

ORANGE COUNTY
BOARD OF EDUCATION

AGENDA ITEM ABSTRACT

Meeting Date: January 18, 2011

AGENDA ITEM No. 11-01-(2)-08

ACTION ITEM: (Y/N) Y

SUBJECT: Overnight School Trip Requests

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

ATTACHMENTS: 1. Cedar Ridge High School Model United Nations Club
2. Orange High School Future Business Leaders of America (FBLA)

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 10-13, 2011. The purpose of this trip will be to participate in various activities at the Model UN Conference.

2. Members of the Orange High School Future Business Leaders of America (FBLA) will be travelling to Greensboro, N.C. to participate in the FBLA State Leadership Conference. The dates of the trip are April 14-16, 2011. Fifteen students will be out of school for two days.

FINANCIAL IMPACT: None

RECOMMENDATION: The Superintendent recommends that 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

All students eligible to attend for free if they complete volunteer requirements as determined by club (volunteer @UNC concessions opportunities)

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.

All "delegates" will be participating and competing in a Model UN Conference. Successful participation requires the composition of position papers, prepared speeches to other delegates, research skills in order to compose cooperative written resolutions of pre-determined world issues facing the real United Nations.

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

N/A-- Johns Hopkins University is providing health and security needs for the conference attendees

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

Melissa Felicelli
Frank Felicelli
Jenny Johnson
Caroline Pickard

Staff Chaperones

Frank Felicelli

Non-Staff Chaperones
(Background checks required)

Carol Pickard, Melissa Felicelli, Jenny Johnson (all cleared by Michael Gilbert)

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?

Marriot Corporation and Johns Hopkins University will be providing security for duration of conference.

Lodging Arrangements: Name of Hotel/Facility Renaissance Baltimore Harborplace Hotel

Address 202 East Pratt Street, Baltimore, MD USA 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 J. Ad. O'Leary Position Teacher Date 11-29-10

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal

Principal Initials JA

Principal [Signature] Date 12-15-10
Chief Academic Officer [Signature] Date 1-13-11

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: 04/14/2011 to 04/16/2011

School/Department/Grade Level: Orange High School/ CTE / 9-12

School Trip Sponsor: FBLA

Phone & Extension: (919) 732-6133 ext. 20613

Purpose of Trip: FBLA State Leadership Conference

Destination (Name & City): Greensboro, NC

Number of Students (Attach List): 15

Number of Staff Chaperones (Attach List): 3

Number of Non-Staff Chaperones (Attach List): 0

Number of Other Persons (Attach List): 0

Total Number Transported: 18

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: 4/14/2011

Departure Time: 8:00 a.m.

Departure Location: Hillsborough, NC

Return Date: 4/16/2011

Return Time: 1:30 p.m.

Return Location: Hillsborough, NC

Number of District Buses Requested: 1

Projected Total Cost of Trip: \$ 3,960.00

Cost per Student: \$ 220.00

Cost per Adult: \$ 220.00

Is Financial Assistance Available? Yes No

Source of Financial Assistance: FBLA Funds / Corporate Sponsors / Fundraising

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

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

Future Business Leaders of America sponsors a State Leadership Conference each year. This year's conference in Greensboro, NC will not only provide FBLA / Business Education students with the opportunity to meet other students from other schools but will provide leadership, financial planning, management and networking opportunities in addition to competitive events. FBLA is a part of the Business Education curriculum as a supplemental learning opportunity. Students who placed in the top 3 at the Regional Fall Leadership Conference are eligible to attend as well as students who are competing in other State Events.

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

Greg Motley

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

N/A

Staff Chaperones

Kelly Hehner, Greg Motley, Kentellia Wingate

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?

Students will be in the Conference Center for all of the workshops/competitions - this conference center is located inside of the hotel. A mall located on the same property as the Conference Center will also be available for the students to explore, but they will be required to go in small groups and will notify us of their whereabouts at all times via cell phone.

Lodging Arrangements: Name of Hotel/Facility

N/A

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 Kelly DeLuna Position CIE/Bus. Teacher Date 1-7-11

SECTION H: Authorization

Background Checks On Non-Staff Chaperones Verified by Principals

Approved Disapproved
 Principal Edmund J. ... Principal Initials [Signature] Date 1/10/11
 Approved Disapproved
 Chief Academic Officer Dennis ... Date 1/13/11
 Approved Disapproved
 Date Approved/DIisapproved by School Board _____