

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

Field Trip #: 22238

School: Nansemond River High School

Grade/Subject/Club/Team: ACCESS Students

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

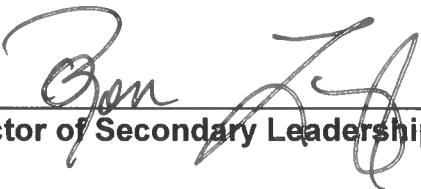
Destination: Blacksburg, Virginia

Purpose: Nansemond River High School ACCESS students will tour Virginia Tech and will receive an admissions decision.

Objectives: Nansemond River High School ACCESS students will have the opportunity to tour Virginia Tech in Blacksburg, Virginia and receive an admissions decision

Approve

Disapprove



Director of Secondary Leadership

9/17/24

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 **22238**

* 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 ⓘ **240 Nansemond River High**
3301 Nansemond Parkway, Suffolk, VA 23435

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

Destination Not Listed **Virginia Tech, Blacksburg, VA, USA** * Destination Name **Va. Tech**

* Approximate Nbr of Miles Round Trip

Special Instructions for Permission Slip

Funding Source #1 **School Allotment - Nansemond River 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 **Tina Howton**

* Teacher / Advisor / Staff Phone # 7573734650
 Teacher / Advisor / Staff Email kristybrett@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 Tina Howton
 * Emergency Contact Phone # 7573734650

* Grade Level(s) Making Trip 12
 * Description of group or person(s) making trip NRHS ACCESS Students
 * Educational Objective for Field Trip see attached

Number of Individuals Making Trip

* Male Adults	0	* Female Adults	1	Total Adults	1
* 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 Tina Howton
 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
 * Will a coach be driving the trip? No
 * If yes, please enter the coaches name. If no, enter 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.
 ACCESS provided Charter Bus

Vehicles Needed

* Do you need vehicles? No

Person Submitting Request kristybrett@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 Sep 16, 2024, 2:33:32 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



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 Nansemond River Date 9/6/24
Grade/Subject/Club 12th Access Teachers Tina Howton

REQUEST FOR SPECIAL USE OF SCHOOL BOARD VEHICLE

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

Date of Field Trip Nov 2 - Nov 3 2024 Time Departing School Access main office 8:30 Time Returning to School Access main office 9:30 PM

Destination: Virginia Tech

School Bus Q Number Needed Q

SPECIAL NEEDS BUS

Equipment Needed: W/C PCR Safety Vest

School Car _____ Number Needed _____

Non-School Board Transportation -
Type: <u>charter</u>
Furnished By: <u>Agape</u>

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

Number of Students 2 Number of Classes _____

Overnight Trip? Yes _____ No _____

Total Cost to Student Q *Other Costs Incurred Q

*Paid By Access

Names of Chaperones (Not including Teachers): Access Advisors

Date Parental Permission Secured and Filed in Office 10/15/24

Trip Requested By: Tina Howton

Trip Received By: Impaul Date: 9-9-24

(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 Nansemond River
Person completing the form Tina Howton
Grade Level 12th
Date of Trip Nov 2-3

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

Objectives:	Correlated Standard of Learning:
Students will tour	
V. Tech and will	
receive an admissions	
decision.	

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. Access Advisors
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. _____