

# 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: JERMANE POYTAN Cell Number: 270-454-9876

Date of Departure: 1-26-24 Time of Departure: 3:30pm

Date of Return: 1-27-24 Expected Time of Return: 10:00pm

Adequate Supervision (meets ratio criteria) BRANDON COLE JOSH BELL  
*\*\*Please List Names of Chaperones\*\** JASON HANSHAW JERMANE POYTAN

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: \_\_\_\_\_

[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.**

## Andrews, Mark - HCH, Athletic Director

---

**From:** Jermaine Poynter Sr <hpd6302@gmail.com>  
**Sent:** Thursday, January 18, 2024 12:41 PM  
**To:** Andrews, Mark - HCH, Athletic Director  
**Subject:** State Duals Itinerary

You don't often get email from hpd6302@gmail.com. [Learn why this is important](#)

**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

## State Duals Itinerary

Friday 1-26-24:

3:30p- depart for Lexington, KY  
5:30p- Eat Dinner  
7:30p- Check into Hotel  
8p-9p-Check Weight / workout  
9:30p- Light out (All wrestlers in Rooms)

Saturday 1-27-24:

7am- Wake up  
7:45- depart for Tates Creek High School  
8am- arrive at School  
8:15-Weigh-In  
10am-Finish- Wrestling Dual Tournament

List of Wrestlers attending Tournament:

106-Wyatt Payne / Asher Daily .  
113-Braxton Payne  
120-Lane Corpe / Greyson Miller / Grey Busby  
126-Nicky Hill / William Adams  
132-Wyatt Holland / Max Tabor  
138-Elijah Willett  
144-Gaige Leslie  
150-Brayden Ratliff  
157-Brock Crook / Vinson Embry  
165-Rayden Pruiett / Ryan Larcomb  
175-Ethan Peckenpaugh  
190-Evan Henshaw / Blake Mayes  
215-Jaxson Wallace / Thomas Melton  
285- LaTravion Johnson



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**Checklist:**

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

✓ Date of Departure: 2/22/24 Time of Departure: 11:30 AM

✓ Date of Return: 2/24/24 Expected Time of Return: 10:30 PM

✓ Adequate Supervision (meets ratio criteria)  
\*\*Please List Names of Chaperones\*\* Tyler Simms

✓ 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  
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✓ 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: N/A  
[Signature]  
Signature of Person submitting form

[Signature] 2/18/24  
Signature of Principal/Designee

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

# 2024 EKU High School Honors Band

Eastern Kentucky University  
521 Lancaster Ave., Foster 314  
Richmond KY 40475  
February 22-24 2024

## Thursday February 22

11:30AM CST  
4:15PM EST

Depart HCHS  
Arrive at Hotel/Check in

**Hampton Inn Richmond**  
1099 Barnes Mill Rd.  
Richmond KY 40475  
859-626-1002

### Room Confirmations:

- #1 - #81166542
- #2 - #81166606
- #3 - #80380142

5:00PM  
5:30PM

Depart Hotel for Foster Building/Check in  
Chair Placement Auditions begin

- Flute - Foster 224
- Clarinet - Foster 208
- Saxophone - Foster 207
- Trombone - Foster 109

7:00PM

Dinner (or whenever final student has finished their audition)

9:00PM

Chair Placement Results  
Will be posted online to the EKU Bands site

9:30PM

Lights out

## Friday February 23

7:30AM  
8:00AM  
8:30AM  
9:00AM

Breakfast @ Hotel  
Depart Hotel  
Student Arrival @ EKU  
Rehearsal

- Honor WE - Brock
- Honor WS - Foster 300

## STUDENTS

- 1.) McKenna Russin
- 2.) Reagan Abbott
- 3.) Jordan Mitchell
- 4.) Andi Clayton
- 5.) The Shaun Green

## Driver

- 1.) Tyler Simms

- Honor CB - Foster 100

11:30AM Lunch

1:00PM Various - see table below

	Honor Wind Ensemble	Honor Wind Symphony	Honor Concert Band
1:00	<u>Master Classes</u>		
	Fl - Campbell 329 Ob/Bn - Foster 204 Cl - Roark 108	Sax - Campbell 137 Tr - Foster 100 Horn - Foster 312	Trb - Brock Eu/Tb - Campbell 327 Perc - Foster 300
2:00	<i>(transition)</i>		
2:10	Rehearsal (Brock)	<u>Sectionals</u> Fl - Campbell 329 Ob/Bn - Foster 113/223 Cl - Roark 108 Sax - Campbell 137 Tr - Foster 310 Horn - Foster 312 Trb - Foster 204 Eu/Tb - Campbell 327 Perc - Foster 300	Rehearsal (Foster 100)
3:10	<i>(transition)</i>		
3:20		Rehearsal (Foster 300)	<u>Sectionals</u> Fl - Campbell 329 Ob/Bn - Foster 113/223 Cl - Roark 108 Sax - Campbell 137 Tr - Foster 310 Horn - Foster 312 Trb - Foster 204 Eu/Tb - Campbell 327 Perc - Foster 100
4:20	<i>(transition)</i>		
4:30	<u>Sectionals</u> Fl - Campbell 329 Ob/Bn - Foster 113/223 Cl - Roark 108 Sax - Campbell 137 Tr - Foster 310 Horn - Foster 312 Trb - Foster 204 Eu/Tb - Campbell 327 Perc - Brock		Rehearsal (Foster 100)

5:30PM Dinner

7:00PM Rehearsal

- Honor WE - Brock



- Honor WS - Foster 300
- Honor CB - Foster 100

**8:30PM** Rehearsals end (transition to Brock)  
**9:00PM** EKU Wind Ensemble Performance  
**9:30PM** Wrap up / Depart for Hotel  
**10:30PM** Lights out

## **Saturday February 24**

**7:30AM** Breakfast @ Hotel  
**8:00AM** Checkout of Hotel  
**8:30AM** Student Arrival  
**9:00AM** Rehearsal

- Honor WE - Foster 100
- Honor WS - Brock
- Honor CB - Foster 300

**11:30AM** Lunch  
**1:00PM** Rehearsal

- Honor WE - Foster 100
- Honor WS - Foster 300
- Honor CB - Brock

**4:00PM** Dinner

- Dress for Concert - ALL BLACK
  - (Changing Rooms available in Foster Bldg.)

**6:00PM** Call Time, Warm-up and Tuning

- Honor WE - Foster 100
- Honor WS - Foster 300
- Honor CB - Brock

**6:15PM** Hall Doors open  
 Honor WE and Honor WS students in audience  
 Honor CB students on stage

**6:30PM** Concert Begins @ Brock Auditorium

- First: Honor CB
- Second: Honor WS
- Third: Honor WE

**8:00PM** Event Ends/Depart for HCHS

**10:30PM CST** Arrive HCHS

**Don't Forget!**

- **Folding Music Stand**
- **All Black for concert performance**
- **\$\$ for meals (EKU dining halls are cashless - may need a card)**
- **Reeds/Oil**
- **Instruments/Audition Music/Accessories (including a pencil)**

**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 HCHS REQUESTED BY: Megan Morris  
CLASS/ORGANIZATION: City of Henderson Ambassador Program  
Departure Date and Time: 2/29/24 12:00 p.m.  
Return Date and Time: 3/1/24 5:00 p.m.  
Destination: Frankfort, KY  
Purpose/Expected Benefits: Attend legislative session  
Is a Bus or Car Needed? yes Has a Driver Been Contacted? yes  
Number of Students: 10 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 Community Sponsors Other \_\_\_\_\_  
(name of account)  
(Signature) \_\_\_\_\_ 1/31/24  
Principal's Signature Date

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

RELATED PROCEDURES:  
09.36 (all procedures)

Review/Revised: 9/19/2016



## **Newton, Robin - BOE, Executive Assistant to the Superintendent**

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**From:** Willett, Debbie - HCH, School Secretary II  
**Sent:** Wednesday, January 24, 2024 12:45 PM  
**To:** Newton, Robin - BOE, Executive Assistant to the Superintendent  
**Subject:** Upward Bound Trips

Here are the destinations for the trips I have submitted.

1. 3-1-2024 - Morehead, KY
2. 6-16-2024 - Murray State University
3. 6-23-2024 - Murray State University
4. 6-29-2024 - to be determined – (NOTE FROM KAITLIN GREEN: This is our summer trip and we have yet to plan where we are going - but it will be somewhere over 8 hours away more than likely. I'll be sure to send the itinerary for this trip with the location once we have had our summer planning meeting.



Thank you,

**Debbie Willett**

HCHS Administrative Secretary II  
2424 Zion Rd., Henderson, KY 42420  
Phone 270-831-8810  
Fax 270-831-8822  
Email: [debbie.willett@henderson.kyschools.us](mailto:debbie.willett@henderson.kyschools.us)



*"Committed. Caring. Confident."*

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**Checklist:**

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

Date of Departure: 3/1/24 Time of Departure: 10 AM

Date of Return: 3/2/24 Expected Time of Return: 5 PM

Adequate Supervision (meets ratio criteria) Leigh Conyers  
\*\*Please list Names of Chaperones\*\* Renee Rohrs

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

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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

Other specific needs:

Kaitlin Green  
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.



2024

SAVE THE DATE

MARCH 1ST + 2ND



TRIO Day is a day of national celebration to commemorate the annual achievements of our students & Federal TRIO Programs

**HOSTED BY MOREHEAD STATE UNIVERSITY**

Student Initiative Competitions | Student Leadership Conference

visit [www.kytrio.org](http://www.kytrio.org) for more information



# KY TRIO

*Student Leadership Conference*  
2024

**8:00 AM**

**Registration Opens**

**8:30 AM**

**Welcome & Introductions**

**9:15 AM -  
12:20 PM**

**College Fair & Workshop Rotations**

INTERACTIVE & HANDSO ON  
LEADERSHIP WORKSHOPS TO BE  
...FINALIZED SOON!

**12:30 PM -  
1:30 PM**

**LUNCH**

**1:30 PM -  
2:30 PM**

**College Fair & Workshop Rotations**

INTERACTIVE & HANDSO ON LEADERSHIP  
WORKSHOPS TO BE FINALIZED SOON!

**2:30 PM -  
3:00 PM**

**Wrap Up & Evaluation**





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### Checklist:

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

\_\_\_ Date of Departure: 11/16/24 Time of Departure: 8 AM

\_\_\_ Date of Return: 11/21/24 Expected Time of Return: 12 PM

\_\_\_ Adequate Supervision (meets ratio criteria) Kaitlin Green, Leigh Conners  
 \*\*Please List Names of Chaperones\*\*

\_\_\_ Obtain parent/guardian permission forms

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\_\_\_ Notify school cafeteria manager of any lunch needs

\_\_\_ Follow all Transportation Department guidelines for bus trips

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\_\_\_ Attach and itinerary

\_\_\_ Other specific needs: \_\_\_\_\_

*Kaitlin Green*  
 Signature of Person submitting form

*Aubrey Shumers*  
 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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Checklist:

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- 11/23/24 Date of Departure: 8 AM Time of Departure:
- 11/28/24 Date of Return: 12 pm Expected Time of Return:
- Adequate Supervision (meets ratio criteria) Kaitlin Green, Leigh Conyers  
 \*\*Please list Names of Chaperones\*\*
- Obtain parent/guardian permission forms  
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- Attach and itinerary

Other specific needs: Kaitlin Green  
Signature of Person submitting form

Cheryl Thomas  
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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**Checklist:**

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

\_\_\_ Date of Departure: 6/29/24 Time of Departure: 8AM

\_\_\_ Date of Return: 7/3/24 Expected Time of Return: 10 PM

\_\_\_ Adequate Supervision (meets ratio criteria) Leigh Conyers, Brittany Trotter,  
**\*\*Please List Names of Chaperones\*\***

\_\_\_ Obtain parent/guardian permission forms  
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\_\_\_ Attach and itinerary

\_\_\_ Other specific needs:  
Kaitlin Green  
Signature of Person submitting form

Auber Thomas  
Signature of Principal/Designee

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

I will not know the students going on the trip until closer to time because eligibility is based on grades from the Equal Education and Employment Institution Summer program.