

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: Natalie Martin Cell Number: 270-844-3135
✓ Date of Departure: Nov 28 Time of Departure: 8:30 AM
✓ Date of Return: Dec 1 Expected Time of Return: 12 pm

✓ Adequate Supervision (meets ratio criteria)

Please List Names of Chaperones

3/44

✓ 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:

N. Martin
Signature of Person submitting form

[Signature]
Signature of Principal/Designee

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



Who: Henderson County High School- YClub

What: KYA- Kentucky Youth Assembly

When: Nov. 29- Dec. 1 approximate departure Thurs. 9 A.M. – returning Sat. 2ish

Where: Crowne Plaza Hotel 830 Phillips Ln. Louis., KY 40209 502-367-2251

Why: Representing HCHS for mock KY legislation and government.

DEADLINES & Money due dates:

Total cost: \$250 extra monies needed- 2- lunches, 1-dinner, 1- breakfast, & \$10 pizza available nightly (optional)

(please contact Mrs. Natalie Martin or Mr. Ben Dempsey to discuss any financial concerns)

PLEASE visit this site for all forms & information

*******<https://kymca.force.com>**

Financial Assistance Deadline: - application is available on YMCA website, forms are **due 10/11/18**

Registration Deadline: -10/19/18 forms are available on YMCA website or can be picked-up from Mrs. Martin or Mr. Dempsey

Payment Options-

6 payments- due weeks of 9/7, 9/14, 9/21, 9/28, 10/5, 10/12, 10/19- \$42.00weekly

4 payments- due weeks of 9/14, 9/28, 10/5, 10/19= \$62.50 bi-weekly

2 payments- due weeks of 9/28 & 10/19= \$125 monthly

ALL MONIES DUE ***OCTOBER 19 \$250 *******

Weekly Meetings Tues. in G103 if you have any questions or concerns.

Behavior, attendance, and grade requirements must meet school and district guidelines. If any policy is broken, parents are responsible for picking up their child in Louisville and consequences will be determined by HCHS administration.

THANK YOU,

Mrs. Natalie Martin 270-844-3135 (Green Unit) & Ben Dempsey (Blue Unit)

Abbott	John	X
Alexander	Lauren	X
Brantley	Lincoln	X
Buckman	Lanie	X
Chambers	Mar-Kera	X
Chin	Amy	X
Clem	Nick	X
Dalton	Ben	X
Dekemper	Claire	X
DeKemper	Aubrey	X
Forker	Will	X
Galbraith	Caroline	X
Gibson	Emma	X
Gavin	Emma	X
Gold	Meredith	X
Hazelwood	Preston	X
Herron	Hannah	X
Hibbs	Julianna	X
Hogan	Conner	X
Hogg	Jackson	x
Jackson	Sanaa	X
Johnson	Madeleine	X
Johnson	Dylan	X
Jones	Marissa	X
Kellen	Ellie	x
Lancaster	Anna	X
Maish	Grace	X
March	Emily	X
Martin	Hannah	X
Martin	Ellie	X
McIndoo	Kate	X
Overfield	Ralynn	X
Pruitt	GraceAnn	X
Reaser	Tay	X
Sauer	Breckin	X
Settle	Aliyah	X
Smith	Jordan	X
St. Pierre	Nora	X
Stovall	Salle	X
Sutton	Elizabeth	X
Titzer	Eleine	X
Vindhurst	Allie	
White	Natalie	X

Wilson

Ashton

X

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1805 Second Street, Henderson, Kentucky 42420
(270) 831-5000 Fax: (270) 831-5009
<http://www.hendersonschools.net>



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- 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 Nov 30 - Dec 1 2018 expected departure time 12:00pm return time 8:00pm
- ☒ Adequate Supervision (meets ratio criteria)
* Please List Names of Chaperones* Brian Sullivan
- ☒ 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
Northmont Rowdy Raider Fall Tourney
(Nov 30 - Dec 1, 2018 in Clayton, OH)

Students:

1. DJ Banks
2. Harrison Jenkins
3. Wil Kyle

Coach: Brian Sullivan

Itinerary:

Friday, Nov 30th

Leave HCHS at 12:00 pm for Hampton Inn.

Arrive at Hampton Inn by 5:00 pm.

Saturday, Dec 1st

Leave Hampton Inn for Northmont HS at 7:45am

Arrive at Northmont HS at 8:00 am

Leave Northmont HS for HCHS at 4:00 pm

Arrive at HCHS by 9:00pm

October 7, 2018

To Whom It May Concern:

The Henderson County girls' basketball team seeks permission for an overnight stay as we participate in the Marshall County Christmas Tournament on December 20-22, 2018. Our plan is to spend the night on December 20 and 21 and return home after our contest on December 22.

Respectfully submitted,

Jeff Haile

Jeff Haile
Head Coach