

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 3/13/20 expected departure time 8:30 AM return time 5:00 PM
 - ☒ Adequate Supervision (meets ratio criteria)
* Please List Names of Chaperones* Ed Plouse, Sarah Hardy, Laura Freeman
 - ☒ 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
Governor's Cup State Championship
(March 13-16, 2020 @ The Galt House Hotel)

Students:

1. Wil Kyle
2. Maggie Privette
3. Andrew Russell
4. Avery Wagner
5. Julianne Latimer
6. Abby Salisbury
7. Josh Freeman
8. Ryan Nantz
9. Brent Raleigh

Itinerary:

Friday, March 13th

Leave HCHS at 8:30 am for Galt House.

Arrive at hotel by 10:30 am.

Monday, March 16th

Leave Galt House for HCHS at 4:00 pm.

Arrive at HCHS by 6:00pm



HENDERSON COUNTY HIGH SCHOOL
CAREER AND TECHNICAL EDUCATION DEPARTMENT

February 13, 2020

Henderson Board of Education
1805 Second Street
Henderson, KY 42420

Dear Board Members,

I am pleased to inform you that our chapter of TSA (Technology Student Association) will compete in the TSA State Conference Competitions at the Marriott Griffin Gate Resort in Lexington, KY. While at the conference, the students listed in the enclosure will compete in various events. Thus, potentially qualifying for the 2020 National TSA Conference in Nashville, TN.

TSA State Conference will be held April 13-15, 2020 at the Marriott Griffin Gate Resort and Hotel in Lexington, KY. The 2020 National TSA Conference will be held June 27 - July 1, 2020 in Nashville, TN. I am seeking permission for Dalton Inge, Kaleb Payton, and myself, teachers and TSA advisors, to chaperone these qualifying students on these overnight trips. Of course, we will also obtain parental permissions, code of conducts, and medical liability forms.

Thank you for considering this matter.

Sincerely,


Jeff Givens



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HENDERSON COUNTY HIGH SCHOOL
CAREER AND TECHNICAL EDUCATION DEPARTMENT

2020 TSA State Conference Competition List

Promotional Design	Abby Alexander
.....	Lily Hubbard
Forensic Science	Maddie Bryant
.....	Kylie Stone
Coding.....	Logan Payne
Technology Bowl	Austin Sutton
.....	Caine Sutton
.....	Ryan Nantz
Board Game Design.....	Bryce Galloway
.....	Gauge Goodson
.....	Ethan Gaines
Photographic Technology.....	Haley Owens
Dragster Design	Kevin Aguilera
.....	Brie Roy

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EQUAL EDUCATIONAL AND EMPLOYMENT INSTITUTION

Henderson County Schools Transportation Department

5675 Airline Road

Henderson, Ky 42420

Phone: (270) 831-5120

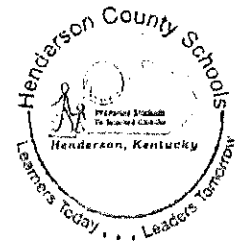
Fax: (270) 831-5122

Mailing Address:

ATTN: Transportation

1805 Second St.

Henderson, Ky 42420



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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: Nate Fish Cell Number: 270-860-9972
- ✓ Date of Departure: 4/8/20 Time of Departure: 10am
- ✓ Date of Return: 4/9/20 Expected Time of Return: 7:00pm
- ✓ Adequate Supervision (meets ratio criteria) 9 Students / 2 Adults to attend
- *Please list Names of Chaperones* Nate Fish SLP State Convention at
Rupp Arena, Lexington, Ky.
- ___ 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]
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.