

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:

Track

___ Sponsor/Coach Name: Sam Martin Cell Number: 270-929-7434

___ Date of Departure: 5/31/24 Time of Departure: 11:30

___ Date of Return: 6/1/24 Expected Time of Return: 5:00 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****

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

___ Other specific needs: _____

Mac A...

Signature of Person submitting form

Andrew Thomas

Signature of Principal/Designee

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

2024 State Track & Field Meet

Roster

- Anthony Burrus
- Drew Hagan
- Aiden Hite
- Lacon McKinney
- Andrew O’Nan
- Yusef Sanogo-Kendrick
- Avery Thomson
- Levi Wright

Itinerary

Friday, 5/31

- Leave HCHS at 11:30 AM
- Eat at hotel that evening

Saturday, 6/1

- Eat breakfast at hotel
- Arrive at UK Track at 8:00 AM
- Return home

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Checklist:

Tennis
Sponsor/Coach Name: Manlyn Dorsey Cell Number: 270-724-1515

Date of Departure: 5/27/27 Time of Departure: 1:00 PM

Date of Return: 5/29/27 Expected Time of Return: 12:00 PM

Adequate Supervision (meets ratio criteria)

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

Obtain parent/guardian permission forms

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Notify school cafeteria manager of any lunch needs

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Attach and itinerary

Other specific needs: _____

[Signature]

Signature of Person submitting form

[Signature]
[Signature]

Signature of Principal/Designee

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

Players:

Jaylee Duncan

Merrick Conkright

Cameron Chandler

Event Schedule:**May 27, 2024**

1pm -Travel to Lexington

5pm- Arrive in Lexington

5-6pm Check in Hotel

6pm - Dinner

7:30/8pm Back to rooms

May 28, 2024

8am - Match play until all have advanced or lost. If we are out of the tournament we will head home around 2pm or dinner and bed if we advance to the next day.

May 29, 2024

Match play and head home.

Players:

Mason Bridgeman

Jaxton Duncan

Thomas Berger

Alton Beger

Event Schedule:**May 27, 2024**

1pm -Travel to Lexington

5pm- Arrive in Lexington

5-6pm Check in Hotel

6pm - Dinner

7:30/8pm Back to rooms

May 28, 2024

8am - Match play until all have advanced or lost. If we are out of the tournament we will head home around 2pm or dinner and bed if we advance to the next day.

May 29, 2024

Match play and head home.

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Checklist:

___ Sponsor/Coach Name: Marilyn Dorsey Cell Number: 270-724-1575

___ Date of Departure: 6/2/24 Time of Departure: 1:00 PM

___ Date of Return: 6/4/24 Expected Time of Return: 5:00 PM

Adequate Supervision (meets ratio criteria)

****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: _____

M. A.

Signature of Person submitting form

Bob Jansen
Andrew Thomas

Signature of Principal/Designee

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

Players:

Mason Bridgeman

Landon Hurtte

Thomas Berger

Alton Berger

Carson Weiss

Chaz Audas

Caden Jenkins

Carson Troxel

Event Schedule:**June 2, 2024**

1pm -Travel to Lexington

5pm- Arrive in Lexington

5-6pm Check in Hotel

6pm - Dinner

7:30/8pm Back to rooms

June 3, 2024

8am - Match play until all have advanced or lost. If we are out of the tournament we will head home around 2pm or dinner and bed if we advance to the next day.

June 4, 2024

Match play and head home.

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Checklist:

___ Sponsor/Coach Name: Shannon Troutman Cell Number: 270-860-7162

___ Date of Departure: 6/6/21 Time of Departure: 1:30 PM

___ Date of Return: 6/8 or 6/9 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

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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: _____

Mac [Signature]

Signature of Person submitting form

Bob [Signature]
Chad [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 Henderson County Softball – State Roster and Itinerary

1. Hallie McCracken
2. Taylor Troutman
3. Alyse Rollings
4. Anna Kemp
5. Saniya Shields
6. Braylin Risley
7. Emma Hutcheison
8. Ayden Bennett
9. Maggie Grogan
10. Mackenzie Burczyk
11. Ava Eblen
12. Sarah Mackey
13. Addison Duncan
14. Lauren Nordhaus
15. Ann Michael Utley
16. Lilly Bennett
17. Jersey Gardner
18. Azayah Hall
19. Ja'Nyla Locher
20. Raylee Stanley

Thursday, 6/6

- Leave at 1:30 PM from the Softball Field
- Arrive at hotel
- Eat Dinner

Friday, 6/7

- Breakfast at the hotel
- Arrive at field at 11:00 AM
- Play at 1:00 PM
- Eat Dinner

Saturday, 6/8

- Breakfast at the hotel
- LexLive to play games; possibly a movie
- Arrive at field at 6:30 PM
- Play at 8:30 PM

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Checklist:

Sponsor/Coach Name: Tyler Smithhart Cel: Number: 270-860-4957

Date of Departure: 6/6/24 Time of Departure: 9:30am

Date of Return: 6/8/24 Expected Time of Return: 3:00pm

Adequate Supervision (meets ratio criteria) • Tyler Smithhart • Jeremiah Coursey
 Please List Names of Chaperones
 • Ryan Haile • Ervin Miller
 • Antoine Calhoun

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
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Attach and itinerary

Other specific needs: _____
Tyler Smithhart
 Signature of Person submitting form

Bob Jansen
Center Sharma
 Signature of Principal/Designee

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

WKU Team Camp Itinerary-

6/6/24

9:00am: Depart HCHS

11:00am: Arrive at WKU Campus

12:00pm: Camp Meeting

1:00pm: Games Start

5:00pm: Dinner

8:00pm: Situational Tournament

11:00pm: Bedtime

6/7/23

8:00am: Breakfast

9:00am: Games

12:00pm: Lunch

1:00pm: Games

5:00pm: Dinner

6:00pm: Games

6/8/23

8:00am: Breakfast

9:00am: Tournament Starts

12:00pm: Depart WKU

Cooper Davenport	Travis Little	Jamarion Isabel	Rashied Green
Dwaine Moss	Jakobe McElroy	EJ Hamilton	Easton McGill
Lacon McKinney	Jack Ryan Reusch	Mikey Woolfork	Jace Shelton
Trajdon Davis	Kingston Shidler	Brayden Dennis	Zerion Marigny
Eli Suggs	Klay Hall	Malachi Taylor	Sharpie Shappell
Cole Branson	Jameson Posey	Owen Gilham	Drake Chapman
Xavion Johnson	Landon Smith	MJ Patterson	Trey Joyner
Braden Williams	Taylor Eckles	Wyatt Townsend	Jaden Williams
Jarren Byrum	Brady Pruitt	Tucker Siewert	Luke Patterson
Amare Stewart	DJ Cobb		
	Jordan Haynes		

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Checklist:

✓ Sponsor/Coach Name: Tyler Smithhart Cell Number: 270-860-4957

✓ Date of Departure: 6/21/24 Time of Departure: 7:00am

✓ Date of Return: 6/22 or 23 Expected Time of Return: 5:00pm

✓ Adequate Supervision (meets ratio criteria) Tyler Smithhart
****Please List Names of Chaperones**** Ryan Haile

✓ 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
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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: _____
[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.

Collins Trip

6/21

7:00am: Depart HCHS

11:00am: Arrive at Shelbyville

12:00pm: Game 1

3:00pm: Game 2

6:00pm: Return to Hotel

8:00pm: Dinner

10:00pm: Bedtime

6/22

8:00am: Breakfast

12:00pm: Game

1:00: We will play again if we win

3:00: If we win 2 games we will go eat and stay the night.

6/23 TBA

8:00am: Breakfast

12:00pm: Game

1:00: We will play again if we win

3:00: If we win 2 games we will go eat and stay the night.

Collins

Cooper Davenport

Dwaine Moss

Cole Branson

Trajdon Davis

Elijah Suggs

Xavion Johnson

Amare Stewart

Jarren Byrum

Kingston Shidler

Braden Williams

Jack Ryan Reusch

Klay Hall

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Checklist:

Sponsor/Coach Name: Stephen Haile Cell Number: (270) 823-2470

Date of Departure: June 13 Time of Departure: 8:00 am

Date of Return: June 14 Expected Time of Return: 10:00 pm

Adequate Supervision (meets ratio criteria)

****Please List Names of Chaperones**** Stephen Haile, Derek Phillips, Adrienne Cause

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

N/A Follow all Transportation Department guidelines for bus trips - Parent transport

****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 - Parent transport

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

Attach ~~and~~ itinerary

Other specific needs:

Stephen Haile

Signature of Person submitting form

Bob Jansen
5/30/24

Signature of Principal/Designee

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

**2023-24 HENDERSON COUNTY LADY COLONELS
MASTER TRIP ROSTER**

<u>Name</u>	<u>Class</u>
JaNyla Locher	Freshman
Bella Estabrook	8 th Grader
Azayah Hall	Freshman
Addy Gish	Sophomore
Jersey Gardner	8 th Grader
Allyson Rideout	Junior
Rashia Cansler	Junior
A'Tylia Green	Sophomore
Brooklyn Gibson	Sophomore
Callie Burnett	8 th Grader
Maggee Melvin	8th Grade

CHAPERONES: Stephen Haile, Derek Phillips, Adrienne Cruse

ITINERARY FOR GEORGE ROGERS CLARK TRIP
June 13-14, 2024

June 13

8:00 am

Departure from Henderson

1:00 pm

Arrive & play at GRC

7:00 pm

Depart for hotel (players staying with their parents)

Winchester, Ky

June 14

10:00 am

Arrive & play at GRC

5:00 pm

Depart GRC

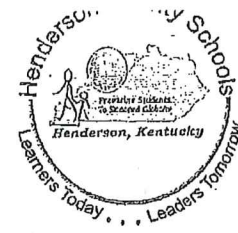
10:00 pm

Arrive in Henderson

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Checklist:

Sponsor/Coach Name: Danna Robinson Cell Number: (270) 860-0455

Date of Departure: 11/4/24 Time of Departure: 8:00 am

Date of Return: 11/6/24 Expected Time of Return: 4:00 pm.

Adequate Supervision (meets ratio criteria)

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: _____

Danna Robinson
Signature of Person submitting form

Bob Jones
Amanda Haller
Signature of Principal/Designee

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

March 26, 2024

Dear Henderson County School Board Members,

This summer on June 4-6, 2024, Henderson County FBLA Officers will have the opportunity to attend summer camp at the FFA Leadership Camp in Hardinsburg, KY. We would like to request board permission to attend this event. The tentative itinerary for the camp are attached. Danna Robinson and Adrienne Cruse will be chaperoning the following region officers as well as 8 other local officers that have not been elected at this time:

Landon Chandley, Region 1 President
Jaxon Robinson, Region 1 Historian

Thank you for your time and consideration. We appreciate your support.

Sincerely,



Danna Robinson
HCHS Business Teacher
FBLA Adviser



Kentucky FBLA Leadership Development Camp
Tentative Schedule
June 4-6, 2024

Day 1:

Arrive 12:00 P.M.
Opening Session 2:00 - 3:30 P.M.
First Class 3:45 - 5:00 P.M.
Dinner 5:15 - 6:15 P.M.
Team Meetings 6:30 - 7:00 P.M.
A Competitions 7:10 - 8:00 P.M.
Karaoke 8:15 - 11:00 P.M.
Lights Out 12:00 A.M.

Day 2:

Breakfast 7:00 - 8:00 A.M.
Score Update 8:10 - 8:20 A.M.
Class 8:30 - 9:30 A.M.
Team Meeting 9:45 - 10:00 A.M.
A Competition 10:10 - 11:00 A.M.
B Competitions 11:10 - 12:00 P.M.
Lunch 12:15 - 1:15
Class 1:30 - 2:45 P.M.
A Competitions 3:00 - 3:50 P.M.
B Competitions 4:00 - 4:50 P.M.
State Meeting 5:00 - 5:30 P.M.
Dinner 5:45 - 6:45 P.M.
Team Meeting 7:00 - 7:45 P.M.
Scit Performances / Score Update 8:00 - 9:30 P.M.
Night Social 9:35 - 11:00 P.M.
Lights Out 12:00 A.M.

Day 3

Breakfast 7:00 - 8:00 A.M.
Team Meeting 8:10 - 8:45 A.M.
Class 9:00 - 10:30 A.M.
Scavenger Hunt 10:45 - 12:00 P.M.
Closing Session / Final Scores and Winners Announced 12:10 - 1:30 P.M.



Trip ID#: 04750

Henderson County Schools

Transportation Request for Extracurricular Trips

Requested by:	Danna Robinson		
Date Submitted:	3/18/24	School:	HCHS
Group:	FBLA		
Funding Source for Trip Cost:	LOUF		
Destination:	Hardinsburg, KY, FFA Training Camp		
Purpose of Trip:	Officer to take classes to learn about the different aspects of their office positions		
Date(s) of Trip:	6/4/24 - 6/6/24		
	Departure Time (CST)		Arrival Time (CST)
To the Event:	8:00	AM/PM	11:00 AM/PM
On Return Trip:	1:00	AM/PM	4:00 AM/PM
Street:	111 FFA Camp Rd		
City, ST:	Hardinsburg, KY	ZIP	40143
Number of Students	10	Number of Adults	2 Total: 12
Number of Vehicle(s) Required:	Bus	SUV	2 Car
	Will you require a handicap-accessible bus?		Yes <input checked="" type="radio"/> No
	Does the driver need to remain with group during the event?		<input checked="" type="radio"/> Yes No
Emergency Contact Number of Sponsor:	(270) 360 - 0455		
Additional Requirements:			
Medical Needs:			
Employee Signature:			

Office Use	ORG:		PROJ:	
	Principal Approval:	Amanda Racer		
	Date of Approval:	3/29/24		

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Checklist:

Sponsor/Coach Name: Danne Robinson Cell Number: 270 8600455

Date of Departure: 6.27.2024 Time of Departure: ~~6:00am~~ 5:00am

Date of Return: 7.3.2024 Expected Time of Return: 3:00 pm

Adequate Supervision (meets ratio criteria)
****Please List Names of Chaperones****

Obtain parent/guardian permission forms
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Notify school cafeteria manager of any lunch needs

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Attach and Itinerary

Other specific needs: _____

Danne Robinson
Signature of Person submitting form

Amanda Lacer
Signature of Principal/Designee

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

April 25, 2024

Dear School Board Members,

On Wednesday, June 27, 2024 HCHS FBLA is asking permission to take 9 students to the FBLA National Leadership Conference in Orlando, Florida at the Orange County Convention Center. The students will be accompanied by Danna Robinson and a parent chaperone.

We will leave on Thursday, June 27 and return on Wednesday, July 3.

The students that are requesting to be able to attend are Thomas Berger, Landon Hurtt, Hunter Gage Beck, Andrew Bird, Gracie Mills, Ella Gish, Madelyn Robinson, Local Chapter President, Landon Chandley, Region 1 President, and Jaxon Robinson, Region 1 Historian. The students will be competing in various business events and will also benefit from the breakout sessions and seminars provided while there..

Thanks,

Danna Robinson

Amanda Lacer

The following students will be attending FBLA National Conference in Orlando from June 27-July 3, 2024

Thomas Berger
Landon Hurtte
Hunter Gage Beck
Andrew Bird
Gracie Mills
Ella Gish
Madelyn Robinson
Landon Chandley
Jaxon Robinson

They will be escorted by Danna Robinson, and a parent chaperone, Salina Mills.

**Itinerary for FBLA National Leadership Conference
June 27-July 3, 2024**

Thursday, June 27, 2024

Travel to Nashville Airport and fly to Orlando

Friday, June 28, 2024

Registration
Opening Session

Saturday, June 29, 2024

8:00 AM - 5:00 PM	Competitive Events Info Desk Open
8:00 AM - 6:00 PM	Conference Check-In & Info Desk Open
9:00 AM - 5:00 PM	Objective Testing
10:00 AM - 4:00 PM	Workshops
10:00 AM - 4:00 PM	Expo Hall Open
12:00 PM - 4:30 PM	MS Preliminary Presentation Events
6:00 PM - 7:00 PM	Pre-Show for Opening Session

Sunday, June 30, 2024

7:00 AM - 5:00 PM	Conference Info Desk Open
7:00 AM - 5:30 PM	Competitive Events Info Desk Open
8:00 AM - 5:30 PM	HS Preliminary Presentation Events
8:00 AM - 5:30 PM	Objective Testing
9:00 AM - 4:00 PM	Workshops
9:00 AM - 4:00 PM	Expo Hall Open

Monday, July 1, 2024

7:00 AM - 5:00 PM	Conference Info Desk Open
7:00 AM - 5:30 PM	Competitive Events Info Desk Open
8:00 AM - 5:30 PM	MS & HS Final Presentation Events
9:00 AM - 1:30 PM	Expo Hall
9:00 AM - 2:00 PM	Workshops

Tuesday, July 2, 2024

8:00 AM - 4:00 PM	Enjoy Orlando!
6:00 PM - 10:00 PM	Awards of Excellence Ceremony

Wednesday, July 3, 2024

Fly back to Nashville and drive to Henderson



Trip ID#: 04837

Henderson County Schools

Transportation Request for Extracurricular Trips

Requested by:		Danna Robinson	
Date Submitted:	4/25/2024	School:	HCHS
Group:	FBIA		
Funding Source for Trip Cost:	LVEC		
Destination:	FBIA National (Nashville Airport)		
Purpose of Trip:	FBIA National		
Date(s) of Trip:	6-27-2024 - 7-3-2027		
	Departure Time (CST)	Arrival Time (CST)	
To the Event:	3:30 AM/PM	5:30 AM/PM	
On Return Trip:	AM/PM	AM/PM	
Street:	1 Terminal Drive		
City, ST:	Nashville TN	ZIP	37214
Number of Students	9	Number of Adults	2 Total: 11
Number of Vehicle(s) Required:	Bus	SUV	Car
	Will you require a handicap-accessible bus?		Yes <input checked="" type="radio"/> No
	Does the driver need to remain with group during the event?		Yes <input checked="" type="radio"/> No
Emergency Contact Number of Sponsor:	(270) 960-0413		
Additional Requirements:			
Medical Needs:			
Employee Signature:			

Office Use	ORG:		PROJ:	
	Principal Approval:	Amanda Racer		
	Date of Approval:	4/26/24		