

ORANGE COUNTY
BOARD OF EDUCATION

AGENDA ITEM ABSTRACT

Meeting Date: March 19, 2012

AGENDA ITEM No. 12-03-(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 Key Club
2. Cedar Ridge High School Trade and Industry Classes

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

BACKGROUND:

1. Orange High School Key Club members will be traveling with Cedar Ridge Key Club members to the Sheraton Imperial in the Research Triangle Park on March 23-25, 2012. Key Club members will be participating in the District Leadership Conference. Two students will not miss school.
2. Cedar Ridge High School Trade and Industry Classes will be traveling to Greensboro to participate in the 2012 SkillsUSA State Conference on April 17-19, 2012. The students will be competing in the areas of masonry, automotive, welding, metals manufacturing and leadership skills. Twenty-six students will be out of school for three days.

FINANCIAL IMPACT: None

RECOMMENDATION: The Superintendent recommends the Board approve these 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: to

School/Department/Grade Level:

School Trip Sponsor:

Phone & Extension:

Purpose of Trip:

Destination (Name & City):

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 Adult:

Cost per Student: 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.

1. Students will meet district and international Key Club officers.
2. Students will share service project ideas and will learn about their impact on the greater community.
3. Students will interact with adults and will learn interview skills.
4. Students will practice and observe public speaking, dining etiquette, and small group leadership.

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

Millie Hunter

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

Michelle Reed

Staff Chaperones

Michelle Reed, Millie Hunter

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?

First Aid is provided by Carolina's District Key Club and the Sheraton Imperial. Also, students are required to submit a health form to the district Key Club, which provides critical care information (insurance information, allergies, emergency contacts, etc.).

Lodging Arrangements: Name of Hotel/Facility

Sheraton Imperial, Research Triangle Park

Address

4700 Emperor Blvd.

Phone

919-941-5000

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

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal

Principal [Signature] Date 3/5/12

Chief Academic Officer [Signature] Date 3/12/12

Date Approved/Disapproved by School Board _____

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**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: Apr 17, 2012 to Apr 19, 2012

School/Department/Grade Level: Cedar ridge High School Trade and Industry

School Trip Sponsor: Keith Yow & Beth Landis

Phone & Extension: 245-4000 ext 216060 & 21608

Purpose of Trip: North Carolina Skills USA State conference and competitions

Destination (Name & City): Sherton and Greensboro Convention Center; Greensboro, NC

Number of Students (Attach List): 26

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: 28

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: [Redacted]

*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: 4/17/12

Return Date: 4/19/12

Departure Time: 10:00am

Return Time: 3:00pm

Departure Location: CRHS

Return Location: CRHS

Number of District Buses Requested: 1

Projected Total Cost of Trip: \$4700.00

Cost per Student: \$150.00

Cost per Adult: \$400.00

Is Financial Assistance Available? Yes No

Source of Financial Assistance: Cedar Ridge 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.

Leadership participation and education in the NCSkills USA organization and Competitive events related to training area programs.

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

Keith Yow; Beth Landis

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

Keith Yow,

Staff Chaperones

Keith Yow; Beth Landis

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 Sheraton Greensboro

Address 3121 High Point Road, Greensboro, NC 27407-9975

Phone 1-800-242-6556

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 Beth Jones Position Teacher Date 3-8-12

SECTION H: Authorization

Background Checks On Non-Staff Chaperones Verified by Principal

Principal Initials

Date

Approved Disapproved

Date

Approved Disapproved

Date

Approved Disapproved

Date Approved/Disapproved by School Board

Principal [Signature]

Date 3-12-12

Chief Academic Officer [Signature]

Date 3-12-12

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