

ORANGE COUNTY
BOARD OF EDUCATION

AGENDA ITEM ABSTRACT

Meeting Date: December 6, 2010

AGENDA ITEM No. 10-12-07

ACTION: (Y/N) Y

SUBJECT: School Trip Approval Request

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

ATTACHMENTS: 1. New Hope Elementary Overnight School Trip Request

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

BACKGROUND: The fifth grade students at New Hope Elementary are planning to travel to Washington, DC on March 17-18, 2011. This has been an annual trip in which the fifth grade students travel to Washington, DC to tour the historical sites of our country's capital. Approximately 76 students will be out of school for two days.

FINANCIAL IMPACT: None.

RECOMMENDATION: The Superintendent recommends that the Board approve the attached overnight school trip request.

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

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

SECTION A: General Information

School Trip Dates: to

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

School Trip Sponsor Number of Staff Chaperones (Attach List)

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

Purpose of Trip Number of Other Persons (Attach List)

Destination (Name & City) Total Number Transported

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

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

SECTION C: Mode of Transportation

- Walking
- Activity Bus
- Privately Owned Vehicle (list drivers on page 2)
- Airplane
- Charter Bus*

Name of Charter Company or Airline

*The company must be on the approved list provided by the OCS Transportation Department. The school is responsible for contacting transportation in order to have the charter vehicle inspected prior to departure.

SECTION D: Scheduling and Trip Associated Costs

Departure Date Return Date

Departure Time Return Time

Departure Location Return Location

Number of District Buses Requested

Projected Total Cost of Trip

Cost per Student Cost per Adult

Is Financial Assistance Available? Yes No

Source of Financial Assistance

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

SECTION E: Additional Information Required

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

Please see attached objectives list. (#2)

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

Laurie Holloway

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

N/A

Staff Chaperones

Alysa Amato, Meredith Craig, Jessica Honeycutt, Laurie Holloway, Amy White, Mark Dickerson

Non-Staff Chaperones

(Background checks required)

See attached list (#3) of chaperones planning to go at t his time.

Background Checks Verified by Principal

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

No

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

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

Lodging Arrangements: Name of Hotel/Facility

Best Western Potomac Mills

Address

14619 Potomac Mills Road, Woodbridge, Virginia 22192-6809

Phone

Phone: 703/494-4433

SECTION F: Parent Permission

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

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

Signature of Person Completing This Request Maia Sub Position AP Date 11/29/10

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal WMD Principal Initials

Principal Cathy Rumburg Date 11.29.10

Chief Academic Officer David C. Moran Date 11-30-10

Date Approved/Disapproved by School Board _____

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

Itinerary
New Hope Elementary School
Washington DC

Thursday March 17, 2011

- 5:15am Arrive New Hope Elementary School and load motor coaches
- 6:15am Depart for Washington, DC
- 11:00am Smithsonian Museums: Air & Space Museum (*vouchers included*)
 American History Museum
 Natural History Museum
 National Archives
- 5:00pm Dinner at **Union Station** (*included*)
- 6:00pm **Jefferson and FDR Memorials**
- 9:00pm Check into hotel: Best Western Potomac Mills 703-494-4433

Friday March 18, 2011

- 6:30am Wake up, pack, continental breakfast (*included*), and check out (Buses depart 7:30am)
- 8:15am **Lincoln, Vietnam, and Korean Memorials**
- 9:30am **US Capitol Tour** (*if available*)
- 11:30am **White House tour** (*if available*)
- 1:00pm Lunch: **Ronald Reagan Building** (*vouchers included*)
- 2:30pm Tour **Arlington National Cemetery**:
 ❖ **Tomb of the Unknown Soldier**
 ❖ **Changing of the Guards**
 ❖ **JFK Gravesite and Eternal Flame** (*if available*)
- 4:15pm Board Buses for trip home
- 6:30pm Fast food dinner stop (*\$5.00 cash included*)
- 10:00pm Approximate arrival at New Hope Elementary School

10/11/2010 4:24 PM