

Weymouth Public Schools Field Trip / Off Campus Request Form

This form should be completed for any school activity conducted off school grounds. Please allow sufficient time (10 days minimum) for return notification of approval/denial of trip.



School: Weymouth HS Trip Coordinator(s): Debra Partridge ☒

Grade Levels: 9-12 Discipline/Course(s): Business Electives

Destination: Place, Town and State: Sea Crest Beach Hotel, N. Falmouth, MA

Individual, Company or Organization Hosting/Conducting this trip: DECA - DIST 1

Date of Request: 10/10/19 Departure Day/Date/Time: THUR, DEC 12, 8 AM

Number of Students: 40 Return Day/Date/Time: FRI, DEC 13, 1 PM



Check all that apply

Transportation: ☐ = Walking ☐ = Van ☒ = Town Bus ☐ = First Student Bus ☐ = Other _____

Names of Chaperones: *All chaperones must have a CORI check (overnight and/or out-of-state chaperones must be fingerprinted as well) ALL FIELD TRIPS REQUIRE 1 CHAPERONE PER 15 STUDENTS. There shall be at least two chaperones on all field trips.*

☒ Elizabeth Kelley ☒ Eric Fagerland ☒
☒ Robert Libenson ☒ Deb Partridge

Substitutes: Will substitutes be needed for this trip? ☐ = NO ☒ = YES If "yes", how many subs are needed? 4

Substitutes will be paid from: ☒ = School Budget ☐ = Grant Name _____
☐ = Other Source _____



Medical: Check with school nurse for student medical concerns/needs. no nurse needed **NURSE MUST INITIAL THIS FORM** Mrs, RN

☒ = epi trained

Monetary Information: No Bus write N/A and No Cost write \$0.00.

# of Buses Needed for this Trip	TOTAL Cost of Buses	Admission/Fee Per Student	Amount EACH Student must pay
<u>1</u>	<u>N/A</u> <u>Town Bus</u>	<u>\$140</u> <u>- Confrence</u> <u>- Room</u> <u>- Board</u>	<u>\$115</u>

Is there a source of funding to support this trip other than student contributions?

☐ = NO ☒ = YES If "yes", what is the source?

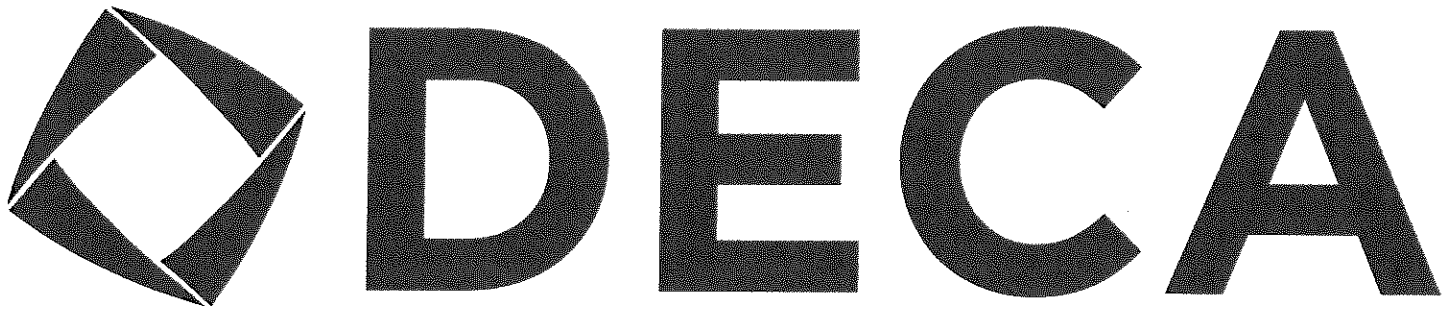
Calendar Fundraiser

Attach a typed page to the form describing the purpose of your trip, your lesson and related activities that students will be participating in before, during and after their visit. **Answer 1) What is the learning objective? 2) What are the learning outcomes? (What students will be able to do or know as a result of the trip.) 3) How will the experiences/learning gained be assessed? Please attach any necessary support documents including lessons, an itinerary, etc. (Note: Please be sure that lessons align with Massachusetts Frameworks and list the standards being covered.)**

Supervisor/Teacher: [Signature] Approved Date: 10/21/19
Principal: [Signature] Approved Date: 10/21/19
SPED Director (If Applicable): _____ Approved Date: _____
Grants Director (If Applicable): _____ Approved Date: _____
Asst. Superintendent: [Signature] Approved Date: 10.28.19

Overnight and out-of-state trips require School Committee Approval. Please allow additional time!

☐ APPROVED by School Committee (Date) _____



DECA District 1 Competitions:

What is DECA?

DECA is a national organization for all high school students enrolled in a marketing/business program. The group is the only student organization, which prepares its members to be America's future leaders in the fields of marketing, management and entrepreneurship.

DECA operates through local marketing/business education programs and gives students the opportunity to compete with other DECA members from across the country in categories such as advertising, marketing, retail merchandising, food marketing, restaurant management, entrepreneurship, and finance and credit. These competitions take place at district, state, and national conferences during the course of the school year.

There are four main points, represented by the DECA diamond, which are emphasized in DECA. They include leadership development, civic consciousness, social intelligence, and vocational understanding.

District Competition: Sea Crest Hotel, Falmouth MA - December 12-13, cost \$115

Students will compete in one event, a Principles of Business Event, an Individual Series Event, or a Team Decision Making Event. In each event, a student takes a 100 question exam, completes 2 role plays where they have 10 minutes for individuals or 30 minutes in a team to prepare their given case scenario before they go into present in front of a judge. Preparation and practice for events takes place during school and after school. Students are given practice tests and practice role plays to review in preparation.

By competing in these events, students are immersed in career activities where they develop a strong 21st century skill set as well as prepare for college and career. Students who finish in the top of their group will have the opportunity to attend the state conference in February to compete against other top winners in the state.

DECA DISTRICT 1 CONFERENCE – SEA CREST BEACH HOTEL N. FALMOUTH MA –
DECEMBER 12TH-13TH, 2019

COST FOR REGISTRATION and HOTEL \$115 *checks payable to WHS (events/food/evening entertainment)

The following forms need to be signed by a parent/guardian.

1. Fieldtrip – In school field trip (test) –
 - Wednesday December 4th Per 3 (long block)
2. Fieldtrip – District at Sea Crest Hotel-Falmouth –
 - Thursday and Friday December 12th & 13th
3. DECA- Comprehensive consent form (P. 9 and P. 14)
4. DECA- Registration, Personal and Liability Release (P.15)
5. DECA- Emergency information (P.16)

**ALL FORMS MUST BE SIGNED AND RETURNED
BY TUESDAY NOVEMBER 26TH**

Online testing will be in room 3038 or 3037 on December 4th Per 3 (

Please note on Thursday December 12TH:

- Students will be dressed in their Business Attire **DECA has a strict dress code. Please page 11 for more information.
- Luggage will have been brought to security first thing ***Thursday morning (by 7:00)***- include toiletries for inspection by security.
- If you are planning on bringing your backpack, it will also need to be inspected, plan on leaving it with security as well.
- REMINDER - All school rules will be adhered to.
- Do not bring outside food or drink.





WEYMOUTH HIGH SCHOOL

1 Wildcat Way * S. Weymouth, MA 02190 * 781-337-7500 (P)

To The Principal:

I give permission for my son/daughter _____ to attend a DECA-District Testing Session:

DECA-EVENT TEST RM: 3038- Ms. Partridge Thursday December 5th Period 3
AT WHS RM: 3037- Mrs. Kelley

Students are required to take a mandatory 100 question test online, based on the series event your child is enrolled to participate in at the 2019 Massachusetts DECA district 1 competition. This test will make up a portion of your child's score; with the remainder of their score to be completed on December 12th-13th at the district conference, where your child will be asked to participate in a series of role plays.

This test will be taken prior the conference on Wednesday, December 5th, during period 3, long block.

Signed _____

Address _____

Telephone Number _____

To All Teachers Concerned:

As stated above _____ Homeroom _____

Will not be attending

Period 3 December 5, 2019

Teachers whose classes are to be missed should indicate below that suitable arrangements for covering assignments have been made.

This slip must be returned to

Ms. Partridge – 3038.

This is a mandatory Test that needs to be processed before students attend the District Conference in mid-December.

Period	Subject	Teacher	Room	Initial
12/5 3				



WEYMOUTH HIGH SCHOOL

1 Wildcat Way 🐾 S. Weymouth, MA 02190 🐾 781-337-7500 (P)

DECA District Conference Permission Slip

To The Principal:

I give permission for my son/daughter _____
to attend the DECA District Conference taking place December 12-13 at the Sea Crest Beach Hotel
located at 350 Quaker Rd, North Falmouth, MA 02556.

We will be taking school bus transportation departing on Thursday, December 12th at 8:00 am. We
will return the same way on Friday, December 13; around 1:00 p.m. Parents are encouraged to check
their child's, luggage before they arrive at school, where it will be checked again by our Security
Department, prior to departure.

All students will be expected to follow to the rules outlined in the Weymouth High School student
handbook. Students who fail to comply with these rules will face disciplinary consequences as
outlined in the handbook.

Please note Massachusetts DECA also has a very strict code of conduct, which your child must
adhere to while attending the DECA District Conference at the Sea Crest Beach Hotel. You will be
given additional forms to sign as required by Massachusetts DECA, these forms include:

1. *DECA Comprehensive Consent Form (signed by student/parent/guardian) P. 9+14*
2. *Registration, Personal and Liability Release Form (signed student/parent/guardian) P.15*
3. *Emergency form (signed parent/guardian) P.16*

Teacher Permission

I give the above student permission to attend the DECA District Conference taking place on
THURSDAY AND FRIDAY, December 12TH -13TH.

<u>Period</u>	<u>Class</u>	<u>Teacher</u>	<u>Teacher Initials</u>
1			
2			
3			
4			
5			
6			
7			

MA DECA Chapter Advisor Guide 2019-2020

These forms need to be completed whenever you take your members to a DECA conference or activity. Do not mail in the members' individual forms to MASS-DECA. The individual forms need to be kept in your possession and brought to all DECA conferences and activities.

MASSACHUSETTS DECA COMPREHENSIVE CONSENT FORM

INFORMATION:

This form, completed with all information and signatures required; must be submitted to the Chapter Advisor by each DECA member attending a DECA activity. It is recommended that a copy of this form be on file in each local school and that it be maintained on file for one calendar year. Additionally, the DECA advisor must bring this form to each area, district, state and national conference. Completion & signing of this document indicates that the student, parent/guardian, and school administrator have read this form and approved its contents. Completion and signing of this document provides consent for:

1. Student attendance at & travel to and from all conference activities.
2. Emergency medical treatment.
3. Student abiding by the Code of Conduct.
4. Student abiding by the Dress Code.

PHILOSOPHY:

It is a privilege and honor for a student to attend area, district, state and international DECA conferences. As such, each student has the unique opportunity to represent his/her high school, community and family as a young business professional. Students are expected to follow all Rules and Regulations stated herein. In cases of uncertainty, the student should confer with his/her advisor or chaperone prior to acting, since ignorance of Rules and Regulations will not be considered an acceptable excuse. Teachers, alumni, chaperones and state staff assume the responsibility of enforcing Rules and Regulations to insure the safety and well-being of the student.

CONFERENCES:

Consent and approval indicated by the signing parties and applicable to the following DECA activities:

1. Fall State Leadership Conference
2. Power Trip, NY Experience, Sports & Entertainment Conference. Emerging Leader Summit
3. District Conference
4. MASS-DECA State Career Development Conference
5. International DECA Career Development Conference
6. All workshops, seminars and activities financially sponsored by MASS-DECA

Student Name (please print): _____

Chapter: _____

Massachusetts DECA Comprehensive Consent Form continued

DRESS CODE:

DECA is first and foremost a business organization for students enrolled in Marketing Education. As in business where company policies related to dress and grooming are maintained, DECA has developed its own policies. At any time during the conference while on-site, you must be in casual or business attire. Essentially, proper dress is a matter of exercising good judgment; thus, should a question concerning the Dress Code arise, contact your chapter advisor or refer to this form, prior to making a decision. Help us to build and maintain a positive image of DECA!

ACCEPTABLE BUSINESS ATTIRE:

When appearing before judges (during competition), on stage during sessions, meal functions, event briefing, academics;

- Dress slacks, dress skirt or business dress (ICDC rule: skirts/dresses must be at or below the knee)
- Collared dress shirt with appropriate neckwear (necktie, ascot, scarf) or dress blouse without scarf
- Dress shoes
- Business suit, sport coat or blazer. DECA Blazers can only be worn in front of a judge at ICDC. DECA Blazers may not be worn in front of judges at District or state competition.
- Jeans, t-shirts and athletic shoes are not included in business casual attire.

Dress code violations at the final session will result in not being allowed to go onstage to accept an award

UNACCEPTABLE BUSINESS ATTIRE:

Unacceptable during any DECA activity

- Skin-tight or revealing clothing
- Midriff-baring clothing • Swimwear
- Athletic clothing
- Leggings or graphic designed hosiery/tights
- Clothing with printing that is suggestive, obscene or promotes illegal substances
- Unacceptable types of shoes include boat shoes, canvas or fabric shoes, flip flops or casual sandals, athletic shoes, industrial work shoes, UGG type boots, and hiking boots

ACCEPTABLE CASUAL ATTIRE:

Travel to/from conferences, dances, and non-conference activities.

- Slacks, cords, khakis, walking shorts, skirts, tasteful denim (no rips, holes, bagginess),
- Golf shirts, blouses, DECA T-shirts and DECA sweatshirts.

All clothing must be in good shape and proper size.

*Activities such as swimming or exercising warrant appropriate recreational attire for that activity. Cover-ups and footwear **must** be worn over swimsuits when en route to and from the pool. A towel is **not** an appropriate cover-up to walk through a hotel lobby.

UNACCEPTABLE CASUAL ATTIRE:

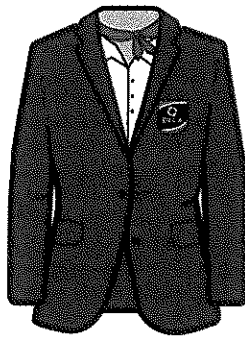
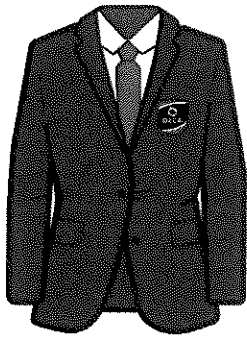
- Sweatpants, pajamas, leggings, shorts, denim with holes, rips and bagginess
- Low cut shirts/blouses, open sides, tank tops, see through blouses, tube tops, strapless tops, crop tops, halter tops, one strap shirts, straps less than 1" wide, clothing containing pictures or statements relating to alcohol, drugs, sex or other items which would be considered inappropriate, hats, sneakers, flip-flop sandals, sunglasses.

Conference staff is responsible for checking dress code at assigned areas.

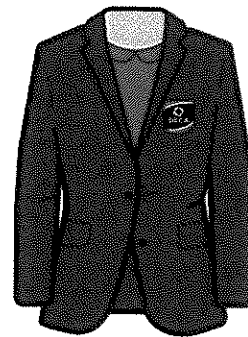
DECA DRESS TO IMPRESS

DRESS CODE WHEN APPEARING BEFORE JUDGES AND ON-STAGE

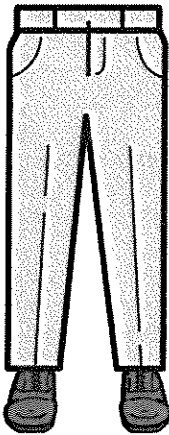
OFFICIAL DECA BLAZER WITH
COLLARED DRESS SHIRT & APPROPRIATE NECKWEAR (NECKTIE, ASCOT, SCARF)



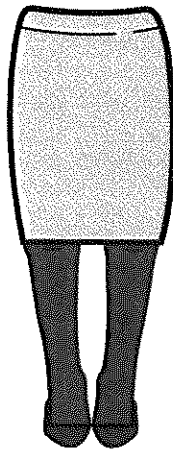
OFFICIAL DECA BLAZER WITH
DRESS BLOUSE



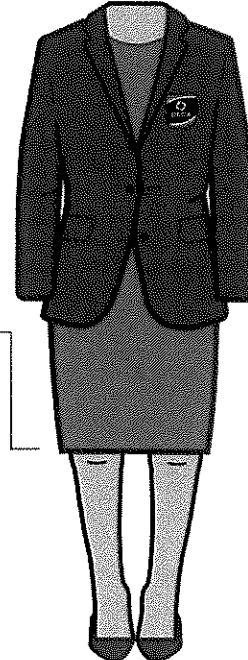
DRESS SLACKS



DRESS SKIRT

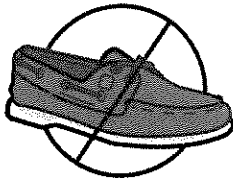


OFFICIAL DECA BLAZER WITH
BUSINESS DRESS



ALL SKIRTS
& DRESSES
MUST BE AT
OR BELOW
THE KNEE.

DRESS SHOES



BOAT SHOES ARE UNACCEPTABLE
FOOTWEAR.

When judging adherence to the dress code, DECA directs advisors, teachers and chaperones to use observation as the tool for assessing compliance. It is inappropriate to touch a student or their clothing as a means of determining adherence to the dress code. DECA members who are not appropriately dressed will have a reasonable opportunity to meet the dress code prior to seeing a judge or being allowed on stage.

CONDUCT CODE:

Participation in DECA activities provides an opportunity for students to interact with business professionals, DECA supporters, other DECA members and the general public. As a result of establishing a positive professional image many businesses, civic organizations and other individuals provide financial and human resources to DECA and its student members. Should you have a question concerning what constitutes acceptable behavior, ask your advisor or chaperone prior to making a decision. DECA values its reputation and asks that you help maintain it.

The following Conduct Code has been established and is enforced at all district, state, regional and international DECA conferences and activities.

LEVEL ONE VIOLATIONS:

The following have been identified as extremely serious violations of the MASS-DECA Conduct Code.

1. Violation of any city, state or federal law.
2. Possession, consumption, transporting or purchasing of any alcoholic beverage or illegal drug. Possessing, using, selling, or transmitting paraphernalia associated with drugs, alcohol, or chemical substances in any form at any time or under any circumstances in public or private properties. If alcoholic beverages and/or illegal drugs or evidence of their use are found in a hotel room, offenders in that room shall be subjected to Level One Penalties.
3. Use of any form of nicotine products is not allowed. This includes cigarettes, cigars, pipes, chewing tobacco, vapes, vape pens, e-hookahs, hookah pens, Juuls, mechanical mods, e-cigars, e-pipes, nicotine solutions known as e-liquid or e-juice.
4. Defacing, damaging, or stealing public or private property (for which responsibility will rest solely with offending individuals and/or their chapters).
5. Throwing or dropping any object from a hotel window or vehicle.
6. Inviting or having non-DECA or unregistered individuals in your hotel room.
7. Leaving the conference hotel without the permission of your advisor and/or chaperone.
8. Committing serious violations of curfew regulations.
9. Being in the willful companionship of someone who violates any portion of the conduct code or failing to report direct knowledge, other than hearsay, of conduct code violations.
10. Flashing or indecent exposure.
11. Using your own automobile to attend a conference or riding in an automobile with anyone other than your advisor or adult chaperone. Occasionally, a chapter advisor, under special circumstances, may allow a student to drive or ride in a private automobile to a conference. The advisor is required to submit a signed letter from administration stating that the student(s) has permission to drive to and from the conference site only and must be given to the state advisor prior to conference start. Once a driving/riding member has arrived at the conference site s/he will not be in a private automobile again until leaving the site at the end of the conference. Members must be housed at the conference site.
12. Multiple violations of a Level Two Code
13. Violations not mentioned herein, but identified by the advisor or school official.

LEVEL ONE PENALTIES:

1. Expulsion from the conference.
2. Notification of parent or guardian and school official.
3. Student and parent/guardian must assume responsibility for & immediately arrange and pay for alternative travel plan to return home.
4. Forfeiture of all awards, scholarships, travel grants and future opportunities to participate in all DECA activities.
5. Other penalties at the discretion of the advisor, chaperone, school official or state staff.

Massachusetts DECA comprehensive consent form continued:

LEVEL TWO VIOLATIONS:

Less serious violations, but if repeated violations occur the student will be subjected to penalties similar to those prescribed for Level 1.

1. Failure to follow the MASS-DECA Dress Code.
2. Failure to wear identification badges during the conference.
3. Being late for curfew and/or not being in your room w/the door closed until 6 AM
4. Disturbing other hotel guests by excessive noise, such as door slamming, music, shouting, loud talking or singing, or causing any noise or disturbance audible by anyone in the hallway after curfew time. Making prank phone calls to hotel guests.
5. Rudeness or insubordination.
6. Failure to attend conference activities, including competitive events, general sessions, and special meetings and leaving sessions prior to the official close.
7. Being a guest in someone else's room with the door closed without the permission of a chapter advisor or chaperone.
8. Failing to meet the professional standards of housing facilities, accruing incidental charges without settling the account prior to check-out, moving furniture from rooms, failing to follow or respect hotel rules and regulations.
9. Other violations not mentioned above but identified by the advisor, chaperone, state staff or school official

LEVEL TWO PENALTIES:

1. Notification of chapter advisor and state DECA advisor
2. Verbal and/ or written warning and immediate compliance with conference rules.
3. Forfeiture of all potential to attend ICDC academies
4. Level 2 violations carry over to future competitive conferences in given school year
5. Multiple violations of a Level Two Code will result in Level One penalty.

I have read and fully understand the MASS-DECA Comprehensive Consent Form, which includes the Code of Conduct and the Dress Code and agree to comply with these conduct guidelines. Furthermore, I am aware of the consequences that will result from violation of any of the above guidelines.

Signature of attending member:

Date:

Signature of parent:

Date:

Signature of chapter advisor:

Date:

MA DECA Chapter Advisor Guide 2019-2020

MASSACHUSETTS DECA REGISTRATION, PERSONAL AND LIABILITY RELEASE FORM

Complete the entire form. Type or print clearly.

DECA Chapter:

Participant's name:

Date of Birth:

Participant's home address:

Parents' or guardians' names:

Parents or guardians' telephone number(s):

Name of teacher/adult accompanying participant to conference:

This is to certify that _____ has my permission to attend all DECA activities. On behalf of the above-named student member, we hereby absolve and release the school officials, the DECA chapter/state advisors, the host state or district, from any claims for any personal injuries which might be sustained while s/he is on the way to and from or during such DECA sponsored activities providing that this agreement shall not apply to any injury arising out of sole negligence of the participating parties.

I also understand that the state advisor or district co-chair determines the criteria at the local site for individual students to attend and participate.

I authorize the above named advisor/adult, the MASS-DECA Board of Directors to secure the services of a physician or hospital, and to incur the expenses for necessary services in the event of illness or accident, and I will provide payment for these costs.

Should a conduct code violation occur, law enforcement personnel and/or security may be called to assist, and the Conduct Committee may be called with the ultimate punishment being disqualified and sent home at the member's expense and/or being removed from office if in an officer status. Reasonable care shall be exercised to insure a safe, expedient and financially feasible mode of transportation back to the home community of the member involved.

I have read and agree to abide by the supplied MASS-DECA Conduct Code and am aware of the consequences that will result from violation of any guidelines.

Student Signature:

Date:

Parent/Guardian Signature:

Date:

Chapter Advisor Signature:

Date:

MA DECA Chapter Advisor Guide 2019-2020

Massachusetts DECA registration, personal and liability release form continued

MASSACHUSETTS DECA EMERGENCY INFORMATION

PRIMARY CONTACT:

Parent or Guardian's name(s):

Parent or Guardian's phone number (cell & home):

I give my permission for the child in my care to be sent home in the care of the secondary contact in the event that I cannot be reached.

SECONDARY CONTACT : Non-immediate family member

Name:

Cell and/or home phone:

Family Physician:

Phone number:

Do you have any known allergies?

If yes, please name:

Do you have a history of heart condition, diabetes, asthma, epilepsy, rheumatic fever or other existing medical conditions?

If yes, please explain:

Are you taking medication?

If yes, please explain:

Do you have any physical restrictions?

If yes, please explain:

Name of person responsible for your medical bills (Guarantor):

Insurance company:

Insurance plan number:

Insurance Group number:

I have read and completely understand the Personal Liability and Medical Release Form, the Code of Conduct, and, by signing below, do hereby agree to abide by these in their entirety, accept the conditions of the agreements, and completely release DECA Inc and Massachusetts DECA.

Signature of Participant

Date

Signature of Parent or Guardian (mandatory if under age 18)

Date

This completed form must be turned in to the chapter advisor or participant will not be allowed to attend. For legal protection, this form must be in the chapter advisor's possession at each conference or activity.

