

**ORANGE COUNTY
BOARD OF EDUCATION**

AGENDA ITEM ABSTRACT

Meeting Date: February 7, 2011

AGENDA ITEM No. 11-02-07

ACTION ITEM: (Y/N) Y

SUBJECT: School Trip Requests

INFO. CONTACT Dr. Denise Morton

PHONE: 919-732-8126

ATTACHMENTS:

1. C. W. Stanford Middle School Theater Arts Program
2. Cedar Ridge and Orange High School Honors Band
3. Orange High School Jazz Honor Band Student
4. Orange High School Marketing Education Students
5. A. L. Stanback Middle School Band Program
6. A. L. Stanback Middle School Band Program

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

BACKGROUND:

1. C.W. Stanford Middle School Theater Arts students will be travelling to New York City on March 28-April 1, 2011. The purpose of this trip will be to experience and learn about professional theater performances. Twenty students will be participating and will not miss any days of school because this is during Spring Break.
2. The honors bands from Cedar Ridge and Orange High Schools will be travelling to UNC-Greensboro on February 17-19, 2011. Members of the two bands will be participating in the UNC-G Honors Band clinics, rehearsals and concerts. Twelve students will miss one day of school.
3. One student from the Orange High School Jazz band will be participating in the All-Region Jazz Honors Clinic at Northern Guilford High School on February 11-12, 2011. This student will miss one day of school.
4. Two Orange High School Marketing Education students will be travelling to Greensboro, NC on February 27-March 1, 2011 to participate in the NC DECA Career Development Conference. These two students will be out of school for one day.
5. Seven students in the A.L. Stanback Middle School Band Program will be travelling to Northern Guilford High School in Greensboro on February 11-12, 2011. These students will be participating in the All-Region Band Clinic in which they will play in a variety of repertoires and get to perform with a renowned conductor/composer. They will be out of school for one day.
6. Eight students in the A.L. Stanback Middle School Band Program will be travelling to Eastern Guilford High School in Greensboro on February 4-5, 2011. These students will be participating in the All-Region Band Clinic in which they will play in a variety of repertoires and get to perform with a renowned conductor/composer. They will be out of school for one day.

FINANCIAL IMPACT: None

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 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.

See Attached.

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

Jessica Crowley

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

n/a

Staff Chaperones

Jessica Crowley, Jamie Gorski, Judy Thibeaud, Max Carlin, Anne Purcell

Non-Staff Chaperones
(Background checks required)

Laura Gorski, Dana Gattis, Tammi Frienduto, Vlada Zhiteleva, Liz Asbury, Valerie Dawson, Suzette DeFranco, Isabel Lee, Kathleen Turner, Edmond Purcell, George Prebula, Pam Prebula, Debbie Piscitelli, Mike Norwood
 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?

Laura Gorski will be traveling with us and she is a registered nurse from Duke Hospital. In addition to medical safety, we have a 1:1 student/adult ratio for this trip.

Lodging Arrangements: Name of Hotel/Facility

Holiday Inn Express

Address

100 Paterson Plank Rd, Carlstadt, NJ 07072

Phone

201 - 460 -9292

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 Meade Position Theater Director Date 12/14/10

SECTION H: Authorization

Background Checks On Non-Staff Chaperones Verified by Principal

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Principal <u>AMP</u>	Date <u>1/14/10-11</u>
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Chief Academic Officer <u>Deise C. Moran</u>	Date <u>1-19-11</u>
<input type="checkbox"/> Approved	<input type="checkbox"/> 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: February 17 to February 19

School/Department/Grade Level: CRHS and OHS Band
 Number of Students (Attach List): 12

School Trip Sponsor: Patricia Quigley and Andy Carter
 Number of Staff Chaperones (Attach List): 2

Phone & Extension: 245-4000 ext 21800 Quigley 732-06133 ext 20801 Carter
 Number of Non-Staff Chaperones (Attach List): 1

Purpose of Trip: UNCG Honor Band
 Number of Other Persons (Attach List): 0

Destination (Name & City): Greensboro
 Total Number Transported: 13 max.

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: February 17, 2011
 Return Date: February 19, 2011

Departure Time: 4pm
 Return Time: 6pm

Departure Location: OHS to CRHS
 Return Location: Home via parents

Number of District Buses Requested: 0

Projected Total Cost of Trip: \$1575
 Cost per Student: \$125
 Cost per Adult: \$100

Is Financial Assistance Available? Yes No

Source of Financial Assistance: CRHS and OHS Band Boosters

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 honor band opportunity for which these eleven students auditioned. If selected, their participation will entail every aspect of the NCSOS for band.

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

Patricia Quigley and Andy Carter

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

Patricia Quigley, Andy Carter - Louise Arena if needed. Listed students are eligible but all will not be accepted by UNCG

Staff Chaperones

Patricia Quigley, Andy Carter

Non-Staff Chaperones
(Background checks required)

Only if needed to drive - Louise Arena

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?

CPR Training, Advanced Planning

Lodging Arrangements: Name of Hotel/Facility

Drury Inn & Suites

Address

3220 High Point Rd. Greensboro

Phone

(336) 856-9696

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 1/25/11

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal

Principal [Signature] Date 1-27-11
 Chief Academic Officer [Signature] Date 1-27-11
 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: February 17 to February 19

School/Department/Grade Level: CRHS and OHS Band

School Trip Sponsor: Patricia Quigley and Andy Carter

Phone & Extension: 245-4000 ext 21800 Quigley 732-06133 ext 20801 Carter

Purpose of Trip: UNCG Honor Band

Destination (Name & City): Greensboro

Number of Students (Attach List): 12

Number of Staff Chaperones (Attach List): 2

Number of Non-Staff Chaperones (Attach List): 1

Number of Other Persons (Attach List): 0

Total Number Transported: 13 max.

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: February 17, 2011

Departure Time: 4pm

Departure Location: OHS to CRHS

Number of District Buses Requested: 0

Projected Total Cost of Trip: \$1575

Cost per Student: \$125

Cost per Adult: \$100

Is Financial Assistance Available? Yes No

Return Date: February 19, 2011

Return Time: 6pm

Return Location: Home via parents

Source of Financial Assistance: CRHS and OHS Band Boosters

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 honor band opportunity for which these eleven students auditioned. If selected, their participation will entail every aspect of the NCSOS for band.

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

Patricia Quigley and Andy Carter

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

Patricia Quigley, Andy Carter - Louise Arena if needed. Listed students are eligible but all will not be accepted by UNCG

Staff Chaperones

Patricia Quigley, Andy Carter

Non-Staff Chaperones
(Background checks required)

Only if needed to drive - Louise Arena

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?

CPR Training, Advanced Planning

Lodging Arrangements: Name of Hotel/Facility

Drury Inn & Suites

Address

3220 High Point Rd. Greensboro

Phone (336) 856-9696

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 BAND Date 1/26/11

SECTION H: Authorization

Background Checks On Non-Staff Chaperones Verified by Principal AA Principal Initials AA Date 1/26/11
 Approved Disapproved
 Approved Disapproved
 Approved Disapproved
Chief Academic Officer [Signature] Date 1-27-11
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: Feb 11 2011 to Feb 12 2011

School/Department/Grade Level: Orange HS

School Trip Sponsor: Andy Carter

Phone & Extension: 919-732-6133 20801

Purpose of Trip: Participation in All-Region Jazz Honors Clinic

Destination (Name & City): Greensboro, NC

Number of Students (Attach List): 1

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: 1

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: 2/11/11 and 2/12/11

Return Date: 2/11/11 and 2/12/11

Departure Time: 7:30 AM and 7:30 AM

Return Time: 7:30 PM and 5:30 PM

Departure Location: OHS

Return Location: OHS

Number of District Buses Requested: 0

Projected Total Cost of Trip: \$45

Cost per Student: \$45

Cost per Adult: \$0

Is Financial Assistance Available? Yes No

Source of Financial Assistance: OHS Band Boosters

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.

Meets all NCSOS for Band

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

Andy Carter and Patricia Quigley

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

Andy Carter

Staff Chaperones

Andy Carter

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.

no

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

SRO on campus, health form collected, medical history form collected and emergency contact info collected

Lodging Arrangements: Name of Hotel/Facility

N/A

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 [Signature] Position BA Date 1/26/11

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperoones Verified by Principal [Signature] Principal Initials BA Date 1/26/11

Chief Academic Officer Debbie C. Moran Date 1-27-11

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: 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

IF STUDENTS PARTICIPATING IN COMPETITION NEED FINANCIAL ASSISTANCE, I WILL PROVIDE THAT FOR THEM

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.

DECA, AN ASSOCIATION OF MARKETING EDUCATION STUDENTS IS AN INTEGRAL PART OF THE MARKETING EDUCATION PROGRAM

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

MS FRYE

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

CHRISTY FRYE

Staff Chaperones

CHRISTY FRYE

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.

THE HOTEL PROVIDES 24 HOUR PER DAY SECURITY. WRISTBANDS ARE PROVIDED UPON ARRIVAL, AND ARE CHECK FREQUENTLY THROUGHOUT THE CONFERENCE. I AM IN CONSTANT CONTACT WITH MY STUDENTS, AND PROVIDE THEM WITH MY CELL NUMBER, AS WELL AS I HAVE THEIR NUMBERS.

Lodging Arrangements: Name of Hotel/Facility

SHERATON/KOUREY CONVENTION CENTER

Address

3121 HIGH POINT ROAD, GREENSBORO, NC, 27407

Phone

336-292-9161

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 Christy Fyfe Position Teacher OHS Date 1/24/11

SECTION H: Authorization

Background Checks On Non-Staff Chaperones Verified by Principal

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Principal <u>Ernauld [Signature]</u>	Principal Initials _____
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Chief Academic Officer <u>Dwaine C. Moron</u>	Date <u>1/31/11</u>
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Date Approved/Disapproved by School Board _____	Date <u>2-2-11</u>

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

ORANGE COUNTY SCHOOLS School Trip Approval Request Form

FORM A

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 11, 2011 to Feb 12, 2011

School/Department/Grade Level: A.L. Stanback Middle School Band

School Trip Sponsor: J. Michael Capps

Phone & Extension: 919-644-3200 ext 31802

Purpose of Trip: All-Region Clinic

Destination (Name & City): Northern Guilford, Greensboro, NC

Number of Students (Attach List): 7

Number of Staff Chaperones (Attach List): 2

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

Number of Other Persons (Attach List):

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: 2/11/11 Return Date: 2/12/11

Departure Time: 7:15 am Return Time: TBD

Departure Location: ALS Return Location: ALS

Number of District Buses Requested: 0

Projected Total Cost of Trip: \$45 + meals and lodging

Cost per Student: \$90 (projected) Cost per Adult: \$

Is Financial Assistance Available? Yes No

Source of Financial Assistance: ALS Band Boosters

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 student will be asked to play a variety of repertoire and react to conducting of a renown conductor/composer.

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

J. Michael Capps and Joseph Sisco

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

Sanam Kavari, Chris Sisco, Caleb Caton
Noah Leesnitzer, Ben Sallard, Matthew Murphy, Sam Higgin

Staff Chaperones

J. Michael Capps and Joseph Sisco if needed due to numbers

Non-Staff Chaperones (Background checks required)

A female parent will be travelling with us - awaiting responses from emails Emily Hysom

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?

The chaperones will be placed within close proximity of the students within the hotel. Also, in rehearsal the band director will be present at all times. I will also use guidance given from the nurse on any students with special medication.

Lodging Arrangements: Name of Hotel/Facility

will book once student list is known.

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

[Signature]

Position ALS Band Date 1/24/11

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal

[Signature] Principal Initials Date 1-25-11

Chief Academic Officer *[Signature]* Date 1-2-11

Date Approved/Disapproved by School Board

CEL 1/11

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 4, 2011 to Feb 5, 2011

School/Department/Grade Level: A.L. Stanback Middle School Band

School Trip Sponsor: J. Michael Capps

Phone & Extension: 919-644-3200 ext 31802

Purpose of Trip: All-District Clinic

Destination (Name & City): Eastern Guilford, Greensboro, NC

Number of Students (Attach List): TBD by auditor

Number of Staff Chaperones (Attach List): 1

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

Number of Other Persons (Attach List):

Total Number Transported: TBD

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: 2/4/11

Return Date: 2/5/11

Departure Time: 7:15 am

Return Time: TBD

Departure Location: ALS

Return Location: ALS

Number of District Buses Requested: 0

Projected Total Cost of Trip: \$15 + meals and lodging

Cost per Student: \$60 (projected)

Cost per Adult: \$

Is Financial Assistance Available? Yes No

Source of Financial Assistance: ALS Band Boosters

RECEIVED

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 the trip and 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 student will be asked to play a variety of repertoire and react to conducting of a renown conductor/composer.

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

J. Michael Capps

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

Parents of students, TBD by auditions

Staff Chaperones

J. Michael Capps and Joseph Sisco if needed due to numbers

Non-Staff Chaperones

Joy + Peter Murphy, Terri Flynn +

(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.

No

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

The chaperones will be placed within close proximity of the students within the hotel. Also, in rehearsal the band director will be present at all times. I will also use guidance given from the nurse on any students with special medication.

Lodging Arrangements: Name of Hotel/Facility

will book once student list is known.

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 *[Signature]* Position Band Date 11/4/10

SECTION H: Authorization

Approved Disapproved Background Checks On Non-Staff Chaperones Verified by Principal [Signature] Principal Initials [Signature] Date 1-18-11

Approved Disapproved Chief Academic Officer [Signature] Date 2-3-11

Approved Disapproved Date Approved/Disapproved by School Board _____