

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 High School Trip Coordinator(s): Debra Partridge

Grade Levels: 11-12 Discipline/Course(s): DECA

Destination: Place, Town and State: Boston Corley Marriott, Boston, MA

Individual, Company or Organization Hosting/Conducting this trip: MASS DECA

Date of Request: _____ Departure Day/Date/Time: THUR, 2/27/20, 2:30 PM

Number of Students: 11 Return Day/Date/Time: SAT, 2/29/20, 1:00 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.

<input checked="" type="checkbox"/> DEBRA PARTRIDGE	
<input checked="" type="checkbox"/> ELIZABETH KELLEY	

Substitutes: Will substitutes be needed for this trip? ☐ = NO ☒ = YES If "yes", how many subs are needed? 2

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** JK

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> - Drop-off - Pick-up	<u>N/A</u>		

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

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

DECA - FUNDRAISING

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: _____

Principal: K Mann

SPED Director (If Applicable): _____

Ants Director (If Applicable): _____

Asst. Superintendent: Mandy B...

Approved Date _____

Approved Date 4/15/20

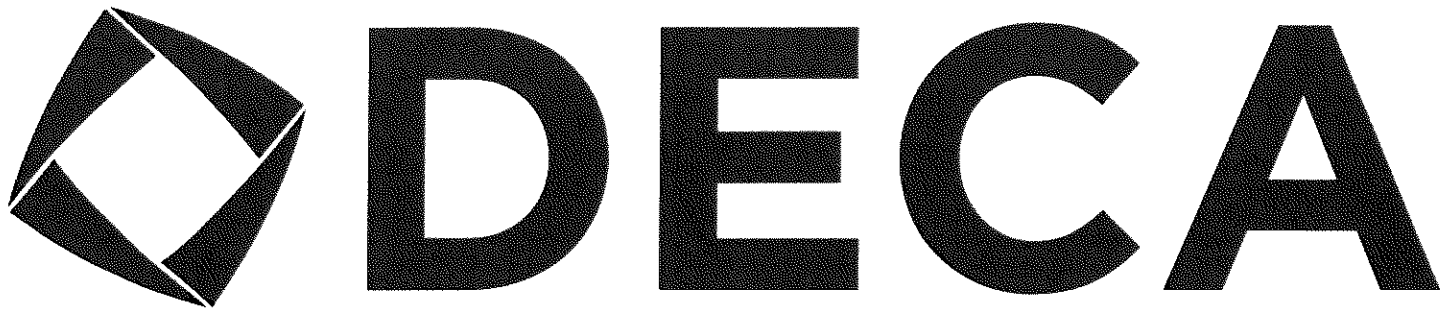
Approved Date _____

Approved Date _____

Approved Date 1-22-2020

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

☐ APPROVED by School Committee (Date) _____



DECA State Conference/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.

State Competition: Boston Copley Marriott, MA February 27-29, Cost per student- \$300

The students attending the state conference have qualified through districts by placing in the top four in their Individual Series Event, or a Team Decision Making Event. We have two students who qualified and will now move on to compete in states. These students will be required to take another 100 question exam, and complete two role plays where they have 10 minutes for individuals and 30 minutes for teams to prepare before they go into role play event. Preparation for events takes place during and after school. Students are given practice tests and practice role plays to review in preparation. In addition, we have four students who will attend states by competing in a written series competition. Students will be focusing their written papers in the area of Entrepreneurship and Franchising a Business.

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. If our student can find success here, they will have the opportunity to move on to Internationals which will be held in Orlando, Florida in April.

DECA STATE CONFERENCE – COPLEY MARRIOTT BOSTON– FEBRUARY 27-29TH

Congratulations will be participating at the 2020 state conference being held on February 27-29 at the Copley Marriott Boston. Your child either placed in the top four in his/her series competition at districts or your child is taking on the challenge of competing in written event series, where they will be asked to complete a written paper and present. I have included the conference agenda along with the Massachusetts DECA rules and expectations our students are expected to adhere to.

COST FOR REGISTRATION: (events/food/evening entertainment)	\$240.00
HOTEL (ROOM) COST: \$239.20 per night/4 students =\$60x2nights	\$120.00
Total Cost per student	\$360.00

We are hoping to offset the cost for students and are asking for an initial deposit of \$200 -checks payable to WHS DECA.

Please read through the attached packet in its ENTIRETY with your child. I am providing you with your completed forms from districts. If you do not have any changes simply initial each page in the bottom right hand corner with the date. If you have changes, please email me at debra.partridge@weymouthps.org and I will send you new forms or make changes accordingly and then initial.

1. DECA- Comprehensive consent form
2. DECA- Registration, Personal and Liability Release
3. DECA- Emergency information- including insurance info

**THESE FORMS & CHECK MUST BE SIGNED AND RETURNED
BY WEDNESDAY JANUARY 23RD**

In addition, your child will be bringing home additional forms that will require your attention at a later date. The first will be for an in school field trip for the online testing, if your child is competing in a series event and the second will be for the trip to states. Finally, we will be asking business to help offset the cost. A sponsorship letter will be sent home with the field trip forms and we are requesting you send this to any business you have relations with. Please let me know if you need additional copies.

Debra Partridge
WHS DECA Advisor





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 State Conference taking place February 27-29th at the Marriot Copley
Hotel/Sheraton Boston/Hynes Convention center located Huntington Ave, Boston, MA 02116.

We will be taking school bus transportation departing on Thursday, February 27 at 2:30 pm. We will return the same way on Saturday, February 29th; 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. Please note students are not allowed to bring food/drink of any kind. I will bring some snacks for your children. Your child may wish to bring some spending money to buy additional snacks/drinks from vendors found within Copley Place.

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 you have already signed and turned in the Massachusetts DECA code of conduct and health forms on behalf of your child.

Signed _____
Address _____
Telephone Number _____

Teacher Permission

I give the above student permission to miss my class and attend the DECA District Conference taking place on **FRIDAY** February 28.

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



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-State Testing Session:

DECA-EVENT TEST RM: 3038- Ms. Partridge TBD – during my long block prep

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 2020 Massachusetts DECA state competition. This test will make up a portion of your child's score; with the remainder of their score will be completed on February 28th at the state conference, where your child will be asked to participate in a series of role plays.

This test will be taken prior the conference on TBD during period TBD, long block.

Signed _____

Address _____

Telephone Number _____

To All Teachers Concerned:

As stated above _____ Homeroom _____

Will not be attending

Period TBD Date TBD

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 State Conference in March.

Period	Subject	Teacher	Room	Initial
?				

MASS-DECA

61st Annual
State Career Development Conference

Find Your Fire!



February 27-29, 2020

Marriott Copley Hotel
Sheraton Boston
Westin Boston Hotel
Hynes Convention Center
Boston, MA

TENTATIVE AGENDA
2020 MASS-DECA
61st annual STATE CAREER DEVELOPMENT CONFERENCE
February 27, 28 and 29, 2020

Friday, February 28

TIME

ACTIVITY *(all activities @ Marriott, unless otherwise noted)*

6:00-8:00 A.M.	Buffet Breakfast (Open seating)
7:00-8:30 A.M.	Judge's Arrival and Reception
7:00 A.M.- 4:00 P.M.	Leadership Academy(required of all written/hybrid participants, Quiz Bowl, & State Only Event Winners)
8:00 A.M.- 4:00 P.M.	Officer Candidate Campaign tables
8:30 A.M.	Judge's Briefing
8:30 A.M.	Quiz Bowl Begins
8:30-4:00 P.M.	Exhibitor Tables
9:00 A.M.- 5:00 P.M.	Oral component for all events: refer to schedule received prior
9:00 A.M.- 4:00 P.M.	Workshops(one suggested of all principle, series & team participants)
11:30 A.M.- 2:00 P.M.	Student Lunch-Eataly Voucher
11:30 A.M.-2:00 P.M.	Advisor & Judges' Luncheon-at Marriott or Hynes Convention Ctr
5:00-6:30 P.M.	Business & Election Session @ Hynes Convention Center
5:00-7:00 P.M.	Dinner @ Hynes Convention Center
7:30-9:15 P.M.	Achievement Awards (Mini) Session @ Hynes Convention Center
9:30-11:15 P.M.	DECA Dance -Conference T-shirt required
9:30-11:15 P.M.	DECA's Lip Sync/Karaoke-Conference T-shirt required
11:30 PM	Curfew

Saturday, February 29

TIME

ACTIVITY

7:30-9:30 A.M.	Breakfast (Open Seating) @ Marriott
8:00-9:30	Luggage Storage (by district @ Marriott-refer to program booklet)
By 9:30 A.M.	Vacate student rooms
By 9:30 AM	Checkout (Advisors Only)
10:00 A.M.- 12:00 P.M.	Grand Awards Session @Hynes
12:00 P.M.	Pick-up evaluation forms @ Hynes

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:

Competitive events, including tests, general and special sessions, all meals and banquets, state officer testing & interviews, and all workshops.

Dress slacks, dress collared shirt worn with tie, dress shoes, socks, sweater and/or sports coat. Shirts must be tucked in for males. Professional dress (including knit dress), dress slacks, skirt, blazer, dress blouse, collared shirt worn with tie or scarf for ICDC, dress shoes (pumps, heels or flats). Dresses or skirts must be fingertip length for States. Nylons are recommended if dresses or skirts are being worn.

DECA Blazers may NOT be worn in front of judges at the State Conference; however, they MUST be worn in front of judges at ICDC. It is advised that facial piercings be removed when in a judge's presence. DECA Inc advises that dresses and skirts must be knee length for ICDC and that all collared shirts regardless of male/female, must be worn with scarf or tie for ICDC.

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

UNACCEPTABLE BUSINESS ATTIRE:

Low cut fronts, skirts shorter than fingertip length, open sides, see through blouses, open back, sleeveless tops, crop tops, hats, sneakers, hiking, work, army, "Uggs" type boots, leggings, sandals and denim material.

ACCEPTABLE CASUAL ATTIRE: *Travel to/from conferences, dances, and non-conference activities .*

Slacks, cords, khakis, golf shirts, skirts, blouses, tasteful denim (no rips, holes, bagginess), walking shorts, DECA T-shirts and DECA sweatshirts. 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, low cut shirts/blouses, open sides, see through blouses, tube tops, strapless tops, crop tops, clothing containing pictures or statements relating to alcohol, drugs, sex or other items which would be considered inappropriate, shorts, sweatshirts, halter tops, one strap shirts, straps less than 1" wide, hats, sneakers and all spandex, flip-flop sandals, sunglasses.

Massachusetts DECA comprehensive consent form continued:

LEVEL TWO VIOLATIONS:

Less serious violations, but if repeated violations occur the student may 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 by not being in your assigned room with the door closed until 6:00 a.m..
4. Disturbing other hotel guests by excessive noise after curfew; door slamming, music, shouting, loud talking/singing.
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. Having or being a member of the opposite sex in a 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. Removal of the ability to attend ICDC leadership conferences
3. Repeat violation or another violation of a Level Two Code may 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 student participant:

Date:

Signature of parent:

Date:

Signature of Chapter Advisor:

Date:

**MASSACHUSETTS DECA
EMERGENCY INFORMATION**

Name of Person to Contact in event of emergency:

Contact Person's telephone number:

Family Physician:

Phone number:

Do you have any known allergies?

If yes, please name:

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

If yes, please explain:

Are you taking medication?

If yes, please explain:

Is tetanus shot up to date?

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's national and state associations.

Signature of student 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.