

ORANGE COUNTY
BOARD OF EDUCATION

AGENDA ITEM ABSTRACT

Meeting Date: November 22, 2010

AGENDA ITEM No. 10-11-(2)-07

ACTION: (Y/N) Y

SUBJECT: Overnight School Trip Request(s)

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

- ATTACHMENTS:
1. Cedar Ridge High School Choral Department
 2. Hillsborough Elementary School Fifth Grade
 3. Orange High School Wrestling Team
 4. Orange High School Wrestling Team
 5. Orange High School Wrestling Team

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

BACKGROUND:

1. Cedar Ridge High School Choral students are planning to travel to Atlanta, Georgia to participate in the Heritage Festivals National Music Competition on April 28 – May 1, 2011. Approximately 57 students will be traveling to the competition and out of school for two days.
2. The fifth grade students at Hillsborough Elementary are planning to travel to Washington, DC on April 14-15, 2011. The fifth grade students will tour historical sites in our country's capital such as Jefferson Memorial, Arlington National Cemetery, Lincoln Memorial, Korean War Memorial, Vietnam Veterans' Memorial and several area museums. Approximately 59 students will be out of school for two days.
3. Orange High School Wrestling Team will be participating in the Morehead Wrestling Tournament on December 10-11, 2010. This tournament will be taking place in Eden, North Carolina. Twenty students will be participating and will be out of school for one day.
4. Orange High School Wrestling Team will be participating in the Havelock Duals Wrestling Tournament on January 21-22, 2011. This tournament will be taking place in Havelock, North Carolina. Twenty students will be participating and will be out of school for one day.
5. Orange High School Wrestling Team will be participating in the State Individual Wrestling Tournament on February 24-26, 2011. This tournament will be taking place in Greensboro, North Carolina. Twenty students will be participating and will be out of school for two days.

FINANCIAL IMPACT: None

RECOMMENDATION: The Superintendent recommends that the Board of Education 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

School Trip Sponsor

Phone & Extension

Purpose of Trip

Destination (Name & City)

Number of Students (Attach List)

Number of Staff Chaperones (Attach List)

Number of Non-Staff Chaperones (Attach List)

Number of Other Persons (Attach List)

Total Number Transported

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 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.

FORM A

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.

NCSCS #1: Students will sing alone and with other, a varied repertoire of music
NCSCS# 5: Students will read and notate music
NCSCS # 6: Students will Listen to, analyze, and describe music

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

Christopher Hansen

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

Staff Chaperones

Christopher Hansen, Stacy Lee

Non-Staff Chaperones

Garf Davis, Rebecca Yoshizumi, Katie Smith, Travis Smith, Jo Soulier, Paul Reil, Kathy Arab, Kaitlyn Baden, Amy Yount, Kathieen Dobbs

(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.

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

OCS Medical form, Heritage Festivals Insurance plan, Security Guards on duty at hotel location.

Lodging Arrangements: Name of Hotel/Facility

Hyatt Regency Suits, Northwest

Address

2999 Windy Hill Road, Marietta GA 30067

Phone

770-956-1234

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

[Signature]

Position

CRHS Chorus teacher

Date

10-15-2010

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal

[Signature]

Principal Initials

Principal

[Signature]

Date 11-1-10

Chief Academic Officer

[Signature]

Date 11-8-10

Date Approved/Disapproved by School Board

Cedar Ridge High School Choral Department

Here is the current itinerary for the trip:

Day one

- Travel to Atlanta Georgia on a Holiday Tours Charter bus.
- Bag Lunch on the road, provided by our CRHS Booster Parents!
- Dinner at the Hard Rock Café, located in downtown Atlanta GA.
- Hotel Check-in, Hyatt Regency Suits, Northwest

Day two

- Executive breakfast at hotel
- World of Coca-Cola museum
- Lunch in downtown Atlanta district
- Georgia Aquarium/Inside CNN Tour + Martin Luther King Historical Site
- Dinner at Buca di Beppo
- Traveling Broadway Musical: Shrek
- Hotel

Day three

- Executive breakfast at hotel
- Competition performance
- Adjudication and music clinic with guest clinician
- Visit Six Flags Over GA
- Lunch in Theme Park
- All you can eat dinner provided in the theme park.
- Awards Ceremony, trophies, recognitions, informal dance with professional D.J.
- Hotel

Day four

- Executive breakfast at hotel
- Start our way back to CRHS
- Lunch on the way

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

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SECTION A: General Information

School Trip Dates: April 14, 2010 to April 15, 2011

School/Department/Grade Level: Hillsborough Elem - 5th grade Number of Students (Attach List) 59

School Trip Sponsor: 5th Grade Teachers Number of Staff Chaperones (Attach List) 7

Phone & Extension: 919-732-6137 Number of Non-Staff Chaperones (Attach List) 39

Purpose of Trip: Tour Washington DC - Extend Soc. Stu. Curriculum Number of Other Persons (Attach List) 0

Destination (Name & City): Washington, DC Total Number Transported: 105

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: Coach America

*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: 4-14-10 Return Date: 4-15-10

Departure Time: 6am Return Time: 10:30 pm

Departure Location: Hampton Point Walmart Return Location: Hampton Pt Walmart

Number of District Buses Requested: 0

Projected Total Cost of Trip: \$ 12,899

Cost per Student: \$ 106 Cost per Adult: \$ 130

Is Financial Assistance Available? Yes No

Source of Financial Assistance: pta funds, parent donations

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.

Students are able to extend much of their 5th grade social studies curriculum as it relates to US history & their science goals of force & motion, landforms, weather & ecosystems.

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

Michael Deehale, Chris Walker

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

n/a

Staff Chaperones

Casey Nunnezy, Tammy Russell, Phyllis Guich, Michael Deehale, Jen Benkowitz

Non-Staff Chaperones (Background checks required)

See attached list

Melissa Damney

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.

n/a

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

first aid kits, small group w/ atleast 2 parent chaperones, check-ins w/ group & traveling on itinerary, room checks, phone tree w/ staff #'s for emergencies/communication

Lodging Arrangements: Name of Hotel/Facility

Comfort Inn, Lorton VA

Address

8180 Silverbrook Rd - Gunston Corner

Phone

703-643-3100

Lorton, VA 22079

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 [Signature] Position 5th teacher Date 10/19/10

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal

Principal Initials

Date 10/21/10

Principal [Signature]

Chief Academic Officer [Signature]

Date 11-5-10

Date Approved/Disapproved by School Board _____

PLEASE NOTE: When printing this form, choose "Landscape" as your orientation so that it prints correctly.



2011 Washington, DC Itinerary

(Subject to change due to weather or unforeseen circumstances)

Day 1: Thursday, April 14, 2011

6:00AM Depart from Wal-Mart, Hampton Pointe Shopping Center, Hillsborough

10:15 Lunch, Picnic Area/Rest Area, Woodbridge, Virginia

11:15 – 11:45 Jefferson Memorial (could start at WWII instead and walk to Lincoln; save Jefferson for evening with FDR, or Day 2 last thing)

12:00 – 1:00PM Lincoln Memorial Area (Lincoln Memorial, Vietnam Veterans' Wall, Korean War Memorial)

1:15 – 5:15 National History Museum, Natural History Museum, National Archives

5:30 – 6:30 Dinner, Union Station Food Court

7:00 – 7:45 FDR Memorial (to 8:00 if we add Jefferson here)

8:30PM Hotel, Comfort Inn, Lorton, Virginia

Day 2: Friday, April 15, 2011

6:00AM Breakfast at hotel

7:15AM Depart Hotel

8:15 – 9:30 Arlington National Cemetery

10:00 – 10:45 Photos and souvenirs at the White House

11:00 – 12:00PM Lunch, Reagan Building Food Court

12:15 – 2:15 Air and Space Museum, American Indian Museum

2:30 – 4:00 Ford's Theatre and Museum

4:15 – 4:45 World War II Memorial (would go home earlier if we do WWII on Day 1, or do Capitol Stairs or Jefferson here)

5:00 Depart Washington D.C.

6:15 Dinner, fast food restaurants, Fredericksburg, Virginia

9:30 Rest Stop, NC State Line Rest Area

11:00PM Return to Wal-Mart, Hillsborough

Other possible stops: West Stairs of Capitol (for photos), Old Post Office Tower

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

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SECTION A: General Information

School Trip Dates: Dec 10, 2010 to Dec 11, 2010

School/Department/Grade Level Orange

School Trip Sponsor Wrestling

Phone & Extension 20702

Purpose of Trip Tournament

Destination (Name & City) Morehead Tournament, Eden N.C.

Number of Students (Attach List) 20

Number of Staff Chaperones (Attach List) 4

Number of Non-Staff Chaperones (Attach List) 0

Number of Other Persons (Attach List) 0

Total Number Transported 24

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 12/10/10 Return Date 12/11/10

Departure Time 2:30pm Return Time 9:00

Departure Location Orange Return Location Orange

Number of District Buses Requested 1

Projected Total Cost of Trip \$ 568.00

Cost per Student \$ 0 Cost per Adult \$ 0

Is Financial Assistance Available? Yes No

Source of Financial Assistance Team

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.

Procedure Number 3320-P

FORM A

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 Event

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

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

Staff Chaperones spence Polcut, Scott Metcalf

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.

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

Lodging Arrangements: Name of Hotel/Facility Hampton Inn Address 724 S. Van Buren Rd Eden, N.C.27288 Phone 336 627-1111

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 Bobby Shriner Position Head Westing Date 10/5/10

SECTION H: Authorization

- Approved Disapproved Approved Disapproved Approved Disapproved

Background Checks on Non-Staff Chaperones Verified by Principal Principal Initials Date 11/2/10 Chief Academic Officer Denise C. Moberg Date 11/10/10 Date Approved/Disapproved by School Board

ORANGE COUNTY SCHOOLS School Trip Approval Request Form

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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
- 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 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.

Procedure Number 3320-P

FORM 8

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 Event

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

Bobby Striner

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

N/A

Staff Chaperones

Spenser Poteat, Scott Metcalf

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.

None

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

Safety briefing, curfew + room check. 1st Aid Kit

Lodging Arrangements: Name of Hotel/Facility

Hampton Inn & Suites Atlantic Beach

Address

118 Salter Path Rd, Pine Knoll Shores NC 28512

Phone

252-247-5118

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

[Signature]

Position

Head Wrestling

Date

10/5/10

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones/Verified by Principal

[Signature]

Principal

Principal Initials

Date

11/9/10

Chief Academic Officer

[Signature]

Date

11/10/10

Date Approved/Disapproved by School Board

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

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SECTION A: General Information

School Trip Dates: to

School/Department/Grade Level

School Trip Sponsor

Phone & Extension

Purpose of Trip

Destination (Name & City)

Number of Students (Attach List)

Number of Staff Chaperones (Attach List)

Number of Non-Staff Chaperones (Attach List)

Number of Other Persons (Attach List)

Total Number Transported

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

Departure Time

Departure Location

Return Date

Return Time

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.

FORM A

Procedure Number 3320-P

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.

State Individual Wrestling Tournament

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

Bobby Shriner

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

N/A

Staff Chaperones

Bobby Shriner, Spencer Poteat, Kevin Woods, Scott Metcalf and Brian Schnee

Non-Staff Chaperones (Background checks required)

N/A

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.

None

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

Safety briefing, curfew/room check and first aid kit

Lodging Arrangements: Name of Hotel/Facility

Hilton Garden Inn - Greensboro

Address

4307 Big Tree Way, Greensboro, NC

Phone

336/852-1491

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

Bobby Shriner Position Head Wrestling Date 10/5/10

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal

Principal Initials

Date 11/9/10

Chief Academic Officer

Date 11/16/10

Date Approved/Disapproved by School Board