

SUFFOLK PUBLIC SCHOOLS
(Attach to field trip application requiring School Board approval)

Field Trip #: 22241

School: Lakeland High School

Grade/Subject/Club/Team: ACCESS Students

Date of Field Trip: November 2, 2024 to November 3, 2024

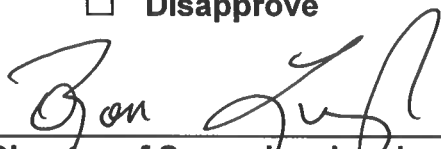
Destination: Virginia Tech, Blacksburg, Virginia

Purpose: Lakeland High School ACCESS students will participate in the tour of Virginia Tech in Blacksburg, Virginia.

Objectives: Lakeland High School ACCESS students will have the opportunity to tour Virginia Tech in Blacksburg, Virginia.

Approve

Disapprove



Director of Secondary Leadership

10-10-24

Date

Superintendent

Date

School Board Action:

Approve

Disapprove

Clerk of the Board

Date

Travel Request Form

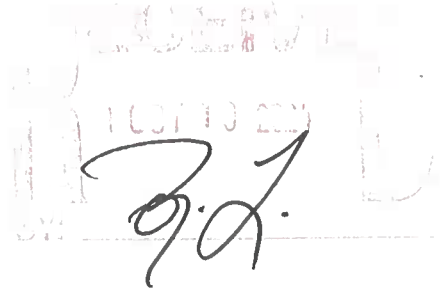
Please Note: Welcome to Suffolk City Public Schools Travel Tracker, your one-stop travel center. Within this software, you can submit student field trip requests, reserve an activity bus for a field trip or athletic event, and reserve a car for staff travel. If you have any questions or comments please email kevinprivott@spsk12.net or call (757) 925-5573.

Trip Number **22241**

* Category **Travel With Students**

* Type of Trip **Field Trip**

* Field Trip Event **OTHER**



Trip Leave

* Date **11/2/24** **Saturday**

* Time **8:30 AM**

Trip Return

* Date **11/3/24** **Sunday**

* Time **9:30 PM**

Trip Year/Week 2024-44

* Is this trip overnight, out-of-state, or greater than 200 miles one way? **Yes**

Comments

* Your School/Dept ⓘ **300 Lakeland High**
214 Kenyon Rd, Suffolk, VA 23434

* Main Destination ⓘ **Other (Type Below)**
Blacksburg, VA 24061, USA

Destination Not Listed **Virginia Tech, Blacksburg, VA, USA** * Destination Name **VT University**

* Approximate Nbr of Miles Round Trip **521.17**

Special Instructions for Permission Slip **SPS bus transportation is not needed. Students will be transported in chaperone by their parents.**

Funding Source #1 **School Allotment - Lakeland High** Budget Code

Funding Source Desc Budget Code Desc

Funding Approver

Are funds payable to a third party? **No**
 (Does venue require payment prior to trip?)

* Teacher / Advisor / Staff Name **LeAnne Cash**

* Teacher / Advisor / Staff Phone # 7579255790
 Teacher / Advisor / Staff Email lcash@accesscollege.org
 Note: This email will receive the requester emails if different from requester

Emergency Contact Info Same as Teacher / Advisor / Staff

* Emergency Contact Name LeAnne Cash
 * Emergency Contact Phone # 7579255790

* Grade Level(s) Making Trip 12
 * Description of group or person(s) making trip Senior students
 * Educational Objective for Field Trip College Visit

Number of Individuals Making Trip

* Male Adults 1	* Female Adults 1	Total Adults 2
* Male Students 1	* Female Students 1	Total Students 2

Need 1 adult(s) for 15 or more students.
 Need 1 adult(s) for every additional 15 students.

* Will the students be away from school during lunch? Yes
 * If so, will these students need packed lunches? No

Nbr Students 2 Teacher LeAnne Cash
 Students will be away from school during the lunch period.

Additional Information

* School will be billed for Mileage No
 * School will be billed for Driver No
 * What is the cost to the Student? None
 * Description of the funding source you will be using Access College Foundation - Mrs. Cash office located at LHS
 :
 * Will a coach be driving the trip? No
 * If yes, please enter the coaches name. If no, enter NA
 NA.

* Will you be using external transportation (ex. plane, walking)? Yes
 * Please indicate mode of travel instead of, or in addition to, the reserved vehicle(s). Please include details of trip, including itineraries. Indicate chartered transportation company if applicable.
 Students will be transported by charter bus - Agape Charter Bus Company

Vehicles Needed

* Do you need vehicles? No

Person Submitting Request rickeyeley@spsk12.net

Date Submitted

Field Trip Acceptance of Responsibility

By submitting this request, the trip sponsor (Teacher, Coach, Staff Member, etc.) is validating the following conditions:

1. Possess a current/valid Driver's License for the vehicle you will be driving
2. Absent of any medical condition, medications/alcohol/drugs that will impede the operation of a vehicle
3. You will obey all traffic laws while operating the vehicle
4. You will not "text" or operate any device that may distract you while driving the vehicle
5. Properly authorized use of a Suffolk City Public Schools vehicle for official travel
6. Will only transport authorized passengers for the purpose of official travel
7. The lift is to be operated only for wheelchairs.
8. Buses and vehicles must come back in good condition in order to avoid additional charges.
9. Buses and vehicles must be cleaned in order to avoid additional charges.
10. Elementary Schools must have 1 adult per every 10 students.

* I have read and understand the information above.

Yes

Level 01 Approval - Location Approval

Comment

Decision Approved

Name loriwhite@spsk12.net

Decision Date Oct 9, 2024, 4:11:56 PM

Level 02 Approval - Second Level Location Approval

Comment

Decision

Designated Approver keeshahicks@spsk12.net

Name

Decision Date

Level 07 Approval - Overnight/OOS Approval

Comment

Decision

Name

Decision Date



SUFFOLK PUBLIC SCHOOLS
Field Trip Instructional Objectives

School Lakeland High School

Person completing the form LeAnne Cash

Grade Level 12th

Date of Trip 10-30-24

Listed below are the instructional objectives for the requested field trip:

<i>Objectives:</i>	<i>Correlated Standard of Learning:</i>
To give seniors the chance opportunity to visit a college campus	

This form must be attached to the Application for Field Trip and submitted to Dr. Deran Whitney, Deputy Superintendent for Instructional Services or Dr. Sandra Witcher, Director of Special Education.