

MEMORANDUM

To: Mr. Perry

From: Crystal Barber

Date: 1/3/22

Re: DECA trip to International competition in Atlanta, GA

SUBJECT

Accept and approve the DECA trip to Atlanta, GA, International Career Development Conference April 23-April 26. Total cost estimated at \$1100 per person plus entertainment.

ENCLOSURE/ATTACHMENT

SUMMARY

One advisor and unknown number of students (no more than 10) (who must qualify via state competition scheduled for February 16 & 17) and 1 male Asst. Principal/chaperone will be traveling by airline from Tulsa, OK to Atlanta, GA, for DECA International Career Development Conference and will be competing for international awards in competitions in which they placed in the top three at state competition.

FUNDING

DECA activity account for students & part of advisor cost and 412 account for remaining advisor and chaperone expenses.

RECOMMENDATION

Approve

BAPS SCHOOL ACTIVITY REQUEST

Teachers, Coaches and Activity sponsors are required to complete this form for students who will miss a class, or classes, traveling out-of-state and/or for overnight trips. Please submit it to the appropriate building Principal or Director 10 days prior to any activity that is not over night and/or does not require board approval. Activities that are overnight but are within the state or to an adjacent state should be submitted 30 days prior to the activity; overnight trips to non-adjacent states (requiring board approval) should be submitted 60 days prior to the activity. Failure to adhere to these guidelines may result in non-approval of the trip.

Date: January 13, 2022

Site: BAHS

Staff Member Making Request: Debbie Coffey

Organization/Team/Club/Class: DECA

Activity/Event: DECA International Career Development Conference, Atlanta, GA

Date(s) of Activity: April 23-April 26 Instructional Days and/or Hours Missed: 3

Number of Students: Unknown yet (max 10) Gender of Students: Male
Female Both _____

Number of Chaperones (approximately 1 adult for every 10 students): 2

Is this an overnight trip? Yes (complete hotel section) No

Method of Transportation: Not Applicable School Bus School Suburban Other (Explain)
airline

Miles to Destination (one way): 790

If using school transportation, the Transportation Request must be submitted with this form.

Type of Activity (Check One):

- O On Campus:** This code will be used when a student is on campus and participating in a school activity.
- F Field Trip:** This code will be used when a student is on a field trip off campus.
- E School Activity:** This code will be used when a student is representing the school in a school-approved organization sanctioned by the school, OSSAA, NASSP, OBA, or other qualified and approved sanctioning organizations
- Q Qualifying Event:** This code will be used when a student is absent from school for a OSSAA, NASSP, OBA, or other school approved sanctioning organization for interscholastic or other competitive events that are also sanctioned as post-season, state or national qualifying events.

Date & Time of Departure: April 23, 8:00 am

Date & Time of Return: April 27, noon

Departure Location: Tulsa International Airport

Return Location: Tulsa International Airport

In addition to pages 1 and 2, complete PAGES 3, 4 and 5 for overnight trips.

Staff Member's Cell Phone # or Telephone # at Destination: 918-851-1520

Emergency Card on file for each student participating in this activity? Yes No

Parent Permission Forms on file for this activity on file? Yes No

LIST ALL STUDENTS ATTENDING THE ACTIVITY

Early Dismissal from School: If departing during the school day, provide the time for the Attendance Office to issue an Early Dismissal Pass: _____

Student's Name	School	Student's Name	School
to be supplemented after state competition/qualifier			

For Office Use Only:

Copy to Attendance Office

Copy to Staff Member Making Request

BAPS Overnight Trip Information & Guidelines

Overnight Accommodations

Hotel Name & Address: Omni Atlanta Hotel at CNN Center, 100 CNN Center NW, Atlanta, GA

Hotel Phone Number: (404) 659-0000

Cost of Accommodations: \$¹²⁰~~120~~/student per night

Paid by: students through activity fund

Cost of Meals: \$150

Number & Types of Meals during Trip: meals on your own

Paid by: students

Ancillary Costs: \$200

Paid by: students

Completing this form does not encumber school funds. Upon approval, Purchase Orders for payment of items by the school must be completed prior to making reservations and departure.

General Rules & Guidelines for Staff Members Sponsoring Overnight Trips:

1. School rules and policies shall be enforced on all school trips. Minor infractions of school or organization rules shall be handled by the sponsor(s). Major infractions of school rules, such as fighting, weapons, drugs, alcohol, theft, or violations of the law shall be reported to the Principal or his designee as soon as possible. All infractions of school or group rules shall be reported to the Principal in writing upon return from the activity.
2. An overnight activity with a ratio greater than 1 adult for every 10 (approximate) students will not be approved or allowed to depart. All school activities must have at least one school employee as a sponsor.
3. The gender of the students shall be mirrored by at least one BAPS employee with current and appropriate certification and/or credentials as identified by school administration attending the trip. All coed trips shall be chaperoned by at least one BAPS employee of each gender with current and appropriate certification and/or credentials as identified by school administration.
4. Every effort shall be made to ensure that student hotel rooms are on the same floor as and contiguous to the sponsors' rooms. If this is not possible, the sponsors shall meet with the Principal and/or director/coordinator (if applicable) prior to departure to discuss the feasibility of the trip and supervision procedures for the trip, if approved.
5. Students of the same gender shall be assigned to rooms together. Every effort shall be made to situate the male rooms contiguous to each other and the female rooms contiguous to each other. If this is not possible, the sponsors shall meet with the Principal prior to departure to discuss the feasibility of the trip and supervision procedures for the trip, if approved.

6. Students shall not sleep in rooms other than those assigned to them.
7. Students of the opposite gender shall not be in hotel rooms together without direct adult supervision.
8. Students shall not sleep in the same room with sponsors or chaperones unless the sponsor or chaperone is the legal guardian of the student.
9. Curfew for students to be in their own rooms shall be no later than 10:00 p.m. or upon arrival to the hotel if after 10:00 p.m. for cases when a trip activity extends beyond 10:00 p.m. Students shall be restricted to their rooms after curfew except in cases to report an emergency. Curfew shall remain in effect until 7:00 a.m. the next morning, earlier if scheduled by the sponsor for a group breakfast, meeting, or departure.
10. Sponsors shall be responsible for periodic room checks. Sponsors shall document the room checks, noting the time of the room check and any, if any, violations of rules. A gender appropriate sponsor shall physically check each room and take roll at the time of curfew. Sponsors may alternate the responsibility, but room checks shall be conducted at the time of curfew and as needed prior to 7:00 a.m. the next morning.
11. The sponsor(s) shall be in attendance with the students during the entire school trip. No excursions or errands, personal or professional, shall be allowed unless it is related to the school trip and only under the following conditions: Administrative work related to the school trip or an emergency. One sponsor shall attend to the work that is away from the students. The other sponsor(s) shall stay with the students. In cases of only one sponsor, it is appropriate to leave the students with another adult chaperone(s) for a short period of time.
12. Student emergency cards shall be completed by the student's parent(s) and turned in to the sponsor before departing for the trip. The emergency cards shall remain in the sponsor's possession for the duration of the school trip.
13. A master roll of all the students, sponsors, and chaperones shall be kept, maintained, and checked periodically by the sponsor for the duration of the school trip. After the trip, the sponsor should keep the roll as a record of the trip.
14. Prior to departure, the sponsor shall notify the Principal of any changes to the trip and/or the master roll for attendance on the trip.
15. **Cell Phone Numbers for emergencies are as follows:**
918-851-1520
16. All student costs and/or fundraisers for the trip shall be collected and deposited with the Financial Secretary prior to departure.

School Sponsor/Chaperone Signatures (All School Sponsors Attending Must Review the Above Information and Sign Below; Chaperones submit Felony Affidavit Form)

Debra Coffey

Approvals

Recommend Approval? Yes No

Crystal Koval
Site Principal

1-5-22
Date

Recommend Approval? Yes No

Director/Coordinator

Date

Recommend Approval? Yes No

Karl Dyer
Assistant Superintendent

1-6-22
Date

Recommend Approval? Yes No

Chris Perry
Superintendent (or Designee)

1-6-22
Date

Board approval required only for activity trips to states non-adjacent to Oklahoma and/or international trips.

BOE Approval Required? Yes No Date of Approval: 1.10.2022

NOTE: If this form is not filled out completely or is lacking appropriate signatures it will be returned. This could cause a delay in BOE approval.

cc: Site Principal; Director/Coordinator (if applicable); Student Services

Steve Allen BOE President 1.10.2022