

Newton, Robin - BOE, Executive Assistant to the Superintendent

From: Garrott, Paula - HCH, Account Clerk I
Sent: Thursday, January 9, 2020 9:35 AM
To: Newton, Robin - BOE, Executive Assistant to the Superintendent
Subject: HCHS All State Choir Students traveling to KMEA All State in Louisville Feb. 5-8, 2020
Attachments: Scan0339.pdf

Good Morning Robin,

Please find attached an overnight trip request for HCHS All State Choir Students traveling to Louisville for KMEA All State Music Festival. She attached a sample itinerary schedule from last year as this year's hasn't been finalized.

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: Heather Eaves Cell Number: 270-869-1669

✓ Date of Departure: 2/5/20 Time of Departure: 10:00 A.M.

✓ Date of Return: 2/8/20 Expected Time of Return: 5:00 P.M.

✓ 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: _____

Heather Eaves
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.

All-State Choir

Eaves, Heather - HCH, Choir <heather.eaves@henderson.kyschools.us>

Wed 1/8/2020 7:24 AM

To: Grasty, Connie - HCH, School Nurse <connie.grasty@henderson.kyschools.us>; Hazelwood, Mary - HCH, Clerical Assistant III <mary.hazelwood@henderson.kyschools.us>

Ms. Grasty and Ms. Hazelwood,

These students will be going with me to all-state choir from February 5th-7th:

Kaylee Norman
Carrie Hayes
Emily Hayes
Noah Hamblin
Bryson Whitesides

We will leave that Wednesday morning and not return until Saturday.

Thank you,
Heather Eaves

This is last year's schedule. This year's isn't up yet.

KMEA All-State Chorus Schedule 2019				
Date	Start Time	End Time	Function	Location
2/6/19	1:00 PM	3:00 PM	All-State Chorus Registration	Hyatt Regency North Ballroom
2/6/19	1:00 PM	3:00 PM	All-State Chorus Talent Show Auditions	Hyatt Churchill Downs Rm
2/6/19	3:30 PM	5:00 PM	All-State Sectionals	See locations below
2/6/19	3:30 PM	5:00 PM	All-State Men's Chorus Sectional - Bass 1	HR Oaklawn
2/6/19	3:30 PM	5:00 PM	All-State Men's Chorus Sectional - Bass 2	KICC M108/M111
2/6/19	3:30 PM	5:00 PM	All-State Men's Chorus Sectional - Tenor 1	HR Pimlico
2/6/19	3:30 PM	5:00 PM	All-State Men's Chorus Sectional - Tenor 2	HR Gulfstream/Hialeah
2/6/19	3:30 PM	5:00 PM	All-State Mixed Chorus Sectional - Alto	HR Keeneland
2/6/19	3:30 PM	5:00 PM	All-State Mixed Chorus Sectional - Bass	HR Shawnee/Cherokee
2/6/19	3:30 PM	5:00 PM	All-State Mixed Chorus Sectional - Sop	KICC M104/M107
2/6/19	3:30 PM	5:00 PM	All-State Mixed Chorus Sectional - Tenor	HR Seneca/Iriquois
2/6/19	3:30 PM	5:00 PM	All-State Women's Chorus Sectional - Alto 1	HR Oaks
2/6/19	3:30 PM	5:00 PM	All-State Women's Chorus Sectional - Alto 2	HR Derby
2/6/19	3:30 PM	5:00 PM	All-State Women's Chorus Sectional - Sop 1	KICC M100/M103
2/6/19	3:30 PM	5:00 PM	All-State Women's Chorus Sectional - Sop 2	HR 2 Churchill-Downs
2/6/19	5:00 PM	7:00 PM	DINNER BREAK	
2/6/19	7:15 PM	10:30 PM	All-State Men's Chorus Rehearsal	KICC M108/M111
2/6/19	7:15 PM	10:30 PM	All-State Mixed Chorus Rehearsal	KICC M104/M107
2/6/19	7:15 PM	10:30 PM	All-State Women's Chorus Rehearsal	KICC M100/M103
2/7/19	8:45 AM	11:30 AM	All-State Men's Chorus Rehearsal	KICC M108/M111
2/7/19	8:45 AM	11:30 AM	All-State Mixed Chorus Rehearsal	KICC M104/M107
2/7/19	8:45 AM	11:30 AM	All-State Women's Chorus Rehearsal	KICC M100/M103
2/7/19	11:30 AM	1:15 PM	LUNCH BREAK	
2/7/19	1:30 PM	5:00 PM	All-State Men's Chorus Rehearsal	KICC M108/M111
2/7/19	1:30 PM	5:00 PM	All-State Mixed Chorus Rehearsal	KICC M104/M107
2/7/19	1:30 PM	5:00 PM	All-State Women's Chorus Rehearsal	KICC M100/M103
2/7/19	5:00 PM	7:45 PM	DINNER BREAK (5-6:45 for Talent Show participants)	
2/7/19	7:00 PM	8:00 PM	All-State Talent Show Rehearsal	HR North Ballroom
2/7/19	8:00 PM	9:15 PM	All-State Men's Chorus Rehearsal	KICC M108/M111
2/7/19	8:00 PM	9:15 PM	All-State Mixed Chorus Rehearsal	KICC M104/M107