

ORANGE COUNTY  
BOARD OF EDUCATION

AGENDA ITEM ABSTRACT

Meeting Date: April 9, 2012

AGENDA ITEM No. 12-04-07

ACTION ITEM: (Y/N) Y

SUBJECT: School Trip Request

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

ATTACHMENTS: 1. Orange High/Cedar Ridge High Robotics Club World Competition

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**PURPOSE:** To request Board approval of this overnight school trip.

**BACKGROUND:** 1. Students in the Orange High/Cedar Ridge High Robotics Club will be competing at the FIRST Robotics World Competition on April 24-29, 2012, in St. Louis, Missouri. Approximately thirteen students will participate in this competition. Students will be out of school four days.

**FINANCIAL IMPACT:** None

**RECOMMENDATION:** The Superintendent recommends the Board approve this overnight school trip request.

# 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**

This competition allows students the opportunity to work in teams with adult mentors to accomplish a difficult real world task: the team has to design and build a robot in six weeks in order to accomplish a specific task. Other parts of the team work on an animation, public relations, programming and communications. This team competition supports many of the state standards in science, mathematics, technology, and communication skills. The task is impossible for any person to complete alone. Therefore, it provides many occasions for students to learn to work in a team, to deal with different personalities and to overcome obstacles in order to succeed.

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.

Nina Morley Daye

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

NA

Staff Chaperones

Nina Morley Daye

Non-Staff Chaperones  
(Background checks required)

Angie Barger, Lee Barger, Wayne Daye, Jesse (Warren) Faircloth, Peter Murphy, Greg Young

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 Known

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

Health, Safety, Security Plans

Students will stay in pairs as they move around the FIRST World arena. Students will wear safety glasses while in the pit area of the competition. There are first aid personnel on site.

Lodging Arrangements: Name of Hotel/Facility

Courtyard St. Louis Westport Plaza

Address

11888 Westline Industrial Dr · St. Louis, Missouri 63146 USA

Phone

1-314-997-1200

**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 Ann Madley Doye Position OHS Science Date March 26, 2012

**SECTION H: Authorization**

Background Checks On Non-Staff Chaperones Verified by Principal (Signature) Principal Initials (Signature) Date 3-26-12

Principal (Signature) Date 3/27/12

Chief Academic Officer Daniel C. Moore Date 3/27/12

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.