

ORANGE COUNTY  
BOARD OF EDUCATION

AGENDA ITEM ABSTRACT

Meeting Date: March 21, 2011

AGENDA  
ITEM No. 11-03-(2)-07

ACTION: (Y/N) Y

SUBJECT: School Trip Requests

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

- ATTACHMENTS:
1. Cedar Ridge High School Skills USA
  2. Cameron Park Elementary School Fifth Graders
  3. Orange High/Cedar Ridge High Schools' Latin Clubs

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PURPOSE: To request Board approval of overnight school trip(s).

- BACKGROUND:
1. Students from Cedar Ridge High School will be participating in the N.C. Skills Leadership Conference on March 30-April 1, 2011 in Greensboro, North Carolina. The students will be competing in the areas of masonry, plumbing, sheet metal, HVAC and leadership skills. Twelve students will not miss any school because this event is during Spring Break.
  2. Fifth graders from Cameron Park Elementary School will be travelling to Washington, DC on April 7-8, 2011. Students will have the opportunity to visit the Jefferson Memorial, Vietnam Memorial, Korean Memorial, Lincoln Memorial and Arlington National Cemetery as well as other historical sites. There will be approximately 101 students out of school for two days.
  3. Latin Clubs from both high schools will be travelling to Wake Forest University in Winston-Salem to participate in state competitions on April 8-9, 2011. Approximately 20 students will be out of school for one day.

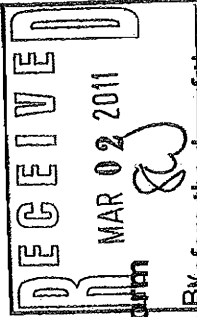
FINANCIAL IMPACT: None

RECOMMENDATION: The Superintendent recommends that the Board of Education approve these 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/Department/Grade Level: CRHS School Trip Dates: 3-30-11 to 4-1-11

School Trip Sponsor: Keith Yow / Beth Landis Number of Students: (Attach List) See attached

Phone & Extension: 245-4000 x 21606 Number of Staff Chaperones: (Attach List) Keith Yow ; Beth Landis

Purpose of Trip: NC Skills Leadership Conference Number of Non-Staff Chaperones: (Attach List) \_\_\_\_\_

Other Persons to be Transported: None

Destination: (Name) Sheraton Greensboro (City) Greensboro, NC Total Transported: 13

**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 (Day) – 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: \_\_\_\_\_

\*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: 3-30-11 Return Date: 4-1-11

Departure Time: 8:30am Return Time: 2:00

Departure Location: CRHS Return Location: CRHS

Number of district buses requested: 1

Projected Total Cost of Trip: \$ \$2450.00

Cost Per Student: \$ 150.00 Cost Per Adult: \$ 400.00

Is Financial Assistance Available:  Yes  No

Source of Financial Assistance: CRHS Skills Clubs

**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.

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

Keith Yow; Beth Landis

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

Keith Yow,

Staff Chaperones: Keith Yow; Beth Landis

Non-Staff Chaperones (Background checks required):

Are there any hazardous conditions or travel advisories of which you are aware of 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?

Lodging Arrangements: Name of hotel/facility: Sheraton Greensboro Address: 3121 High Point Road, Greensboro, NC 27407-9975.  
Phone 1-800-242-6556

**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.

Person completing this request: Signature: Keith Yow Position: Teachers Date: 3-2-11

**Section H: Authorization**

Approved

Disapproved

Principal: [Signature]

Date: 3-4-11

Approved

Disapproved

Chief Academic Officer: [Signature]

Date: 3-9-11

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

**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.

**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.

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.

Terri Parker and Gloria Pearly

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

Staff Chaperones

Celine Stinnett, Kathy Neff, Shantora Alston, Terri Parker, Fran Spady-Hall, Ann Burton, Gloria Pearly, one to be determined

Non-Staff Chaperones

70 parent chaperones (list attached)

**(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?

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

Holiday Inn Washington Dulles

Address

45425 Holiday Drive Sterling, VA 20166

Phone

703-471-7411

**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 CE Stinnett Position 5<sup>th</sup> gr. teacher Date 1/4/11

**SECTION H: Authorization**

Background Checks On Non-Staff Chaperones Verified by Principal

Y (X) Principal Initials

Approved  Disapproved

Principal Terri Parker

Date 3/4/11

Approved  Disapproved

Chief Academic Officer Debra C. Hester

Date 3-9-11

Approved  Disapproved

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
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- International Trip - Chief Academic Officer and School Board Approval Required

**SECTION C: Mode of Transportation**

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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.

5.03 Perform and/or participate in a school or community performance, celebration or competition at a level appropriate to the student (e.g. school, local, statewide and national academic contests, classical league meetings, conventions, etc.)

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

Nicholas Mauriello (Will be trained prior to the convention)

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

Staff Chaperones

Nicholas Mauriello, Elizabeth Clark, Peggie Murray, Celeste Mauriello

Non-Staff Chaperones

(Background checks required)

Ken Yow

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 that we are aware of.

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

Students will always travel in groups and will be instructed in proper behavior for visiting a college campus.

Lodging Arrangements: Name of Hotel/Facility

Sundance Plaza

Address

3050 University parkway, Winston-Salem, NC 27105

Phone

336-723-2911



**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 Latin Teacher Date 3/10/11

**SECTION H: Authorization**

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

Approved  Disapproved  
 Approved  Disapproved  
 Approved  Disapproved

Principal [Signature] Principal Initials ASH Date 3/10/11  
 Chief Academic Officer [Signature] Date 3-10-11  
 Date Approved/Disapproved by School Board \_\_\_\_\_

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