

ORANGE COUNTY
BOARD OF EDUCATION

AGENDA ITEM ABSTRACT

Meeting Date: June 22, 2012

AGENDA ITEM No. 12-06-(2)-09

ACTION: (Y/N) Y

SUBJECT: School Trip Requests

INFO. CONTACT Denise C. Morton

PHONE: 919-732-8126

ATTACHMENTS: (1) Orange High School Future Farmers of America
(2) Efland-Cheeks Elementary School NCDPI Student Summer Leadership Institute

PURPOSE: To request Board approval of overnight school trips.

BACKGROUND: (1) The Future Farmers of America (FFA) of Orange High School will be participating in the North Carolina FFA Camp at White Lake, North Carolina on July 30-August 3, 2012. Ten students, who are members of the Orange High School FFA will be participating in leadership development workshops.

(2) Six students from Efland-Cheeks Elementary School have the opportunity to participate in a Summer Student Leadership Institute sponsored by the North Carolina Department of Public Instruction. Students will be staying on the campus of Peace University in Raleigh, NC on June 27-29, 2012.

FINANCIAL IMPACT: None

RECOMMENDATION: The Superintendent recommends the Board of Education approve these overnight school trip requests.

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: July 30 to August 3

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

School Trip Sponsor: Orange FFA Rusty Wagoner Number of Staff Chaperones: (Attach List) 3

Phone & Extension: 919-636-0105 Number of Non-Staff Chaperones: (Attach List) Susan Wagoner

Purpose of Trip FFA Camp Other Persons to be Transported:

Destination: (Name) White Lake NC (City) Total Transported: 14

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 (Day) – Chief Academic Officer Approval Required

International Trip - Chief Academic Officer and School Board Approval Required

Section C: Mode of Transportation

Walking

FFA Bus

Activity Bus

Privately Owned Vehicle (list drivers on page 2)

Airplane*

Charter Bus*

Name of Charter Company:

*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

9/9/2009

Section D: Scheduling and Trip Associated Costs

Departure Date: July 30, 2012 Return Date: Aug 3, 2012

Departure Time: 7:00 AM Return Time: 3:06 PM

Departure Location: OHS Return Location: OHS

Number of district buses requested: 1 - FFA Bus

Projected Total Cost of Trip: \$ 2,600.00

Cost Per Student: \$ 200.00 Cost Per Adult: \$ 200.00

Is Financial Assistance Available: Yes No

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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.
FFA Leadership retreat

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

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

Staff Chaperones: R. Wagoner, D. Latta, J. Bowles

Non-Staff Chaperones (Background checks required):

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?

Lodging Arrangements: Name of hotel/facility: White Lake FFA Center

Address 1247 HWY 53 East White lake NC 28337

Phone 919-505-4206

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.

Person completing this request: Signature: *Stacy Wagoner*

Position

Ag Education

Date

6-18-12

Section H: Authorization

Approved

Disapproved

Principal: *Edward D. Mowbray*

Date:

6-18-12

Approved

Disapproved

Chief Academic Officer: *Debbie C. Moxon*

Date:

6-20-12

Date Approved/Disapproved by School Board:

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.

ORANGE COUNTY SCHOOLS School Trip Approval Request Form

Days 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: June 27-29 to Peace University

School/Department/Grade Level Efland-Cheeks Elementary Number of Students (Attach List) 6

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

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

Purpose of Trip Summer Leadership Institute Number of Other Persons (Attach List)

Destination (Name & City) Raleigh, NC Total Number Transported 7

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 June 27 Return Date June 29

Departure Time 1:00 PM Return Time 6:00 PM

Departure Location Efland-Cheeks Return Location Efland-Cheeks

Number of District Buses Requested 0

Projected Total Cost of Trip \$0 Cost per Adult \$0

Cost per Student \$0 Is Financial Assistance Available? Yes No

Source of Financial Assistance This trip is funded by NCDPI, we will only need to pay for transportation costs which will be covered by our general fund.

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 NCDPI is sponsoring a Student Summer Leadership Institute to work with small groups of students from within a school community in developing service learning projects, leadership skills, and strengthening character. Our team of 4th and 5th grade students will attend the training and then embark on a year long service learning project to improve the Effland community and school-community relations. This style of project based learning is at the center of the common core curriculum as well as central to our work on student leadership at ECE. (See attached)

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

No students will need to take medication while on this trip. NCDPI and Peace University are providing CPR/First Aid certified personnel.

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

Staff Chaperones

Anna Hines, 5th Grade Teacher

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?

I have spoken directly with the NCDPI department sponsoring this trip to ask specific questions regarding the security of the facilities at Peace University as well as to ensure that there will be personnel who are on call for medical emergencies. In addition to our staff chaperone, NCDPI and Peace University are providing staffing and security dorms who have had background checks and been trained to respond to emergency situations.

Lodging Arrangements: Name of Hotel/Facility
Peace University Student Housing

Address
15 East Peace Street Raleigh, NC 27604

Phone
1-800-Peace-47

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 5th grade teacher Date 6/18/12

SECTION H: Authorization

Background Checks On Non-Staff Chaperones Verified by Principal [Signature] Principal Initials CS

Principal [Signature] Date 6/18/12

Chief Academic Officer [Signature] Date 6-20-12

Date Approved/Disapproved by School Board _____

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

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