

ORANGE COUNTY  
BOARD OF EDUCATION

AGENDA ITEM ABSTRACT

Meeting Date: July 14, 2014

AGENDA ITEM No. 14-07-05

ACTION: (Y/N) Y

SUBJECT: School Trip Requests

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

ATTACHMENTS: (1) Orange High School Girls' Volleyball Team  
(2) Orange High School Future Farmers of America

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

BACKGROUND: (1) The Orange High School Girls' Volleyball Team would like to request approval to participate in Team Volleyball Camp at Davidson College on July 17-19, 2014. There will be 20 team members participating in this camp.  
(2) The Future Farmers of America (FFA) of Orange High School would like to request approval to participate in the FFA Officer Retreat at Carolina Beach, North Carolina on August 14-17, 2014. Thirteen students who are officers of the Orange High School FFA will be participating in leadership development training and planning for the upcoming school year.

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

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:	7/17/2014	to	7/19/2014	
School/Department/Grade Level	Orange High School - Athletics - Volleyball		Number of Students (Attach List)	20
School Trip Sponsor	Volleyball Team		Number of Staff Chaperones (Attach List)	2
Phone & Extension	919-732-6133 ext. 20090		Number of Non-Staff Chaperones (Attach List)	0
Purpose of Trip	Team Volleyball Camp		Number of Other Persons (Attach List)	0
Destination (Name & City)	Davidson College, Davidson, NC		Total Number Transported	22

**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 checked="" 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 (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	7/17/2014	Return Date	7/19/2014
Departure Time	6:30 am	Return Time	5:00 pm
Departure Location	Personal Residence	Return Location	Personal Residence
Number of District Buses Requested	0		
Projected Total Cost of Trip	\$ 5,200.00		
Cost per Student	\$ 260.00	Cost per Adult	\$ 0 based on # of participants
Is Financial Assistance Available?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Source of Financial Assistance	N/A		

**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.

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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.

Volleyball Team Camp helps athletes with teamwork, sportsmanship and with an overall athletic focus.

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

Christina Schmelzer & Bill Carinci

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

Shelley Foushee, Dana Gattis, Carol Lovingood, Andrea Hughes, Nancy Wilson & Carol Steele

DMV Checks Verified by Central Office  
*KM*

Staff Chaperones

Christina Schmelzer & Bill Carinci

Non-Staff Chaperones (Background checks required)

Shelley Foushee, Dana Gattis, Carol Lovingood, Andrea Hughes, Nancy Wilson & Carol Steele

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?

Students will be under the supervision of OHS Coaching Staff & Davidson College Staff. Trainer is available onsite.

Lodging Arrangements: Name of Hotel/Facility

Davidson College

Address 405 North Main Street, Davidson, NC 29036

Phone 704-894-2633

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**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 CHAC self Position volleyball coach Date 6/27/14

**SECTION H: Authorization**

Background Checks On Non-Staff Chaperones Verified by Principal

JD  
Principal Initials

Approved  Disapproved

Principal [Signature] Date 6/27/14

Approved  Disapproved

Chief Academic Officer [Signature] Date 6/26/14

Approved  Disapproved

Date Approved/Disapproved by School Board \_\_\_\_\_

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

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JUN-27-2014 08:19AM FROM-ORANGE HIGH

## 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:	Aug 14 , 2014	to	Aug 17, 2014
School/Department/Grade Level	Orange High School FFA	Number of Students (Attach List)	13
School Trip Sponsor	Jordan Moore, Rusty Wagoner, David Latta	Number of Staff Chaperones (Attach List)	3
Phone & Extension	919-732-6133 ext 20612	Number of Non-Staff Chaperones (Attach List)	0
Purpose of Trip	FFA Officer Retreat	Number of Other Persons (Attach List)	0
Destination (Name & City)	Carolina Beach, NC	Total Number Transported	16

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

<input type="checkbox"/> <b>Regular School Day</b> - Principal Approval Required <input type="checkbox"/> <b>Athletic Event (Day)</b> - Principal Approval Required <input checked="" type="checkbox"/> <b>Overnight Trip</b> - Chief Academic Officer and School Board Approval Required <i>(Both in and out of state)</i>	<input checked="" type="checkbox"/> <b>Privately Owned Vehicle(s)</b> - Chief Academic Officer Approval Required <input type="checkbox"/> <b>Out of State Trip</b> - Chief Academic Officer Approval Required <input type="checkbox"/> <b>International Trip</b> - Chief Academic Officer and School Board Approval Required
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**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	Aug 14, 2014	Return Date	Aug 17, 2014
Departure Time	8am	Return Time	6pm
Departure Location	Ag Shop	Return Location	Ag Shop
Number of District Buses Requested	0		
Projected Total Cost of Trip	\$ <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>		
Cost per Student	\$80	Cost per Adult	\$80
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.

2014-2015 officer team will travel together as a team to plan for the upcoming school year. Leadership Development and Chapter planning will occur.

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.

Rusty Wagoner, Jordan Moore, David Latta

DMV Checks Verified by Central Office  
*KM*

Staff Chaperones

Rusty Wagoner, Jordan Moore, David Latta

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?

Students have earned the right to travel on this trip and will be aware of beach and water safety.

**Lodging Arrangements:** Name of Hotel/Facility

Golden Sands Motel

Address

1211 S Lake Park Blvd, Carolina Beach, NC

Phone

910-458-8334

**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 Moore* Position *Art teacher* Date *6-10-14*

**SECTION H: Authorization**

- Approved       Disapproved
- Approved       Disapproved
- Approved       Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal *JJ*  
Principal Initials  
Principal *[Signature]* Date *6/16/14*  
Chief Academic Officer *[Signature]* Date *6/16/14*  
Date Approved/Disapproved by School Board \_\_\_\_\_

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