

ORANGE COUNTY
BOARD OF EDUCATION

AGENDA ITEM ABSTRACT

Meeting Date: March 10, 2014

AGENDA ITEM No. 14-03-08

ACTION ITEM: (Y/N) Y

SUBJECT: School Trip Requests

INFO. CONTACT: Dr. Amanda Hartness PHONE: 919-732-8126

ATTACHMENTS: 1. Gravelly Hill Middle School
2. A.L. Stanback Middle School Technology Student Association (TSA)
3. Cedar Ridge High School Theatre Arts

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

BACKGROUND:

1. Students at Gravelly Hill School are requesting permission to take advantage of an opportunity to travel to Costa Rica. This trip is through Education First (EF) Educational Tours and is scheduled for March 30 – April 7, 2015 which is during Spring Break. Approximately 20 students will miss one day of school.
2. A.L. Stanback Middle School's Technology Student Association (TSA) is requesting permission to travel to Greensboro, NC to participate in the North Carolina Technology Student Association (NCTSA) State Competitive Events Conference on March 23-25, 2014. Approximately 5 students will be out of school for two days.
3. The Cedar Ridge High School Theatre Arts students would like to request permission to travel to the North Carolina School of the Arts in Winston-Salem, NC to participate in the 2014 International Thespian Society State Conference. The conference is being held on March 21-22, 2014. Thirteen students will be out of school one day.

FINANCIAL IMPACT: None.

RECOMMENDATION: The Superintendent recommends that the Board of Education approve these attached 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:	Est. March 30, 2015	to	Est. April 7, 2015
School/Department/Grade Level	Gravelly Hill Middle - 6th, 7th & 8th graders presently		Number of Students (Attach List)
School Trip Sponsor	Sharon Moyer & JoAnne Jeffries		Number of Staff Chaperones (Attach List)
Phone & Extension	(919) 245-4050 ext. 32105 & 32602		Number of Non-Staff Chaperones (Attach List)
Purpose of Trip	Tour parts of Costa Rica and enhance the students culture experience.		Number of Other Persons (Attach List)
Destination (Name & City)	Costa Rica		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)*
- Privately Owned Vehicle(s) - Chief Academic Officer Approval Required
- 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 - DMV Background Checks Required. List drivers on page 2.
 - Airplane
 - Charter Bus*
- Name of Charter Company or Airline: While visiting - using Costa Rica Charter Bus lines.

*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	Est. March 30, 2015	Return Date	Est. April 7, 2015
Departure Time	unknown	Return Time	unknown
Departure Location	RDU Airport	Return Location	RDU Airport
Number of District Buses Requested	0		
Projected Total Cost of Trip	\$49,785.00		
Cost per Student	\$2,130.00	Cost per Adult	\$2,395.00
Is Financial Assistance Available?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Source of Financial Assistance	Different fundraisers throughout the year.		

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.

To expose the students to a different culture and experience the different cultural events outside the United States.

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

Sharon Moyer and JoAnne Jeffries

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

DMV Checks Verified by Central Office

Staff Chaperones

Sharon Moyer and JoAnne Jeffries and possibly another staff member if needed depending on the number of students that actually attend.

Non-Staff Chaperones
(Background checks required)

TBA depending who signs up for the trip.

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 safety concerns as we put this together but we shall be work with EF Tours throughout the planning process.

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

Several first-aided kits will be on board with chaprones at all times.

Lodging Arrangements: Name of Hotel/Facility

TBA upon completion of planning.

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 Sharon Meppin Position Teacher Date 2/4/14
Barne Jeffris Teacher 2/4/14

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal CLJ
Principal Initials CLJ Date 2/6/2014
Principal E. Jeffris Date 2/24/2014
Chief Academic Officer [Signature] Date 2/24/2014
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: March 23, 2014 to March 25, 2014

School/Department/Grade Level: AL Stanback / Technology / 6-8 Number of Students (Attach List): 5

School Trip Sponsor: Technology Student Association: Bridget Madden Number of Staff Chaperones (Attach List): 2

Phone & Extension: (919) 644-3200 Number of Non-Staff Chaperones (Attach List): 2

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

Destination (Name & City): Sheraton at Four Seasons - Greensboro Total Number Transported: 9

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)
- Privately Owned Vehicle(s) - Chief Academic Officer Approval Required
- 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 - DMV Background Checks Required. List drivers on page 2.
**Parents driving their own children*
- 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: 3/23/2014 Return Date: 3/25/2014

Departure Time: 1:00 Return Time: 2:00

Departure Location: Residence Return Location: Residence

Number of District Buses Requested: 0

Projected Total Cost of Trip: \$ 1,170

Cost per Student: \$ 20 Cost per Adult: \$

Is Financial Assistance Available? Yes No

Source of Financial Assistance: Funds raised through fundraisers and PTSA grants. \$60 already paid from each student.

CTE already sponsored registration fees. The cost per student is the final additional cost for the 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.

Reinforcement of STEM, Leadership, and CTE Principles through structured extra curricular activity - TSA provides students the opportunity to compete against other schools throughout the state 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.

Michael Lester

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

Students transported by their own parents

DMV Checks Verified by Central Office

Staff Chaperones

Bridget Madden
Michael Lester

Non-Staff Chaperones (Background checks required)

Jill Hallenbeck
Doug Galarte

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?

Health forms, parent permission slips, Low student to chaperone ratio, doors monitored throughout the night

Lodging Arrangements: Name of Hotel/Facility

Sheraton Greensboro at Four Seasons

Address

3121 High Point Rd., 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 Bridget Mudden Position Technology Education Date 2/27/14

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal [Signature]
Principal [Signature] Principal Initials [Signature] Date 3-3-14
Chief Academic Officer [Signature] Date 3-5-14
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

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 21, 2014	to	March 22, 2014	
School/Department/Grade Level	Cedar Ridge High School, Theatre Arts Department, 9-12		Number of Students (Attach List)	13
School Trip Sponsor	Mr. Inkem Kaizen		Number of Staff Chaperones (Attach List)	1
Phone & Extension	919-245-4000 ext. 21803		Number of Non-Staff Chaperones (Attach List)	2
Purpose of Trip	Students will analyze and critique the whole and parts of a formal dramatic performance.		Number of Other Persons (Attach List)	
Destination (Name & City)	North Carolina School of the Arts		Total Number Transported	16

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 *Ruthaleen Thompson*
- 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	March 21, 2014	Return Date	March 22, 2014
Departure Time	9:00am	Return Time	11:00pm
Departure Location	Cedar Ridge HS, Hillsborough, NC	Return Location	Cedar Ridge HS, Hillsborough, NC
Number of District Buses Requested	1		
Projected Total Cost of Trip	\$ 2080.00		
Cost per Student	\$ 160.00	Cost per Adult	\$ 0
Is Financial Assistance Available?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Source of Financial Assistance	CRHS Theatre Arts 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.

2014-03-06 08:04AM FROM-OCS SUPPORT SERVICES 0192454012 T-638 P-002/007 F-788

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 analyze and critique the whole and parts of a formal dramatic performance, taking into account the context, and constructively suggest alternative artistic choices in a follow-up classroom conversation about the play.

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

Mr. Kaizen

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

Please see attached documents provided by Mrs. Wilkenson, CRHS school secretary.

Staff Chaperones

Inkem Kaizen

Non-Staff Chaperones
(Background checks required)

George Higgins and Ruthaleen Thompson

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?

Mr. Kaizen is certified in CPR and First aid and all students have filled out emergency contact information that will be with Mr. Kaizen throughout the trip.

Lodging Arrangements: Name of Hotel/Facility

HAWTHORNE INN

Address

420 HIGH STREET, WINSTON - SALEM, NC

Phone

800-972-3774

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 *Carl [Signature]* Position Theatre Teacher Date 3/5/14

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal SW

Principal *[Signature]* Principal Initials _____ Date 3-6-14

Chief Academic Officer *Dr. J. Montross* Date 3-6-14

Date Approved/Disapproved by School Board _____