

ORANGE COUNTY
BOARD OF EDUCATION

AGENDA ITEM ABSTRACT

Meeting Date: June 24, 2013

AGENDA
ITEM No. 13-06-(2)-07

ACTION: (Y/N) Y

SUBJECT: School Trip Requests

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

ATTACHMENTS:

1. Cedar Ridge High School Furniture and Cabinetmaking Class
2. Cedar Ridge High School International Baccalaureate Students
3. Cedar Ridge High School Volleyball Team

PURPOSE: To request Board approval of overnight school trips.

BACKGROUND:

1. One student from Cedar Ridge High School's Furniture and Cabinetmaking class will be participating in the Association of Woodworking and Furnishing Suppliers (AWFS) Conference on July 24-28, 2013 in Las Vegas, Nevada. This student will be traveling to Las Vegas and displaying his furniture in the competition, as well as participating in an opportunity to learn techniques from experts.
2. Fourteen International Baccalaureate students from Cedar Ridge High School will be participating in the IB World Student Conference on June 23-29, 2013. This event will be held at Wake Forest University for the first time since the IB program began at Cedar Ridge.
3. The Cedar Ridge Volleyball team will be traveling to Davidson College in Davidson, NC to participate in a volleyball camp on July 19-21, 2013. There will be approximately 26 team members participating.

FINANCIAL IMPACT: None

RECOMMENDATION: The Superintendent recommends that 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: Jul 24, 2013 to Jul 28, 2013

School/Department/Grade Level: cedar ridge High School Number of Students (Attach List): 1

School Trip Sponsor: Keith Yow Number of Staff Chaperones (Attach List): 1

Phone & Extension: 919-245-4000 x21606 Number of Non-Staff Chaperones (Attach List): 0

Purpose of Trip: AWFS Fair and Student Design competition Number of Other Persons (Attach List): 1

Destination (Name & City): Las Vegas Convention Center, Las Vegas NV Total Number Transported: 3

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)

Privately Owned Vehicle(s) - Chief Academic Officer Approval Required

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 - DMV Background Checks Required. List drivers on page 2.

Airplane

Charter Bus*

Name of Charter Company or Airline: Southwest Airlines

*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: 7-24-13 Return Date: 7-28-13

Departure Time: 7:00am Return Time: 6:00 pm

Departure Location: RDU Airport Return Location: RDU Airport

Number of District Buses Requested: 0

Projected Total Cost of Trip: \$2100.00

Cost per Student: \$900.00 Cost per Adult: \$1200.00

Is Financial Assistance Available? Yes No

Source of Financial Assistance: CRHS Skills USA Club.

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.

2013-06-10

02:51 PM

FROM: OCS SUPPORT SERVICES

0192454012

T-161

P-002/009

F-165

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.

Student is finalists in AWFS Student Design Competition. He will participate in the industry trade show and seminars directly related to our field of study.

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

Kieth Yow

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

No

DMV Checks Verified by Central Office

Staff Chaperones

Keith Yow

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?

all

Lodging Arrangements: Name of Hotel/Facility

TBA Assigned by the AWFS

Address

Phone

2013-06-10 02:52PM FROH-OCS SUPPORT SERVICES 9182464012 T-161 P.003/009 F-165

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 Keith Low Position Teacher Date 6/10/13

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks on Non-Staff Chaperones Verified by Principal _____
 Principal [Signature] Principal Initials _____ Date 6-10-13
 Chief Academic Officer Denise E. Murch Date 6-10-13
 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: Jun 23, 2013 to Jun 29, 2013

School/Department/Grade Level Cedar Ridge High School / OCS IB Diploma Program Number of Students (Attach List) 14

School Trip Sponsor OCS, IB Parent Boosters, Wake Forest University, IB Organization Number of Staff Chaperones (Attach List) 1

Phone & Extension 252-412-4370 or 919-219-3219 Number of Non-Staff Chaperones (Attach List) 0

Purpose of Trip IB World Student Conference 2013 - This five day conference will bring together IB students from all over the world Number of Other Persons (Attach List) 15

Destination (Name & City) Winston-Salem, NC (Wake Forest University) Total Number Transported 0

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)
- Privately Owned Vehicle(s) - Chief Academic Officer Approval Required
- 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 - 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 June 23, 2013 Return Date June 29, 2013

Departure Time 10 am Return Time 5 pm

Departure Location Return Location

Number of District Buses Requested 0

Projected Total Cost of Trip \$13300

Cost per Student \$950 Cost per Adult \$

Is Financial Assistance Available? Yes No

Source of Financial Assistance IB Parent Boosters, Parent Donations, Curriculum & Instruction

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.

2013-06-11 12:24PM FROM-OCS SUPPORT SERVICES 8192454012 T-164 P.002/005 F-174

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.

Wake Forest University will host one of three International Baccalaureate World Student Conferences this summer. This five day conference will bring together IB students from all over the world to explore ways to make our world a better, more peaceful place. During their time here students will have the opportunity to...
-tour the International Civil Right Museum
-explore Winston Salem's Art District
-discuss universal education and healthcare
-participate in the Innocence Project

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

Wake Forest personnel, IB personnel, and other trained medical staff on WFU will be available throughout the week at this residential conference.

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

Parents will be transporting their own children.

DMV Checks Verified by Central Office

Staff Chaperones

Lynne Gronback

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.

NO

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

Communication w/ parents and students about conference details, planning conference details with WFU and IB staff

Lodging Arrangements: Name of Hotel/Facility

Address

Phone

T-164 P.003/005 F-174 9192454012 FROM-OCS SUPPORT SERVICES 12:24PM 2013-06-11

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 Crystal B. Medlin Position Teacher/Coordinator Date 6/11/13

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal _____
Principal Initials _____
Principal [Signature] Date 6-11-13
Chief Academic Officer [Signature] Date 6-12-13
Date Approved/Disapproved by School Board _____

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

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SECTION A: General Information

School Trip Dates:	July 19, 2013	to	July 21, 2013
School/Department/Grade Level	CRHS Volleyball	Number of Students (Attach List)	24-26
School Trip Sponsor	Charlie Oakley	Number of Staff Chaperones (Attach List)	3
Phone & Extension	245-4000 *21207	Number of Non-Staff Chaperones (Attach List)	
Purpose of Trip	Volleyball Team Camp	Number of Other Persons (Attach List)	
Destination (Name & City)	Davidson, NC	Total Number Transported	27-29

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 checked="" type="checkbox"/> Overnight Trip - Chief Academic Officer and School Board Approval Required (Both in and out of state)	<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	July 19, 2013	Return Date	July 21, 2013
Departure Time	9:30 am	Return Time	5:30 pm
Departure Location	CRHS	Return Location	CRHS
Number of District Buses Requested	1		
Projected Total Cost of Trip	\$7,000		
Cost per Student	\$250	Cost per Adult	\$125
Is Financial Assistance Available?	<input 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.

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7/19/2013 7:11:01 AM

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.

Team Camp for volleyball.

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

Charlie Oakley, Linda Osterman, Kirsten Emmert

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

DMV Checks Verified by Central Office

Staff Chaperones

Charlie Oakley, Linda Osterman, Kirsten Emmert

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.

No

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

All students have signed requisite waivers and physical forms including having an up to date Physical.

Lodging Arrangements: Name of Hotel/Facility

Davidson College

Address

405 N. Main Street, Davidson NC 28035

Phone

704-894-2000

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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 CRHS Varsity Coach Date 6/17/13
SS

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal _____
Principal Initials _____ Date 6-17-13
Principal *[Signature]*
Chief Academic Officer *[Signature]* Date 6-17-13
Date Approved/Disapproved by School Board _____

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2013-06-17 11:00 AM FROM: U.S. SURPRISE SERVICES