

**ORANGE COUNTY
BOARD OF EDUCATION**

AGENDA ITEM ABSTRACT

Meeting Date: October 22, 2012

AGENDA ITEM No. 12-10-(2)- 07

ACTION ITEM: (Y/N) Y

SUBJECT: Overnight School Trip Request(s)

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

- ATTACHMENTS:**
1. Cedar Ridge High School Model United Nations Club
 2. Orange High School Future Farmers of America (FFA)
 3. Cedar Ridge and Orange High School Virtual Enterprise
 4. New Hope Elementary School Fifth Grade
 5. Orange High School Cross Country Team

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

- BACKGROUND:**
1. Members of the Cedar Ridge Model United Nations Club will be traveling to Emory University in Atlanta, Georgia on November 8-12, 2012. The purpose of this trip will be to participate in various Model UN competitions. Twenty-eight students will miss two and one-half days of school.
 2. Orange High School FFA members will be traveling to the NC FFA Center in White Lake, North Carolina on November 9-11, 2012. The purpose of this trip will be to rebuild the putt-putt courses at the Center. Twelve students will be participating and will not miss any days of school.
 3. Cedar Ridge and Orange High School Virtual Enterprise students will be traveling to Pigeon Forge, Tennessee on November 18-19, 2012. The purpose will be to participate in the Virtual Enterprise Trade Show Fair and learn how to run a business from advertising to selling of products. Thirteen students will miss one day of school.
 4. The fifth grade students at New Hope Elementary are planning to travel to Washington, DC on March 14-15, 2013. 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 120 students will be out of school for two days.
 5. Orange High School Cross Country team members plan to travel to Kernersville, N.C. on November 3-4, 2012. The purpose of this trip is to participate in the state cross country meet. Students will qualify at the regionals in order to compete on the state level. No days of school will be missed.

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 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.

Participation at a Model UN conference requires pre-conference research on current world problems, debating skills, cooperative writing and negotiation skills. All issues researched and debated are current or recent issues confronting the UN

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

N/A

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


Katie Smith
Greg Carswell
Patricia Hume
Frank Felicelli *Connie Shiplett*

Staff Chaperones

Frank Felicelli

Non-Staff Chaperones
(Background checks required)

Katie Smith ✓
Greg Carswell ✓
Patricia Hume ✓
Connie Shiplett ✓

 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?

Conference held at Emory University... conference security has been assured via University police force as well as Emory University student security.
Hotel located in a secure national chain -

Lodging Arrangements: Name of Hotel/Facility

SpringHill Suites

Address 3459 Buckhead Loop NE, Atlanta, Georgia 30326

Phone 1-404-844-4800

SECTION F: Parent Permission

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

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

Signature of Person Completing This Request *M. Kelly* Position Teacher Date 9-24-12

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal *(JK)*
Principal *[Signature]* Date 10-2-12
Chief Academic Officer *Denise P. Morden* Date 10-15-12
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

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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.*

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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.

Students will be using this opportunity to improve the facility of the North Carolina FFA Center. It is a facility the entire state organization uses. It will benefit students by giving them the chance to serve a state organization, learn new construction skills, work as a team to accomplish a goal, and understand proper planning methods and implementation.

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

Rusty Wagoner

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

Rusty Wagoner, Dave Gibbs, Jordan Moore

Staff Chaperones

Rusty Wagoner, Jordan Moore

Non-Staff Chaperones
(Background checks required)

Allison and Steven Summey, Dave Gibbs,

Background Checks
Verified by Principal
CA

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?

Permission slips have been administered to participating individuals.

Lodging Arrangements: Name of Hotel/Facility

NC FFA Center

Address

1247 Hwy 53 East White Lake, NC 28337

Phone

(919) 515-4206

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 Jordan Moore Position of teacher Date 10-1-12

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal aj
Principal Initials
Principal Jason Johnson Date 10-12-12
Chief Academic Officer Denise C. Murkin Date 10-15-12
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

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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.

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CHIEF ACADEMIC OFFICER

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.

Virtual Enterprise is a class that is part of the Virtual Enterprise International network, specifically our central region is Tennessee. The students create a business and sell products through a virtual network. This trade fair allows the students to market their products in person. Each person who participates is given a virtual \$10,000 to spend at Virtual Enterprise businesses. This will help the students gain marketing and sales experience and help them promote their virtual business and gain revenue.

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

Kelly Helner /Melinda Fornes

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

[Empty box for listing names of drivers]

Staff Chaperones

Kelly Helner/Melinda Fornes

Non-Staff Chaperones
(Background checks required)

[Empty box for listing non-staff chaperones]

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 is adjacent to the conference center where the event is being held. All precautions are taken to ensure the safety of the students.

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 event. 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

Music Road Hotel

Address

Pigeon Forge, TN

Phone

[Empty box for phone number]

SECTION F: Parent Permission

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

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

Signature of Person Completing This Request Kelly Helmer Position CTE Teacher Date 10/1/2012

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal _____

Principal Jason John Principal Initials _____ Date 10-12-12

Chief Academic Officer Debbie C. Moore Date 10-15-12

Date Approved/Disapproved by School Board _____

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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 Melinda Jones Position CTE - Teacher Date 9-27-12

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal _____

Principal [Signature] Principal Initials _____ Date 10-2-12
Chief Academic Officer Denise C. Moran Date 10-15-12
Date Approved/Disapproved by School Board _____

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:	March 14, 2013	to	March 15, 2013
School/Department/Grade Level	New Hope Elementary School 5th grade		Number of Students (Attach List)
School Trip Sponsor	Alysa Amato, Ann Leck, Jessica Honeycutt, Laurie Holloway, Amy White, Debbie Collins, and Leslie Armistead		Number of Staff Chaperones (Attach List)
Phone & Extension	919-942-9696 ext 44500		Number of Non-Staff Chaperones (Attach List)
Purpose of Trip	Please see attached itinerary (#1) and Washington, DC Field Trip Information Sheet (#7)		Number of Other Persons (Attach List)
Destination (Name & City)	Washington, DC		Total Number Transported

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

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

SECTION C: Mode of Transportation

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

Name of Charter Company or Airline: Holiday Tours

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

SECTION D: Scheduling and Trip Associated Costs

Departure Date	March 14, 2013	Return Date	March 15, 2013
Departure Time	6:15 am	Return Time	9:30 pm
Departure Location	New Hope Bus Lot	Return Location	New Hope Bus Lot
Number of District Buses Requested	0		
Projected Total Cost of Trip	\$ 35,020.00		
Cost per Student	\$ 161.00	Cost per Adult	\$ 204.00
Is Financial Assistance Available?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Source of Financial Assistance	funds raised last year, PTSA, and scholarships		

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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.

CHIEF ACADEMIC OFFICER

SECTION E: Additional Information Required

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

Please see attached objectives list. (#2)

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

Laurie Holloway and Leslie Armistad

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

N/A

Staff Chaperones

Ann Leck, Alysa Amato, Jessica Honeycutt, Laurie Holloway, Amy White, Debbie Collins, and Leslie Armistad

Non-Staff Chaperones
(Background checks required)

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

Background Checks Verified by Principal

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

No

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

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

Lodging Arrangements: Name of Hotel/Facility

Best Western Potomac Mills

Address

14619 Potomac Mills Road, Woodbridge, Virginia 22192-6809

Phone

Phone: 703/494-4433

SECTION F: Parent Permission

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

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

Signature of Person Completing This Request Alysa Amato Position 5th Grade Teacher Date 10/10/12

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff/Chaperones Verified by Principal _____
Principal [Signature] Principal Initials _____ Date 10/10/12
Chief Academic Officer Denise C. Morton Date 10/15/12
Date Approved/Disapproved by School Board _____

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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 DCS 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.

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SECTION E: Additional Information Required

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

This is an athletic event available to any qualifying cross-country student-athlete at Orange High School.

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

Russell Westbrook (Cameron Park PE Teacher and Head Mens Cross-Country Coach)

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

Russell Westbrook

Staff Chaperones

Russell Westbrook, JoAnn Quigley (Orange County employee)

Non-Staff Chaperones (Background checks required)

Holly Reid
Barry Henderson

Background Checks Verified by Principal

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

None.

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

The hotel that the student-athletes will be staying at has a high level of security. There will be security locks and deadbol on all of the hotel room doors. No student-athlete will ever be without supervision at any time. There will also be trainer available at the meet on Saturday in case of injury.

Lodging Arrangements: Name of Hotel/Facility

Microtel Winston-Salem

Address

100 Capitol Lodging Court, Winston-Salem, NC 27103

Phone

(336)659-1994

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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 _____ Date _____

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal _____
 Principal Initials _____ Date 10/16/2012
 Principal _____
 Chief Academic Officer Denise C. Alford Date 10-16-12
 Date Approved/Disapproved by School Board _____

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