

ORANGE COUNTY
BOARD OF EDUCATION

AGENDA ITEM ABSTRACT

Meeting Date: March 7, 2011

AGENDA ITEM No. 11-03-07

ACTION ITEM: (Y/N) Y

SUBJECT: School Trip Requests

INFO. CONTACT Dr. Denise Morton

PHONE: 919-732-8126

ATTACHMENTS: 1. Orange High/Cedar Ridge High Robotics Club Georgia Regional Competition
2. Cedar Ridge High School International Thespian Society
3. Orange High School World Languages
4. Cedar Ridge High School N.C. Teacher Cadets
5. Grady A. Brown Elementary School Fifth Graders
6. Cedar Ridge Wrestling Team

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

BACKGROUND:

1. Students in the Orange High/Cedar Ridge High Robotics Club will be competing at the FIRST Robotics Georgia Regional Competition on March 16-20, 2011, in Duluth, Georgia. Approximately twenty students will participate in this competition. Students will be out of school three days.
2. The Cedar Ridge International Thespian Society members will be traveling to Winston-Salem on March 25-26, 2011 to participate in the International Thespian Society Conference. Sixteen students will be out of school for one day.
3. The Orange High School World Languages department is sponsoring a trip to Costa Rica on March 24-April 1, 2011. Three students will be participating in this trip and will not miss any school because it is during Spring Break.
4. The Cedar Ridge High School N.C. Teacher Cadets will be travelling to Raleigh on March 11-12, 2011 to participate in the N.C. Teacher Cadet Conference. Six students will be out of school one half day.
5. Grady A. Brown Elementary School fifth graders will be travelling to Washington, DC on April 14-15, 2011. 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 95 students will be out of school for two days.
6. The Cedar Ridge Wrestling Team travelled to the State Wrestling Tournament in Greensboro, NC on February 25-27, 2011. Five students competed and were out of school one day. Note: This trip was approved via phone conversation.

FINANCIAL IMPACT: Financial support for the Robotics team in the amount of \$2,000 provided from Curriculum and Instruction budget. These funds are earmarked for academic competitions.

RECOMMENDATION: The Superintendent recommends that the Board 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 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

- 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

Departure Time

Departure Location

Number of District Buses Requested

Projected Total Cost of Trip \$

Cost per Student \$

Cost per Adult \$

Is Financial Assistance Available? Yes No

Return Date

Return Time

Return Location

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

This competition allows students the opportunity to work in teams with adult mentors to accomplish a difficult real world task: the 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 an animation, public relations, programming and communications. This team competition supports many of the state standards in science, mathematics, technology, and communication skills. The task is impossible for any person to complete alone. Therefore, 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.

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.

Nina Morley Daye

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

Lee Barger/Angie Barger, Susann Daniels, Nina/Wayne Daye, Margaret/Warren Faircloth, Greg Young, Ken Yow

Staff Chaperones

Nina Morley Daye

Non-Staff Chaperones
(Background checks required)

Angie Barger, Lee Barger, Susann Daniels, Wayne Daye, Margaret Faircloth, Warren Faircloth, Greg Young, 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 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 obtain reduced rates at safe and clean hotels within close proximity to the event sites.
FIRST Hotel Guidelines

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

Lodging Arrangements: Name of Hotel/Facility

Buford Spring-Hill Suites

Address

3250 Buford Drive, Buford, GA 30519

Phone

678-714-2150

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 Mrs Morley Daye Position OH5 Science/Robotics Date 2/14/11

SECTION H: Authorization

Background Checks On Non-Staff Responsibilities Verified by Principal

Principal [Signature] Date 2/22/11
Chief Academic Officer [Signature] Date 2-25-11

- 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.

Full Version of Educational Benefits for FRC Team 587 Field Trips Spring 2011

1. This competition allows students the opportunity to work in teams with adult mentors to accomplish a difficult real world task: the 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 an animation, public relations, programming and communications. This team competition supports many of the state standards in science, mathematics, technology, and communication skills. The task is impossible for any person to complete alone. Therefore, 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.

This competition allows students the opportunity to work in teams with adult mentors to accomplish a difficult real world task: the 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 an animation, public relations, programming and communications. This team competition supports many of the state standards in science, mathematics, technology, and communication skills. The task is impossible for any person to complete alone. Therefore, 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.

2. The learner will:

- build an understanding of linear motion.
- build an understanding of two-dimensional motion.
- develop an understanding of forces.
- develop an understanding of Newton's Laws of Motion.
- develop an understanding of the nature of mechanical energy.
- build an understanding of impulse and momentum.
- build an understanding of electrical circuits.
- build an understanding of sensors
- work together to communicate and brain-storm creative solutions

3. SCOS Math, SCOS Science, SCOS Technology, SCOS English

Full Version of Health, Safety, Security Plans for FRC Team 587 Field Trips Spring 2011

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

FIRST Hotel Guidelines

- Hotels with interior entrances only.
 - Hotels with in house security.
 - Hotels as close to the venue site as possible.
 - Hotels with rate affordability versus the marketplace.
 - Hotel brands known for having clean rooms.
 - Hotels with an overnight management representative.
 - Hotels that include continental breakfasts whenever possible.
2. The adult rooms will be located beside the student rooms. Each student room will be supervised by a specific adult. There will be three or four students in each room. The hotel has an interior corridor.
3. Students will stay in pairs as they move around the FIRST Regional arena. Students will wear safety glasses while in the pit area of the competition.

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.

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 members of the International Thespian Society will present a formal one-act play, compete in individual events that exhibit theatre skills learned in class, be assessed by theatre professionals, and participate in additional theatre workshops to enhance theatre talents and skills.

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

Inkem Kaizen

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

Inkem Kaizen will be driving rented van from Triangle Rentals

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 sign a Student Conduct Contract and are supervised throughout the event.

Lodging Arrangements: Name of Hotel/Facility

Hawthorne Inn

Address

420 High Street, Winston Salem, NC

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 *Walter D. Inkem Kaizer* Position Teacher Date 7/21/11

SECTION H: Authorization

Background Checks *AK* Non-Staff Chaperones Verified by Principal *JK*

Approved Disapproved
Principal *AK* Date 2-24-11

Approved Disapproved
Chief Academic Officer *Dennis C. Morda* Date 2-24-11

Approved 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

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

- 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.

The students will spend 8 days touring the Spanish speaking country of Costa Rica. The students will be exposed to the culture, learn to communicate more effectively in the Spanish language and will also work within the community for two days of the trip. Community service will include planting trees in a rain forest/National Park and the second service day will involve working with school students, offering assistance in English language learning

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

The Tour Company EF Tours provides CPR Trained guides .

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

Staff Chaperones

William P; Carter

Non-Staff Chaperones
(Background checks required)

Brian Jeffreys (father of Ian Jeffreys)

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 currently. Have checked with the US Department of State

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

Verified travel warnings or cautions. Have and will issue further travel requirements for the student. Students will be required to be in the company of a chaperone at all times

Lodging Arrangements: Name of Hotel/Facility

TBA

Address

Phone

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 William C. Baker Position Teacher Date 1/18/11

SECTION H: Authorization

Background Checks On Non-Staff Chaperones Verified by Principal

Principal Initials ASH

Date 1/21/11

Approved Disapproved

Chief Academic Officer Dennis C. Moon

Date 2/25/11

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.

ORANGE COUNTY SCHOOLS
School Trip Approval Request Form

FEB 23 2011

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: Friday, March 11, 2011 to Saturday, March 12, 2011

School/Department/Grade Level Cedar Ridge High School (CRHS)/English/11-12 grades

School Trip Sponsor Ms. Keshetta Henderson & NCAE/NC Teacher Cadet Program

Phone & Extension 919 245 4000 ext. 21103

Purpose of Trip NC Teacher Cadet State Conference 2011 (conference information attached)

Destination (Name & City) Sheraton Capital Center-Raleigh, NC

Number of Students (Attach List) 6

Number of Staff Chaperones (Attach List) 1

Number of Non-Staff Chaperones (Attach List) 0

Number of Other Persons (Attach List) 0

Total Number Transported 7

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 Friday, March 11, 2011 Return Date Saturday, March 12, 2011

Departure Time 1:00 P.M. Return Time 2:00 P.M.

Departure Location CRHS Return Location CRHS

Number of District Buses Requested 0

Projected Total Cost of Trip \$0

Cost per Student \$0 Cost per Adult \$0

Is Financial Assistance Available? Yes No

Source of Financial Assistance NCAE/NC Teacher Cadet Program covers ALL costs.

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.

Appreciating opportunities for interact in a diverse environment; Networking with fellow Teacher Cadets students, NCAE representatives, and NC Teacher Cadet personnel; Extending concepts gleaned from the course through presentations, work sessions, and competitions; Exploring/Solidifying education as a career; Accessing information about postsecondary education/scholarships via College Partners in attendance (i.e UNCG, UNCW, Appalachian, etc); Enhancing/Gaining 21st century skills needed in a global society (i.e. critical thinking, financial and technological literacy, etc); Recognizing the critical need for committed and qualified educators; Raising awareness in school/community based on conference experiences

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

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

Ms. Keshetta Henderson

Staff Chaperones

Ms. Keshetta Henderson

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.

Not Applicable

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

All students required to submit a NCAE/NC Teacher Cadet Student Code of Ethics, OCS parent permission slip, medical information, insurance information.
NCAE/NC Teacher Cadet faculty/staff/hotel CPR First Aid availability.

Lodging Arrangements: Name of Hotel/Facility

Sheraton Capital Center

Address 421 S Salisbury, Raleigh, NC 27601

Phone 919 834 9900

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 2/23/11

SECTION H: Authorization

Background Checks On Non-Staff Chaperones Verified by Principal

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Principal [Signature] Date 2-24-11
 Chief Academic Officer [Signature] Date 2-25-11

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: Apr 14, 2011 to Apr 15, 2011

School/Department/Grade Level: Grady Brown Elementary School/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): 95

Number of Staff Chaperones (Attach List): 6

Number of Non-Staff Chaperones (Attach List): 46

Number of Other Persons (Attach List): 0

Total Number Transported: 147

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

*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 14, 2011

Departure Time: 6:00 am

Departure Location: Grady Brown Elementary

Number of District Buses Requested: 0

Projected Total Cost of Trip: \$25,900

Cost per Student: \$185.00

Cost per Adult: \$185.00

Is Financial Assistance Available? Yes No

Return Date: April 15, 2011

Return Time: 10:00 pm

Return Location: Grady Brown Elementary

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 documental documents, sites, buildings, and institutions of our nation's capital in accordance w NCSCS 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.

Donna Greene

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

N/A

Staff Chaperones

Elizabeth Quick, Shannon Floyd, Susan Tripp, Julie Essary, Donna Greene and Freda Hicks

Non-Staff Chaperones
(Background checks required)

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.

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 students for chaperone ratios.

Lodging Arrangements: Name of Hotel/Facility

Best Western

Address

14619 Potomac Mills Road, Woodbridge, Virginia, 22192-6809

Phone

919-703-494-4433

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 Elizabeth Juick Position teacher Date 2-28-11

SECTION H: Authorization

Background Checks On Non-Staff Chaperones Verified by Principal

Principal Initials

- Approved
- Disapproved
- Approved
- Disapproved
- Approved
- Disapproved

Principal Jay Jones Date 2-28-11

Chief Academic Officer Denise C. Moran Date 2-28-11

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

Approved 2-23-11
Supt. Called Bd. Members
Procedure Number 3320-P
for approval

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 Feb 25 to SAT FEB 27

School/Department/Grade Level: WRESTLING STATE TOURNAMENT Number of Students (Attach List) 5

School Trip Sponsor: CEAR Ridge Wrestling Number of Staff Chaperones (Attach List) 0

Phone & Extension: 245-4124 Number of Non-Staff Chaperones (Attach List) 3

Purpose of Trip: STATE TOURNAMENT Number of Other Persons (Attach List)

Destination (Name & City): GREENSBORO, N.C. Total Number Transported: 8

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: THUR. FEB 25 Return Date: SAT FEB 27

Departure Time: 3:00 Return Time: SAT

Departure Location: CR 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: Athletics

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

[Empty box for educational benefit description]

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

[Empty box for Orange County Schools employee identification]

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

JOSH COLLINS } Wrestling Coaches
JESSE HAZEL }

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

[Empty box for Staff Chaperones]

Staff Chaperones

WRESTLING COACHES

Non-Staff Chaperones (Background checks required)

Background Checks Verified by Principal

[Empty box for hazardous conditions or travel advisories]

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.

[Empty box for precautions taken for student safety]

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

DOUBLE TREE INN / GREENSBORO COLISEUM

Lodging Arrangements: Name of Hotel/Facility

3030 HIGH POINT RD GREENSBORO, NC 27403

Address

Phone (336) 292-4004

Phone

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 Amy Spawns Position Athletic Dir. Date 2/22/11

SECTION H: Authorization

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Principal <u>[Signature]</u> Date <u>2-22-11</u>	Principal Initials _____
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Chief Academic Officer <u>Denise C. Mohr</u> Date <u>2-22-11</u>	Date _____
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Date Approved/Disapproved by School Board <u>2-22-11</u>	

Superintendent Called Bd Members for approval

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