

**ORANGE COUNTY
BOARD OF EDUCATION**

AGENDA ITEM ABSTRACT

Meeting Date: June 19, 2014

AGENDA ITEM No. 14-06-(2)-05

ACTION: (Y/N) Y

SUBJECT: School Trip Requests

INFO. CONTACT Dr. Del Burns PHONE: 919-732-8126

ATTACHMENTS: (1) Orange High School Future Farmers of America
(2) Orange High School Women's Basketball Team

PURPOSE: To request Board approval of overnight school trips.

BACKGROUND: (1) The Future Farmers of America (FFA) of Orange High School would like to request approval to participate in the North Carolina FFA Camp at White Lake, North Carolina on July 7-July 11, 2014. Twenty-four students, who are members of the Orange High School FFA will be participating in leadership development workshops.

(2) The Orange High School Women's Basketball Team would like to request approval to participate in the Girls basketball team camp at Laney High School in Wilmington, NC. This camp will be taking place on June 23-25, 2014 and ten students are 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

Rec'd 6/3/14

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:	July 7, 2014	to	July 11, 2014
School/Department/Grade Level	OHS FFA	Number of Students (Attach List)	24
School Trip Sponsor	Jordan Moore	Number of Staff Chaperones (Attach List)	3
Phone & Extension	919-732-6133 ext 20612	Number of Non-Staff Chaperones (Attach List)	1
Purpose of Trip	Attending FFA Camp	Number of Other Persons (Attach List)	0
Destination (Name & City)	White Lake, NC	Total Number Transported	28

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

- | | |
|---|--|
| <input type="checkbox"/> Regular School Day - Principal Approval Required | <input type="checkbox"/> Privately Owned Vehicle(s) - Chief Academic Officer Approval Required |
| <input type="checkbox"/> Athletic Event (Day) - Principal Approval Required | <input type="checkbox"/> Out of State Trip - Chief Academic Officer Approval Required |
| <input checked="" type="checkbox"/> Overnight Trip - Chief Academic Officer and School Board Approval Required <i>(Both in and out of state)</i> | <input type="checkbox"/> International Trip - Chief Academic Officer and School Board Approval Required |

SECTION C: Mode of Transportation

- Walking
- Activity Bus
- Privately Owned Vehicle - DMV Background Checks Required. 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. A Sexual Offender Registry Check Certification Form must be completed on drivers prior to departure.

SECTION D: Scheduling and Trip Associated Costs

Departure Date	July 7, 2014	Return Date	July 11, 2014
Departure Time	7:00 am	Return Time	4:00pm
Departure Location	Ag Shop	Return Location	Ag Shop
Number of District Buses Requested	0		
Projected Total Cost of Trip	\$		
Cost per Student	\$	Cost per Adult	\$
Is Financial Assistance Available?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Source of Financial Assistance	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>		

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 spend a week at FFA camp building friendships, learning leadership skills, and participating at a state level.

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

Rusty Wagoner, Jordan Moore

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

n/a

DMV Checks Verified by Central Office

Staff Chaperones

R Wagoner, J Moore, and David Latta

Non-Staff Chaperones
(Background checks required)

Dave Gibbs

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?

Students understand the rules and regulations of camp participation.

Lodging Arrangements: Name of Hotel/Facility

NC FFA Center - Whitelake, NC

Address

1247 HWY 53 East, White Lake, NC 28337

Phone

919-515-4206

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 *Jordan Hoover* Position *Ag Teacher* Date *5-9-14*

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal *JJ*
Principal Initials *JJ* Date _____
Principal *JJ* Date _____
Chief Academic Officer *[Signature]* Date *6-5-14*
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

Rec'd 6/3/14

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:	6/23/14	to	6/25/14
School/Department/Grade Level	Orange Women's Basketball Team		Number of Students (Attach List)
School Trip Sponsor	BJ Condron		Number of Staff Chaperones (Attach List)
Phone & Extension	(919) 732 6133 X20701		Number of Non-Staff Chaperones (Attach List)
Purpose of Trip	Girls basketball Team Camp		Number of Other Persons (Attach List)
Destination (Name & City)	Laney High School, Wilmington, NC		Total Number Transported

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

- | | |
|---|--|
| <input type="checkbox"/> Regular School Day - Principal Approval Required | <input checked="" type="checkbox"/> Privately Owned Vehicle(s) - Chief Academic Officer Approval Required |
| <input type="checkbox"/> Athletic Event (Day) - Principal Approval Required | <input type="checkbox"/> Out of State Trip - Chief Academic Officer Approval Required |
| <input checked="" type="checkbox"/> Overnight Trip - Chief Academic Officer and School Board Approval Required <i>(Both in and out of state)</i> | <input type="checkbox"/> International Trip - Chief Academic Officer and School Board Approval Required |

SECTION C: Mode of Transportation

- Walking
- Activity Bus
- Privately Owned Vehicle - DMV Background Checks Required. 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. A Sexual Offender Registry Check Certification Form must be completed on drivers prior to departure.

SECTION D: Scheduling and Trip Associated Costs

Departure Date	6/23/14	Return Date	6/25/14
Departure Time	6:00 am	Return Time	8:00 pm
Departure Location	Orange High School	Return Location	Orange High School
Number of District Buses Requested	0		
Projected Total Cost of Trip	\$ 600		
Cost per Student	\$ 80	Cost per Adult	\$ 45
Is Financial Assistance Available?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Source of Financial Assistance	Athletic Funds		

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 participate in a basketball team camp

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

BJ Condron

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

BJ Condron
Joe Grice
Taniesha White
George Corbett

DMV Checks Verified by Central Office

Staff Chaperones

BJ Condron, Joe Grice, Taniesha White, George Corbett

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?

Students will be supervised by chaperones at all times. Staff member certified in CPR

Lodging Arrangements: Name of Hotel/Facility

Comfort Suites

Address

4721 market St. Wilmington, 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 Bjg Position Coach Date 6/3/2014

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal JJ
Principal Initials
Principal JJ Date 6/3/2014
Chief Academic Officer Dreg Date 6/2/14
Date Approved/Disapproved by School Board _____

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