

ORANGE COUNTY
BOARD OF EDUCATION

AGENDA ITEM ABSTRACT

Meeting Date: January 28, 2013

AGENDA ITEM No. 13-01-(2)-08

ACTION: (Y/N) Y

SUBJECT: Overnight School Trip Request

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

ATTACHMENTS: 1. Cedar Ridge High School Honors Band

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

BACKGROUND:

1. Cedar Ridge High School Honors Band students are planning to travel to UNC-Greensboro on February 14-16, 2013. Students will be participating in the Carolina Band Festival and Conductors Conference. This conference gives the students a chance to rehearse and play for renowned conductors. Six students will be out of school one day.

FINANCIAL IMPACT: None

RECOMMENDATION: The Superintendent recommends that the Board of Education approve this 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:	Feb 14, 2013	to	Feb 16, 2013
School/Department/Grade Level	CRHS Band	Number of Students (Attach List)	6
School Trip Sponsor	Patricia Hughes	Number of Staff Chaperones (Attach List)	2
Phone & Extension	919-245-4000 ext 21800	Number of Non-Staff Chaperones (Attach List)	0
Purpose of Trip	Honor Band	Number of Other Persons (Attach List)	0
Destination (Name & City)	Greensboro UNCG	Total Number Transported	8

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 (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	Feb 14	Return Date	Feb 16
Departure Time	4pm	Return Time	4pm
Departure Location	CRHS	Return Location	CRHS
Number of District Buses Requested	0		
Projected Total Cost of Trip	\$100 per child		
Cost per Student	\$100 per child	Cost per Adult	\$100
Is Financial Assistance Available?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Source of Financial Assistance	CRHS Band Boosters		

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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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.

This honor band opportunity addresses every area of the state standards for 9-12 music education along with every aspect of the common core.

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

Patricia Hughes, Andy Carter

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

Patricia Hughes, Andy Carter

DMV Checks Verified by Central Office

DCM

Staff Chaperones

Patricia Hughes, Andy Carter

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?

CPR Certification, all paperwork

Lodging Arrangements: Name of Hotel/Facility

Holiday Inn

Address 4305 Big Tree Way, Greensboro NC

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 [Signature] Position Teacher Date 1/22/13

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal _____

Principal [Signature] Principal Initials _____ Date 1-23-13

Chief Academic Officer [Signature] Date 1-23-13

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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