

ORANGE COUNTY
BOARD OF EDUCATION

AGENDA ITEM ABSTRACT

Meeting Date: August 22, 2011

AGENDA ITEM No. 11-08-(02)-07

ACTION: (Y/N) Y

SUBJECT: Overnight School Trip Request

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

ATTACHMENTS: 1. Hillsborough Elementary School Overnight School Trip Request

PURPOSE: To request Board approval of an overnight school trip.

BACKGROUND:

- (1) The fifth grade students at Hillsborough Elementary are planning to travel to Washington, DC on November 3-4, 2011. 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 69 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 request.

**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 3, 2011 to Nov 4, 2011

School/Department/Grade Level: Hillsborough Elementary 5th Grade

School Trip Sponsor: J. Nelson, S. Beneville, C. Lovingood

Phone & Extension: 919-732-6137

Purpose of Trip: See attached Social Studies goals

Destination (Name & City): Washington D.C.

Number of Students (Attach List): 69

Number of Staff Chaperones (Attach List): 7

Number of Non-Staff Chaperones (Attach List):

Number of Other Persons (Attach List):

Total Number Transported: 107

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: Nov. 3, 2011

Return Date: Nov. 4, 2011

Departure Time: 6:00a.m.

Return Time: 11:00a.m.

Departure Location: Walmart, Hampton Pointe, Hillsborough

Return Location: Same

Number of District Buses Requested: 0

Projected Total Cost of Trip: \$ 12,500.00

Cost per Student: \$ 115.00

Cost per Adult: \$ 130.00

Is Financial Assistance Available? Yes No

Source of Financial Assistance: HES PTA

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.

Competency Goal 2 Objectives 2.01, 2.02, 2.03, 2.04, 2.05
 Competency Goal 4 4.04, 4.05, 4.06, 4.08
 See Attached Standard Course of Study

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

Mike Oechsle, Chris Walker

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

n/a

Staff Chaperones

John Nelson, Stacy Beneville, Carol Lovingood, Mike Oechsle, 3 others to be determined

Non-Staff Chaperones
 (Background checks required)

(see attached list)

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?

First aid kits. Emergency cards with student information, Medical authorization forms, Staff first responders, Chaperone guidelines, Cell phone number tree for all chaperones

Lodging Arrangements: Name of Hotel/Facility

Comfort Inn, Gunston Corner

Address

8180 Silverbrook Road, Lorton, VA

Phone

703-643-3100

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 Grade Teacher Date 7/18/11

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal

Principal [Signature] Principal Initials _____ Date 7/19/11

Chief Academic Officer [Signature] Date 8-8-11

Date Approved/Disapproved by School Board _____

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