

ORANGE COUNTY  
BOARD OF EDUCATION

AGENDA ITEM ABSTRACT

Meeting Date: February 25, 2013

AGENDA ITEM No. 13-02-(2)-07

ACTION: (Y/N) Y

SUBJECT: School Trip Requests

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

- ATTACHMENTS:
1. A.L. Stanback Middle School Technology Student Association (TSA)
  2. Pathways Elementary School Fifth Graders
  3. Orange High School Future Business Leaders of America
  4. Cedar Ridge High School Key Club

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

**BACKGROUND:**

1. A.L. Stanback Middle School's Technology Student Association (TSA) will be traveling to Greensboro, NC to participate in the North Carolina Technology Student Association (NCTSA) State Competitive Events Conference on March 17-19, 2013. Approximately 25 students will be out of school for two days.
2. The fifth grade classes at Pathways Elementary School will be traveling to the Atlantic Beach/Morehead City/Arapahoe area on March 27-28, 2013. During this trip students will be participating in educational experiences at Fort Macon State Park Civil War Museum, N.C. Aquarium, and the Maritime Museum. Approximately 76 students will be out of school for two days.
3. Members of the Orange 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. Thirteen students will be out of school for three days.
4. Cedar Ridge High School Key Club members will be traveling to the Sheraton Imperial in the Research Triangle Park on March 15-17, 2013. Key Club members will be participating in the District Leadership Conference. Seven students will not miss any days of school.

**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

7 FEB 13

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: Saturday, March 17, 2013 to Tuesday, March 19, 2013

School/Department/Grade Level A.L. Stanback TSA Club Number of Students (Attach List) ~25

School Trip Sponsor Timothy B. Thompson Number of Staff Chaperones (Attach List) 2

Phone & Extension 919-644-3200 x. 31602 Number of Non-Staff Chaperones (Attach List) 3

Purpose of Trip TSA State Conference Number of Other Persons (Attach List)

Destination (Name & City) Koury Convention Center, Greensboro Total Number Transported 30

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 N/A

\*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 3/17/2012 Return Date 3/19/2012

Departure Time 7:00 am Return Time ~3pm

Departure Location A.L. Stanback Return Location A.L. Stanback

Number of District Buses Requested 1

Projected Total Cost of Trip \$4304.76

Cost per Student \$50+Food Cost per Adult \$Food

Is Financial Assistance Available?  Yes  No

Source of Financial Assistance CTE, Grants, ALS PTSO, Private Donors

CTE funds cover chaperone rooms.

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.

Reinforcement of STEM, Leadership, and CTE principles through structures extra curricular activity. TSA provides students the opportunity to compete against other schools throughout the state in projects associated with what they have learned in Technology Education.

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

Timothy B. Thompson

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

N/A

Staff Chaperones

Timothy B. Thompson, Michael Lester

Non-Staff Chaperones (Background checks required)

Jill Hallenback, Warren Stevens, George Goularte

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?

School bus and driver, Health Forms, Parent Permission Slips, Low student to chaperone ratio, Doors monitored throughout night by adult chaperones,

Lodging Arrangements: Name of Hotel/Facility

Sheraton Greensboro at Four Seasons

Address

3121 High Point Road at I-40 • 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

[Signature]

Position

Teacher - ALS

Date

2/5/13

SECTION H: Authorization

Approved

Disapproved

Approved

Disapproved

Approved

Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal

[Signature] Principal Initials

Principal

[Signature]

Date

2-8-13

Chief Academic Officer

[Signature]

Date

2-12-13

Date Approved/Disapproved by School Board

## 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 style="width: 200px;" type="text" value="Wednesday, March 27, 2013"/> to <input style="width: 200px;" type="text" value="Thursday, March 28, 2013"/>	
School/Department/Grade Level <input style="width: 450px;" type="text" value="Pathways Elementary Fifth Grade"/>	Number of Students (Attach List) <input style="width: 50px;" type="text" value="76"/>
School Trip Sponsor <input style="width: 500px;" type="text" value="Jennifer Cypra, Susie Ash, Linda Knight, Christy Haas"/>	Number of Staff Chaperones (Attach List) <input style="width: 50px;" type="text" value="9"/>
Phone & Extension <input style="width: 450px;" type="text" value="732-9136 Ext. 46502"/>	Number of Non-Staff Chaperones (Attach List) <input style="width: 50px;" type="text" value="44"/>
Purpose of Trip <input style="width: 500px;" type="text" value="Science and Social Studies standards objectives (see attached)"/>	Number of Other Persons (Attach List) <input style="width: 50px;" type="text" value="0"/>
Destination (Name & City) <input style="width: 450px;" type="text" value="Arapahoe, Atlantic Beach, Morehead City, NC"/>	Total Number Transported <input style="width: 50px;" type="text" value="129"/>

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

- |   |  |
|---|--|
| <input type="checkbox"/> <b>Regular School Day</b> - Principal Approval Required  | <input type="checkbox"/> <b>Out of State Trip</b> - Chief Academic Officer Approval Required                   |
| <input type="checkbox"/> <b>Athletic Event (Day)</b> - Principal Approval Required  | <input type="checkbox"/> <b>International Trip</b> - Chief Academic Officer and School Board Approval Required |
| <input checked="" type="checkbox"/> <b>Overnight Trip</b> - 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 style="width: 100px;" type="text" value="Wed. March 27, 2013"/>	Return Date <input style="width: 100px;" type="text" value="Thurs. March 28, 2013"/>
Departure Time <input style="width: 100px;" type="text" value="5:00 AM"/>	Return Time <input style="width: 100px;" type="text" value="10:00 PM"/>
Departure Location <input style="width: 150px;" type="text" value="Pathways Elementary School"/>	Return Location <input style="width: 150px;" type="text" value="Pathways Elementary School"/>
Number of District Buses Requested <input style="width: 50px;" type="text" value="0"/>	
Projected Total Cost of Trip \$ <input style="width: 100px;" type="text" value="14,761.50"/>	
<i>Estimated</i> Cost per Student \$ <input style="width: 100px;" type="text" value="126.75 (\$20 deposit collected)"/>	Cost per Adult \$ <input style="width: 100px;" type="text" value="103.94 (\$30 deposit collected)"/>
<i>Before Fundraiser</i> Is Financial Assistance Available? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>adults are not charged admission fees.</i>
Source of Financial Assistance <input style="width: 300px;" type="text" value="School General Funds&lt;br/&gt;Fund raising under way to reduce cost to students."/>	

**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.

See attached educational objectives

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

CPR - David O'Neal, Katherine O'Shaughnessy, Christy Haas Medication - Linda Knight

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

N/A

Staff Chaperones

Jennifer Cypra, Susie Appelquist, Christy Haas, Linda Knight, Connie Brimmer, David O'Neal, Maria McMullin, Katherine O-Shaughnessy, Lindsey Patterson

Non-Staff Chaperones  
(Background checks required)

See attached list

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?

Emergency plans attached

**Lodging Arrangements:** Name of Hotel/Facility

Don Lee Center

Address

315 Camp Don Lee Road, Arapahoe, NC 28510

Phone

(252) 249-1106

**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 5<sup>th</sup> grade teacher Date \_\_\_\_\_

**SECTION H: Authorization**

- Approved  Disapproved
- Approved  Disapproved
- Approved  Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal UB  
Principal Initials  
Principal *Connie A. Roumme* Date 2-7-13  
Chief Academic Officer *Debbie C. Moore* Date 2-12-13  
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 *per room*

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.

The State Leadership Conference is a State Competition in which students compete in individual, team and chapter events. Students who placed in the Top 3 in their events at the Regional Competitive Events will also compete. Students also compete for scholarship money at this event.

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

Kelly Helner

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

Staff Chaperones

Kelly Helner, Greg Motley

Non-Staff Chaperones  
**(Background checks required)**

Brian Helner

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.

The conference is held at the Sheraton Koury Convention Center and all necessary precautions have been taken to ensure students are safe. North Carolina FBLA staff has coordinated with this hotel for many years and all safety precautions have been made.

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

All safety procedures are part of the plan for the State Conference. Students will be given instructions to remove badges when outside of the conference center, will be supervised at all times, and will be given strict curfews in the evening. Room checks are made at curfew and during the course of the night.

**Lodging Arrangements:** Name of Hotel/Facility

Sheraton Koury Convention Center

Address

3121 High Point Rd., Greensboro, NC

Phone

336-323-4876



**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 Helmer Position Bus. Ed. Teacher Date 2/8/13

**SECTION H: Authorization**

- Approved  Disapproved
- Approved  Disapproved
- Approved  Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal [Signature]  
Principal Initials [Signature] Date 2-14-13  
Principal [Signature]  
Chief Academic Officer [Signature] Date 2-14-13  
Date Approved/Disapproved by School Board \_\_\_\_\_

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## 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:	March 15, 2013	to	March 17, 2013
School/Department/Grade Level	Cedar Ridge High Key Club		Number of Students (Attach List)
School Trip Sponsor	Michelle Reed		Number of Staff Chaperones (Attach List)
Phone & Extension	919/245-4000 x21105		Number of Non-Staff Chaperones (Attach List)
Purpose of Trip	To participate in district business (election of officers, presentation from projects, etc.)		Number of Other Persons (Attach List)
Destination (Name & City)	Sheraton Imperial, RTP, Durham, NC		Total Number Transported

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

- |   |  |
|---|--|
| <input type="checkbox"/> <b>Regular School Day</b> - Principal Approval Required  | <input type="checkbox"/> <b>Out of State Trip</b> - Chief Academic Officer Approval Required                   |
| <input type="checkbox"/> <b>Athletic Event (Day)</b> - Principal Approval Required  | <input type="checkbox"/> <b>International Trip</b> - Chief Academic Officer and School Board Approval Required |
| <input checked="" type="checkbox"/> <b>Overnight Trip</b> - 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)  
*(Parents will transport their own child to and from event)*
- 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	March 15, 2013	Return Date	March 17, 2013
Departure Time	3:45 pm	Return Time	12:00 pm
Departure Location	CRHS	Return Location	parents to pick up their child from the Sheraton
Number of District Buses Requested	0		
Projected Total Cost of Trip	\$700		
Cost per Student	\$100	Cost per Adult	\$0 -conference allows 2 chaperones to stay free with group
Is Financial Assistance Available?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Source of Financial Assistance	Kiwanis Club of Hillsborough is donating money to offset the cost of the trip. CRHS Key Club is also paying a portion of each student's registration fee.		

**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 learn: 1. leadership skills, 2. election processes, and 3. service project initiation processes.  
Students will be able to: 1. better lead a club, 2. begin their own service projects, and 3. articulate our Key Club's value in the Carolina's District of Key Club International.

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

Michelle Reed  
Sheraton Imperial has access to medical personel in the event of an emergency.

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

[Empty box for listing names of drivers]

DMV Checks Verified by Central Office

Staff Chaperones

Michelle Reed  
Millie Hunter

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.

No

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

medical services can easily be reached at the Sheraton Imperial. THE Carolina's District will also have trained staff on hand in case of an emergency.

**Lodging Arrangements:** Name of Hotel/Facility

Sheraton Imperial 4700 Emperor Blvd. Durham, NC 27703

Address

4700 Emperor Blvd. Durham, NC 27703

Phone

919-941-5050

**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 Michelle Reed Position Club Adviser/Teacher Date 2/6/13

**SECTION H: Authorization**

- Approved  Disapproved
- Approved  Disapproved
- Approved  Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal \_\_\_\_\_  
Principal Initials \_\_\_\_\_  
Principal [Signature] Date 2-15-13  
Chief Academic Officer Dennis C. Mosh Date 2-18-13  
Date Approved/Disapproved by School Board \_\_\_\_\_

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