

ORANGE COUNTY
BOARD OF EDUCATION

AGENDA ITEM ABSTRACT

Meeting Date: May 16, 2011

AGENDA ITEM No. 11-05-(2)-07

ACTION ITEM: (Y/N) Y

SUBJECT: School Trip Request

INFO. CONTACT Dr. Denise Morton

PHONE: 919-732-8126

ATTACHMENTS: 1. Cedar Ridge High Visual Arts Program

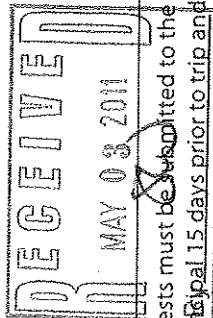
PURPOSE: To request Board approval of these overnight school trips.

BACKGROUND: 1. The Cedar Ridge High School Visual Arts program students will be travelling to New York City, New York on November 10-13, 2011. While in New York City, students will be visiting various museums such as the National Museum of the American Indian, Metropolitan Museum of Art, Museum of Modern Art, and the Brooklyn Museum of Art. Eleven students will be out of school two days.

FINANCIAL IMPACT: None

RECOMMENDATION: The Superintendent recommends that 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

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)

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

Departure Time

Departure Location

Number of District Buses Requested

Projected Total Cost of Trip

Cost per Student

Cost per Adult

Return Date

Return Time

Return Location

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

2.01 Explore and discuss unique properties and potential of art materials. 4.04 Research and discuss how artists develop personal imagery and style. 5.01 Know that the visual arts have a history, purpose and function in all cultures. 5.02 Identify specific works of art as belonging to particular cultures, times and places. 5.03 Compare relationships of works of art to one another in terms of history, aesthetics, and cultural/ethnic groups. 5.04 Describe the existence of art movements, periods, and styles. 5.05 Describe universal themes that exist in art throughout history. 5.06 Recognize and discuss that cultures have different aesthetics and each individual is a product of his or her culture.

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.

Eric Drowatzky

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

N/A

Staff Chaperones

N/A

Non-Staff Chaperones
(Background checks required)

Debra Gordon

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.

N/A

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

N/A

Lodging Arrangements: Name of Hotel/Facility

Big Apple Hostel

Address

119 West 45th Street New York, NY 10036

Phone

(212) 302-2603

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 5/3/11

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On/Off-Staff Chaperones Verified by Principal

Principal *(Signature)* Date 5-3-11
 Chief Academic Officer *(Signature)* Date 5/6/11

Principal Initials JN

Date Approved/Disapproved by School Board _____