

ORANGE COUNTY
BOARD OF EDUCATION

AGENDA ITEM ABSTRACT

Meeting Date: October 14, 2013

AGENDA ITEM No. 13-10-07

ACTION: (Y/N) Y

SUBJECT: Overnight School Trip Requests

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

- ATTACHMENTS:
1. Orange High School Cross-Country Team
 2. Orange High/Cedar Ridge High School Virtual Enterprise Classes
 3. Cedar Ridge High School Model United Nations Club
 4. New Hope Elementary School Fifth Grade

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

BACKGROUND:

1. Sixteen members of the Orange High School Cross Country Team will be traveling to Ivey M. Redmon Park in Kernersville, North Carolina to participate in state championship on November 1-2, 2013.
2. Virtual Enterprise students from both Orange High and Cedar Ridge will be traveling to Pigeon Forge, Tennessee on November 25-26, 2013. The purpose of this trip is to participate in the Virtual Enterprise Tennessee Network Trade Fair. This trade fair will give the students an opportunity to use their skills that they have learned in the classroom in real world scenarios. Thirty four students will be out of the classroom for two days.
3. Members of the Cedar Ridge Model United Nations Club will be traveling to the University of Virginia in Charlottesville, Virginia on November 8-10, 2013. The purpose of this trip will be to participate in various Model UN competitions. Twenty-seven students will miss one day of school.
4. The fifth grade students at New Hope Elementary are planning to travel to Washington, DC on March 13-14, 2014. This has been an annual trip in which the fifth grade students travel to Washington, DC to tour the historical sites of our country's capital. Approximately 100 students will be out of school for two days.

FINANCIAL IMPACT: College and Career Readiness (CTE) will be paying the transportation cost of \$2,700.00 for the Virtual Enterprise trip.

RECOMMENDATION: The Superintendent recommends 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 Trip Dates: <input style="width: 80%;" type="text" value="Nov 1, 2013"/>	to	<input style="width: 95%;" type="text" value="Nov 2, 2013"/>
School/Department/Grade Level	<input style="width: 95%;" type="text" value="Orange High School"/>	Number of Students (Attach List)	<input style="width: 80%;" type="text" value="16"/>
School Trip Sponsor	<input style="width: 95%;" type="text" value="Russell Westbrook & Sarah Roberts(Cross-Country Coaches)"/>	Number of Staff Chaperones (Attach List)	<input style="width: 80%;" type="text" value="2"/>
Phone & Extension	<input style="width: 95%;" type="text" value="(919)732-9326 ext. 40700"/>	Number of Non-Staff Chaperones (Attach List)	<input style="width: 80%;" type="text" value=""/>
Purpose of Trip	<input style="width: 95%;" type="text" value="Athletic Trip: Cross-Country Trip to State Championship Meet"/>	Number of Other Persons (Attach List)	<input style="width: 80%;" type="text" value=""/>
Destination (Name & City)	<input style="width: 95%;" type="text" value="Ivey M. Redmon Park, Kernersville, NC"/>	Total Number Transported	<input style="width: 80%;" type="text" value="18"/>

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

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

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	<input style="width: 100%;" type="text" value="Nov. 1, 2013"/>	Return Date	<input style="width: 100%;" type="text" value="Nov. 2, 2013"/>
Departure Time	<input style="width: 100%;" type="text" value="2:00pm"/>	Return Time	<input style="width: 100%;" type="text" value="3:00pm"/>
Departure Location	<input style="width: 100%;" type="text" value="Orange High School Track"/>	Return Location	<input style="width: 100%;" type="text" value="Orange High School Track"/>
Number of District Buses Requested	<input style="width: 100%;" type="text" value="0"/>		
Projected Total Cost of Trip	<input style="width: 100%;" type="text" value="\$ 600"/>		
Cost per Student	<input style="width: 100%;" type="text" value="\$0"/>	Cost per Adult	<input style="width: 100%;" type="text" value="\$0"/>
Is Financial Assistance Available?	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> 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.

This is an athletic event available to any varsity male or female cross-country student-athlete at Orange High School that qualifies for the state championship

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

Russell Westbrook (Cameron Park PE Teacher and Head Mens Cross-Country Coach) & Sarah Roberts (Head Women's Cross-Country Coach)

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

N/A

Staff Chaperones

Russell Westbrook, Sarah Roberts

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?

The hotel that the student-athletes will be staying at has a high level of security. There will be security locks and deadbolts on all of the hotel room doors. There will also be trainers available at the meet on Saturday in case of injury.

Lodging Arrangements: Name of Hotel/Facility

Microtel Winston-Salem

Address

100 Capitol Lodging Court, Winston-Salem, NC 27103

Phone

(336)659-1994

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 James Y. Roberts Position Cross Country Coach Date 09/23/13

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal [Signature]
Principal [Signature] Principal Initials [Signature] Date 9/24/13
Chief Academic Officer Daniel C. Moran Date 9/1/13
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: 11/24/2013

to 11/25/2013

School/Department/Grade Level Orange High School/CTE/9-12

Number of Students (Attach List) 17

School Trip Sponsor Orange High School Virtual Enterprise

Number of Staff Chaperones (Attach List) 1

Phone & Extension 919-732-6133 ext. 200613

Number of Non-Staff Chaperones (Attach List) 1

Purpose of Trip Virtual Enterprise Tennessee Network Trade Fair

Number of Other Persons (Attach List) 0

Destination (Name & City) Pigeon Forge, TN

Total Number Transported 19

SECTION B: Type of Trip (check all that apply) Regular School Day - Principal Approval Required Privately Owned Vehicle(s) - Chief Academic Officer Approval Required Athletic Event (Day) - Principal Approval Required Out of State Trip - Chief Academic Officer Approval Required Overnight Trip - Chief Academic Officer and School Board Approval Required (Both in and out of state) International Trip - 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 HOLIDAY TOURS

*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 11/24/2013

Return Date 11/25/2013

Departure Time 7:00 AM

Return Time 8:00 PM

Departure Location Orange County Social Services Bldg.

Return Location Orange County Social Services Bldg.

Number of District Buses Requested 0

Projected Total Cost of Trip \$ 2,319.30

Cost per Student \$ 50.00

Cost per Adult \$ 50.00

Is Financial Assistance Available? Yes No

Source of Financial Assistance VE Funds

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 Tennessee Trade Fair offers an opportunity for Virtual Enterprise students to use sales, invoicing, marketing, accounting, business, and networking skills in a real-world scenario using virtual products. Students will network with individuals throughout the country.

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

Kelly Helner

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

[Empty box for listing driver names]

DMV Checks Verified by Central Office

Staff Chaperones

Kelly Helner

Non-Staff Chaperones
(Background checks required)

Susan Crawford

OK

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 will remain as a group at all times.

Lodging Arrangements: Name of Hotel/Facility

Spring Hill Suites

Address

120 Christmas Tree Lane, Pigeon Forge, TN

Phone

[Empty box for phone number]

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 Kelly Helmer Position CTE Teacher Date 9/30/13

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal JD
Principal Initials
Principal [Signature] Date 9/24/13
Chief Academic Officer [Signature] Date 10-1-13
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: 150px;" type="text" value="11/24/13"/>		to	<input style="width: 150px;" type="text" value="11/25/13"/>
School/Department/Grade Level	<input style="width: 450px;" type="text" value="Cedar Ridge High School / CTE / 9-12"/>	Number of Students (Attach List)	<input style="width: 50px;" type="text" value="17"/>
School Trip Sponsor	<input style="width: 450px;" type="text" value="Cedar Ridge High School Virtual Enterprise"/>	Number of Staff Chaperones (Attach List)	<input style="width: 50px;" type="text" value="1"/>
Phone & Extension	<input style="width: 450px;" type="text" value="919-245-4000-21600"/>	Number of Non-Staff Chaperones (Attach List)	<input style="width: 50px;" type="text" value="1"/>
Purpose of Trip	<input style="width: 450px;" type="text" value="Virtual Enterprise Tennessee Network Trade Fair"/>	Number of Other Persons (Attach List)	<input style="width: 50px;" type="text" value="0"/>
Destination (Name & City)	<input style="width: 450px;" type="text" value="Pigeon Forge, TN"/>	Total Number Transported	<input style="width: 50px;" type="text" value="19"/>

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

<input checked="" type="checkbox"/> Regular School Day - Principal Approval Required	<input type="checkbox"/> Privately Owned Vehicle(s) - Chief Academic Officer Approval Required
<input type="checkbox"/> Athletic Event (Day) - Principal Approval Required	<input checked="" type="checkbox"/> Out of State Trip - Chief Academic Officer Approval Required
<input type="checkbox"/> Overnight Trip - Chief Academic Officer and School Board Approval Required <i>(Both in and out of state)</i>	<input type="checkbox"/> International Trip - 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="11/24/13"/>	Return Date	<input style="width: 100px;" type="text" value="11/25/13"/>
Departure Time	<input style="width: 100px;" type="text" value="7:00am"/>	Return Time	<input style="width: 100px;" type="text" value="8:00pm"/>
Departure Location	<input style="width: 150px;" type="text" value="Orange County Social Services Building"/>	Return Location	<input style="width: 150px;" type="text" value="Orange County Social Services Building"/>
Number of District Buses Requested	<input style="width: 100px;" type="text" value="0"/>		
Projected Total Cost of Trip	<input style="width: 150px;" type="text" value="\$2319.30"/>		
Cost per Student	<input style="width: 100px;" type="text" value="\$50.00"/>	Cost per Adult	<input style="width: 100px;" type="text" value="\$50.00"/>
Is Financial Assistance Available?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Source of Financial Assistance	<input style="width: 300px;" type="text" value="VE Funds"/>		

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 Tennessee Trade Fair offers an opportunity for VE students to use sales, invoicing, marketing, accounting, business, and networking skills in a real-world scenario using virtual products. Students will network with individuals throughout the country.

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

Kelly Helner

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

DMV Checks Verified by Central Office

Staff Chaperones

Milton Hilliard

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.

None

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

Students will remain as a group at all times.

Lodging Arrangements: Name of Hotel/Facility

Spring Hill Suites

Address

120 Christmas Tree Lane, Pigeon Forge, TN

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 *M Jones* Position *CTE Business* Date *9-30-13*

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal _____

Principal *[Signature]* Principal Initials _____ Date *9-30-13*
Chief Academic Officer *Daniel C. Moore* Date *10-1-12*
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

Athletic Event (Day) - Principal Approval Required

Overnight Trip - Chief Academic Officer and School Board Approval Required (Both in and out of state)

Privately Owned Vehicle(s) - Chief Academic Officer Approval Required

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 - 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 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.

Independent research and position paper composition on two global issues. Cooperative resolution writing. Public speaking and advocacy in promoting policy agendas relative to the nation each student will represent. Model UN conferences attract students who are academically motivated to participate debating and seeking resolutions to world problems facing the real United Nations.

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

Frank Felicelli

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

Patricia Hume ✓
Robin Mulkey ✓
Sameri Khan ✓
Carol Ann Lewald ✓

DMV Checks Verified by Central Office

Staff Chaperones

Frank Felicelli

Non-Staff Chaperones
(Background checks required)

Patricia Hume ✓
Robin Mulkey ✓
Sameri Khan ✓
Carol Ann Lewald ✓

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.

No

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

University of Virginia Public Safety while on campus of UVA.
Hilton Double Tree Hotel is a secure facility.
No Student or chaperon will be allowed to travel anywhere w/o at least one other person from our group
I have cell phone information for all students and chaperones

Lodging Arrangements: Name of Hotel/Facility

Hilton Double Tree Hotel

Address

900 Hilton Heights Road, Charlottesville, Virginia 22901

Phone

434-973-2121

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 *M. O'Connell* Position Teacher Date 10-3-13

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

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

Principal *[signature]* Principal Initials _____ Date 10-3-13

Chief Academic Officer *Denise C. Morden* Date 10-3-13

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
- 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.

Please see attached objectives list. (#2)

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

Laurie Holloway and Jeffrey Rachlin

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

N/A

Staff Chaperones

Anna Gusteavon, Alysa Amato, Amy White, Laurie Holloway, Debbie Collins, and Jeffrey Rachlin

Non-Staff Chaperones
(Background checks required)

This list will be provided prior to the field trip, with background checks verified.

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.

No

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

Please see attached "What to do in an Emergency when Touring in Small Groups" (#4), "Health, Safety, and Security Plans" (#5), and "Chaperone Guidelines" (#6). We also have cell phone numbers of adults in each touring groups so we can reach them in case of an emergency.

Lodging Arrangements: Name of Hotel/Facility

Best Western Potomac Mills

Address

14619 Potomac Mills Road, Woodbridge, Virginia 22192-6809

Phone

Phone: 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 Alysa J. Amato Position 5th grade Date 10/1/13

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal _____
Principal Initials _____ Date 10/2/13
Principal [Signature]
Chief Academic Officer Denise C. Moran Date 10-3-13
Date Approved/Disapproved by School Board _____

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