

ORANGE COUNTY
BOARD OF EDUCATION

AGENDA ITEM ABSTRACT

Meeting Date: May 13, 2013

AGENDA ITEM No. 13-05-07

ACTION ITEM: (Y/N) Y

SUBJECT: School Trip Requests

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

ATTACHMENTS: 1. Cedar Ridge High School Golf Team

PURPOSE: To request the Board of Education approve this overnight school trip request.

BACKGROUND: 1. Cedar Ridge High School Golf Team plans to participate in the State Championship in Southern Pines, North Carolina on May 12-14, 2013. This trip will be dependent upon whether or not the student golfer will place after the regional's that were held a week before. One student will be out of school for two days.

FINANCIAL IMPACT: None

RECOMMENDATION: The Superintendent recommends that 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: to

School/Department/Grade Level:

School Trip Sponsor:

Phone & Extension:

Purpose of Trip:

Destination (Name & City):

Number of Students (Attach List):

Number of Staff Chaperones (Attach List):

Number of Non-Staff Chaperones (Attach List):

Number of Other Persons (Attach List):

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: Return Location:

Departure 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:

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

[Empty box for additional information]

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

Chris Casey

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

Chris Casey

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

DMV Checks Verified by Central Office

Chris Casey

Staff Chaperones

[Empty box for non-staff chaperones]

Non-Staff Chaperones (Background checks required)

Background Checks Verified by Principal

[Empty box for hazardous conditions]

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.

[Empty box for precautions]

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

Spring Hill Suites

Lodging Arrangements: Name of Hotel/Facility

JJS 15, Pinhurst NC 28374

Address

910-695-0234

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 Pri Lopez Position Teacher/Coach Date 4-30

SECTION H: Authorization

Background Checks on Non-Staff Employees Verified by Principal _____ Principal Initials _____

Approved Disapproved Date 4-30-13

Approved Disapproved Date 5-1-13

Approved Disapproved

Principal [Signature] Date _____

Chief Academic Officer [Signature] Date _____

Date Approved/Disapproved by School Board _____

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