



HENDERSON COUNTY HIGH SCHOOL
CAREER AND TECHNICAL EDUCATION DEPARTMENT

August 4, 2015

Henderson County Board of Education
c/o Henderson County Schools
1805 Second Street
Henderson, KY 42420

Board Members

Please allow this letter to serve as my request to transport *qualifying* students to the following Overnight and Out of District Field Trips.

- Fall Leadership Conference held on October 21, 2015 in Murray, KY
- Regional Conference held on February 2, 2016 in Murray, KY
- State Conference held on Sunday March 6, 2016 – Tuesday March 8, 2016 in Louisville, KY
- International Career Development Conference April 22-27, 2016 in Nashville, TN

This year's DECA students who choose to compete and who complete their projects will begin rounds of competitions at the Regional level. Those who qualify for State will be chosen from the Regional competitors, and the National qualifiers will be chosen from the state competitors, depending upon their performance in the ascending levels of competition.

Thank you for your consideration in this matter and for your commitment to our students and to education.

Sincerely

Courtney Melton Givens
Business and Marketing Teacher
HCHS DECA Advisor

2424 ZION ROAD HENDERSON, KY 42420 / P-270-831-8850 F-270-831-8853

WWW.HCHS.HENDERSON.K12.KY.US/CTE/INDEX.HTM

EQUAL EDUCATIONAL AND EMPLOYMENT INSTITUTION

Henderson County Schools

1805 Second Street, Henderson, Kentucky 42420
(270) 831-5000 Fax: (270) 831-5009
www.henderson.kyschools.us

Request for Overnight Trip

August 19th – August 21st

The Jr. Chef Team for Henderson County Schools won regional in May of 2015 to advance to State Level Competition.

The Jr. Chef Team consisting of myself, Teacher Ginny Johnson and four students will travel to the State Fair on August 19th. The Jr. Chef Team will compete on August 20th and if they win will compete again on August 21st, the overnight stay will be for one or two nights depending on the outcome. If they win the competition on the 21st they will compete on August 27th and 28th accordingly.

The rooms for the students are provided by the Kentucky Department of Agriculture. Child Nutrition is providing the transportation and room for the coaches.

Thank you for your consideration

Charlotte Baumgartner
Director of Child Nutrition

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 Virginia A JOHNSON 270-952-5119
Charlotte Baumgardner 270-855-9410 Cell number
- ✓ Date of trip 8-19-15 expected departure time 3:30 pm return time 6:00 pm
to 8-21-15
- ✓ Adequate Supervision (meets ratio criteria)
* Please List Names of Chaperones*
- ✓ All participants currently have no failing grades for the current 9 weeks
- ✓ All participants have no more than 5 or more missing or incomplete assignment
- ✓ All participants have less than 5 UE
- ✓ 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.
- NA 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:
Virginia A Johnson
Signature of Person submitting form
- Victor Doty Ched T. Ry
Signature of Principal/Designee

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

Johnson, Virginia - HCH, Family & Consumer Sciences

From: Johnson, Virginia - HCH, Family & Consumer Sciences
Sent: Friday, August 7, 2015 10:55 AM
To: Mosley, Denise - HCH, School Secretary II; Allee, Tina - HCH, School Secretary I
Subject: Farm to School Trip

We will be taking three students to Louisville, Ky to the State Fair for Farm To School Competition. Our Team is the Cooking Diva's. We will leave after school on August 19th and competing on August 20th and if we win will compete on August 21st as well. These students need to be excused for these days: August 20 and 21.

Students participating:

Julie Brack
Audra Goodley
Kristen Hazelwood

Coaches

Charlotte Baumgartner
Ginny Johnson

Brackets



Region 14 Letcher

Aug 20 2015 9:00

Region 1 Ballard

Aug 21 9:00

Region 2 Henderson

Aug 20 2015 11:00

Region 16 Fleming

Aug 27 9:00

Region 9 (sub) Owensboro Ind

Aug 21 2015 11:00

Region 12 Boyle

Aug 22 11:00

Region 6 Fern Creek (Jefferson)

Aug 22 2015 9:00

Region 15 Pikeville

Aug 28 10:00

Region 4 Allen

Aug 24 2015 9:00

Region 10 Montgomery

Aug 25 9:00

Region 11 Fayette (Southside)

Aug 24 2015 11:00

Region 8 Anderson

Aug 27 11 :00

Region 13 Corbin

Aug 25 2015 11:00

Region 3 Apollo

Aug 26 11:00

Region 7 Atherton (Jefferson)

Aug 26 2015 9:00

Region 5 Taylor

HENDERSON COUNTY NORTH MIDDLE SCHOOL

"Striving For Excellence"

Curtis Shelton
Principal
Nick Eastham
Assistant Principal

1707 Second Street
Henderson, Kentucky 42420
(270) 831-5000
Fax (270) 831-5064

Bruce Farley
Counselor
Crystal Tow
Counselor

August 11, 2015

Mrs. Stanley,

North Middle School's Education Travel is planning an educational and fun visit to New York City during spring break. We are requesting the school board's approval for this trip.

We plan to spend several days visiting various sites in New York City. Our itinerary contains many ways for our students to discover, as well as learn about, the people, places, and events that have shaped our lives in the past and present. Our departure will be the afternoon of Friday, April 8th, 2016, and return on the morning of Wednesday, April 13th, 2016. There will be 80 students and 10 chaperones.

We are not requesting any school or board funds.

Thank you for considering our request. Attached is a sample itinerary for you to view.

Respectfully yours,



Curtis Shelton
Principal



Elana Stone
Educational Travel Director



New York City

April 9

Saturday

HOTEL:

GUIDE:

MOTOR COACH:

EMERGENCYNO:

DEPARTURE DAY – APRIL 8 - FRIDAY

2:00p Coach spot time

2:45p **CT** Depart North Middle School

ARRIVAL – APRIL 9 - SATURDAY

7:00a **ET** Breakfast en route [own expense]

10:00a Meet Son Tours Staff at Museum
Natural History Museum

12:00p Lunch at Museum [\$10 cash allotment]

1:00p Meet guide at Museum
Yankee Stadium Photo Op only
Cathedral of St John the Divine
Harlem drive-by

5:30p Dinner at Sbarro's

6:30p Free time in Times Square

8:30p Guide departs
Depart for Hotel

9:00p Hotel check-in

10:00p Security arrives

April 10

Sunday

6:15a Wake-up Call ✓

7:15a Depart Hotel ✓

8:00a Breakfast at Hard Rock Café ✓

9:00a Meet Guide at HRC

9:30a Central Park

Strawberry Fields

Rockefeller Center

12:00p Lunch [\$10 cash allotment]

St Patrick's Cathedral

NBC Studio Tour

Top of the Rock Observation Deck
at Rockefeller Center

6:30p Dinner at Dallas BBQ

7:30p Guides depart

8:00p **Broadway Show**

10:00p Security arrives



New York City

April 11

Monday

- 5:00a Wake up call
- 6:00a Depart hotel
- 7:00a Watch Taping of "**Today Show**"
[bring school sign]
- 8:45a Breakfast at Variety Café
[S Broadway nr Battery Park]
- 10:00a **Visit the 9/11 Memorial Museum**
- 12:30p Lunch [\$10 cash allotment]
- 1:30p Meet Guide at Battery Park
- 2:00p Ferry to the Statue of Liberty
Ellis Island
Chinatown & Little Italy
- 6:00p Dinner in Times Square
at Bubba Gumps or equivalent
- Free Time in Times square
- 9:00p Depart for Hotel
- 10:00p Security arrives

April 12

Tuesday

- 6:15a Wake-up Call
- 7:15a Load Luggage on Coach
- 7:30a Depart Hotel
- 8:30a Breakfast at Sbarro's 49th & Broadway
- 9:15a Meet Guide at Sbarro's
- 10:00a Tenement Museum
- 12:30p Lunch at South Street Seaport
[\$10 cash allotment]
- 1:30p Walk Across the Brooklyn Bridge
- 3:00p Brief stop at The Pickle Guy
[49 Essex Street]
- 5:00p Dinner at Bocca's
- 5:15p Guides depart
- 6:00p **ET** Depart for school

April 13

Wednesday

ARRIVAL DAY

- 9:00a CT Arrive North Middle School
[est]