

**ORANGE COUNTY
BOARD OF EDUCATION**

AGENDA ITEM ABSTRACT

Meeting Date: November 7, 2011

AGENDA ITEM No. 11-11-07

ACTION ITEM: (Y/N) Y

SUBJECT: School Trip Requests

INFO. CONTACT: Dr. Denise Morton **PHONE:** 919-732-8126

ATTACHMENTS:

1. Orange High School Wrestling Team
2. Orange High School Wrestling Team
3. Orange High School Wrestling Team

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

BACKGROUND:

1. Orange High School Wrestling Team will be participating in the Morehead High School Wrestling Tournament in Eden, North Carolina on December 9-10, 2011. There will be approximately 20 students participating in this tournament and they will be out of school for one day.
2. Orange High School Wrestling Team will be participating in the Regional High School Wrestling Tournament in Eden, North Carolina on February 17-18, 2012. There will be approximately 24 students participating in this tournament and they will be out of school for one day.
3. Orange High School Wrestling Team will be participating in the State Individual High School Wrestling Tournament in Greensboro, North Carolina on February 23-25, 2012. There will be approximately 20 students participating in this tournament and they will be out of school for two days.

FINANCIAL IMPACT: None.

RECOMMENDATION: The Superintendent recommends that the Board of Education approve the 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: to

School/Department/Grade Level Number of Students (Attach List)

School Trip Sponsor Number of Staff Chaperones (Attach List)

Phone & Extension Number of Non-Staff Chaperones (Attach List)

Purpose of Trip Number of Other Persons (Attach List)

Destination (Name & City) 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)
- 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 (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 Return Date

Departure Time Return Time

Departure Location Return Location

Number of District Buses Requested

Projected Total Cost of Trip \$

Cost per Student \$ Cost per Adult \$

Is Financial Assistance Available? Yes 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.

Athletic Event

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

Bobby Shriner & Spenser Poteat

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

Staff Chaperones

Spenser Poteat, Scott Metcalf

Non-Staff Chaperones

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.

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

Lodging Arrangements: Name of Hotel/Facility

Hampton Inn

Address

724 S. Van Buren Rd Eden, N.C.27288

Phone

336 627-1111

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

Bobby Shriner

Position

Head Coach

Date

10-11-11

SECTION H: Authorization

Approved

Disapproved

Approved

Disapproved

Approved

Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal

[Signature]

Principal Initials

Date

10/14/11

Chief Academic Officer

[Signature]

Date

10/17/11

Date Approved/Disapproved by School Board

ORANGE COUNTY SCHOOLS School Trip Approval Request Form

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SECTION A: General Information

School Trip Dates: to

School/Department/Grade Level Number of Students (Attach List)

School Trip Sponsor Number of Staff/Chaperones (Attach List)

Phone & Extension Number of Non-Staff Chaperones (Attach List)

Purpose of Trip Number of Other Persons (Attach List)

Destination (Name & City) Total Number Transported

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

- Regular School Day - Principal Approval Required
- Athletic Event (Day) - Principal Approval Required
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- International Trip - Chief Academic Officer and School Board Approval Required

SECTION C: Mode of Transportation

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- 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 Return Date

Departure Time Return Time

Departure Location Return Location

Number of District Buses Requested

Projected Total Cost of Trip \$ Cost per Adult \$

Cost per Student \$ Is Financial Assistance Available? Yes 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.

Regional Wrestling Tournament

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

Bobby Shiner, Spenser Poteat, Brian Schnee

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

N/A

Staff Chaperones

Bobby Shiner, Brian Schnee, Spencer Poteat, Scott Metcalf and Kevin Woods

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?

Safety briefing, curfew w/room check and first aid kit.

Lodging Arrangements: Name of Hotel/Facility

Hampton Inn Eden

Address

724 s. Van Buren Road, Eden, NC 27288

Phone

1-336-627-1111

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

Bobby Shiner

Position

Head Coach

Date

10-11-11

SECTION H: Authorization

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

Background Checks On Non-Staff Chaperones Verified by Principal

[Signature]

Principal

Principal Initials

[Signature]

Date

10/11/11

Chief Academic Officer

[Signature]

Date

10/17/11

Date Approved/Disapproved by School Board

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SECTION A: General Information

School Trip Dates: to

School/Department/Grade Level

School Trip Sponsor

Phone & Extension

Purpose of Trip

Destination (Name & City)

Number of Students (Attach List)

Number of Staff Chaperones (Attach List)

Number of Non-Staff Chaperones (Attach List)

Number of Other Persons (Attach List)

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)
- Out of State Trip - Chief Academic Officer Approval Required
- International Trip - Chief Academic Officer and School Board Approval Required

SECTION C: Mode of Transportation

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SECTION D: Scheduling and Trip Associated Costs

Departure Date Return Date

Departure Time Return Time

Departure Location Return Location

Number of District Buses Requested

Projected Total Cost of Trip \$

Cost per Student \$ Cost per Adult \$

Is Financial Assistance Available? Yes 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.

State Individual Wrestling Tournament

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

Bobby Shriner, Spencer Poteat, Brian Schnee

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

N/A

Staff Chaperones

Bobby Shriner, Spencer Poteat, Kevin Woods, Scott Metcalf and Brian Schnee

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?

Safety briefing, curfew/room check and first aid kit

Lodging Arrangements: Name of Hotel/Facility

Hilton Garden Inn - Greensboro

Address 4307 Big Tree Way, Greensboro, NC

Phone

336/852-1491

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 Bobby Shriner

Position Head Coach

Date 10/11/11

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal

Principal

Principal Initials

Date 10/11/11

Chief Academic Officer

Debbie C. Moran

Date

Date 10/17/11

Date Approved/Disapproved by School Board