

**ORANGE COUNTY  
BOARD OF EDUCATION**

**AGENDA ITEM ABSTRACT**

**Meeting Date:** February 21, 2011

**AGENDA  
ITEM No.** 11-02-(2)-07

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

**SUBJECT:** School Trip Request(s)

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

**ATTACHMENTS:** 1. Pathways Elementary School Fifth Grade

---

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

**BACKGROUND:**

- (1) The fifth grade classes at Pathways Elementary School will be traveling to the Atlantic Beach/Morehead City/Beaufort area on March 10-11, 2011. During this trip students will be participating in educational experiences at the Fort Macon State Park Civil War Museum, the N.C. Aquarium, and the Maritime Museum. Students will be out of school for two days.

**FINANCIAL IMPACT:** None

**RECOMMENDATION:** The Superintendent recommends the Board of Education approve this 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:  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: \$  deposit paid \$  per child Cost per Adult: \$  deposit paid \$  per adult

Is Financial Assistance Available?  Yes  No

Source of Financial Assistance:    
Fund raising under way to reduce cost to students.

**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 educational objectives (Parts A+B)

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

Susie Ash (Part C)

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

N/A

Staff Chaperones

Jennifer Cypra, Susie Ash, Christy Haas, Linda Knight

Non-Staff Chaperones (Background checks required)

See attached list (Part D)

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?

Emergency plans attached

Lodging Arrangements: Name of Hotel/Facility

Quality Inn

Address

3100 Arendell Street, Morehead City, NC 28557

Phone

252-247-3434

**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 Jeff Gypa Position 5<sup>th</sup> grade teacher Date 1/31/11

**SECTION H: Authorization**

Background Checks On Non-Staff Chaperones Verified by Principal UB

Principal Initials

Approved  Disapproved

Approved  Disapproved

Approved  Disapproved

Date 2-3-11

Date 2-4-11

Principal Connie Bunnell

Chief Academic Officer DeWise C. Norman

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

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