

ORANGE COUNTY
BOARD OF EDUCATION

AGENDA ITEM ABSTRACT

Meeting Date: October 3, 2011

AGENDA ITEM No. 11-10-07

ACTION ITEM: (Y/N) Y

SUBJECT: School Trip Request

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

ATTACHMENTS: (1) Orange High School Wrestling Team

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

BACKGROUND: (1) Orange High School Wrestling Team will be participating in the Greenville Tennessee High School Wrestling Tournament in Greenville, Tennessee on January 13-15, 2012. There will be approximately 20 students participating in this tournament and they will be out of school for one day.

FINANCIAL IMPACT: None

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

- 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

Departure Time

Departure Location

Return Date

Return Time

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.

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

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

n/a

Staff Chaperones

Spencer Poteat, Aaron Holt, Jack Lyle, Bobby Shriner

Non-Staff Chaperones

[Empty box]

(Background checks required)

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?

Curfew from check, buddy system

Lodging Arrangements: Name of Hotel/Facility

Holiday Inn of Greenville Tennessee

Address

120 S Cartwright Ct, Goodlettsville, TN 37072

Phone

(615) 851-1891

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

Signature of Person Completing This Request _____ Position Head Wrestling Date 9-14-11

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal

[Signature] Principal Initials ASA Date 9/20/11

Principal Initials

Date 9/20/11

Chief Academic Officer [Signature] Date 9-21-11

Date

Date Approved/Disapproved by School Board _____