

ORANGE COUNTY
BOARD OF EDUCATION

AGENDA ITEM ABSTRACT

Meeting Date: June 11, 2012

AGENDA ITEM No. 12-06-07

ACTION ITEM: (Y/N) Y

SUBJECT: School Trip Requests

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

ATTACHMENTS: 1. Orange High School Cross Country Team
2. Orange High School Basketball Team

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

BACKGROUND:

1. Six members of the Orange High School Cross Country Team will be participating in the Appalachian State University Cross-Country Team Camp in Boone, North Carolina on July 22-26.
2. The Orange High School Basketball Team will be travelling to Elon University on June 15-17, 2012. Twelve student athletes will be participating in the camp.

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: Jul 22, 2012 to Jul 26, 2012

School/Department/Grade Level: Orange High School

School Trip Sponsor: Russell Westbrook (Cross-Country Coach)

Phone & Extension: (919)732-9326 ext. 40700

Purpose of Trip: Athletic Trip: Cross-Country Camp

Destination (Name & City): Appalachian State University, Boone, NC

Number of Students (Attach List): 6

Number of Staff Chaperones (Attach List): 1

Number of Non-Staff Chaperones (Attach List): 1

Number of Other Persons (Attach List):

Total Number Transported: 8

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: July 22, 2012

Departure Time: 12:00pm (noon)

Departure Location: Orange High School Track

Return Date: July 26, 2012

Return Time: 3:00pm

Return Location: Orange High School Track

Number of District Buses Requested: 0

Projected Total Cost of Trip: \$12480

Cost per Student: \$310

Cost per Adult: \$155

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.

This is an athletic event available to all cross-country student-athletes at Orange High School.

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

Russell Westbrook (Cameron Park PE Teacher and Head Mens Cross-Country Coach)

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

Russell Westbrook

Staff Chaperones

Russell Westbrook

Non-Staff Chaperones (Background checks required)

James Banner (background check completed in 2011)

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?

The camp is taking place on Appalachian State University campus. The boys will be rooming in one dormitory and the girls will be a different dormitory. At least one (usually more) same-sex coach/chaperone will be on every floor of each dormitory to assist and monitor student-athletes. The dormitories are locked at 10:00pm every day and unlocked at 6:00am to ensure the athletes' safety. No student-athlete will be allowed to leave campus unsupervised at any time.

Lodging Arrangements: Name of Hotel/Facility

Appalachian State University

Address

Appalachian State University, Boone, NC 28608

Phone

828-262-3074 (John Weaver)

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 Bruce S. Zientek Position HEAD COACH Date 6/4/12

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal ASG Principal Initials ASG Date 6/4/12

Principal [Signature] Date 6/3/12

Chief Academic Officer [Signature] Date 6/3/12

Date Approved/Disapproved by School Board _____

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

FORM A

**ORANGE COUNTY SCHOOLS
School Trip Approval Request Form**

Procedure Number 3320-P

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:	June 15-17	to	
School/Department/Grade Level	Basketball Team	Number of Students (Attach List)	12
School Trip Sponsor	Greg Motton	Number of Staff Chaperones (Attach List)	2
Phone & Extension	919-732-6133 20602	Number of Non-Staff Chaperones (Attach List)	
Purpose of Trip	Team Camp	Number of Other Persons (Attach List)	
Destination (Name & City)	Elon University Elon, NC	Total Number Transported	14

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	June 15	Return Date	June 17
Departure Time	8:00 AM	Return Time	8:00 PM
Departure Location	OHS	Return Location	OHS
Number of District Buses Requested	1		
Projected Total Cost of Trip	\$ 2400.00		
Cost per Student	\$ 200.00	Cost per Adult	\$ 0
Is Financial Assistance Available?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Source of Financial Assistance	Booster Club Person 1 (Coach)		

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.

[Empty text box for educational benefit description]

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

Greg Motien

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

[Empty text box for driver names]

Staff Chaperones

[Empty text box for staff chaperones]

Non-Staff Chaperones
(Background checks required)

[Empty text box for 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.

[Empty text box for hazardous conditions]

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

[Empty text box for safety precautions]

Lodging Arrangements: Name of Hotel/Facility

Elon University

Address

[Empty text box for address]

Phone

[Empty text box for phone]

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 Mary Moran Position Cook Date 5/11/2012

SECTION H: Authorization

- | | |
|--|--------------------------------------|
| <input checked="" type="checkbox"/> Approved | <input type="checkbox"/> Disapproved |
| <input checked="" type="checkbox"/> Approved | <input type="checkbox"/> Disapproved |
| <input type="checkbox"/> Approved | <input type="checkbox"/> Disapproved |

Background Checks On Non-Staff Chaperones Verified by Principal

Principal [Signature] Principal Initials _____ Date 6/14/12
Chief Academic Officer [Signature] Date 6/5/12
Date Approved/Disapproved by School Board _____

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