

ORANGE COUNTY
BOARD OF EDUCATION

AGENDA ITEM ABSTRACT

Meeting Date: February 11, 2013

AGENDA ITEM No. 13-02-07

ACTION ITEM: (Y/N) Y

SUBJECT: School Trip Requests

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

ATTACHMENTS: 1. Cedar Ridge High School Wrestling Team
2. Orange High/Cedar Ridge High Robotics Club

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

BACKGROUND: 1. Cedar Ridge High School Wrestling Team plans to participate in the State Wrestling Tournament in Greensboro, North Carolina on February 28-March 2, 2013. Participation will be confirmed after they complete the regional tournament on February 21st. Approximately 6 students anticipate participating in this tournament and they will be out of school for two days.

2. Students in the Orange High/Cedar Ridge High Robotics Club will be competing at the FIRST Robotics South Carolina Regional Competition on February 27-March 3, 2013 in Myrtle Beach, South Carolina. Approximately twenty-two students will participate in this competition. Students will be out of school two days.

FINANCIAL IMPACT: None

RECOMMENDATION: The Superintendent recommends that the Board of Education approve the attached overnight school trip requests.

ORANGE COUNTY SCHOOLS School Trip Approval Request Form

All 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.

ACTION A: General Information

School Trip Dates:	February 28, 2013	to	March 2, 2013	
School/Department/Grade Level	Cedar Ridge High School Wrestling Team		Number of Students (Attach List)	6
School Trip Sponsor	Andy Simmons		Number of Staff Chaperones (Attach List)	2
Phone & Extension	919-245-4000 x21090		Number of Non-Staff Chaperones (Attach List)	
Purpose of Trip	Wrestling - States		Number of Other Persons (Attach List)	
Destination (Name & City)	Greensboro, NC		Total Number Transported	8

ACTION 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

ACTION 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	February 28, 2013	Return Date	March 2, 2013
Departure Time	TBD	Return Time	TBD
Departure Location	Cedar Ridge High School	Return Location	Cedar Ridge High School
Number of District Buses Requested	1		
Projected Total Cost of Trip	\$ 986.00 (Hotel & Travel)		
Cost per Student	\$ 164.32	Cost per Adult	\$ 0
Is Financial Assistance Available?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Source of Financial Assistance	Athletic Department		

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.

F-328
P. 002/005
T-876
8192454012
10:51AM
FROM: OCS SUPPORT SERVICES
02-05-2013

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.

Wrestling - States

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

Stephen Redmon

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

DMV Checks Verified by Central Office

Off-Chaperones

Stephen Redmon, Nick Maraglia - Coaches

Off-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.

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

Taking an activity bus.
Coaches are monitoring.

Accommodating Arrangements: Name of Hotel/Facility

Holiday Inn Express

Address

3111 Cedar Park Road, Greensboro, NC

Phone

336-852-1491

SECTION F: Parent Permission

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

Position

A.D.

Date

2-5-13

SECTION H: Authorization

Background Checks On Non-Staff Chaperones Verified by Principal

Principal Initials

Principal

Date

2-5-13

Chief Academic Officer

Date

2-5-13

Date Approved/Disapproved by School Board

Approved

Disapproved

Approved

Disapproved

Approved

Disapproved

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

F-328
P. 005/005
T-876
9182454012
02-05-2013 10:52AM FROM-OCS SUPPORT SERVICES

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: Feb 27, 2013 to Mar 3, 2013

School/Department/Grade Level: Orange High & Cedar Ridge High/Science/9-12 Number of Students (Attach List): 22

School Trip Sponsor: Nina Morley Daye Number of Staff Chaperones (Attach List): 1

Phone & Extension: 732-6133 x20402 Number of Non-Staff Chaperones (Attach List): 6

Purpose of Trip: FIRST Robotics South Carolina Regional Competition Number of Other Persons (Attach List): 0

Destination (Name & City): Convention Center, Myrtle Beach, South Carolina Total Number Transported: 29

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

- Regular School Day - Principal Approval Required
- Out of State Trip - Chief Academic Officer Approval Required
- Athletic Event (Day) - Principal Approval Required
- International Trip - Chief Academic Officer and School Board Approval Required
- Overnight Trip - Chief Academic Officer and School Board Approval Required (Both in and out of state)

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: February 27 2013 Return Date: March 3 2013

Departure Time: 4:30 PM Return Time: 6:00 PM

Departure Location: Gamestop Hillsborough Walmart Return Location: Gamestop Hillsborough Walmart

Number of District Buses Requested: 0

Projected Total Cost of Trip: \$6,750.00

Cost per Student: \$250.00 and food Cost per Adult: \$250.00 and food

Is Financial Assistance Available? Yes No

Source of Financial Assistance: Team Fund Raising, Liner Fund, Cedar Grove United Methodist Church, Business, Friends of the Team

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.

F-172
T-429 P.002
0197326133
FROM-ORANGE HIGH
02:38PM
FEB-09-2013

SECTION E: Additional Information Required

F-172

P.003

T-429

0187326133

FROM-ORANGE HIGH

02:38PM

FEB-05-2013

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

This competition allows students the opportunity to work in teams with adult mentors to accomplish a difficult real world task: the team has to design and build a robot in six weeks in order to accomplish a specific task. Other parts of the team work on an animation, public relations, programming and communications. This team competition supports many of the state standards in science, mathematics, technology, and communication skills. The task is impossible for any person to complete alone. Therefore, it provides many occasions for students to learn to work in a team, to deal with different personalities and to overcome obstacles in order to succeed.

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

Nina Morley Daye

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

Lee Barger, Nina Daye, Wayne Daye, Peter Murphy, Katherine Nance, Todd Nance, Greg Young

DMV Checks Verified by Central Office *DM*

Staff Chaperones

Nina Morley Daye

Non-Staff Chaperones (Background checks required)

Angie Barger, Lee Barger, Susann Daniels, Nina Daye, Wayne Daye, Jesse Warren Faircloth, Kathleen Nance, Todd Nance, Greg Young, Laura Ziembra

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 known.

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

Health, Safety, Security Plans

Students will stay in pairs as they move around the FIRST Regional arena. Students will wear safety glasses while in the pit area of the competition. There are first aid personnel on site.

Lodging Arrangements: Name of Hotel/Facility

Hampton Inn Broadway @ the Beach

Address

1140 Celebrity Circle, Myrtle beach, SC 29577

Phone

1-843-916-0600

SECTION F: Parent Permission

F-172

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

Mrs. Morley Doye

Position

teacher

Date

2/1/13

SECTION H: Authorization

Approved

Disapproved

Approved

Disapproved

Approved

Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal

JD

Principal Initials

Principal

[Signature]

Date

2-5-13

Chief Academic Officer

[Signature]

Date

2-5-13

Date Approved/Disapproved by School Board

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

P.004

T-429

9187326133

FROM-ORANGE HIGH

02:38PM

FEB-05-2013 9/9/2009

02-05-2013 01:57PM FROM-OCS SUPPORT SERVICES 9/2009
9182454012 T-883 P.004/017 F-336

SECTION F: Parent Permission

A 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 Ann Molloy Doye Position Teacher Date 2/1/13

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal _____
 Principal Initials _____
 Principal [Signature] Date 2-5-13
 Chief Academic Officer [Signature] Date 2-5-13
 Date Approved/Disapproved by School Board _____

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