

ORANGE COUNTY
BOARD OF EDUCATION

AGENDA ITEM ABSTRACT

Meeting Date: May 2, 2011

AGENDA ITEM No. 11-05-07

ACTION ITEM: (Y/N) Y

SUBJECT: School Trip Requests

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

ATTACHMENTS: 1. Orange High Marching Band

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

BACKGROUND: 1. The Orange High School Marching Band has been invited to Western Carolina University in Cullowhee on October 14-16, 2011. While at Western Carolina University, students will be performing in front of peers and a nationally acclaimed panel of adjudicators who will critique their performance. Approximately 65 students will be travelling but will not miss any days of school.

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 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

Band Boosters - the goal is to raise enough money as to not charge students anything

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.

Students will perform in front of their peers as well as receive feedback and strategies for improvement from a nationally acclaimed panel of adjudicators.

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

A 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)

Dave Golombiskey, Shane Currin, Curtus Browning, Norma Currin,
Debi Golombiskey, Cheryl Browning, Jan Badstein

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 at this time.

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

EMS and Security will be on site at the University. Security will be hired to be on patrol at our lodging area. Students will not be allowed to travel around sites visited unless in groups/with a chaperone. Students will be supervised at all times. Medical emergency forms will be on file with director and lead chaperones. Chaperone to students ratio will be 1:8 at a min.

Lodging Arrangements: Name of Hotel/Facility

Best Western

Address

501 Tunnel Rd Asheville, NC 28805

Phone

828-298-5562

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 _____

Brian Piresac

Date _____

4/12/11

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal _____

[Signature]

Principal Initials _____

Date _____

4/12/11

Chief Academic Officer _____

Denise C. Nordin

Date _____

4/15/11

Date Approved/Disapproved by School Board _____

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

Orange Panther Regiment

Tentative Itinerary

Departure Date: Oct 14, 2011

Return Date: Oct 16, 2011

Destination: Western Carolina Univ

Lodging: TBD, Asheville area

Friday, Oct 14, 2011

4:00 pm	Depart OHS
	Dinner – Hanes Mall, Winston Salem/Activity in route
1130 pm	Arrive Lodging, Asheville Area

Saturday, Oct 15, 2011

10:00 AM	Depart Lodging, Asheville, NC
11:00 AM	Arrive WCU
11:20AM	Unload/Change/Snack
1:30 PM	Warm-up
2:00 PM	Performance
4:00	AWARDS
6PM	FINALS
9PM	Depart for Lodging

Sunday, Oct 16, 2011

10:00 am Depart Asheville Area

Noon Lunch – Hanes Mall

1:00 Depart Hanes Mall

3:30 Arrive OHS