

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

Field Trip #: 23716

School: Nansemond River High School

Grade/Subject/Club/Team: Chorus

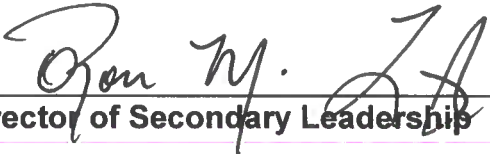
Date of Field Trip: April 24, 2025 through April 26, 2025

Destination: Richmond, Virginia

Purpose: Nansemond River High School Chorus students will participate in the All-VA Choir at the Greater Richmond Convention Center in Richmond, Virginia.

Objectives: Nansemond River High School Chorus students will have the opportunity to participate in the All-VA Choir at the Greater Richmond Convention Center in Richmond, Virginia.

- Approve**
 Disapprove



Director of Secondary Leadership



Date

School Board Action:

- Approve**
 Disapprove

Clerk of the Board

Date

Travel Request Form

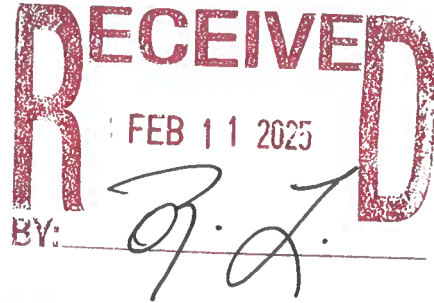
Please Note: Welcome to Suffolk City Public Schools Travel Tracker, your one-stop travel center. Within this software, you can submit student field trip requests, reserve an activity bus for a field trip or athletic event, and reserve a car for staff travel. If you have any questions or comments please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

Trip Number **23716**

* Category **Travel With Students**

* Type of Trip **Field Trip**

* Field Trip Event **Chorus**



Trip Leave

* Date **4/24/25** **Thursday**

* Time **8:00 AM**

Trip Return

* Date **4/26/25** **Saturday**

* Time **4:00 PM**

Trip Year/Week 2025-17

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

Comments

* Your School/Dept ⓘ **240 Nansemond River High**
3301 Nansemond Parkway, Suffolk, VA 23435

* Main Destination ⓘ **Other (Type Below)**
403 N 3rd St, Richmond, VA 23219, USA

Destination Not Listed **403 North 3rd Street, Richmond, VA, USA** * Destination Name **Greater Richmond Convention Center**

* Approximate Nbr of Miles Round Trip **193.80**

Special Instructions for Permission Slip

Funding Source #1 **SAO - Fine & Performing Arts** Budget Code

Funding Source Desc Budget Code Desc

Funding Approver **beverlyyoung@spsk12.net**

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

* Teacher / Advisor / Staff Name Karen Waddell
 * Teacher / Advisor / Staff Phone # 7579234101
 Teacher / Advisor / Staff Email karenwaddell@spsk12.net

Note: This email will receive the requester emails if different from requester

Emergency Contact Info Same as Teacher / Advisor / Staff

* Emergency Contact Name Karen Waddell
 * Emergency Contact Phone # 7579234101

* Grade Level(s) Making Trip 11
 12

* Description of group or person(s) making trip Members of NRHS Choir that qualify for the All Virginia Choir

* Educational Objective for Field Trip The students will:
 Apply steps of a creative process
 Analyze, interpret, and evaluate choral music
 Analyze and demonstrate collaboration skills and concert etiquette as a performer.

Please see the attached documents for additional objectives.

Number of Individuals Making Trip

* Male Adults 0 * Female Adults 1 Total Adults 1
 * Male Students 0 * Female Students 2 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 Karen Waddell
 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? 0.00
 * Description of the funding source you will be using Performing Fine Arts will pay for student registration.
 ;
 * 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.

Parents will be responsible for transporting students to state event.

Vehicles Needed

* Do you need vehicles? No

Person Submitting Request tinapaul@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 tinapaul@spsk12.net

Decision Date Feb 10, 2025, 11:52:12 AM

Level 02 Approval - Second Level Location Approval

Comment

Decision

Designated Approver keeshahicks@spsk12.net

Name

Decision Date

Level 05 Approval - Funding Source Approval

Comment

Decision

Name

Decision Date

Level 07 Approval - Overnight/OOS Approval

Comment

Decision

Name

Decision Date



Application for Field Trip

Submit intact to the Athletic Director, Principal, or Bookkeeper/Secretary, at least 30 working days (6 weeks) prior to the scheduled date of the trip. All professional leave forms for this trip must be submitted with this form. All forms are to be done in blue or black ink only.

School/Organization NRHS Choir Date 2/10/25
Grade/Subject/Club 10/12 Choir Teachers K. Waddell

REQUEST FOR SPECIAL USE OF SCHOOL BOARD VEHICLE (Personal cars are not to be used to transport students)

Date of Field Trip 4/24/25 Time Departing School 8:00A Time Returning to School 4:00P
4/26/25

Destination: Greater Richmond Convention Center (All-VA Choir)

School Bus N/A Number Needed N/A

SPECIAL NEEDS BUS

Equipment Needed: W/C N/A PCR N/A Safety Vest N/A

School Car N/A Number Needed N/A

Non-School Board Transportation
Type: Parent/guardian transport to + from
Furnished By: Parent/Guardian

(School cars are not to be used to transport students)

Number of Students 2 Number of Classes 2

Overnight Trip? Yes No

Total Cost to Student 0 *Other Costs Incurred snacks as desired

*Paid By Student

Names of Chaperones (Not including Teachers) VMEA/VCDA Directors employed by VA schools, to include D. Copeland (KFHS) and T. Carr (LHS)

Date Parental Permission Secured and Filed in Office 3/28/25

Trip Requested By: K. Waddell

Trip Received By: Mr Paul Date: 2-10-25

(Any field trip is subject to last minute cancellation due to local, state, national and/or international situations)



SUFFOLK PUBLIC SCHOOLS
Field Trip Instructional Objectives

School NRHS

Person completing the form Karen Waddell

Grade Level 10/12

Date of Trip 4/24-26/25

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

<i>Objectives:</i>	<i>Correlated Standard of Learning:</i>
The students will...	
• Apply steps of a creative process	HCAD.2.A-C
• Analyze, interpret, and evaluate choral music	HCAD.3.A-D
• Analyze + demonstrate collaboration skills and concert etiquette as a performer.	HCAD.5.A-D
• Demonstrate music literacy	HCAD.12.A-E
• Demonstrate aural skills	HCAD.13.A,D,E
• Demonstrate vocal techniques and choral skills	HCAD.14.A-J
• Identify and demonstrate expressive qualities of choral music.	HCAD.15.A-D

This form must be attached to the Application for Field Trip.

**FIELD TRIP
CHAPERONE LIST**

****By listing the chaperone's name, if a parent, you certify that they have an approved volunteer form. ON FILE!!**

TEACHERS

1. K. Waddell
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

****PARENTS**

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

SPECIAL EDUCATION TEACHERS

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

TEACHER ASSISTANTS

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____