

ORANGE COUNTY  
BOARD OF EDUCATION

AGENDA ITEM ABSTRACT

Meeting Date: October 17, 2011

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

ACTION: (Y/N) Y

SUBJECT: School Trip Requests

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

- ATTACHMENTS:
1. New Hope Elementary Overnight School Trip Request
  2. C.W. Stanford Band Overnight School Trip Request
  3. Orange High School Men and Women's Cross-Country Teams

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

**BACKGROUND:**

1. The fifth grade students at New Hope Elementary are planning to travel to Washington, DC on March 8-9, 2012. This has been an annual trip in which the fifth grade students travel to Washington, DC to tour the historical sites of our country's capital. Approximately 90 students will be out of school for two days.
2. The C.W. Stanford Band has been invited to perform during the North Carolina Music Educators Association (NCMEA) Convention in Winston-Salem, The students will attend the NCMEA Convention on November 14-15, 2011. Sixty-three students will be out of school two days.
3. The Orange High School Men and Women's Cross-Country Teams will be travelling to the State Cross-Country meet in Kernersville, North Carolina on November 4-5, 2011. There are sixteen team members who will be out of school for one-half day.

**FINANCIAL IMPACT:** None.

**RECOMMENDATION:** The Superintendent recommends 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
- 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 Adult \$

Cost per Student \$

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.

Please see attached objectives list. (#2)

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

Laurie Holloway and Amanda Biuso

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

N/A

Staff Chaperones

Meredith Craig, Jessica Honeycutt, Laurie Holloway, Amy White, Amanda Biuso, Mark Dickerson

Non-Staff Chaperones  
**(Background checks required)**

See attached list (#3) of chaperones planning to go at this time.

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

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

Please see attached "What to do in an Emergency when Touring in Small Groups" (#4), "Health, Safety, and Security Plans" (#5), and "Chaperone Guidelines" (#6). We also have cell phone numbers of adults in each touring groups so we can reach them in case of an emergency.

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

Best Western Potomac Mills

Address

14619 Potomac Mills Road, Woodbridge, Virginia 22192-6809

Phone

Phone: 703/494-4433

**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 Alysa Ametts Position 5<sup>th</sup> Grade Teacher Date 10/11/11

**SECTION H: Authorization**

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Background Checks On Non-Staff Chaplones Verified by Principal	<u>MP</u>	Principal Initials	<u>W/duu</u>	Date	<u>10/11/11</u>
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Principal	<u>[Signature]</u>				
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Chief Academic Officer	<u>[Signature]</u>				
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Date Approved/Disapproved by School Board					

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

## 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
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  - 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.

The 8th grade Band was the only Band selected to perform for all of the Music Educators in North Carolina. They will be representing CW Standford and Orange County Schools with this performance.

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

Mary E. May

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

Staff Chaperones

Mary E. May

Non-Staff Chaperones  
**(Background checks required)**

Valerie Wolford, Mr. Piscitelli, Debbie Piscitelli, Holly Reid, Kyrstin Nygard, Katie O'Shaughnessy, Mr. and Mrs. Winstead. As we get closer to the trip, additional parents will be added pending Principal background checks.

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

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

CPR Certified, taking all medications with us for students needing them, taking first aid kit

**Lodging Arrangements:** Name of Hotel/Facility  
Address  
Phone  
Tel: 1-336-760-1660

Hampton Inn Winston Salem

1990 Hampton Inn Court, Winston-Salem, NC

**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 Mary E. May Position Teacher Date 10/6/11

**SECTION H: Authorization**

- Approved  Disapproved
- Approved  Disapproved
- Approved  Disapproved

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

Principal Chris M. Luce Date 10/7/11  
 Chief Academic Officer Debbie C. Moran Date 10-11-11  
 Date Approved/Disapproved by School Board \_\_\_\_\_

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**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 4, 2011 to Nov 5, 2011

School/Department/Grade Level: Orange High School Athletics, grades 9-12

School Trip Sponsor: Sarah Roberts, Women's Cross-Country Coach, and Russell Westbrook, Men's Cross-Country Coach

Phone & Extension: (919)357-0108 or (919)732-9326 ext. 40700

Purpose of Trip: State Cross-Country Meet

Destination (Name & City): Kernersville, NC

Number of Students (Attach List): 16

Number of Staff Chaperones (Attach List): 2

Number of Non-Staff Chaperones (Attach List): 0

Number of Other Persons (Attach List): 0

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
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- Airplane
- Charter Bus\*

Name of Charter Company or Airline

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

Departure Date: Friday, Nov. 4, 2011

Departure Time: 2:30pm

Departure Location: Orange High School Field House

Return Date: Saturday, Nov. 5, 2011

Return Time: 5:00pm

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?  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.

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 & Sarah Roberts, Women's Cross-Country Coach

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

Microtel Winston-Salem

Address

100 Capitol Lodging Court, Winston Salem, NC 27103

Phone

(336)659-1994

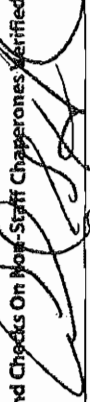
**SECTION F: Parent Permission**

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 Sarah Roberts Position Womens XC Coach Date 10-10-11

**SECTION H: Authorization**

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Background Checks On Non-Staff Chaperones Verified by Principal	Principal Initials	Date
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved			<u>10/13/11</u>
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Chief Academic Officer		Date
		<u>Debbie C. Mosh</u>		<u>10/13/11</u>
		Date Approved/Disapproved by School Board		