

**ORANGE COUNTY
BOARD OF EDUCATION**

AGENDA ITEM ABSTRACT

Meeting Date: May 29, 2012

AGENDA ITEM No. 12-05-(2)-07

ACTION ITEM: (Y/N) Y

SUBJECT: School Trip Requests

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

ATTACHMENTS:

1. Orange High School and C.W. Stanford Middle School Wrestling Teams
2. Orange High School and C.W. Stanford Middle School Wrestling Teams
3. Orange High School and C.W. Stanford Middle School Wrestling Teams
4. Central Elementary School Fifth Graders

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

BACKGROUND:

1. Wrestling team members from both Orange High and C. W. Stanford Middle schools will be participating in the FCA Team Wrestling Camp at the University of West Georgia in Carrollton, Georgia on June 13-16, 2012. Approximately 20 wrestling team members will be participating in this camp.
2. Wrestling team members from both Orange High and C. W. Stanford Middle schools will be participating in wrestling camp at Appalachian State University in Boone, North Carolina on June 15-18, 2012. Approximately 20 wrestling team members will be participating in this camp.
3. Wrestling team members from both Orange High and C. W. Stanford Middle schools will be participating in wrestling camp at Kutztown University in Kutztown, Pennsylvania on July 22-26, 2012. Approximately 20 wrestling team members will be participating in this camp.
4. Central Elementary School's fifth graders will be traveling to Charleston, South Carolina on June 4-5, 2012. Approximately 40 students will be touring historic Charleston, Fort Sumter and the Charleston Aquarium. Students will be out of school for two days.

FINANCIAL IMPACT: None

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

ORANGE COUNTY SCHOOLS School Trip Approval Request Form

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.

ACTION A: General Information

School Trip Dates: June 13, 2012 to June 16, 2012

School/Department/Grade Level: Orange & Stanford

School Trip Sponsor: Wrestling

Home & Extension: 20702

Purpose of Trip: camp

Destination (Name & City): FCA Team Wrestling Camp, University of West Georgia Carrollton, Georgia

Number of Students (Attach List): 20

Number of Staff Chaperones (Attach List): 2

Number of Non-Staff Chaperones (Attach List): 0

Number of Other Persons (Attach List): 0

Total Number Transported: 22

ACTION 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

ACTION 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: 6/13/12

Departure Time: 5:00 am

Departure Location: Orange

Return Date: 6/16/12

Return Time: 6:00 pm

Return Location: Orange

Number of District Buses Requested: 0

Projected Total Cost of Trip: \$5,000.00

Cost per Student: \$290.00

Cost per Adult: \$0

Is Financial Assistance Available? Yes No

Source of Financial Assistance: Team

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.

ACTION 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.

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

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

Staff Chaperones

On-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?

Accommodations: Name of Hotel/Facility, Address, Phone

ACTION 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.

Signature of Person Completing This Request, Position, Date

ACTION H: Authorization

- Approved [] Disapproved []
Approved [] Disapproved []
Approved [] Disapproved []

Background Checks On Non-Staff Chaperones Verified by Principal, Principal Initials, Date, Chief Academic Officer, 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: 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.

Wrestling Camp

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

Bobby Shriner & Aaron Carr

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

Bobby Shriner & Aaron Carr

Staff Chaperones

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.

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

Lodging Arrangements: Name of Hotel/Facility

University of West Georgia

Address

1601 Maple St, Carrollton, GA 30118

Phone

(678)839-5000

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

Background Checks On Non-Staff Chaperones Verified by Principal

[Signature]

Principal Initials

Date 5/14/12

Principal

Chief Academic Officer

[Signature]

Date

5/14/12

Date Approved/Disapproved by School Board _____

Approved Disapproved

Approved Disapproved

Approved Disapproved

ORANGE COUNTY SCHOOLS School Trip Approval Request Form

Any 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.

ACTION 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)

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

Purpose of Trip: Number of Other Persons (Attach List)

Destination (Name & City): Total Number Transported:

ACTION 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

ACTION 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: \$

Is Financial Assistance Available? Yes No

Source of Financial Assistance:

DTES: 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.

Wrestling Camp

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

Bobby Shriner & Aaron Carr

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

Bobby Shriner & Aaron Carr

Staff Chaperones

Bobby Shriner & Aaron Carr

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.

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

lodging Arrangements: Name of Hotel/Facility

Kutztown University

Address

Kutztown University, 15200 Kutztown Rd. Kutztown Pa. 19530-0730

Phone

570 748-7614

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 [Signature] Date 5/21/12

Chief Academic Officer [Signature] Date 5/22/12

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: June 4, 2012 to June 5, 2012

School/Department/Grade Level: CES-Grade 5

School Trip Sponsor: 5th Grade Teachers

Phone & Extension: _____

Purpose of Trip: Visit Civil War Forts, Charleston Aquarium, Historic Charleston

Destination (Name & City): Charleston, SC

Number of Students (Attach List): 40

Number of Staff Chaperones (Attach List): 6

Number of Non-Staff Chaperones (Attach List): 0

Number of Other Persons (Attach List): 1 Bus Driver

Total Number Transported: 46

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*

Coach America

*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: 6/4/12

Departure Time: 5:30AM

Departure Location: CES

Return Date: 6/5/12

Return Time: 6:00 PM

Return Location: CES

Number of District Buses Requested: 0

Projected Total Cost of Trip: \$5,220

Cost per Student: \$130

Cost per Adult: \$130

Is Financial Assistance Available? Yes No

Source of Financial Assistance: Donations

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.

This trip will have a number of educational benefits. From visiting Ft. Sumter to touring the Charleston Aquarium, the NCSCS material that has been covered in the classroom will be reinforced and enhanced for our students. (Social Studies Obj. 3.01-3.07, 4.02-4.06 and Science Obj. 1.01 - 1.06, 2.01+2.02)

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

Ms. Pam Chapman

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

Staff Chaperones

Myron Wilson, Jayme Bell-Williams, Altangla Harrison, Brian Krauss, Pam Chapman, Lorrie Edwards, Beverly Hester-Stephens

Non-Staff Chaperones
(Background checks required)

S. Burnette, D. Poole

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?

First Aid Materials, Emergency Contact Info

Lodging Arrangements: Name of Hotel/Facility

Best Western Plus

Address 146 Lockwood Dr. Charleston, SC 29403-5123 Phone 843.722.4000 / 888.721.4545

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 Kim A. Powell Position Grade 5 Date 5/22/12

SECTION H: Authorization

Background Checks On Non-Staff Chaperones Verified by Principal NA Principal Initials _____
Principal Mylon D. Wilson Date 5-22-12
Chief Academic Officer Deuce C. Murch Date 5-22-12
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.