

ORANGE COUNTY
BOARD OF EDUCATION

AGENDA ITEM ABSTRACT

Meeting Date: February 20, 2012

AGENDA ITEM No. 12-02-(2)-07

ACTION: (Y/N) Y

SUBJECT: School Trip Requests

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

ATTACHMENTS: 1. A.L. Stanback Middle School Technology Student Association (TSA)
2. Pathways Elementary School Fifth Graders

PURPOSE: To request the Board of Education approve the attached overnight school trips.

BACKGROUND:

1. A.L. Stanback Middle School's Technology Student Association (TSA) will be traveling to Greensboro, NC to participate in the North Carolina Technology Student Association (NCTSA) State Competitive Events Conference on March 25-27, 2012. Approximately 20 students will be out of school for two days.
2. The fifth grade classes at Pathways Elementary School will be traveling to the Atlantic Beach/Morehead City/Beaufort area on March 29-30, 2012. During this trip students will be participating in educational experiences at Fort Macon State Park Civil War Museum, N.C. Aquarium, and the Maritime Museum. Approximately 68 students will be out of school for two days.

FINANCIAL IMPACT: None

RECOMMENDATION: The Superintendent recommends the Board of Education approve the attached 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: 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 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.

Reinforcement of STEM, Leadership, and CTE principles through structures extra curricular activity. TSA provides students the opportunity to compete against other schools throughout the state in projects associated with what they have learned in Technology Education.

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

Timothy B. Thompson

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

N/A

Staff Chaperones

Timothy B. Thompson

Non-Staff Chaperones

ok
Jill Hallenback, Warren ~~Stevens~~, George Goularte, Joseph Zaengle
Stephan

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?

School bus and driver, Health Forms, Parent Permission Slips. 3.6:1 student to chaperone ratio, Doors monitored throughout night by adult chaperones.

Lodging Arrangements: Name of Hotel/Facility

Sheraton Greensboro at Four Seasons

Address 3121 High Point Road at I-40 • Greensboro, NC 27407

Phone (336) 292-9161

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

Timothy B. Thompson Position Technology Teacher -HS Date 1/27/12

SECTION H: Authorization

- Approved
- Disapproved
- Approved
- Disapproved
- Approved
- Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal

MB Principal Initials

Principal Date 1-27-12

Chief Academic Officer *Stephan C. Moore* Date 2-13-12

Date Approved/Disapproved by School Board

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Name of Charter Company or Airline

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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 \$ deposit paid \$ per child Cost per Adult \$ deposit paid \$ per adult

Is Financial Assistance Available? Yes No

Source of Financial Assistance Fund raising under way to reduce cost to students.

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The difference between the cost per student and the amount students need to pay was decreased because of our fundraising

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.

See attached educational objectives

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

Christy Haas

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

N/A

Staff Chaperones

Jennifer Cypra, Christy Haas, Linda Knight, Connie Brimmer (replacing Susie Ash who is on maternity leave)

Non-Staff Chaperones
(Background checks required)

See attached list

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?

Emergency plans attached

Lodging Arrangements: Name of Hotel/Facility

Don Lee Center

Address

315 Camp Don Lee Road, Arapahoe, NC 28510

Phone

1-800-535-5475

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: Jean Felippa Position: 5th grade teacher Date: 2-13-12

SECTION H: Authorization

Background Checks On Non-Staff Chaperones Verified by Principal

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Principal: Connie Brunner Date: 2-13-12
Chief Academic Officer: Doreen C. Mordh Date: 2-15-12

Principal Initials: (CB)

Date Approved/Disapproved by School Board _____

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