

ORANGE COUNTY  
BOARD OF EDUCATION

AGENDA ITEM ABSTRACT

Meeting Date: June 20, 2011

AGENDA  
ITEM No. 11-06-(2)-07

ACTION: (Y/N) Y

SUBJECT: School Trip Requests

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

ATTACHMENTS: 1. Cedar Ridge High School Furniture and Cabinetmaking Class

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PURPOSE: To request Board approval of overnight school trip.

BACKGROUND: 1. Students from Cedar Ridge High School Furniture and Cabinetmaking class will be participating in the Association of Woodworking and Furnishing Suppliers (AWFS) "freshwood" Student Design Competition on July 20-24, 2011, in Las Vegas, Nevada. Three students will be travelling to Las Vegas and displaying their furniture in the competition.

FINANCIAL IMPACT: None

RECOMMENDATION: The Superintendent recommends that the Board of Education approve this overnight school trip request.

## ORANGE COUNTY SCHOOLS School Trip Approval Request Form

FORM A

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: Jul 20, 2011 to Jul 24, 2011

School/Department/Grade Level: Cedar Ridge High School/ Furniture and Cabinetmaking/11th grade

School Trip Sponsor: Keith Yow

Phone & Extension: 919-245-4000 x 21606

Purpose of Trip: AWFS "freshwood" Student Design Competition

Destination (Name & City): Las Vegas, Nevada

Number of Students (Attach List): 3

Number of Staff Chaperones (Attach List): 1

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

Number of Other Persons (Attach List): 0

Total Number Transported: 4

**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: Southwest Airlines

\*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: 7/20/2011

Return Date: 7/24/2011

Departure Time: 10:00am

Return Time: 7:00pm

Departure Location: RDU Airport

Return Location: RDU Airport

Number of District Buses Requested: 0

Projected Total Cost of Trip: \$3000.00

Cost per Student: \$630.00 + food

Cost per Adult: \$1300.00

Is Financial Assistance Available?  Yes  No

Source of Financial Assistance: Association of Woodworking and Furnishings Suppliers  
CRHS Skills USA club

**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.

Student Competition. Public display of work. Students will see and participate in the largest trade show of the year related to the woodworking industry. They will be able to explore many fields of employment related to the industry. They will be exposed to latest in high tech manufacturing equipment as well as network with industry professionals to gain support in kind of our woodworking program.

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

Keith Yow

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

none

Staff Chaperones

Keith Yow

Non-Staff Chaperones  
(Background checks required)

none

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?

All

Lodging Arrangements: Name of Hotel/Facility

TBA assigned by the AWFS

Address

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 Kathleen Position Teacher Date 6/6/2011

**SECTION H: Authorization**

**Background Checks On Non-Staff Chaperones Verified by Principal**

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Principal Initials	Date
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<u>John D. Harris</u>	<u>6-8-11</u>
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Chief Academic Officer	Date
		<u>Denise C. Marsh</u>	<u>6-13-11</u>
		Date Approved/Disapproved by School Board	

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