

**ORANGE COUNTY
BOARD OF EDUCATION**

AGENDA ITEM ABSTRACT

Meeting Date: May 28, 2014

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

ACTION: (Y/N) Y

SUBJECT: School Trip Requests

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

ATTACHMENTS:

1. Cedar Ridge High School Skills USA
2. Orange High and C.W. Stanford Middle School Wrestling Team

PURPOSE: The purpose of this agenda item is to request Board approval of overnight school trips.

BACKGROUND:

1. One student from Cedar Ridge High School requesting approval to travel to the Skill USA National Conference and competitions on June 23-28, 2014 in Kansas City, Missouri. The student will be participating in various areas of competition including cabinetmaking, teamwork, photography, job interviewing and leadership development skills.
2. The Orange High School wrestling team would like approval to participate in the wrestling camp at Kutztown University in Kutztown, Pennsylvania on July 20-25, 2014. Approximately 20 wrestling team members will be participating.

FINANCIAL IMPACT: None

RECOMMENDATION: The Superintendent recommends the Board of Education approve the 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:	Jun 23, 2014	to	Jun 28, 2014
School/Department/Grade Level	CRHS Furniture and Cabinetmaking ; 11th	Number of Students (Attach List)	1
School Trip Sponsor	Keith Yow/ Furniture and Cabinetmaking	Number of Staff Chaperones (Attach List)	1
Phone & Extension	919-245-4000 x21606	Number of Non-Staff Chaperones (Attach List)	1
Purpose of Trip	Skill USA National Conference and competitions.	Number of Other Persons (Attach List)	0
Destination (Name & City)	Kansas City Missouri	Total Number Transported	2

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

- | | |
|---|---|
| <input type="checkbox"/> Regular School Day - Principal Approval Required | <input checked="" 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
- Activity Bus
- Privately Owned Vehicle (list drivers on page 2)
- Airplane
- Charter Bus*

Name of Charter Company or Airline: Southwest

*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	6/23/14	Return Date	6/28/12
Departure Time	8:00 am	Return Time	4:00 pm
Departure Location	RDU airport	Return Location	RDU airport
Number of District Buses Requested	0		
Projected Total Cost of Trip	\$ 2400.00 approx		
Cost per Student	\$ 1200.00 approx	Cost per Adult	\$ 1200.00 approx
Is Financial Assistance Available?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Source of Financial Assistance	CRHS Skills USA club		

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.

2014-05-16 08:12AM FROH-OCS SUPPORT SERVICES 9192454012 T-780 P.002/007 F-241

SECTION E: Additional Information Required

F-242

Use to describe the educational benefit of the proposed school trip and the specific connection to the North Carolina Standard Course of Study.

Skills USA Leadership Conference and Competitions.

P. 002/002

T-781

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

Keith Yow/

9182454012

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

Off Chaperones

Keith Yow

Non-Staff Chaperones (background checks required)

none

Background Checks Verified by Principal

FROM-OCS SUPPORT SERVICES

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?

All

2014-05-16 08:26AM

Accommodation Arrangements: Name of Hotel/Facility

Crown Plaza Overland Park,

Address

12601 West 95th St., Lenexa, KS

Phone

(913) 217-1000

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

Keith Jones

Position

Teacher

Date

5-15-14

SECTION H: Authorization

Background Checks On Non-Staff Chaperones Verified by Principal

N/A

Approved

Disapproved

Principal

[Signature]

Principal Initials

Date

5-16-14

Approved

Disapproved

Chief Academic Officer

[Signature]

Date

5-16-14

Approved

Disapproved

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:	July 20, 2014	to	July 25, 2014
School/Department/Grade Level	Orange & Stanford	Number of Students (Attach List)	20
School Trip Sponsor	Wrestling	Number of Staff Chaperones (Attach List)	4
Phone & Extension	20702	Number of Non-Staff Chaperones (Attach List)	0
Purpose of Trip	camp	Number of Other Persons (Attach List)	0
Destination (Name & City)	Kutztown University, Kutztown Pa.	Total Number Transported	24

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

- | | |
|---|---|
| <input type="checkbox"/> Regular School Day - Principal Approval Required | <input checked="" 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
- 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	7/20/14	Return Date	7/25/14
Departure Time	5:45 am	Return Time	6:00 pm
Departure Location	Orange	Return Location	Orange
Number of District Buses Requested	2		
Projected Total Cost of Trip	\$ 3,000.00		
Cost per Student	\$ 360.00	Cost per Adult	\$ 0
Is Financial Assistance Available?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Source of Financial Assistance	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. Wrestling Camp

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

If transporting students in privately owned vehicles, please list the names of the drivers. Bobby Shriner & Aaron Carr DMV check [X] Km

Staff Chaperones Bobby Shriner & Aaron Carr

Non-Staff Chaperones (Background checks required) n/A 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? 1st Aid / CPR staff, curfew + buddy system

Lodging Arrangements: Name of Hotel/Facility Kutztown University Address Kutztown University, 15200 Kutztown Rd. Kutztown Pa. 19530-0730 Phone 570 748-7614

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 [Signature] Position Head Coach Date 4/28/14

SECTION H: Authorization

- Approved/Disapproved checkboxes (3 rows)

Background Checks On Non-Staff Chaperones Verified by Principal [Signature] Principal Initials [Signature] Date 5/19/2014
Principal [Signature] Date 5-2014
Chief Academic Officer [Signature]
Date Approved/Disapproved by School Board