

Henderson County Schools Transportation Department

5675 Airline Road

Henderson, Ky 42420

Phone: (270) 831-5120

Fax: (270) 831-5122

Mailing Address:

ATTN: Transportation

1895 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: Laura Freeman Cell Number: 270-577-7644

✓ Date of Departure: 5/19/2023 Time of Departure: 12:30pm

✓ Date of Return: 5/21/2023 Expected Time of Return: 1:00pm

✓ Adequate Supervision (meets ratio criteria)

Please List Names of Chaperones Laura M. 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

~~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

Other specific needs:
Laura M. Freeman
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.

April 19, 2023

The following students will be attending the MD 43 Kentucky Lions State Convention in Lexington, KY from May 19 to May 21, 2023:

Brooklyn Campbell
Hilan Curtner
Maggie Ford
Jason Freeman
Shaddai Simmons

They will be chaperoned by Laura Freeman, Leo club advisor. We will be departing from HCHS at 12:30 pm on Friday and will return by 12:00 pm on Sunday.

Students will be networking with Lions and Leos from across the state of Kentucky, will attend informational sessions, and will participate in a service project.

Henderson County Schools Transportation Department

6075 Marine Road

Henderson, KY 42420

Phone: (270) 831-5126

Fax: (270) 831-5122

Mailing Address:

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1805 Second St.

Henderson, Ky 42420



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Checklist:

Sponsor/Coach Name: Kaitlin Green Cell Number: 270-724-4487

Date of Departure: 10/18/23 Time of Departure: Approx. 2 pm

Date of Return: 10/23/23 Expected Time of Return: Approx. 12 pm

Adequate Supervision (meets ratio criteria)

****Please List Names of Chaperones**** Kaitlin Green, Leighi Conyers

Obtain parent/guardian permission forms

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Notify school cafeteria manager of any lunch needs

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Other specific needs: _____

[Signature]
Signature of Person submitting form

[Signature]
Signature of Principal/Designee

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On Campus Itinerary

June 18-30, 2023

Monday-Friday

In-Person Schedule:

7a – 7:45a Breakfast

8a -9a Class

9:10a – 10:10a – Class

10:20a – 11:20a Class

11:30a – 12:30p Lunch

12:45p – 1:45 Class

1:55p – 3:00 Tutoring

3:00p – 5:00p Free Time

5:00p – 5:45p Dinner

6p – 6:45p Downtime

7p – 9p Elective Class

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Checklist:

Sponsor/Coach Name: Kaitlin Green Cell Number: 270-724-4487

Date of Departure: 6/25/23 Time of Departure: Approx. 2 pm

Date of Return: 6/30/23 Expected Time of Return: Approx. 12 pm

Adequate Supervision (meets ratio criteria)

Please List Names of Chaperones Kaitlin Green, Leigh Conyers

Obtain parent/guardian permission forms

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Signature of Person submitting form

[Signature]
Signature of Principal/Designee

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Checklist:

Sponsor/Coach Name: Kaitlin Green Cell Number: 270-724-4487

Date of Departure: 7/5/23 Time of Departure: TBA

Date of Return: 7/9/23 Expected Time of Return: TBA

Adequate Supervision (meets ratio criteria)

****Please list Names of Chaperones**** Kaitlin Green, Leigh Conyers

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Kaitlin Green
Signature of Person submitting form

[Signature]
Signature of Principal/Designee

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Tentative Charlotte Itinerary (SAMPLE)

July 5th, 2023 (Wednesday):

- Depart Murray, KY and travel to Charlotte, NC. (arrive at 6pm approx.)
- Dinner (location TBD) Possibilities: Jonah's, The Cowfish Sushi Burger, Big View Diner, The Pizza Peel

July 6th, 2023 (Thursday):

- UNC campus tour
- Museum visit? Ideas: Mint Museum, Metamorphosis, Museum of Illusions, Nascar Hall of Fame, Levine Museum of the New South, Harvey B. Gantt Center for African-American Arts and Culture, Wells Fargo History Museum
- Return to hotel (some students will need to change clothes to go the musical)
- Six the musical
- Will need another activity for those not going to the show (Escape room?)

July 7th, 2023 (Friday):

- Visit Sea Life Aquarium or Tiger World maybe?
- Or check out U.S. National White Water Center [Whitewater – Facilitating Access to the Outdoor Lifestyle](#)
- Maybe lunch at a mall depending on what we decide to do this day
- Ideas for other activities :
 - [Splatter Charlotte](#)
 - [Things to do in Charlotte - Challenges and Laser Tag - District 57](#)
 - [Mini Golfing, Laser Maze, Bowling & more in Charlotte, NC | Monster Mini Golf](#)
 - Knights baseball Game (vs Jacksonville at 7:04PM – there will be fireworks)
 - Food Truck Friday – 1st Friday of the month
 - Reed Gold Mine. Tuesday – Saturday 9 a.m. – 5 p.m.

July 8th, 2023 (Saturday):

- Carowinds this day?
 - Park open 10am-10pm

July 9th, 2023 (Sunday): Return home