

# 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 Lyndsey Bassett Cell number 270-869-7986

\_\_\_\_ Date of trip Oct 27 expected departure time 4:30 return time Oct 29, 9:00 p

\_\_\_\_ Adequate Supervision (meets ratio criteria)  
\* Please List Names of Chaperones\*  
Heather Alexander

\_\_\_\_ 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:

Lyndsey Bassett Signature of Person submitting form

Chadley Signature of Principal/Designee

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

Girls			Boys		
Name	Perform	Shirt	Name	Perform	Shirt
Adrian Ettensohn	X		Laine Skaggs		
Audra Goodley	X		Tyler Alexander		
Taryn Tramill	X		Justin Jackson		
Sydney Spainhoward			Pierce Battle		
Rebecca Robards			Cody Byrd		
Ellie Parker	x				

## **Bassett, Lyndsey - HCH, English, Drama Club**

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**From:** Greer, Carolyn - OHS Fine Arts Dept.  
**Sent:** Monday, May 23, 2016 1:14 PM  
**To:** Anderson, Faith; Barrett, Daniel; Bassett, Lyndsey - HCH, English, Drama Club; ashberry@twc.com; Berry, April - AHS; Bertucci, Joseph; Burgess, Jason; Carr-Back, Judith; Cates, Susan; Dooley, Jennifer; Feldhaus, Karen - DCHS; Flara, Jody J; dgoodlett@bethlehemhigh.org; kevins.gose@gmail.com; Harris, Andrew; Henning, Alicia; Noe, Brooke; Hibbard, Rebecca; Johnson, Lisa; Lash, Ryan; carrie.law764@gmail.com; chance theatre@yahoo.com; reisertr@saintxfac.com; crice@caschools.us; srichards66@gmail.com; alonzorichmond@gmail.com; kate.scinta@kcd.org; asimmons@mercyjaguars.com; stinec@ndapandas.org; wookiedave@msn.com; lizturner6199@gmail.com; Waldrop, LaVerne (Graves Co.); Stacy, Brittany; Stacy, Bria; Berry, Alice; Sweet, David; Steege, Shelby; Neace, Phillip; Cope, Amanda; Ryan Briggs (briggs1997@hotmail.com); mnorvel@yahoo.com; lisa4089@att.net; Stafford, Jessica - OMS Drama Teacher; trudy.wheeler@kcd.org; Perry, John A  
**Subject:** Kentucky Thespian Festival - Save the Date!

# **SAVE THE DATE!**

**Kentucky Thespian Festival**

**October 28th & 29th, 2016**

**Eastern Kentucky University**

High School and Middle School Theatre Troupes from all over the state will be coming together to...

\* Participate in WORKSHOPS run by theatre professionals and educators.

Perform for one another in ONE-ACT PLAYS, INDIVIDUAL EVENTS, & CLOSING CEREMONIES.

Enjoy a pizza party Friday night & a meal Saturday afternoon.

DANCE the night away on Friday evening. Wear a costume and win prizes!

\* Participate with your new friends and members of THE THESPIS LEAGUE in the All-Festival TECH CHALLENGE!

\* Senior Thespians can audition for SCHOLARSHIPS!

- \* Teachers and adults, we always offer you some adult time with conversation, work shops, information, & PD HOURS.
- \* Each teacher will receive a variety of LESSON PLANS!
- \* Raise money for Broadway Cares through a SILENT AUCTION/RAFFLE.
- \* Spend two days LEARNING, CELEBRATING, and SHARING IDEAS!
- \* Never forget what every SUPER HERO knows... THEATRE SAVES!

## FESTIVAL OVERVIEW

Friday, October 28<sup>th</sup>

9:00am – 1pm – Our registration desk is open

10:00am – 12:30pm – Individual Events

1:00pm – Opening Ceremonies...Festival 2016 has begun!

Highlights: Tech Challenge, Individual Events, workshops, and much more.

Evening – dinner break with performance and dance to follow.

Highlights: Shows, workshops, the pizza party, & the dance!

Saturday, October 28<sup>th</sup>

8:30am –Registration reopens.

9:00am – All Conference Event – Morning Welcome...Day two is underway!

6:00pm – Approximate end time of Conference 2016.

Highlights: Shows, workshops, lunch, honors and recognition, & more!

*Exact schedule is still to be determined.*

*For additional information, please contact Carolyn Cork Greer: [carolyn.greer@owensboro.kyschools.us](mailto:carolyn.greer@owensboro.kyschools.us)*



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- 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 Academic Team Cell number 812-449-7476
- ✓ Date of trip 10/28-29/16 expected departure time 12:00pm return time 9:00pm
- ✓ Adequate Supervision (meets ratio criteria) Sarah Hardy, Mark 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.\*
- X 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

Chad A.  
Signature of Principal/Designee

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

## **UK Fall Invitational Trip List & Itinerary**

### **Trip List:**

1. Will Hardy
2. Isaac Oettle
3. Austin Meredith
4. Zachary Beickman
5. Cole Privette

### **Itinerary:**

10/28/16

12:00pm – Depart HCHS for Lexington

4:00 pm – Arrive at Hampton Inn in Lexington

10/29/16

5:00pm – Depart from UK for HCHS

9:00pm – Arrive at HCHS