

**ORANGE COUNTY  
BOARD OF EDUCATION**

**AGENDA ITEM ABSTRACT**

**Meeting Date:** January 13, 2014

**AGENDA ITEM No.** 14-01-07

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

**SUBJECT:** School Trip Requests

**INFO. CONTACT:** Dr. Gerri Martín **PHONE:** 919-732-8126

- ATTACHMENTS:**
1. Central Elementary Fifth Graders
  2. Orange High School DECA Club
  3. Cameron Park Elementary Fifth Graders
  4. Cameron Park Elementary Fifth Graders
  5. Orange High School Wrestling Team
- 

**PURPOSE:** To request the Board of Education approve these overnight school trip requests.

**BACKGROUND:**

1. The fifth grade students at Central Elementary are planning to travel to Washington, DC on April 24-25, 2014. Students will tour the Museum of Natural History, Smithsonian, Air and Space Museum, American History Museum, US Capitol and the National Mall. Approximately 68 students will be out of school for two days.
2. Ten students from the Orange High School DECA Club are eligible to travel to Greensboro, NC to participate in the NC-DECA Career Development Conference and State Competitive Events on February 27-March 1, 2014. Students will be out of school two days.
3. One-half of the Cameron Park Elementary School fifth graders will be traveling to Washington, DC on April 10-11, 2014. The fifth grade students will tour the historical sites of our country's capital such as Mount Vernon, Jefferson Memorial, Lincoln Memorial, Korean War Memorial, Arlington National Cemetery, Vietnam Veteran's Memorial, The Smithsonian and the U.S. Capitol. Approximately 59 students will be out of school for two days.
4. The second half of the Cameron Park Elementary School fifth graders will be traveling to Washington, DC on April 16-17, 2014. The fifth grade students will tour the historical sites of our country's capital such as Mount Vernon, Jefferson Memorial, Lincoln Memorial, Korean War Memorial, Arlington National Cemetery, Vietnam Veteran's Memorial, The Smithsonian and the U.S. Capitol. Approximately 63 students will be out of school for two days.
5. The Orange High School Wrestling team will be traveling to Knightdale, North Carolina to participate in the Knightdale Duals on January 11-12, 2014. There will be 20 students participating on Saturday and Sunday.

**FINANCIAL IMPACT:** None

**RECOMMENDATION:** The Superintendent recommends that the Board of Education approve these attached 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: 150px;" type="text" value="Apr 24, 2014"/>		to <input style="width: 150px;" type="text" value="Apr 25, 2014"/>	
School/Department/Grade Level <input style="width: 450px;" type="text" value="Central Elementary School/Sth grade"/>	Number of Students (Attach List) <input style="width: 50px;" type="text" value="68"/>		
School Trip Sponsor <input style="width: 450px;" type="text" value="Altangla Harrison"/>	Number of Staff Chaperones (Attach List) <input style="width: 50px;" type="text" value="6"/>		
Phone & Extension <input style="width: 450px;" type="text" value="919-732-3622 x 41502"/>	Number of Non-Staff Chaperones (Attach List) <input style="width: 50px;" type="text" value="31"/>		
Purpose of Trip <input style="width: 450px;" type="text" value="Visit the US Capitol, National Monuments, museums and the US Science and Engineering Festival"/>	Number of Other Persons (Attach List) <input style="width: 50px;" type="text"/>		
Destination (Name & City) <input style="width: 450px;" type="text" value="Washington DC"/>	Total Number Transported <input style="width: 50px;" type="text" value="105"/>		

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

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

**SECTION C: Mode of Transportation**

- Walking
- Activity Bus
- Privately Owned Vehicle - DMV Background Checks Required. List drivers on page 2.
- Airplane
- Charter Bus\*

Name of Charter Company or Airline

\*The company must be on the approved list provided by the OCS Transportation Department. The school is responsible for contacting transportation in order to have the charter vehicle inspected prior to departure. A Sexual Offender Registry Check Certification Form must be completed on drivers prior to departure.

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

Departure Date <input style="width: 100px;" type="text" value="4/24/14"/>	Return Date <input style="width: 100px;" type="text" value="4/25/14"/>
Departure Time <input style="width: 100px;" type="text" value="6:00 am"/>	Return Time <input style="width: 100px;" type="text" value="10:00 pm"/>
Departure Location <input style="width: 150px;" type="text" value="Central ES"/>	Return Location <input style="width: 150px;" type="text" value="Central ES"/>
Number of District Buses Requested <input style="width: 50px;" type="text" value="0"/>	
Projected Total Cost of Trip \$ <input style="width: 100px;" type="text" value="12,000.00"/>	
Cost per Student \$ <input style="width: 100px;" type="text" value="170.00"/>	Cost per Adult \$ <input style="width: 100px;" type="text" value="100.00"/>
Is Financial Assistance Available? <input checked="" type="checkbox"/> Yes <input 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

This field trip will provide experiential educational benefits for Central's 5th grade students.

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

This field trip aligns with the following standards for 5th grade:  
 Air and Space Museum  
 Sc:5.P.1.1 Explain how factors such as gravity, friction, and change in mass affect the motion of objects.  
 Sc:5.P.1.2 Infer the motion of objects in terms of how far they travel in a certain amount of time and the direction in which they travel

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

Pam Chapman

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

N/A

DMV Checks Verified by Central Office

Staff Chaperones

Altangla Harrison, Matthew Sullivan, Christie Gardner, Pam Chapman, Amanda Boleratz, Myron Wilson

Non-Staff Chaperones  
(Background checks required)

Fifth grade parents- TBD Background checks will be conducted on all chaperones prior to date of trip. List will be submitted to Central Office.

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?

We will take first aid kits and any necessary medication for our students with us. We will have a list of all adult's cell phones numbers. We will set an itinerary with meeting places and times for the entire group. We will have 1 chaperone for every 4 students.

Lodging Arrangements: Name of Hotel/Facility

Holiday Inn Express

Address

6401 Brandon Avenue, Springfield, VA 22150

Phone

703-644-5555

**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 Altagra Harris Position Teacher Date 12-12-13

**SECTION H: Authorization**

- Approved       Disapproved
- Approved       Disapproved
- Approved       Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal NDV  
Principal Initials  
Principal Myron D. Wilson Date 12-12-13  
Chief Academic Officer Dennis C. Moore Date 12-18-13  
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: Thursday February 27-2014 to Saturday March 1, 2014

School/Department/Grade Level Orange High School/ Marketing Department 9-12 Number of Students (Attach List) 10

School Trip Sponsor Christy Frye Number of Staff Chaperones (Attach List) 1

Phone & Extension 919-732-6133 ext 20609 Number of Non-Staff Chaperones (Attach List)

Purpose of Trip DECA, (An Association of Marketing Students) Career Development Conference State Competition Number of Other Persons (Attach List)

Destination (Name & City) Korey Convention Center/Sheration Greensboro, NC Total Number Transported 11

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

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

Regular School Day - Principal Approval Required

Out of State Trip - Chief Academic Officer Approval Required

Athletic Event (Day) - Principal Approval Required

International Trip - Chief Academic Officer and School Board Approval Required

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

### SECTION C: Mode of Transportation

Walking

Activity Bus

Privately Owned Vehicle - 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.27, 2014 Return Date March 1, 2014

Departure Time 8:00 AM Return Time 5:00 PM

Departure Location Front of OHS Return Location Front of OHS

Number of District Buses Requested 1

Projected Total Cost of Trip \$150.00 plus food

Cost per Student \$150.00 plus food Cost per Adult \$150.00 plus food

Is Financial Assistance Available?  Yes  No

Source of Financial Assistance Ms. Frye will secure funding through private donations . Ms. Frye will provide one meal

**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 prepares emerging leaders for careers in marketing, finance, hospitality, and management. DECA enhances the co-curricular education of members through a comprehensive learning program that integrates into classroom instruction, applies learning, provides connections to business, and promotes competition. Marketing Education students are encouraged to become an active member of DECA.

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

Christy Frye

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

Christy Frye (Carol Frye)

DMV Checks Verified by Central Office  
*RM*

Staff Chaperones

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.

NO

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

North Carolina DECA (DPI) has 24 hour security at the Hotel

Lodging Arrangements: Name of Hotel/Facility

Sheraton Greensboro at 4 Seasons

Address 3121 High Point Road @ i-40 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 [Signature] Position Teacher (Cater) Date 12/17/2014

**SECTION H: Authorization**

- Approved  Disapproved
- Approved  Disapproved
- Approved  Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal 90  
Principal Initials  
Principal [Signature] Date 12-18-13  
Chief Academic Officer [Signature] Date 12-20-13  
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:	Apr 10, 2014	to	Apr 11, 2014
School/Department/Grade Level	Cameron Park Grade 5	Number of Students (Attach List)	59
School Trip Sponsor	Celine Stinnett and Brittany LaMontagne	Number of Staff Chaperones (Attach List)	5
Phone & Extension	919-732-9326 ext. 40500	Number of Non-Staff Chaperones (Attach List)	37
Purpose of Trip	visit Nation's Capital	Number of Other Persons (Attach List)	
Destination (Name & City)	Washington, DC	Total Number Transported	101

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

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

**SECTION C: Mode of Transportation**

- Walking
- Activity Bus
- Privately Owned Vehicle - DMV Background Checks Required. List drivers on page 2.
- Airplane
- Charter Bus\*

Name of Charter Company or Airline: Holbrook Fieldtrip

\*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	4/10/14	Return Date	4/11/14
Departure Time	6:00 am	Return Time	11:00 pm
Departure Location	Cameron Park Elem	Return Location	Cameron Park Elem
Number of District Buses Requested	0		
Projected Total Cost of Trip	\$ 20,200		
Cost per Student	\$ 200	Cost per Adult	\$ 200
Is Financial Assistance Available?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

Source of Financial Assistance: fundraising, PTGO

**NOTES:** School trips are subject to cancellation due to unforeseen problems. Cancellation decisions will be made based on the most current information available such as weather, road conditions, etc. The School Trip sponsor should have directions to location and should provide these directions to the front office and bus driver. The School Trip Sponsor must ensure district buses are clean upon return. Open food and drinks are prohibited on district buses. Principals will be expected to give careful consideration prior to approving school trips.



**SECTION E: Additional Information Required**

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

Students will go a closer look at the nation's government in action and a its history.

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

Christine Preddy

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

DMV Checks Verified by Central Office

Staff Chaperones

Christine Preddy, Gina Bacheler, Brittany LaMontagne, Kristin Sikes (student teacher), Fran Hall

Non-Staff Chaperones  
(Background checks required)

Background checks will be conducted on all chaperones prior to date of trip. List will be submitted to Central Office.

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.

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

hotel securtiy, no more than a 3 to 1 ratio of adult /child at hotel and throughout each day

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

Best Western Potomac Mills (703) 494-4433

Address

14619 Potomac Mills Road, Woodbridge, VA 22192

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 CR Shinnett Position teacher Date 12-1-14

**SECTION H: Authorization**

- Approved       Disapproved
- Approved       Disapproved
- Approved       Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal J  
Principal Initials  
Principal Julie Vandervei Gwen Hall Date 12/11/13  
Chief Academic Officer Daniel C. Moore Date 12-2013  
Date Approved/Disapproved by School Board \_\_\_\_\_

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

## ORANGE COUNTY SCHOOLS School Trip Approval Request Form

Day school trip requests must be submitted to the principal for approval at least 15 calendar days before the day of the proposed trip. Overnight School trip requests must be submitted to the principal 15 days prior to trip and forwarded to the Chief Academic Officer 10 calendar days prior to the next scheduled Board of Education meeting.

**SECTION A: General Information**

School Trip Dates: <input style="width: 200px;" type="text" value="Apr 16, 2014"/>		to	<input style="width: 200px;" type="text" value="Apr 17, 2014"/>
School/Department/Grade Level	<input style="width: 450px;" type="text" value="Cameron Park Grade 5"/>	Number of Students (Attach List)	<input style="width: 80px;" type="text" value="63"/>
School Trip Sponsor	<input style="width: 450px;" type="text" value="Celine Stinnett"/>	Number of Staff Chaperones (Attach List)	<input style="width: 80px;" type="text" value="4"/>
Phone & Extension	<input style="width: 450px;" type="text" value="919-732-9326 ext. 40500"/>	Number of Non-Staff Chaperones (Attach List)	<input style="width: 80px;" type="text" value="45"/>
Purpose of Trip	<input style="width: 450px;" type="text" value="visit Nation's Capital"/>	Number of Other Persons (Attach List)	<input style="width: 80px;" type="text"/>
Destination (Name & City)	<input style="width: 450px;" type="text" value="Washington, DC"/>	Total Number Transported	<input style="width: 80px;" type="text" value="112"/>

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

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

**SECTION C: Mode of Transportation**

- Walking
- Activity Bus
- Privately Owned Vehicle - DMV Background Checks Required. List drivers on page 2.
- Airplane
- Charter Bus\*
- Name of Charter Company or Airline

\*The company must be on the approved list provided by the OCS Transportation Department. The school is responsible for contacting transportation in order to have the charter vehicle inspected prior to departure. A Sexual Offender Registry Check Certification Form must be completed on drivers prior to departure.

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

Departure Date	<input style="width: 100px;" type="text" value="4/16/14"/>	Return Date	<input style="width: 100px;" type="text" value="4/11/14"/>
Departure Time	<input style="width: 100px;" type="text" value="6:00 am"/>	Return Time	<input style="width: 100px;" type="text" value="11:00 pm"/>
Departure Location	<input style="width: 150px;" type="text" value="Cameron Park Elem"/>	Return Location	<input style="width: 150px;" type="text" value="Cameron Park Elem"/>
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="\$ 21,600"/>		
Cost per Student	<input style="width: 100px;" type="text" value="\$ 200"/>	Cost per Adult	<input style="width: 100px;" type="text" value="\$ 200"/>
Is Financial Assistance Available?	<input checked="" type="checkbox"/> Yes <input 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.

Students will go a closer look at the nation's government in action and a its history.

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

Celine Stinnett

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

DMV Checks Verified by Central Office

Staff Chaperones

Celine Stinnett, Amy Price, Jennifer Parker

Non-Staff Chaperones  
(Background checks required)

Background checks will be conducted on all chaperones prior to date of trip. List will be submitted to Central Office.

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.

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

hotel securtiy, no more than a 3 to 1 ratio of adult /child at hotel and throughout each day

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

Fairfield Inn & Suites, Chantilly, VA

Address

3960 Corsair Court Chantilly, Virginia 20151

Phone

(703) 435-1111

**SECTION F: Parent Permission**

Written parental permission for students to travel is required. A copy of the permission form must be attached for all school trips as well as a copy of additional information provided to parents.

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

Signature of Person Completing This Request *C. Shurets* Position *12-2-13 teacher* Date *12-7-13*

**SECTION H: Authorization**

- Approved      Disapproved
- Approved      Disapproved
- Approved      Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal

Principal *Julie Audewei* *Sean Hall* Principal Initials \_\_\_\_\_ Date *12/11/13*

Chief Academic Officer *Dennis C. Moran* Date *12-6-13*

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

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

FORM A

**ORANGE COUNTY SCHOOLS  
School Trip Approval Request Form**

Procedure Number 3320-P

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:	Jan 11, 2014	to	Jan 12, 2014
School/Department/Grade Level	Orange	Number of Students (Attach List)	20
School Trip Sponsor	Wrestling	Number of Staff Chaperones (Attach List)	4
Phone & Extension	919-732-6133 EXT 20702	Number of Non-Staff Chaperones (Attach List)	
Purpose of Trip	Tournament	Number of Other Persons (Attach List)	
Destination (Name & City)	Knightsdale Duals , Knightsdale N.C.	Total Number Transported	24

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

- |  |   |
|--|---|
| <input type="checkbox"/> Regular School Day - Principal Approval Required  | <input type="checkbox"/> Privately Owned Vehicle(s) - Chief Academic Officer Approval Required          |
| <input checked="" type="checkbox"/> Athletic Event (Day) - Principal Approval Required   | <input type="checkbox"/> Out of State Trip - Chief Academic Officer Approval Required                   |
| <input type="checkbox"/> Overnight Trip - Chief Academic Officer and School Board Approval Required (Both in and out of state) | <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	01/11/2014	Return Date	01/12/2014
Departure Time	5:30pm	Return Time	9:00 pm
Departure Location	Orange	Return Location	Orange
Number of District Buses Requested	1		
Projected Total Cost of Trip	\$ 500.00		
Cost per Student	\$ 0	Cost per Adult	\$ 0
Is Financial Assistance Available?	<input checked="" type="checkbox"/> Yes <input 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.

Athletic Event

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

Bobby Shriner and Spenser Poteat

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

N/A

DMV Checks Verified by Central Office

Staff Chaperones

Spenser Poteat, Kyle Long, Larry Smith  
Kevin Woods

Non-Staff Chaperones  
(Background checks required)

N/A

Background Checks Verified by Principal

Are there any hazardous conditions or travel advisories of which you are aware or are there any safety concerns in the area of the trip destination? Please describe.

None

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

Safety briefing, curfew/room check and first aid kit

Lodging Arrangements: Name of Hotel/Facility

Hampton Inn Raleigh-Capital Blvd. North

Address

3621 Spring Forest Rd, Raleigh, NC 27616

Phone

919-872-7111

**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 1/5/2014

**SECTION H: Authorization**

- Approved     Disapproved
- Approved     Disapproved
- Approved     Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal [Signature] Principal Initials [Initials] Date 1/6/14  
Principal [Signature] Date 1/7/14  
~~Chief Academic Officer~~ [Signature] ~~Superintendent~~  
Date Approved/Disapproved by School Board \_\_\_\_\_

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