm. Awards 7pm-8pm on Sunday

g. Precise overall financial information with a break down by categories of expenses. Include any staffing transportation, accommodations or unique modifications for students with disabilities.

Tournament fees - \$700 / team

Hotel room \$125/room/night – double occupancy

Airplane Tickets - \$400 / student

Food and Tourism - \$200 / student

h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.

Students will fundraise by hosting 2 quiz bowl tournaments that will generate approximately \$800.

Other potential fundraisers during the school year

Students will pay the difference between costs and what was fundraised


DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
 Trips Beyond 500 Miles, or Outside the U.S.
 (Board of Education Policy 6710)

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

- i. Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.
 Substitute coverage for up to 3 teacher chaperones, on Friday, 5/22
 Reimbursement of expenses outlined in teacher contract.

<input type="checkbox"/>	Organizers must be aware that school budget development occurs a year in advance, so requests for funding must be made during budget development in the fall preceding the school year in which the event is to occur.
<input type="checkbox"/>	The submission of a trip request, does <u>not</u> , in-and-of-itself, constitute any explicit or implied approval.
<input type="checkbox"/>	No trip is considered authorized until formally approved in writing in accordance with the aforementioned procedures.
<input type="checkbox"/>	<i>The field trip organizer <u>must</u> notify the school nurse of the field trip date, destination, and a list of the students participating in the trip.</i>

	9/18/19		10/3/19
<i>Signature of Trip Organizer</i>	<i>Date</i>	<i>Signature of Principal</i>	<i>Date</i>

<input type="checkbox"/>	Approved	<input type="checkbox"/>	Not approved
		<i>Signature of Superintendent/Designee</i>	<i>Date</i>

DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.
(Board of Education Policy 6710)

F2

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Planning Requirements: Written application must be submitted first to the school Principal, then to the Assistant Superintendent, according to administrative procedures. This form **MUST** be submitted to Central Office for approval before final plans or commitments are begun. All such trips must be approved by the Board of Education. Formal announcement of special trips can be made only after Board approval has been obtained.

- ☐ **Special Trips** (beyond 500 mile radius, overnight, or outside Continental U.S.) – The request must be submitted at least 60 days in advance of the departure date and no later than October 15th. It must contain detailed written information about arrangements, which at a minimum, must specify the following:

- a. Names of the Darien Public School staff initiating the proposal and responsible for the trip

Claudia Gray – Business Education at Darien High School

- b. Exact dates, times, destination(s) of the trip, and what instructional time will be impacted, as well as potential conflicts with major school events or standardized testing.

Date: April 28-May 3, 2020 Time: 3 school days Destination: Nashville, TN
Affected school time: Tuesday, April 28, 2020 - Sunday, May 3, 2020
Leave after school on Tuesday, April 28th and return flight on Sunday, May 3rd

- c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.

The DECA International Career Development Conference (ICDC) is the highlight of the DECA year. Eighteen thousand high school students, advisors, business persons and alumni gather for several days of DECA competition, leadership training, networking, career exhibits, and team building exercises. Most participants at ICDC compete in one of DECA's competitive events. The top competitors in each event are recognized for their outstanding achievements. In addition to the competitive events many students and advisors participate in a variety of leadership and career advancing academies. DECA members will compete at the national level and participate in activities to further develop their business knowledge, skills, and abilities. The DECA career clusters tie into the curriculum of Business & Entrepreneurship, Investing & Personal Finance and Marketing classes – The Business Education Courses of Darien High School. Student take classes and also study business concepts to prepare for case study and presentations at ICDC.

- d. An outline of the pre-trip and post-trip activities, which will be conducted to enhance the value of the trip for students. This must also include a description of which students are eligible for the trip and how students will be selected to participate.

DECA Members compete at the Connecticut State DECA competition on Tuesday, March 4, 2020 for one school day and must earn first, second, and third place positions at the state competition to qualify to compete at ICDC.

Students that compete at ICDC present to the DECA Club following the trip to share their achievements and what they learned by competing at the event.

DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.
(Board of Education Policy 6710)

F2

Note: This is a **Type-On** form. Click in information cells and **type** or **print** and fill in with **pen**.

e. The exact modes and times of travel, as well as the exact housing arrangements.

- Tuesday, April 28th after school: Travel to Nashville, TN (van and flight)
- Wednesday, April 27th – Saturday, May 2nd: Grand Opening Session, Competition, Training and Closing Ceremonies at Nashville Convention Center and Arena. ICDC Leadership Programs and Student Competition – Students take tests and present over multiple days at Nashville Convention Center.
- Sunday, May 3rd: Travel back to Darien in the morning (van and flight)
Hotel is Clarion and Quality Inn of Nashville with shuttle service to the convention center.

f. Detailed daily time schedules of the agenda of activities.

Agenda is set in February of 2020. Grand Opening Session, Competition, Training and Closing Ceremonies at Orlando Convention Center and Arena. ICDC Leadership Programs and Student Competition will be scheduled in February.

g. Precise overall financial information with a break down by categories of expenses. Include any staffing transportation, accommodations or unique modifications for students with disabilities.

Student costs will be funded by the students. Advisor costs are paid by students.

Airfare: \$400
Transportation to/from airports: \$150
Registration: \$150
Hotel: \$400
Advisor Costs: \$200

Estimate cost of trip is currently \$1300 for students. Student will need to pay for food separately on the trip. Free breakfast is provided at the hotel this year. Last year, 19 students qualified for ICDC and 15 attended.

h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.

Funding will be paid for by students. Fundraising will be done from September 2019 - February 2020 to offset the costs to students. All fundraising for DECA is to lower the cost of competition for the student that attend ICDC. We are currently selling BLUE WAVE reusable grocery and tote bags that are popular since the state ban on single use plastic bags.

DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
 Trips Beyond 500 Miles, or Outside the U.S.
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F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

- I. Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.

Mrs. Gray will need a substitute for 3 school days. If more than 8 students attend, a second chaperone will be needed as DECA, the organization, require one chaperone per 8 students. Their costs will be included in the student costs of attending the event.

<input type="checkbox"/>	Organizers must be aware that school budget development occurs a year in advance, so requests for funding must be made during budget development in the fall preceding the school year in which the event is to occur.
<input type="checkbox"/>	The submission of a trip request. does <u>not</u> , in-and-of-itself, constitute any explicit or implied approval.
<input type="checkbox"/>	No trip is considered authorized until formally approved in writing in accordance with the aforementioned procedures.
<input type="checkbox"/>	The field trip organizer <u>must</u> notify the school nurse of the field trip date, destination, and a list of the students participating in the trip.

 _____ Signature of Trip Organizer Date	 _____ Signature of Principal Date
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<input type="checkbox"/>	Approved	<input type="checkbox"/>	Not approved
Signature of Superintendent Designee		Date	

DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.
(Board of Education Policy 6710)

F2

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Planning Requirements: Written application must be submitted first to the school Principal, then to the Assistant Superintendent, according to administrative procedures. This form **MUST** be submitted to Central Office for approval before final plans or commitments are begun. All such trips must be approved by the Board of Education. Formal announcement of special trips can be made only after Board approval has been obtained.

☒ **Special Trips** (beyond 500 mile radius, overnight, or outside Continental U.S.) – The request must be submitted at least 60 days in advance of the departure date and no later than October 15th. It must contain detailed written information about arrangements, which at a minimum, must specify the following:

a. Names of the Darien Public School staff initiating the proposal and responsible for the trip
Gregory Darin

b. Exact dates, times, destination(s) of the trip, and what instructional time will be impacted, as well as potential conflicts with major school events or standardized testing.

Date: 6/27/20-7/1/20 Time: _____ Destination: Nashville, TN
Affected school time: None

c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.

This is the national competition for the Technology Student Association that we would have to first qualify for at the state competition.

d. An outline of the pre-trip and post-trip activities, which will be conducted to enhance the value of the trip for students. This must also include a description of which students are eligible for the trip and how students will be selected to participate.

See attached

e. The exact modes and times of travel, as well as the exact housing arrangements.

See attached

f. Detailed daily time schedules of the agenda of activities.

TBD (last year's schedule attached)

DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
 Trips Beyond 500 Miles, or Outside the U.S.

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

- g. Precise overall financial information with a break down by categories of expenses. Include any staffing transportation, accommodations or unique modifications for students with disabilities.

See attached

- h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.

Students will be expected to pay the full costs including meals and spending money while at the conference. less fundraising throughout the year.

- i. Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.

None

<input type="checkbox"/>	Organizers must be aware that school budget development occurs a year in advance, so requests for funding must be made during budget development in the fall preceding the school year in which the event is to occur.
<input type="checkbox"/>	The submission of a trip request, does <u>not</u> , in-and-of-itself, constitute any explicit or implied approval.
<input type="checkbox"/>	No trip is considered authorized until formally approved in writing in accordance with the aforementioned procedures.
<input type="checkbox"/>	The field trip organizer <u>must</u> notify the school nurse of the field trip date, destination, and a list of the students participating in the trip.

	9/23/19		10/2/19
Signature of Trip Organizer	Date	Signature of Principal	Date

<input type="checkbox"/>	Approved	<input type="checkbox"/>	Not approved
Signature of Superintendent/Designee		Date	

www.tsaweb.org

Rationale for the trip:

The Technology Student Association (TSA) is a national organization of students engaged in science, technology, engineering and mathematics (STEM). Open to students enrolled in or who have completed technology education courses, TSA's membership includes more than 250,000 middle and high school students across the United States. TSA is supported by educators, parents, and business leaders who believe in the need for a technologically literate society. Members learn through exciting competitive events, leadership opportunities, and much more. A wide range of activities makes TSA a positive experience for every student.

Only TSA members have the opportunity to compete at exciting state conferences and then at the annual National TSA Conference. Expert judging by technology and engineering educators and industry representatives inspires the best from participants. Members are rewarded not only with medals or trophies, but also with memories of the camaraderie and the challenge of participating in a National TSA Conference. TSA competitions include categories such as Biotechnology Design, Career Prep, Coding, Digital Photography, Dragster Design, Flight, Leadership Strategies, Medical Technology, Prepared Presentation, Software Development, Technology Problem Solving, Video Game Design, Webmaster, and much more.

Many TSA members across the country believe the highlight of the school year is the National TSA Conference—packed with competitive events and challenging activities that foster personal growth and leadership development. The conference has been held in locations from coast-to-coast each year. The 2020 conference will be held from June 27 - July 1, 2020 at the Gaylord Opryland Resort and Convention Center in Nashville, TN.

Pre and post-trip activities:

Prior to attending the competition, students will research, study, and practice in each of the competitions that they plan to compete in. Many of these activities are integrated into many of our Technology Education courses. For instance, in Fundamentals of Engineering, students pair up for a problem solving activity in which they must create a terrestrial vehicle that will transport two large paper clips as far as possible using only given materials (i.e. paper, tape, string, balsa wood, cardboard, and elastic bands). Students must design construct, test, and redesign a prototype in a set amount of time. This activity is very similar to the on-demand problem solving activity that occurs at TSA events and was an actual TSA event from the past. In addition, students must prepare presentations, speeches, websites, model bridges, CO2 cars, for the events that they will be entering. They must research, study and practice for such on site events as Mechanical CAD, Architectural Design, extemporaneous speech, and Tech Bowl. These projects incorporate many science, technology, engineering, and math concepts which tie directly in to the Technology and Engineering Education curriculum at DHS. TSA also requires a leadership component in which students must submit an essay for each event they submit, describing how they have been role models to other students as well as helped to lead others to meaningful goals both within and outside of TSA. After local, state, regional or national events,

we always reflect on how we've done (win or lose) in order to learn from our mistakes, learn from others at the event, and plan to improve at future competitions.

Any affiliated student of TSA can attend the conference. However, there are a few events in which only students who place in the top three in their prospect event(s) are eligible to compete at the national level.

Modes and time of travel:

The DHS TSA advisor hopes to take anywhere between 5 and 10 students to this year's national conference. We would leave from the Darien train station on the morning of June 27th and take ground transportation to LaGuardia Airport and then fly direct to Nashville International Airport. See itinerary and costs below:

Daily time schedule example:

Example attached

Financial Estimate of costs:

Per person:

Round trip train from Darien to Grand Central Station \$35

Grand Central to LaGuardia round trip shuttle \$35

Round trip flight \$225

Round trip shuttle from Washington Airport to National Harbor \$100

4 night stay at convention center \$500 (based on double occupancy \$1000 per room)

Total per person cost: \$895

Total estimated cost per student including chaperone expenses: \$1,035 - \$1,277

Conference Planner

Time	Friday, June 28	Saturday, June 29
8:00am		State Flag Representative Meeting 7:15 am - 8:45 am
8:30am		
9:00am		
9:30am		Opening General Session (I) 9:00 am - 11:00 am Information Desk Open 9:00 am - 5:00 pm
10:00am		
10:30am		
11:00am		Special Interest Sessions 11:00 am, 11:30 am, 12:30 pm, 1:00 pm TSA Pin Exchange 11:00 am - 11:30 am Competitive Events 11:00 am - 7:00 pm LEAP/Student Leadership Training 11:30 am
11:30am		Advisor Update Meeting 11:30 am - 12:30 pm State Advisor Forum 12:30 pm - 2:30 pm State Presidents Meeting 1:00 pm - 2:00 pm TSA Partner Hub 1:00 pm - 5:00 pm
12:00 NOON	National Conference Check-In and Registration Packet Pick Up 12:00 pm - 8:00 pm State Flag Representative Photos 12:00 pm - 3:00 pm	
12:30pm		
1:00pm		
1:30pm		
2:00pm	CRC Managers Meeting 2:00 pm - 3:00 pm	Town Hall: Preparing Students for Careers in Technology 2:00 pm - 3:00 pm LEAP/Student Leadership Training 2:00 pm
2:30pm		
3:00pm	National Officer Candidates Mtg 3:00 pm - 4:00 pm	Special Interest Session 3:00 pm
3:30pm		LEAP/Student Leadership Training 3:30 pm
4:00pm	Advisor Update Meeting 4:00 pm - 5:00 pm	
4:30pm		
5:00pm	CRC Event Coordinators Meeting 5:00 pm - 6:00 pm	TSA Region Meetings 5:00 pm - 6:00 pm
5:30pm		
6:00pm	Competitive Event Check-Ins 6:00 pm - 9:00 pm State Delegation Meetings 6:00 pm - 9:00 pm Competitive Event Time Sign-ups 8:00 pm - 8:30 pm	State Delegation Meetings 6:00 pm - 9:00 pm
6:30pm		
7:00pm		
7:30pm		
8:00pm		
8:30pm		
9:00pm		
9:30pm		
10:00pm	CURFEW	CURFEW

Conference Planner

Sunday, June 30	Monday, July 1	Tuesday, July 2
TEAMS Competition 8:30 am - 2:30 pm	Voting Delegate Seating 7:00 am - 7:30 am	
Recognition Assembly (General Session II) 9:00 am - 11:00 am Information Desk Open 9:00 am - 5:00 pm	Annual Business Meeting (General Session III) 9:00 am - 11:00 am Information Desk Open 9:00 am - 5:00 pm	Awards Ceremony (General Session IV) 8:00 am - 11:00 am
TSA Pin Exchange 11:00 am - 11:30 pm Competitive Events 11:00 am - 7:00 pm Special Interest Sessions 11:00 am, 12:30pm Advisor Update Meeting 11:30 am - 12:30 pm VIP Luncheon (invitation only) 12:00 pm - 1:00 pm	Special Interest Sessions 11:00 am, 11:30 am Competitive Events 11:00 am - 5:00 pm LEAP/Student Leadership Training 11:30 pm Advisor Update Meeting 11:30 am - 12:30 pm TSA Corporate Board Meeting 12:30 pm - 2:30 pm	National TSA Officers Meeting (new officers) 11:00 am - 12:00 pm
LEAP/Student Leadership Training 1:00 pm TSA Partner Hub/Meet and Greet 1:00 pm - 5:00 pm	Special Interest Sessions 1:00 pm, 3:00 pm CRC/Students Forum 1:00 pm - 1:45 pm CRC/Advisors Forum 1:45 pm - 2:30 pm LEAP/Student Leadership Training 2:00 pm TSA Board of Directors Meeting (new board) 2:30 pm - 3:30 pm	
Special Interest Session 2:00 pm		
LEAP/Student Leadership Training 2:30 pm		
Special Interest Sessions 3:00 pm, 3:30 pm Corporate Member "Drop-In" 3:00 pm - 5:00 pm		
Special Interest Sessions 5:00 pm	Competitive Event Pick-ups 4:00 pm - 6:00 pm	
State Delegation Meetings 6:00 pm - 9:00 pm	TEAMS Awards Ceremony 6:00 pm - 7:00 pm	
	CompTIA Pro Senior Night Celebration 7:00 pm - 9:00 pm	
CURFEW	CURFEW	

DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.
(Board of Education Policy 6710)

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

Planning Requirements: Written application must be submitted first to the school Principal, then to the Assistant Superintendent, according to administrative procedures. This form **MUST** be submitted to Central Office for approval before final plans or commitments are begun. All such trips must be approved by the Board of Education. Formal announcement of special trips can be made only after Board approval has been obtained.

- ☒ **Special Trips** (beyond 500-mile radius, overnight, or outside Continental U.S.) – The request must be submitted at least 60 days in advance of the departure date and no later than October 15th. It must contain detailed written information about arrangements, which at a minimum, must specify the following:

- a. Names of the Darien Public School staff initiating the proposal and responsible for the trip

Jane Minnis

- b. Exact dates, times, destination(s) of the trip, and what instructional time will be impacted, as well as potential conflicts with major school events or standardized testing.

Thursday, March 5 –
Date: Sunday, March 8, 2020 Time: _____ Destination: Orlando, FL
Affected school time: Thursday, March 5, 2020 – early dismissal (12:30 pm)
Friday, March 6, 2020 – all day

- c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.

A performance tour builds a positive bond between the students in an ensemble, helping them to work better as a team once they return to the regular classroom. In March 2020, the American String Teachers Association is holding its National Conference in Orlando, FL. A number of performance workshops and events will be available to school performance groups during this weekend. Students will have the opportunity to attend performances by nationally-known string performers, attend workshops and perform at Universal Studios.

- d. An outline of the pre-trip and post-trip activities, which will be conducted to enhance the value of the trip for students. This must also include a description of which students are eligible for the trip and how students will be selected to participate.

All interested students and parents will meet multiple times before the trip to outline the expectations for long distance, overnight travel. In school, all Orchestra students will be involved in the preparation of concert music for onsite workshops and concerts, including OrlandoFest's Festival Workshop, the Universal STARS performance program and Universal's performance workshop Sound Design: Music and The Art of Foley Sound Effects. Following the trip, students will assess their performances and present their recorded film soundtrack to parents and friends.

- e. The exact modes and times of travel, as well as the exact housing arrangements.

The students and chaperones will be traveling to Orlando, Florida by air. Transfers to and from the airports will be made by coach bus.

All participants will be housed in an Orlando / Lake Buena Vista hotel in quad occupancy.

**DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.**

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

f. Detailed daily time schedules of the agenda of activities.

See attached proposal from Performing Arts Consultants.

g. Precise overall financial information with a break down by categories of expenses. Include any staffing transportation, accommodations or unique modifications for students with disabilities.

Total cost: \$1249

Airfare from Westchester to Orlando: \$514

Coach bus (Airport transfers, daily transportation): \$60

Hotel (Rosen Center or equivalent), All Meals, Universal STARS workshop, OrlandoFest, ASTA admission: \$675



h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.

Fundraising opportunities will be available to interested students. Accommodations will be made for those students in need of assistance.

i. Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.

There will be no expected costs to the Darien Public Schools.

<input checked="" type="checkbox"/>	Organizers must be aware that school budget development occurs a year in advance, so requests for funding must be made during budget development in the fall preceding the school year in which the event is to occur.
<input checked="" type="checkbox"/>	The submission of a trip request, does <u>not</u> , in-and-of-itself, constitute any explicit or implied approval.
<input checked="" type="checkbox"/>	No trip is considered authorized until formally approved in writing in accordance with the aforementioned procedures.
<input checked="" type="checkbox"/>	The field trip organizer <u>must</u> notify the school nurse of the field trip date, destination, and a list of the students participating in the trip.

 Signature of Trip Organizer	9-4-2019 Date	 Signature of Principal	9/10/19 Date
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<input type="checkbox"/>	Approved	<input type="checkbox"/>	Not approved
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Signature of Superintendent/Designee	Date
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Performing Arts Consultants

Present:

Darien High School

2020 Universal STARS Performance Tour

Thursday, March 5, 2020

- 12:30 pm Buses arrive at **Darien High School**. Pack and load coaches and depart for Westchester Airport.
2:29 pm Board Jetblue flight 395 for Orlando, FL
5:18 pm Welcome to Orlando! Meet your local motorcoach transportation and depart for your hotel.
Check into your hotel **Rosen Center** (or similar) and meet with your PAC Escort at this time.
Enjoy welcome **Dinner** at Everglades Restaurant
8:00 pm Attend **Evening Concert** with *Jesus Florido and Friends* as part of American String Teachers Conference

Friday, March 6, 2020

- Morning Enjoy **Breakfast** at the hotel.
Depart for **Performance Workshop: Sound Design: Music and the Art of Foley Sound Effects**.
Students will sync music, Foley sound effects and digital sound effects to real movie scenes from hits like Illumination Entertainment's *Despicable Me* and *The Lorax* in our hands-on workshop.
- Afternoon **Lunch** at Universal's CityWalk.
Performance at Lagoon Stage in the Universal CityWalk entertainment complex.
- Evening **Group Dinner**
8:00 pm Attend Evening performance (*D'Addario 2020 Heroes Gala*) as part of American String Teachers Conference

Saturday, March 7, 2020

- Morning Enjoy **Breakfast** at the hotel.
Depart for **OrlandoFest** workshop. OrlandoFest offers high-quality, education-based musical workshop experiences for students and directors that reinforce musical concepts being taught within the classroom. Our 90-minute workshop will cover requested areas that meet the needs of your ensemble. OrlandoFest wants each student and director to learn new and innovative skills to help make each group a better performing and rehearsing ensemble.
- Afternoon After the workshop, enjoy an afternoon in Universal's Islands of Adventure™ and Universal Studios Florida™.
- Evening Enjoy **OrlandoFest's Finale Ceremony** at Universal Orlando Resort
Experience *The Nighttime Lights at Hogwarts™ Castle*, a dazzling spectacle of music and lights. On select nights, watch in awe from *Hogsmeade™* village as projections are cast against the majestic backdrop of the castle. Embrace your *Hogwarts™* pride as the four houses are celebrated in stunning light and sound.

Sunday

Morning

Enjoy **Breakfast** at the hotel followed by checkout.
Depart for **Universal Studio's Resort** for a morning of fun! Be sure to "ride the movies" with attractions like The Simpsons, M.I.B. Alien Attack, Revenge of the Mummy, and more!
Use your meal voucher for **lunch** in the theme park.

2:30 pm

Board Motorcoaches and depart for airport.

5:02 pm

Board JetBlue 1694 flight for Westchester County Airport!



Your 2020 Universal STARS Performance Tour Package Includes:

- ♪ 3 Nights deluxe hotel accommodations at the Rosen Center (or similar).
- ♪ Full American Breakfast Buffet for each overnight stay.
- ♪ 5 Meal Vouchers for the Universal Theme Parks.
- ♪ 2-Day Park-to-Park Universal Orlando Ticket.
- ♪ Universal STARS Workshop.
- ♪ Universal STARS Performance.
- ♪ OrlandoFest workshop and finale ceremony
- ♪ Rates are inclusive of all taxes and gratuities (except transportation).
- ♪ \$2,000,000.00 in liability insurance coverage.
- ♪ Performing Arts Consultants Escort to accompany your group.

\$675.00 per person quad occupancy

Should you have fewer than four persons per hotel room,
the following price(s) will be charged for those persons:

Triples: \$699.00

Double: \$755.00

Single: \$919.00

****PLEASE NOTE:** The above listed rates DO NOT include transportation.

Local Motor Coach Transportation: Group will need a two local motorcoaches for this itinerary based on current group size. The cost per motorcoach provided by Power Coachline is **\$2,635.00** per motor coach and is inclusive of all fees and driver's gratuities. **\$60** per person

Airfare: The following itinerary is tentatively priced ~ **\$514.00** per passenger.

JetBlue Airways 395	Departing	(HPN) White Plains, NY	Thu Mar 05 at 2:29PM
	Arriving	(MCO) Orlando, FL	Thu Mar 05 at 5:18 AM
JetBlue Airways 1694	Departing	(MCO) Orlando, FL	Sun Mar 08 at 5:02 PM
	Arriving	(HPN) White Plains, NY	Sun Mar 08 at 7:46 PM

Please Note:

- ✓ Park(s) opening and closing hours are at the discretion of the theme parks and are subject to change without advance notice.
- ✓ Arrival and departure times may be subject to change due to weather and traffic conditions, etc.
- ✓ All inclusions are subject to availability at time of deposit.
- ✓ Air fare and other transportation costs are NOT included in the per person cost.
- ✓ \$100.00 PAC Application Fee IS NOT included in the per person cost.
- ✓ All reservations are tentative

DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.
Board of Education Policy 6710

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

Planning Requirements: Written application must be submitted first to the school Principal, then to the Assistant Superintendent, according to administrative procedures. **This form MUST be submitted to Central Office for approval before final plans or commitments are begun.** All such trips must be approved by the Board of Education. Formal announcement of special trips can be made only after Board approval has been obtained.

☐ **Special Trips** (beyond 500 mile radius, overnight, or outside Continental U.S.) – The request must be submitted at least 60 days in advance of the departure date and no later than October 15th. It must contain detailed written information about arrangements, which at a minimum, must specify the following:

a. Names of the Darien Public School staff initiating the proposal and responsible for the trip
Ken Romeo, Barbara Ivey, Andrew Turriago, Lucy Berry, Michelle Mattera

b. **Exact dates, times, destination(s) of the trip, and what instructional time will be impacted, as well as potential conflicts with major school events or standardized testing.**

Date: Jan. 24th-25th, 2020 Time: Leave 12:00 PM 1/24, return 7 PM 1/25 Destination: Manheim TWP HS, Lancaster, PA

Affected school time: We request to leave at 12:00 PM on Friday to arrive with enough time to check in, Eat dinner, and get a healthy night's rest in preparation of the tournament on Saturday.

c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.
Manheim TWP HS is hosting a regional quiz bowl tournament. Schools from all over the region will compete at a chance to qualify for the nationals in Chicago. Students will compete in an academic tournament, answering questions from every middle school curricula.

d. An outline of the pre-trip and post-trip activities, which will be conducted to enhance the value of the trip for students. This must also include a description of which students are eligible for the trip and how students will be selected to participate.

We practice daily for competitions like this. The Quiz Bowl coaches will decide which of our members will go based on availability and skill.

e. The exact modes and times of travel, as well as the exact housing arrangements.

We will charter a bus (company TBD) that leaves on Friday afternoon, stay at a local hotel (TBD), and return on Saturday evening.

f. Detailed daily time schedules of the agenda of activities.

DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
 Trips Beyond 500 Miles, or Outside the U.S.

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

Friday		
Leave after school from MMS, arrive at hotel, check in, have dinner		
Saturday		
8:00–9:00	team check-in	TBA
8:00–8:30	Staff check-in	TBA
8:30–9:00	Staff meeting	TBA
9:00–9:30	Player meeting	TBA
9:30–12:00	Preliminary rounds 1–6	Classrooms
12:00–1:30	Lunch (not provided)	-
1:30–4:15	Playoff rounds 7–10	Classrooms
Afterwards, we depart for MMS		

- g. Precise overall financial information with a break down by categories of expenses. Include any staffing transportation, accommodations or unique modifications for students with disabilities.

Travel is approximately \$150.00 per person. Hotel is approximately \$125.00 per room. Entrance fee \$75.00 per team (4 teams).

- h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.

The Quiz Bowl team has been involved in fundraising efforts all year. We have private donors willing to play for part of our entry fees. We also will rely heavily on parent contributions.

- i. Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.

We do not seek any special materials, items or services from the Darien Public Schools.

<input type="checkbox"/>	Organizers must be aware that school budget development occurs a year in advance, so requests for funding must be made during budget development in the fall preceding the school year in which the event is to occur.
<input type="checkbox"/>	The submission of a trip request, does <u>not</u> , in-and-of-itself, constitute any explicit or implied approval.
<input type="checkbox"/>	No trip is considered authorized until formally approved in writing in accordance with the aforementioned procedures.
<input type="checkbox"/>	<i>The field trip organizer <u>must</u> notify the school nurse of the field trip date, destination, and a list of the students participating in the trip.</i>

DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

			
<i>Signature of Trip Organizer</i>	<i>Date</i>	<i>Signature of Principal</i>	<i>Date</i>

<input type="checkbox"/>	Approved	<input type="checkbox"/>	Not approved
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<i>Signature of Superintendent/Designee</i>	<i>Date</i>
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DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM
Trips Beyond 500 Miles, or Outside the U.S.
Board of Education Policy 6710

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

Planning Requirements: Written application must be submitted first to the school Principal, then to the Assistant Superintendent, according to administrative procedures. **This form MUST be submitted to Central Office for approval before final plans or commitments are begun.** All such trips must be approved by the Board of Education. Formal announcement of special trips can be made only after Board approval has been obtained.

- ☐ **Special Trips** (beyond 500 mile radius, overnight, or outside Continental U.S.) – The request must be submitted at least 60 days in advance of the departure date and no later than October 15th. It must contain detailed written information about arrangements, which at a minimum, must specify the following:
- a. Names of the Darien Public School staff initiating the proposal and responsible for the trip
Ken Romeo, Barbara Ivey, Andrew Turriago, Lucy Berry, Michelle Mattera
- b. **Exact dates, times, destination(s) of the trip, and what instructional time will be impacted, as well as potential conflicts with major school events or standardized testing.**
Date: May 7th-11th, 2020 Time: All Day Destination: MSNCT in Chicago, IL
Affected school time: We request permission to use Thursday, Friday, and Monday as travel days.
- c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.
This is one of our two national championships. Schools from all over the country will compete. Students will compete in an academic tournament, answering questions from every middle school curricula.
- d. An outline of the pre-trip and post-trip activities, which will be conducted to enhance the value of the trip for students. This must also include a description of which students are eligible for the trip and how students will be selected to participate.
We practice daily for competitions like this. The Quiz Bowl coaches will decide which of our members will go based on availability and skill.
- e. The exact modes and times of travel, as well as the exact housing arrangements.
We will stay at the hotel that will be hosting this tournament (The Hyatt Regency O'Hare)
- f. Detailed daily time schedules of the agenda of activities.

**DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM**
Trips Beyond 500 Miles, or Outside the U.S.

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

Friday (evening)		
5:00-9:30	Staff check-in	TBA
6:00-9:30	Team check-in	TBA
6:00-9:30	Scrimmage round organization	TBA
Saturday		
8:00-9:00	Late arrival team check-in	Enterprise Ballroom Foyer
8:30-9:00	Staff check-in	TBA
9:00-9:30	Player meeting	Enterprise Ballroom 1-4
9:00-9:30	Staff meeting	TBA
9:45-12:45	Preliminary rounds 1-6	Meeting rooms
12:45-2:15	Lunch (not provided)	-
2:15-5:45	Preliminary rounds 7-12	Meeting rooms
Sunday		
7:30 a.m.	Playoff bracket posted	Information desk
7:30-8:20	Playoff cards distributed	Information desk
8:00-8:20	Staff meeting	TBA
8:30-12:00	Playoff rounds 13-18	Meeting rooms
8:40-12:00	Consolation round organization	TBA
12:00-1:00	Lunch (not provided)	-
1:00	Packet pickup	Information Desk
1:00-2:15	Playoff rounds 20-21	Meeting rooms
2:15	Finals (rounds 22 and maybe 23)	Enterprise Ballroom 1-4
After finals	Awards	Enterprise Ballroom 1-4

- g. Precise overall financial information with a break down by categories of expenses. Include any staffing transportation, accommodations or unique modifications for students with disabilities.

Entrance fee \$575.00 per team (3 teams).

- h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.

The Quiz Bowl team has been involved in fundraising efforts all year. We have private donors willing to play for part of our entry fees. We also will rely heavily on parent contributions.

- i. Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.


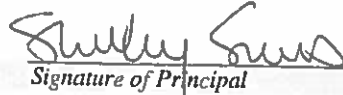
We do not seek any special materials or items from the Darien Public Schools. Coaches will need coverage for Thursday, May 7th, Friday, May 8th, and Monday, May 11th.

**DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM**
Trips Beyond 500 Miles, or Outside the U.S.

F2

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<input type="checkbox"/>	The submission of a trip request, does <u>not</u> , in-and-of-itself, constitute any explicit or implied approval.
<input type="checkbox"/>	No trip is considered authorized until formally approved in writing in accordance with the aforementioned procedures.
<input type="checkbox"/>	The field trip organizer <u>must</u> notify the school nurse of the field trip date, destination, and a list of the students participating in the trip.

	9/24/19		9/24/19
Signature of Trip Organizer	Date	Signature of Principal	Date

<input type="checkbox"/>	Approved	<input type="checkbox"/>	Not approved
		Signature of Superintendent/Designee	Date

DARIEN BOARD OF EDUCATION
Darien, Connecticut

PROPOSED

**SCHEDULE OF REGULAR BOARD OF EDUCATION MEETINGS
FOR THE 2020 CALENDAR YEAR**

Jan.	4 or 11*^ (Sat.) (Jan. 11- snow date)	July	28
	14		
	28		
		Aug.	25
Feb.	11	Sept.	8
	25		22
March	11*(Wed.)	Oct.	13
	24		27
April	14	Nov.	10
	29*(Wed.)		24
May	12	Dec.	8
	26		
June	9		
	23		

All meetings listed above are regularly scheduled Board of Education meetings. All meetings will be held in the Darien Board of Education meeting room, 35 Leroy Avenue, Darien, Connecticut at 7:30 p.m.^, unless otherwise indicated. The Darien Board of Education meets on the 2nd and 4th Tuesdays of every month, unless otherwise indicated by an asterisk (*).

Tara B. Ochman, Chairman
Darien Board of Education

Kathrine G. Stein, Secretary
Darien Board of Education

For the Purpose of Meeting Statutory Requirements

FYI - Tuesday, April 28th – Presidential Primary

DARIEN PUBLIC SCHOOLS
Darien, Connecticut

P R O P O S E D

2020-2021 BUDGET CALENDAR

2020

JANUARY 2ND, THURSDAY

Board of Education
Meeting Room
7:00 p.m.

Special Board of Education Meeting

- 1) Review of 2020-2021 Budget
Book Structure and Format
- 2) Presentation of Superintendent's
Proposed Budget for 2020-2021
Including Major Budget Proposals

***JANUARY 4TH, SATURDAY**

Board of Education
Meeting Room
8:30 a.m.

Regular Board of Education Meeting

- 1) Personnel, Operating and Equipment
Proposed Budgets of:

RC 01 Darien High School
RC 02 Fitch Academy
RC 03 Middlesex Middle School
RCs 05, 07, 08, 09 and 10 - Elementary Schools
RC 11 Physical Education/Athletics
RC 12/25 Facilities/Fixed Expenses/ Capital Plan
RC 13 Music
RC 14 Art
RC 21 Library/Media
RC 17 Health
RC 22 Technology Education
RC 15 Technology
RC 24 Special Education
RC 26 Early Learning Program
RC 19/23 Curriculum/Summer School
RC 20 Finance
RC 16 Administration
RC 18 Personnel/Human Resources

***SATURDAY, JANUARY 11TH - Snow Date**

JANUARY 14TH, TUESDAY

Board of Education
Meeting Room
7:30 p.m.

Regular Board of Education Meeting
Meeting with Board of Finance; RTM Education
and Finance and Budget Committees

JANUARY 18TH, TUESDAY (TBD)

Board of Education
Meeting Room
7:00 p.m.

Special Board of Education Meeting
Further Discussion on Budget items and follow up
on questions from Board of Education and community
Meeting with Board of Finance; RTM Education and
Finance and Budget Committees**

JANUARY 28TH, TUESDAY

Board of Education
Meeting Room
7:30 p.m.

Regular Board of Education Meeting
1) Unfinished Business on 2020-2021
Proposed Budget
2) Board of Education Discussion of
Budget Modifications under Consideration

FEBRUARY 4TH, TUESDAY

Board of Education
Meeting Room
7:00 p.m.

Special Board of Education Meeting
1) Public Hearing on 2020-2021 Proposed Budget
2) Final Budget Review as needed

FEBRUARY 11TH, TUESDAY

Board of Education
Meeting Room
7:30 p.m.

Regular Board of Education Meeting
1) Approval of 2020-2021 Board of Education Budget

NOTE: School Winter Break February 17th through February 21st

FEBRUARY 25TH, TUESDAY

Board of Education
Meeting Room
7:30 p.m.

Regular Board of Education Meeting

MARCH 3RD, TUESDAY

(1st Tuesday)
Town Hall Room 206
7:30 p.m.

LEGAL DATE: Board of Finance meeting at
which 2020-2021 Board of Education
Recommended Budget is submitted.

MARCH (to be confirmed)

LEGAL DATE: Publication of 2020-2021
Recommended Budget in Newspapers.

****In the event of Snow on Saturday, January 4th.**

MARCH 10TH, TUESDAY
Town Hall (2nd Tuesday)
Auditorium
7:30 p.m.

LEGAL DATE: Board of Finance Public
Hearing on Budget

MARCH 11TH, WEDNESDAY
Board of Education
Meeting Room
7:30 p.m.

Regular Board of Education meeting

MARCH 14TH, SATURDAY
8:00 a.m. to approx. 11:30 a.m.

Tour of Schools -- starting in MIDDLESEX ROTUNDA

MARCH 24TH, TUESDAY

Regular Board of Education meeting

Board of Education
Meeting Room
7:30 p.m.

Update on Projected Elementary Enrollment;
Recommendation to the Board on any Budget Changes

Week of March 30 or week of April 6 – Date(s) to be Determined by Board of Finance**

Town Hall
Conference Room
7:30 p.m.

Board of Finance - Work Session with Board of Education
Review Board of Education Budget.

APRIL (TBD)**
Town Hall
Conference Room 206
7:30 p.m.

Board of Finance – Preliminary Vote on Budget

APRIL (TBD)**
Town Hall
Conference Room 206
7:30 p.m.

Board of Finance – Final Vote on Budget
and set Mill Rate

NOTE: School Spring Break April 6th through 10th

APRIL 14TH, TUESDAY
Board of Education
Meeting Room
7:30 p.m.

Regular Board of Education meeting

APRIL
(By the 3rd Tues. in April)

LEGAL DATE: Board of Finance filing of
2020-2021 Town Appropriations and Tax Rate with Town Clerk.

MAY 11TH, MONDAY
(2nd Monday)
Town Hall
Auditorium
8:00 p.m.

LEGAL DATE: RTM Approval of 2020-2021
Town of Darien Budget.

****to be confirmed by the Board of Finance**