

ORANGE COUNTY
BOARD OF EDUCATION

AGENDA ITEM ABSTRACT

Meeting Date: February 24, 2014

AGENDA ITEM No. 14-02-(2)-05

ACTION ITEM: (Y/N) Y

SUBJECT: School Trip Requests

INFO. CONTACT: Dr. Lisa Napp PHONE: 919-732-8126

ATTACHMENTS: 1. Orange High/Cedar Ridge High Robotics Club
2. Grady A. Brown Elementary School Fifth Graders

PURPOSE: To request Board approval of this overnight school trip.

BACKGROUND: 1. Students in the Orange High/Cedar Ridge High Robotics Club request to travel to the FIRST Robotics Greater DC Regional Competition on March 26-30, 2014 at George Mason University in Fairfax, Virginia. Twenty students will participate in this competition and will be out of school three days.

2. Grady A. Brown Elementary School fifth graders request to travel to Washington, DC on March 6-7, 2014. The fifth grade students will tour the historical sites of our country's capital such as Mount Vernon, Jefferson Memorial, Lincoln Memorial, Korean War Memorial, Arlington National Cemetery, Vietnam Veterans Memorial, The Smithsonian and the U.S. Capitol. Approximately 72 students will be out of school for two days.

FINANCIAL IMPACT: None

RECOMMENDATION: The Superintendent recommends the Board approve this 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:	Mar. 26, 2014	to	Mar. 30, 2014
School/Department/Grade Level	Orange High & Cedar Ridge High/Science/9-12	Number of Students (Attach List)	20
School Trip Sponsor	Nina Morley Daye	Number of Staff Chaperones (Attach List)	1
Phone & Extension	732-6133 x 20402	Number of Non-Staff Chaperones (Attach List)	6
Purpose of Trip	FIRST Robotics Greater DC Regional Competition	Number of Other Persons (Attach List)	0
Destination (Name & City)	Patriot Center, George Mason University, Fairfax, Virginia	Total Number Transported	27

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 <i>(Both in and out of state)</i> | <input type="checkbox"/> Privately Owned Vehicle(s) - Chief Academic Officer Approval Required
<input checked="" type="checkbox"/> Out of State Trip - Chief Academic Officer Approval Required
<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	3/26/2014	Return Date	3/30/2014
Departure Time	4:30 PM	Return Time	8:00 PM
Departure Location	Gamestop Hillsborough Walmart	Return Location	Gamestop Hillsborough Walmart
Number of District Buses Requested	0		
Projected Total Cost of Trip	\$ 6,000 to \$8,600 #hotelrooms		
Cost per Student	\$250.00 and approx \$140 for food	Cost per Adult	\$250.00 and approx \$140 for food
Is Financial Assistance Available?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Source of Financial Assistance	Team Fund Raising, Line Rund, Cedar Grove United Methodist Church, Businesses, 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.

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 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 communication skills. This team competitions 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, Jesse (Warren) Faircloth, Sylvie Fox, Vickie Moore, Peter Murphy, Greg Young

DMV Checks Verified by Central Office
KAC

Staff Chaperones

Nina Morley Daye

Non-Staff Chaperones
(Background checks required)

Lee Barger, Wayne Daye, Jesse (Warren) Faircloth, Sylvie Fox, Vickie Moore, Peter Murphy, Greg Young

Background Checks Verified by Principal
[Signature]

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 paires 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

Comfort Inn University Center

Address 11180 Fairfax Blvd., Fairfax, VA 2030

Phone 703-591-5900

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 Nina Morley Daze Position Teacher Date 2/10/14

SECTION H: Authorization

- Approved
- Disapproved
- Approved
- Disapproved
- Approved
- Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal JD
 Principal [Signature] Date 2/12/2014
 Chief Academic Officer [Signature] Date 2/12/2014
 Date Approved/Disapproved by School Board _____

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

FEB-12-2014 09:23AM FROM-ORANGE HIGH 0187926133 T-646 P-004 F-640

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 6	to	March 7, 2014
School/Department/Grade Level	Grady A. Brown Elementary School, Grade 5		Number of Students (Attach List)
School Trip Sponsor	Beth Quick		72
Phone & Extension	919-732-6138 ext 45503		Number of Staff Chaperones (Attach List)
Purpose of Trip	To explore and learn about US history and government through a hands-on educational experience		5
Destination (Name & City)	Washington, D.C.		Number of Non-Staff Chaperones (Attach List)
			29
			Number of Other Persons (Attach List)
			0
			Total Number Transported
			106

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: Holiday

*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 6, 2014	Return Date	March 7, 2014
Departure Time	6:00 am	Return Time	10:00 pm
Departure Location	GAB	Return Location	GAB
Number of District Buses Requested	0		
Projected Total Cost of Trip	\$17,484.00		
Cost per Student	\$186.00	Cost per Adult	\$186.00
Is Financial Assistance Available?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Source of Financial Assistance	fundraising, PTA		

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 experience first-hand the major historical documents, sites, buildings, and institutions of our nation's capital in accordance with the NCSCS for Social Studies, Grade 5. Itinerary includes tour of the U.S. Capitol, National Archives, Smithsonian Institution, memorials, monuments, Arlington National Cemetery.

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

Donna Greene, Beth Quick, Susan Tripp, Diana Ocheltree

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

none

Staff Chaperones

Donna Greene, Elizabeth Quick, Susan Tripp, Diana Ocheltree, Tiffany Faison-Bullock

Non-Staff Chaperones
(Background checks required)

To be determined in accordance with OCS background check/criminal history policies

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?

Medical authorizations, medication, and trained personnel will be taken

Lodging Arrangements: Name of Hotel/Facility

Best Western Potomac Mills

Address

Potomac Mills, Virginia

Phone

703-494-4433

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 Elizabeth Guck Position Teacher Date 9-19-13

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal Jay Jones
Principal Initials
Principal Jay Jones Date 8-17-14
Chief Academic Officer [Signature] Date 7/18/14
Date Approved/Disapproved by School Board _____

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