



MEMORANDUM

To: Dr. Janet Vinson

From: Dr. Richard Dale, Director of Fine Arts

Date: 9/22/2021

Re: Out of State Travel Request – Pride of Broken Arrow to Bands of America Grand Nationals, Indianapolis, IN

SUBJECT

Discussion, motion and vote on motion to approve or disapprove the Pride of Broken Arrow marching band to travel to Indianapolis, IN, to participate in the Bands of America Grand Nationals marching competition. –R. Dale

ENCLOSURE/ATTACHMENTS

Student Overnight and/or Out of State Activity Request form(s).

SUMMARY

The Broken Arrow Pride marching band would like to participate in the Bands of America Grand Nationals marching competition from November 10-14, 2021.

FUNDING

BA Band Booster Club / Student Funds

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: 9/22/2021

Site: BAHS

Staff Member Making Request: Darrin Davis, Director of Bands

Organization/Team/Club/Class: Pride of Broken Arrow

Activity/Event: Bands of America Grand Nationals - Indianapolis, IN

Date(s) of Activity: 11/10-14/2021 Instructional Days and/or Hours Missed: 3

Number of Students: 260 Gender of Students: Male Female Both

Number of Chaperones (approximately 1 adult for every 10 students): Appr. 25

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

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

Miles to Destination (one way): 634

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: 11/10/2021, time TBD

Date & Time of Return: 11/14/2021, time TBD

Departure Location: BAHS Lot B

Return Location: BAHS Lot B

Broken Arrow Schools Band -- Student Report
Prepared 9/22/2021 10:05 AM

ID	Student Name	Gr
342280	Anderson Nicole	9
330689	Archer Hailey	9
407236	Asuncion Macy Elise	9
334203	Berg Kirsti	9
408051	Blagovich Shila	9
330716	Bombagetti Braden	9
333658	Brown Lydia	9
341160	Buzzard Jackson	9
331399	Castillo Gabriella	9
342471	Condley Ryan	9
343041	Davis Madison	9
335099	Dearhamer Mercy	9
333793	Deatherage Faith	9
330612	Desiatnikov Andrew	9
342862	Diaz Aracell	9
333631	Erue Isabella	9
329717	Fuller Michael	9
335382	Gargone Emma	9
333667	Gonzalez Joely	9
334711	Guse Carys	9
331475	Hardee Hudson	9
339190	Hurtado-Porterfield Diego	9
338202	Jett Katelynn	9
337932	Jones Charli	9
411309	Keesee Kayden	9
329756	Laughlin Luke	9
330935	Lemon Peyton	9
422175	Madison Sheenah	9
407259	McDowell Katherine	9
333940	McNally Lillian	9
409053	Meacham William	9
331511	Miller Mason	9
338128	Ostin Samantha	9
333676	Pickel Carson	9
411336	Proctor-Vaca Chloe	9
331794	Reed Hudson	9
331599	Ross Berea	9
401401	Sanders Matthew	9
411135	Savage Holland	9
333689	Schrader Cooper	9
326829	Schroeder Addison	9
330739	Scott Calvin	9
333964	Simmons Peyton	9

402645 Smith Kaleb	9
332214 Summers Emma	9
331113 Taylor Noah	9
334936 Thomas Jasmine	9
329340 Thompson Corbin	9
334474 Thompson Lily	9
334745 Tuell Reece	9
400915 Valdez Angelina	9
418223 Wall Dominic	9
333823 Whorton Austin	9
335300 Wilson Isabelle	9
334694 Wise Abigail	9
331506 Yang Elizabeth	9
417294 Youngberg Jason	9
331151 Aery Nathan	10
410384 Ash Dillan	10
327240 Bailey Madison	10
327648 Brown Alyssa	10
327412 Burelle Lauren	10
328430 Burkett Ava	10
330797 Catterson Logan	10
330441 Chang-Davis Sofia	10
330656 Clark Ethan	10
327362 Cochran Chloe	10
327418 Cooper Erickson	10
340113 Deal Caroline	10
328143 Dechow Bryan	10
336336 DeWitt Sawyer	10
327386 Ferguson Abigail	10
332059 Fields Kyleigh	10
403947 Gaeta Angela	10
327621 Grillot Darren	10
410419 Gunther Chrystal	10
331634 Gutierrez-Camacho Angel	10
327497 Harris Bryce	10
327420 Harris Emma	10
327425 Hayes Kendall	10
331112 Hoffman Quinlynne	10
327473 Holman Cicely	10
327242 Howell Nathan	10
327669 Huffaker Christian	10
412686 Kizzia Jadyann	10
329354 Leos Erick	10
331087 Lozano Isaiah	10
331202 Madalone Gracelyn	10
330501 Malaka Mary	10
327301 Martens Hayden	10

338426	Martin Emma	10
330977	Mehlhorn Sophia	10
333869	Mondedo Merissa	10
332785	Moore John	10
327369	Morgan Hudson	10
330816	Nance Maggie	10
415574	Oberg Bowen	10
327558	Pasillas Elisa	10
330642	Peralta Imanol	10
331071	Poire Jacob	10
327667	Read Brody	10
330353	Reed Brooke	10
327541	Rodrigues Kayla	10
404032	Salamon Alicia	10
408849	Scrogum Brooklynn	10
335222	Sekel William	10
411440	Shannon Peyton	10
422678	Shultz Ainsley	10
339080	Spence William	10
414101	Stamper Jilian	10
330676	Thomas Connor	10
331270	Vang Reignie	10
330930	Vidana Andrew	10
334596	Wise Alexis	10
327354	Wollman Ethan	10
330915	York Addilynn	10
325592	Badillo Jayden	11
328313	Blair Jonathan	11
328695	Boaz Alacias	11
325270	Bowman Blake	11
327812	Boyle Ellee	11
341946	Brown Kaysi	11
324406	Butefish Gabriel	11
341159	Buzzard Anna	11
324418	Camargo Kaydence	11
324419	Camargo Kyleigh	11
402723	Carter Matthew	11
324413	Catlett Owen	11
328968	Chandlee Kathryn	11
328938	Chase Emily	11
411873	Cheney Leia	11
327610	Clemens Aubrey	11
328247	Cornwell Holden	11
417423	Cotter Elise	11
324432	Cox Cayden	11
328238	Daily Christopher	11
402934	Daniel Kiersten	11

334648	Dimla Markus	11
328478	Droll Luke	11
327949	Due Jaxson	11
330081	Duin Brett	11
414081	Eager Grace	11
338090	Ellis Riley	11
400397	Fears Lydia	11
324022	Flores Isaiah	11
324928	Fox Robert	11
327855	Gaalswyk Andrew	11
327990	Garrison Brianna	11
327884	Getts Lucas	11
328094	Gonzalez Natali	11
341596	Grimes Hannah	11
324547	Haggard Baylee	11
324878	Hall Chloe	11
324834	Helterbrand William	11
329033	Hendrix Lexie	11
416701	Hocker Jeremiah	11
327723	Hulick Kylee	11
324938	Iott Lacy	11
327805	Johnson Chase	11
402103	Kadner Justin	11
338306	Kapke Landon	11
324607	Kee Jayden	11
334091	Lambe Hannah	11
340312	LeLeux Timara	11
324885	Lemon Jack	11
422215	Madison Shii-Ann	11
400662	Mallory Alissa	11
328040	Martin Abbie	11
328112	McCance Leah	11
415702	Moore Chloe	11
326452	Moyes Annalise	11
325591	Nguyen Helen	11
327741	Oswald Michael	11
325474	Parks Jacob	11
325088	Patton Essie	11
327803	Perales Issac	11
328966	Pierce Michael	11
407440	Powers Branden	11
324687	Reed Marisa	11
321127	Roberts Logan	11
326366	Ross Matthew	11
330815	Sanders Ryan	11
325277	Santiago Fabiana Mari	11
407109	Seaman Matthew	11

328955	Shields Rowan	11
402152	Silver Tanner	11
325424	Summers Hannah	11
327690	Swafford Kallie	11
328665	Tackett James	11
325327	Taylor Ben	11
327760	Taylor Jean-Luc	11
421127	Terhune Jackson	11
327780	Theerman Allison	11
332003	Torres Thalia	11
331991	Tran Khang (Kenneth)	11
421674	Trujillo Nicole	11
403320	Villegas Jessica	11
325476	Westcott Connor	11
325555	Willison Vivian	11
325342	Wing Hannah	11
325786	Anaya Edwin	12
335276	Ash Allyson	12
325160	Baker John	12
324420	Barnes Jessica	12
324328	Beames Roman	12
335142	Beard Nikolas	12
325241	Benton Madelyn	12
320932	Billings Ian	12
342343	Blackshear Gabriele	12
320998	Brown Carson	12
333082	Carter Trinity	12
325146	Cole Keishi	12
320956	Cory Miles	12
325267	Davis Cadence	12
342857	Diaz Gabriela	12
325888	Dishmon Anaya	12
321919	Dunnington Brooke	12
320923	Fulton Zach	12
324171	Gerhard Katie	12
320983	Griffin Samantha	12
321111	Haapanen Ethan	12
324080	Hall Alexys	12
321721	Hayes Caleb	12
333164	Henson Michael	12
411282	Jennings Bailey	12
324713	Kuroye Lauryn	12
324198	Lai Nicholas	12
342529	Martin Olivia	12
407251	McDowell Benjamin	12
320988	McFadyen Garrett	12
335046	McGuire Logan	12

324174 McNally Lydia	12
325238 Mears Austin	12
402270 Mott Isabella	12
419448 Ogle Morgan	12
421487 Ordes Nicole	12
342485 Peters Koryn	12
330945 Phillips Lauren	12
325253 Provin Lauren	12
324221 Puryear Allison	12
326331 Quaile Cole	12
320951 Roach Elana	12
324510 Scott Noelle	12
325630 Simmons Quentin	12
403831 Simon Jair	12
414496 Stanton Trinity	12
324807 Stone Kaylee	12
335301 Stout Mason	12
412695 Vaca Landon	12
320633 Vidana Victor	12
325627 Wagner Clayton	12
320438 Waits Jesse	12
325190 Watkins Madelyn	12
321072 Werner Amanda	12
419082 Whaley Emma	12
407648 White William	12
324347 Williams Noah	12
321124 Wolfe Amber	12
341663 Wyatt Cheyenne	12
325318 York Joseph	12

BAPS Overnight Trip Information & Guidelines

Overnight Accommodations

Hotel Name & Address: JW Marriott, 10 S. West St., Indianapolis, IN

Hotel Phone Number: 317-860-5800

Cost of Accommodations: Included in Student Trip Payment

Paid by: BA Band Booster / Student Funds

Cost of Meals: Included in Student Trip Payment

Number & Types of Meals during Trip: Included in Student Trip Payment

Paid by: BA Band Booster / Student Funds

Ancillary Costs: n/a

Paid by: n/a

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:**
Darrin Davis 918-809-1279; Dr. Kelli Pence 937-369-5054
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)

Band Directors



Parent Chaperone Volunteers

Approvals

Recommend Approval? Yes No

Trina D. Cuptal Beal
Site Principal

9-23-21
9-22-21
Date

Recommend Approval? Yes No

Dawn Davis
Director/Coordinator

9.22.21
Date

Recommend Approval? Yes No

Andre Perry
Assistant Superintendent

9/27/21
Date

Recommend Approval? Yes No

Judit Vinson, Ph.D.
Superintendent (or Designee)

9/21/21
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: _____

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

Student Overnight and/or Out-of-State Activity Trip Request
Broken Arrow Public Schools

BOE Policy 10.8: Student Over-Night and Out-of-State Activity/Athletic Travel and Trips

Activity/Athletic Trips

The Board of Education recognizes and supports the importance of legitimate learning experiences available in the total school program through student activity and athletic programs, events, and competitions. Travel by activity groups is normally limited to in-state, one day programs, performances, and competitions. However, it is recognized that some of our activities require travel outside of the state and overnight stays.

All student over-night and out-of-state activity/athletic trips shall be submitted in writing by the sponsor/coach to the school administration upon making the decision to take a trip. Requests shall be submitted according to the following guidelines. It is the intent of this policy that all over-night and out-of-state trips receive the appropriate approvals prior to the commencement of ancillary activities associated with the trip, such as fund-raising, reservations, deposits, and the like. **At a minimum, out-of-state and over-night trips shall be submitted 30 days in advance of the trip, and out-of-state trips requiring Board of Education approval must be submitted a minimum of 60 days in advance of the trip.**

Requests for activity trips (out-of-state and over night) shall be submitted to the building principal, appropriate director/coordinator (if applicable), and forwarded to the superintendent (or designee) upon recommendation of approval.

Requests for athletic trips (out-of-state and over night) shall be submitted to the Athletic Director and building principal. The request shall be forwarded to the superintendent (or designee) upon recommendation of approval. Regularly scheduled, in-state athletic competitions and programs requiring out of town travel that do not require an over night stay may be approved by the Athletic Director.

All over-night trips require the approval of the building principal, athletic director (if an athletic team), and the superintendent (or designee).

All student travel and trips are subject to cancellation by the administration at any time due to safety, logistical, financial, or other concerns.

Out-of-State Trips

Some activity and athletic trips are over relatively short distances and others are over long distances. A trip to Altus, Oklahoma (an in-state trip) is longer than one to Ft. Smith, Arkansas (an out-of-state trip), for example. An out-of-state trip to a destination such as Ft. Smith, Arkansas is a relatively short trip in terms of miles and time and requires a routine level of logistical, financial, and safety planning. However, a trip to a destination such as Orlando, Florida may be a place of a legitimate out-of-state trip. Such a destination is at a great distance from Broken Arrow, requiring additional logistical, financial, and safety planning.

Therefore, out-of-state trips to states contiguous to Oklahoma shall not require Board of Education approval. Such requests are subject to the approval of the site principal, the Superintendent (or designee), and the appropriate director/coordinator (if applicable).

Requests for out-of-state activity trips to states not contiguous to Oklahoma and all international trips are subject to the specific approval of the Board of Education after receiving the recommendation of the site principal, the Superintendent (or designee), and appropriate director/coordinator (if applicable). Such requests are considered on an individual basis.

Prior to the end of each fiscal year an information item will be submitted to the Board detailing the previous school year's approved activity and athletic out-of-state trips.

The following guidelines will be observed for activity and athletic travel and trips:

1. BAPS owned vehicles (bus, suburban, etc.) may be used for out-of-state, student activity trips 275 road miles or less from Broken Arrow, subject to availability and approval by the Director of Transportation and the Superintendent (or designee). Transportation must be approved commercial vehicles for in state and out of state trips more than 275 road miles from Broken Arrow (bus, train or air).
2. Bids on commercial transportation contracts must be coordinated through the business office per Board of Education policy.
3. All costs for the trip must be paid by the activity group, with proper accounting through the school activity fund. Amounts specified by the student activity group as required for each student participating must be paid in full prior to departure for the trip.
4. Parental authorization forms and appropriate release forms are to be on file with the building principal and sponsor(s) of the trip.
5. Fund-raising projects related to the trip are to be approved in advance by the principal and/or Board of Education per Board of Education policy.
6. Absence from classroom time will be severely limited. Trips requiring absence of more than two days classroom time are not advised and subject to approval by the Board of Education only under special circumstances and the recommendation of the administration.
7. Travel, meals, and lodging expenses of the activity group sponsor(s) may be paid from the appropriate activity group account within the Student Activity Fund.
8. An approximate ratio of 1 adult chaperone per 10 students is required for all overnight and out-of-state trips. When more than one transportation vehicle is used during a student activity trip, a minimum of one school employee chaperone must accompany students on each transportation vehicle.

Prior to initiating any request for approval of an out-of-state or over night activity trip, the activity sponsor, building principal, appropriate director/coordinator (if applicable) and the Superintendent (or designee) will review (and meet to discuss if deemed necessary) the proposed trip and its merits.

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.

Complete this form on the computer. Tab to each box.

Date of Request: 9/22/2021

Name of Activity: Bands of America Grand Nationals band competition

Destination of Trip: Indianapolis, IN

Person Requesting Trip: Darrin Davis, Director of Bands

Sponsor(s) / Coach(es): Darrin Davis

Group Requesting Trip: Pride of Broken Arrow

Number of Students Attending: 260

Number of School Days Missed: 3

Date(s) Group Will Be Gone: 11/10-14-2021

Actual Date(s) of Competition/Performance: 11/11-13-2021

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

Departure Information:

Leave BA - Depart Date & Time: 11/10/2021, time TBD

Arrival at Destination - Date & Time: 11/10/2021, time TBD

Road Miles to Destination (one way): 634

Use internet site, mapquest.com, to determine the number of road miles.
Calculate miles from Broken Arrow, OK to the destination.

Return Information:

Leave for BA - Date & Time: 11/14/2021, time TBD

Arrive in BA - Date & Time: 11/14/2021, time TBD

Transportation and Lodging Information

Method of Transportation: Coash Buses

Transportation Company: Burns Tours,

Hotel Name: JW Marriott

Hotel Address & Phone: 10 S. West St., Indianapolis, IN 317-860-5800

Per Student Cost: TBD

Purpose of Trip/Activities at Destination (be specific):
Grand National Marching Band Competition

Funding for Trip:
BA Band Booster Club / Student Funds

List of Chaperones (1 per 10 students):
Band Directors: Darrin Davis, Kelli Pence, Adam Wiencken, Kyle Smith, James Morrison, Trey Lack. Staff: Lisa Good. Additionally 20 Band Parent Chaperone Volunteers

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 the chaperone(s) attending the trip. An all-male student trip shall be chaperoned by at least one male chaperone. An all-female trip shall be chaperoned by at least one female chaperone. All coed trips shall be chaperoned by at least one school employee and one adult chaperone of the opposite gender.
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 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. Students shall not sleep in rooms with sponsors or chaperones.
7. Students of the opposite gender shall not be in hotel rooms together without direct adult supervision.
8. 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.
9. 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 the curfew room check and at other rooms check as necessary. Sponsors may alternate the responsibility, but room checks shall be conducted periodically prior to curfew, at the time of curfew, and throughout the night prior to 7:00 a.m. the next morning.
10. 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.

11. 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.
12. 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.
13. 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.
14. Cell Phone Numbers for emergencies are as follows:
Darrin Davis, 918-809-1279; Dr. Kelli Pence 937-369-5054
15. All student costs and/or fundraisers for the trip shall be collected and deposited with the Financial Secretary prior to departure.

School Sponsor Signatures (all school sponsors attending must review the above information and sign below):

Darrin Davis _____

Approvals

Darrin Davis _____ 9-23-21 _____
Principal Date

Recommend Approval? Yes: _____ No: _____

Phyllis Cole _____ 9-27-21 _____
Date
Director/Coordinator (for example if applicable -
Athletic Director, Spirit Coordinator, Instrumental
Music Coordinator Fine Arts Director, etc.)

Recommend Approval? Yes: No: _____

Just Vinson, Ph.D. _____ 9/27/21 _____
Date
Superintendent (or designee)

Recommend Approval? Yes: _____ No: _____

BOE Approval Required? Yes: No: _____ Date of Approval: _____

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.