

## 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: 3/30/2022

Name of Activity: National Speech and Debate Tournament

Destination of Trip: Louisville, KY

Person Requesting Trip: Robert Walters

Sponsor(s) / Coach(es): Robert Walters

Group Requesting Trip: Broken Arrow Speech and Debate team

Number of Students Attending: 1-5

Number of School Days Missed: none

Date(s) Group Will Be Gone: 6/11-6/17/2022

Actual Date(s) of Competition/Performance: 6/11-6/17/2022

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

**Departure Information:**

Leave BA - Depart Date & Time: 4 AM 6/12/2022

Arrival at Destination - Date & Time: 3 PM ??6/17/2022

Road Miles to Destination (one way): 651 ????

Use internet site, [mapquest.com](http://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: 9 AM 6/17/2022 ??

Arrive in BA - Date & Time: 7 PM 6/17/2022

**Transportation and Lodging Information**

Method of Transportation: Minivan

Transportation Company: Budget Car Rental

Hotel Name: Courtyard Marriott

Hotel Address & Phone: 10200 Champion Farms Drive. Louisville, KY

Per Student Cost:     \$300    

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

Funding for Trip: Broken Arrow Speech and Debate Team

List of Chaperones (1 per 10 students): Robert Walters; Taylor Kilander

**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:*  
Robert Walters 918-200-3820
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):

Robert Walters

Volunteer TBD

Robert Walters  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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**Approvals**

Cynthia Reed  
Principal

4-1-22  
Date

Recommend Approval? Yes:  No:

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

4-1-22  
Date

Recommend Approval? Yes:  No:

[Signature]  
Superintendent (or designee)

4-1-22  
Date

Recommend Approval? Yes:  No:

BOE Approval Required? Yes:  No:  Date of Approval: \_\_\_\_\_

\_\_\_\_\_  
BOE President (or designee)

**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.**