

ORANGE COUNTY
BOARD OF EDUCATION

AGENDA ITEM ABSTRACT

Meeting Date: April 14, 2014

AGENDA ITEM No. 14-04-08

ACTION ITEM: (Y/N) Y

SUBJECT: School Trip Request

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

ATTACHMENTS: 1. Orange High School DECA Club

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

BACKGROUND:

1. Two students from the Orange High School DECA Club are requesting permission to travel to Atlanta, Georgia to participate in the International Career Development competition on May 2-7, 2014. These two students qualified to participate in this International Career Development competition. The students will be out of school for four days.

FINANCIAL IMPACT: None

RECOMMENDATION: The Superintendent recommends that the Board of Education approve this attached 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:	<input type="text" value="May 2, 2014-May 7th 2014"/>	to	<input type="text" value="Atlanta, Georgia"/>
School/Department/Grade Level	<input type="text" value="OHS/Marketing Dept Grade 11-12"/>	Number of Students (Attach List)	<input type="text" value="2"/>
School Trip Sponsor	<input type="text" value="Christy Frye"/>	Number of Staff Chaperones (Attach List)	<input type="text" value="1"/>
Phone & Extension	<input type="text" value="919-732-6133 Ext 20609"/>	Number of Non-Staff Chaperones (Attach List)	<input type="text" value="2"/>
Purpose of Trip	<input type="text" value="2 students won 4th place at the NC- Career Development Conference. They now move to International Com"/>	Number of Other Persons (Attach List)	<input type="text" value="1"/>
Destination (Name & City)	<input type="text" value="DECA International Career Development Conference Atlanta GA"/>		
		Total Number Transported	<input type="text" value="6"/>

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 checked="" type="checkbox"/> Out of State Trip - Chief Academic Officer Approval Required |
| <input type="checkbox"/> Overnight Trip - Chief Academic Officer and School Board Approval Required (Both in and out of state) | <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	<input type="text" value="May 2, 2014"/>	Return Date	<input type="text" value="May 7, 2014"/>
Departure Time	<input type="text" value="8:00 AM"/>	Return Time	<input type="text" value="5:00 PM"/>
Departure Location	<input type="text" value="OHS"/>	Return Location	<input type="text" value="OHS"/>
Number of District Buses Requested	<input type="text" value="0"/>		
Projected Total Cost of Trip	<input type="text" value="\$ 4,620.00"/>		
Cost per Student	<input type="text" value="\$ 770.00"/>	Cost per Adult	<input type="text" value="\$ 770.00"/>
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.

DECA, an Association of Marketing Education Students prepares emerging leaders and entrepreneurs for careers in marketing, finance, hospitality and management in highschool and colleges around the globe. DECA enhances the co-curricular education of members through a comprehensive learning program that integrates into classroom instruction, applies learning, connects to business and promotes competition. DECA's activities assist in the development of academically prepared, community oriented, professionally responsible, experienced leaders. Any student enrolled in marketing education courses are encouraged to join and participate in DECA activities.

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

Christy Frye

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

Amy McClintock
Teresa Pittman

DMV Checks Verified by Central Office
KM

Staff Chaperones

Christy Frye

Non-Staff Chaperones
(Background checks required)

Amy McClintock
Teresa Pittman

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?

The parent's of the students are driving their child to this conference in Atlanta. My husband and myself will be driving our own vehicle. (3 cars going)

Lodging Arrangements: Name of Hotel/Facility

HYATT REGENCY, ATLANTA

Address 265 PEACHTREE ST NE ATLANTA GA, 30303

Phone 1-404-577-1234

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 Christy Frye Position Marketing Education Teacher Date 3/10/2014

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal [Signature]
Principal Initials [Signature] Date _____
Principal _____ Date _____
Chief Academic Officer [Signature] Date 3-20-14
Date Approved/Disapproved by School Board _____

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