

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: 1/10/24

Site: BAHS

Staff Member Making Request: Debbie Coffey

Organization/Team/Club/Class: DECA

Activity/Event: DECA International Career Development Conference, Anaheim, CA

Date(s) of Activity: April 26-May1, 2024 Instructional Days and/or Hours Missed: 4 days

Number of Students: Unknown yet Gender of Students: ☐ Male ☐ Female
☒ Both

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

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): 1437

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 26 TBD

Date & Time of Return: May 1 TBD

Departure Location: Tulsa International Airport

Return Location: Tulsa International Airport

BAPS Overnight Trip Information & Guidelines

Overnight Accommodations

Hotel Name & Address: Westin Anaheim Resort 1030 W Katella Ave. Anaheim, CA 92802

Hotel Phone Number: 657-279-9786

Cost of Accommodations: approx \$450/student per night

Paid by: students through activity fund

Cost of Meals: \$200

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.

Approvals

Recommend Approval? ☒ Yes ☐ No

Crystal Bae
Site Principal

1/17/24
Date

Recommend Approval? ☐ Yes ☐ No

Director/Coordinator

Date

Recommend Approval? ☐ Yes ☐ No

Shirley L. Dunn
Assistant Superintendent

1/18/24
Date

Recommend Approval? ☐ Yes ☐ No

Chris Perry
Superintendent (or Designee)

1/18/24
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.

BOE President

Date

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

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: 1/10/2024

Name of Activity: DECA International Career Developent Conference (competition)

Destination of Trip: Anaheim, CA

Person Requesting Trip: Debra Coffey

Sponsor(s) / Coach(es): Debra Coffey

Group Requesting Trip: DECA

Number of Students Attending: unknown - must qualify at state competition in February

Number of School Days Missed: 4

Date(s) Group Will Be Gone: April 26-May 1

Actual Date(s) of Competition/Performance: 27-30

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

Departure Information:

Leave BA - Depart Date & Time: On Friday, April 26, unknown time

Arrival at Destination - Date & Time: Friday, April 26

Road Miles to Destination (one way): 1437

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: Wednesday, May 1

Arrive in BA - Date & Time: Wednesday, May 1

Transportation and Lodging Information

Method of Transportation: airline

Transportation Company: unknown at this time

Hotel Name: Westin Anaheim Resort

Hotel Address & Phone: 1030 W Katella Avenue Anaheim, CA 92802 657-279-9786

Per Student Cost: Estimate \$1500

Purpose of Trip/Activities at Destination (be specific):

International competition for DECA - state top 3 finalists attend and compete

Funding for Trip:

students and 412 funds for sponsor

List of Chaperones (1 per 10 students):

Debra Coffey

General Rules & Guidelines for Staff Members Sponsoring Overnight Trips:

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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:*
918-851-1520
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):

John Coffey

Approvals

Capital School

Principal

1-17-24

Date

Recommend Approval? Yes: _____ No: _____

Director/Coordinator (for example if applicable –
Athletic Director, Spirit Coordinator, Instrumental
Music Coordinator Fine Arts Director, etc.)

Date

Recommend Approval? Yes: _____ No: _____

Chris Perry
Superintendent (or designee)

1/18/24
Date

Recommend Approval? Yes: _____ No: _____

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

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