

Newton, Robin - BOE, Executive Assistant to the Superintendent

From: Evans, Shawna - HCH, YSC Coordinator III
Sent: Monday, November 2, 2015 1:37 PM
To: Newton, Robin - BOE, Executive Assistant to the Superintendent
Cc: Thompson, Chad - HCH, Principal
Subject: Overnight Trip 11/5 - 11/6

Good Afternoon!

HCHS has been invited by the regional prevention center to take 8 students to the Regional Teen Leadership Conference held at Mt. St. Joseph in Owensboro, KY. The reason for this trip is to empower students to meet the challenges of reducing substance abuse through activities that will develop their team building and leadership skills. This is a one night stay at Mt. St. Joseph. I will be going as well.

Will you please approve? Thank you!

Thank you!

Shawna O. Evans
Henderson County High School
Youth Services Center Director
270-831-8867

*Retrospective approval
for Nov. 16, 2015
Board Meeting*

*Marganna Stanley
11-2-15*

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 Natalie Martin Cell number 270-844-3135 12/15/15
- ☒ Date of trip 12/3/15 expected departure time 9:00 AM return time 1:30
- ☒ Adequate Supervision (meets ratio criteria) Natalie Martin
* Please List Names of Chaperones* Will Robert
Caroline Abbott
- ☒ 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.
- n/a 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:

N. Martin
Signature of Person submitting form

Chad Thomas
Signature of Principal/Designee

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



Who: Henderson County High School- YClub

What: KYA- Kentucky Youth Assembly

When: Dec. 3-5 approximate departure Thurs. 9 A.M. – returning Sun. 2ish

Where: Crown Plaza 830 Phillips Ln. Louisville, KY 40209 1-502-367-2251

Why: The Kentucky Youth Assembly (KYA) is a 3-day experiential learning conference in which students serve as part of a model state government. KYA offers students the opportunity to learn about a wide variety of issues, develop critical thinking skills, and articulate their beliefs while engaging constructively with their peers from around the Commonwealth.

DEADLINES & Money due dates:

Assembly Cost: \$240 & extra monies needed- 2- lunches, 1-dinner, 1- breakfast, & \$10 pizza available nightly (optional)

Transportation Cost: \$ 20

TOTAL: \$260 + extra monies

(please contact Mrs. Natalie Martin & Mr. Will Robert to discuss any financial concerns)

Financial Assistance Deadline: - forms are available on YMCA website or can be picked-up from Mrs. Martin forms are **due OCT. 16**

Registration Deadline: - **NOV. 2** forms are available on YMCA website or can be picked-up from Mrs. Martin or Mr. Will Roberts

Payment Options-

7 payments- due weeks of 9/11, 9/18, 9/25, 10/2, 10/9, 10/23, 10/30= \$37.14

4 payments- due weeks of 9/11, 9/25, 10/9, 10/23= \$65weekly

2 payments- due weeks of 9/25 & 10/30= \$115 monthly

Weekly Meetings Tues. in G101 if you have any questions or concerns.

THANK YOU,

Mrs. Natalie Martin, Mr. Will Roberts, & Mrs. Leslie Bartow