

ORANGE COUNTY
BOARD OF EDUCATION

AGENDA ITEM ABSTRACT

Meeting Date: September 19, 2011

AGENDA ITEM No. 11-09-(2)-07

ACTION ITEM: (Y/N) Y

SUBJECT: School Trip Requests

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

ATTACHMENTS: 1. Orange High School Cross Country Team
2. Orange High School Future Farmers of America

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

BACKGROUND:

1. Orange High School Cross Country Team will be participating in the Wendy's Invitational Cross Country meet on September 30 – October 1, 2011. This event will be held at the McAlpine Greenway Park Cross County Course in Charlotte, North Carolina. Fourteen students will be out of school one-half day.
2. The Orange High School FFA officers will be travelling to Indianapolis, Indiana to participate in the National FFA Convention on October 19-21, 2011. While at the convention students will be participating in general sessions, educational tours, competitive events and leadership workshops. Five students will be out of school for three days.

FINANCIAL IMPACT: None

RECOMMENDATION: The Superintendent recommends that the Board of Education approve the 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: 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 Adult

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.

Athletic Trip for Cross-Country meet

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

Russell Westbrook, Men's Cross-Country Coach and P.E. Teacher at Cameron Park

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

Russell Westbrook, Sarah Roberts, Holly Reid

Staff Chaperones

Russell Westbrook & Sarah Roberts (both employees)

Non-Staff Chaperones (Background checks required)

Holly Reid

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 concerns.

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 deadbolts on all the hotel room doors. There will also be trainers available at the meet on Saturday in case of injury.

Lodging Arrangements: Name of Hotel/Facility

Comfort Inn

Address

9701 E. Independence Blvd., Matthews, NC 28105

Phone

(704)845-5911

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 Josh J. Roberts Position Womens XC Coach Date 9/12/11

SECTION H: Authorization

Background Checks On Non-Staff Chaperones Verified by Principal ASA Principal Initials ASA Date 9/12/11

Principal [Signature] Date 9/12/11

Chief Academic Officer [Signature] Date 9/13/11

Date Approved/Disapproved by School Board _____

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

**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.

The National FFA Convention is opportunity for students learn about the large picture in Agriculture regarding in the U.S. and on a globe scale. The students will have the opportunity to participate in general sessions, competitive events, educational tours, leadership workshops, a career show and expo . It is one of the largest annual student conventions in the country and student will have a great op

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

David Latta

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

Staff Chaperones

David Latta

Non-Staff Chaperones
(Background checks required)

Charlene Riley Mitchell

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 no hazardous conditions that I am aware of at this time. I am following all Orange County Schools guidelines regarding safety concerns with the trip.

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

I am following all Orange County Schools guidelines to ensure the safety of the students and chaperone. I have checked into the location of where we are staying which is close to National FFA Convention and the hotel is a 3 star.

Lodging Arrangements: Name of Hotel/Facility

Sheraton Indianapolis City Centre Hotel

Address 31 West Street Ohio street Indianapolis, Indiana

Phone 317-635-2000

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 By Teacher Date 8/22/2011

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal [Signature] Principal Initials ADJ Date 9/12/11

Chief Academic Officer [Signature] Date 9/13/11

Date Approved/Disapproved by School Board _____

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