

ORANGE COUNTY
BOARD OF EDUCATION

AGENDA ITEM ABSTRACT

Meeting Date: May 28, 2013

AGENDA ITEM No. 13-05-(2)-07

ACTION ITEM: (Y/N) Y

SUBJECT: School Trip Request

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

ATTACHMENTS: 1. Orange High School Basketball Team

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

BACKGROUND:

1. The Orange High School Basketball Team will be travelling to Elon University on June 14-16, 2013. Ten 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 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:	June 14	to	June 16	
School/Department/Grade Level	Orange High School-Basketball Program		Number of Students (Attach List)	10
School Trip Sponsor	Orange High Basketball Program		Number of Staff Chaperones (Attach List)	3
Phone & Extension	919-732-6133 ext. 20602		Number of Non-Staff Chaperones (Attach List)	
Purpose of Trip	Team Camp		Number of Other Persons (Attach List)	
Destination (Name & City)	Efon, NC		Total Number Transported	13

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

- | | |
|---|---|
| <input type="checkbox"/> Regular School Day - Principal Approval Required | <input 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	June 14	Return Date	June 16
Departure Time	8 am	Return Time	8 pm
Departure Location	Orange High School	Return Location	Orange High School
Number of District Buses Requested	1		
Projected Total Cost of Trip	\$ 2,000.00		
Cost per Student	\$ 200.00	Cost per Adult	\$ none
Is Financial Assistance Available?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Source of Financial Assistance	Fundraiser through basketball program FCA		

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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 FROM-ORANGE HIGH
 11:36AM
 MAY-16-2013

SECTION E: Additional Information Required

to help prepare team for the upcoming season

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

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

Greg Motley
Brian Poole
Adam Watkins

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

n/a

DMV Checks Verified by Central Office

Staff Chaperones

Greg Motley
Brian Poole
Adam Watkins

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?

we will stay on campus and their campus police will be there

Lodging Arrangements: Name of Hotel/Facility

Elon University

Address

2500 campus box

Phone

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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 *Greg Matley* Position Teacher/Coach Date 5/13/2013

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal *JJ*
Principal Initials *JJ* Date 5-15-13
Principal *[Signature]*
Chief Academic Officer *Denise C. Murphy* Date 5-16-13
Date Approved/Disapproved by School Board _____

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