

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 5/25-28/18 expected departure time 8:00 AM return time 8:00 PM
- ☒ Adequate Supervision (meets ratio criteria)
* Please List Names of Chaperones* Sarah Hardy
Mark 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.
- ☒ 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:
Bi Sill
- [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

HCHS Academic Team
High School National Championship Tournament
(May 25-28, 2018)

Students:

1. Zachary Beickman
2. DJ Banks
3. Harrison Jenkins
4. Alex Chandler

Coach: Brian Sullivan

Itinerary:

Friday, May 25th

Leave HCHS at 8:00 am for Atlanta Marriott Marquis Hotel
Arrive at hotel by 5:00pm.

Monday, May 28th

Leave hotel for Stone Mountain at 9:00am
Arrive at Stone Mountain at 9:45 am
Leave Stone Mountain for HCHS at 12:00 pm
Arrive at HCHS by 8:00pm

PAGE

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 6/1-5/18 expected departure time 6:00 am return time 8:00 pm
- ☒ Adequate Supervision (meets ratio criteria) Sarah Hardy Josh Jenkins
* 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.

HCHS Academic Team
PACE National Scholastic Championship
(June 1-5, 2018)

Students:

1. Zachary Beickman
2. DJ Banks
3. Harrison Jenkins
4. Alex Chandler

Coach: Sarah Hardy

Itinerary:

Friday, June 1st

Leave HCHS at 6:00 am for Hyatt Regency Reston Hotel in Reston, VA (Washington, DC).
Arrive at hotel by 8:00 pm.

Monday, June 4th

Leave hotel for Smithsonian at 9:00 am.
Return to hotel about 6:00 pm.

Tuesday, June 5th

Leave hotel for HCHS at 6:00 am.
Arrive at HCHS by 8:00pm.

Henderson County High School
2424 Zion Road
Henderson, Ky. 42420
(270)831-8800
Chad Thompson, Principal



chad.thompson@henderson.kyschools.us

Henderson County High School 3/30/18

3/30/18

Dear Henderson County Board of Education,

Kentucky FCCLA requires all regional officers to attend FCCLA Leadership Camp at the FFA Leadership Camp, 111 Camp Road, Hardinsburg, Kentucky. This year our HCHS FCCLA Chapter has 5 regional officers and I will be taking them to our leadership camp. The students attending are: Brea Marshall, DeAsia Clements, Frances Majors, Breanna Staser and Rmani Leachman. The camp is June 5th through June 7th.

The officers will receive training that focuses on their regional duties pertaining to the office they have been elected to fill for the 2018-19 school year. Each student will gain leadership skills, build relationships, participate in team building skills, and be a better FCCLA officer.

Ginny Johnson, FACS Teacher
FCCLA Advisor
virginia.johnson@henderson.kyschools.us
Henderson County High School
2424 Zion Road
Henderson, Ky 42420
Ph. (270)831-8800 ext. 23302
Cell: (270)952-5119

Henderson County Schools Transportation Department

5675 Airline Road

Henderson, Ky 42420

Phone: (270) 831-5120

Fax: (270) 831-5122

Mailing Address:

ATTN: Transportation

1805 Second St.

Henderson, Ky 42420



Overnight and Out of District School Bus Trip Guidelines

During overnight school 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 should be followed: Elementary 10:1 Secondary 15:1
- Sponsors and coaches shall be trained annually to administer medication

Checklist:

✓ Sponsor/Coach Name: Ginny Johnson Cell Number: 270-952-5119

✓ Date of Departure: 6-5-18 Time of Departure: 9:00 AM

✓ Date of Return: 6-7-18 Expected Time of Return: 5:00 PM

✓ 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****

NA Notify school cafeteria manager of any lunch needs

✓ Follow all Transportation Department guidelines for bus trips

****All requests must be in the trip system at least five days prior to the date of departure****

✓ Understand any student's medication needs and/or medical conditions

****Coaches must carry all player's physicals on any away and overnight trips****

✓ Attach a trip list of students to the principal/designee and a rider's list to the bus driver

****Rider's list must contain all rider's names and an emergency contact name and number****

✓ Attach and itinerary

Other specific needs: _____

Virginia Gomer

Signature of Person submitting form

Amanda Baker

Signature of Principal/Designee

This form must be submitted 10 days prior to the date of the trip to the principal or designee.



Trip ID#:

9582

Henderson County Schools

Transportation Request for Extracurricular Trips

Requested by:	Ginny Johnson		
Date Submitted:	3/30/18	School:	HCHS
Group:	FCCLA		
Funding Source for Trip Cost:	FCCLA #315		
Destination:	Hardinsburg Ky - FFA Leadership Camp		
Purpose of Trip:	Training 5 Regional Officers to promote leadership skills -		
Date(s) of Trip:	6-4-18 through 6-6-18 (was changed) 6-5-18 through 6-7-18		
	Departure Time (CST)	Arrival Time (CST)	
To the Event:	9:00 AM/PM	10:30 AM/PM	
On Return Trip:	3:30 AM/PM	5:00 AM/PM	
Street:	111 FFA Camp Rd		
City, ST:	Hardinsburg Ky	ZIP	40143
Number of Students	5	Number of Adults	1 Total: 6
Number of Vehicle(s) Required:	Bus	SUV VAN	1 Car
	Will you require a handicap-accessible bus?		Yes <input checked="" type="radio"/> No
	Does the driver need to remain with group during the event?		<input checked="" type="radio"/> Yes No
Emergency Contact Number of Sponsor:	(270) 952-5119		
Additional Requirements:	Need A VAN Please		
Medical Needs:	NONE		
Employee Signature:	Virginia A. Johnson		

Office Use	ORG:		PROJ:	
	Principal Approval:	Amanda Lacer		
	Date of Approval:	4/12/18		

**KY ASSOCIATION
FAMILY, CAREER AND COMMUNITY
LEADERS OF AMERICA**

M E M O R A N D U M

TO: State and Regional FCCLA Officers
And Advisers for 2018-2019

New Member Academy Participants and their advisers

FROM: Ms. Reeca Carver
State FCCLA Adviser
Ms. Kayla Godbey
State FCS Supervisor & KY FCCLA Board Chair

DATE: April 2018

SUBJECT: State Leadership Conference

THEME: TBA

PLACE: KY FFA Leadership Training Center
Hardinsburg KY
Telephone: Day (270) 756-2301
Night (270) 756-9293

DATES: June 4-6, 2018

GOALS:

- Develop leadership skills for officers and advisers
- Make plans for regional and state meetings
- Increase knowledge of the FCCLA organization
- Promote a positive image for leaders
- Make new friendships
- Make plans for the new school year

Congratulations! You have accepted the leadership opportunity for your school, region or state FCCLA organization. State FCCLA Officers and advisers are required to attend Leadership Conference. Every regional officer and their adviser are EXPECTED to attend. If an adviser is unable to attend and bring their officer(s), it is that school's responsibility to pay the registration fee for a substitute(s) from their region. This is part of the responsibility that goes with the office and the officer candidates and advisers signed officer applications to this effect. Please read this letter carefully so you will know what to bring to make this a positive learning experience.

ARRIVAL DATES, TIMES AND COSTS

2018-2019 State Officers, their advisers, and others traveling with the state officers.	Sunday, June 3, 4:00-5:00PM CDT Registration, T-shirt and Cabin Check In (Includes Meals from dinner Sunday through Breakfast on Wednesday, 3 nights lodging, and camp insurance.	\$140.00
---	--	-----------------

2018-2019 Regional Officers	Monday, June 4-6 th , 12:00 - 2:30p.m. CDT. Registration, T-shirt and Cabin Check In (Includes meals from dinner Monday through breakfast, Wednesday, 2 nights lodging and camp Insurance.	\$135.00
New Member Academy	Monday June 4-6 th , 12-12:30pm Registration, and Cabin Check In Cost \$145 includes meals from dinner Monday through breakfast, Wednesday, 2 nights lodging, camp Insurance, and Low Ropes training. (If arrive on Sunday with a state officer additional \$5.00 is for meal & lodging total \$150)	\$145.00 Monday \$150.00 Sunday

SCHEDULE

The State Executive Council Meeting (State Officers & State Officers Advisers) will begin at 4:30 p.m. CDT on Sunday, June 3, 2018.

The Opening Session will be held at 7:00 p.m. CDT, on Monday evening, June 4, 2018. Dinner will be served for all camp attendees at 5:30 p.m. Everyone should arrive between 2:00- 5:00 PM.

The Closing Session will be on Wednesday morning. No lunch will be served on Wednesday, June 6, 2018.

New Member Academy will have a schedule different from officers and will **start at 2:00pm on Monday** and end on Wednesday the same time as leadership camp. New Member Academy may travel with regional officers.

REGISTRATION PROCEDURE

1. Decide who is planning to attend. If it is impossible for an officer to attend, please replace that officer with someone from your region or chapter who can take the information back to the regional officer. **This year we will again have a New Member academy workshop so each school can bring 2 first year members to attend. This can be a member who has a desire to take their leadership in FCCLA further and has not attended camp before. If by May 1st we do not have 50 new members attending the academy schools may bring an additional 2 members to attend the academy. All schools will be notified if there are open spots.**
2. Complete registration form for officers and advisers online [Registration: https://www.registermychapter.com/fccla/ky-camp/](https://www.registermychapter.com/fccla/ky-camp/)
Or you can go to the state website www.ky-fccla.org and under registration click on Leadership camp.
3. **Make 2 copies of the printed registration.** Mail one copy **with a check** for registration fees made payable to "Kentucky Association of FCCLA" to Reeca Carver, State Adviser, 300 Building 5th floor, 300 Sower Blvd, Frankfort KY 40601 by **May 11, 2018**. A late fee of \$10.00 per person should be included if not mailed by this date. All late registrations must be in by May 15, 2018. **No on-site registration will be taken.**
4. Email **one copy** of the registration form to the **Regional Adviser (the Adviser to the Regional President)** in your region so they will know who is attending. If you are the regional adviser please send me the regional officer and adviser information as soon as possible.

5. Complete Medical Release/Parent Permission Form (one for each officer and adviser). Make a copy to keep with you and turn in the original upon arrival at camp. **EVERYONE MUST HAVE ONE OF THESE FORMS COMPLETED AND SIGNED this DOES INCLUDE ADVISERS.**

WHAT IS NEEDED

Clothing and Bed Items

- Simple camp clothes such as modest -shorts, jeans, shirts and swimwear
- Jacket or sweater and umbrella or raincoat
- Sheets and pillowcases (sheets for twin beds) or sleeping bag
- Towels and washcloths
- Personal items such as soap, shampoo, etc.
(bucket or something to carry these items in the shower stalls is helpful)
- Blanket or sleeping bag (it sometimes gets cold at night!)
- Clothes Hanger (to hang wet towels on to dry)
- Insect repellent
- Pillow
- Fans if you still need but window air conditioners will be in each cabin

GENERAL FCCLA MATERIALS TO BRING

- Preceding officer's folder/bag with materials pertaining to office
- 1st Vice President should bring minutes from last meeting
- STAR Events Vice Presidents/Coordinators should have STAR Events dates
- Information for FCCLA Calendar
- Medical Release forms for all in attendance **(including ADVISERS)**

REGIONAL MEETINGS

Regional Presidents will be responsible for get-acquainted activities during their regional meeting on Tuesday evening.

The second Regional Executive Council Meeting will be to plan for the year. Presidents should have an agenda ready and each officer should be ready to do their part (ex. Vice Presidents of Programs should have some regional goals ready to present/discuss, etc.).

On Monday evening we will be having an outdoor activity. On Tuesday evening each region will be asked to develop a talent/ variety show activity that includes all of your regional officers and/or advisers.

NOTE:

No member may attend unless under the chaperonage of an adviser from the member's local district or districts within region have completed the appropriate paperwork for chaperoning.

A male and female chaperone are required if you have both genders attending camp.

Extra people are not allowed to attend camp UNLESS they are serving as a gender chaperone.

This is a time for advisers and officers to bond and get to know each other better, and there is not room for extra people.

Please inform the State Adviser by May 1st if no one will be attending the conference in your officer position. We will then allow more New Member Academy if space is available.

Enclosures: Medical Release Form

Kentucky FCCLA



@KentuckyFCCLA



@KentuckyFCCLA





Henderson County Schools Transportation Department

100 Airline Road
Henderson, Ky 42420

Phone: (270) 831-5120

Fax: (270) 831-5122

Mailing Address:

ATTN: Transportation

1805 Second St.

Henderson, Ky 42420

Overnight and Out of District School Bus Trip Guidelines

During overnight school 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 should be followed: Elementary 10:1 Secondary 15:1
- Sponsors and coaches shall be trained annually to administer medication

Checklist:

☒ Sponsor/Coach Name: Jessica Grace Cell Number: 270-577-0337

☒ Date of Departure: June 27 Time of Departure: 8:00am

☒ Date of Return: July 2 Expected Time of Return: 11 pm

☒ Adequate Supervision (meets ratio criteria)

****Please List Names of Chaperones****

Jessica Grace
Marilyn Dorsey

☒ 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 trips

****All requests must be in the trip system at least five days prior to the date of departure****

☒ Understand any student's medication needs and/or medical conditions

****Coaches must carry all player's physicals on any away and overnight trips****

☒ Attach a trip list of students to the principal/designee and a rider's list to the bus driver

****Rider's list must contain all rider's names and an emergency contact name and number****

☒ Attach and itinerary

☐ Other specific needs:

Jessica Grace

Signature of Person submitting form

Tomando Llanos

Signature of Principal/Designee

This form must be submitted 10 days prior to the date of the trip to the principal or designee.

Students
Emily Marsh
Austin Sutton
Clay Meuth
Tristan Cleme

Henderson County High School took 25 students to compete in FBLA Region 2 Competition, April 16-18, 2018. The competition took place in Louisville, KY at the Galt House. The following students qualified in the following to represent HCHS FBLA at the national competition in Baltimore, MD in June:

Business Communications-Clarke Sights, 1st Place

Client Services-Jaycee Simpson, 5th Place

Computer Problem Solving—Tristan Clement, 4th Place

Database Design and Application-Zeb Gentry, 1st Place

Introduction to Information Technology-Austin Sutton, 1st Place

Introduction to Parliamentary Procedure, Emily Marsh, 3rd Place

Management Information Systems-Hadley Alexander, Max Ferguson, Kayli Sutton, 4th Place

Networking Concepts-Clay Meuth, 3rd Place