

SUFFOLK PUBLIC SCHOOLS

(Attach to field trip application requiring School Board approval)

Field Trip #: 16780

School: Nansemond River High School

Grade/Subject/Club/Team: 12th Grade Students (2)

Date of Field Trip: November 12, 2022 to November 13, 2022

Destination: Virginia Tech, Blacksburg, VA

Purpose: Two of the 12th grade students at Nansemond River High School will be participating in the ACCESS College Foundation College Fair at Virginia Tech in Blacksburg, VA.

Objectives: Two of the 12th grade students at Nansemond River High School will have the opportunity to participate in the ACCESS College Foundation College Fair held at Virginia Tech in Blacksburg, VA. This is to give parents and students the opportunity to see what Virginia Tech has to offer, participate in parent and student sessions, and at the end of the trip, the students will receive an admissions decision from Virginia Tech.

Approve

Disapprove



Director of Secondary Leadership

9/26/22

Date

School Board Action:

Approve

Disapprove

Clerk of the Board

Date

Save

Fields preceded with * are required fields. These will be highlighted in yellow if they are not populated.

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 **16780**

* Category **Travel With Students**

* Type of Trip **Field Trip**

* Field Trip Event
OTHER



Trip Leave

* Date **11/12/22** **Saturday**

* Time **8:00 AM**

Trip Return

* Date **11/13/22** **Sunday**

* Time **6:00 PM**

Trip Year/Week 2022-46



Use this button to create IDENTICAL recurring trips.

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

Comments **ACCESS College Advisor trip to Va Tech. Students will ride a charter bus provided by ACCESS College Foundation**

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

* Main Destination **Other (Type Below)**
Virginia Tech, Blacksburg, VA, USA

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

* Approximate Nbr of Miles Round Trip **534.74**

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 # **923-4101**

Teacher / Advisor / Staff Email

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 # **923-4101**

- * Grade Level(s) Making Trip 12
- * Description of group or person(s) making trip 2 NRHS Seniors with their parents
- * Educational Objective for Field Trip ACCESS College Foundation

Number of Individuals Making Trip

* Male Adults	2	* Female Adults	2	Total Adults	4
* 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? No

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 : school

- * 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.

Charter Bus provided by ACCESS

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 23, 2022, 3:25:12 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

Received 9/20/22 BF-6-15

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 High Date 9/14/22
Grade/Subject/Club 2 Seniors Teachers

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

Date of Field Trip 11/12/22 Time Departing School Time Returning to School

Destination: Virginia Tech

School Bus Number Needed

SPECIAL NEEDS BUS

Non-School Board Transportation Type: Charter Bus Furnished By: ACCESS

Equipment Needed: W/C PCR Safety Vest

School Car Number Needed

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

Number of Students 2 Number of Classes

Overnight Trip? X Yes No

Total Cost to Student \$40 *Other Costs Incurred

*Paid By ACCESS College Foundation

Names of Chaperones (Not including Teachers) ACCESS Advisors and one parent/guardian per student

Date Parental Permission Secured and Filed in Office

Trip Requested By: Tina Howton

Trip Received By: Date:

(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 High School

Person completing the form Tina Howton - ACCESS Advisor

Grade Level 12th

Date of Trip Nov. 12-13

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

Objectives:	Correlated Standard of Learning:
To give parents and students the opportunity to see what VA Tech has to offer. There will be parent & student sessions, meals included and hotel accommodations.	
The student is allowed to bring one parent to attend. At the end of the trip, the student will receive an admissions decision from VA Tech.	

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

16780

FIELD TRIP
CHAPERONE LIST ACCESS

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

TEACHERS

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

****PARENTS**

- 1. Adam Burchette
- 2. Orfa Nery Caudenas
Hernandez
- 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. _____