

ORANGE COUNTY
BOARD OF EDUCATION

AGENDA ITEM ABSTRACT

Meeting Date: September 24, 2012

AGENDA ITEM No. 12-09-(2)-7

ACTION ITEM: (Y/N) Y

SUBJECT: School Trip Request

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

ATTACHMENTS: 1. Orange High School Future Business Leaders of America (FBLA)

PURPOSE: To request Board approval of this overnight school trip.

BACKGROUND: 1. Members of the Orange High School Future Business Leaders of America (FBLA) will be traveling to Charlotte, N.C. to participate in the FBLA National Leadership Conference. The dates of the trip are November 16-17, 2012. Twenty-five students will be out of school for one day.

FINANCIAL IMPACT: None

RECOMMENDATION: The Superintendent recommends the Board approve this 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

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 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.

Dave Gollimbisky and Coach America Chertan

SECTION E: Additional Information Required

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

The National Leadership Conference is held in 3 different locations each year - this year it is being held in North Carolina! The students will gain valuable leadership skills through workshops and networking opportunities. College representatives will be available at the conference as well to give students information about various business-oriented careers.

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

Kelly Helner

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

Staff Chaperones

Kelly Helner, Greg Motley, Kentellia Wingate

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 itself will be held in Uptown Charlotte which has the usual city hazards however the students will be in the conference center and supervised during the day and the bus will transport the students and chaperones to the hotel in the evening.

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 National 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

Country Inn and Suites

Address

Charlotte, NC

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 Kelly [Signature] Position _____ Date _____

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal

Principal [Signature] Principal Initials _____ Date 9-13-12

Chief Academic Officer [Signature] Date 9-13-12

Date Approved/Disapproved by School Board _____

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