

Henderson County Schools

1805 Second Street, Henderson, Kentucky 42420

(270) 831-5000 Fax: (270) 831-5009

www.henderson.kyschools.us



To: Lisa Baird, Kirk Haynes, Wesley Smith, Michael Waller and Tracey Williams

From: Marganna Stanley

Date: November 18, 2019

Re: Student Overnight Trip Requests

I am requesting the Board's approval of the attached student overnight trip requests. A summary of the trips is listed below. Thank you.

- Retroactive approval for HCHS Girls Cross Country Team to travel to the Lexington Horse Park in Lexington, KY to compete in the State Cross Country Meeting November 1-2, 2019;
- HCHS KYA Club to travel to Louisville, KY to participate in the Kentucky Youth Assembly November 21-23, 2019;
- HCHS Academic Team to travel to Atherton High School in Louisville, KY November 22-23, 2019 to compete in the Class Act Fall Tournament;
- South Middle School KYA to travel to Louisville, KY to participate in the KYA Conference December 8-10, 2019;
- HCHS Girls Basketball Team to travel to Indianapolis, IN December 27-28, 2019 to participate in the North Central Holiday Basketball Invitational;
- HCHS Volleyball to travel November 7-9, 2019 to Louisville, KY for the KHSAA State Volleyball Tournament; and
- HCHS Cheer to travel to Orlando, FL February 5-11, 2020 to compete at UCA Nationals for a national title.

Newton, Robin - BOE, Executive Assistant to the Superintendent

From: Garrott, Paula - HCH, Account Clerk I
Sent: Tuesday, October 29, 2019 8:11 AM
To: Newton, Robin - BOE, Executive Assistant to the Superintendent
Subject: HCHS Cross Country Girls qualified for State
Attachments: Scan0304.pdf

Good Morning Robin,

Please find attached a retroactive overnight trip request for HCHS Girls Cross Country team to travel to Lexington Horse Park to compete in the State Cross Country Meet departing 9AM on Nov. 1 and returning around 5PM on Nov 2nd.

Thank you for your help,

Paula Garrott

Account Clerk

Online Payment Coordinator

HCHS

Ph:270-831-8897 Ext. 21150

Paula.Garrott@henderson.kyschools.us

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: Mike Sprague Cell Number: 270 925-2241

___ Date of Departure: 11/1/19 Time of Departure: 9A

___ Date of Return: 11/2/19 Expected Time of Return: 5p

___ Adequate Supervision (meets ratio criteria)

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

___ Obtain parent/guardian permission forms
Mike Sprague Sara Shelton

****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: _____

Mike Sprague
Signature of Person submitting form

[Signature] Mr. Stanley
Signature of Principal/Designee

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

2019 CC Roster

Sara Krampe

Alina, Anna, Decker

Addison Grossman

Hallie Mattingly

Alyssa Shelton

MacKenzie Webb

Newton, Robin - BOE, Executive Assistant to the Superintendent

From: Garrott, Paula - HCH, Account Clerk I
Sent: Monday, October 21, 2019 3:32 PM
To: Newton, Robin - BOE, Executive Assistant to the Superintendent
Subject: Overnight trip request for HCHS KYA Club to Louisville
Attachments: Scan0297.pdf

Hi Robin,

For next month's Board Agenda, attached is an overnight trip request for HCHS KYA Club to Louisville, November 21-23, 2019.

Thank you for your help,

Paula Garrott

Account Clerk

Online Payment Coordinator

HCHS

Ph:270-831-8897 Ext. 21150

Paula.Garrott@henderson.kyschools.us

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: N. Martin Cell Number: 270-844-3135

✓ Date of Departure: Nov. 21 Time of Departure: 8:30

✓ Date of Return: Nov. 23 Expected Time of Return: 2:00

2 Adequate Supervision (meets ratio criteria) Ben Dempsey
 Please List Names of Chaperones Natalie Martin

✓ 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****

no 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. 21- 23 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:

\$10 to join the Co-EdY Club

\$20 T-shirt Optional

Total cost for KYA: \$270 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 **10/17/18**

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

Payment Options-

6 payments- due weeks of 9/6, 9/13, 9/20, 9/27, 10/4, 10/12, 10/18- \$38.57weekly

4 payments- due weeks of 9/13, 9/27, 10/4, 10/18= \$67.50 bi-weekly

2 payments- due weeks of 9/27 & 10/18= \$135 monthly

ALL MONIES DUE ***OCTOBER 18 \$270 *******

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)

Newton, Robin - BOE, Executive Assistant to the Superintendent

From: Garrott, Paula - HCH, Account Clerk I
Sent: Wednesday, October 30, 2019 9:42 AM
To: Newton, Robin - BOE, Executive Assistant to the Superintendent
Subject: Overnight Trip Request for HCHS Academic Team
Attachments: Scan0307.pdf

Good Morning Robin,

Please find attached an overnight trip request for HCHS Academic Team to travel to Atherton High School in Louisville, KY on Nov. 22-23, 2019.

Thank you for your help,

Paula Garrott

Account Clerk

Online Payment Coordinator

HCHS

Ph: 270-831-8897 Ext. 21150

Paula.Garrott@henderson.kyschools.us

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 11/22-23/19 expected departure time 1:45pm return time 7:30pm
- ☒ Adequate Supervision (meets ratio criteria)
* Please List Names of Chaperones* Brian Sullivan / Sarah Hordy
- ☒ 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

HCHS Academic Team
Class Act Fall Tournament
(November 22-23, 2019)

Students:

1. Wil Kyle
2. Maggie Privette
3. Andrew Russell
4. Abby Salisbury
5. Julianne Latimer
6. Ryan Nantz
7. Jacob Fulcher
8. Josh Freeman

Coaches: Brian Sullivan, Sarah Hardy

Itinerary:

Friday, Nov 22nd

Leave HCHS at 1:45 pm for Hampton Inn.

Arrive at Hampton Inn by 5:00pm.

Saturday, Feb 2nd

Leave Hampton Inn for Atherton HS at 7:45am

Arrive at Atherton at 8:00am

Leave Atherton for HCHS at 4:00pm

Arrive at HCHS by 8:00pm

Newton, Robin - BOE, Executive Assistant to the Superintendent

From: Reusch, Ryan - SMS, Principal
Sent: Tuesday, October 22, 2019 9:57 AM
To: Ward, Whitney - SMS, Social Studies; Heffington, Casey - SMS, Social Studies; Newton, Robin - BOE, Executive Assistant to the Superintendent
Subject: FW: KYA Board Approval
Attachments: 20191022085535417.pdf

Thank you. This is approved by me. I will send it to the next stop.

Ryan Reusch
Principal
South Middle School
Henderson, KY



The mission of Henderson County Schools is to provide extraordinary educational opportunities for every student.

From: Ward, Whitney - SMS, Social Studies <whitney.ward@henderson.kyschools.us>
Sent: Tuesday, October 22, 2019 9:02 AM
To: Reusch, Ryan - SMS, Principal <ryan.reusch@henderson.kyschools.us>
Cc: Heffington, Casey - SMS, Social Studies <casey.heffington@henderson.kyschools.us>
Subject: KYA Board Approval

Mr. Reusch,

We are requesting approval from the Board office of our KYA conference from December 8th - 10th. I have attached the forms below for your approval.

The chaperones we are also listed here:

Casey Heffington
Jessica Terry
Whitney Ward
Possibly - Mr. Brasher with your approval, and if we need an extra teacher
2 parent Chaperones - Mrs. Gibson and Mrs. Hadjisavva have expressed interest.

Please let me know if we need to do anything further. Thank you,

Whitney Ward

6th Grade Team Leader

6th Grade Social Studies

KYA Sponsor

Henderson South Middle School



LEVEL 1

CERTIFIED
Educator

Google for Education

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 South Middle School REQUESTED BY: Casey, Heffington
 CLASS/ORGANIZATION: KYA
 Departure Date and Time: Dec. 8th - 8 am
 Return Date and Time: Dec. 10th - 10 am
 Destination: Louisville, KY
 Purpose/Expected Benefits: KYA Conference
 Is a Bus or Car Needed? BUS Has a Driver Been Contacted? No
 Number of Students: 73 Number of Chaperones: 5-6

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)

 Principal's Signature Date

 Board Approval/needed for overnight trips Date

RELATED PROCEDURES:

09.36 (all procedures)

Review/Revised: 9/19/2016

Newton, Robin - BOE, Executive Assistant to the Superintendent

From: Garrott, Paula - HCH, Account Clerk I
Sent: Friday, November 1, 2019 8:08 AM
To: Newton, Robin - BOE, Executive Assistant to the Superintendent
Subject: Overnight Trip Request for HCHS Girls Basketball
Attachments: Scan0309.pdf

Good Morning Robin,

Please find attached an overnight trip request for HCHS Girls Basketball Team traveling to Indianapolis, Dec. 27-28, 2019.

Thank you for your help,

Paula Garrott

Account Clerk

Online Payment Coordinator

HCHS

Ph: 270-831-8897 Ext. 21150

Paula.Garrott@henderson.kyschools.us

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: Jeff Haile Cell Number: 270-860-4816

___ Date of Departure: December 27 Time of Departure: 8:00 am

___ Date of Return: December 28 Expected Time of Return: 7:00 pm

___ Adequate Supervision (meets ratio criteria)

****Please List Names of Chaperones**** Stephen Haile, Emilee Cowsey

___ 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: _____

Coach Jeff Haile
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.

HENDERSON COUNTY LADY COLONEL BASKETBALL

BUS TRAVEL LIST

Players

Emilee Hope

Jocelyn Spaulding

Sadie Wurth

Lauren Hubbard

M'Kyra Dixon

Kaytlan Kemp

Careese Toombs

Savannah Lacer

Graci Risley

Mallorie Veal

Jarie Thomas

Imarie Carter

Coaches

Stephen Haile

Emilee Coursey

Additional Staff

Jim Bates, Bookkeeper

Jon Douglas, Bus Driver

October 31, 2019

To Whom It May Concern:

The Henderson County girls' basketball team seeks permission for an overnight stay as we participate in the North Central Holiday Basketball Invitational in Indianapolis, Indiana on December 27-28, 2019. Our plan is to spend the night on December 27 and return home after our contest on December 28.

Respectfully submitted,

Jeff Haile

Jeff Haile
Head Coach

Newton, Robin - BOE, Executive Assistant to the Superintendent

From: Garrott, Paula - HCH, Account Clerk I
Sent: Tuesday, November 5, 2019 7:54 AM
To: Newton, Robin - BOE, Executive Assistant to the Superintendent
Subject: Overnight Trip Request for HCHS Volleyball trip to State Tournament
Attachments: Scan0312.pdf

Hi Robin,

Please find attached an overnight request for HCHS Volleyball to travel to Valley High School in Louisville for the KHSAA State Volleyball Tournament.

Thank you for your help,

Paula Garrott

Account Clerk

Online Payment Coordinator

HCHS

Ph:270-831-8897 Ext. 21150

Paula.Garrott@henderson.kyschools.us

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: Ashley Robinson Cell Number: (812)431-9888

___ Date of Departure: Nov 7, 2019 Time of Departure: 2:45 pm

___ Date of Return: Nov 9, 2019 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****

___ 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: _____


Signature of Person submitting form


Signature of Principal/Designee

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

HCHS Lady Colonel Volleyball

Varsity Roster

Brooke Springer
Avery Marshall
Alyssa Butler
Asha Nalley
Janae Bailey
Ameilia Davis
Sophie Margelot
Kaylee Norman
Madison Williams
Emma Gibson
Lanie Buckman
Jordan Troutman
Kelsie Hill
Kaylee Stott
Sami Lindsey
Rylee Thomas
Taylor Troutman

Newton, Robin - BOE, Executive Assistant to the Superintendent

From: Garrott, Paula - HCH, Account Clerk I
Sent: Wednesday, November 13, 2019 7:58 AM
To: Newton, Robin - BOE, Executive Assistant to the Superintendent
Cc: Ransom, Tommy - HCH, Principal
Subject: Overnight Trip Request for HCHS Cheer to Travel to Nationals in Florida, February 2020
Attachments: Scan0315.pdf

Good Morning Robin,

Please find attached the approved Overnight Trip Request for HCHS Cheer to travel to Nationals in Florida, February 2020.

Thank you for your help,

Paula Garrott

Account Clerk

Online Payment Coordinator

HCHS

Ph:270-831-8897 Ext. 21150

Paula.Garrott@henderson.kyschools.us

Henderson County Schools Transportation Department

5675 Airline Road
Henderson, Ky 42420

Phone: (270) 831-5120

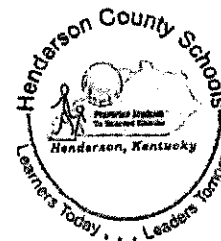
Fax: (270) 831-5122

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: Erin Williams Cell Number: 270-869-7826

___ Date of Departure: 2/5/20 Time of Departure: 4:00 pm

___ Date of Return: 2/11/20 Expected Time of Return: 10:00 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****

___ 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: _____

Erin Williams
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.

Itinerary for HCHS CHEER

Departure: 2/5/1920

Return: 2/11/1920

Destination: Orlando, Florida

Purpose: To compete at UCA Nationals for a national title.

1. Aimee Travis
2. Ashely Wolfe
3. Ashley Morris
4. Ava Pruitt
5. Bailey Newman
6. Bella Marshall
7. Brooke Bugg
8. Cadence Woolfork
9. Chelsi Majors
10. Cydnee McLevain
11. Ella McGrew
12. Hayden Tichenor
13. Isabelle Thurmond
14. Jada Roland
15. Jada Townsend
16. Jaylea Clement
17. Josel Grossman
18. Kaitlyn Dobbs
19. Kayley Stone
20. Lauren Terhune
21. Leah Newman
22. Lily Sinnett
23. Madelyn Montgomery
24. Malia Baker
25. Mya Dossett
26. Olivia Duncan
27. Sadie Hargis
28. Tori Allinder
29. Whitney Haynes
30. Taylor Barron
31. Allie Yates
32. Brooke Stanley
33. Peyton Shoultz
34. Aniyah Campbell
35. Jenna Byrd
36. Callee Glick
37. Madi Kellen
38. Chasity Bryant
39. Shelby Murriss
40. Emma Gavin
41. Gabriela Stewart