

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: 11/2/2022

Site: BAHS

Staff Member Making Request: Justin Rosser, Director of Vocal Music

Organization/Team/Club/Class: BAHS Choir

Activity/Event: Choir Contest, Los Angeles, CA

Date(s) of Activity: 3/10-14/2023 Instructional Days and/or Hours Missed: 3 days

Number of Students: est 146 Gender of Students: ☐ Male ☐ Female ☒ Both

Number of Chaperones (approximately 1 adult for every 10 students): 20

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): 1500, flying to destination, coach buses while there

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: 3/10/2023 flight time TBD

Date & Time of Return: 3/14/2023 flight time TBD

Departure Location: Tulsa Int'l Airport

Return Location: Tulsa Int'l Airport



MEMORANDUM

To: Mr. Chuck Perry, Superintendent, Broken Arrow Public Schools

From: Darrin Davis, Director of Fine Arts

Date: 11-2-2022

Re: Choir Travel – BAHS Choirs to Contest, Los Angeles, CA, 03/10-14/2023

SUBJECT

Accept and approve the travel request for BAHS Choirs to travel to Los Angeles, CA, to participate in a show choir contest, March 10-14, 2023.

ENCLOSURE/ATTACHMENTS

Travel Documents

SUMMARY

Mr. Justin Rosser would like to take the BAHS Show Choirs to participate in a show choir contest. Students will be traveling via air travel and staying overnight in Los Angeles, CA. Travel and contest costs paid through BA Accompany Booster Club. Travel arranged by Burns Tours, LLC.

FUNDING

BA Accompany Booster Club

RECOMMENDATION

Approve

Staff Member's Cell Phone # or Telephone # at Destination: Justin Rosser 918-850-2943

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

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

[illegible]☐ Copy to Staff Member Making Request

BAPS Overnight Trip Information & Guidelines

Overnight Accommodations

Hotel Name & Address: TBD, Los Angeles, CA

Hotel Phone Number: TBD

Cost of Accommodations: TBD

Paid by: BA Accompany Booster Club

Cost of Meals: Included

Number & Types of Meals during Trip: Included

Paid by: Included

Ancillary Costs: Included

Paid by: BA Accompany Booster Club





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:**
Justin Rosser 918-850-2943; Emma Cantrell 918-260-1948
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)

Justin Rosser 	Emma Cantrell 
Daniel Taylor 	Booster Club Volunteers TBD
Heather Corbitt 	

Approvals

Recommend Approval? ☒ Yes ☐ No

Crystal Beal
Site Principal

11-8-22
Date

Recommend Approval? ☒ Yes ☐ No

[Signature]
Director/Coordinator

11-8-22
Date

Recommend Approval? ☒ Yes ☐ No

Shirley L. Dunn
Assistant Superintendent

11/10/22
Date

Recommend Approval? ☐ Yes ☐ No

Chuck Perry
Superintendent (or Designee)

11/11/22
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: _____

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

BOE President

Date

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: 11-2-2022

Name of Activity: Choir Contest

Destination of Trip: Los Angeles, CA

Person Requesting Trip: Justin Rosser, Director of Vocal Music

Sponsor(s) / Coach(es): Justin Rosser; Emma Cantrell

Group Requesting Trip: BAHS Choirs

Number of Students Attending: est 146

Number of School Days Missed: 1

Date(s) Group Will Be Gone: 3/10-14/2023

Actual Date(s) of Competition/Performance: 3/11-12/2023

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

Departure Information:

Leave BA - Depart Date & Time: 3/10/2023, flight time TBD

Arrival at Destination - Date & Time: 3/10/2023, flight time TBD

Road Miles to Destination (one way): 1500

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: 3/14/2023 flight time TBD

Arrive in BA - Date & Time: 3/14/2023 flight time TBD

Transportation and Lodging Information

Method of Transportation: Air travel

Transportation Company: TBD

Hotel Name: TBD

Hotel Address & Phone: TBD

Per Student Cost: Included in Season Fees/ BABBC

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

Funding for Trip:
BA Accompany Booster Club

List of Chaperones (1 per 10 students):
TBD

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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.
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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.
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Justin Rosser 918-850-2943; Emma Cantrell 918-260-1948
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):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Approvals

Captal Seal

Principal

11/7/22
Date

Recommend Approval? Yes: OV No: _____

Diana Davis

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

11-8-22
Date

Recommend Approval? Yes: _____ No: _____

Superintendent (or designee)

Date

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.

Student Name	Primary Group
Jocelyn Buckner	BAFA Tiger Momentum
Kylie Butt	BAFA Tiger Momentum
Talia Culver	BAFA Tiger Momentum
Bailey Estes	BAFA Tiger Momentum
Hailey Goodwin	BAFA Tiger Momentum
Kaylin Gorges	BAFA Tiger Momentum
Maxwell Haley	BAFA Tiger Momentum
Emily Harris	BAFA Tiger Momentum
Matty Herrington	BAFA Tiger Momentum
Alexandra Higgins	BAFA Tiger Momentum
Emma Lee Hill	BAFA Tiger Momentum
RayShun Howard	BAFA Tiger Momentum
Carter Jones	BAFA Tiger Momentum
Emma Newcomb	BAFA Tiger Momentum
Gabriel Palmer	BAFA Tiger Momentum
Callie Parks	BAFA Tiger Momentum
Taylor Patterson	BAFA Tiger Momentum
Cooper Peck	BAFA Tiger Momentum
Jacob Perry	BAFA Tiger Momentum
Esabella Peuse	BAFA Tiger Momentum
Erilyn Rivas	BAFA Tiger Momentum
Alexis Rodriguez	BAFA Tiger Momentum
Ryleigh Russell	BAFA Tiger Momentum
Ava Seals	BAFA Tiger Momentum
Jelete Shittu	BAFA Tiger Momentum
Kaytlyn Slatton	BAFA Tiger Momentum
Danielle Wade	BAFA Tiger Momentum
Savannah Walker	BAFA Tiger Momentum
Alice Yang	BAFA Tiger Momentum
Reagan Adelman	Tiger Mystique Show Choir
Emerson Bare	Tiger Mystique Show Choir
Laila Basse	Tiger Mystique Show Choir
Allison Borrer	Tiger Mystique Show Choir
Avery Bouwkamp	Tiger Mystique Show Choir
Taylor Bowman	Tiger Mystique Show Choir
Isabella Burr	Tiger Mystique Show Choir
Cloe Butler	Tiger Mystique Show Choir
Hannah Buxton	Tiger Mystique Show Choir
Katey Callison	Tiger Mystique Show Choir
Emma Clarke	Tiger Mystique Show Choir
Isabella Crum	Tiger Mystique Show Choir
Jenna Dority	Tiger Mystique Show Choir
Trinity Evans	Tiger Mystique Show Choir
Paradis Ferguson	Tiger Mystique Show Choir
Kinsey Hafen	Tiger Mystique Show Choir
Peyton Kent	Tiger Mystique Show Choir

Student Name	Primary Group
Anna Kummers	Tiger Mystique Show Choir
Laney Mayer	Tiger Mystique Show Choir
Kyndal Montgomery	Tiger Mystique Show Choir
Lilly Nguyen	Tiger Mystique Show Choir
Aydan Pruitt	Tiger Mystique Show Choir
Gracie Ray	Tiger Mystique Show Choir
Tatum Rupe	Tiger Mystique Show Choir
Lillie Smith	Tiger Mystique Show Choir
Rylee Southern	Tiger Mystique Show Choir
Nicole Taft	Tiger Mystique Show Choir
Preslee Taylor	Tiger Mystique Show Choir
Sarah Taylor	Tiger Mystique Show Choir
Alyssa Zongker	Tiger Mystique Show Choir
Lucas Adams	Tiger Rhythm Show Choir
Emery Archer	Tiger Rhythm Show Choir
Felicity Armagost	Tiger Rhythm Show Choir
Raeleigh Beck	Tiger Rhythm Show Choir
Dagan Birdsong	Tiger Rhythm Show Choir
Caleb Brandhorst	Tiger Rhythm Show Choir
Anna Brewer	Tiger Rhythm Show Choir
Haven Brixey	Tiger Rhythm Show Choir
Noah Bucher	Tiger Rhythm Show Choir
Maggie Caywood	Tiger Rhythm Show Choir
Katelynn Chance	Tiger Rhythm Show Choir
Ainsley Colvin	Tiger Rhythm Show Choir
Gracee Cooper	Tiger Rhythm Show Choir
Hannah Cowan	Tiger Rhythm Show Choir
Zane Cox	Tiger Rhythm Show Choir
Jacob Dareing	Tiger Rhythm Show Choir
Travis Evans	Tiger Rhythm Show Choir
Dylan Everette	Tiger Rhythm Show Choir
Blessing Folly	Tiger Rhythm Show Choir
Brooklyn Glory	Tiger Rhythm Show Choir
Brailyn Goodnight	Tiger Rhythm Show Choir
Holly Grannan	Tiger Rhythm Show Choir
Bethany Grillot	Tiger Rhythm Show Choir
Mackenzie Guier	Tiger Rhythm Show Choir
Avi Harjo	Tiger Rhythm Show Choir
Bryson Hayden	Tiger Rhythm Show Choir
Landon Hickie	Tiger Rhythm Show Choir
Jonathan Higgins	Tiger Rhythm Show Choir
Riley Higgins	Tiger Rhythm Show Choir
Connor Hurley	Tiger Rhythm Show Choir
Collin Ingram	Tiger Rhythm Show Choir
Presley Isaacs	Tiger Rhythm Show Choir
Marissa Johnson	Tiger Rhythm Show Choir

Student Name	Primary Group
Ellie Jones	Tiger Rhythm Show Choir
Zoe Lehmann	Tiger Rhythm Show Choir
Noah Lofton	Tiger Rhythm Show Choir
Caitlin McMullen	Tiger Rhythm Show Choir
Jumeirah Newaz	Tiger Rhythm Show Choir
Jayden Nguyen	Tiger Rhythm Show Choir
Caliana Ortega	Tiger Rhythm Show Choir
Alexander Paslay	Tiger Rhythm Show Choir
Jude Patterson	Tiger Rhythm Show Choir
Maximus Ricks	Tiger Rhythm Show Choir
Gage Rissler	Tiger Rhythm Show Choir
Declan Ritberger	Tiger Rhythm Show Choir
Aubyn Sagely	Tiger Rhythm Show Choir
Randall Schaller	Tiger Rhythm Show Choir
Kate Schatz	Tiger Rhythm Show Choir
Kaitlyn Sherman	Tiger Rhythm Show Choir
Maddox Shook	Tiger Rhythm Show Choir
Sam Smithee	Tiger Rhythm Show Choir
Payton Stephens	Tiger Rhythm Show Choir
Josh Sterling	Tiger Rhythm Show Choir
Aleesia Tarver	Tiger Rhythm Show Choir
Ethan Tatro	Tiger Rhythm Show Choir
Micah Taylor	Tiger Rhythm Show Choir
Destiny Turcy	Tiger Rhythm Show Choir
James Walsh	Tiger Rhythm Show Choir
Kaitlyn Williams	Tiger Rhythm Show Choir
Paige Winfrey	Tiger Rhythm Show Choir
Joshua Wooten	Tiger Rhythm Show Choir
Riley Yates	Tiger Rhythm Show Choir