

ORANGE COUNTY  
BOARD OF EDUCATION

AGENDA ITEM ABSTRACT

Meeting Date: October 28, 2013

AGENDA ITEM No. 13-10-(2)-07

ACTION ITEM: (Y/N) Y

SUBJECT: School Trip Requests

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

ATTACHMENTS:

1. Orange High School Wrestling Team
2. Orange High School Wrestling Team
3. Gravelly Hill Middle School Band

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

BACKGROUND:

1. The Orange High School wrestling team will be participating in the State Individuals Regional Tournament on February 14-15, 2014 in Eden, North Carolina. Approximately 20 wrestling team members will be participating and be out of school one day.
2. The Orange High School wrestling team will be participating in the State Individuals Tournament on February 20-22, 2014 at the Greensboro Coliseum. Approximately 20 wrestling team members will be participating and be out of school one day.
3. The Gravelly Hill Middle School band has the opportunity to participate in the 2013 Musicale Adjudicated Performance Series in Williamsburg, Virginia on May 8-10, 2014. While in the area students will tour the Smithsonian Institute, Holocaust Museum, and Monticello. There are approximately 49 students participating and they will be out of school 2 days.

FINANCIAL IMPACT: None

RECOMMENDATION: The Superintendent recommends the Board of Education approve the attached 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:	Feb 14, 2014	to	Feb 15, 2014
School/Department/Grade Level	Orange	Number of Students (Attach List)	20
School Trip Sponsor	Wrestling	Number of Staff Chaperones (Attach List)	4
Phone & Extension	919-732-6133 EXT 20702	Number of Non-Staff Chaperones (Attach List)	
Purpose of Trip	State Individuals Regional Tournament	Number of Other Persons (Attach List)	
Destination (Name & City)	Morehead Tournament, Eden, NC	Total Number Transported	24

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

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Regular School Day</b> - Principal Approval Required   | <input type="checkbox"/> <b>Privately Owned Vehicle(s)</b> - Chief Academic Officer Approval Required          |
| <input checked="" type="checkbox"/> <b>Athletic Event (Day)</b> - Principal Approval Required  | <input type="checkbox"/> <b>Out of State Trip</b> - Chief Academic Officer Approval Required                   |
| <input type="checkbox"/> <b>Overnight Trip</b> - Chief Academic Officer and School Board Approval Required <i>(Both in and out of state)</i> | <input type="checkbox"/> <b>International Trip</b> - Chief Academic Officer and School Board Approval Required |

**SECTION C: Mode of Transportation**

- Walking
- Activity Bus
- Privately Owned Vehicle - DMV Background Checks Required. 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. A Sexual Offender Registry Check Certification Form must be completed on drivers prior to departure.

**SECTION D: Scheduling and Trip Associated Costs**

Departure Date	2/14/2014	Return Date	2/15/2014
Departure Time	2:30 pm	Return Time	9:00 pm
Departure Location	Orange	Return Location	Orange
Number of District Buses Requested	1		
Projected Total Cost of Trip	\$ 568.00		
Cost per Student	\$ 0	Cost per Adult	\$ 0
Is Financial Assistance Available?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Source of Financial Assistance 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 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.

State Individuals Regional Tournament

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

Bobby Shriner and Spenser Poteat

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

N/A

DMV Checks Verified by Central Office

Staff Chaperones

Spenser Poteat and Kevin Woods

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.

None

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

Safety briefing, curfew/room check and first aid kit

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

Hampton Inn

Address

724 S. Van Buren Rd Eden, N.C.27288

Phone

336 627-1111

**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 *Patricia Johnson* Position *Head Coach* Date *10/2/13*

**SECTION H: Authorization**

- Approved       Disapproved
- Approved       Disapproved
- Approved       Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal *JJ*  
Principal Initials  
Principal *[Signature]* Date *10/7/13*  
Chief Academic Officer *Diane C. Martin* Date *10/14/13*  
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: <input style="width: 200px;" type="text" value="Feb 20, 2014"/>		to	<input style="width: 200px;" type="text" value="Feb 22, 2014"/>
School/Department/Grade Level	<input style="width: 450px;" type="text" value="Orange"/>	Number of Students (Attach List)	<input style="width: 50px;" type="text" value="20"/>
School Trip Sponsor	<input style="width: 450px;" type="text" value="Wrestling"/>	Number of Staff Chaperones (Attach List)	<input style="width: 50px;" type="text" value="4"/>
Phone & Extension	<input style="width: 450px;" type="text" value="919-732-6133 EXT 20702"/>	Number of Non-Staff Chaperones (Attach List)	<input style="width: 50px;" type="text"/>
Purpose of Trip	<input style="width: 450px;" type="text" value="State Individuals Tournament"/>	Number of Other Persons (Attach List)	<input style="width: 50px;" type="text"/>
Destination (Name & City)	<input style="width: 450px;" type="text" value="Greensboro Coliseum, Greensboro, NC"/>	Total Number Transported	<input style="width: 50px;" type="text" value="24"/>

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

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Regular School Day</b> - Principal Approval Required   | <input type="checkbox"/> <b>Privately Owned Vehicle(s)</b> - Chief Academic Officer Approval Required          |
| <input checked="" type="checkbox"/> <b>Athletic Event (Day)</b> - Principal Approval Required  | <input type="checkbox"/> <b>Out of State Trip</b> - Chief Academic Officer Approval Required                   |
| <input type="checkbox"/> <b>Overnight Trip</b> - Chief Academic Officer and School Board Approval Required <i>(Both in and out of state)</i> | <input type="checkbox"/> <b>International Trip</b> - Chief Academic Officer and School Board Approval Required |

**SECTION C: Mode of Transportation**

- Walking
- Activity Bus
- Privately Owned Vehicle - DMV Background Checks Required. 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. A Sexual Offender Registry Check Certification Form must be completed on drivers prior to departure.

**SECTION D: Scheduling and Trip Associated Costs**

Departure Date	<input style="width: 100px;" type="text" value="2/20/2014"/>	Return Date	<input style="width: 100px;" type="text" value="2/22/2014"/>
Departure Time	<input style="width: 100px;" type="text" value="3:45 pm"/>	Return Time	<input style="width: 100px;" type="text" value="11:59 pm"/>
Departure Location	<input style="width: 150px;" type="text" value="Orange"/>	Return Location	<input style="width: 150px;" type="text" value="Orange"/>
Number of District Buses Requested	<input style="width: 50px;" type="text" value="1"/>		
Projected Total Cost of Trip	<input style="width: 150px;" type="text" value="\$ 1500.00"/>		
Cost per Student	<input style="width: 100px;" type="text" value="\$0"/>	Cost per Adult	<input style="width: 100px;" type="text" value="\$0"/>
Is Financial Assistance Available?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Source of Financial Assistance	<input style="width: 300px;" type="text" value="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 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.

State Individuals Wrestling Tournament

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

Bobby Shriner and Spenser Poteat

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

N/A

DMV Checks Verified by Central Office

Staff Chaperones

Bobby Shriner, Spencer Poteat, Kevin Woods, and Chris Limer

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.

None

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

Safety briefing, curfew/room check and first aid kit

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

Hilton Garden Inn-Greensboro

Address

4307 Big Tree Way, Greensboro, NC

Phone

336-852-1491

**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 Head Coach Date 10/2/13

**SECTION H: Authorization**

- Approved  Disapproved
- Approved  Disapproved
- Approved  Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal [Signature]  
Principal Initials

Principal [Signature] Date 10/7/13

Chief Academic Officer [Signature] Date 10/14/13

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
  **Out of State Trip** - Chief Academic Officer Approval Required  
 **Athletic Event (Day)** - Principal Approval Required
  **International Trip** - Chief Academic Officer and School Board Approval Required  
 **Overnight Trip** - Chief Academic Officer and School Board Approval Required *(Both in and out of state)*

**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 participating in this trip will receive the following educational benefits:  
7/8..ML.1 Apply the elements of music and musical techniques in order to play music with accuracy and expression  
7/8..ML.1.3 Recognize expressive elements of music.  
7/8..ML.2.1 Recognize whole, half, quarter, eighth, sixteenth, and dotted note and rest duration in 2/4, 3/4, and 4/4 meters.

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

Golden

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

n/a

Staff Chaperones

Golden  
TBA

Non-Staff Chaperones  
(Background checks required)

Sara Smith  
Angela Lloyd/Wayne Lloyd  
Becky Wilson  
Heather March/Rick March

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.

Unknown at this time

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

Awareness/knowledge of emergency facilities nearest to lodging and performance areas.  
Use of security guard(s) at lodging facilities.

Lodging Arrangements: Name of Hotel/Facility

Hampton Inn and Suites Mt. Vernon/Belvoir

Address

8843 Richmond Hwy Alexandria, VA 22309

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 *[Signature]* Position Teacher Date 9/23/13

**SECTION H: Authorization**

- Approved  Disapproved
- Approved  Disapproved
- Approved  Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal *[Signature]*  
Principal Initials

Principal *Amy [Signature]* Date 10-15-13

Chief Academic Officer *Dennis C. [Signature]* Date 10-20-13

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

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