

ORANGE COUNTY
BOARD OF EDUCATION

AGENDA ITEM ABSTRACT

Meeting Date: August 26, 2013

AGENDA ITEM No. 13-08-(02)-07

ACTION: (Y/N) Y

SUBJECT: School Trip Request

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

ATTACHMENTS: 1. Hillsborough Elementary Overnight School Trip Request

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

BACKGROUND:

- (1) The fourth grade students at Hillsborough Elementary are planning to travel to the Outer Banks of North Carolina on September 12-13, 2013. The students will tour historical sites such as the Wright Brothers' National Memorial, Fort Raleigh, Hatteras Lighthouse, the North Carolina Aquarium on Roanoke Island and Ocracoke Island. Approximately 71 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 request.

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:	September 12, 2013	to	September 13, 2013
School/Department/Grade Level	Hillsborough Elementary/4th grade	Number of Students (Attach List)	71
School Trip Sponsor	Carol Lovingood	Number of Staff Chaperones (Attach List)	6
Phone & Extension	(919)732-6137 ext. 43400 43404	Number of Non-Staff Chaperones (Attach List)	23
Purpose of Trip	To explore the Outer Banks and Coastal Plain region; history and geography	Number of Other Persons (Attach List)	
Destination (Name & City)	Outer Banks region (agenda attached)	Total Number Transported	100

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

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

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: Coach America / Horizon

*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	9/12/13	Return Date	9/13/13
Departure Time	5:15 am	Return Time	11:00 pm
Departure Location	Hillsborough Elementary School	Return Location	Hillsborough Elementary
Number of District Buses Requested	2		
Projected Total Cost of Trip	\$13,000		
Cost per Student	\$136	Cost per Adult	\$136
Is Financial Assistance Available?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Source of Financial Assistance	General Funds within school, PTA funds		

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 trip will meet the following Social Studies and Science goals centering on the land and its people, and ecosystems – Goal 4.H.1 Analyze the chronological key historical events in NC History; Goal 4.E.1: Understand how a market economy impacts life in NC; Goal 4.C.1 Understand the impact of various cultural groups on NC; Goal 4.L.1: Understand the effects on environmental changes, adaptations, and behaviors that enable animals to survive in changing habitats.

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

Carol Lovingood, Carrie Corpening, Cindy Sinicrope

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

N/A

Staff Chaperones

Carol Lovingood, Amy Sheets, Stacy Beneville, Carrie Corpening, Jessica Barr, Cindy Sinicrope

Non-Staff Chaperones
(Background checks required)

Tentative parent chaperone list attached

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?

Cell phone chains, first responders, medical kits

Lodging Arrangements: Name of Hotel/Facility

Roanoke Island Aquarium

Address 374 Manteo, NC 27954

Phone (252) 473-3494

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 Carol Lovinod Position Teacher Date 8/5/13

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal

Principal [Signature] Principal Initials _____ Date 8/5/13

Chief Academic Officer [Signature] Date 8/20/13

Date Approved/Disapproved by School Board _____

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