

# Henderson County Schools

1805 Second Street, Henderson, Kentucky 42420

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

[www.henderson.kyschools.us](http://www.henderson.kyschools.us)



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

From: Marganna Stanley

Date: December 16, 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 DECA to travel to New York, NY December 4-8, 2019 to attend the DECA New York Experience;
- Retroactive approval for North Middle KYA to travel to Louisville, KY December 8-10, 2019 to participate in the Kentucky Youth Assembly (KYA);
- HCHS Boys Basketball to travel to Louisville, KY January 2-4, 2020 to compete in a basketball tournament; and
- HCHS Dance Team to travel to Orlando, FL March 4-9, 2020 to compete in the 2020 NDA National Championship.

# 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: Courtney Givens Cell Number: 270-635-5417

✓ Date of Departure: 12/4/19 Time of Departure: 5:45 A

✓ Date of Return: 12/6/19 Expected Time of Return: 10 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 N/A

✓ Follow all Transportation Department guidelines for bus trips yes

**\*\*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\*\*** yes

✓ 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: NONE

Courtney Givens  
Signature of Person submitting form

Amanda Lacer  
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:	Courtney Givens		
Date Submitted:	11-4-19	School:	HCHS
Group:	DECA Travel ← Account 351 @ HCHS		
Funding Source for Trip Cost:	11 ↑ see above		
Destination:	Nashville Airport		
Purpose of Trip:	DECA New York Experience		
Date(s) of Trip:	12/4/19 - 12/8/19 (Pick up P.M. on 12/3)		
	Departure Time (CST)	Arrival Time (CST)	
To the Event:	5:00 (AM/PM)	7:30 (AM/PM)	
On Return Trip:	NOON AM/PM	3:00 AM/PM	
Street:	AIRPORT		
City, ST:	NASHVILLE, TN	ZIP	
Number of Students	9	Number of Adults	2 Total: 11
Number of Vehicle(s) Required:	Bus	SUV	X-2 Car
	Will you require a handicap-accessible bus?		Yes (No)
Does the driver need to remain with group during the event?			Yes No N/A
Emergency Contact Number of Sponsor:	(270) 635-5417		
Additional Requirements:	None -		
Medical Needs:	None		
Employee Signature:	Courtney Givens		

Office Use	ORG:		PROJ:	
	Principal Approval:			
	Date of Approval:			



## NEW YORK EXPERIENCE | 2019

### GROUP 5 - KY, HENDERSON COUNTY HIGH SCHOOL

Day	Date	Time	Program	Location	Additional Information
Wednesday	12/4	3:00pm	Registration (Advisors Only)	The Wyndham New Yorker Gramercy Park Room (3rd Floor)	Advisors may pick up registration materials between 3pm-5pm <b>or 7pm-9pm.</b>
Wednesday	12/4	4:00pm	Hotel Check-In	The Wyndham New Yorker, Lobby	There is a \$5 fee/bag to store luggage prior to 4pm. DECA bags may be stored on a comp basis if rooms are not ready after 4pm. Due to our group volume, <b>please note that the hotel may not have all rooms available at 4pm and plan accordingly.</b>
Thursday	12/5	7:00am	Marketing @ Macy's	151 W 34th Street, use the entrance across from Old Navy	<b>Presentation will last ~1 hour</b> , and please arrive by 6:45am for a prompt 7:00am start time. Bagels and Orange Juice will be served
Thursday	12/5	9:00am (27)	Sports & Entertainment Marketing @ Madison Square Garden	4 Pennsylvania Plaza (Between 33rd and 34th)	<b>Tour and discussion will last ~90 minutes.</b> Please arrive 10 minutes prior to your ticketed time.
Thursday	12/5	1:00pm	Small Business & Entrepreneurship Tour of Little Italy & Chinatown	CANAL STREET/BROADWAY Subway Station - NW or SW Exit. Guides will meet you at the exit.	<b>Tour will last ~3 hours.</b> Small bites will be served on this tour, but please plan a full lunch beforehand. Please also note that establishments may not be able to accommodate food allergies.
Thursday	12/5	8:00pm	Radio City Christmas Spectacular	Take the Q or N train heading DOWNTOWN from 1) Herald Square/34th Street, 2) 49th Street/7th Avenue or 3) 57th Street/7th Avenue. 1260 6th Avenue; closest Subway is 47-50 Street/Rockefeller Center (Orange line - B, D, F, or M Train).	Please follow instructions on your ticket.
Friday	12/6	8:30am	New York City, the Focus of Marketing, a workshop with Berkeley College.  NYC is the focus of marketing for many global industries: Finance, Fashion, Media, Sports, the Arts and more. Competition is fierce! Learn how these industries compete for customers and how companies build their brand identities in The Big Apple.	The Wyndham New Yorker, Grand Ballroom	<b>Presentation will last ~1 hour.</b> Please arrive by 8:20am for a prompt 8:30am start time.  <b>Enjoy complimentary lunch on campus and a Berkeley College Campus Tour!</b> To schedule, contact Michelle Gomez (mhe@berkeleycollege.edu) for info.
Friday	12/6	11:40am (19) 12:00pm (8)	The Tour at NBC Studios	49th St. & Rockefeller Plaza (Between 5th and 6th); closest Subway is 47-50 Street/Rockefeller Center (Orange line - B, D, F, or M Train).	<b>Tour will last ~65 minutes</b> , and please arrive 15-20 min prior to your ticketed time.
Saturday	12/7	10:00am (27)	OneWorld Observatory	285 Fulton Street	<b>Tour will last ~1 hour</b> , and please arrive 15-20 min prior to your ticketed time. Please follow instructions on your ticket.
Sunday	12/8	12:00pm	Hotel Check-Out	The Wyndham New Yorker, Lobby	Check-out time is promptly at 12pm. Check-out after this time will incur late fees, which are the sole responsibility of the individual/chapter.
On Own	On Own	On Own	Empire State Building Observation Deck	350 5th Ave - Enter via 34th Street	Present vouchers at the 2nd floor ticket window. <b>Photo ID is required in order to redeem tickets.</b> Voucher is valid only for the dates listed.

Please stress the importance of **professionalism** and **safety in the city** to your DECA members. Keep in mind that most venues will conduct security screenings, so encourage your attendees to take only necessary items. If you have any questions, please call DECA Staff at (571) 346-0030.



## DELEGATE CONDUCT PRACTICES AND PROCEDURES

The Board of Directors for DECA Inc. requires each delegate attending any DECA conference to read and complete the **Attendance Permission Form** and return to the **DECA chapter advisor** as partial completion of attendance requirements.

- The term "delegate" shall mean any DECA member, including advisors, attending conferences (high school, collegiate, alumni, professional).
- There shall be no defacing of public property. Any damage to any property or furnishing in the hotel rooms or building must be paid for by the individual or chapter responsible.
- Delegates must wear identification badges and wristbands at all times.
- Delegates shall refrain from using inappropriate or profane language at all times.
- Delegates shall refrain from verbal, physical or sexual harassment, hazing or name-calling.
- Delegates shall respect the rights and safety of other hotel guests.
- Delegates shall not possess alcoholic beverages, narcotics or weapons in any form at any time under any circumstances.
- Delegates shall refrain from gambling—playing cards, dice or games of chance for money or other things of value.
- Use of tobacco products by delegates is prohibited at all DECA functions.
- Delegates must adhere to the dress code at all times.
- Delegates must not dress or behave in a manner that can be interpreted as sexually explicit.
- Students shall keep their adult advisors informed of their activities and whereabouts at all times.
- No delegate shall leave the hotel (except for authorized events) unless permission has been received from the chapter advisors.
- Delegates should be prompt and prepared for all activities.
- Delegates should be financially prepared for all activities.
- Delegates are required to attend all sessions and activities assigned including workshops, competitive events, committee meetings, etc., for which they are registered unless engaged in some specific assignment scheduled at the same time.
- Delegates will spend nights at their assigned hotel and in their assigned room. No guests allowed during curfew hours. Delegates will be quiet at curfew.
- Curfew will be enforced. Curfew means the delegate will be in his/her assigned room.
- Chapter advisors/chaperones will be responsible for delegates' conduct.
- Delegates ignoring or violating any of the above rules will subject their entire delegation to being unseated and their candidates or competitive events participants to being disqualified. Individual delegates may be sent home immediately at their own expense.
- Tasteful casual wear will be accepted during specific social functions as designated during orientation.



## DELEGATE CODE OF CONDUCT

### PRESIDENTIAL GOVERNANCE COMMITTEE

A Governance Committee will be appointed for the conference. The purpose of the committee will be to act upon all violations of the **Delegate Conduct Practices and Procedures** within the division. The conduct guidelines were approved by the Board of Directors for DECA Inc. and apply to adult advisors as well as student delegates.

A copy of the **Delegate Conduct Practices and Procedures** may be found in this section. The Board of Directors for DECA Inc. requires every student delegate to read and complete the Permission Form as partial completion of attendance requirements. Please make sufficient copies for your delegates to sign and return to you prior to the conference. A copy of the form may be requested during conference registration. The original copy should be kept with the chapter/chartered association advisor. PLEASE DO NOT MAIL TO DECA INC.

The chapter/chartered association advisor will be notified (in writing) of all violations. Notices may require the committee to assemble and take such action as is outlined in the **Delegate Conduct Practices and Procedures**.

### CODE OF ETHICS FOR ADULT ADVISORS

DECA programs offer college and career preparation to those students who have a career interest in the fields of marketing, entrepreneurship, finance, hospitality and management. Individual conduct and appearance is a phase of this training.

The rules as stated in the **Delegate Conduct Practices and Procedures** and the Dress Code are called to your attention for review and should govern the behavior of advisors as well as students.

Since a good example is one method of teaching, and students participating in the conference are impressionable, a **Code of Ethics** is set for adult advisors. It becomes the responsibility of each and every participant to see that proper conduct is adhered to at all times.

- Advisors shall conduct daily meetings with participants for progress reports, time schedules and other activities.
- Advisors shall keep an agenda for each student in order that they may be reached at any time during the conference.
- Each chapter/association shall arrange to have one advisor on call at all times.
- Each advisor shall be responsible for seeing that participants adhere to all conduct practices and procedures.



## ADVISOR ASSURANCE FORM

Conference \_\_\_\_\_

Chartered Association \_\_\_\_\_

Chapter \_\_\_\_\_

I certify that a permission form that includes an explanation of the conference dress code has been completed for each student attending this conference.

\_\_\_\_\_  
*Chapter Advisor Signature*

\_\_\_\_\_  
*Cell Phone*

This form should be submitted at conference registration.



## ATTENDANCE PERMISSION FORM

Conference \_\_\_\_\_

Chartered Association \_\_\_\_\_

Chapter \_\_\_\_\_

### ATTENDANCE

This is to certify that \_\_\_\_\_

has my permission to attend the above named DECA activity. I also do hereby, on behalf of the above student, absolve and release the school officials, the DECA chapter advisors and the assigned chartered association DECA staff from any claims for personal injuries or illness which might be sustained while he/she is en route to and from or during the DECA-sponsored activity.

### EMERGENCY

I authorize the advisor to secure the services of a physician or hospital, and to incur the expenses for necessary services in the event of accident or illness, and I will provide for the payment of these costs.

We have read and agree to abide by the DECA Code of Conduct. We also agree that the school officials, the DECA chapter advisors, the association DECA staff, or the conference conduct committee have the right to send the above student home from the activity at our expense, provided that he/she has violated the Code of Conduct and/or his/her conduct has become a detriment.

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
*School Official Signature*

\_\_\_\_\_  
*Chapter Advisor Signature*

\_\_\_\_\_  
*Phone*

\_\_\_\_\_  
*Cell Phone*



STUDENTS

09.36 AP.21

**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: TYLER PIPPIN**

**CLASS/ORGANIZATION: KYA**

Departure Date and Time: December 8th @ 8am

Return Date and Time: December 10th leave at 11am (Lansville time)

Destination: ~~Lansville~~ <sup>Covington</sup>, KY Crane Plaza Hotel

Purpose/Expected Benefits: KYA (Kentucky Youth Assembly)

Is a Bus or Car Needed? BUS

Has a Driver Been Contacted?

Number of Students: 30

Number of Chaperones: 3

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)

Michele Smith 11/25/19  
Principal's Signature Date

Board Approval/needed for overnight trips Date

**RELATED PROCEDURES:**

09.36 (all procedures)

Review/Revised: 9/19/2016

*Instantly*  
11/25/19

# Henderson County Schools Transportation Department

5675 Airline Road

Henderson, Ky 42420

Phone: (270) 831-5120

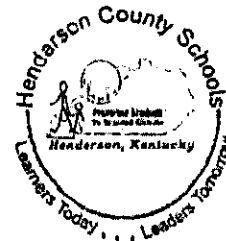
Fax: (270) 831-5122

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: Tyler Smithkurt Cell Number: 270-860-4957
- ☒ Date of Departure: 1/2/2020 Time of Departure: 1:00pm
- ☒ Date of Return: 1/4/2020 Expected Time of Return: 5:00pm
- ☒ Adequate Supervision (meets ratio criteria) Tyson Lyons  
\*\*Please List Names of Chaperones\*\* Conner Mast-fingy  
Zack Chaykowski
- ☒ Obtain parent/guardian permission forms Zack Chaykowski  
\*\*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: \_\_\_\_\_

Tyler Smithkurt  
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 Boys Basketball program is requesting permission for an overnight trip to Louisville, KY from January 2nd, 2020 to January 4th, 2020.

We will play at Louisville Eastern High School.

We will stay at the Hampton Inn Louisville East, 1451 Alliant Drive.

There will be 15 players and 5 coaches going on this trip.

Itinerary is below:

1/2/2020

12:30pm shootaround @HCHS

1:00pm Meal @HCHS

1:30pm Depart HCHS

4:30pm eastern @HCHS

Play and report back to hotel

1/3/2020

Agenda TBA on first day results

1/4/2020

Agenda TBA on 2nd day results

Return to Henderson

**Henderson County Varsity Basketball Roster 2019/2020**

<u>Jersey #</u>	<u>Name</u>	<u>Height</u>	<u>Weight</u>	<u>Grade</u>
2	Lance Skinner	5'10	150	Jr.
3	Daymian Dixon	6'1	185	Sr.
4	Noah Curry	6'2	185	Jr.
5	Edmund Brooks	5'10	155	Jr.
10	Gerald Smith	5'11	175	Jr.
11	Luke Fulkerson	5'11	165	Sr.
14	Holden Raley	5'10	150	Jr.
15	Wes Owen	6'2	185	Sr.
21	Mykel Sanners	6'2	170	Jr.
23	Xavier Bugg	6'4	175	Jr.
32	Brayden Lyons	5'11	175	Jr.
34	Damarius Dixon	6'3	225	So.
35	StePhan McGuire	6'2	175	Jr.
44	Koby Reed	6'4	265	Jr.

## 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: Chelsie Staples Cell Number: 270-577-3330  
\_\_\_ Date of Departure: March 4th 2020 Time of Departure: 5:45 AM to Orlando, Florida  
\_\_\_ Date of Return: March 9th 2020 Expected Time of Return: 7:00 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: \_\_\_\_\_

Chelsie Staples  
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.**

11/18/2019

To whom this may concern:

The HCHS DANCE TEAM has been awarded a bid to the 2020 NDA National Championship. If granted approval they will be traveling to Orlando, Fl March 4<sup>th</sup>-9<sup>th</sup>. Please contact Chelsie Staples for any additional questions.

Thank you,  
Chelsie Staples

## 2019 - HCHS DANCE TEAM

1. EMILY BIRD
2. EMMA PENDERGRAFT
3. MAKAYLA ANGLIN
4. KYLEE GARRETT
5. BRAYDEN GLICK
6. CYANNA LEE
7. KAYLE SAWYER
8. EMMA ALVES
9. KENNEDY PHILLIPS
10. SCOTLYN VAUGHN
11. ADDIE CLARK
12. TALBOT CRAFTON
13. GRACIE JOHNSON
14. AVA LATTA
15. GRACIE McCORMICK

### **COACHES**

CHELSIE STAPLES

MARY ANNE O'DANIEL