

ORANGE COUNTY
BOARD OF EDUCATION

AGENDA ITEM ABSTRACT

Meeting Date: December 9, 2013

AGENDA ITEM No. 13-12-07

ACTION: (Y/N) Y

SUBJECT: School Trip Request

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

ATTACHMENTS: 1. Hillsborough Elementary Overnight School Trip Request

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

BACKGROUND:

- (1) The fifth grade students at Hillsborough Elementary are planning to travel to Washington, DC on March 13-14, 2014. 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 55 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:	Thursday March 13, 2014	to	Friday March 14th, 2014
School/Department/Grade Level	HES/5th Grade	Number of Students (Attach List)	55
School Trip Sponsor	5th Grade Teachers	Number of Staff Chaperones (Attach List)	7
Phone & Extension	919-732-6137	Number of Non-Staff Chaperones (Attach List)	45
Purpose of Trip	Tour Washington, DC to experience the historical opportunities available	Number of Other Persons (Attach List)	0
Destination (Name & City)	Washington, DC	Total Number Transported	107

SECTION B: Type of Trip (check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Regular School Day - Principal Approval Required
<input type="checkbox"/> Athletic Event (Day) - Principal Approval Required
<input checked="" type="checkbox"/> Overnight Trip - Chief Academic Officer and School Board Approval Required <i>(Both in and out of state)</i> | <input checked="" type="checkbox"/> Out of State Trip - Chief Academic Officer Approval Required
<input type="checkbox"/> 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: Horizon Coach Lines

*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	March 13, 2013	Return Date	March 14, 2013
Departure Time	5:45 AM	Return Time	10 PM
Departure Location	Hampton Point Walmart	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?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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 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.

5th Graders study United States history and United States government in Social Studies. The monuments, museums, and memorials in Washington DC allow us the perfect opportunity to connect to much of our curriculum in one field trip. Through research, students create a feature article about a topic in history that connects to Washington DC. These are compiled into a classroom magazine. This is just one of the many ways we are able to use our trip to Washington DC to enrich our curriculum.

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

Chris Walker, Michael Oechsle

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

none

Staff Chaperones

Tammy Russell, Casey Nunnery, Justin Zatt, Michael Oechsle, Melissa Denney, Chris Walker

Non-Staff Chaperones
(Background checks required)

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.

crowds—students will be in small groups with 3-1 student parent ratios. Staff chaperones are always close by and everyone has cell phone numbers of all participants on the trip.

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

small student-chaperone ratio, chaperone guidelines/training, cell phone lists of chaperones and staff members, check in each time we return to busses, first-aid supplies,

Lodging Arrangements: Name of Hotel/Facility

Comfort Inn-Gunston Corner

Address 8180 Silverbrook Rd, 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 *Justin Jett* Position Teacher Date 8/30/13

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal SW
Principal Initials
Principal *[Signature]* Date 9/12/13
Chief Academic Officer *Jessie C. Moran* Date 11-7-13
Date Approved/Disapproved by School Board _____

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