

## 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: Maggie Garner Cell Number: (270) 724-2609

✓ Date of Departure: 11/20 Time of Departure: 11 AM

✓ Date of Return: 11/22 Expected Time of Return: 4:00 PM

✓ Adequate Supervision (meets ratio criteria) maggie Garner, Payton Allison,  
\*\*Please List Names of Chaperones\*\* Kevin Carter, Ben Dempsey

✓ 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: \_\_\_\_\_

Maggie Garner  
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.**

**KYA 2022**  
**November 20-22: Louisville, KY**

**CHAPERONES:**

- 1. Maggie Garner**
  - 2. Payton Allison**
  - 3. Kevin Carter**
  - 4. Ben Dempsey**
- 

**STUDENTS:**

- |                              |                              |
|------------------------------|------------------------------|
| <b>1. Cooper Benson</b>      | <b>22. Ryan Holland</b>      |
| <b>2. Alton Berger</b>       | <b>23. Landon Hurtte</b>     |
| <b>3. Thomas Berger</b>      | <b>24. Ava Lucas</b>         |
| <b>4. Ty Boggess</b>         | <b>25. Nate Lucas</b>        |
| <b>5. Jamaya Byrum</b>       | <b>26. Adriel Mashindi</b>   |
| <b>6. Kennedi Carter</b>     | <b>27. Janet Mashindi</b>    |
| <b>7. Abigail Cartwright</b> | <b>28. Hunter Mayfield</b>   |
| <b>8. Joe Coghill</b>        | <b>29. Madeline McCormic</b> |
| <b>9. Marietta Coots</b>     | <b>30. Diamond McGuire</b>   |
| <b>10. Davis Cummins</b>     | <b>31. Canaan Nunn</b>       |
| <b>11. Asher Daily</b>       | <b>32. Ryan Perkins</b>      |
| <b>12. Luke Dalton</b>       | <b>33. Brent Raleigh</b>     |
| <b>13. Abby Davis</b>        | <b>34. Penn Raleigh</b>      |
| <b>14. Johanna Davis</b>     | <b>35. Ryan Roberts</b>      |
| <b>15. Grant Edwards</b>     | <b>36. Zach Rust</b>         |
| <b>16. Callie Garrett</b>    | <b>37. Shaddai Simmons</b>   |
| <b>17. Abbey Gibson</b>      | <b>38. Will Stone</b>        |
| <b>18. Nate Gold</b>         | <b>39. Kamryn Trout</b>      |
| <b>19. JaTylen Green</b>     | <b>40. Zayne Wolfe</b>       |
| <b>20. Bo Hazelwood</b>      | <b>41. Chloe Woodard</b>     |
| <b>21. Aiden Hite</b>        |                              |

# KENTUCKY YMCA YOUTH ASSOCIATION SAMPLE HIGH SCHOOL KYA AGENDA

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ALL SCHEDULED EVENTS ARE MANDATORY

## DAY ONE, DATE

- 2:45 PM      Scheduled arrival time and registration      **Russell/Shelby**  
-Schools will be sent (pre-conference) an arrival time for the conference.  
-When each school arrives at their scheduled time, the advisor should head to registration to check-in, turn in paperwork, and collect any available keys.  
-When it is your school's scheduled time, students will take their luggage to the ballroom or their delegation meeting room.
- 3:55 PM      Media Corps Meeting      **Franklin**  
Supreme Court Meeting      **Madison**  
Cabinet and Lobbyist meeting      **Elliott**  
Chair & Doorkeeper Meeting      **Perry**  
Candidate Meeting      **Hancock**  
New Delegate Meeting      **Coronet Ballroom**  
-Only for delegates that have **never** been to a High School KYA. If you are a new delegate in a special program, please attend the special program meeting.
- 4:00 PM      Advisor Meeting      **Russell/Shelby (upstairs)**
- 4:45 PM      Opening Session      **Crowne Ballroom**  
-Call to Order: Pledge  
-Y-Staff and Officer Introductions  
-Y Culture, Fun and Safety Expectations  
-Candidate Introductions  
-Governor's Opening Address  
-Call to Debate  
-Delegates will be dismissed to dinner and Committees
- 5:30 PM      Dinner for Bluegrass Delegates      **Exhibit Hall**  
-Dinner options are available in Exhibit Hall.  
-Students may also grab items from their hotel rooms when dismissed.  
-Bluehorse Restaurant is NOT available to KYA students throughout the conference.

**\*\*\*\* Professional Attire Now Required\*\*\*\***

- 5:30 PM      Commonwealth Committees Meet      **Coronet A**  
CW House 1      **Coronet B**  
CW House 2      **Trimble/Taylor (upstairs)**  
CW Senate 1      **Whitley (upstairs)**  
CW Senate 2      **Oldham, Madison, Knox**  
Supreme Court Meeting      **Franklin**  
Media Corps Meeting



## DAY TWO, DATE

- 6:30 AM Room Curfew Ends  
All Presiding Officers and Supporting Officers Breakfast Exhibit Hall
- 7:00 AM Presiding Officers and Supporting Officers, excluding committee chairs, load bus  
\*\*POs and SOs, excluding committee chairs, will travel to Frankfort for the ENTIRE day\*\*

## BLUE TAG AGENDA

- 6:30 AM Blue Tag Breakfast Exhibit Hall & Blue Horse  
-Individual purchase: Hotel offers buffets and a la carte items
- 7:10 AM Blue Tag Delegates and Advisors assemble Crowne Ballroom  
-Blue Tag Delegation Caucus  
-Dismissal by Y-Staff for trip to Frankfort
- 7:35 AM Blue Tag Buses head to Capitol
- 8:15 AM Governor's Office – Cabinet Meeting House Speaker's Office (316)  
Lt. Governor's Office Opens Annex Room 113
- 8:55 AM Commonwealth House – Floor seats assigned by delegation Capitol House Chamber  
Commonwealth Senate – Floor seats assigned by delegation Capitol Senate Chamber  
Bluegrass House Annex 129  
Bluegrass Senate Annex 131  
Cabinet & Lobbyists Capitol Room 327  
Media Corps Annex 125  
Supreme Court Oral Arguments Supreme Court Chambers  
Supreme Court Work Room Capitol Room
- 11:00 AM Blue Tag Bluegrass Chambers Adjourn  
-After being dismissed by Y-Staff, board buses outside of Capitol
- 11:15 AM All Remaining Commonwealth Blue Tag Program Areas Adjourn & Assemble in House Chambers
- 12:15 PM Blue Tag Lunch – Provided by the KY YMCA Claudia Sanders
- 1:05 PM Blue Tag Travels Back to the Hotel for Continued Debate
- 2:00 PM Blue Tag Hotel Chambers Convene  
Hotel Commonwealth House A Crowne B  
Hotel Commonwealth House B Trimble/Taylor/Whitley (upstairs)  
Hotel Commonwealth Senate A Crowne C  
Hotel Commonwealth Senate B Russell/Shelby (upstairs)  
Lobbyist Work Room Grant  
Media Corps Room Franklin  
Supreme Court Oral Argument Rooms Perry, Oldham, Knox  
Supreme Court Constitutionality Room Madison
- 4:15 PM Commonwealth & Bluegrass Chambers Adjourn at Hotel

**PLEASE REFER TO THE FULL AGENDA LOCATED AFTER RED TAG AGENDA**

## DAY TWO, DATE (CONTINUED)

4:30 PM	Governor's Hotel Office opens to meet remaining Sponsors Lt. Governor's Hotel Office opens to meet remaining Sponsors Cabinet Meetings with Lobbyists resume at Hotel	Jefferson Grant Elliott
4:30 PM	Supreme Court Meeting - All Advocate Teams Media Corps Meeting Award Nomination Form for Advisors Opens: <a href="http://www.kyymca.org/kya/awards">www.kyymca.org/kya/awards</a>	Madison Franklin
5:45 PM	Blue Tag Dinner - Provided by the KY YMCA	Crowne B/C
6:00 PM	Red Tag Dinner - Provided by the KY YMCA	Crowne B/C
7:00 PM	Dinner Buffet Closes	
7:30 PM	Mandatory Delegation Caucus (ALL Students MUST Attend) -Advisor must confirm 100% attendance with Y-Staff -Required to be eligible for Delegation of Excellence -Advisor/adults dismissed after full caucus	Crowne A
8:00 PM	Silent Disco Fun and Games (cards, board games, etc.) Talent Stage Chill Room Movie Room GaGa	Crowne A Crowne B Crowne C Madison Coronet A Elliot
8:10 PM	Polls Open -100% turnout required for Premier Delegation	Exhibit Hall
9:50 PM	Polls Close	Exhibit Hall
10:00 PM	General Assembly -Governor's Action on Bills -Closing Thoughts -Announcement of Final Candidates <b>**Sponsors of Vetoed Bills may sign-up at Y Desk for Veto Override**</b>	Crowne A/B
10:30 PM	Conference Life Committee Meeting Media Corps Meeting Cabinet & Lobbyist Meeting	Perry Franklin Grant
10:45 PM	Delegation Meetings -( <u>No</u> meetings in sleeping hallways; please refer to delegation meeting room assignments)	
11:15 PM	All Students Curfew	

**\*\*Students must head straight to their assigned sleeping rooms after meetings\*\***

# 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

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- 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 Dec 2-3, 2022 expected departure time 1:45pm return time 7:00pm
  - ☒ Adequate Supervision (meets ratio criteria)  
\* Please List Names of Chaperones\* Brian Sullivan, Sarah 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:
- 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.



**HCHS Academic Team**  
**Jefferson County Public Schools Fall Tournament**  
**(December 2-3, 2022)**

**Students:**

1. Brent Raleigh
2. Josiah Cox
3. Mason Caton
4. Kyen Jiang
5. Katherine Nunn
6. Arianna Lorenzana
7. Casper Yates
8. Ramsey Watson
9. Miles Gugel
10. Brady Galloway
11. Libby Townsend

**Coaches:** Brian Sullivan, Sarah Hardy

**Itinerary:**

**Friday, Dec 2nd**

Leave HCHS at 1:45 pm for Hampton Inn Louisville-North/Clarksville.  
Arrive at Hampton Inn by 5:00pm.

**Saturday, Dec 3rd**

Leave Hampton Inn for Manual HS at 7:45am  
Arrive at Manual at 8:00am  
Leave Manual for HCHS at 4:00pm  
Arrive at HCHS by 7:00pm

**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: Chelsae Johnson

CLASS/ORGANIZATION: Cheerleading Team

Departure Date and Time: 12/2/2022 @ 8:30 am ~~8:00 am~~

Return Date and Time: 12/4/2022 @ 7:00 pm

Destination: Gatlinburg, TN

Purpose/Expected Benefits: Cheer competition

Is a Bus or Car Needed? Bus Has a Driver Been Contacted? yes

Number of Students: 19 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 \_\_\_\_\_

Will [Signature] (name of account)  
Principal's Signature 11-17-22  
Date

Board Approval/needed for overnight trips \_\_\_\_\_ Date \_\_\_\_\_

**RELATED PROCEDURES:**

09.36 (all procedures)

Review/Revised: 9/19/2016



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- Sponsors and coaches shall be trained annually to administer medication

### Checklist:

✓ Sponsor/Coach Name: JACEY BOSTON / ELISE DOWDY Cell Number: 270 830-9368 / 270-670-9857

✓ Date of Departure: 12/2/22 Time of Departure: 10:00 AM

✓ Date of Return: 12/4/22 Expected Time of Return: 4:00 PM

X Adequate Supervision (meets ratio criteria)

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

X 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\*\*** COPIES IN CHEER OFFICE

N/A 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\*\***

X 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

N/A 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 ID#:

# Henderson County Schools

## Transportation Request for Extracurricular Trips

Requested by:	ELYSE DOWDY		
Date Submitted:	11/11/22	School:	HZHS
Group:	CHEER		
Funding Source for Trip Cost:			
Destination:	SEVIERVILLE, TN		
Purpose of Trip:	UCA REGIONALS SMOKY MOUNTAIN CHAMPIONSHIPS		
Date(s) of Trip:	12/2/22 - 12/4/22		
	Departure Time (CST)	Arrival Time (CST)	
To the Event:	10:00 (AM/PM)	AM/PM	
On Return Trip:	AM/PM	4:00	AM/PM
Street:	202 GISTS CREEK RD		
City, ST:	SEVIERVILLE, TN	ZIP	37876
Number of Students	28	Number of Adults	3
Total:		31	
Number of Vehicle(s) Required:	Bus	X	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:	(277) 670 - 9857		
Additional Requirements:			
Medical Needs:			
Employee Signature:	Elyse M Dowdy		
ORG:	PROJ:		
Principal Approval:			
Date of Approval:			



# UCA Regionals Trip Itinerary

12/2/22-12/4/22

All times are estimates due to travel and performance times

## Friday 12/2/22

10:00 AM	Team is dismissed from class, to prepare for leaving
12:30-1:00 PM	Arrive at half way point for lunch and travel break
2:00 PM	Resume transportation
4:00/5:00 PM	Arrive at hotel
5:00 PM	Check cheerleaders into rooms
5:30 PM	Leave for team dinner
8:00 PM	Cheer practice
9:00 PM	Team Meeting
9:30-10:00	All cheerleaders in rooms/room checks & Lights out

## Saturday 12/3/22

8:00 AM	Wake up calls and breakfast
9:00 AM	Practice/Walk through/Getting Ready for the competition
10:00AM-6:00 PM	Depending on competition timing and when we perform will determine lunch, dinner and break times.
8:00 PM	Back and the hotel/Team Meeting
9:30- 10:00	All cheerleaders in rooms/ room checks & Lights out

## Sunday 12/4/11

8:00 AM	Wake up calls & breakfast
9:00 AM	Check out and pack up bus
9:30 AM	Start ride home
11:30-12:00	Stop half way for lunch and travel break
3:00-4:00	Arrive at HCHS for parents to pick up their students



**BUS SEATING LIST**

Date: \_\_\_\_\_

**FRONT**

1.	Jacey Boston: Coach	Elyse Dowdy: Coach	2.
3.	Payten Feller	Autumn Hallmark	4.
5.	Camber Pate	Annaleigh Richard	6.
7.	Meah Risley	Reese Rendle	8.
9.	Addison Coyle	Jacy Hargiss	10.
11.	Clara Hazelwood	Whitney Mills	12.
13.	Maya Blanford	Kanna Romain	14.
15.	Chloe Chandler	Tess Coomes	16.
17.	Payton Denton	Jalyn Keye	18.
19.	Emma Roberson	Kendall Ralph	20.
21.	Aubree Sellars	Elayna Wiggins	22.
23.	Tori Allinder	Malia Baker	24.
25.	Hayden Tichenor	Madelyn Montgomery	26.
27.	Cadence Woolfork	Olivia Duncan	28.
29.	Allisen Harrison		30.

## Henderson County Schools Transportation Department

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- 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: JACEY BOSTON / ELYSE DOWD Cell Number: 270-830-9368 / 270-670-9857

✓ Date of Departure: 12/8/22 Time of Departure: TBD

✓ Date of Return: 12/9/22 Expected Time of Return: TBD

✓ 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\*\***

N/A 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

N/A 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 ID#:

# Henderson County Schools

## Transportation Request for Extracurricular Trips

Requested by:	ELYSE DOWDY		
Date Submitted:	11/11/22	School:	HCHS
Group:	CHEER		
Funding Source for Trip Cost:			
Destination:	GEORGE RODGER CLARK HIGH SCHOOL		
Purpose of Trip:	KHSAA CHEERLEADING STATE		
Date(s) of Trip:	12/8/22 - 12/9/22		
	Departure Time (CST)	Arrival Time (CST)	
To the Event:	TBD AM / PM	AM / PM	
On Return Trip:	AM / PM	TBD	AM / PM
Street:	2145 BOONESBORO RD.		
City, ST:	WINCHESTER, KY	ZIP	40391
Number of Students	28	Number of Adults	2
Total:		30	
Number of Vehicle(s) Required:	Bus	X	SUV
	Car		
	Will you require a handicap-accessible bus?		Yes <input checked="" type="checkbox"/> No
	Does the driver need to remain with group during the event?		Yes <input checked="" type="checkbox"/> No
Emergency Contact Number of Sponsor:	(270) 830 - 9368		
Additional Requirements:			
Medical Needs:			
Employee Signature:	Elise M Dowdy		

Office 01122 01122 01122	ORG:		PROJ:	
	Principal Approval:			
	Date of Approval:			



**KHSAA State Trip Itinerary**

**12/8/22-12/9/22**

**All times are estimates due to travel and performance times**

**Friday 12/2/22**

3:30PM- 4:00 PM	Leave HCHS
6:00 PM	Arrive at half way point for dinner and travel break
7:00 PM	Resume transportation
8:00- 8:30 PM	Arrive at hotel
8:30 PM	Check cheerleaders into rooms/room assignments
9:00 PM	Cheer practice/Team Meeting
9:30-10:00	All cheerleaders in rooms/room checks & Lights out

**Saturday 12/3/22**

6:00 AM	Wake up calls and breakfast
7:00 AM	Practice/Walk through/Getting Ready for the competition
9:00AM- 6:00 PM	Depending on competition timing and when we perform will determine lunch, dinner and break times.
6:00 PM	Leave competition for HCHS
8:00 PM	Dinner & travel break
10:00 PM	Arrive at HCHS for parents to pick up their students

**BUS SEATING LIST**

Date: \_\_\_\_\_

**FRONT**

1.	Jacey Boston: Coach	Elyse Dowdy: Coach	2.
3.	Payten Feller	Autumn Hallmark	4.
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9.	Addison Coyle	Jacy Hargiss	10.
11.	Clara Hazelwood	Whitney Mills	12.
13.	Maya Blanford	Kanna Romain	14.
15.	Chloe Chandler	Tess Coomes	16.
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27.	Cadence Woolfork	Olivia Duncan	28.
29.	Allisen Harrison		30.

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: \_\_\_\_\_  
CLASS/ORGANIZATION: KVA  
Departure Date and Time: 12/11/2022  
Return Date and Time: 12/13/2022  
Destination: Frankfort  
Purpose/Expected Benefits: Kentucky Youth Assembly  
Is a Bus or Car Needed? Bus Has a Driver Been Contacted? No  
Number of Students: 15 Number of Chaperones: \_\_\_\_\_

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 \_\_\_\_\_  
Will Pulaski (name of account)  
Principal's Signature 11-17-22  
Date

Board Approval/needed for overnight trips

Date

**RELATED PROCEDURES:**

09.36 (all procedures)

Review/Revised: 9/19/2016



September 28, 2022

Dr. Bob Lawson  
Superintendent  
Henderson County Schools  
1805 Second Street  
Henderson, KY 42420

Dear Dr. Lawson:

We are requesting board approval for the following overnight trips during the 2022-23 basketball season to participate in these prestigious events:

December 27 & 28 at Paul Loggan Memorial Tournament in Indianapolis  
January 23-28 at Louisville Invitational Tournament (exact playing dates TBD in January)

Respectfully submitted,

*Jeff Haile*

Jeff Haile  
Head Girls' Basketball Coach

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- 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: Jeff Haile Cell Number: 270-860-4816

Date of Departure: 12/29/22 Time of Departure: 10:00 AM

Date of Return: 12/29/22 Expected Time of Return: 4:00 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: \_\_\_\_\_

M. L. Haile

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 Varsity Basketball - Girls Roster

(Compiled: November 14, 2022 at 11:06 AM)

<b>Alignment:</b>	Region: 2 District: 6
<b>Head Coach:</b>	Jeff Haile
<b>Mascot Name:</b>	Lady Colonels
<b>School Colors:</b>	Maroon & White
<b>Assistant Coaches &amp; Support Staff:</b>	Assistant Coach: Coursey B Emilee Assistant Coach: Kelsey Kaiser Assistant Coach(Data Coach, Statistician): Danny Perkins

<b>Superintendent:</b>	Bob Lawson
<b>Principal:</b>	Tommy Ransom
<b>Athletic Director:</b>	Mark Andrews
<b>Certified Athletic Trainer:</b>	TJ Hall
<b>Enrollment:</b>	2056

*Team Roster by Last Name*

Jersey		Name	Height	Position	Class
Home	Away				
33	33	Brooklyn Gibson	5' 9"	F	Fresh.
15	15	Adalyn Gish	5' 4"	G	Fresh.
25	25	ATyia Green	5' 7"	F	Fresh.
14	14	Anna Kemp	5' 7"	F	Soph.
4	4	Savannah Lacer	5' 4"	G	Senior
20	20	Allyson Rideout	5' 7"	G	Soph.
21	21	Graci Risley	5' 9"	G	Senior
12	12	Shalyn Sprinkles	5' 5"	G	Soph.
3	3	Jarie Thomas	5' 11"	F	Senior
2	2	Mallorie Veal	5' 7-1/2"	F	Senior



# Henderson County Schools Transportation Department

5075 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: Jeff Hale Cell Number: 270-860-4816
- Date of Departure: 1/23/22 Time of Departure: TBD
- Date of Return: TBD Expected Time of Return: TBD
- ☒ 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: \_\_\_\_\_

McA

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.



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