

Newton, Robin - BOE, Executive Assistant to the Superintendent

From: Tomblin, Vivian - HCH, Director of Athletics/Student Activities
Sent: Monday, February 29, 2016 2:05 PM
To: Newton, Robin - BOE, Executive Assistant to the Superintendent
Subject: Overnight Trip

This was a last minute schedule change for Girls Softball. I realized that we won't have a board meeting to get approved. Can we push this through?

March 18th Softball Team will have an overnight trip for the Marshall County Slugfest.
There will be 14 players and 3 coaches going.

Thanks~



Margaret Stanley

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

Academic Team
State Governor's Cup Trip

Student List:

Isaac Oettle
Will Hardy
Austin Meredith
Andrew Sauls
Cole Privette
Zachary Beickman
Harrison Jenkins

Itinerary:

Leave HCHS at 9am on March 19th for Galt House Hotel in Louisville.
Arrive at Galt House by 11am.

Leave Galt House at 3pm on March 21st for HCHS.
Arrive at HCHS by 5pm.

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 Brian Sullivan Cell number 812-598-8826
- ☒ Date of trip March 19-21 expected departure time 9 AM return time 6pm
- ☒ Adequate Supervision (meets ratio criteria) Matt Rickson, Sarah Hardy
* Please List Names of Chaperones*
- ☒ 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:
- Brian Sullivan
Signature of Person submitting form
- Margaret Stanley
Chad P.
Signature of Principal/Designee

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



March 7, 2016

RE: out of district/overnight trip

Marganna Stanley,

Mrs. Stanley, the Future Business Leaders of America (FBLA) program is requesting permission for an overnight/out of district trip during the time frame of April 18th – April 20th, 2016.

They will travel to Louisville, KY for the FBLA State Leadership Conference. Approximately 33 students have qualified to advance to this competition to represent Henderson County High School.

Participant names are attached and advisors will be:
Jessica Grace
Danna Robinson
Zach Hamby

Thank you for your consideration.

Jessica Grace
Business Teacher/FBLA Advisor, HCHS
jessica.grace@henderson.kyschools.us

Principal Approval: 

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Checklist:

- ☒ Sponsor/Coach Name Danna Robinson cell number 270-860-0455
- ☒ Date of trip April 18-20 expected departure time 8:00am return time 3:00pm
- ☒ Adequate Supervision (meets ratio criteria) Danna Robinson
Please List Names of Chaperones Zach Hamby
Jessica Grace
- ☒ 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.
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- ☐ Attach an itinerary

Other specific needs:

Jessica Grace
Signature of Person submitting form

Vitor Doty
Signature of Principal/Designee

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

Henderson County High School took 100 students to compete in FBLA Region 2 Competition, March 4, 2016. The competition took place in Owensboro, KY at Kentucky Wesleyan College. The following students qualified in the following to represent HCHS FBLA at state competition in Louisville, KY:

Largest Local Chapter Membership- 1st Place

Region 2 Reporter- Connor Wilkerson

Region 2 Secretary Cody Newman

Banking and Financial Systems- Annie Titzer, Grant Maglinger, Courtney Stone, 3rd Place

Business Calculations Austin Meredith, 2nd place

Business Ethics Hannah Watkins, Jaycee Simpson, Isabella Townsend, 2nd place

Computer Applications- Zane Polley, 1st Place

Computer Game and Simulation Programming- Alex Carmen, Seth Allen, Dustin Cherry 1st Place

Computer Problem Solving Zach McMurtry 1st Place

Cyber Security Andrew Jones 2nd Place

Digital Video Production- Samantha Winstead, Kyla Stone, Desmond Schoolcraft 3rd Place

Graphic Design Kade Hix, Ali Book, 2nd Place

Help Desk- Dawson Feast, 1st Place

Introduction to Business Communications- Clarke Sights 1st Place

Introduction to Information Technology- Zeb Gentry, 1st Place

Network Design- William Johnson, Aaron Caton, Brandon Glazebrook, 2nd Place

Parliamentarian Procedure- James Payne, Addie Farley, Imara Peralta, Isaac Oettle, Cole Privette 2nd Place

Talent Show Most Entertaining- Katie Ivie, 3rd Place

Word Processing Casey Sartore, 2nd Place

Ethel Plock Scholarship Annie Titzer, Alternate

Delegates: Ashton Logan
M'Kenzie White
Caroline Mouser

Trip ID#:

Henderson County Schools

Transportation Request for Extracurricular Trips

Requested by:	Jessica Grace		
Date Submitted:	3/7/16	School:	HCHS
Group:	FBLA		
Funding Source for Trip Cost:	FBLA		
Destination:	Galt House, Louisville, KY		
Purpose of Trip:	FBLA State Competition		
Date(s) of Trip:	April 18-20, 2016		
	Departure Time (CST)	Arrival Time (CST)	
To the Event:	8:00 AM/PM	12:00	AM/PM
On Return Trip:	12:00 AM/PM	3:00	AM/PM
Street:	140 N 4th Street		
City, ST:	Louisville, KY	ZIP	40202
Number of Students	35	Number of Adults	3
Total:		38	
Number of Vehicle(s) Required:	Bus	<input checked="" type="checkbox"/> SUV	Car
	Will you require a handicap-accessible bus?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	Does the driver need to remain with group during the event?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Emergency Contact Number of Sponsor:	(270) 577-0337		
Additional Requirements:			
Medical Needs:			
Employee Signature:	Jessica Grace		

Office Use	ORG:		PROJ:	
	Principal Approval:	Victor Doty		
	Date of Approval:	3-7-16		

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Checklist:

- ☒ Sponsor/Coach Name Laura Freeman Cell number 270-577-7644
- ☒ Date of trip 4/29/14 - 5/1/14 expected departure time 1:00 pm on 4/29/14 return time 2:00 pm on 5/1/14
- ☒ Adequate Supervision (meets ratio criteria)
* Please List Names of Chaperones*
- ☒ Obtain parent/guardian permission forms
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- ☒ Notify school cafeteria manager of any lunch needs
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- ☒ Attach a trip list of students to principal/designee
- ☒ Attach an itinerary
- ☒ Other specific needs:
Laura M. Freeman Signature of Person submitting form
- Chet Hoge Signature of Principal/Designee

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

Adult and Students attending the Leo Club Conference at Lions Camp Crescendo in Lebanon Junction, KY

Adults:

Laura Freeman—Advisor

Members: (there may be a few more)

Joshua Freeman (South Middle School member)

Lexi Taylor

Alex Wheeler

Advisors' Child (elementary school student)

Jason Freeman (Bend Gate student)

Itinerary:

We will be taking a district suburban and depart HCHS at 1:00 pm on April 29th, arriving by 3:00 p.m. Leos will participate in various activities at the camp with other Leo Clubs from across the state centered around our mission of preventing blindness. Students will help clean the camp as a service learning project to prepare the camp for Camp Freedom and Lions Camp, which are held in June. We will be returning to the school on Sunday, May 1, arriving approximately at 3:00 p.m. Our Leo Club is the sponsoring club for the conference this year.

**Henderson County High School
2424 Zion Road
Henderson, KY 42420**

Dear Parents:

Date: 3/4/2016

The Henderson County Leo Club is planning a trip to:

Place: Lions Camp Crescendo, Lebanon Junction, KY

We will leave from: Henderson County High School Front Parking Lot at 1:00 p.m. on Friday, April 29, 2016

Transportation will be by: School District Suburban

Staff Advisor/Adult Chaperones: Laura Freeman

We will return to school on Sunday, May 1, 2016 at 3:00 p.m.

CODE OF CONDUCT—All school and district policies are in effect on trips.

- Show courtesy and respect toward others at all times.
- Dress according to school dress code.
- No possession or use of tobacco products.
- No consumption or possession of alcohol, other drugs, or paraphernalia.
- No use of vulgar or obscene language or acts of lewdness.
- All rules, including schedules and curfew, will be strictly adhered to.

STATEMENT OF DISCIPLINARY ACTION—The following are examples of disciplinary action which may be taken in event that the Code of Conduct, school policies, or district policies are not followed.

- Sent home immediately at his/her own expense.
- Placed in the care of a chaperone.
- Confined to a specified place.
- Referred to school administration.
- Other consequences as outlined by the Student Code of Conduct.

Permission Statement

I give permission for my son/daughter (name) _____ to participate in the field trip described above. The staff advisors have my permission to seek necessary emergency medical aid from the most convenient doctor, clinic, or hospital. I further agree to the following:

1. Code of Conduct
2. Statement of Disciplinary Action

Student Name (Print)

Student Signature

Parent Name (Print)

Parent Signature

In case of an emergency, please contact:

Name: _____ Phone: _____ Relationship: _____

****Please attach a copy of your health insurance card** If you don't have insurance, please write "None" below.**



HENDERSON COUNTY HIGH SCHOOL
CAREER AND TECHNICAL EDUCATION DEPARTMENT

March 10, 2016

The Henderson County FFA is requesting to attend the overnight trips.

State FFA Convention

Lexington, KY

June 6 – 9

Students will be competing in state career development event that have they qualified to compete in. These career development events include parliamentary procedure, public speaking, and job interview. Students will also attend sessions and leadership workshops coordinated by Kentucky FFA. We are requesting to take 25 students.

Kentucky FFA Leadership Training Center

Hardinsburg, KY

July 11-15

Our FFA executive team, which consists of 21 members, attend the KY Leadership Training Center to attend workshops so that they may learn how to coordinate their respective office or committee. Members will also participate in leadership workshops and recreational activities of their choosing.

Kentucky State Fair

Louisville, KY

August 17-19

We are requesting to take 25 FFA members to the Kentucky State Fair. The purpose of the trip would be for the FFA members to compete in the State Livestock Judging, Agronomy, Floriculture, Nursery/Landscape, Meats Judging, Dairy Judging and Seed ID Career Development Events.

National FFA Convention

Indianapolis, Indiana

October 18-22

We are requesting to take 25 FFA members in order for them to have the opportunity to gain leadership skills from attending leadership workshops and networking with companies from the agriculture industry during the career fair. The chapter will also be receiving their national chapter rating at the convention during a session, which two students will go on state to receive.

Kristy Lancaster, FFA Advisor, Agriculture Teacher

Principal Approval: *Victor Doty*

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Checklist:

- ☒ Sponsor/Coach Name Krissy Lancaster Cell number 731-415-5796
- ☒ Date of trip 6-6-6-9 expected departure time 11:00 AM return time 4:00 PM
- ☒ Adequate Supervision (meets ratio criteria)
* Please List Names of Chaperones* Krissy Lancaster
Hannah Clifton
- NA All participants currently have no failing grades for the current 9 weeks
- NA All participants have no more than 5 or more missing or incomplete assignment
- NA All participants have less than 5 UE
- ☒ Obtain parent/guardian permission forms
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will collect prior to trip
- NA Notify school cafeteria manager of any lunch needs
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- ☒ Attach a trip list of students to principal/designee
- ☐ Attach an itinerary

Other specific needs:

Krissy Lancaster
Signature of Person submitting form

Mike Doty
Signature of Principal/Designee

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