

**ORANGE COUNTY  
BOARD OF EDUCATION**

**AGENDA ITEM ABSTRACT**

**Meeting Date: March 5, 2012**

**AGENDA ITEM No. 12-03-07**

**ACTION ITEM: (Y/N) Y**

**SUBJECT: School Trip Requests**

**INFO. CONTACT Dr. Denise Morton**

**PHONE: 919-732-8126**

**ATTACHMENTS:**

1. Grady A. Brown Elementary School Fifth Graders
2. Cameron Park Elementary School Fifth Graders
3. C. W. Stanford Middle School Band
4. Orange High School Future Business Leaders of America (FBLA)
5. Cedar Ridge High School Future Business Leaders of America (FBLA)
6. Cedar Ridge High School Key Club
7. Cedar Ridge High School Theatre Arts
8. Orange/Cedar Ridge High Schools Robotics Club

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**PURPOSE:** To request Board approval of these overnight school trips.

**BACKGROUND:**

1. Grady A. Brown Elementary School fifth graders will be travelling to Washington, DC on April 19-20, 2012. The fifth grade students will tour the historical sites of our country's capital such as Mount Vernon, Jefferson Memorial, Lincoln Memorial, Korean War Memorial, Arlington National Cemetery, Vietnam Veteran's Memorial, The Smithsonian and the U.S. Capitol. Approximately 64 students will be out of school for two days.
2. Cameron Park Elementary School fifth graders will be travelling to Washington, DC on April 12-13, 2012. The fifth grade students will tour the historical sites of our country's capital such as Mount Vernon, Jefferson Memorial, Lincoln Memorial, Korean War Memorial, Arlington National Cemetery, Vietnam Veteran's Memorial, The Smithsonian and the U.S. Capitol. Approximately 79 students will be out of school for two days.
3. The C. W. Stanford Middle School Band students are planning to travel to Orlando, Florida on March 29-April 2, 2012. The purpose of this trip is to participate in the Festival Disney Performance program. Students will participate in a clinic, perform for an adjudicator and be scored on the performance. Approximately 39 students will be out of school two days.
4. Orange High School FBLA members will be traveling to Greensboro on March 22-24, 2012 to participate in the FBLA State Leadership Conference. Fifteen students will be out of school for two days.
5. Cedar Ridge High School FBLA members will be traveling to Greensboro on March 22-24, 2012 to participate in the FBLA State Leadership Conference. Five students will be out of school for two days.
6. Cedar Ridge High School Key Club members will be traveling to the Sheraton Imperial in the Research Triangle Park on March 23-25, 2012. Key Club members will be participating in the District Leadership Conference. Students will not miss school.
7. Cedar Ridge High School Theatre Arts students will be traveling to Winston-Salem on March 16-17, 2012 to participate in the North Carolina State Thespian Conference. Sixteen students will be out of school for one day.

continued

8. Students in the Orange/Cedar Ridge High Schools Robotics Club will be competing at the FIRST Robotics Regional Competition on March 14-18, 2012 in Duluth, Georgia. Approximately eleven students will participate in this competition. Students will be out of school two days.

**FINANCIAL IMPACT:** None

**RECOMMENDATION:** The Superintendent recommends the Board approve these 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: April 19, 2012 to April 20, 2012

School/Department/Grade Level: Grady A. Brown Elementary - 5th Grade

School Trip Sponsor: Beth Quick

Phone & Extension: 45502

Purpose of Trip: To enhance US geography, government and history skills

Destination (Name & City): Washington DC

Number of Students (Attach List): 64

Number of Staff Chaperones (Attach List): 6

Number of Non-Staff Chaperones (Attach List): 40

Number of Other Persons (Attach List): 0

Total Number Transported: 110

**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: Holiday Motor Coach

\*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: April 19, 2012

Departure Time: 6:00 am

Departure Location: Grady A. Brown Elementary

Return Date: April 20, 2012

Return Time: 10:00 pm

Return Location: Grady Brown Elementary

Number of District Buses Requested: 0

Projected Total Cost of Trip: \$20,350

Cost per Student: \$185.00

Cost per Adult: \$185.00

Is Financial Assistance Available?  Yes  No

Source of Financial Assistance: PTA assistance and fundraising

**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 will experience first hand major, historical documents, sites, buildings, and institutions of our nation's capital in accordance with the NCSOS for Social Studies Grade 5.

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

Freda Hicks and Donna Greene

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

N/A

Staff Chaperones

Beth Quick, Susan Tripp, Julie Essary, Donna Greene and Freda Hicks

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.

N/A

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

Medical authorizations, personnel and precautions will be taken. There will be hotel security - one security guard per floor. There will be one adult to two/three students for chaperone ratios.

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

Best Western

Address

14619 Potomac Mills Road Woodbridge, Virginia 22192-6809

Phone

1-703-494-4433

**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 Lizabeth Quick Position Teacher Date 2-20-12

**SECTION H: Authorization**

Background Checks On Non-Staff Chaperones Verified by Principal AG Principal Initials

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Principal	<u>Larry Jones</u>	Date	<u>2-20-12</u>
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Chief Academic Officer	<u>Dennis C. Mordm</u>	Date	<u>2-22-12</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**

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.

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.

Grade 5 Social Studies 2.03 Recognize how US government has changed over time.

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

Celine Stinnett and Fran Hall

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

Staff Chaperones

Celine Stinnett, Jeff Barger, Gina Bachelor, Elizabeth McClellan (student teacher), Fran Hall, Ann Burton

Non-Staff Chaperones

41 parent chaperones (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.

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

Holbrook field Trips provide a security guard at the hotel facility, we will have first aid equipment and enough chaperones where there will be no more than 3 children per adult.

Lodging Arrangements: Name of Hotel/Facility

Best Western Mt. Vernon

Address

8751 Richmond Highway Alexandria, VA 22309

Phone

(703) 360-1300

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

C. Stinnett

Position

teacher

Date

2/16/12

SECTION H: Authorization

- Approved  Disapproved
- Approved  Disapproved
- Approved  Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal

JA/SA  
Principal Initials

Principal

Ann Hall / Gina Vandiver

Date

2/17/12

Chief Academic Officer

Debbie C. Mordh

Date

2/22/12

Date Approved/Disapproved by School Board

**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 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.

See attached

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)**

See 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?

First aid/cpr trained staff

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

All Star Music Resort

Address

1801 W Buena Vista Dr Lake Buena Vista, FL 32830

Phone

(407) 939-6000

**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 2/13/12

**SECTION H: Authorization**

Background Checks On Non-Staff Chaperones Verified by Principal

Approved  Disapproved  
Principal Ann M. Furell Date 2/22/12

Approved  Disapproved  
Chief Academic Officer Debbie C. Mohr Date 2-22-12

Approved  Disapproved  
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: 03/22/2012 to 03/24/2012

School/Department/Grade Level: Orange High School/ CTE / 9-12

School Trip Sponsor: FBLA

Phone & Extension: (919) 732-6133 ext. 20613

Purpose of Trip: FBLA State Leadership Conference

Destination (Name & City): Greensboro, NC

Number of Students (Attach List): 15

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: 17

**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: 03/22/2012

Departure Time: 8:00 a.m.

Departure Location: Hillsborough, NC

Return Date: 03/24/2012

Return Time: 2:00 p.m.

Return Location: Hillsborough, NC

Number of District Buses Requested: 1

Projected Total Cost of Trip: \$3118.94 (see attached)

Cost per Student: \$167.00 (Appx.)

Cost per Adult: \$365.00 (Appx.)

Is Financial Assistance Available?  Yes  No

Source of Financial Assistance: FBLA Funds / Corporate Sponsors / Fundraising

**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**

Future Business Leaders of America sponsors a State Leadership Conference each year. This year's conference in Greensboro, NC will not only provide FBLA / Business Education students with the opportunity to meet other students from other schools but will provide leadership, financial planning, management and networking opportunities in addition to competitive events. FBLA is a part of the Business Education curriculum as a supplemental learning opportunity. Students who placed in the top 3 at the Regional Fall Leadership Conference are eligible to attend as well as students who are competing in other State Events.

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

Greg Motley, Kelly Helner

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

N/A

Staff Chaperones

Kelly Helner, Greg Motley

Non-Staff Chaperones (Background checks required)

None

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?

Students will be in the Conference Center for all of the workshops/competitions - this conference center is located inside of the hotel. A mall located on the same property as the Conference Center will also be available for the students to explore, but they will be required to go in small groups and will notify us of their whereabouts at all times via cell phone.

Lodging Arrangements: Name of Hotel/Facility

Sheraton Four Seasons

Address

3121 High Point Rd., Greensboro, NC 27407

Phone

(336) 323-4876

**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 \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

**SECTION H: Authorization**

- Approved  Disapproved
- Approved  Disapproved
- Approved  Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal \_\_\_\_\_  
 Principal Initials \_\_\_\_\_ Date 2/28/12

Principal \_\_\_\_\_ Date 3/1/12

Chief Academic Officer [Signature]

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

**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 CRHS FBLA**

- 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.

The mission of NC FBLA is to help build and sustain Business Education programs of excellence in order to serve our communities, state, and nation. NC FBLA serves over 135,000 students. It provides students with leadership opportunities as well as a means to compete with other students in regional, state, and national conferences. Cedar Ridge High School FBLA members also dedicate service hours to organizations such as March of Dimes, The Ronald McDonald House, as well as Duke Children's Hospital (Pediatric Bone Marrow Transplant Ward).

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

Melinda Fornes - CRHS

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

N/A

Staff Chaperones

Melinda Fornes - CRHS

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.

N/A

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

Familiar with the area in which we are staying, have informed and spoken with parents/guardians about the nature of the trip, and appropriate consent forms have been filled out and returned.

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

Sheraton Greensboro at Four Seasons

Address

3121 High Point Road Greensboro, NC

Phone

(336) 292-9161

**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 Melinda James Position CRHS CTE Teacher Date 2-22-12

**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>[Signature]</u>	<u>2-27-12</u>
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Chief Academic Officer	<u>[Signature]</u>	Date <u>3-1-12</u>
		Date Approved/Disapproved by School Board		



# 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 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**

1. Students will meet district and international Key Club officers.  
 2. Students will share service project ideas and will learn about their impact on the greater community.  
 3. Students will interact with adults and will learn interview skills.  
 4. Students will practice and observe public speaking, dining etiquette, and small group leadership.

Millie Hunter

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

Michelle Reed

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

Michelle Reed, Millie Hunter

Staff Chaperones

None

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?

First Aid is provided by Carolinas District Key Club and the Sheraton Imperial. Also, students are required to submit a health form to the district Key Club, which provides critical care information (insurance information, allergies, emergency contacts, etc.)

**Lodging Arrangements:** Name of Hotel/Facility  
Sheraton Imperial, Research Triangle Park

Address 4700 Emperor Blvd.

Phone 919-941-5000

**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 Michelle Beed Position Key Club Advisor Date 2/28/12

**SECTION H: Authorization**

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

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Principal Initials	Date
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<u>[Signature]</u>	<u>2-28-12</u>
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Chief Academic Officer	Date
		<u>[Signature]</u>	<u>2-28-12</u>
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:  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.

**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 will witness and participate in a live theatre productions and formulate a critiques of the performances. Prior to the performance, students will rehearse the play and scenes. Students will take a variety of theatre arts classes and compete by using theatre skills in the artistic and technical sides of theatre.

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

Mr. Inkem Kaizen

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

Staff Chaperones

Inkem Kaizen

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

George Higgins

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?

Students will fill out emergency forms and both chaperones are trained in CPR and first aid.

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

Hawthorne Inn, Winston-salem, NC

Address 420 High Street

Phone 336-777-3000

**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 Teacher Date 2/27/12

**SECTION H: Authorization**

Background Checks On Non-Staff Chaperones Verified by Principal [Signature] Principal Initials (JN) Date 2-28-12

Principal [Signature] Date 2-28-12

Chief Academic Officer [Signature] Date 2-28-12

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

- Approved  Disapproved
- Approved  Disapproved
- Approved  Disapproved

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

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: Mar 14, 2012 to Mar 18, 2012

School/Department/Grade Level: Orange High & Cedar Ridge High/Science/9-12

School Trip Sponsor: Nina Morley Daye

Phone & Extension: 732-6133 x20402

Purpose of Trip: FIRST Robotics Peachtree (Georgia) Regional Competition

Destination (Name & City): Duluth, Georgia

Number of Students (Attach List): 11

Number of Staff Chaperones (Attach List): 1

Number of Non-Staff Chaperones (Attach List): 6

Number of Other Persons (Attach List): 2

Total Number Transported: 20

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
- 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: [Redacted]

\*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: 3/14/2012 Return Date: 3/18/2012

Departure Time: 4:15 pm Return Time: 7:00pm

Departure Location: Walmart Parking Lot Return Location: Walmart Parking Lot

Number of District Buses Requested: 0

Projected Total Cost of Trip: \$6,500.00

Cost per Student: \$250.00 Cost per Adult: \$250.00

Is Financial Assistance Available?  Yes  No

Source of Financial Assistance: Team Fund Raising, Liner Fund, Cedar Grove United Methodist Church, Business, Friends of the 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 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 competition allows students the opportunity to work in teams with adult mentors to accomplish a difficult real world team has to design and build a robot in six weeks in order to accomplish a specific task. Other parts of the team work on animation, public relations, programming and communications. This team competition supports many of the state standard science, mathematics, technology, and communication skills. The task is impossible for any person to complete alone. The it provides many occasions for students to learn to work in a team, to deal with different personalities and to overcome obstacles in order to succeed.

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

Nina Morley Daye

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

Nina Daye, Wayne Daye, Warren Faircloth, Peter Murphy, Bruce Wilcox, Leslie Wilcox, Greg Young

Staff Chaperones

Nina Morley Daye

Non-Staff Chaperones (Background checks required)

Nina Daye, Wayne Daye, Warren Faircloth, Peter Murphy, Bruce Wilcox, Leslie Wilcox, Greg Young

(Jessie)

Background Check Verified by Print

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 known.

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

Health, Safety, Security Plans

FIRST is committed to offer the very best travel services possible. Our goal is to offer all teams the opportunity to offer reduced rates at safe and clean hotels within close proximity to the event sites.

FIRST Hotel Guidelines

- 1. Hotels with interior entrances only.
- 2. Hotels with in-house security.

Lodging Arrangements: Name of Hotel/Facility

Springhill Suites

Address

3250 Buford Drive, Buford, GA 30519

Phone

678-714-2150



**SECTION F: Parent Permission**

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.

Name of Person Completing This Request Mrs. Moley Daye Position Teacher Date 2/29/12

**SECTION H: Authorization**

Background Checks On Non-Staff Chaperones Verified by Principal

Principal Initials

Principal [Signature] Date 2-29-12

Chief Academic Officer Denise C. Mosh Date 2-29-12

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

- Approved  Disapproved
- Approved  Disapproved
- Approved  Disapproved

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

**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 Theresa Moley Dwyer Position Teacher Date 2/29/12

**SECTION H: Authorization**

Background Checks On Non-Staff Chaperones Verified by Principal

Principal Initials

Approved  Disapproved

Approved  Disapproved

Approved  Disapproved

EM Date 2-29-12

Date 2-29-12

Principal Edward Moran

Chief Academic Officer Debra C. Moran

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

*M. Hankins was out sick so I authorized M. Marsh to sign. D. Moran*

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