

ORANGE COUNTY  
BOARD OF EDUCATION

AGENDA ITEM ABSTRACT

Meeting Date: November 1, 2010

AGENDA ITEM No. 10-11-07

ACTION: (Y/N) Y

SUBJECT: School Trip Approval Request(s)

INFO. CONTACT: Dr. Denise Morton PHONE: 919-732-8126

ATTACHMENTS:     1. Gravelly Hill Middle School Overnight School Trip Request  
                      2. Orange High School Cross-Country Teams School Trip Request

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**PURPOSE:** To request the Board of Education approve the attached overnight school trips.

**BACKGROUND:**

1. The Gravelly Hill Middle School Band has the opportunity to travel to New York City and attend the Philharmonic Symphony Concert and participate in a clinic from the conductor of the symphony. The trip will take place from April 15 – 17, 2011. Approximately 47 students will be participating and will not miss any days of school.
2. The Orange High School Men's and Women's Cross-Country teams will be traveling to Kernersville, North Carolina to participate in the State Cross-Country meet on November 5-6, 2010. Sixteen students are participating and will not miss any days of school.

**FINANCIAL IMPACT:** None

**RECOMMENDATION:** The Superintendent recommends that the Board approve the attached overnight school trip requests.

**ORANGE COUNTY SCHOOLS  
School Trip Approval Request Form**

Day school trip requests must be submitted to the principal for approval at least 15 calendar days before the day of the proposed trip. Overnight School trip requests must be submitted to the principal 15 days prior to trip and forwarded to the Chief Academic Officer 10 calendar days prior to the next scheduled Board of Education meeting.

**SECTION A: General Information**

School Trip Dates:  to

School/Department/Grade Level  Number of Students (Attach List)

School Trip Sponsor  Number of Staff Chaperones (Attach List)

Phone & Extension  Number of Non-Staff Chaperones (Attach List)

Purpose of Trip  Number of Other Persons (Attach List)

Destination (Name & City)  Total Number Transported

**SECTION B: Type of Trip (check all that apply)**

Regular School Day - Principal Approval Required  Out of State Trip - Chief Academic Officer Approval Required

Athletic Event (Day) - Principal Approval Required  International Trip - Chief Academic Officer and School Board Approval Required

Overnight Trip - Chief Academic Officer and School Board Approval Required (Both in and out of state)

**SECTION C: Mode of Transportation**

Walking

Activity Bus

Privately Owned Vehicle (list drivers on page 2)

Airplane

Charter Bus\*

Name of Charter Company or Airline

\*The company must be on the approved list provided by the OCS Transportation Department. The school is responsible for contacting transportation in order to have the charter vehicle inspected prior to departure.

**SECTION D: Scheduling and Trip Associated Costs**

Departure Date  Return Date

Departure Time  Return Time

Departure Location  Return Location

Number of District Buses Requested

Projected Total Cost of Trip \$

Cost per Student \$  Cost per Adult \$

Is Financial Assistance Available?  Yes  No

Source of Financial Assistance

**NOTES:** School trips are subject to cancellation due to unforeseen problems. Cancellation decisions will be made based on the most current information available such as weather, road conditions, etc. The School Trip sponsor should have directions to location and should provide these directions to the front office and bus driver. The School Trip Sponsor must ensure district buses are clean upon return. Open food and drinks are prohibited on district buses. Principals will be expected to give careful consideration prior to approving school trips.

**SECTION E: Additional Information Required**

Please describe the educational benefit of the proposed school trip and the specific connection to the North Carolina Standard Course of Study.

This trip will allow the GH Bands students in attendance the opportunity to work with the conductor of a professional ensemble, giving them the opportunity to experience music performance in different ways than they are accustomed to experiencing them. Additionally, students will have the opportunity to observe this conductor in performance and share critiques/reactions to this performance. Students will also be involved in trips to the Statue of Liberty and Ground Zero, exposing them to the world in ways that many of them have never experienced. Please see the attached documentation for specific NCSCOS standards addressed.

Identify an Orange County Schools employee with current CPR, First Aid and Medication Certification that is participating in this school trip.

Arris Golden/Patricia Quigley

If transporting students in privately owned vehicles, please list the names of the drivers.

n/a

Staff Chaperones

Arris Golden/Patricia Quigley

- Non-Staff Chaperones  
**(Background checks required)**
- Melissa Jackson
  - Emma Wheeler
  - Julie Terrell
  - Jim Wheeler
  - Penny Gentry
  - Jacqueline Freeiland
  - Tenly Trautman
  - Janice Badstein

Background Checks Verified by Principal

Are there any hazardous conditions or travel advisories of which you are aware or are there any safety concerns in the area of the trip destination? Please describe.

Not at this time.

What precautions have you taken or are you taking to ensure the safety of the students and chaperones?

CPR/First Aid Training  
First Aid supplies are supplied/located on charter bus

**Lodging Arrangements:** Name of Hotel/Facility

unknown at this time

Address

Phone

**SECTION F: Parent Permission**

Written parental permission for students to travel is required. A copy of the permission form must be attached for all school trips as well as a copy of additional information provided to parents.

**SECTION G: School Trip Approval Request Form Submission** Print this form and sign/date below before submitting to appropriate administrators.

Signature of Person Completing This Request Cal Position Director of Bands Date 10/18/10

**SECTION H: Authorization**

- Approved  Disapproved
- Approved  Disapproved
- Approved  Disapproved

**Background Checks On Non-Staff Chaperones Verified by Principal**

Principal JJ Principal Initials JJ Date 10-11-10

Chief Academic Officer Debra C. Moore Date 10-17-10

Date Approved/Disapproved by School Board \_\_\_\_\_

**RECEIVED**

OCT 19 2010

CHIEF ACADEMIC OFFICER

## GRAVELLY HILL CONCERT BAND NEW YORK CITY TRIP

### ITINERARY FOR APRIL 15-17, 2011

- **Friday, April 15<sup>th</sup>**
- 8:30 pm – Buses arrive at school
- 9 pm – Depart for New York
- **Saturday, April 16<sup>th</sup>**
- (?) am – Breakfast en route
- 9 am – Ferry to Statue of Liberty from Liberty State Park (driver to hotel)
- Lunch on your own
- 12 pm – Ferry to Battery Park
- 1 pm – Take subway into Manhattan
- 3 pm – Tour of NBC Studios
- 6 pm - Dinner at Mars 2112
- 8 pm – Admission to *New York Philharmonic* concert
- 11 pm – Driver picks up group; transfer to hotel
- **Sunday, April 17<sup>th</sup>**
- 7 am – Breakfast at the hotel
- 8:45 am – Depart for Manhattan
- 10 am – Clinic with member of conducting staff of the NY Philharmonic
- 12 pm – Lunch at Mama Sbarros Italian Restaurant
- 1 pm – Free time in Manhattan
- 2 pm - Depart for home
- 11:30 pm – Arrive GHMS

**ORANGE COUNTY SCHOOLS  
School Trip Approval Request Form**

Day school trip requests must be submitted to the principal for approval at least 15 calendar days before the day of the proposed trip. Overnight School trip requests must be submitted to the principal 15 days prior to trip and forwarded to the Chief Academic Officer 10 calendar days prior to the next scheduled Board of Education meeting.

**SECTION A: General Information**

School Trip Dates:	Nov 5, 2010	to	Nov 6, 2010	
School/Department/Grade Level	Orange High School Athletics, grades 9-12		Number of Students (Attach List)	16
School Trip Sponsor	Sarah Roberts, Women's Cross-Country Coach, and Russell Westbrook, Men's Cross-Country Coach		Number of Staff Chaperones (Attach List)	2
Phone & Extension	(919)357-0108 or (919)732-9326 ext. 40700		Number of Non-Staff Chaperones (Attach List)	0
Purpose of Trip	State Cross-Country Meet		Number of Other Persons (Attach List)	0
Destination (Name & City)	Kernersville, NC		Total Number Transported	18

**SECTION B: Type of Trip (check all that apply)**

- Regular School Day - Principal Approval Required
- Athletic Event (Day) - Principal Approval Required
- Overnight Trip - Chief Academic Officer and School Board Approval Required (Both in and out of state)
- Out of State Trip - Chief Academic Officer Approval Required
- International Trip - Chief Academic Officer and School Board Approval Required

**SECTION C: Mode of Transportation**

- Walking
- Activity Bus
- Privately Owned Vehicle (list drivers on page 2)
- Airplane
- Charter Bus\*

Name of Charter Company or Airline

\*The company must be on the approved list provided by the OCS Transportation Department. The school is responsible for contacting transportation in order to have the charter vehicle inspected prior to departure.

**SECTION D: Scheduling and Trip Associated Costs**

Departure Date	Friday, Nov. 5, 2010	Return Date	Saturday, Nov. 6, 2010
Departure Time	2:30pm	Return Time	5:00pm
Departure Location	Orange High School Field House	Return Location	Orange High School Field House
Number of District Buses Requested	1 small bus		
Projected Total Cost of Trip	\$ 600 (lodging \$300 + bus cost)		
Cost per Student	\$ 0	Cost per Adult	\$ 0
Is Financial Assistance Available?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Source of Financial Assistance	<input type="text"/>		

**NOTES:** School trips are subject to cancellation due to unforeseen problems. Cancellation decisions will be made based on the most current information available such as weather, road conditions, etc. The School Trip sponsor should have directions to location and should provide these directions to the front office and bus driver. The School Trip Sponsor must ensure district buses are clean upon return. Open food and drinks are prohibited on district buses. Principals will be expected to give careful consideration prior to approving school trips.

**SECTION E: Additional Information Required**

Please describe the educational benefit of the proposed school trip and the specific connection to the North Carolina Standard Course of Study.

Athletic Trip for Cross-Country meet

Identify an Orange County Schools employee with current CPR, First Aid and Medication Certification that is participating in this school trip.

Russell Westbrook, Men's Cross-Country Coach and P.E. Teacher at Cameron Park

If transporting students in privately owned vehicles, please list the names of the drivers.

Staff Chaperones

Russell Westbrook & Sarah Roberts (both employees)

Non-Staff Chaperones (Background checks required)

Background Checks Verified by Principal

Are there any hazardous conditions or travel advisories of which you are aware or are there any safety concerns in the area of the trip destination? Please describe.

No concerns.

What precautions have you taken or are you taking to ensure the safety of the students and chaperones?

The hotel that the student-athletes will be staying at has a high level of security. There will be security locks and deadbolts on all the hotel room doors. There will also be trainers available at the meet on Saturday in case of injury.

**Lodging Arrangements:** Name of Hotel/Facility

Days Inn Winston Salem North

Address

5218 Germanton Road, Hwy 52 North & Hwy 8 North, Winston Salem, NC 27105

Phone

(336)760-4770

**SECTION F: Parent Permission**

Written parental permission for students to travel is required. A copy of the permission form must be attached for all school trips as well as a copy of additional information provided to parents.

**SECTION G: School Trip Approval Request Form Submission** Print this form and sign/date below before submitting to appropriate administrators.

Signature of Person Completing This Request Sam Roberts Position XC Coach Date 10-4-10

**SECTION H: Authorization**

- Approved       Disapproved
- Approved       Disapproved
- Approved       Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal

Principal [Signature] Principal Initials \_\_\_\_\_ Date 10/18/10

Chief Academic Officer Deise C. Moran Date 10-25-10

Date Approved/Disapproved by School Board \_\_\_\_\_