

To: Henderson Co. Board of Education

Re: South Middle School S.T.E.P. Trip/ New York

We are requesting permission to take students on an educational trip again this year as part of our Student Travel Educational Program. WE are going to Philadelphia Pa, New York New York , and Hershey Pa. We will leave on Saturday, April 9, 2016 and return on Saturday April 16 and will take 55 students and adults. This trip will be during spring break so the students will not miss any classroom time, but will gain a lifetime of educational experiences they will never forget.

This is truly an educational experience that is possibly once in a lifetime opportunity for most students. I have enclosed the hand out that will go home to the students which includes a tentative schedule.

Thank you for considering this request



Mac Grace, S.T.E.P. Coordinator



Ryan Reusch, Principal South Middle School

**STUDENT TRAVEL EDUCATIONAL PROGRAM  
NEW YORK, PHILADELPHIA**

**April 9 – April 16**

**\$700.00**

**YANKEES BASEBALL GAME\***

**LIBERTY BELL**

**INDEPENDENCE HALL**

**PHILADELPHIA MINT**

**STATUE OF LIBERTY**

**ELLIS ISLAND**

**CONEY ISLAND**

**EMPIRE STATE BUILDING**

**CENTRAL PARK**

**ST. PATRICKS CATHEDRAL**

**F.A.O. SWARTZ TOY STORE**

**McDonald's ON BROADWAY**

**DALLAS BBQ**

**TOYS ARE US**

**WALK ACROSS THE BROOKLYN BRIDGE**

**BROADWAY PLAY "PHANTOM OF THE OPERA"**

**BROADWAY PLAY "TBA"\***

**UNITED NATIONS BUILDING**

**GRAND CENTRAL STATION**

**TODAY SHOW\***

**SHOPPING ON TIMES SQUARE**

**ROCKAFELLER PLAZA**

**RIDE ON SUBWAY**

**HERSHEY PA.**

**HERSHEY CHOCOLATE WORLD**

**\* IF TICKETS ARE AVAILABLE, EITHER THE BALL GAME OR BROADWAY PLAY NOT BOTH  
Included in the cost of the trip is busses, hotels, all attractions, (except subway tolls), 5  
colored tee-shirts to be worn during trip, 9 meals,**

## **Your Copy**

**Because payments for bus and hotel reservations must be made and tickets must be purchased in advance I understand that money cannot be refunded once past the deadlines**

A \$200 non-refundable deposit is required at time of reservation.

Second non-refundable payment of \$200 Due December 11, 2015.

Third non-refundable payment of \$200 Due February 12, 2016.

The final non-refundable payment of \$100 is due March 11, 2016.

_____	_____
Student	Date
_____	_____
Parent/Guardian	Date

**5 different colored Tee Shirts will be included and will be worn on certain days of the trip; this is to ensure the children's safety and to help keep our group together.**

**Please keep this copy for your records**

Questions Call Mac Grace 270-860-1875

**Please read, sign below and return with your deposit.**

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Tee shirt size (PLEASE CURCLE)	youth	S	M	L			
	Adult	S	M	L	XL	XXL	

**Please make check Payable to South Middle School and return to Mrs. Wint in the office at South.**

**Questions call Mac Grace 270-860-1875**

## ITINERARY (Tentative dates and times may change)

### April 9

7:00a Depart South Middle School  
12:00p Lunch in Cincinnati (en route at own expense)  
6:00p Arrive hotel New Stanton Pa.  
7:00p Dinner (own expense)

### April 10

6:00 Breakfast (Provided)  
7:00a Leave for Philadelphia (lunch en route at own expense)  
3:00p Independence Hall  
4:30p Liberty Bell  
6:00p Dinner at Pat's or Geno's Philly Cheese Steaks  
8:00p Leave for hotel

### April 11

6:00a Load busses  
7:00a Buffet Breakfast provided  
1:00p Lunch en route to New York (own Expense)  
2:00p First sight of New York Skyline  
3:00p Walk across the Brooklyn Bridge  
5:00p Empire State Building & Supper(own Expense)  
7:30p Arrive at hotel

### April 12

5:00a Breakfast (Provided)  
6:00a Load Bus for New York  
7:00a Rockefeller Plaza  
10:00a Saint Patrick's Cathedral  
11:00p Walk up Madison Ave & Lunch from a famous hot dog street vendor (own expense)  
1:00a FAO Schwartz  
3:00p Walk through Central Park  
4:00p Strawberry fields (Tribute to John Lennon of the Beatles)  
3:30p Dakota Building (Where John Lennon was killed)  
4:00p Dinner at Dallas BBQ (at own expense)  
5:30p Load bus for hotel

### April 13

6:00a Breakfast (Provided)  
7:00a Load Bus for New York  
9:00a Load Ferry for Statue of Liberty/Ellis Island  
11:30a Walk to South Side Seaport Mall for Lunch and Shopping (own expense)  
12:20p Subway to Yankee' Baseball game  
7:30p Subway back to NY to Load bus for hotel

## April 14

7:00a	Breakfast (Provided)
8:00a	Load bus to New York
10:00a	United Nations Building
11:00a	Walk through Grand Central Station on the way to Times Square
12:00P	McDonalds on 42 <sup>nd</sup> Street for lunch (at own expense)
1:00p	Toys R Us Times Square
2:30p	Broadway Play
5:00p	Dinner (own expense)
6:00p	Times Square after dark
9:30p	Bus back to hotel

## April 15

7:30a	Load Bus Breakfast
12:00p	Lunch (Own expense)
1:00p	Hershey Chocolate World
3:00p	Leave for Hotel
7:00p	Arrive New Stanton (Pizza Provided)

## April 16

7:00a	Load busses for home (Buffet breakfast provided)
12:00p	Lunch en route (at own expense)
6:30p	Arrive South Middle School (worn out, broke and homesick)

## **Newton, Robin - BOE, Executive Assistant to the Superintendent**

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**From:** Thompson, Chad - HCH, Principal  
**Sent:** Wednesday, September 9, 2015 12:08 PM  
**To:** Newton, Robin - BOE, Executive Assistant to the Superintendent  
**Subject:** FW: International Business Trip for the Summer of 2016  
**Attachments:** SchoolBoardLetter.pdf

Here is some information for school board approval for an out of country trip. What else do we need to get this on the board agenda. Thanks

Chad Thompson  
Principal  
Henderson County High School  
2424 Zion Rd  
Henderson, Ky 42420  
270-831-8800  
"We Are Henderson County Schools, GO COLONELS!!!!"

**Notice of Confidentiality:**

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**From:** Grace, Jessica - HCH, Business  
**Sent:** Wednesday, September 9, 2015 10:49 AM  
**To:** Thompson, Chad - HCH, Principal <chad.thompson@henderson.kyschools.us>  
**Subject:** International Business Trip for the Summer of 2016

I have discuss with you the International Business Trip that FBLA would like to take on June 7-17, 2016. I have attached a letter to the School Board along with an itinerary for the trip. It is still going to be customized for business once all the details are finalized. I would like to get this approved as soon as possible. Please let me know what else you need for me to make this happen. We have a total of 16 people, students and a few parents, who are on board. Hoping to open it up to see if a few more would like to go. Thanks for your help in this matter!

Jessica Grace  
Danna Robinson

**DAY 1-2 FLY OVERNIGHT TO IRELAND.**Board an overnight flight to the Emerald Isle. Join your Tour Director and begin your exploration in Dublin.

**DAY 3 DUBLIN.**

A local guide introduces the Dublin General Post Office, seized during the 1916 Easter Rising, the Dail (Irish Parliament), Phoenix Park, O'Connell Street, and Trinity College. Opt to participate in Faillte! and learn all about Irish culture.

**DAY 4 LAKE DISTRICT.**

Board a ferry to Holyhead, England.

**DAY 5 EDINBURGH.**

Visit Dove Cottage before continuing on to Edinburgh.

**DAY 6 EDINBURGH.**

A local guide introduces Edinburgh Castle, including St. Margaret's Chapel, Holyrood Palace and the Scottish Crown Jewels. This evening, get ready to dance in Scottish Steps.

**DAY 7 YORK-HADRIAN'S WALL.**

This morning, see what remains of the 73-mile wall built by Emperor Hadrian of Rome. Later, explore the medieval walled city of York, land of invading Vikings and Normans. Admire the magnificent York Minister and decide Who Rules?

**DAY 8 WINDSOR CASTLE-LONDON.**

Spend the day visiting the Queen's favorite royal residence, Windsor Castle, which dates back to the Norman Conquest. After, continue on to London.

**DAY 9 LONDON.**

A local guide shows you the neo-Gothic Houses of Parliament, St. Paul's Cathedral, buzzing Trafalgar Square, and lively Piccadilly Circus. Your tour ends with the Changing of the Guard (seasonal). This evening, opt to take a Ghost Tour of London, if you dare.

**DAY 10 RETURN HOME TO THE UNITED STATES.**

**From:** Grace, Jessica - HCH, Business

**Sent:** Friday, February 27, 2015 4:04 PM

**To:** Bailey, Brian - HCH, Assistant Principal-Tech Unit <[brian.bailey@henderson.kyschools.us](mailto:brian.bailey@henderson.kyschools.us)>; Thompson, Chad - HCH, Principal <[chad.thompson@henderson.kyschools.us](mailto:chad.thompson@henderson.kyschools.us)>

**Subject:** Fwd: International Business Trip for the Spring of 2016

I did a presentation to the business classes today about taking an International Business Trip to Ireland, Scotland and England. We have a lot of interest in this trip. I need to go through the steps to get this approved by the board of education. We have a tentative departure date of June 7, 2016- June 17, 2016. Please help me to go through the steps necessary to get this approved. This will not be a school funded trip... Chaperones will be paid for by the travel company. Myself and nathan, Mrs. Robinson, Mr. Hamby and Mr. Brendel have all expressed interest in going.

Thank you for your help!

Sent via the Samsung GALAXY S® 5, an AT&T 4G LTE smartphone

----- Original message -----

**From:** "Grace, Jessica - HCH, Business" <[jessica.grace@henderson.kyschools.us](mailto:jessica.grace@henderson.kyschools.us)>

**Date:** 02/10/2015 3:33 PM (GMT-06:00)

**To:** "Bailey, Brian - HCH, Assistant Principal-Tech Unit" <[brian.bailey@henderson.kyschools.us](mailto:brian.bailey@henderson.kyschools.us)>

**Cc:**

**Subject:** International Business Trip for the Spring of 2016

Mr. Bailey,

I would like to discuss an opportunity for students who are currently taking or will be taking business to go on an International Business Trip. I am in current conversation with World Strides International Discovery Programs out of Virginia. They are willing to customize a package trip to England and Ireland that includes some tours of local businesses. I think this would be a great opportunity for students of Henderson County. I would like to begin the process of getting this trip approved for a week during the Spring semester of 2016. This way students and parents can begin saving and fundraising for this wonderful chance to help our students in their life long quest for success! I have attached a letter from World Strides that addresses some of

the concerns that you and the other administrators of Henderson County might have.

Thank you in advance for your support. Please let me know if you have any questions.

Jessica Grace  
Business Teacher  
HCHS



#### To Whom It May Concern:

For nearly 50 years, WorldStrides has been devoted to offering unique life-changing educational experiences to young people through our International Discovery programs. We take pride in being the leader in meaningful educational travel overseas and in the high quality of all aspects of our programs. Every year, thousands of young Americans return home with a new perspective on their world, their country, and their own lives thanks to our programs.

#### **Reputation / Education / Safety**

WorldStrides utilizes quality services that meet the standards a reasonable parent and teacher would expect, in order to:

- a.) Protect the reputation of the teacher, the school and the school district.
- b.) Ensure the desired educational outcomes of the programs are achieved.
- c.) Ensure the comfort and safety of our students and their teachers.

#### **Hotels / Restaurants / Other Trip Services**

WorldStrides uses three and four star hotels in safe, central locations that, in addition to providing safe and comfortable accommodations, enable students to explore the surrounding neighborhoods in small groups and practice their languages. Central locations mean that students do not have to spend their time on long commutes in and out of the cities every morning and evening.

WorldStrides carefully selects restaurants and menus to ensure that students are well nourished and enjoy a variety of food that is both representative of the region they are in, and appeals to students' taste.

Similar care and attention to detail is applied to all of the services WorldStrides provides.

WorldStrides' suppliers (hotels, bus companies, restaurants, etc.) are required to meet local, national, and, where applicable, European Union (or equivalent) standards, and to carry liability insurance. WorldStrides inspects hotels and restaurants and re-evaluates them annually.

#### **Tour Oversight / Support Overseas / Emergency Preparedness**

WorldStrides monitors the US Department of State advisories for travelers and follows their recommendations.

Each tour is accompanied by an WorldStrides Tour Director who stays in the same hotel as the group each night and is with them throughout the program. Tour Directors undergo background/criminal checks as applicable in their countries of residence and are rigorously trained. They are supported on tour 24/7 by our overseas and US staff.

WorldStrides can be reached 24 hours a day, both in the United States and overseas, in the event of an emergency. Every WorldStrides participant is covered by an international network that provides emergency services including medical referral, medical translation, medical monitoring, repatriation, and much more.

An international cell phone is made available to each WorldStrides International Discovery Program Leader at no cost, and phones may be rented by students through the WorldStrides website.

WorldStrides has an established crisis management plan and retains a professional crisis management organization to assist us in such an event.

In addition, we offer comprehensive options to protect students against cancellation fees. The Total Surety Plan enables students to cancel their trip at any time and we strongly recommend it. Details of insurance and the protection plans are included in the Student Enrollment Guide.

**Liability**

Most of the programs are school-sponsored and WorldStrides International Discovery makes extensive provisions to protect teachers, schools and municipalities from liability. The "Release" (included in the Enrollment Guide and at [www.EducationalTravel.com/Enrollment](http://www.EducationalTravel.com/Enrollment)), which is signed by all participants and their parents if they are minors, contains a general release of liability and specifically addresses the issue of the use of school property for holding meetings for trip preparation, and the circumstances under which a trip will be deemed to be sponsored by the school.

WorldStrides carries \$40 million in professional liability coverage, in addition to general liability insurance. Teachers leading groups with WorldStrides International Discovery are automatically covered by this policy.

**Financial Security/Bonding and Accreditation**

WorldStrides is an active member of the United States Tour Operators Association (USTOA) and has posted a \$1 Million bond in accordance with the terms and conditions of the USTOA Travelers Assistance Program. Additional information is available at [www.USTOA.com](http://www.USTOA.com)

WorldStrides is approved for listing and carries the maximum bond with the Airlines Reporting Corporation and the International Airlines Travel Agent Network.

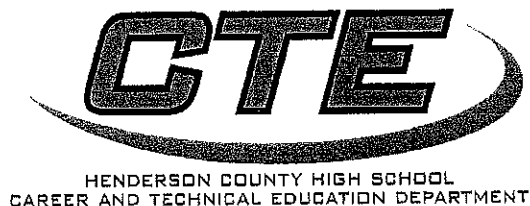
WorldStrides is also a member of the European Tour Operator's Association.

WorldStrides programs are extraordinary learning experiences that help students mature and open their eyes to foreign cultures, so very different from our own and at the same time, so much the same. We hope that your students will be able to benefit from this wonderful opportunity.

Thank you for your interest in our organization. Please do not hesitate to contact me if you would like additional information.

Sincerely,

Justin Sockett  
Executive Vice President



August 23, 2015

To: Mrs. Stanley and Members of the School Board

From: Kristy Lancaster, FFA Advisor

Re: Approval for National FFA Convention

The Henderson County FFA is requesting approval for the 2015 National FFA Convention in Louisville, Kentucky from October 27, 2015 to October 31, 2015. At National Convention, we will be competing in two national career development events – Veterinary Science and Poultry Evaluation. We will also be receiving recognition for achieving another National Three Star Rating. This is an honor only 8 chapters in the state of Kentucky achieved. We would like to take 32 students total to convention to celebrate our successes. The itinerary is listed below:

**Wednesday, October 28<sup>th</sup>**

Veterinary science

Team photos 11 am

Team orientation 12 am

Written Exam, Math Practicum, Scenario and Identification 1 pm

Poultry Evaluation

Team orientation 1:30 pm

Team photos 2:30 pm

Additional activities: (all other students in attendance)

Career Show and Leadership Workshops 8:00 am to 3:00 pm

Opening Session 3:30 pm

National Chapter Awards Dinner 6:30 pm

FFA sponsored concert 8:30 pm

**Thursday, October 29<sup>th</sup>**

Veterinary Science

Team check in 8:45 am

Team activity 9:00 am

Poultry Evaluation

Team check in 7:30 am

Team instructions 7:45 am

Contest begins 8:00 am

Coaches seminar 9:00 am

Additional activities:

Career Show and Leadership Workshops 8:00 am – 1:30 pm



HENDERSON COUNTY HIGH SCHOOL  
CAREER AND TECHNICAL EDUCATION DEPARTMENT

National Chapter Award Session/Recognition 2:00 pm

Tour of Huber Farms 6:00 pm - ?

**Friday, October 30**

Veterinary Science Awards Breakfast 8:30 am

Career Show and Leadership Workshops 8:00 am – 2:00 pm

Poultry Evaluation Awards Dinner 6:00 pm

Principal Approval:

A handwritten signature in black ink, reading "Victor Doty". The signature is fluid and cursive, with the first name "Victor" and last name "Doty" clearly distinguishable.

Victor Doty

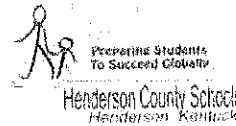
Asst Principal-HCHS CTE Unit

# 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 Andrew Miller Cell number 1-859-582-3274

☒ Date of trip Oct 16-17 expected departure time 10:00am <sup>16P</sup> return time 10:00pm <sup>17P</sup>

☒ Adequate Supervision (meets ratio criteria) 25 students  
\* Please List Names of Chaperones\* 3

☒ 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:

Andrew Miller Signature of Person submitting form

Chad R Signature of Principal/Designee

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

Equal Educational and Employment Institution

## **Newton, Robin - BOE, Executive Assistant to the Superintendent**

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**From:** Tomblin, Vivian - HCH, Director of Athletics/Student Activities  
**Sent:** Thursday, September 17, 2015 8:51 AM  
**To:** Newton, Robin - BOE, Executive Assistant to the Superintendent  
**Subject:** Overnight Approval

The Swim Team is asking for approval to take an overnight trip to Louisville, KY to compete in the Rock the Block Shamrock Sprint Classic at the University of Louisville Ralph Wright Natatorium. They will be taking 30 students and will have 3 coaches chaperoning.

*Dates: Saturday, January 16<sup>th</sup>, 2016 (Departure Time would be Saturday, Jan. 16<sup>th</sup> @ 8:00 am) We will Swim that day Warm-Ups begin at 12:30 pm (Henderson Time) – 1:30 pm EST (Louisville Time)  
Date returning would be Sunday, January 17<sup>th</sup>, 2016 @ 8:00 am (Henderson Time) – 9:00 am EST (Louisville Time)*

*Thanks~*



*Vivian A. Tomblin*  
Director of Athletics/Student Activities  
Henderson County High School  
1-270-831-8868 (w)  
1-270-577-0474 (c)  
[vivian.tomblin@henderson.kyschools.us](mailto:vivian.tomblin@henderson.kyschools.us)