

ORANGE COUNTY  
BOARD OF EDUCATION

AGENDA ITEM ABSTRACT

Meeting Date: August 13, 2012

AGENDA ITEM No. 12-08-07

ACTION: (Y/N) Y

SUBJECT: School Trip Requests

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

ATTACHMENTS: 1. Hillsborough Elementary Overnight School Trip Request  
2. Hillsborough Elementary Overnight School Trip Request

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

**BACKGROUND:**

- (1) The fifth grade students at Hillsborough Elementary are planning to travel to Washington, DC on October 25-26, 2012. Students will tour the historical sites of our country's capital such as the FDR Memorial, Jefferson Memorial, Lincoln Memorial, Korean War Memorial, Vietnam Veterans' Memorial, Arlington National Cemetery, the U.S. Capitol, and several other national historical locations. Approximately 68 students will be out of school for two days.
- (2) The fourth grade students at Hillsborough Elementary are planning to travel to the Outer Banks of North Carolina on September 13-14, 2012. The students will tour historical sites such as the Wright Brothers' National Memorial, Fort Raleigh, Hatteras Lighthouse, and other sites in the area. Approximately 58 students will be out of school for two days.

**FINANCIAL IMPACT:** None

**RECOMMENDATION:** The Superintendent recommends 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: Thursday October 25, 2012 to Friday October 26, 2012

School/Department/Grade Level HES/5th Grade

School Trip Sponsor 5th Grade Teachers

Phone & Extension 919-732-6137

Purpose of Trip Tour Washington, DC to experience the historical opportunities available

Destination (Name & City) Washington, DC

Number of Students (Attach List) 68

Number of Staff Chaperones (Attach List) 6

Number of Non-Staff Chaperones (Attach List) 39

Number of Other Persons (Attach List) 0

Total Number Transported 113

**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 October 25, 2012

Departure Time 5:45 AM

Departure Location Hampton Point Walmart

Return Date October 26, 2012

Return Time 10 PM

Return Location Hampton Point Walmart

Number of District Buses Requested 0

Projected Total Cost of Trip \$12,550

Cost per Student \$105

Cost per Adult \$125

Is Financial Assistance Available?  Yes  No

Source of Financial Assistance PTA Funds, Principal 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 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 Annabelle on behalf of 5th teacher Date \_\_\_\_\_

**SECTION H: Authorization**


Background Checks On Non-Staff Chaperones Verified by Principal

Principal [Signature] Date 8/6/12 Background checks  
 Chief Academic Officer Denise C. Robinson Date 8/17/12 prices is being  
changed & will  
have to be  
completed  
later, prior to  
trip

Approved  Disapproved  
 Approved  Disapproved  
 Approved  Disapproved

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

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



Washington, DC  
Chaperone Guidelines

The role of DC chaperones is to help extend the educational experience of the children in their group as well as look out for students' safety and needs. We appreciate your desire to be a part of this experience and the trust you place in other chaperones and in us as teachers organizing and executing this trip.

Following is a list of helpful guidelines that chaperones will be expected to follow on the trip:

**\*It is the chaperone's responsibility to keep the group together and know where individual children are at all times.**

\* Chaperones are responsible for continuous monitoring of the group's activities and behavior.

\* Chaperones are a key component to keeping the trip on schedule. **You will be expected to monitor time spent at individual sites and assist students in determining how time will be best spent to meet the interests of the group.**

\* Please remember that this is an educational trip. Time spent in souvenir shops should be limited so that students are able to experience more of the sites on the itinerary.

\* Per Orange County policy, *smoking is not permitted at any time during the trip for anyone.* (Rule 8, Student Code of Conduct)

\* Unauthorized adults cannot administer any medication to children or allow them to self-medicate. If a child needs medication for this trip and does not have a chaperone attending, you must fill out a medical authorization form.

\* During the trip, chaperones should make teacher(s) aware of any concerns or issues with student behavior that arise. Teachers reserve the right to assign/re-assign any student groups during the trip.

# **ATTENTION**

## **4<sup>th</sup> GRADE STUDENTS & PARENTS**

April 2012

The 4<sup>th</sup> grade team is in the planning stages of our 5<sup>th</sup> grade trip to **Washington, DC** scheduled for **Thursday, October 25<sup>th</sup> - Friday October 26<sup>th</sup> 2012**. This is an exceptional educational and social development opportunity that we look forward to providing for all of our students. **Pending school board approval**, the trip will be open to all students with limited space available for parent chaperones.

We know that many of the questions about our Washington, DC trip relate to chaperoning, student groupings, and rooming procedures. We hope we are able to answer these questions for you below.

**How will parent chaperones be selected?** While we would love to have enough space to allow as many parents who want to chaperone the trip to do so, this is not logistically possible for our DC trip. We have considered adding an additional bus to accommodate more parents, but traveling and parking in DC with only two busses always has its challenges and we feel that another bus would be to the detriment of the quality of the trip. Two busses allow us to maintain the pace of our ambitious itinerary, the safety of the students, parents, and staff members on the trip, and the quality of the experience for everyone involved.

At this point in the planning phase, we have 26 spaces available for chaperones. The available spots will be shared equally across the 5<sup>th</sup> grade classrooms. The teachers will use a lottery to select chaperones and will create a waitlist with parents who were not pulled for the available spots. Currently, we are working to gauge interest in the trip, secure busses and hotel rooms, and finalize the budget. Therefore, we will wait until the beginning of next year to complete the lottery and notify interested chaperones of his/her status. We will also notify waitlisted chaperones of any additional slots as they become available. For example, if some families choose not to allow their child to attend the trip, we will have more chaperone spots available.

**How will students be grouped for touring?** Prior to the trip, teachers will ask students to write down up to 5 students that they would like to travel with (choosing from across the grade level). We also allow students to let us know of anyone who they feel would cause them to have a "less than enjoyable" trip. We form groups based on students' feedback and our observations of students' interactions and ability to get along with one another. We do not try to group students so that they get everyone on their "wish list," but we try to make sure every student gets at least one of the friends they listed. Prior to us asking for this information (which will be at the end of our 1<sup>st</sup> nine weeks), we prefer not to discuss student groupings or take requests from parents. After students give us their requests, we encourage students NOT to discuss this with other students to safeguard against hurt feelings.

## 2011 Washington, DC Tentative Itinerary

### Day 1: Thursday, October 25<sup>th</sup>

- 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
- 12:00 – 1:00PM Lincoln Memorial Area (Lincoln Memorial, Vietnam Veterans' Wall, Korean War Memorial)
- 1:15 – 5:15 National Museum of American History, National Museum of Natural History, National Archives
- 5:30 – 6:30 Dinner, Union Station Food Court
- 7:00 – 7:45 FDR Memorial
- 8:30PM Hotel, Comfort Inn, Lorton, Virginia



### Day 2: Friday, October 26<sup>th</sup>

- 6:00AM Breakfast at hotel
- 7:15 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
- 4:45 Depart Washington D.C.
- 6:15 Dinner, fast food restaurants, Fredericksburg, Virginia
- 9:30 Rest Stop, NC State Line Rest Area
- 10:30PM Return to Wal-Mart, Hillsborough

**Chaperones-Please try to help us encourage recycling. Most places in and around DC have recycling areas, but if you are unable to locate one, we will collect cans and bottles on the bus and recycle when we return to HES.**

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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)**

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**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 meet the following Social Studies and Science goals centering on the land and its people, and ecosystems – Goal 4.H.1 Analyze the chronological key historical events in NC History; Goal 4.E.1: Understand how a market economy impacts life in NC; Goal 4.C.1 Understand the impact of various cultural groups on NC; Goal 4.L.1: Understand the effects on environmental changes, adaptations, and behaviors that enable animals to survive in changing habitats.

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

Michael Oechsle, Chris Walker, Cindy Sinacrope

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

N/A

Staff Chaperones

Carol Lovingood, Justin Jones, Amy Sheets, Michael Oechsle, Chris Walker, Cindy Sinacrope

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

Tentative parent chaperone list attached

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?

Cell phone chains, first responders, medical kits

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

Roanoke Island Aquarium

Address

374 Manteo, NC 27954

Phone

(252) 473-3494



**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 Carol Loungod Position 4th Grade Teacher Date 8-6-12

**SECTION H: Authorization**

Approved     Disapproved    Background Checks On Non-Staff Chaperones Verified by Principal \_\_\_\_\_  
 Principal [Signature] Date 8/6/12    Principal Initials \_\_\_\_\_  
 Approved     Disapproved    Chief Academic Officer [Signature] Date 8/17/12  
 Approved     Disapproved    Date Approved/Disapproved by School Board \_\_\_\_\_

*Background checks will be done when OCS system is completed*

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

Day One: Roanoke Island

5:15 Leave Hillsborough Elementary

9:30-10:30 Fort Raleigh

11:00- 2:00 Roanoke Island Festival Park

2:30-3:30 Wright Brothers

3:30-5:00 Jockey's Ridge

5:00-6:00 Western Sizzlin'

6:30 Aquarium

Day Two: Outer Banks

7:00 Leave Aquarium

8:00-10:30 Hatteras Lighthouse

11:00-12:00 Ferry/Drive Ocracoke

4:30-7:30 Cruise

8:00 McDonald's

11:00 Arrive at Hillsborough Elementary