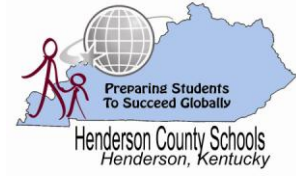


Henderson County Schools

1805 Second Street, Henderson, Kentucky 42420

(270) 831-5000 Fax: (270) 831-5009

<http://www.hendersonschools.net>



Overnight and Out of District Bus Trip Guidelines

During overnight bus trips and out of district bus trips all adults have to understand the seriousness of their responsibilities and the legal liabilities in supervision. The adults must have knowledge of where students are at all times and must be in close proximity to the students.

- All KHSAA guidelines and board policies should be adhered to.
- All sponsors and head coaches should ride on the bus with the team/students.
- Student:Adult ratios Secondary 15:1 Elementary 10:1
- Sponsors and coaches shall be trained annually to administer medication.

Checklist:

X Sponsor/Coach Name Jacob Ball/Michelle Parker Cell number (270) 577-5736

X Date of trip 10/19-10/21 expected departure time 3:00 am return time 7:00 pm

X Adequate Supervision (meets ratio criteria)
* Please List Names of Chaperones*: Jacob Ball, Michelle Parker

X Obtain parent/guardian permission forms
Athletic teams/clubs do not need to get a separate permission form for every trip. One at the beginning of the season/year from each student is sufficient.

X Notify school cafeteria manager of any lunch needs----**Not Applicable**----

X Follow all Transportation Department guidelines for bus request.---Bus Request Submitted---

X Understand any students' medication needs and/or medical conditions
Coaches must carry all players' physicals on any away and overnight trips.
-On permission slips-

____ Attach a trip list of students to principal/designee

____ Attach an itinerary

____ Other specific needs:

Signature of Person submitting form

Signature of Principal/Designee

This form must be submitted 3 days prior to the date of the trip to the principal or designee.