

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: Col(R) Jeff Garrett Cell Number: 770-402-1202

☒ Date of Departure: 6/1/19 Time of Departure: 11:00 AM

☒ Date of Return: 6/5/19 Expected Time of Return: Noon

☒ Adequate Supervision (meets ratio criteria)

****Please List Names of Chaperones**** Col(R) Jeff Garrett / Lisa Denton, RN

☒ 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 JCC, Cadet Leadership Camp
Wendell Ford Regional Training Center

☐ Other specific needs: Bus Driver Remain w/ trip

[Signature]
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.

Instantly 6/3/19



DEPARTMENT OF THE ARMY
Headquarters, Seventh Brigade
U.S. Army Cadet Command
Fort Knox, Kentucky 40121-5600

ATOE-G-JR

01 June 2019

MEMORANDUM FOR 2019 Junior ROTC Cadet Leadership Challenge Personnel

SUBJECT: Junior ROTC Cadet Leadership Challenge 2019 Training Memorandum of Instruction

1. REFERENCES:

A. 2019 Junior ROTC Cadet Leadership Challenge MOI, 7th Brigade, Second Region (ROTC), dated 01 June 2019

2. PURPOSE: The purpose of this memorandum is to provide guidance and instruction for the execution of Junior ROTC Cadet Leadership Challenge 2019 scheduled at Wendell H. Ford Regional Training Center (WHFRTC) 31 May 2019 until 11 June 2019. This memorandum applies to all camp personnel; active duty, retired instructors, chaperones, and reserve duty personnel supporting the JCLC.

3. MISSION: To provide high school Junior ROTC students an environment conducive to practical application of good citizenship, leadership techniques, and introduce cadets to life in a military setting that is safe.

4. CONCEPT OF THE OPERATION: The United States Army Cadet Command will provide resources through the 7th Brigade, to conduct the Junior ROTC Cadet Leadership Challenge. The Brigade Commander has designated Colonel Rondal Turner as the Camp Commander, responsible for the execution of the training program.

A. Deployment:

(1.) Arrival:

(a.) ADVON: SAs or AIs serving as Company Commanders or First Sergeants and their cadets **will report NET 0900 and NLT 1100** on their reporting date. Company Commander and First Sergeant Schools will be provided a noon meal. Company-level leadership along with the JCLC S-1 personnel will be prepared to receive the remaining SAs/AIs and cadets NLT 1400 hours.

(b.) MAIN BODY: **Schools will report NLT 1400 hours on their designated date. Noon meals will not be provided for main body schools on day zero.** Cadets will immediately off load their personal equipment outside their respective billets so the bus can depart the cantonment area. No delays will be permitted. **In all cases, when a SAI/AI is serving in a committee or staff position, the other member from that school (SAI or AI) is required to attend JCLC also. Company commanders or first sergeants are authorized a second instructor as platoon tactical instructor. Chaperones will be single billeted.** *Billeting at Wendell H. Ford is very limited and therefore those schools which bring two instructors for either transportation reasons or personal commitment will have to seek lodging off base at their own personal expense.*

(c.) Female Chaperones: Company Commanders are responsible for ensuring that there are sufficient female chaperones for the number of females in each company with a **limit of FOUR total female chaperones for 75/25 companies and a total limit of SIX female chaperones for 50/50 companies. Chaperones not on official travel orders issued by the 7th Brigade are not authorized lodging or meals at government expense. If they wish to stay they must seek accommodations off post.** Female chaperones and instructors must understand that they will be responsible for all the cadets in their area or billets, not just the cadets that they accompany **Female chaperones must understand the Company Commander will require a female chaperone to sleep in the female bay(s) every night the company is at JCLC.** Each Company Commander will appoint a senior female chaperone to serve as the single point of contact on female cadet issues. Female chaperones that cannot or will not abide by these instructions will not be recruited to attend JCLC and will be asked to leave if they refuse to comply.

(2.) In-processing: Accompanying SAI or AI will report to their respective Company Orderly Room with cadet in-processing packets immediately upon arrival. Instructors will not be allowed to in-process their cadets until they complete their individual folders on each cadet. **Instructors please remember individual folders on each cadet. No social security numbers on any cadet paper work.** Cadets will not move into the billets until they have been in-processed. Cadets will be assigned to a platoon and a bay. Platoons will be fully integrated, male and female. Company First Sergeants will maintain platoon integrity within each bay to the extent possible. **SAIs/AIs will receive keys to their room once cadets have been assigned to companies.**

B. Company assignments:

Company	Start	End	Co Cdr	Cadet Billet	Cadre Bldg
A	31 May 19	4 Jun 19		316*	313*
B	1 Jun 19	5 Jun 19		315*	312*
C	2 Jun 19	6 Jun 19		314*	305*
D	3 Jun 19	7 Jun 19		311*	304*
E	4 Jun 19	8 Jun 19		316*	313*
F	5 Jun 19	9 Jun 19		315*	312*
G	6 Jun 19	10 Jun 19		314*	305*
H	7 Jun 18	11 Jun 19		311*	304*

NOTE: SAIs/AIs should attempt to replicate the percentage of male/female cadets at JCLC, so that it reflects their school Junior ROTC enrollment. Each school was assigned JCLC slots. Company Commanders will reallocate slots between schools to maximize JCLC attendance. * Actual Cadet and Cadre Billeting locations are subject to change.

C. Cadre: All instructors will deploy according to orders prepared by the 7th Brigade Junior ROTC office. **(Note: All instructors not assigned on committee will serve as Platoon TAC personnel and will receive their duties from the Company Commanders).**

(1.) JCLC Staff will arrive on 30 May 2019 and 31 May 2019. All room assignments or changes to room assignments will only be made by the JCLC S-1 Assistant and approved by the JCLC Commander.

JCLC Bus Roster

Wendell H. Ford Training Center

June 1, 2019- June 5, 2019

Student	Parent Contact	Parent Number
1. Duncan, Briana P.	Duncan, Stephanie A	(270)844-3843
2. Haire, Charles F.	Sparks, Phyllis	(270)844-9837
3. Hartsfield, Colton A.	Pittman, Stephanie M	(270)454-9778
4. Lindsey, Samantha L.	Hopper, William J	(270)860-1868
5. Moss, Braxton L.	Jackson, Keri	(270)853-1619
6. Nickens, Maximus J.	Deutsch, Leanna C	(270)831-0408
7. Olson, Emma D.	Olson, Shaun D	(270)860-5827
8. Prell, Evan R.	Prell, Carrie P	(270)577-4156
9. Schofield, Thomas J.	Schofield, Sarah M	(270)724-1754
10. Spille, Dayton E.	Spille, Debra L	(270)577-2377
11. Tripp, Connor A.	Tripp, Camissa J	(865)235-7835
12. Willett, Harlan L.	Willett, Aaron R	(270)860-6614

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- 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: Ben Dempsey Cell Number: 812-457-9285

☒ Date of Departure: 7/26 Time of Departure: 3:00 pm

☒ Date of Return: 7/28 Expected Time of Return: 3:00 pm

☒ Adequate Supervision (meets ratio criteria)

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

Ben Dempsey
Courtney Galyon
Mackenzie Wallace

☐ 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: _____

Ben Dempsey
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.

Trip ID#:

Henderson County Schools

Transportation Request for Extracurricular Trips

Requested by:	Ben Dempsey				
Sponsor Contact Number:	(812) 457-9285				
Date Submitted:	5/16/19				
Sport:	Girls soccer				
Destination:	Bluegrass Games Frankfort/Lexington				
Street:	80 Chenault Rd.				
City, State:	Frankfort, Ky 40601				
Date(s) of Trip:	7/26/19 - 7/28/19				
	Depart Time:		Return Time:		
To the Event:	3:00 AM/PM		7:00 AM/PM		
On Return Trip:	12:00 AM/PM		2:00 AM/PM		
Number of Vehicle(s):	Bus	1	SUV	Car	
Number of Students:	24	Number of Adults:	2	Total:	26
Will you require a handicap-accessible bus?				Yes	No
Does the driver need to remain with the group during the event?				Yes	No
Additional Notes:	Staying overnight for a Soccer pre-season tournament.				

Henderson County Schools

1805 Second Street, Henderson, Kentucky 42420
(270) 831-5000 Fax: (270) 831-5009
www.henderson.kyschools.us



May 20, 2019

Kentucky Farm to School Junior Chef competition will require an overnight trip August 18th and 19th to Kentucky State Fair for 5 student members of the Colonel's Cookin Crazies chef team. If the team advances there will be a second overnight trip August 22nd.

Charlotte Baumgartner, Ginny Johnson, and Wilinda Ward will supervise the trip.

Thank you,

Charlotte Baumgartner
Child Nutrition Director