

# 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 Sept 30 - Oct 1, 2022 expected departure time 12:00 pm return time 9:00 pm
- ☒ Adequate Supervision (meets ratio criteria)  
\* Please List Names of Chaperones\* Brian Sullivan
- ☒ 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

[Signature]  
Signature of Principal/Designee

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

**HCHS Academic Team**  
**UK Fall Tourney**  
**(September 30 - Oct 1, 2022)**

**Students:**

1. Josiah Cox
2. Katherine Nunn
3. Mason Caton
4. Brent Raleigh

**Coach:** Brian Sullivan

**Itinerary:**

**Friday, September 30th**

Leave HCHS at 12:00 pm for Guest House Hotel in Lexington.  
Arrive at hotel by 5:00pm.

**Saturday, October 1st**

Leave hotel for UK at 7:45am  
Arrive at UK at 8:00 am  
Leave UK for HCHS at 5:00 pm  
Arrive at HCHS by 9:00pm

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# Henderson County Schools Transportation Department

1475 Airline Road

Henderson, Ky 42420

(703) 331-5120

(703) 331-5122

Mailing Address:

ATTN: Transportation

1805 Second St.

Henderson, Ky 42420



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### Checklist:

Sponsor/Coach Name: Tyler Simms Cell Number: 270 339 5408

Date of Departure: 10/28/22 Time of Departure: 7:30pm Danville, KY

Date of Return: 10/29/22 Expected Time of Return: 11:30pm

☒ Adequate Supervision (meets ratio criteria) Angie Burns Allison Adams  
\*\*Please list Names of Chaperones\*\* Beth Hayes Austin Crissup

☒ 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

\*\*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.

# Trip TBD: Will know on 10/22



**KMEA 3A State Semifinals  
October 28-29, 2022  
Boyle County High School**

- 4:00 pm - 5:00 pm      Rehearsal
- 5:00 pm - 6:00 pm      Dinner
- 6:00 pm                  March to Colonel Stadium
- 6:20 pm                  Senior Night
- 6:35 pm                  Perform MOKH, SSB, and Fight Song
- 7:00 pm                  Load trailers
- 7:30 pm                  Depart for Hotel

**THE FOLLOWING TIMES ARE EASTERN DAYLIGHT SAVINGS TIME**

- 11:45 pm                  Arrive at Quality Inn  
1680 Danville Rd, Harrodsburg, KY 40330
- 12:15 am                  LIGHTS OUT

**SATURDAY, OCTOBER 29**

**The following times are based on us performing first. THESE TIMES ARE TENTATIVE.**

**They will be updated once we have a performance time.**

- 7:00 am                  WAKE UP and eat breakfast
- 8:15 am                  Load bus and depart for Boyle County HS
- 8:30 am                  Arrive at BCHS  
1637 Perryville Rd, Danville, KY 40422
- 8:45 am                  Unload and stage props
- 9:15 am                  Change into uniform
- 9:45 am                  Stretch/visual block
- 10:00 am                  Uncase instruments
- 10:05 am                  Travel to warm up
- 10:15 am - 10:45 am      Warm up
- 10:45 am                  Travel to gate
- 11:00 am                  PERFORM AS A SEMIFINALIST!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
- 11:15 am                  Watch band from end zone
- 11:30 am                  Travel to trailer and case instruments
- 11:45 am                  Change out of uniform
- 12:00 pm                  Load trailers
- 12:30 pm                  Lunch
- 1:30 pm                  Walk to stands to watch remaining bands
- 2:30 pm                  Awards
- 3:15 pm                  Back to busses
- 4:00 pm                  Depart for Roy Kidd Stadium  
Roy and Sue Kidd Way, Richmond, KY 40475
- 5:00 pm                  Arrive and watch finals
- 11:00 pm                  Load bus and depart for HCHS
- 2:30 am (CDST)              Arrive, unload and dismiss

# Henderson County Schools Transportation Department

2800 Marine 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: Heather Eaves Cell Number: 270-869-7669

Date of Departure: Nov 6<sup>th</sup>, 2022 Time of Departure: 3:00 P.M.

Date of Return: Nov 7<sup>th</sup>, 2022 Expected Time of Return: 9:00 P.M.

☒ Adequate Supervision (meets ratio criteria)

**\*\*Please list Names of Chaperones\*\***

Self, Krista Beck

☒ 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.

## Quad State Results

Bradley Almquist <bradley.almquist1@gmail.com>

Wed 10/5/2022 8:12 AM

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

**\*\* WARNING:** This email originated from outside of Henderson County Schools. Do not click links or open attachments unless you recognize the sender and know the content is safe. - HCS Technology Support\*\*

I am pleased to announce that the following students have been selected as members of the 2022 Murray State University Quad State Honor Choir. Music and additional information will be sent out shortly! Congratulations!

Brad Almquist

Emily	Hayes	Soprano
Diamond	McGuire	Soprano
Annabelle	Whitledge	Soprano
Emma	Butler	Alto
Anna	Kidd	Alto
Janet	Mashindi	Alto
Audra	Nalley	Alto
Amani	Owens	Alto
Kevin	Hein	Tenor
Gage	Wilkerson	Tenor
Cooper	Beck	Bass

--

Bradley L. Almquist, DMA  
 Professor of Music  
 Director of Choral Activities  
 Past-President, Southern Division ACDA  
 Past President-Ky ACDA  
 (270) 809-6448 - Office



\$385 - msh

\$180 - Kmea

## 2022 Quad State High School Choral Festival

Sun, Nov. 6th  
2:00 - Leave HCHS  
4:00 - Arrive @ hotel  
5:00 - Get dinner

### Tentative Schedule

**Sunday: November 6, 2022**

PM	7:15	Registration - Curris Center Ballrooms
	7:30	Rehearsal - Curris Center Ballrooms
	9:00	Rehearsal ends

**Monday: November 7, 2022**

AM	8:30	Sectional Warm-ups Soprano - Farrell Recital Hall (Price Doyle Fine Arts Building) Alto - Curris Center Ballroom Tenor - Room 547 (Price Doyle Fine Arts Building 5 <sup>th</sup> floor) Bass - Performing Arts Hall (Price Doyle Fine Arts Building)
	9:00	Second Rehearsal
	9:00	Director Hospitality Cumberland Room - Curris Center
	10:15	Break
	10:30	Third Rehearsal
	11:30	Murray State Music Faculty Introductions/Degree Program Descriptions
	11:45	Lunch Break
PM	1:15	Fourth Rehearsal
	1:15	<b>Choral Director Workshop</b> TBA
	2:15	Break - Stage Change
	2:30	Mini Concert by MSU Concert Choir
	3:15	Final Rehearsal (with orchestra)
	4:15	Dinner Break
	6:15	Choir in seats for Concert
	6:30	Concert

7:30 - Depart For HCHS

9:30 - Return to HCHS

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 South Middle School REQUESTED BY: Jeremy Shwartz

CLASS/ORGANIZATION: KYA

Departure Date and Time: 11/17/2022 8:00 am

Return Date and Time: 11/19/2022 10:30 am EST

Destination: 830 Phillips Ln, Louisville, KY 40209

Purpose/Expected Benefits: KYA State conference

Is a Bus or Car Needed? Bus

Has a Driver Been Contacted? Yes

Number of Students: Approx. 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 \_\_\_\_\_

[Signature]  
Principal's Signature

(name of account)

10/6/22  
Date

Board Approval/needed for overnight trips

Date

RELATED PROCEDURES:

09.36 (all procedures)

Review/Revised: 9/19/2016



September 29, 2022  
Tommy Ranson  
Coordinating Principal  
[tommy.ranson@henderson.kyschools.us](mailto:tommy.ranson@henderson.kyschools.us)  
2424 Zion Road  
Henderson, Kentucky 42420  
Telephone: (270) 83J-8810  
Fax: (270) 831-8888



## Henderson County High School

Dear Board of Education and Superintendent, Dr. Bob Lawson,

I am pleased to inform you that our HCHS FCCLA Chapter is planning to send two students along with Adviser, Ginny Johnson, to participate in Culinary Arts and Baking STAR Events held at Boone County Cooperative Extension Office, 6028 Camp Ernst, Burlington, Ky, 41005, to participate in FCCLA STAR Events Competition November 21st. We will leave November 20th at 1:00 pm and will return November 22nd 3:30 pm. The purpose of this trip is to encourage students to strengthen their industry, communication, leadership, and self-esteem skills. The students going: Tyler Brocato and Jasmine Satcher. We will be staying at the Holiday Inn Express, 1055 Vandercar Way, Florence, Ky. 41042.

I am seeking permission for me to chaperone these students on this overnight trip. I will obtain parental permission and follow all Overnight guidelines.

Thank you for considering this matter.

Sincerely

Ginny Johnson, FACS Teacher  
HCHS  
2424 Zion Road  
Henderson, Ky. 42420  
Phone: 270.952.5119



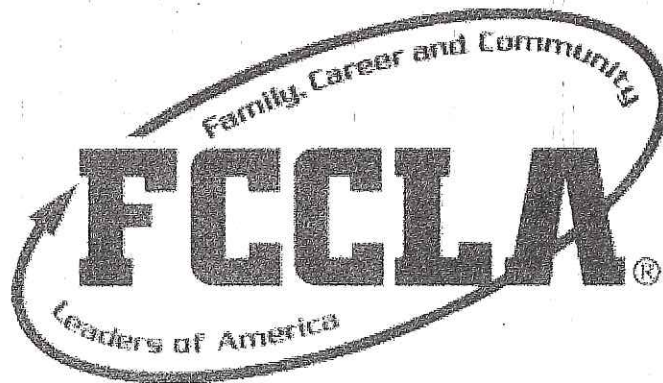
Trip ID#: 03785

# Henderson County Schools

## Transportation Request for Extracurricular Trips

Requested by:	Givny Johnson (Virginia)		
Date Submitted:	9/29/22	School:	HCHS
Group:	FCCIA		
Funding Source for Trip Cost:	LOVE		
Destination:	UK Extension Office - 1028 Comp Ernest, Burlington Ky 41005		
Purpose of Trip:	To allow students to compete in Culinary & Baking STAR EVENTS		
Date(s) of Trip:	11-20 - 11-22		
	Departure Time (CST)	Arrival Time (CST)	
To the Event:	1:30 AM/PM	6:00	AM/PM
On Return Trip:	11:00 AM/PM	4:00	AM/PM
Street:	1028 Camp Ernest		
City, ST:	Burlington Ky	ZIP	41005
Number of Students	2	Number of Adults	1
Total:		3	
Number of Vehicle(s) Required:	Bus	SUV	Car
	Will you require a handicap-accessible bus?		Yes No
	Does the driver need to remain with group during the event?		Yes No NA
Emergency Contact Number of Sponsor:	(270) 952-5119		
Additional Requirements:			
Medical Needs:			
Employee Signature:	Virginia Johnson		

Office Use	ORG:	0602118C	PROJ:	106
	Principal Approval:	Amanda Lacer		
	Date of Approval:	9/29/22		



## **KY FCCLA STAR Events – Culinary Arts and Baking & Pastry**

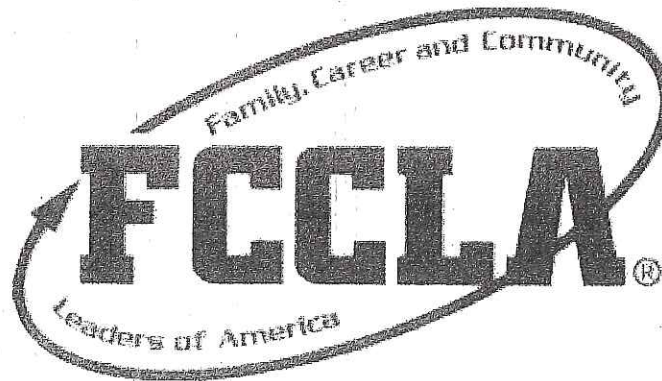
**Sunday:** November 20th, Travel Day: Leave from HCS Bus Garage @ 1:30 pm travel to Boone County

**Monday:** November 21st, FCCLA STAR Events-Culinary and Baking & Pastry  
Students will begin competition at 10 am and continue until 5 pm

**Tuesday:** November 22nd, Travel Day: Leave Boone County and travel back to HCHS

*Amanda Lacer*





**Jacob Tyler Brocato:**

**Brocato, Kelly Teniel**

**EMERGENCY PRIORITY 1**

Phone

Cell: (270)860-2486

Other: (270)860-2486

Email

[thebrocatos@twc.com](mailto:thebrocatos@twc.com)

Secondary Email

[kbrocato@dkgnlaw.com](mailto:kbrocato@dkgnlaw.com)

**Jasmine Satcher:**

**Childers, Lakeisha Chantell**

Phone

Cell: (270)454-2400

Other: (812)430-3198

Email

[lakeisha\\_1@yahoo.com](mailto:lakeisha_1@yahoo.com)

*Amanda Lacer*



HENDERSON COUNTY HIGH SCHOOL  
CAREER AND TECHNICAL EDUCATION DEPARTMENT

270-831-8850

PERMIT FOR STUDENTS TO ATTEND FIELD TRIP

Date: 11/20/22 through 11/22/22  
Destination: UK Extension Office 1028 Camp Ernest  
Burlington Ky 41005  
Media Permission: Yes or No  
Dates of Event: 11/20/22 - 11/22/22  
Time of Departure: 1:30 PM  
Time of Return: 4 PM  
Sponsor(s): Ginny Johnson

This is to certify \_\_\_\_\_ has permission to attend this school field trip.

I, \_\_\_\_\_, parent/guardian, do hereby personally, and on behalf of my son/daughter absolve and release the school officials from any claim for personal injuries which should be sustained while he/she is in route to and from the field trip.

I understand should my son/daughter behave in a manner that is not appropriate, I will be called and asked to pick up my son/daughter at the site of the field trip immediately.

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

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Parent/Guardian Phone #

Competing in STAR EVENTS



HENDERSON COUNTY HIGH SCHOOL  
CAREER AND TECHNICAL EDUCATION DEPARTMENT

FIELD TRIP NAME STAR EVENT Competitw  
Date(s) of Trip 11/20/22 Departure Time 1:30 PM Return Time 11/22/22 4pm  
Certified Employee Name Ginny Johnson Mobile Number 270-952-5119  
Certified Employee Name \_\_\_\_\_ Mobile Number \_\_\_\_\_  
Chaperone Name \_\_\_\_\_ Mobile Number \_\_\_\_\_  
Chaperone Name \_\_\_\_\_ Mobile Number \_\_\_\_\_  
(If more space is required, attach a separate list)

☒ Board of Education Permission (Overnight Trips Only) Attach a copy.

\_\_\_\_\_ Complete a PD Form Attach a copy.

☒ Arrange Substitute Coverage Substitute confirmation number 532977973

☒ Complete a Transportation Request Attach a copy.

☒ Trip Itinerary Attach a copy.

☒ Parent Permission Form Attach a blank copy. Keep the completed forms in the appropriate folder and take them with you on your trip.

Roster Distribution Attach a copy of your trip roster.

- ☒ School Nurse, Connie Grasty
- ☒ Unit Secretaries, Jennifer Rideout, Stephanie Pedigo, Julie Dodson
- ☒ Attendance Secretary, Mary Hazelwood.
- ☒ print emergency contacts for each student from Infinite Campus.

☒ Contact the Cafeteria Manager

2424 ZION ROAD HENDERSON, KY 42420 / P-270.831.8850 / F-270.831.8853  
WWW.HCHS.HENDERSON.KY.US/CTE/INDEX.HTM