

ORANGE COUNTY  
BOARD OF EDUCATION

AGENDA ITEM ABSTRACT

Meeting Date: January 3, 2012

AGENDA ITEM No. 12-01-07

ACTION ITEM: (Y/N) Y

SUBJECT: School Trip Request

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

ATTACHMENTS: 1. Cedar Ridge High School Model United Nations Club

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

**BACKGROUND:** 1. Members of the Cedar Ridge Model United Nations Club will be travelling to Baltimore, Maryland on February 9-12, 2012. The purpose of this trip will be to participate in various activities at the Model UN Conference. Twenty-five students will miss two 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

FORM A

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: Feb 9, 2012 to Feb 12, 2012

School/Department/Grade Level: Cedar Ridge High School/History/10-12

School Trip Sponsor: CRHS Model UN Club

Phone & Extension: 919-245-4000 x.21203

Purpose of Trip: Participation in Model UN Conference

Destination (Name & City): Baltimore, Maryland

Number of Students (Attach List): 25

Number of Staff Chaperones (Attach List): 1

Number of Non-Staff Chaperones (Attach List): 3

Number of Other Persons (Attach List):

Total Number Transported: 29

**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)  
2 vans from Budget Rentals
  - Airplane have been obtained
  - 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: February 9, 2012

Departure Time: 8 am

Departure Location: CRHS

Return Date: February 12, 2012

Return Time: 6pm

Return Location: CRHS

Number of District Buses Requested: N/A

Projected Total Cost of Trip: \$6,700.00

Cost per Student: \$325.00 or free if min. labor performed

Cost per Adult: \$N/A

Is Financial Assistance Available?  Yes  No

Source of Financial Assistance: UNC Concessions, Academic Booster Grants, UNA Grant, District Grant, Matching Board Grant

**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 compete in an academically oriented 4 day conference debating how to solve numerous contemporary issues facing the United Nations. Research, writing, and speaking skills as well as an ability to cooperate and arrive at consensus are prerequisite skills need to compete. Research, writing, and speaking are specific skills listed in the new Common Core literacy standards.

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

N/A

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

Katie Smith, Greg Carswell, Jenny Johnson, Frank Felicelli

Staff Chaperones

Frank Felicelli

Non-Staff Chaperones  
**(Background checks required)**

Katie Smith, Jenny Johnson, Greg Carswell

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?

The conference is held at the Renaissance Baltimore Harborplace Hotel which provides on-site security. Additionally, Johns Hopkins University is providing 24 hour on-site security. I will be insuring that students are chaperoned at all times during the conference to include bed checks. Students will be allowed off site access to Inner Harbor eating establishments only when accompanied by one or more students and with my express permission. Additionally, I have the cell phone numbers of every participant and chaperone.

**Lodging Arrangements:** Name of Hotel/Facility

Renaissance Baltimore Harborplace Hotel

Address

202 East Pratt Street · Baltimore, Maryland 21202

Phone

410-547-1200

**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 11-17-11

**SECTION H: Authorization**

**Background Checks On Non-Staff Chaperones Verified by Principal**

Approved  Disapproved  
 Approved  Disapproved  
 Approved  Disapproved

Principal [Signature] Date 11-28-11  
 Chief Academic Officer [Signature] Date 12-2-11  
 Date Approved/Disapproved by School Board \_\_\_\_\_

Principal Initials [Signature]

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