

Henderson County Schools

1805 Second Street, Henderson, Kentucky 42420
(270) 831-5000 Fax: (270) 831-5009



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 (859) 582-3674
 - ☒ Date of trip 3/3/17 - 3/4/17 expected departure time 2:00 PM return time 11:00 PM
 - ☒ Adequate Supervision (meets ratio criteria)
Please List Names of Chaperones
Andrew Miller, Charlie McManus
 - ☒ 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:
- Signature of Person submitting form [Signature]
- Signature of Principal Designee Chad Thayer Margaret Stanley

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

Itinerary for Show Choir Voices in Harmony Trip

3/3/17

2 PM: Depart HCHS for Lexington, dinner on the way

7 PM: Arrive in Lexington for Concert

9:30 PM: Travel to Comfort Inn and Suites, lights out by 11 PM

3/4/17

8 AM: Travel to University of Kentucky

8-11 AM: Interest sessions for students

11 AM: Featured Showcase

1-5 PM: Interest sessions for students

7 PM: Final Concert

9 PM: Depart Lexington for HCHS

11:30 PM: Arrive at HCHS, students head home

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Checklist:

- ☒ Sponsor/Coach Name Brian Sullivan Cell number 812-449-7476
 - ☒ Date of trip March 10-13, 2017 expected departure time 4:30pm return time 5:30pm
 - ☒ Adequate Supervision (meets ratio criteria)
* 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.
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 - ☒ Attach an itinerary
 - ☐ Other specific needs:
- Brian Sullivan Signature of Person submitting form
- Choctaw MS Signature of Principal/Designee

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

**Academic Team
2017 Governor's Cup State Finals**

Students:

1. Will Hardy
2. Isaac Oettle
3. Austin Meredith
4. Zachary Beickman
5. Cole Privette
6. Andrew Sauls
7. DJ Banks
8. Harrison Jenkins
9. Alex Chandler
10. Riley Lovell

Chaperones:

1. Brian Sullivan
2. Matt Richeson
3. Sarah Hardy

Itinerary:

Friday, March 10

Leave HCHS at 4:30pm for Louisville
Arrive at Galt House Hotel by 7:00pm

Monday, March 13

Leave Galt House at 3:00pm for HCHS
Arrive at HCHS by 5:30pm

Transportation Request Form
(for bus or car)

EDUCATIONAL, EXTRA-CURRICULAR AND/OR OVERNIGHT TRIP
(Submit to Transportation Department at least five (5) days prior to date of departure.)

SCHOOL Henderson North REQUESTED BY: Chris Filer
CLASS/ORGANIZATION: State Academic Team
Departure Date and Time: 3-11-17
Return Date and Time: 3-13-17
Destination: Louisville, Kentucky
Purpose/Expected Benefits: State Competition
Is a Bus or Car Needed? yes - van or SUV Has a Driver Been Contacted? No
Number of Students: 5 Number of Chaperones: 1

Prepare three (3) lists of all persons going on a trip: one for the Principal, one for the bus/car driver, and one for the certified person accompanying the students.

HAVE ALL CHAPERONES UNDERGONE THE REQUIRED RECORDS CHECK AND BEEN DESIGNATED BY THE PRINCIPAL/DESIGNEE TO SUPERVISE STUDENTS? ☒ YES ☐ NO

APPROVED AS SUBMITTED: _____

DISAPPROVED FOR THE FOLLOWING REASON: _____

Paid By School Allotment _____ Other _____

(name of account)

Rebecca J. [Signature]
Principal's Signature

2/24/17
Date

M. Stanley [Signature]
Board Approval/needed for overnight trips

3/7/17
Date

RELATED PROCEDURES:

09.36 (all procedures)

Review/Revised: 9/19/2016

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Checklist:

- ☒ Sponsor/Coach Name Brian Sullivan Cell number 812-449-7476
 - ☒ Date of trip 3/18-19/17 expected departure time 12:00pm return time 8:00pm
 - ☒ Adequate Supervision (meets ratio criteria)
* Please List Names of Chaperones* Mark & Sarah Hardy
 - ☒ 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.
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 - ☒ Attach a trip list of students to principal/designee
 - ☒ Attach an itinerary
 - ☐ Other specific needs:
- Signature of Person submitting form Brian Sullivan
- Signature of Principal/Designee Chad [Signature] MA

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

**Academic Team
2017 U of L Spring Tournament**

Students:

1. Will Hardy
2. Isaac Oettle
3. Austin Meredith
4. Zachary Beickman
5. Cole Privette
6. DJ Banks
7. Harrison Jenkins
8. Alex Chandler
9. Riley Lovell

Chaperones:

1. Sarah Hardy
2. Mark Hardy

Itinerary:

Saturday, March 18

Leave HCHS at 12:00pm for Louisville
Arrive at hotel by 2:00pm

Sunday, March 19

Leave hotel at 8:00am for U of L
Arrive at U of L by 8:30am
Leave U of L by 5:00pm
Arrive at HCHS by 8:00pm

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Checklist:

- ☒ Sponsor/Coach Name Brian Sullivan Cell number 812-449-7476
 - ☒ Date of trip 3/24-25/17 expected departure time 4:30pm return time 9:30pm
 - ☒ Adequate Supervision (meets ratio criteria)
* 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.
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 - ☒ Follow all Transportation Department guidelines for bus request.
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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
 - Chad D
Signature of Principal/Designee
- Signature of Person submitting form

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

**Academic Team
2017 Sky Captain Tournament**

Students:

1. Will Hardy
2. Isaac Oettle
3. Austin Meredith
4. Zachary Beickman
5. Cole Privette
6. DJ Banks
7. Harrison Jenkins

Chaperone: Brian Sullivan

Itinerary:

Friday, March 24

Leave HCHS at 4:30pm for Danville

Arrive at Hampton Inn Hotel in Danville by 8:30pm

Saturday, March 25

Leave Hotel at 8:00am for Danville HS

Arrive at DHS by 8:20am

Leave DHS for HCHS at 5pm

Arrive at HCHS by 9:30pm

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Checklist:

- ☒ Sponsor/Coach Name NATHAN ISENBERG Cell number _____
- ☒ Date of trip April 5-8 expected departure time _____ return time _____
- ☒ Adequate Supervision (meets ratio criteria) NATHAN ISENBERG
* Please List Names of Chaperones* JEFF GIVENS
JUSTIN CESSNA
- ☒ Obtain parent/guardian permission forms
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- ☐ Attach an itinerary

Other specific needs:

Nathan Isenberg
Signature of Person submitting form

Chris B
Signature of Principal/Designee

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

February 2, 2017

To whom it may concern:

I, Nathan Isenberg Head Baseball Coach at Henderson County High School, am asking permission for the baseball team to stay overnight due to out of town baseball games during the 2016 season. The following dates of: April 5-8 in Birmingham, AL. The Birmingham trip is a 3 night trip and we will return on the 8th.

Thanks,

A handwritten signature in black ink, appearing to read 'Nathan', followed by a large, stylized flourish or initial.

Nathan Isenberg

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Checklist:

- ☒ Sponsor/Coach Name Jessica Grace Cell number 270-577-0337
- ☒ Date of trip April 17-19, 2017 expected departure time 8:00am return time 3:00 pm
- ☒ Adequate Supervision (meets ratio criteria)
Please List Names of Chaperones Jessica Grace
Danna Robinson
Zach Hamby
- ☒ 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
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- ☒ Attach an itinerary

Other specific needs:

Jessica Grace
Signature of Person submitting form

Amanda Lacer
Signature of Principal/Designee

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0410042 Grace, Jessica (Adviser)	
0410043 Hamby, Zach (Adviser)	
0410000 Robinson, Danna (Adviser)	
0410001 Alexander, Hadley (Student) (Sophomore)	EBUS : E-Business (Team #1)
0410028 Alexander, Lauren (Student) (Freshman)	MKT : Marketing (Team #1)
0410029 Bovey, Katherine (Student) (Sophomore)	MIS : Management Information Systems (Team #1)
0410013 Brown, Callie (Student) (Senior)	GRD : Graphic Design (Team #1)
0410002 Buckalew, Justin (Student) (Senior)	BFS : Banking & Financial Systems (Team #1)
0410044 Carmen, Alex (Student) (Senior)	NON : .Non-competitor
0410014 Carter, Payton (Student) (Junior)	HOSP : Hospitality Management (Team #1)
0410027 Clements, Carter (Student) (Junior)	MDM : Management Decision Making (Team #1)
0410030 Conrad, Andrea (Student) (Senior)	PDS : Publication Design (Team #1)
0410003 Coomes, Connor (Student) (Junior)	ACI : Accounting I
0410031 DeKemper, Claire (Student) (Freshman)	WP : Word Processing
0410020 Farley, Hannah (Student) (Sophomore)	IFM : Introduction to Financial Math
0410006 Frederick, Max (Student) (Junior)	DATA : Database Design & Applications
0410034 Gentry, Zeb (Student) (Junior)	MOB : Mobile Application Development (Team #1)
0410035 Glazebrook, Brandon (Student) (Senior)	NETD : Network Design (Team #1)
0410024 Griggs, Maddie (Student) (Sophomore)	LCSB : Local Chapter Scrapbook (Team #1)
0410036 Hankins, Zane (Student) (Senior)	PDS : Publication Design (Team #1)
0410037 Hazelwood, Caige (Student) (Sophomore)	MOB : Mobile Application Development (Team #1)
0410038 Hazelwood, Preston (Student) (Freshman)	MKT : Marketing (Team #1)
0410017 Knight, Gabby (Student) (Junior)	HOSP : Hospitality Management (Team #1)
0410039 Knight, Keaghan (Student) (Junior)	NETD : Network Design (Team #1)
0410040 Lewis, Morgan (Student) (Sophomore)	NON : .Non-competitor
0410021 Melton, Mitchell (Student) (Freshman)	IPP : Introduction to Parliamentary Procedure
0410032 Moore, Jesse (Student) (Junior)	NETD : Network Design (Team #1)
0410022 Mouser, Caroline (Student) (Senior)	JOU : Journalism
0410015 Newton Beck, Demitri (Student) (Senior)	HELP : Help Desk
0410033 Owens, Carrie (Student) (Junior)	MIS : Management Information Systems (Team #1)
0410004 Rayburn, Tayler (Student) (Senior)	BFS : Banking & Financial Systems (Team #1)

0410016 Rice, Mallory (Student) (Senior)	GRD : Graphic Design (Team #1)
0410018 Shelton, Hanna (Student) (Senior)	GRD : Graphic Design (Team #1)
0410019 Shofner, Brice (Student) (Junior)	HOSP : Hospitality Management (Team #1)
0410007 Sights, Clark (Student) (Junior)	BCOM : Business Communication
0410008 Simpson, Dejuan (Student) (Senior)	BFS : Banking & Financial Systems (Team #1)
0410009 Simpson, Jaycee (Student In 2 or more Events) (Sophomore)	CLIENT : Client Service LCSB : Local Chapter Scrapbook (Team #1)
0410025 Sutton, Austin (Student) (Freshman)	IITECH : Introduction to Information Technology
0410010 Sutton, Kayli (Student) (Junior)	EBUS : E-Business (Team #1)
0410011 Talley, Mckenzie (Student) (Sophomore)	CSP : Community Service Project (Team #1)
0410026 Watkins, Hannah (Student) (Sophomore)	LCSB : Local Chapter Scrapbook (Team #1)
0410012 Wheeler, Alex (Student In 2 or more Events) (Sophomore)	CSP : Community Service Project (Team #1) MDM : Management Decision Making (Team #1)
0410041 Wilhite, Sharlee (Student) (Sophomore)	MIS : Management Information Systems (Team #1)
0410023 Wilkerson, Connor (Student) (Junior)	LCSB : Local Chapter Scrapbook (Team #1)
0410005 Zamora, Chris (Student) (Sophomore)	EBUS : E-Business (Team #1)

CONFERENCE INFORMATION SUMMARY:

Date: Monday, April 17--Wednesday, April 19, 2017

Times: Hotel Registration--**begins at 2:30 p.m. in the Galt House**

Hotel lobby registration area (All rooms may not be ready.)

Conference Registration -- Noon - 7:00 p.m.

Opening General Session/Campaign Speeches--8:00 p.m.

Talent Show--follows Monday night Opening General Session

Awards Assembly--Tuesday, 8:00 p.m.

Social Activity – Tuesday, 10:30 p.m. – 12:30 a.m. Information available at a later date.

Becker, Desirae - HCH, School Secretary II

From: Grace, Jessica - HCH, Business
Sent: Monday, March 6, 2017 8:14 AM
To: Becker, Desirae - HCH, School Secretary II
Cc: Lacer, Amanda - HCH, Vice Principal-CTE Unit
Subject: FW: FBLA Overnight Trip

This is for the board for permission for overnight trip.

From: Robinson, Danna - NMS/SMS/HCH, Business
Sent: Monday, March 6, 2017 8:12 AM
To: Grace, Jessica - HCH, Business <jessica.grace@henderson.kyschools.us>
Subject: FBLA Overnight Trip

On Monday, April 17-19, 2017 HCHS FBLA is asking permission to take 41 students that qualified to complete in the State FBLA Leadership Conference Competitions. We will be traveling to Louisville, Kentucky to the Galt House to compete in the State FBLA Leadership Conference. The students will be accompanied by Jessica Grace, Danna Robinson, and Zach Hamby. We have booked rooms at the Galt House which is where the event will take place. We will leave Henderson County High School at 8:00 a.m. on Monday and return on Wednesday afternoon.

Thanks,

Danna Robinson

Amanda Lacer
Signature
3/10/17
Date



HENDERSON COUNTY HIGH SCHOOL
CAREER AND TECHNICAL EDUCATION DEPARTMENT

Members of the Henderson Board of Education:

I, Nate Fish, and my colleague Zach Hamby are sending this letter to ask permission for an upcoming overnight trip with students. Members of the Student Technology Leadership Program at HCHS are eligible to participate in the state competition in Lexington, KY on April 12. Since this competition starts in the morning, we will need to travel to Lexington on the 11th. The purpose of this trip is to allow students to show their excellence in technology leadership. They will present projects that range from technology service to others to technical expertise. Most of the students scored high enough on their presentations at the regional competition in December and a few others are participating in competitions held only at the state level. Also on this trip, we have coordinated a visit to a local software development company, Super Soul. We are excited to add this to our itinerary as it will expose to students to a successful real-world company in the technology industry.

Below is an itinerary of our visit:

Tuesday, 11 April

Time	Destination/Event	Notes
8:30am CST	HCHS to Lexington	
12:30pm	Eat near Lexington	
2:00pm	Tour and talk to Super Soul, LLC (237 Masterson Station Rd, Lexington)	Real-world industry exposure
4:00pm	Eat at Fayette Mall food court	
6:00pm	Clarion Hotel check in (1950 Newtown Pike, Lexington)	Go over schedule for next day; sleep

(more on back)

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Wednesday, 12 April

Time	Destination/Event	Notes
7:30am	Check out from hotel/Go to STLP (Rupp Arena, Lexington)	
2:00pm	Travel home to Henderson	

There will be eleven students traveling in all. These students are:

- Zeb Gentry
- Jewel Stone
- Caige Hazelwood
- Alex Carmen
- Judson Gager
- Seth Allen
- Jace Drennan
- Seth Watkins
- Kayli Sutton
- Hadley Alexander
- Demitri Newton-Beck

We are planning to travel using SUVs from the transportation department.

Please let us know if you have any further questions about this trip.

Sincerely,



Nate Fish

(270) 860-9972

nate.fish@henderson.kyschools.us



Signature

3/13/17

Date

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Checklist:

- ☒ Sponsor/Coach Name Wade Fish Cell number 860-9972
- ☒ Date of trip 4/11-4/12 expected departure time 8:30am ^{on 4/11} return time 5pm ^{on 4/12}
- ☒ 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
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- ☒ Attach an itinerary
- ☒ Other specific needs:

[Signature]
Signature of Person submitting form

[Signature]
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
CAREER AND TECHNICAL EDUCATION DEPARTMENT

Henderson County High School

March 13, 2017

RE: Out of District/ Overnight Trip

Ms. Amanda Lacer

The Skills USA club is requesting permission for overnight/ out of district trip
April 19, 2017- April 22/ 2017

The Skills USA club will compete and participate in the 2017 Skills USA KY State Leadership Conference and Skills Championship in Louisville KY. They will depart around 12:00 PM April 19 from HCHS by bus and return the afternoon of April 22 around 2:00 PM

Participant's names:

Zaria Bradley
Logan Dodson
Billy Embrey
Michael Gower
Chris Heller
Amy Hogan
Blaine Nicholas
Kaleb Phillips
John Phipps
Jack Simpson
Elaine Titzer

Amanda Lacer
3/14/17

Advisors:

Scott Herschelman

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CAREER AND TECHNICAL EDUCATION DEPARTMENT

2017 Leadership Conference and Skills Championship TENTATIVE AGENDA

Wednesday, April 19	1:00 PM	Exhibitor setup
	3:00-6:00 PM	Conference Registration is across from the Crowne
	Ballroom at West entrance	
	4:00-6:00 PM	State Officer Candidate testing & turn in portfolio
	6:00-7:00 PM	Advisors Meeting-Coronet A room <u>An Advisor from each school attending the SkillsUSA KY State Conference is encourage to attend this meeting to receive conference updates and program changes. This will be the only time changes will be reviewed. Door prizes!</u>
	7:15-8:00 PM	Come show school spirit by participating in the Parade of Champions.
	8:00-10:00 PM	Opening Session - Crowne Ballroom OFFICIAL DRESS REQUIRED <u>After opening session, Officer Candidates report for interviews in the Luersen room (off lobby)</u>
	10:00PM	Deadline to turn in PDP Knowledge Test
	11:00 PM	Curfew! Students out after curfew will be subject to disqualification
	12:00AM	LIGHT OUT!
Thursday, April 20	7:30-8:30 AM	Leadership Chair & Judge Breakfast meeting
	7:30 AM	Courtesy Corps Team meeting
	7:45 AM	Shuttle for Welding 1 (contestants will compete after their safety/contest orientation)
	8:30 AM	AM Leadership contestants report to contest site
	9:00 AM	Leadership Contests begin
	9:00-11:00 AM	Congressional Committees Meet
	11:00AM-4:00PM	Shuttle to local Mall (last shuttle from Mall is 3:30 pm)

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12:00 Noon Post 2017 State Officer Ballot
WWW.HCHS.HENDERSON.KY 2.KY.US/CTEINDEX.HTM

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Shuttle to Welding Lab, HVAC, Carpentry and TeamWorks
(orientation & contest begins)

HENDERSON COUNTY HIGH SCHOOL
CAREER AND TECHNICAL EDUCATION DEPARTMENT

1:00 PM

PM Leadership Contestants report to contest site

1:45 PM

Shuttle to Sullivan CTS Robotics Only

1:00-2:00 PM

SkillsUSA Delegate Assembly (Ballroom A)

1:45 PM

Shuttle service to contest sites for all other

Orientation meetings

2:30-5:00 PM

Skills Contestants Meeting (Must attend to compete)

5:30-6:30 PM

Talent Show Practice

7:00-9:00 PM

Talent and Variety Show contest

11:00 PM

Curfew! Students out after curfew will be subject to

disqualification

12:00AM

Lights Out

Friday, April 21
early departure

Students attending Elizabethtown check program for

7:30-8:30 AM

Skills Chair & Judges' Meeting

7:45 AM

Shuttle service to contest sites begins

8:30 AM

Skills contestants report to contest area

9:00-10:00 AM

Joint Delegate Session

11:00 AM - 4:00 PM

Shuttle to Mall (last shuttle from Mall is 3:30 PM)

4:00 PM

Skills Contests End

5:30 PM

All Chairs return information packets to KY SkillsUSA

headquarters (Crowne Plaza across from the Crowne

Ballroom at West entrance)

Deadline to complete Statesman

5:00 PM

Champions Dinner (OFFICIAL DRESS REQUIRED)

6:30-9:00 PM

drawing for prizes at during dinner, must be present to win

9:30-11:00 PM

Karaoke Night

11:00 PM

Curfew! Students out after curfew will be subject to

disqualification

12:00AM

Lights Out

Saturday, April 22

8:30-11:00 AM

Awards Ceremony

OFFICIAL DRESS or Contest Attire REQUIRED.
Contestants not wearing official competition clothes or
official SkillsUSA attire will not be permitted on stage to
receive their medal!

Pictures will be taken immediately following Medal
Ceremony & picking up prizes. Postsecondary
schools will have tables set up to handout
scholarships to their schools and hand out information
about their schools

11:00 AM

Meeting of all first place medalists to pick up National
packets.

ALL FIRST PLACE MEDALISTS MUST ATTEND!

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

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