

ORANGE COUNTY
BOARD OF EDUCATION

AGENDA ITEM ABSTRACT

Meeting Date: February 10, 2014

AGENDA ITEM No. 14-02-07

ACTION ITEM: (Y/N) Y

SUBJECT: Overnight School Trip Request(s)

INFO. CONTACT: Dr. Lisa Napp

PHONE: 919-732-8126

ATTACHMENTS:

1. Cedar Ridge High School Model United Nations Club
2. Cedar Ridge High School Virtual Enterprise
3. Cedar Ridge High School Honors Band
4. Orange High School Future Business Leaders of America (FBLA)
5. Cedar Ridge/Orange High/C.W. Stanford/A.L. Stanback Honors Band Students
6. Cedar Ridge High School Wrestling Team

PURPOSE: To request Board approval of these overnight school trip requests.

BACKGROUND:

1. Members of the Cedar Ridge Model United Nations Club request to travel by Amtrak to Washington, DC on March 19-23, 2014. The purpose of this trip is to participate in the George Washington University Model UN Conference. Thirty students will miss three days of school.
2. Cedar Ridge High School Virtual Enterprise students request to travel to Myrtle Beach, SC on March 9-10, 2014. Seventeen students will participate in the Virtual Enterprise Trade Fair and will miss one day of school.
3. Members of the Cedar Ridge High School Honors Band request to travel to Greensboro, NC on February 13-15, 2014. The purpose of this trip is to participate in the UNC-G Honor Band training. Four students will be out of school for two days.
4. The Orange High School FBLA students request to travel to Greensboro, NC on March 20-22, 2014 to participate in the State FBLA Leadership Conference. Eleven students will be out of school for two days.
5. Members of the Cedar Ridge/Orange High/C.W. Stanford/A.L. Stanback Honors Bands request to travel to Asheville, NC to participate in the Central District High School All-District Band Clinic on February 21-22, 2014. Seventeen students will be out of school one day.
6. The Cedar Ridge High School wrestling team qualified for the Western Regional Wrestling Tournament and would like to request permission to travel to Eden, NC on February 14-15, 2014. There will be seven students out of school for one day.

FINANCIAL IMPACT: None

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: 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)
- 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

In order for students to participate each must submit two research papers based on the topics debated in their assigned committees. Research on current world issues, negotiation, debate, and public speaking skills are all necessary to participate successfully in a Model UN conference. These skills are all part of and specifically listed in the Common Core in Social Studies curriculum.

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.

Frank Felicelli

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

Frank Felicelli
 Carol Ann Lewald
 Robin Mulkey
 Samira Khan

DMV Checks Verified by Central Office

Staff Chaperones

Frank Felicelli

Non-Staff Chaperones
 (Background checks required)

Carol Ann Lewald
 Robin Mulkey

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?

Review of Expectations with parents and participants in letter home that must be returned signed by parent
 GWMUN Conference will provide campus security officials on site
 Marriott Hotel has security protocols to insure safety of students/chaperones

Lodging Arrangements: Name of Hotel/Facility

Marriott Renaissance Hotel

Address

999 Ninth Street NW, Washington, DC 20001

Phone

212-898-9000

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 *D.M. O'Neil* Position TEACHER Date 1/16/14

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal

Principal *[Signature]* Date 1-28-14
 Chief Academic Officer *[Signature]* Date 2/3/14
 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)
- 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

This Trade Fair Show will give students the opportunity to advertise/promote their business, sale products, write invoices/receipts, make deposits, etc. This will be the second opportunity for their business to make money and will also provide real-world experience to help them make the connection between what they learn in class and what they learn in real-world situations.

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. Melinda Fornes (re-newing CPR certification on Feb. 28)

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

DMV Checks Verified by Central Office

Staff Chaperones
Melinda Fornes

Non-Staff Chaperones (Background checks required)
Joanne Jeffires, GHMS teacher
Milton Hillard (Background check on file)
Nancy Fortune (Background check on file)
 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?
Permission Slips and Constant Parent Contact

Logging Arrangements: Name of Hotel/Facility
Myrtle Beach Hilton Resort
Address
10000 Beach Club Drive Myrtle Beach SC 29572
Phone
843-449-5000

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 CIE Business Leader Date 1/27/14

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal

Principal [Signature] Date 1-27-14
 Chief Academic Officer [Signature] Date 2/3/14
 Date Approved/Disapproved by School Board [Signature]

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)
- 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 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.

Touches on every point of the Common Core for instrumental music. Intense honor band learning and performing opportunity

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

Patricia Hughes, Joseph Sisco

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

Patricia Hughes, Joseph Sisco

DMV Checks Verified by Central Office

Staff Chaperones

Patricia Hughes, Joseph Sisco

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?

All OCS procedures and forms in place

Lodging Arrangements: Name of Hotel/Facility

Hyatt Place

Address

1618 Stanley Rd, Greensboro

Phone

336-852-1443

ACTION F: Parent Permission

T-498

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.

ACTION G: School Trip Approval Request Form Submission Print this form and sign/date below before submitting to appropriate administrators.

P-004/008

Signature of Person Completing This Request Barbara O. Hefner Position Teacher Date 1/28/14

ACTION H: Authorization

T-538

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chapertones Verified by Principal

Principal [Signature] Principal Initials _____ Date _____

Chief Academic Officer [Signature] Date 2/3/14

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 Return Location

Departure 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

FEB-04-2014 08:52AM FROM-ORANGE HIGH

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

The State Leadership Conference is a State Competition in which students compete in individual, team and chapter events. Students who placed in the Top 3 in their events at the Regional Competitive Events will also compete. Students also compete for scholarship money at this event.

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

Kelly Heiner

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

Staff Chaperones

Kelly Heiner, Greg Motley

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 conference is held at the Sheraton Koury Convention Center and all necessary precautions have been taken to ensure students are safe. North Carolina FBLA staff has coordinated with this hotel for many years and all safety precautions have been made.

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

All safety procedures are part of the plan for the State Conference. Students will be given instructions to remove badges when outside of the conference center, will be supervised at all times, and will be given strict curfews in the evening. Room checks are made at curfew and during the course of the night.

Lodging Arrangements: Name of Hotel/Facility

Sheraton Koury Convention Center

Address

3127 High Point Rd., Greensboro, NC

Phone

336-323-4876

9/9/2009 5

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 Subpage 1/2. Print this form and sign date below before submitting to appropriate administrators.

Signature of Person Completing This Request: [Signature] Position: Co-Teacher Date: 1/6/14

SECTION H: Authorization

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

Background Checks On Non-Staff Chaperones Verified by Principal: [Signature]
 Principal: [Signature]
 Chief Academic Officer: [Signature]
 Date Approved/Disapproved by School Board: 2/4/2014

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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: Feb 21 to Feb 22

School/Department/Grade Level: CRHS Number of Students (Attach List) 5

School Trip Sponsor: CRHS Band Boosters Patricia Hughes Number of Staff Chaperones (Attach List) 1

Phone & Extension: 21800 Number of Non-Staff Chaperones (Attach List) 0

Purpose of Trip: All District Band Number of Other Persons (Attach List) 0

Destination (Name & City): Asheboro NC - Asheboro HS Total Number Transported: 6

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: Feb 21 Return Date: Feb 22

Departure Time: 8am Return Time: 10pm

Departure Location: CRHS Return Location: CRHS

Number of District Buses Requested: 0

Projected Total Cost of Trip: \$100

Cost per Student: \$100 Cost per Adult: \$80

Is Financial Assistance Available? Yes No

Source of Financial Assistance: CRHS 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 event includes every aspect of the NC Common Core for music

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

Patricia Hughes Andy Carter

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

Patricia Hughes, Andy Carter, Mary May, Michael Capps

DMV Checks Verified by Central Office

Staff Chaperones

Patricia Hughes, Andy Carter, Mary May, Michael Capps

Non-Staff Chaperones (Background checks required)

None

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?

Paperwork on file

Lodging Arrangements: Name of Hotel/Facility

Hampton Inn, Asheboro

Address

1137 East Dixie Dr. Asheboro

Phone

3360625-9000

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.

Nature of Person Completing This Request: Non-Staff Position: Teacher Date: 2/13/14

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Clergymen Verified by Principal

Principal: [Signature] Date: 2/14/14

Chief Academic Officer: [Signature] Date: 2/14/14

Date Approved/Disapproved by School Board: _____

Principal Initials: NA

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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: Feb 21, 2014 to Feb 22, 2014

School/Department/Grade Level: Orange (10-11)

School Trip Sponsor: Andy Carter

Phone & Extension: 919-732-6133 ext 20801

Purpose of Trip: CDBA All-District Honors Band Clinic

Destination (Name & City): Asheboro, NC

Number of Students (Attach List): 4

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: 5

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* *Andy will only be driving OHS students*
- 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: 2/21/14

Return Date: 2/22/14

Departure Time: approx 10AM

Return Time: Approx 10pm

Departure Location: OHS

Return Location: OHS

Number of District Buses Requested: 0

Projected Total Cost of Trip: \$

Cost per Student: \$ not to exceed \$100

Cost per Adult: \$ n/a

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

perform alone and with others a varied rep of music
 work with professionals in our field of instrumental music
 build cultlural relationships within school and other schools in surrounding areas

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.

Andy Carter

Andy Carter, Mary May, Michael Capps, Patricia Hughes
 OWLS ALS → ARTS

DMV Checks Verified by Central Office

Staff Chaperones
 Andy Carter, Mary May, Michael Capps, Patricia Hughes

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 to my knowledge

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

health and medical forms for all students involved
 security on site of both clinic (Asheboro HS) and lodging.

Lodging Arrangements: Name of Hotel/Facility
 Hampton Inn

Address
 1137 E Dixie Dr, Asheboro NC 27203

Phone
 336-625-9000

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 PAID Date 2/4/14

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal

Principal [Signature] Date 2/4/14
 Chief Academic Officer [Signature] Date 2/4/14
 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)*
- 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

Students have auditioned and received the honor to play in the All District Band for the Central District of North Carolina

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.

Mary E. May

Mary E. May

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

DMV Checks Verified by Central Office

Mary E. May

Staff Chaperones

Non-Staff Chaperones
(Background checks required)

Background Checks Verified by Principal

None

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.

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

Lodging Arrangements: Name of Hotel/Facility

Hampton Inn Asheboro

Address

1137 E. Dixie Drive, Asheboro, North Carolina, 27203, USA

Phone

1-336-625-9000

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 Mary E. May Position Teacher Date 2/4/14

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal MA - AMB Principal Initials
 Date 2/4/14 Date
 Chief Academic Officer [Signature] Date 2/4/14 Date
 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. 21st / 22nd to Feb. 22nd

School/Department/Grade Level ALS All-District Clinic Number of Students (Attach List) 6

School Trip Sponsor J. Michael Carps Number of Staff Chaperones (Attach List) 1

Phone & Extension 919-644-3200 X3180Z, 336-213-7490-cell Number of Non-Staff Chaperones (Attach List) 1

Purpose of Trip All-District Clinic Number of Other Persons (Attach List) 1

Destination (Name & City) Asheboro High School - Asheboro, NC 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 Feb. 21st Return Date Feb. 22nd

Departure Time 8 am Return Time Post Concert with Parents

Departure Location ALS Lobby Return Location Homes w/ Parents

Number of District Buses Requested 0

Projected Total Cost of Trip \$

Cost per Student \$ 20 (clinic + hotel) + food Cost per Adult \$ hotel + food

Is Financial Assistance Available? Yes No

Source of Financial Assistance

ALS Band Boosters

Ms. Hughes is booking hotel and I am unaware of details yet.

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

- CG # 2 Play on instruments, alone and with others, a varied rep of music
- CG # 5 read and notate music
- CG # 6 listen to, analyze, and describe music
- CG # 7 evaluate music and music performances
- CG # 8 understand relationships between music, the other arts and content areas outside the arts

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.

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

Staff Chaperones

Michael Capps, Patricia Hughes, Andy Carter, and Mary May

Michael Capps

Michael Capps, Patricia Hughes, Andy Carter, and Mary May

DMucheff
KM

Non-Staff Chaperones (Background checks required)

none

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.

There will be nothing that will harm the ALS/OCS student and as precautions myself and all the other band directors will be attending this activity monitor the events closely

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

Check lists of needed materials
- first aid
- medication - none
- parent contact info

Lodging Arrangements: Name of Hotel/Facility

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 Bard Date 2/3/14

SECTION H: Authorization

Background Checks On Non-Staff Chaperones Verified by Principal

Principal [Signature] Date 2-5-14
 Chief Academic Officer [Signature] Date 2-5-14
 Date Approved/Disapproved by School Board _____

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

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)

- 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
- 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)

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

Athletics - Wrestling Fundraiser

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

The young men have the chance to qualify for the 3A Regional Individual Wrestling Tournament

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

Coach Stephen Redman

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

DMV Checks Verified by Central Office

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

Stephen Redman, Scott Tudor, Mike Kendall

Staff Chaperones

Background Checks Verified by Principal

Non-Staff Chaperones (Background checks required)

none

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.

Riding in athletic activity bus

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

Lodging Arrangements: Name of Hotel/Facility

Baymont Inn

Address

716 Linden Drive

Phone 1-800-733-1297

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  Position A.D. Date 2/5/14


SECTION H: Authorization

Background Checks On Non-Staff Chaperones Verified by Principal

A.D.
Principal Initials

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Principal  Date 2-5-14

Chief Academic Officer  Date 2-5-14

Date Approved/Disapproved by School Board _____

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