

ORANGE COUNTY
BOARD OF EDUCATION

AGENDA ITEM ABSTRACT

Meeting Date: March 11, 2013

AGENDA ITEM No. 13-03-07

ACTION: (Y/N) Y

SUBJECT: School Trip Requests

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

ATTACHMENTS: 1. Cedar Ridge High School Future Business Leaders of America
2. Cameron Park Elementary School Fifth Graders

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

BACKGROUND:

1. Members of the Cedar Ridge High School Future Business Leaders of America (FBLA) will be traveling to Greensboro, N.C. to participate in the FBLA State Leadership Conference. The dates of the trip are April 17-19, 2013. Nine students will be out of school for three days.
2. The fifth grade students at Cameron Park Elementary are planning to travel to Washington, DC on April 11-12, 2013. The fifth grade students will tour the historical sites of our country's capitol such as the Holocaust Exhibit, Lincoln Memorial, Korean War Memorial, Vietnam Veteran's Memorial, Arlington National Cemetery and several museums. Approximately 85 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 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:	<input type="text" value="April 17, 2013"/>	to	<input type="text" value="April 19, 2013"/>
School/Department/Grade Level	<input type="text" value="Cedar Ridge High School"/>	Number of Students (Attach List)	<input type="text" value="9"/>
School Trip Sponsor	<input type="text" value="Melinda Fornes, FBIA Advisor"/>	Number of Staff Chaperones (Attach List)	<input type="text" value="1"/>
Phone & Extension	<input type="text" value="919-245-4000-21600"/>	Number of Non-Staff Chaperones (Attach List)	<input type="text" value="0"/>
Purpose of Trip	<input type="text" value="FBIA State Leadership Conference & Competition"/>	Number of Other Persons (Attach List)	<input type="text" value="0"/>
Destination (Name & City)	<input type="text" value="Greensboro, NC (Sheraton Four Seasons - Koury Convention Center)"/>	Total Number Transported	<input type="text" value="10"/>

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:

*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	<input type="text" value="April 17, 2013"/>	Return Date	<input type="text" value="April 19, 2013"/>
Departure Time	<input type="text" value="9:15am"/>	Return Time	<input type="text" value="4:00pm"/>
Departure Location	<input type="text" value="CRHS"/>	Return Location	<input type="text" value="CRHS"/>
Number of District Buses Requested	<input type="text" value="1"/>		
Projected Total Cost of Trip	<input type="text" value="\$ 1700.00"/>		
Cost per Student	<input type="text" value="\$ 170.00"/>	Cost per Adult	<input type="text" value="\$ 170.00"/>
Is Financial Assistance Available?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Source of Financial Assistance	<input type="text" value="Fundraising, Donations"/>		

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.

Students will network with other FBLA members & business/marketing students from around the state, compete in various business & career related events, as well as gain opportunities to meet with college/career representatives of NC. The skills/knowledge learned in the classroom will be applied to this real-world event.

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

Melinda Fornes
Sheraton Four Seasons & FBLA will also have medical staff on site

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

DMV Checks Verified by Central Office

Staff Chaperones

Melinda Fornes
919-815-8251 (cell)

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.

N/A

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

Parent/Guardian Permission Slips

Lodging Arrangements: Name of Hotel/Facility

Sheraton Fours Seasons

Address

3121 High Point Rd Greensboro NC 27407

Phone

336-292-9161

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 Melinda Jones Position CTE Teacher Date 2-25-13
FBA Advisor

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal _____
Principal Initials _____ Date 2-27-13
Principal [Signature]
Chief Academic Officer Debbie C. Moore Date 3-1-13
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: 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

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. Grade 5 Social Studies 2.03 Recognize how US government has changed over time.

Identify an Orange County Schools employee with current CPR, First Aid and Medication Certification that is participating in this school trip. Celine Stinnett, Christine Preddy, Rebecca Spurlin, (Student teacher) and Fran Hall

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

Staff Chaperones Celine Stinnett, Gina Bachelor, Christine Preddy, Rebecca Spurlin, (Student teacher) , Fran Hall, Ann Burton, Brittany LaMontagne, Katie Kiehle

Non-Staff Chaperones (Background checks required) 41 parent chaperones [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.

What precautions have you taken or are you taking to ensure the safety of the students and chaperones? Holbrook field Trips provide a security guard at the hotel facility, we will have first aid equipment and enough chaperones where there will be no more than 3 children per adult.

Lodging Arrangements: Name of Hotel/Facility Best Western Potomac Mills

Address 8751 Richmond Highway Alexandria, VA 22309 Phone (703) 494-4433

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 Celine R Stinnett Position 5th gr. teacher Date 2/28/13

SECTION H: Authorization

- Approved/Disapproved checkboxes for three different roles.

Background Checks On Non-Staff Chaperones Verified by Principal [Signature] Principal Fran Hall / Julie Vandover Date 3/6/13 Chief Academic Officer Denise O. Moore Date 3/6/13 Date Approved/Disapproved by School Board