

**ORANGE COUNTY
BOARD OF EDUCATION**

AGENDA ITEM ABSTRACT

Meeting Date: February 6, 2012

AGENDA ITEM No. 12-02-07

ACTION ITEM: (Y/N) Y

SUBJECT: School Trip Requests

INFO. CONTACT Dr. Denise Morton

PHONE: 919-732-8126

ATTACHMENTS:

1. Orange High School Honors Band
2. Cedar Ridge High School Honors Band
3. Cedar Ridge High School Chorus
4. Orange High School DECA Club
5. Gravelly Hill Middle School/Orange High School 7th, 8th, and 9th Grade Students

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

BACKGROUND:

1. The Orange High School Honors Band students have an opportunity to participate in the UNC-Greensboro Honors Band Clinic and Concert in Greensboro, NC on February 23-25, 2012. Students audition for a chair in this honors band. The number of students qualifying will determine whether an activity bus or privately owned vehicles will be driven. Students will work with two highly regarded professionals in the field of Instrumental Performance and collaborate with students from seven state regions. Approximately five students will miss one day of school.
2. The Cedar Ridge High School Honors Band students have an opportunity to participate in the UNC-Greensboro Honors Band Clinic and Concert in Greensboro, NC on February 23-25, 2012. Students audition for a chair in this honors band. The number of students qualifying will determine whether an activity bus or privately owned vehicles will be driven. Students will work with two highly regarded professionals in the field of Instrumental Performance and collaborate with students from seven state regions. Approximately 10 students will miss one day of school.
3. The Cedar Ridge High School Chorus students will be traveling to Orlando, Florida to participate in the Festival Disney on April 27-30, 2012. While at the festival, students will participate in music clinics and competitions. Approximately 70 students will be out of school two days.
4. One student from the Orange High School DECA Club will be traveling to Greensboro, NC to participate in the NC-DECA Career Development Conference and State Competitive Events on March 1-3, 2012. This student will be out of school two days.
5. Students at Gravelly Hill Middle School and Orange High School have the opportunity to participate in a tour of Paris, France and London, England on March 29-April 5, 2012. An invitation was extended to all 7th and 8th graders at Gravelly Hill in November, 2010. A payment plan was set up with EF Tours and fundraisers took place to help defer the cost. Approximately nine students will be out of school one day.

FINANCIAL IMPACT: None

RECOMMENDATION: The Superintendent recommends the Board approve these 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 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

Please describe the educational benefit of the proposed school trip and the specific connection to the North Carolina Standard Course of Study.

meets criteria of Common Core curriculum for music. Students will also be able to work with 2 of the highest regarded professionals in the field of Instrumental Performance, while collaborating with students from across a 7 state region to perform a concert in just 2.5 days.

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

Andy Carter

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

potentially Andy Carter/Patricia Quigley

Staff Chaperones

Andy Carter/Patricia Quigley

Non-Staff Chaperones
(Background checks required)

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?

Medical forms for all students, emergency contact information for all students

Lodging Arrangements: Name of Hotel/Facility

Drury Inn and Suites

Address

3220 High Point Road - Greensboro, NC, 27407

Phone

336-856-9696

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 OH5-BAND Date _____

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal ASR Principal Initials _____ Date 1/19/12

Principal _____ Date _____

Chief Academic Officer Dennis C. Meyer Date 1-20-12

Date Approved/Disapproved by School Board _____

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

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

Please describe the educational benefit of the proposed school trip and the specific connection to the North Carolina Standard Course of Study.

Students who make this band have the opportunity to participate in an intensive weekend clinic with a nationally known clinician and to perform higher level music in a very special setting.

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

Patricia Quigley

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

Patricia Quigley

Staff Chaperones

Patricia Quigley, Andy Carter

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?

Health forms on file and adults traveling with CPR training if there are more students who make the band than can be transported in Mr. Carter and Ms. Quigley's vehicles, an OCS bus will be used.

Lodging Arrangements: Name of Hotel/Facility

Drury Inn and Suites

Address 3220 High Point Rd.

Phone (336) 856-9696

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 1/13/12

SECTION H: Authorization

Background Checks On Non-Staff Chaperones Verified by Principal

| | | | | |
|--|--------------------------------------|---|--------------------------|---------------------|
| <input checked="" type="checkbox"/> Approved | <input type="checkbox"/> Disapproved | Principal <u>[Signature]</u> | Principal Initials _____ | Date <u>1-26-12</u> |
| <input checked="" type="checkbox"/> Approved | <input type="checkbox"/> Disapproved | Chief Academic Officer <u>[Signature]</u> | _____ | Date <u>1-31-12</u> |
| <input type="checkbox"/> Approved | <input type="checkbox"/> Disapproved | Date Approved/Disapproved by School Board _____ | _____ | _____ |

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

**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 27, 2012 to Apr 30, 2012

School/Department/Grade Level: CRHS/Chorus Department/9-12

School Trip Sponsor: Cedar Ridge High School Chorus

Phone & Extension: 919-245-4000 ext: 21802

Purpose of Trip: Participate in a national assessment of our musical knowledge and skill.

Destination (Name & City): Festival Disney, Orlando Florida

Number of Students (Attach List): 70

Number of Staff Chaperones (Attach List): 2

Number of Non-Staff Chaperones (Attach List): 10

Number of Other Persons (Attach List):

Total Number Transported: 82

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: Holiday Tours

*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: April 27th

Return Date: April 30th

Departure Time: 8:00 am

Return Time: 7:00pm

Departure Location: CRHS Bus parking lot

Return Location: CRHS bus parking lot

Number of District Buses Requested: 0

Projected Total Cost of Trip: \$39,800

Cost per Student: \$385

Cost per Adult: \$385

Is Financial Assistance Available? Yes No

Source of Financial Assistance: CRHS Chorus Boosters

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.

NCSCS #1: Students will sing alone and with other, a varied repertoire of music; NCSCS# 5: Students will read and notate music; NCSCS # 6: Students will Listen to, analyze, and describe music; NCSCS # 7: Students will evaluate music and music performance

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

Christopher Hansen, Laura Ziemba

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

N/A

Staff Chaperones

Christopher Hansen, Laura Ziemba

Non-Staff Chaperones

Paul Reil, Tobi Reil, Amy Yount, Kathy Arab, Travis Smith, Katie Smith, Annette Allison, Jo Soulier, Sherry Barefoot, Marianne Cheng

(Background checks required)

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?

OCS Medication form. Festival Disney insurance policy. Hotel Security Guard on duty. CRHS Chorus Boosters Liability Insurance POLICY # IS-Q33-16000697-NC

Lodging Arrangements: Name of Hotel/Facility

Disney's All Star Music Resort

Address

1801 West Buena Vista Dr. Lake Buena Vista, FL 32830

Phone

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

Christopher Hansen

Position

CRHS Chorus Teacher

Date

1/17/2012

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal

JW

Principal Initials

Principal

Date 1-31-12

Chief Academic Officer

Doreen C. Mohr

Date 1-31-12

Date Approved/Disapproved by School Board

FORM A

**ORANGE COUNTY SCHOOLS
School Trip Approval Request Form**

Procedure Number 3320-P

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: Mar 1, 2012 to Mar 3, 2012

School/Department/Grade Level: ORANGE HIGH SCHOOL/ GRADE 12

School Trip Sponsor: CHRISTY FRYE, ADVISOR FOR DECA, AN ASSOCIATION OF MARKETING STUDENTS

Phone & Extension: 919-732-6133, EXT 20609

Purpose of Trip: NC-DECA, CAREER DEVELOPMENT CONFERENCE, STATE COMPETITIVE EVENTS

Destination (Name & City): GREENSBORO, NC KORY CONVENTION CENTER

Number of Students (Attach List): 1

Number of Staff Chaperones (Attach List): 7

Number of Non-Staff Chaperones (Attach List):

Number of Other Persons (Attach List):

Total Number Transported: 2

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: THURSDAY MARCH 1

Departure Time: 8:30 am

Departure Location: ORANGE HIGH SCHOOL

Number of District Buses Requested: 0

Projected Total Cost of Trip: \$155

Cost per Student: \$155

Cost per Adult: \$155

Is Financial Assistance Available? Yes No

Source of Financial Assistance: CHRISTY FRYE

Return Date: SATURDAY MARCH 3

Return Time: 3:30

Return Location: ORANGE HIGH SCHOOL

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.

Procedure Number 3320-P

FORM A

SECTION E: Additional Information Required

IN THE STANDARD COURSE OF STUDY, COMPETENCY/OBJECTIVE 1.03 DECA IS AN INTEGRAL PART OF THE MARKETING EDUCATION COURSE

Please describe the educational benefit of the proposed school trip and the specific connection to the North Carolina Standard Course of Study.

CHRISTY FRYE

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

CHRISTY FRYE

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

Staff Chaperones

Background Checks
 Verified by Principal

Non-Staff Chaperones (Background checks required)

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.

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

SHERATON HOTEL/KORY CONVENTION CENTER

Lodging Arrangements: Name of Hotel/Facility

Address 3121 HIGH POINT ROAD, 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 Christy Ong Position Teacher Date 1/31/2012

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Categories Verified by Principal

Principal [Signature] Principal Initials [Signature] Date 2/1/12

Chief Academic Officer [Signature] Date 2-1-12

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: 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 Return Location

Departure 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

Please describe the educational benefit of the proposed school trip and the specific connection to the North Carolina Standard Course of Study.

Traveling abroad instills 21st Century skills, including critical thinking and problem solving, flexibility, global awareness and cultural sensitivity. This trip will also expand their foreign language skills and prepare them for success in the global economy.

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

Sharon Moyer

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

NA

Staff Chaperones

Sharon Moyer, Tom Watson

Non-Staff Chaperones
(Background checks required)

Alvonia Baldwin, Rita McIver, Beverly Hester-Stephen, Joel Roberts, Penny Gentry. Beth Padnos is presently being cleared for chaperone training.

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.

All adults and students have valid U.S. Passports and copies will be kept with Group Leader (Sharon Moyer).

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

All home numbers in safe keeping and working directly with EF Tours in planning this international trip to France and England.

Lodging Arrangements: Name of Hotel/Facility

TBA 30 days prior departure

Address

Phone

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 Sharon Meyer Position Teacher - GAMS Date 2/11/12

SECTION H: Authorization

Background Checks On Non-Staff Chaperones Verified by Principal

Approved Disapproved

Approved Disapproved

Approved Disapproved

110

Principal Initials

Date 2/12/12

Date 2-2-12

Principal

Chief Academic Officer

Date Approved/Disapproved by School Board

PLEASE NOTE: When mailing this form, you must "address" it to the appropriate administrator.