

ORANGE COUNTY
BOARD OF EDUCATION

AGENDA ITEM ABSTRACT

Meeting Date: March 25, 2013

AGENDA ITEM No. 13-03-(2)-07

ACTION ITEM: (Y/N) Y

SUBJECT: School Trip Request

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

ATTACHMENTS: 1. Orange High School Women's Soccer Team

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

BACKGROUND: 1. Orange High School Women's Soccer Team will be traveling to Montreat, North Carolina on April 4-6, 2013. The team will be participating in team-building and leadership skills as well as train for the upcoming soccer season. Approximately 18 students will be participating and will not miss any school days.

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:	Apr 4, 2013	to	Apr 6, 2013	
School/Department/Grade Level	Orange High School/Athletic Department/Grades 9-12		Number of Students (Attach List)	16-18
School Trip Sponsor	Orange High School Women's Soccer Program, Jenna Hunter (Classroom Teacher and Varsity Coach)		Number of Staff Chaperones (Attach List)	3
Phone & Extension	(919) 732-6133 x. 20404		Number of Non-Staff Chaperones (Attach List)	2
Purpose of Trip	Varsity Women's Soccer Training--Spring Break Trip		Number of Other Persons (Attach List)	0
Destination (Name & City)	Family-owned home in Montreat, NC		Total Number Transported	25

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 <i>(Both in and out of state)</i> | |

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	Thursday, April 4th	Return Date	Saturday, April 6th
Departure Time	6:00am	Return Time	9:30pm
Departure Location	OHS Soccer Field Parking Lot	Return Location	OHS Soccer Field Parking Lot
Number of District Buses Requested	None		
Projected Total Cost of Trip	\$ 2,500-3,000 (meals, gas, veh)		
Cost per Student	\$ 150.00	Cost per Adult	\$ 150.00
Is Financial Assistance Available?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Source of Financial Assistance	The Women's Soccer Program is setting up a fundraiser in mid-March to assist families that cannot otherwise afford the Spring Break Training Trip. Coach Hunter has also been informed that the Booster Club may have scholarship money available.		

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.

PE.9.MEH.1 Create positive stress management strategies: The purpose of the trip is to both train hard (conditioning 2x/day and soccer 1x/day) and mentally develop the tenacity it takes to do so. Attendees will have designated period to complete homework as well as reflect daily by writing in provided journals about managing stress and handling academics while in-season.
PE.6.MS.1.3: Explain the importance of practice to improve skill level: Captains will lead discussions of topic at nightly meetings.
PE.3.HF.3, 6.HF.3, 9.HF.3. Understand the importance of achieving and maintaining a health-enhancing level of physical fitness.
PE.9.PR.4.1: Implement leadership skills to promote responsibility in self and others: This is the primary goal of the trip and will be accomplished with team-building and leadership exercises on a daily basis, as well as captain-led training sessions

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

Jenna Hunter

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

Sandra Chandler, Sara Stratton, JoAnn Quigley

DMV Checks Verified by Central Office

Staff Chaperones

Jenna Hunter and JoAnn Quigley (definitely) and Palmer Bowman (tentatively)

Non-Staff Chaperones (Background checks required)

Sandra Chandler, Sara Stratton

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.

1. Mountains. The student-athletes will be hiking and running in the mountains, which can be potentially dangerous solely due to the remoteness of their location and the potential for turned ankles, etc.
2. Driving in vehicles.

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

1. Mountains. The student-athletes will have 2 adults with them at all times, both of whom will have cell phones and one of whom (Coach Jenna Hunter) is CPR, First Aid, and Wilderness First Aid (through NOLS WMI (National Outdoor Leadership School, Wilderness Medicine Institute).certified. Coach Jenna Hunter is also highly familiar with the area and has traversed the trails on which the students will be multiple times to identify potential hazards.
2. Driving in vehicles. Students will never be in vehicles over capacity and will always have a certified driver driving the vehicle. All student-athletes will wear seatbelts to and from every location.

Lodging Arrangements: Name of Hotel/Facility

Privately owned home, sleeps 14 without air mattresses, and up to 25 total with air mattresses/pads/cots/arrangements on floor.

Address

(Hearth Haven) 111 Virginia Street, Montreat, NC, 28757

Phone

No house phone, C: (919) 614-06

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 *Jane L. White* Position Teacher/coach Date 2/1/2013

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal *JL*
Principal *[Signature]* Date 3/7/2013
Chief Academic Officer Superintendent *[Signature]* Date 3-20-13
Date Approved/Disapproved by School Board _____

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