

**ORANGE COUNTY  
BOARD OF EDUCATION**

**AGENDA ITEM ABSTRACT**

**Meeting Date:** May 14, 2012

**AGENDA  
ITEM No.** 12-05-07

**ACTION: (Y/N)** Y

**SUBJECT:** School Trip Requests

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

**ATTACHMENTS:**

1. Cedar Ridge High School Skills USA
2. Orange High School Marching Band
3. Cedar Ridge High School Golf Team
4. Orange High School Volleyball Team

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**PURPOSE:** To request Board approval of overnight school trip(s).

**BACKGROUND:**

1. One student from Cedar Ridge High School will be participating in the Skill USA National Conference and competitions on June 23-28, 2012 in Kansas City, Missouri. The student will be competing in the areas of cabinetmaking, teamwork, photography, job interviewing and leadership skills.
2. The Orange High School Marching Band has been invited to represent North Carolina in the National Memorial Day Parade in Washington, DC on May 26-28, 2013. In 2008, they were invited to the National Memorial Day Parade so this is a great honor for the Orange High School Marching Band to be invited a second time. Only a few bands were invited across the nation and Orange High School Band was chosen to represent North Carolina at this event. Approximately 90 students will be absent from school for one day.
3. The Cedar Ridge High School Golf Team will be travelling to Pinehurst, North Carolina on May 13-15, 2012 to participate in the N.C. State Golf Championship. There will be eight students who will be out of school for two days.
4. The Orange High School Volleyball Team will be travelling to the University of Tennessee, in Knoxville on July 9-12, 2012. The purpose of this trip is to participate in a volleyball camp in which team members will receive high level volleyball instruction and team building skills. There will be approximately 22 students participating in this camp.

**FINANCIAL IMPACT:** None

**RECOMMENDATION:** The Superintendent recommends the Board of Education approve the 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: Jun 23, 2012 to Jun 28, 2012

School/Department/Grade Level: CRHS Furniture and Cabinetmaking 12th

School Trip Sponsor: Keith Yow/ Furniture and Cabinetmaking

Phone & Extension: 919-245-4000 x21606

Purpose of Trip: Skill USA National Conference and competitions.

Destination (Name & City): Kansas City Missouri

Number of Students (Attach List): 1

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: 2

**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: 6/23/12

Departure Time: 6/28/12

Departure Location: RDU airport

Return Date: TBD

Return Time: TBD

Return Location: RDU airport

Number of District Buses Requested: 0

Projected Total Cost of Trip: \$2400.00 approx

Cost per Student: \$1200.00 approx

Cost per Adult: \$1200.00 approx

Is Financial Assistance Available?  Yes  No

Source of Financial Assistance: CRHS Skills USA club @ CTE

**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.

Skills USA leadership conference and competitions.

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.

N/A

Staff Chaperones

Keith Yow

Non-Staff Chaperones  
(Background checks required)

N/A

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?

All

Lodging Arrangements: Name of Hotel/Facility

Crown Plaza Overland Park,

Address 12601 West 95th St., Lenexa, KS

Phone (913) 217-1000

**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 Teacher Date 4/25/12

**SECTION H: Authorization**

Background Checks on Non-Staff Chaperones Verified by Principal

Principal [Signature] Date 4-27-12

Chief Academic Officer [Signature] Date 4/30/12

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.

**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 performance will cover many of our new Common Core Standards. In addition, we will be taking a guided tour of multiple attractions in the DC area. This will cover many of the cultural relevance standards in the Common Core curriculum.

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

Andy Carter

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

n/a

Staff Chaperones

Andy Carter

Non-Staff Chaperones  
**(Background checks required)**

To be finalized at a later date - most likely to include - Dave Golombisky, Debi Golombisky, Julie Terrell, Miriam Dobbins, Howie Peckman, Wes Tilley, Scott Thomas, Hannah Milton. It is our goal to take 15-20 chaperones once trip is approved.

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 other than typical when traveling.

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

Medical Form for each traveling party, emergency contact for each traveling party, security detail while in lodging area. There is extra security as part of the parade since there will be a higher number of travelers in the area. Students will be with chaperones at all times while visiting tourists attractions, and we will stay in groups of no smaller than 5 at all times. Copies of all forms, including agendas and bus seating charts will be left in the Main Office of OHS in case of emergency.

**Lodging Arrangements:** Name of Hotel/Facility

Marriott - DC

Address

1331 Pennsylvania Avenue NW - Washington, District Of Columbia 20004 USA

Phone

1-202-393-2000

**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 BAND Date 4-25-12

**SECTION H: Authorization**

- Approved  Disapproved
- Approved  Disapproved
- Approved  Disapproved

Background Checks Or Non-Staff Chaperones Verified by Principal ASA Principal Initials ASA Date 5/1/12  
Principal [Signature] Date 5-2-12  
Chief Academic Officer Debbie C. Moran Date 5-2-12

Date Approved/Disapproved by School Board \_\_\_\_\_

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SECTION A: General Information

School Trip Dates: 5/13/12 to 5/15/12

School/Department/Grade Level: CEDAR RIDGE Number of Students (Attach List) 6/8

School Trip Sponsor: GOLF STATE CHAMPIONSHIPS Number of Staff Chaperones (Attach List)         

Phone & Extension: 245-4124 Number of Non-Staff Chaperones (Attach List)         

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

Destination (Name & City): PINEHURST Total Number Transported 8

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: 5/13 Return Date: 5/15

Departure Time: Noon Return Time: 6:00 pm.

Departure Location: CEDAR RIDGE HIGH Return Location: CEDAR RIDGE HIGH

Number of District Buses Requested: 1

Projected Total Cost of Trip \$         

Cost per Student \$          Cost per Adult \$         

Is Financial Assistance Available?  Yes  No

Source of Financial Assistance: C.R. ATHLETICS

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.

Golf STATE CHAMPIONSHIPS  
JUST Found out 5/8/12 8:00 AM.

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

CHRIS CASEY (GOLF COACH)

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

Staff Chaperones

CHRIS CASEY (GOLF COACH)

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

Spring Hill Suites Pinehurst Southern Pines

Address

10024 US Highway 15/SOI

Phone

1-910-695-0234

**SECTION F: Parent Permission**

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**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 A.D. Date 5/8/12

**SECTION H: Authorization**

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Principal	<u>[Signature]</u>	Principal Initials	<u>[Initials]</u>	Date	<u>5-8-12</u>
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Chief Academic Officer	<u>[Signature]</u>			Date	<u>5-8-12</u>
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Date Approved/Disapproved by School Board					

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**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)*
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Departure Date  Return Date

Departure Time  Return Time  Return Location

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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.

Players will receive instruction from very high level coaches and players

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

Brian Grant

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

Staff Chaperones

Brian Grant, Nadia Phillips

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?

Players are lodged on campus. Multiple parent meetings to outline details of the trip, no unsupervised off campus excursions will be allowed.

**Lodging Arrangements:** Name of Hotel/Facility

University of Tennessee Dormitories

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 [Signature] Position Counselor Date 5/3/12

**SECTION H: Authorization**

Approved     Disapproved  
 Approved     Disapproved  
 Approved     Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal [Signature] Principal Initials \_\_\_\_\_ Date 5/8/12  
 Chief Academic Officer [Signature] Date 5/9/12  
 Date Approved/Disapproved by School Board \_\_\_\_\_

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