

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 North Middle School REQUESTED BY: Erin Williams
CLASS/ORGANIZATION: North Cheer leading
Departure Date and Time: December 15th 1:00 pm
Return Date and Time: December 16th 6:00 pm
Destination: Lexington, Kentucky
Purpose/Expected Benefits: cheer competition
Is a Bus or Car Needed? Bus Has a Driver Been Contacted? yes
Number of Students: ~~30~~ ~~19~~ 29 Number of Chaperones: 2

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


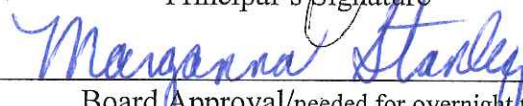
APPROVED AS SUBMITTED: 

DISAPPROVED FOR THE FOLLOWING REASON: _____

Paid By School Allotment X

Other _____

(name of account)


Principal's Signature11-28-17
Date
Board Approval/needed for overnight trips

Date

RELATED PROCEDURES:

09.36 (all procedures)

Review/Revised:9/19/2016

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 812-449-7476
- ☒ Date of trip 1/5-6/12 expected departure time 4pm return time 10pm
- ☒ 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.
- ☒ 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
- [Signature]
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

Fleming County Tournament January 5-6, 2018

Coach: Sarah Hardy

Students:

1. Zach Beickman
2. Cole Privette
3. DJ Banks
4. Harrison Jenkins
5. Alex Chandler
6. Riley Lovell

Itinerary

January 5th

Depart HCHS at 4pm for Hampton Inn in Fleming Co
Arrive at hotel by 9pm.

January 6th

Depart hotel for Fleming Co HS by 8am.
Depart Fleming Co HS about 5pm.
Arrive at HCHS by 10pm.

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Checklist:

- ☒ Sponsor/Coach Name Brian Sullivan Cell number 812-449-7476
- ☒ Date of trip 1/19-20/18 expected departure time 4pm return time 10pm
- ☒ 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.
- ☒ Notify school cafeteria manager of any lunch needs
- ☒ 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 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.

Equal Educational and Employment Institution

Woodford HS Tournament January 19-20, 2018

Coach: Sarah Hardy

Students:

1. Zach Beickman
2. Cole Privette
3. DJ Banks
4. Harrison Jenkins
5. Alex Chandler
6. Riley Lovell

Itinerary

January 19th

Depart HCHS at 4pm for Hampton Inn in Woodford

Arrive at hotel by 9pm.

January 20th

Depart hotel for Woodford HS by 8am.

Depart Woodford HS about 5pm.

Arrive at HCHS by 10pm.

Henderson County Schools

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- All KHSAA guidelines and board policies should be adhered to.
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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 Conner Kinnaman Cell number 859-460-3420

Date of trip 2/7-2/10 expected departure time 2pm return time 2/10 7pm

Adequate Supervision (meets ratio criteria)

* Please List Names of Chaperones *

Charlie McManus Heather Lacey Conner Kinnaman

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

Wyatt Besse Erin O'Nan

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.

WEDNESDAY, FEBRUARY 7, 2018**3:00 PM**

- **KMEA Conference Registration**
(B, C, COLL, K-5, 6-12, G, J, O)

6:30 PM

- **Concert: Louisville Orchestra/Louisville Youth Orchestra Side-by-Side**
Conductor: Doug Elmore
(B, J, O)

THURSDAY, FEBRUARY 8, 2018**7:30 AM**

- **KMEA Conference Registration**
(B, C, COLL, K-5, 6-12, G, J, O)

8:30 AM

- **Sight Singing Success: Tools and Strategies for Engaging, Sequential, Daily Instruction in the Choral Rehearsal**
Paul Mayhew and Kevin Coker
(C)

8:35 AM

- **Beginning Band Basics: Daily Workouts and Techniques to Energize and Motivate the Young Band Student**
Richard Canter and Josh Van Gorder
(B)

9:40 AM

- **I'm Hoarse!! Now What?**
Maribeth Crawford and Alison Brown
(C)
- **Granting Your Dreams**
Jonathan Wyatt
(K-5)
- **We're 1:1, Now What?**
Josh Rayburn
(T)
- **The Role of Music in the New Accountability System**
Kyle Lee and David Fonda
(B, C, COLL, K-5, 6-12, J, O)

10:05 AM

- **Concert: Western Middle School for the Arts Symphonic Band**
Director: Eric H. Allen
(B)

10:45 AM

- **Concert: Bullitt East High School Wind Ensemble**
Director: Trevor Ervin
(B)

10:50 AM

- **Teach your choir to hear as well as they sing!**
Ryan Olsen
(C)
- **African American Music and Dance Teach It and Own It Part 2**
Lederrick Wesley
(K-5, 6-12)

10:55 AM

- **BEGINNING STRINGS: The First Two Years are Critical**
Bob Phillips
(O)

11:35 AM

- **From Literal to Musical: Band Rehearsal Techniques for Achieving Proper Balance, Articulation Style, and Phrasing.**
Amy Acklin
(B)

11:55 AM

- **Jazz Rehearsal Game Plan**
Dean Sorenson
(J)

- **Sight-reading and Disability: A Winning Combination?**
Alice Hammel
(Sp)

- **Video Conferencing in Your Ensembles**
Scott Reed
(T)

12:00 PM

- **Navigating "The List" for Choral Assessment**
Lisa Jury and Olivia Erb
(C)

- **When You Care Enough To Sing The Very Best**
Sue Ellen Ballard
(C)

- **Meaningful Movement: Dalcroze Eurhythmics in the General Music Classroom**
David Frego and Maria Bulke
(K-5)

- **Managing Middle School Madness**
Holly Smith
(6-12)

12:50 PM

- **Beginning Orchestra in High School? Making Sure Everyone Gets a Chance to Play Strings!**
Ben McWhorter
(O)

1:10 PM

- **STEAMing Ahead with Orff for Young Learners**
LuAnn Hayes
(K-5)
- **Changing Voices in the Choral Classroom**
Ryan Olsen
(6-12)

1:15 PM

- **Melodic Improvisation**
Joseph Carucci
(J)

1:20 PM

- **Concert: Henry Clay High School Wind Ensemble**
Director: William C. Kite
(B)

1:50 PM

- **Concert: Eastern High School Chamber Singers**
Director: Lori Knapke
(C)

2:00 PM

- **TEACHING INTONATION CREATIVELY IN THE STRING ORCHESTRA**
Bob Phillips
(O)

2:30 PM

- **Special Needs in the Secondary Instrumental Performance Ensemble: How Can We Accommodate Them?**
Alice Hammel
(B, Sp)

- **The Role of Music in the New Accountability System**
Kyle Lee and David Fonda
(B, C, COLL, K-5, 6-12, J, O)

2:40 PM

- **Concert: Tates Creek High School Chamber Choir**
Director: Nick Johnson
(C)

3:15 PM

- **Teaching Guitar in a Classroom Setting**
Robert Rawlings
(G)

3:30 PM

- **Concert: Lexington Singers Children's Chamber Choir**
Director: Lori Hetzel
(C)

3:40 PM

- **Dyslexia and Music: Opening Doors Together**
Jill Campbell and Jane Childers
(Sp)
- **Technology to Aid, Not Replace, Your Teaching**
Martina Vasil and Karen Koner
(T)

3:45 PM

- **Concert: Leestown Middle School 7th & 8th Grade Orchestra**
Director: Nathan Wilson
(O)

- **Concert: Murray State University Jazz Orchestra**
Director: Todd E. Hill
(J)

4:00 PM

- **All-State Conductor Roundtable**
Emily Threinen, Gary Hill, and David Starnes
(B)

4:10 PM

- **Concert: Conner High School Chamber Choir**
Director: John DeFerraro
(C)

4:25 PM

- **Concert: Eastern High School Symphony Orchestra**
Director: Frederick Speck and Mike Arthur
(O)

4:45 PM

- **Concert: McCracken County High School Percussion Ensemble**
Director: John Lovell
(B)

5:15 PM

- **Concert: Ky. Children's Chorus, Ky. Jr. High Mixed Chorus, and Ky. Jr. High Treble Chorus**
Conductors: Andy Beck, J. Reese Norris, and Joelle Norris
(C, K-5)

7:15 PM

- **Orchestra: New Music Reading Session**
Frederick Speck
(O)

7:20 PM

- **Concert: All-Collegiate Choir and Kentucky Intercollegiate Band**
Conductors: Allen Hightower and Emily Threinen
(B, C, COLL)

9:30 PM

- **Jazz Reading Session**
Jerry Tolson
(J)

FRIDAY, FEBRUARY 9, 2018**8:00 AM**

- **KMEA Conference Registration**
(B, C, COLL, K-5, 6-12, G, J, O)

9:45 AM

- **Awards Ceremony and Keynote Address**
Christopher Woodside and the KMEA Executive Committee
(B, C, COLL, K-5, 6-12, G, J, O)

11:10 AM

- **Concert: Murray State University Brass Choir**
Director: Todd M. French (B)
- **Timpani Survival Guide for Band Directors: Maintenance, Tuning, and Technique**
James Corcoran, Eric Sokolowski, and Dave Ratliff (B)
- **Another Op'nin Another Show: Producing a Quality Elementary Musical From Audition to Curtain Call!**
Mark Fields, Emilee Givens, and Virginia Miller (K-5)
- **Interviewing Basics**
Patrick Moore (Coll.)
- **Using the iPad and ForScore in the Choral Classroom**
Ian Loepky (T, C)

11:20 AM

- **Where The Boys Are: Recruiting, Engaging, and Maintaining those Tenors and Basses**
Christine Bass (C)

12:20 PM

- **Guitar Class 101: Effective Strategies & Common Myths for Both Newbies & Veterans**
Dennis Davis (G)
- **Uke Can Do It**
Kim Evans (6-12)
- **New Teacher Forum**
Robert Amchin, Tina Broadhus Gipson, and Lydia Cox (Coll.)
- **I Will Sing: 2-part Choral Selections**
Andy Beck (K-5)

12:30 PM

- **All-Collegiate Choir Conductor Clinic**
Allen Hightower (C)

12:40 PM

- **Concert: Oldham County High School Symphonic Band**
Director: Brad Rogers (B)

1:00 PM

- **Concert: Campbell County High School Percussion Ensemble**
Director: Dean Marotta (B)

1:10 PM

- **Don't Dis My Ability**
April Yonts, Meghan Dennis, and Ryan Russelburg (Sp)

1:25 PM

- **The "Dos and Don'ts" of Auditioning students for KCC & KJHC**
Kevin Durham and Amy Durham (6-12)

1:30 PM

- **Fun With Centers**
Kim Evans (K-5)
- **Open Technology Forum: Finale/Sibelius, DAWs, Recording Arts, LMS Assessments, & More.**
Dennis Davis, Larry Nelson, and Shane Hoose (T)

1:45 PM

- **Concert: Asbury University Women's Choir**
Director: Jill Campbell (C)
- **What to Do With Your Guitar Player in Jazz Band**
Peter Bouffard (J)

1:50 PM

- **Making (Small) Bands Sound Full**
Scott Bersaglia (B)

2:30 PM

- **Concert: Stuart pepper Middle School Treble II 8th Grade Choir**
Directors: Derek Crafton and Shaune Rebilas (C)
- **Rhythm in the Bow: Examining string playing and expression through a cultural lens**
Diane Monroe (O)

2:40 PM

- **Concert: Glenn Marshall Elementary Orff Ensemble**
Director: Abby Fowler (K-5)
- **Assessment for Student Accountability and Growth**
John Merz (T)

3:00 PM

- **Teaching the French Horn From Beginners to College**
Sherry Baker and Mick Sehnann (B)

3:05 PM

- **Concert: University of Kentucky Chorale**
Director: Jefferson Johnson (C)

3:15 PM

- **Why Go It Alone? Setting up Collaborative Teaching and Learning for Your Music Program**
Melissa Marotta and Karen Koner (Coll.)

3:20 PM

- **Concert: Twenhofel Middle School Jazz Band**
Director: James Daughters (B, J)
- **Using Schoology in General Music**
Sloan Burroughs (K-5)

3:40 PM

- **Rhythm in the Bow: Putting it into Practice**
Diane Monroe (O)

3:50 PM

- **Concert: East Oldham Middle School 8th Grade Choir**
Director: Kathy Iqbal (C)

4:25 PM

- **Concert: Baker Intermediate 5th and 6th Grade Choir**
Director: Stephanie Arthur (C)

4:40 PM

- **Concert: Russell Middle School Band**
Director: Brent Hunt (B)

5:10 PM

- **Concert: Christian Academy of Louisville Junior High Orchestra**
Director: April McDonald (O)

5:20 PM

- **Concert: Randall K. Cooper Wind Ensemble**
Director: Brad Stewart (B)

5:50 PM

- **Concert: Christian Academy of Louisville High School Orchestra**
Director: April McDonald (O)

7:00 PM

- **Concert: All-State Jazz Ensemble II, All-State Jazz Ensemble I, and Intercollegiate Jazz Ensemble**
Conductors: Marlin McKay, Paul Bouffard, and Brian Hogg (B, J)

8:00 PM

- **Concert: All-State Mixed Chorus, Women's Chorus, and Men's Chorus**
Conductors: Jeffrey Redding, Karen Kennedy, and Leslie Blackwell (C)

9:15 PM

- **International Folk Dance! Join the Circle**
Robert Amchin (K-5)

SATURDAY, FEBRUARY 10, 2018**9:00 AM**

- **Maximizing a Marching Program's Potential: Music + Movement = Magic!**
John Phillips (B)
- **Basic Bass Technique**
David Murray (O)

9:40 AM

- **Breaking the Rules: The Quest for the Whole Musician**
Jeremy Howard (K-5)
- **Breaking It Down: Ideas for Teaching Folk Dances**
Robert Amchin (K-5)
- **Bringing Choir to General Music: Choir/Gen. Music Reading Session**
Jonathan Wyatt, Edwina Eldridge, and Michele Siziksai (6-12)

10:10 AM

- **Concert: Brass Band of Louisville**
Director: Jason Cumberledge (B)

10:50 AM

- **Pop Rocks**
Jessica Floyd (6-12)

1:00 PM

- **Concert: Commonwealth Strings and All-State Symphony Orchestra**
Conductors: Mark Laycock and Jeffrey Grogan (B, O)

3:00 PM

- **Concert: All-State Concert Band and All-State Symphonic Band**
Conductors: Gary Hill and David Starnes (B)

Key: B—Band, C—Choral, Coll.—College/Univ/CNA/ME, K-5—GM K-5, 6-12—GM 6-12, J—Jazz, O—Orch, Sp—Special Learners, T—Technology, Com—Community

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- 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
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Checklist:

- ☒ Sponsor/Coach Name Jimmy Collins Cell number 270-213-1949
- ☒ Date of trip April 5-7 expected departure time 9:00 AM return time 9:00 PM
- ☐ Adequate Supervision (meets ratio criteria)
* Please List Names of Chaperones* Jason Lyons, Chris Ellis, Jimmy Collins
- ☐ 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
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- ☒ Attach a trip list of students to principal/designee
- ☒ Attach an itinerary
- ☐ Other specific needs:

Jimmy R. Collins
Signature of Person submitting form

Ch. Ellis
Signature of Principal/Designee

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



HCHS Softball overnight trips Locations and dates below.

The softball team will take approx. 16 girls on each trip.

With tree coaches presents to chaperone (Jimmy Collins, Jason Lyons and Chris Ellis)

All tournaments are either round robin formats with single elimination or double tournament..

*** Jackson County 4th Annual Softball Tournament April 5-7
Cane Creek Sportsplex Newly Remodel Cookeville TN**

April 13th Graves co Round Robin

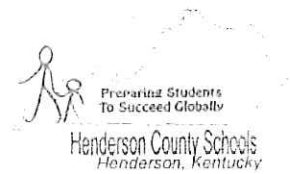
May 11th-12 Queen of swing (East carter)

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Checklist:

- ☒ Sponsor/Coach Name Jimmy Collins Cell number 270-213-1949
- ☒ Date of trip April 13th expected departure time 4:15 PM return time April 14th 9:00 PM
- ☒ Adequate Supervision (meets ratio criteria)
* Please List Names of Chaperones * Jason Lyons, Chris Ellis, Jimmy Collins
- ☒ Obtain parent/guardian permission forms
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N/A Notify school cafeteria manager of any lunch needs

- ☒ Follow all Transportation Department guidelines for bus request.
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- ☒ Attach an itinerary
- Other specific needs:

Jimmy R. Collins
Signature of Person submitting form

Ch. Ellis
Signature of Principal/Designee

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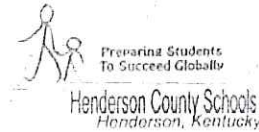
May 11th-12 Queen of swing (East carter)

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Checklist:

- ☒ Sponsor/Coach Name Jimmy Collins Cell number 270-213-1949
- ☒ Date of trip May 11-12th expected departure time 11:30 AM return time ?
- ☒ Adequate Supervision (meets ratio criteria)
* Please List Names of Chaperones * Jessie Lyons, Chris Ellis, Jimmy Collins
- ☒ 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:

James R. Collins
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.



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Cane Creek Sportsplex Newly Remodel Cookeville TN

April 13th Graves co Round Robin

*** May 11th-12 Queen of swing (East carter)**

Graeson, KY