

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 June 2-5 expected departure time 8:00am return time 8:00pm
- ☒ Adequate Supervision (meets ratio criteria) Brian Sullivan
* Please List Names of Chaperones* Sarah Hardy Mark Hardy
- ☒ 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:
- B. Sullivan Signature of Person submitting form
- B. J. J. J. Signature of Principal/Designee

This form must be submitted 3 days prior to the date of the trip to the principal or designee.

Chicago Trip for the Academic Team June 2-5, 2021

Chaperones:

1. Brian Sullivan
2. Sarah Hardy
3. Mark Hardy

Students:

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

Itinerary:

June 2nd

8am - Depart HCHS for Chicago
3pm - Arrive at hotel in Chicago

June 3rd

9:30am - Field Museum
1pm - Shedd Aquarium

June 4th

10:30am - Art Institute of Chicago
1:30pm - Museum of Science and Industry

June 5th

10am - Robie House
11:30am - Oriental Museum
1pm - Depart Chicago for HCHS
8pm - Arrive at HCHS

May 20, 2021

Henderson County School Board:

The Henderson County FFA is requesting approval to attend the Kentucky FFA Leadership Training Center in Hardinsburg, KY from July 7-9, 2021. We are requesting to take 9 students and two advisors for leadership development for our executive team.

Respectfully Submitted,


Kristy Lancaster

FFA Advisor



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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Checklist:

✓ Sponsor/Coach Name: Kristy Lancaster Cell Number: 731-415-5796

✓ Date of Departure: July 7th Time of Departure: 8:00 am

✓ Date of Return: July 9th Expected Time of Return: 2:00pm

✓ Adequate Supervision (meets ratio criteria)

****Please List Names of Chaperones**** JT Payne, Kristy Lancaster

✓ 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****

NA 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 (not available at this time)

Other specific needs: _____

Kristy Lancaster
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:	Henderson Co. FFA / Kersty Lancaster		
Date Submitted:	6-1-2021	School:	HCHS
Group:	FFA		
Funding Source for Trip Cost:	FFA		
Destination:	Hardinsburg, KY		
Purpose of Trip:	To attend the Kentucky FFA Leadership Training Center.		
Date(s) of Trip:	July 7-9, 2021		
	Departure Time (CST)	Arrival Time (CST)	
To the Event:	8:00 AM/PM	9:45 AM/PM	
On Return Trip:	12:00 AM/PM	1:45 AM/PM	
Street:	111 FFA Camp Road		
City, ST:	Hardinsburg, KY	ZIP	40143
Number of Students	9	Number of Adults	1 Total: 10
Number of Vehicle(s) Required:	Bus	1	SUV Car
	Will you require a handicap-accessible bus?		Yes No
	Does the driver need to remain with group during the event?		Yes No
Emergency Contact Number of Sponsor:	(731) 415-5796		
Additional Requirements:	Bus will drop off and return on the 9th to pick up		
Medical Needs:			
Employee Signature:	Kersty Lancaster		

Office Use	ORG:		PROJ:	
	Principal Approval:	Amanda Lazen		
	Date of Approval:	6/2/21		

Student List for Kentucky FFA Leadership Training Center

Jenna Byrd

Taylor Chambers

Kayden Walker

Delaney Plummer

Aidan Grade

John Boeglin

Travis Herndon

Delaney Thompson

Meredith Denton

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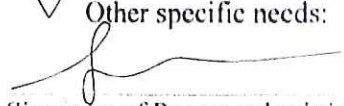
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Checklist:

- ☒ Sponsor/Coach Name Sam Martin Cell number 270-929-7434
- ☒ Date of trip 6/11-6/12 expected departure time 1 pm return time 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 *
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- ☒ Other specific needs:


Signature of Person submitting form


Signature of Principal/Designee

This form must be submitted 3 days prior to the date of the trip to the principal or designee.

Track trip to University of Kentucky in Lexington: June 11th and 12th

Coach: Girls Sam Martin 270-929-7434

Boys Pat Rowland 270-454-9376

Adult Chaperones:

- Jennifer Connell
- Christopher Conell
- Wes Fehrenbacher
- Kevin Ferguson
- Brian Hambidge
- Madison Trammill

Athletes:

- Jahiem Williams
- Blain Krampe
- John Pat Phillips
- Natalia Davies
- Imare Carter
- Remi Bryant
- Isabella Tichenor
- Hayden Tichenor
- Ashby Greenwell
- Haden Wolfe
- Hadley Wolfe
- Sara Krampe
- Hallie Mattignly
- Allison Lucas
- Meredith Gold
- Alyssa Shelton
- Careese Toombs
- Chelsey Damrath
- Sarah Williams

** A few more athletes may
qualify this week.*

Depart June 11th around 1pm

- Arrive at hotel/check in
- Dinner

June 12th


- Breakfast
- State Track Meet 10am at UK
- Dinner
- Return home 10pm

June 14, 2021

Dear Henderson County Board of Education,

The Henderson County FFA is requesting permission to take 12 students to attend the National FFA Convention in Indianapolis, IN October 26-29. We have one team that will be competing in the National Ag Sales Career Development Event during the event. Additionally students will be attending leadership workshops, career fair and tours of agriculture related businesses.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Kristy Lancaster".

Kristy Lancaster
FFA Advisor

A handwritten signature in cursive script that reads "Amanda Lacer".

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Checklist:

✓ Sponsor/Coach Name: Keishy Lancaster Cell Number: 731-415-5796

✓ Date of Departure: Oct. 26 Time of Departure: 7:00 AM

✓ Date of Return: Oct 29 Expected Time of Return: 6:00 pm

✓ Adequate Supervision (meets ratio criteria)

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

✓ Obtain parent/guardian permission forms

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✓ 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 Not available at this time

Other specific needs: _____

Keishy Lancaster
Signature of Person submitting form

Amarda Racer
Signature of Principal/Designee

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