

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

Field Trip #: 19983

School: Lakeland High School

Grade/Subject/Club/Team: Center for Performing and Production Arts

Date of Field Trip: February 20-25, 2024

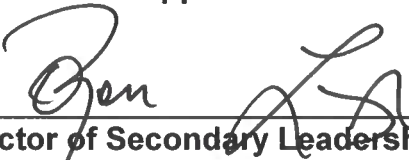
Destination: Performing Arts and Galt House, Louisville, Kentucky

Purpose: Lakeland High School Center of Performing and Production Arts students will audition for the ACDA Southern Region Honor Choirs at the Performing Arts and Galt House.

Objectives: Lakeland High School Center of Performing and Production Arts students will audition for the ACDA Southern Region Honor Choirs at the Performing Arts and Galt House in Louisville, Kentucky.

☒ **Approve**

☐ **Disapprove**



Director of Secondary Leadership

12/6/23

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

19983

* Category

Travel With Students

* Type of Trip

Field Trip

* Field Trip Event

Chorus



Trip Leave

* Date

2/20/24

Tuesday

* Time

6:00 AM

Trip Return

* Date

2/25/24

Sunday

* Time

11:00 PM

Trip Year/Week 2024-08

* 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)

140 N Fourth St, Louisville, KY 40202, USA

Destination Not Listed

Galt House Hotel, Trademark Collection by Wyndham, North Fourth Street, Louisville, KY, USA

* Destination Name

Louisville, KY

* Approximate Nbr of Miles Round Trip

1285.24

Special Instructions for Permission Slip

Funding Source #1

School Allotment - Lakeland High

Budget Code

Funding Source Desc

Budget Code Desc

Funding Approver

Are funds payable to a third party?

Yes

(Does venue require payment prior to trip?)

Amount of Payment

See Comments Section

Payment Option

Purchase Order/Requisition Nbr

Payment Due To

Comments Concerning Payment

Purchase Orders Submitted for Students' registration (390) adult registration (295), and hotel rooms for both (929.50 X 2). The total amount payable to outside organizations is \$2544. This amount does not include gas or tolls for travel.

* Teacher / Advisor / Staff Name

Tiffany Carr

* Teacher / Advisor / Staff Phone #

757-653-8963

Teacher / Advisor / Staff Email

tiffanycarr@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 Tiffany Carr
* Emergency Contact Phone # 757-653-8963

* Grade Level(s) Making Trip 10

* Description of group or person(s) making trip Tanaya Thompson and Unique Chatmon qualified to be in the national honors choir.

* Educational Objective for Field Trip Sing in the ACDA National Honors Choir.

Number of Individuals Making Trip

* Male Adults 1	* Female Adults 1	Total Adults 2
* 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 Tiffany Carr

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? Cost of hotel room and participation fee, to be subsidized by fundraising and grant money.
* Description of the funding source you will be using : Boosters, Grant Money, and CPPA account
* Will a coach be driving the trip? Yes
* If yes, please enter the coaches name. If no, enter NA. Michael Camenisch
* 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.
Personal vehicles or a rental van will be used.

Vehicles Needed

* Do you need vehicles? No

Person Submitting Request

michaelcamenisch@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 Dec 2, 2023, 5:11:18 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 Lakeland High School
Grade Subject/Club CPPA

Date 11/20/2023
Teachers T. Carr + M. Camenisch

REQUEST FOR SPECIAL USE OF SCHOOL BOARD VEHICLE

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

Date of Field Trip 2 20²⁵ 24 Time Departing School TBD Time Returning to School PM TBD

Destination: Performing Arts and Galt House, Louisville, Kentucky

School Bus _____ Number Needed _____

SPECIAL NEEDS BUS

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 1

Overnight Trip? ☒ Yes _____ No _____

Total Cost to Student \$850.00 *Other Costs Incurred _____

*Paid By Student / Family / Donations

Names of Chaperones (Not including Teachers) _____

Date Parental Permission Secured and Filed in Office _____

Trip Requested By: [Signature]

Trip Received By: [Signature]

Date: 11/25/23

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

WHITE - Athletic Director YELLOW - Business Office

[Signature]



LIST OF PARTICIPANTS

ACDA Southern Region Honor Choirs

Field Trip Destination: Louisville, KY

Date(s): 2/20-25/2023

Participating Students: (Last name, First Name)

- | | |
|---------------------|-----------|
| 1. Thompson, Tanaya | 21. _____ |
| 2. Chatmon, Unique | 22. _____ |
| 3. _____ | 23. _____ |
| 4. _____ | 24. _____ |
| 5. _____ | 25. _____ |
| 6. _____ | 26. _____ |
| 7. _____ | 27. _____ |
| 8. _____ | 28. _____ |
| 9. _____ | 29. _____ |
| 10. _____ | 30. _____ |
| 11. _____ | 31. _____ |
| 12. _____ | 32. _____ |
| 13. _____ | 33. _____ |
| 14. _____ | 34. _____ |
| 15. _____ | 35. _____ |
| 16. _____ | 36. _____ |
| 17. _____ | 37. _____ |
| 18. _____ | 38. _____ |
| 19. _____ | 39. _____ |
| 20. _____ | 40. _____ |

CHAPERONES (1 per 15 students)

NAME

PHONE

POSITION

- | | | |
|----------------------|----------------|---|
| 1. Tiffany Carr | (757) 774-6640 | <input checked="" type="checkbox"/> Staff <input type="checkbox"/> Parent |
| 2. Michael Camenisch | 757-254-6453 | <input checked="" type="checkbox"/> Staff <input type="checkbox"/> Parent |
| 3. _____ | _____ | <input type="checkbox"/> Staff <input type="checkbox"/> Parent |
| 4. _____ | _____ | <input type="checkbox"/> Staff <input type="checkbox"/> Parent |



Field Trip Objectives & Plan for Monitoring Students

School: Lakeland High School

Person completing the form: Tiffany Carr

Trip Destination: Performing Arts and Galt House, Louisville, Kentucky

Date of Trip: 2/20-25/2024

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

Two CPPA and Advanced Choir students auditioned for and became members of the ACDA Southern Region Honor Choirs. One student was selected as a Soprano 1 in the Advanced SATB Honor Choir, and the other student was selected as a Soprano 2 in the Advanced Treble (SSAA) Honor Choir.

This event is nationally recognized and a first for Suffolk Public Schools.

Being selected as a member of the ACDA Southern Region Honor Choirs is an incredible honor. To be selected, students had to virtually audition with the prepared piece, "John the Revelator." The submissions were then judged by professional music adjudicators from around the nation. Close to 2,000 auditions were submitted and only a select few were chosen. This is an incredible opportunity for these students and will help put Suffolk Public Schools and the CPPA program on the map.

Plan for Monitoring Students

The students will be supervised by the advisor(s) at all times during the trip. A head count will be taken each time the students are assembled by the advisor(s).

If anyone gets separated from the group, they are to remain where they are and call Advisors on their cellular phones at (c) (757)774-6640 or (c) (757)653-8963 immediately. Students are expected to also give their Advisors their cell phone numbers before leaving Lakeland High School. All emergency information will be sent home to the parents before departure.

In case of an emergency, the Advisor will contact the Principal/Assistant Principal by way of the main office during the school day, or their cell phones before/after office hours.

If students become ill during the trip and need to be taken to the Emergency Room, the Advisor will notify the respective parent from the information given on the Field Trip Permission Form and Medical Permission Forms, as well as School Administration.



The Center for Performing and Production Arts

HOLD HARMLESS STATEMENT FOR PARENTS/GUARDIANS

School Lakeland High School Date 11/20/2023

Class / Club / Group CPPA

Destination: Performing Arts and Galt House, Louisville, KY

Departure: Time TBD - Date 2/20/2024

Return: Time TBD - Date 2/25/2024

This activity will provide an excellent educational experience for students. In order for your child to participate, your permission and release from liability are required. Please complete this form and return it along with other required forms (as applicable) to the school by _____. If you have questions concerning this activity, please do not hesitate to call the school.

I agree to release and hold harmless the Suffolk Public School Board and its officers, agents and employees from liability for any accident, injury, illness or death, sustained by the student listed below in connection with or while participating in this activity.

In the event of any illness or injury, I hereby consent to whatever x-ray, examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care from a licensed dentist, physician and/or surgeon as deemed necessary for the student's safety and welfare. It is understood that the resulting expenses will be the responsibility of the parent/guardian and not the Suffolk Public School Board.

It is important that all families understand that should conditions in our country at the time of the trip be such that the school administration believes the trip to be an unsafe destination, the trip will be cancelled. While this would indeed be unfortunate for all involved, we must make safety our first priority. Should this occur, the money paid for the trip will not be refunded. Most of the cost associated with the trip must be paid in advance. Therefore, the school will not have the money to refund. We will make every effort to recoup money spent. However, it is highly unlikely refunds will be issued.

Please complete the following:

_____ (child's name) has my permission to go on the field trip to _____ on _____.

Parent/Guardian Signature: _____ Date: _____

Address: _____ Phone: _____

Student Signature: _____ Date of Birth: _____