

# 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:

\_\_\_\_ Sponsor/Coach Name Merrill/Purke Cell number 757-897-0662

\_\_\_\_ Date of trip 9 Jun - 15 Jun expected departure time 8:00 am return time 12 pm

☒ Adequate Supervision (meets ratio criteria)  
\* Please List Names of Chaperones\*  
Merrill Purke, Julie Buckman, David Little II

☒ 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.\*

☒ Notify school cafeteria manager of any lunch needs

☒ Follow all Transportation Department guidelines for bus request.

☒ Understand any students' medication needs and/or medical conditions  
\*Coaches must carry all players' physicals on any away and overnight trips.\*

☒ Attach a trip list of students to principal/designee

☒ Attach an itinerary

\_\_\_\_ Other specific needs: None

[Signature]  
Signature of Person submitting form

[Signature]  
Signature of Principal/Designee

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

## South Middle and Henderson County High Student Travel Educational Program

To: Dr. Richey

From: Nathan Grace Chair of S.T.E.P.

We would like permission from the Henderson County Board of Education to take one trip during the 2012-13 school year to Washington DC. For the Presidential inauguration. We want to leave January 16 and return January 22. Educational points of interest will include but not be limited to the Inauguration of the President, U.S. Bureau of Printing and Engraving, Washington National Cathedral, Holocaust Museum, US Capital, Smithsonian Institute of Natural History, Air and Space, American History, and Arlington Cemetery (Changing of the Guard at the Tomb of the Unknown Soldier), Mount Vernon (Home of George Washington), Kennedy Center for the Performing Arts, National Archives, and a night tour of all the monuments.

The trip will be by charter bus and we feel it is a once in a lifetime opportunity for the students and is very educational in nature and would greatly benefit the Henderson County School System.

Sincerely submitted



Nathan Grace, STEP Chair.



Sally Sugg, Principal HCHS

Date Submitted Thursday June 7, 2012

POWERS AND DUTIES OF THE BOARD OF EDUCATION 01.45 AP.2

### **Request to Place an Item on the Agenda**

Name: Felicia Belcher

Address: 434 Paddock Ct. Henderson, Ky. 42420

Telephone number: Hm-270-826-5127 Cell-270-860-9767

Name of school children attend, if applicable: Henderson County High School

Group represented: Henderson County Colonel Choir

**Check** if request was submitted to: ☐ Superintendent ☐ Board Chairperson

Conferred with following administrators (names): Ms. Sally Sugg

Description of Issue: Choir Trip to Orlando, Flor. for choral performance on Nov. 28-Dec. 2, 2012 approval please.

Specific Action Requested: **How/Why:** The HCHS Colonel submitted 2 video auditions to Disney. The first audition was our "High School Holidays" 2011 performance from CBS 44; the other audition was an in class performance of a special Disney arrangement of "Joy To the World". We will perform in a mass youth choir on Nov. 29, 2012 and perform 15 Disney Holiday arrangements at:

**6:45pm and 8:15pm Candlelight Processional and Massed Choir Program**

*A Special Event at the "America Gardens Theatre" in Epcot.*

**Details:** We will stay on site and enjoy 2 days at the park after our performance. Kaleidoscope Adventures are handling the travel arrangements and our charter bus will be from Hyland Baptist Church.

**Check** if you are: ☐ Board Member ☐ District Employee ☒ Community Member

All requests for items to be placed on the agenda must be submitted to the Superintendent prior to the

Board meeting as specified in Board Policy 01.45. Items submitted shall require prior approval of the

Superintendent.

Reviewed/Revised: 8/18/1997