

ORANGE COUNTY
BOARD OF EDUCATION

AGENDA ITEM ABSTRACT

Meeting Date: January 14, 2013

AGENDA ITEM No. 13-01-07

ACTION ITEM: (Y/N) Y

SUBJECT: Overnight School Trip Request(s)

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

ATTACHMENTS: 1. Cedar Ridge High School Model United Nations Club
2. C.W. Stanford and Orange High Drama Clubs

PURPOSE: To request Board approval of these overnight school trip requests.

BACKGROUND: 1. Members of the Cedar Ridge Model United Nations Club will be traveling to Baltimore, Maryland on February 7-10, 2013. The purpose of this trip will be to participate in the John Hopkins Model United Nations Conference. Twenty-six students will miss two days of school.
2. Students in the C.W. Stanford and Orange High School Drama Clubs are planning to travel to London, England on April 2 – 7, 2013. This trip is through Education First (EF) Educational Tours and is scheduled during Spring Break so students will not miss any instructional days. There will be 24 students participating.

FINANCIAL IMPACT: None

RECOMMENDATION: The Superintendent recommends the Board of Education approve these 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:	February 7, 2013	to	February 10, 2013
School/Department/Grade Level	Cedar Ridge High School/ History/ 9-12	Number of Students (Attach List)	28 26
School Trip Sponsor	CRHS Model UN	Number of Staff Chaperones (Attach List)	1
Phone & Extension	919-245-4000 x 21203	Number of Non-Staff Chaperones (Attach List)	6
Purpose of Trip	Participation at Johns Hopkins Model UN Conference	Number of Other Persons (Attach List)	
Destination (Name & City)	Marriot Renaissance Harborplace Hotel Baltimore, MD	Total Number Transported	35 33

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	Feb 7, 2013	Return Date	Feb. 10, 2013
Departure Time	6am	Return Time	7pm
Departure Location	CRHS	Return Location	CRHS
Number of District Buses Requested	N/A		
Projected Total Cost of Trip	\$ 6,500.00		
Cost per Student	\$ 325.00	Cost per Adult	\$ N/A
Is Financial Assistance Available?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Source of Financial Assistance	Students may work at UNC concessions to pay or offset cost of trip		

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.

Student delegates are required to research assigned world problems facing United Nations. Students are required to present research and proposed solutions to committees. Cooperative position papers and oral advocacy of their proposed solutions are expectations for participation in a typical Model UN conference.

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

N/A

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

Rhonda Parker, Connie Shipllett, Samira Khan, Samira Kaveri, Frank Felicelli, Laura Davis

DMV Checks Verified by Central Office DCM 1-3-13

Staff Chaperones

Frank Felicelli

Non-Staff Chaperones (Background checks required)

Rhonda Parker, Connie Shipllett, Samira Khan, Samira Kaveri, Tatum Rimmer, LAURA DAVIS

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?

Students will be supervised during conference by Frank Felicelli. Security will be provided by Renaissance Harborplace Hotel and Johns Hopkins University Security

Lodging Arrangements: Name of Hotel/Facility

Renaissance Harborplace Hotel

Address

202 E. Pratt Street, Baltimore, Maryland 21202

Phone

410-547-1200

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 J. M. DeBorja Position TEACHER Date 12/18/12

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks Of Non Staff Chaperones Verified by Principal (JW)

Principal Initials

Principal [Signature] Date 1-2-13

Chief Academic Officer Denise C. Martin Date 1-3-13

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:	4/2/2013	to	4/7/2013	
School/Department/Grade Level	7-12 Drama CWS and Orange High		Number of Students (Attach List)	24
School Trip Sponsor	Jared Taylor		Number of Staff Chaperones (Attach List)	2
Phone & Extension	919-732-6133 ext. 20803		Number of Non-Staff Chaperones (Attach List)	16
Purpose of Trip	Cultural Exploration of London Theatre		Number of Other Persons (Attach List)	0
Destination (Name & City)	London, England		Total Number Transported	42

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

- | | |
|---|--|
| <input type="checkbox"/> Regular School Day - Principal Approval Required
<input type="checkbox"/> Athletic Event (Day) - Principal Approval Required
<input checked="" type="checkbox"/> Overnight Trip - Chief Academic Officer and School Board Approval Required (Both in and out of state) | <input checked="" type="checkbox"/> Out of State Trip - Chief Academic Officer Approval Required
<input checked="" type="checkbox"/> 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: EF TOURS

*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	4/2/2013		Return Date	4/7/2013
Departure Time	TBA		Return Time	TBA
Departure Location	RDU		Return Location	RDU
Number of District Buses Requested	0			
Projected Total Cost of Trip	\$ 90,879.00			
Cost per Student	\$ 2236.00		Cost per Adult	\$ 2481.00
Is Financial Assistance Available?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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.

The educational benefit of the trip comes from the students' engagement in various workshops with theatre professionals, watching professional shows, and experiencing a rich culture/history in one of the world's leading theatre cities. Target essential standards will include:
B.CU.1 Analyze theatre in terms of the social, historical, and cultural contexts in which it was created.
B.CU.2 Understand the traditions, roles, and conventions of theatre as an art form.

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

Jared Taylor

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

N/A

Staff Chaperones

Jared Taylor, Anne Purcell

Non-Staff Chaperones
(Background checks required)

James Gorski, Elizabeth Asbury, Valerie Dawson, Seleta Reams, Edward Fox, Mary Harris, Alison Kaitz, Michael Norwood, Deborah Piscitelli, Stephen Piscitelli, George Prebula, Pamela Prebula, Edmund Purcell, Valeria Rainey, Cathleen Turner, Vlada Zhiteleva

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?

See attached tour information.

Lodging Arrangements: Name of Hotel/Facility

To be determined

Address

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 _____ Position Therapist Teacher Date 10-29-12

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal _____
Principal Initials AMP
Principal [Signature] Date 1/7/13
Chief Academic Officer [Signature] Date 1-7-13
Date Approved/Disapproved by School Board _____

[Signature]

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