

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: Grant Snowden 502-470-5854
Bailey Ayer Cell Number: 270-577-1254

Date of Departure: 12-14-23 Time of Departure: 10:30 - 11:00

Date of Return: 12-16-23 Expected Time of Return: 10:30

Adequate Supervision (meets ratio criteria)

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

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: _____

Shelvia Craton

Signature of Person submitting form

behalf of Mrs. Ayer

Bob Gawron
Will Miller

Signature of Principal/Designee

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

Crafton, Sherian - NMS, School Secretary II

From: Ayer, Bailey - NMS, Social Studies
Sent: Thursday, December 14, 2023 9:41 AM
To: Williams, Allyson - NMS, Instructional Coach; Crafton, Sherian - NMS, School Secretary II
Subject: Fwd: KYA Students

[Get Outlook for iOS](#)

From: Ayer, Bailey - NMS, Social Studies
Sent: Tuesday, December 12, 2023 1:26:05 PM
To: Conrad, Lee, - NMS, School Nurse <lee.conrad@henderson.kyschools.us>; Pace, Melisa - NMS, Registrar <melisa.pace@henderson.kyschools.us>
Subject: KYA Students

Hello,

This is the list of students that will be out December 14th-16th for KYA:

Maddox Butler
Hunter Lott
Isabella Lane
Alayna Peck
Brenda Santos Santiago
Serenity Rivera
Malachi McDowell
Carolyn Bassett
William Schwartz
Kinsley Stone
Melissa Hedges
Zoie Pierre
Penelope Hodes

Thank you



KENTUCKY YMCA YOUTH ASSOCIATION MIDDLE SCHOOL 3 KYA AGENDA

ALL SCHEDULED EVENTS ARE MANDATORY

DAY ONE, DECEMBER 14

- | | | |
|---------|---|---|
| 2:45 PM | Scheduled arrival time and registration
-Schools will be sent (pre-conference) an arrival time for the conference.
-When each school arrives at their <u>scheduled</u> time, the advisor should head to registration to check-in and collect any available room keys.
-When it is your school's scheduled time, students will take their luggage to their delegation meeting room. | Russell/Shelby (upstairs) |
| 3:55 PM | Chair & Doorkeeper Meeting
Candidate Meeting
Lobbyist Meeting
All Delegate Meeting
-Required for all delegates (except for Committee Chairs, Doorkeepers, Lobbyists, & Candidates). | Perry
Knox
Madison
Crowne A |
| 4:00 PM | Advisor Meeting | Russell/Shelby (upstairs) |
| 4:45 PM | Opening Session
-Call to Order: Pledge
-Y-Staff and Officer Introductions
-Candidate Introductions
-Governor's Opening Address
-Call to Debate
-Delegates will be dismissed to dinner and Committees | Crowne A |
| 5:30 PM | Dinner for Blue Tag Delegates
-Dinner options are available in Exhibit Hall.
-Students may also grab items from their hotel rooms when dismissed.
-Blue Horse Restaurant will be open with a limited menu. | Exhibit Hall |
| 5:25 PM | Red Tag Committee Chairs & Doorkeepers Meet at Y-Desk for Committee Prep | |
| 5:30 PM | Red Tag Committees Meet
Commonwealth House 1
Commonwealth Senate 1
Commonwealth House 2
Commonwealth Senate 2

Bluegrass House
Bluegrass Senate | Whitley (upstairs)
Russell/Shelby (upstairs)
Taylor (upstairs)
Trimble (upstairs)

Crowne B
Elliott |

DAY ONE, DECEMBER 14 (CONTINUED)

6:55 PM Blue Tag Committee Chairs & Doorkeepers Meet at Y-Desk for Committee Prep

7:00 PM Deadline to request nametags and placards (scan the QR code at the Y-Desk)

7:00 PM Dinner for Red Tag Delegates **Exhibit Hall**
-Dinner options are available in Exhibit Hall.
-Students may also grab items from their hotel rooms when dismissed.
-Blue Horse Restaurant will be open with a limited menu

7:00 PM Blue Tag Committees Meet
Commonwealth House 1 **Whitley (upstairs)**
Commonwealth Senate 1 **Russell/Shelby (upstairs)**
Commonwealth House 2 **Taylor (upstairs)**
Commonwealth Senate 2 **Trimble (upstairs)**

Bluegrass House **Crowne B**
Bluegrass Senate **Elliott**

8:30 PM All sessions adjourn
-Committees will be dismissed individually to Crowne Ballroom.

8:50 PM General Assembly **Crowne A**
-Docket Review for Second Day
-Candidate Speeches
-Announcement of Pro Tempores & Clerks
-Announcements and Dismissal

Schools will be dismissed individually to their sleeping rooms OR delegation meeting.

9:45 PM Delegation Meetings
-(No meetings in sleeping hallways; please refer to delegation meeting room assignments)

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

DAY TWO, DECEMBER 15

6:45 AM Room Curfew Ends
All Presiding Officers and Supporting Officers Breakfast Exhibit Hall

7:05 AM Presiding Officers and Supporting Officers load bus Y-Desk
POs and SOs will travel to Frankfort for the ENTIRE day

BLUE TAG AGENDA

6:30 AM Blue Tag Breakfast Exhibit Hall
-Individual purchase: Hotel offers buffets and a la carte items

7:10 AM Blue Tag Delegates and Advisors assemble Crowne A
-100% attendance is required to load buses
-Blue Tag Delegation Caucus
-Dismissal by Y-Staff for trip to Frankfort

7:35 AM Blue Tag Buses head to Capitol

8:55 AM Governor's Office – Cabinet Meeting Capitol Room 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

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 & Go to Assigned Buses

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

2:10 PM Blue Tag Pro Temps, Clerks, & Doorkeepers Meet at Y-Desk for Chamber Prep

2:15 PM Blue Tag Hotel Chambers Convene
Hotel Commonwealth House Whitley (upstairs)
Hotel Commonwealth Senate Trimble/Taylor (upstairs)

Hotel Bluegrass House Crowne C
Hotel Bluegrass Senate Russell/Shelby (upstairs)

4:00 PM Commonwealth & Bluegrass Chambers Adjourn at Hotel

PLEASE REFER TO THE FULL AGENDA LOCATED AFTER RED TAG AGENDA

DAY TWO, DECEMBER 15

- 7:00 AM Room Curfew Ends
All Presiding Officers and Supporting Officers Breakfast **Exhibit Hall**
- 7:00 AM Presiding Officers and Supporting Officers load bus **Y-Desk**
POs and SOs will travel to Frankfort for the ENTIRE day
- ### RED TAG AGENDA
- 7:30 AM Red Tag Breakfast- Individuals Purchase **Exhibit Hall**
-Individual purchase: Hotel offers buffets and a la carte items
- 8:10 AM Red Tag Pro Temps, Clerks, & Doorkeepers Meet at Y-Desk for Chamber Prep
- 8:15 AM Red Tag Hotel Chambers Convene
Hotel Commonwealth House **Whitley (upstairs)**
Hotel Commonwealth Senate **Trimble/Taylor (upstairs)**

Hotel Bluegrass House **Crowne C**
Hotel Bluegrass Senate **Russell/Shelby (upstairs)**
- 10:00 AM All Red Tag Program Areas Adjourn
- 10:15 AM Red Tag Delegates and Advisors assemble **Crowne A**
-Red Tag Delegation Caucus
-Dismissal for Claudia Sanders - Head to buses when dismissed by Y-Staff
- 10:25 AM Buses Depart
- 11:10 AM Red Tag Lunch - Provided by the KY YMCA **Claudia Sanders**
- 12:00 PM Board Buses for Capitol
- 12:55 PM Governor's Office opens **Capitol Room 316**
Lt. Governor's Office opens **Annex 113**
- 1:05 PM Commonwealth House - Seats assigned by delegation **Capitol House Chamber**
Commonwealth Senate - Seats assigned by delegation **Capitol Senate Chamber**
Bluegrass Senate **Annex 129**
Bluegrass House **Annex 131**
- 3:00 PM Red Tag Bluegrass Chambers Adjourn
-After being dismissed by Y-Staff, board buses outside of Capitol
- 3:15 PM All Remaining Commonwealth Red Tag Program Areas Adjourn & Go to Assigned Buses

FULL AGENDA RESUMES

DAY TWO, DECEMBER 15 (CONTINUED)

4:30 PM	Free Time <ul style="list-style-type: none"> -Students can be in sleeping rooms or Exhibit Hall. -No loitering in lobby, restaurant, or coffee shop. -Casual attire is recommended, shoes and neck wallets are required. -The Y-Desk & Y-Store will reopen at 5:30 PM. 	
4:30 PM	Governor's Hotel Office opens to meet remaining Sponsors Lt. Governor's Hotel Office opens to meet remaining Sponsors	Knox Jefferson
4:30 PM	Award Nomination Form for Advisors Opens: www.kyymca.org/kya/awards	
6:00 PM	All Delegates Dinner - Provided by the KY YMCA	Crowne B/C
7:00 PM	Dinner Buffet Closes	
7:30 PM	Advisor Awards Nomination Form Closes (online form)	
7:30 PM	Mandatory Delegation Caucus (ALL Students MUST Attend) <ul style="list-style-type: none"> -Advisor must confirm 100% attendance with Y-Staff -Required to be eligible for Premier Delegation -Advisor/adults dismissed to Y-Desk after 100% attendance confirmed 	Crowne A
8:00 PM	Silent Disco Fun and Games (cards, board games, etc.) Talent Stage Chill Room Movie Room GaGa Quiet Room	Crowne A Crowne B Crowne C Madison Perry Elliott Grant
8:00 PM	Budget Committee Meeting (<i>Presiding Officers Only</i>)	Knox
9:30 PM	General Assembly <ul style="list-style-type: none"> -Governor's Action on Bills -Closing Thoughts -Announcement of Final Candidates **Sponsors of Vetoed CW Bills may sign-up at Y Desk for Veto Override**	Crowne A
10:00 PM	Conference Life Committee Meeting	Knox
10:00 PM	Delegation Meetings -(No meetings in sleeping hallways; please refer to delegation meeting room assignments)	
10:45 PM	All Students Curfew	

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

DAY THREE, DECEMBER 16

7:45 AM	All Delegates Curfew Ends Advisor Room Checks and Clean-up Luggage Storage	Pre-Assigned Location
7:45 AM	All Delegate Breakfast - Provided by KY YMCA	Exhibit Hall/Crowne B & C
7:45 AM	Advisor Breakfast Buffet - Provided by KY YMCA	Russell/Shelby
8:45 AM	Closing Session -General Election (Student Only) -Veto override session -Awards celebration -Governor's Closing Address -Election results: Announcement of New Presiding Officers -Swearing-in of New Presiding Officers	Crowne A
10:30 AM	2023 Presiding Officers Adjourn KYA	
10:20 AM	New Presiding Officers Meeting	Knox

Have a Safe Trip Home!

We hope to see you at
GO FOR IT | GFI
January 2024



Register at:
www.kyymca.org/gfi

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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 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

1/13/24 Date of Departure: 5:30 am Time of Departure:

1/15/24 Date of Return: 4:30 pm Expected Time of Return:

Adequate Supervision (meets ratio criteria)
****Please List Names of Chaperones**** 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 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]
Aubrey Thomas
Signature of Principal/Designee

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

Leo Club Field Trip 1/13/24-1/15/24

Students Attending

Jason Freeman

Jacinda Miller

Shaddai Simmons

Advisor Attending

Laura Freeman

Purpose of Field Trip

We will be attending the Emerging Lions Leadership Institute being presented by Lions Club International. The event is being held at The Bruce Conference Center in Hopkinsville, KY. The purpose of the Institute is to provide Lions and Leos ways to continue to grow their leadership skills and grow their local clubs.

UCA - National Championships

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Checklist:

✓ Sponsor/Coach Name: Jarey Boston Elyse Dowdy Cell Number: 270-217-670-9857

✓ Date of Departure: 2-7-24 Time of Departure: 5:00AM

✓ Date of Return: 2-12-24 Expected Time of Return: 10:00 PM

✓ Adequate Supervision (meets ratio criteria) - ATTACHED

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

N/A Follow all Transportation Department guidelines for bus trips - PARENTS TRANSPORTING
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 ATTACHED

Rider's list must contain all rider's names and an emergency contact name and number

✓ Attach and itinerary ATTACHED

Other specific needs:

Elyse M. Dowdy
Signature of Person submitting form

Clayton Thomas
Signature of Principal/Designee

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

HCHS CHEERLEADING
UCA Nationals Roster

Cheerleader Name	Cheerleader Name
Allinder, Ana Claire	Latta, Madi
Blanford, Mya	Mackeller, Kanna
Camber, Pate	Marsh, Brennan
Chandler, Chloe	Mills, Whitney
Coomes, Tess	McCraken, Hannah
Coyle, Addison	Risley, Meah
Dalton, Ainsley	Sellars, Aubree
Rendle, Reese	Shelton, Lilly
Richard, Annaleigh	Smith, Sadie
Eblen, Hadley	Thompson, Kinsley
Fulcher, Sophia	Troxel, Courtney
Fulkerson, Emily Ann	Wiggins, Elayna
Grogan, Meryl	Wolfe, Kate
Hallmark, Autumn	Zehner, Addalie
Hargiss, Jacy	
Harrison, Allisen	
Hazelwood, Clara	
Joyce, Sophie	
Kennedy, Kaylee	
Jacey Boston: Coach	Elyse Dowdy: Coach

Parent Chaperones

Ashely Zehner	Erin Mill
Charley Forker	Sarah Shelton
Jonnie Coomes	Cathy Lee Blandford

UCA CHEER NATIONALS ITINERARY

FEBRUARY 7, 2024

Travel to UCA Nationals-Orlando Florida (Charter Bus)
Arrive at hotel: Disney's All Star Movies Resort 1901 W Buena Vista Dr. Lake Buena Vista, FL 32830
PH: 407-939-6000

February 8, 2024

Cheer Routine Practices
Disney Park Time (if schedules allow)

February 9, 2024

Cheer Routine Practices
Prelim Competition

February 10, 2024

Cheer Routine Practices
Semi-Finals Competition
Disney Park Time (if schedules allows)

February 11, 2024

Cheer Routine Practices
Finals Competition
Disney Park Time (if schedule allows)

February 12, 2024

Travel home to HCHS

STUDENTS

09.36 AP.21

Transportation Request Form
(for bus or car)

EDUCATIONAL, EXTRA-CURRICULAR AND/OR OVERNIGHT TRIP
(Submit to the Transportation Department at least five (5) days prior to the date of departure.)

SCHOOL NORTH MIDDLE REQUESTED BY: DANA CARLISLE

CLASS/ORGANIZATION: NMS CHEER

Departure Date and Time: Feb. 8 8am

Return Date and Time: Feb 13 3pm

Destination: Walt Disney , Orlando FL

Purpose/Expected Benefits: compete for National Title

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

Number of Students: 16 Number of Chaperones: 3

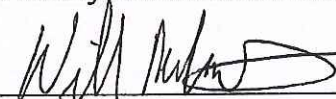
Prepare three (3) lists of all persons going on a trip: one for the Principal, one for the bus/car driver, and one for the certified person accompanying the students.

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 yes Other _____



Principal's Signature

(name of account)

1-3-24

Date

Board Approval/needed for overnight trips _____

Date

RELATED PROCEDURES:

09.36 (all procedures)

Review/Revised:9/19/2016