

# SUFFOLK PUBLIC SCHOOLS

(Attach to field trip application requiring School Board approval)

**Field Trip #:** 16823

**School:** King's Fork High School

**Grade/Subject/Club/Team:** 12<sup>th</sup> Grade Students (2)

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

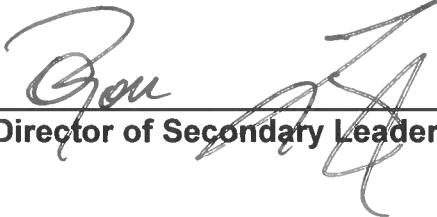
**Destination:** Virginia Tech, Blacksburg, VA

**Purpose:** Two of the 12<sup>th</sup> grade students at King's Fork High School will be participating in the ACCESS College Foundation College Fair at Virginia Tech in Blacksburg, VA.

**Objectives:** Two of the 12<sup>th</sup> grade students at King's Fork 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**

10 / 11 / 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 **16823**

\* Category Travel With Students

\* Type of Trip Field Trip

\* Field Trip Event  
OTHER



### Trip Leave

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

\* Time **8:30 AM**

### Trip Return

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

\* Time **9:30 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

\* Your School/Dept **395 King's Fork High**  
**351 King's Fork Rd, Suffolk, VA 23434**

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

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

\* Approximate Nbr of Miles Round Trip **521.93**

#### Special Instructions for Permission Slip

<b>Funding Source #1</b>	School Allotment - Kings Fork High	<b>Budget Code</b>
<b>Funding Source Desc</b>		<b>Budget Code Desc</b>
<b>Funding Approver</b>		

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

\* Teacher / Advisor / Staff Name **Adrienne Miller**

\* Teacher / Advisor / Staff Phone # **757-923-5240**

Teacher / Advisor / Staff Email **adriennemiller@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 **Adrienne Miller**

\* Emergency Contact Phone # **757-923-5240**

- \* Grade Level(s) Making Trip 12
- \* Description of group or person(s) making trip 12th grade Access Students
- \* Educational Objective for Field Trip Access trip

**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 Adrienne Miller  
 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
- \* Description of the funding source you will be using : 0
- \* 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 foundation is providing a charter bus.

**Vehicles Needed**

- \* Do you need vehicles? No

Person Submitting Request brianneashley@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 derrickbryant@spsk12.net  
 Decision Date Sep 30, 2022, 12:59:14 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 Kings Fork High/Access Date 9/22/22  
Grade/Subject/Club 12 Teachers N/A

#### 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 8:30<sup>am</sup> Time Returning to School 9:30<sup>pm</sup> # 13/2  
Destination: Virginia Tech  
School Bus ∅ Number Needed ∅

#### 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>Kenture</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 ∅ \*Other Costs Incurred ∅

\*Paid By Access College Foundation

Names of Chaperones (Not including Teachers) Access Advisors

Date Parental Permission Secured and Filed in Office 9/29/22

Trip Requested By: Adrienne Miller

Trip Received By: DiBj Date: 9/29/22

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



Public High Schools  
Southside Hampton Roads  
and Northampton County Public Schools

I/We, the undersigned parent(s) or legal guardians of \_\_\_\_\_, a student at \_\_\_\_\_ High School, request that my child be permitted to engage in the activities set forth below as sanctioned by the ACCESS College Foundation and the school system.

**Description of Activity:**

The ACCESS College Foundation will take students and one parent to: Virginia Tech on Saturday, November 12, 2022, through Sunday, November 13, 2022.

**Departure of Buses:**

Buses will leave ACCESS College Foundation Office at 8:30 am. Please arrive by 8:00 am; we will be leaving promptly at 8:30 am.

Buses will arrive at Virginia Tech at 5:45 pm.

Students and Parents must bring money for lunch and bookstore purchases. We will stop for lunch during our trip. We will also stop for dinner when we depart on Sunday.

**Return of buses:**

Buses will depart Virginia Tech at 2:45 pm and will arrive at ACCESS College Foundation Office at 9:30 pm Sunday.

**Parental Consent and Release:**

**AUTHORIZED TO TREAT MINOR:** In the event of an emergency, I hereby give my permission to call 911 and/or to contact a medical facility or physician selected by the ACCESS College Foundation to secure proper treatment for the student and that I will be responsible for all expenses arising in connection with such treatment.

**INDEMNITY AND WAIVER OF CLAIM.** I, the undersigned, the Parent /Lawful Guardian of the above named Student, hereby acknowledge that as a condition of the Student participating in the activity, agree to indemnify and hold harmless the ACCESS College Foundation, its employees and volunteers, its governing board, the individual members thereof, the School District and all other district officers, agents and employees from any liability, lawsuit, cost, expense or claim of any type whatsoever (including legal fees) for any harm, injury or death arising out of the above-described activity.

**PHOTO RELEASE:** The ACCESS College Foundation may take photographs and/or video footage of ACCESS students during this activity to use in ACCESS produced publications (such as our Annual Report, newsletter, etc.) and promotional videos.

**I HAVE READ AND HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS CORRECT TO THE BEST OF MY KNOWLEDGE.**

\_\_\_\_\_  
SIGNATURE OF PARENT/GUARDIAN

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMERGENCY TELEPHONE

\_\_\_\_\_  
HOME TELEPHONE /CELL



**SUFFOLK PUBLIC SCHOOLS**  
**Field Trip Instructional Objectives**

School Kings Fork High

Person completing the form Adrienne Miller

Grade Level 12

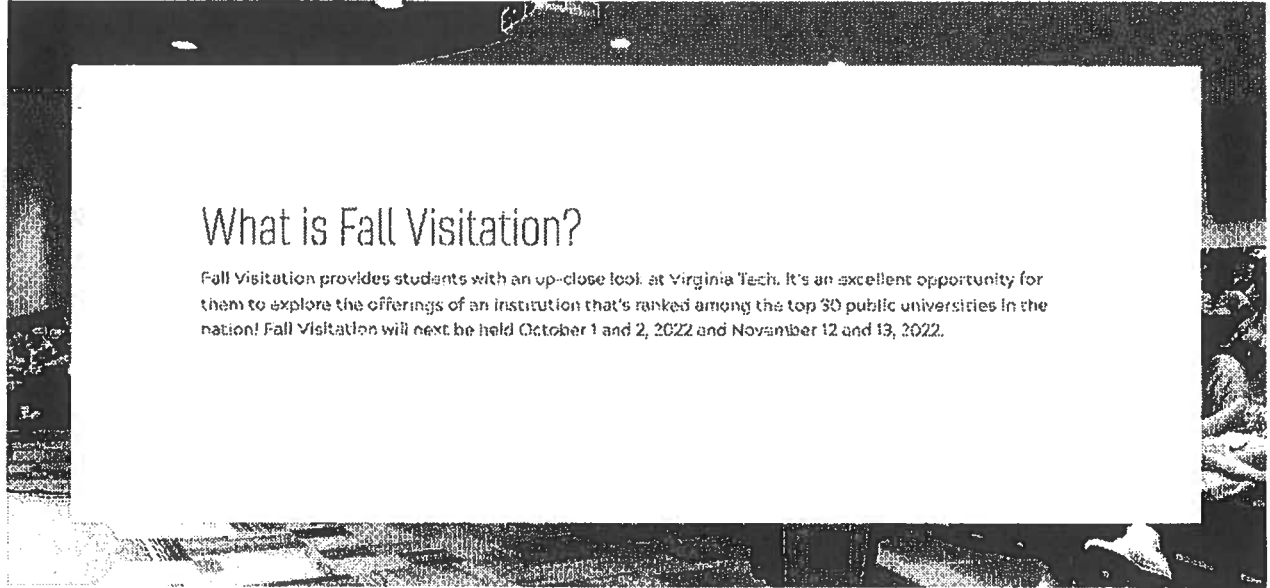
Date of Trip Nov. 12-13, 2022

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

<i>Objectives:</i>	<i>Correlated Standard of Learning:</i>
<u>see attached</u>	

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

## Fall Visitation



### What is Fall Visitation?

Fall Visitation provides students with an up-close look at Virginia Tech. It's an excellent opportunity for them to explore the offerings of an institution that's ranked among the top 30 public universities in the nation! Fall Visitation will next be held October 1 and 2, 2022 and November 12 and 13, 2022.

Fall Visitation was created to extend invitations to our pipeline programs and pre-college programs throughout Virginia, Maryland, Washington D.C., and North Carolina.

While this program is designed to attract underrepresented high school seniors and/or first-generation students, we welcome the participation of any student who has a potential interest in Virginia Tech. Our program activities are planned using a multicultural perspective though we place special emphasis on First-Generation, African-American, Hispanic, and Native American populations.

Fall Visitation is always coordinated with our Open House event. Similarities exist in the two programs, but they are not the same. At the general information session of Open House, guests get to hear what life at Tech is like, from academics to student life. Please note, Fall Visitation participants should not register for Open House. Attendees will experience Open House on day two of Fall Visitation programming.





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**

Access Advisors

1. Apollos Hall
2. Ashley Kloodous
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. \_\_\_\_\_