

ORANGE COUNTY
BOARD OF EDUCATION

AGENDA ITEM ABSTRACT

Meeting Date: September 23, 2013

AGENDA ITEM No. 13-09-(2)-07

ACTION: (Y/N) Y

SUBJECT: Overnight School Trip Request

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

ATTACHMENTS: 1. Orange High School Future Farmers of America
 2. A.L. Stanback Middle School
 3. Orange High School Cross-Country Team

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

BACKGROUND:

1. Orange High School Future Farmers of America (FFA) officers plan to travel to Louisville, Kentucky on October 30, 2013- November 1, 2013 to participate in the National FFA Leadership Conference. Twelve students will be out of school for three days.
2. Students at A. L. Stanback are being offered an opportunity to travel abroad to France and England after school is out in June, 2014. This is on a voluntary basis and is being arranged through EF Educational Tours.
3. Sixteen members of the Orange High School Cross Country Team will be traveling to McAlpine Greenway Park in Charlotte, North Carolina to participate in the Wendy's Invitational on October 4-5, 2013.

FINANCIAL IMPACT: None

RECOMMENDATION: The Superintendent recommends the Board of Education 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:	Oct 30, 2013	to	Nov 1, 2013	
School/Department/Grade Level	Orange High School/ AG Department/9th-12th		Number of Students (Attach List)	12
School Trip Sponsor	FFA Alumni		Number of Staff Chaperones (Attach List)	4
Phone & Extension	(919)732-6133 ext.2600		Number of Non-Staff Chaperones (Attach List)	2
Purpose of Trip	Promote Leadership and Student Growth in FFA and Agriculture		Number of Other Persons (Attach List)	0
Destination (Name & City)	Louisville, Kentucky <i>(National FFA Convention)</i>		Total Number Transported	16

SECTION B: Type of Trip (check all that apply)

- | | |
|--|---|
| <input checked="" type="checkbox"/> Regular School Day - Principal Approval Required
<input type="checkbox"/> Athletic Event (Day) - Principal Approval Required
<input checked="" type="checkbox"/> Overnight Trip - Chief Academic Officer and School Board Approval Required <i>(Both in and out of state)</i> | <input checked="" type="checkbox"/> Privately Owned Vehicle(s) - Chief Academic Officer Approval Required
<input checked="" type="checkbox"/> Out of State Trip - Chief Academic Officer Approval Required
<input type="checkbox"/> International Trip - Chief Academic Officer and School Board Approval Required |
|--|---|

SECTION C: Mode of Transportation

- Walking
 Activity Bus
 Privately Owned Vehicle - DMV Background Checks Required. 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. A Sexual Offender Registry Check Certification Form must be completed on drivers prior to departure.

SECTION D: Scheduling and Trip Associated Costs

Departure Date	October 30th 2013	Return Date	November 1st 2013
Departure Time	5:30am	Return Time	6:00pm
Departure Location	Orange High School AG Department	Return Location	Orange High School AG Department
Number of District Buses Requested	0		
Projected Total Cost of Trip	\$ 4800		
Cost per Student	\$ 300	Cost per Adult	\$ 300
Is Financial Assistance Available?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Source of Financial Assistance	FFA Alumni		

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.

Promote Leadership and Student Growth in FFA and Agriculture, learn about career opportunities and college opportunities in agriculture.

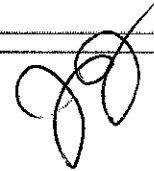
Identify an Orange County Schools employee with current CPR, First Aid and Medication Certification that is participating in this school trip.

David Latta and Jordan Moore

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

Lori Rogers, .

David Latta, Jordan Moore



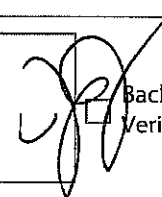
DMV Checks Verified by Central Office

Staff Chaperones

David Latta, Jordan Moore

Non-Staff Chaperones
(Background checks required)

Lori Rogers,



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.

There are no hazardous conditions unless weather related.

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

We are following all of Orange County Schools Policies.

Lodging Arrangements: Name of Hotel/Facility

Hampton Inn Louisville -Airport

Address

800 Phillips Lane Louisville Kentucky United States 40209

Phone

1-502-366-8100

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 ~~Principal~~ Hq Teacher Date 8/27/2013

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal

Principal [Signature] Principal Initials [Initials] Date 9/9/13

Chief Academic Officer [Signature] Date 9/13/13

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:	June 13-17 2014 (6/17 requested, tour requires 4 day +)	to	June 24-27, 2014 (tour requires 4 day +-)	
School/Department/Grade Level	A.L. Stanback MS, World Language-Fench,6-8		Number of Students (Attach List)	TBD
School Trip Sponsor	Myryame Montrose Elder		Number of Staff Chaperones (Attach List)	1 + TBD
Phone & Extension	919 644-3200 ext 31300		Number of Non-Staff Chaperones (Attach List)	1+TBD
Purpose of Trip	To support interdisciplinary curricula with real world experience and offer opportunities to use target language		Number of Other Persons (Attach List)	TBD
Destination (Name & City)	Paris,Normandy and Brittany in France, and London, England		Total Number Transported	minimum of 6 + staff ch

SECTION B: Type of Trip (check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Regular School Day - Principal Approval Required | <input type="checkbox"/> Privately Owned Vehicle(s) - Chief Academic Officer Approval Required |
| <input type="checkbox"/> Athletic Event (Day) - Principal Approval Required | <input type="checkbox"/> Out of State Trip - Chief Academic Officer Approval Required |
| <input type="checkbox"/> Overnight Trip - Chief Academic Officer and School Board Approval Required <i>(Both in and out of state)</i> | <input checked="" type="checkbox"/> International Trip - Chief Academic Officer and School Board Approval Required |

SECTION C: Mode of Transportation

- Walking
- Activity Bus
- Privately Owned Vehicle - DMV Background Checks Required. List drivers on page 2.
- Airplane
- Charter Bus*

Name of Charter Company or Airline: Regular airline carrier (TBD), EF tour bus (Education First leases buses and provides driver)

*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. A Sexual Offender Registry Check Certification Form must be completed on drivers prior to departure.

SECTION D: Scheduling and Trip Associated Costs

Departure Date	June 13-17, 2014	Return Date	June 24-27, 2014
Departure Time	TBD	Return Time	TBD
Departure Location	RDU Airport	Return Location	RDU Airport
Number of District Buses Requested	0		
Projected Total Cost of Trip	\$ TBD		
Cost per Student	\$ \$3,820 (\$95 enroll, \$478/month)	Cost per Adult	\$ \$4,215 (\$95 enroll, \$527/month)
Is Financial Assistance Available?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

Source of Financial Assistance: Tour operator is offering a \$100 student scholarship to first two students who enrol before Sept 30, 2013. Cost quoted is valid until Sept 30th, after which price goes up. Mrs. Elder is also asking PT50 if they would be willing to do fundraising events. Tour

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.

Global awareness is a key component of 21st Century Skills. Students will develop a keener global awareness through travel to Paris, France and an itinerary that will include stops in other French towns in Normandy and Brittany plus a two-day stay in London, England. Students will have a deepened appreciation for historical events as they view such sites as the D-Day landing beaches and American Cemetery, Mont. St. Michel and Versailles, Big Ben and the Tower of London. Students will have unique opportunities to expand knowledge that crosses curricula in art (we will, of course be visiting, the Louvre), "technology" (flying buttresses of medieval cathedrals were the cutting-edge technology of the Middle Ages), literature ("A Tale of Two Cities" and other works featuring these locations). The trip directly supports the World language standards by allowing students

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

Myryame Elder, the trip sponsor has current Red Cross certification. We also have a definite adult chaperone with advanced EMT skills (Mr. Peter Hallenbeck, Asst. Fire Chief, Efland)

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

DMV Checks Verified by Central Office

Staff Chaperones

Tour provides one staff chaperone for each 6 participants. Myryame Elder is lead chaperone; Mr. Neal Wilkins, French teacher at Orange HS has accepted to be the second staff chaperone once 12 participants have been secured. Other staff chaperones will be added as needed.

Non-Staff Chaperones
(Background checks required)

Mr. Peter Hallenbeck has already had the necessary background check. So far, all the students interested in the trip have at least one parent who will be also traveling with them. These parents are not designated as "chaperones" but paid participants and therefore are not responsible for supervising other children. The parents who attended my first informational meeting had all had background checks and previously served as chaperones for Orange County.

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 that I am aware of at the moment. Any trip involving international travel must be carefully planned and monitored. Education First Tours offers an excellent track record of doing tours with Orange County Teachers.

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

Mrs. Elder, the Group Leader will liaise with school nurse for any health issues. All participants will be briefed on basic tourist safety (stay with group, put valuables such as passport in an inside pouch, etc.) The ratio of adult chaperones to students (1:6) will be higher de facto due to the large number of parents interested in traveling as participants. The 1:6 ratio is higher than that required by Orange County field trips and offers greater safety. We will have a fully bilingual tour guide with our group every day. EF tours includes insurance that covers all participants for cancellations/delayed flights, lost baggage, medical emergencies. Even if a students' parent/guardian was not traveling with us, they would be flown to their child's bedside at no cost in the event of a serious medical emergency.

Lodging Arrangements: Name of Hotel/Facility

TBD various hotels will be booked by EF tours. Hotels are checked by EF Tours for cleanliness and safety.

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 Maryanne Montrose Elder Position French/ESL Teacher Date Sept 16, 2013

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal MSJ
Principal [Signature] Date 9-18-13
Chief Academic Officer [Signature] Date 9-18-13
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:	Oct 4, 2013	to	Oct 5, 2013	
School/Department/Grade Level	Orange High School		Number of Students (Attach List)	16
School Trip Sponsor	Russell Westbrook & Sarah Roberts (Cross-Country Coaches)		Number of Staff Chaperones (Attach List)	2
Phone & Extension	(919)732-9326 ext. 40700		Number of Non-Staff Chaperones (Attach List)	3
Purpose of Trip	Athletic Trip: Cross-Country Trip to Wendy's Invitational		Number of Other Persons (Attach List)	
Destination (Name & City)	McAlpine Greenway Park, Charlotte, NC		Total Number Transported	21

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	Oct. 4, 2013	Return Date	Oct. 5, 2013
Departure Time	2:00pm	Return Time	3:00pm
Departure Location	Orange High School Track	Return Location	Orange High School Track
Number of District Buses Requested	0		
Projected Total Cost of Trip	\$ 600		
Cost per Student	\$ 0	Cost per Adult	\$ 0
Is Financial Assistance Available?	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> 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.

This is an athletic event available to any varsity male or female cross-country student-athlete at Orange High School.

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

Russell Westbrook (Cameron Park PE Teacher and Head Mens Cross-Country Coach) & Sarah Roberts (Head Women's Cross-Country Coach)

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

Russell Westbrook, Sarah Roberts, Tammy (Ingram) Mack,

DMV Checks Verified By Central Office

Staff Chaperones

Russell Westbrook, Sarah Roberts

Non-Staff Chaperones (Background checks required)

Tammy (Ingram) Mack,

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?

The hotel that the student-athletes will be staying at has a high level of security. There will be security locks and deadbolts on all of the hotel room doors. There will also be trainers available at the meet on Saturday in case of injury.

Lodging Arrangements: Name of Hotel/Facility

Comfort Inn

Address 9701 E. Independence Blvd., Matthews, NC 28105

Phone 704-845-5911

9/9/2009

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 Sarah J Roberts Position Girls XC Coach Date 09/10/12

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal [Signature]

Principal [Signature] Principal Initials [Signature] Date 9/10/13

Chief Academic Officer [Signature] Date 9/18/13

Date Approved/Disapproved by School Board _____

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