

OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE REGULATION

FIELD TRIP BUS REQUEST FORM

8005.01F

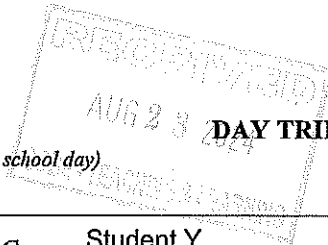
Related to: Policy 8005, 4055, 8005AR; 8005.001F

OVERNIGHT

EXTENDED DAY

(Same day but extends beyond the school day)

DAY TRIP ONLY



School: North Oldham High School

Employee(s) In Charge: Kiley Handley & Meredith Grace Group: Student Y

Destination: Crowne Plaza 830 Phillips Lane Louisville KY 40209

Date(s) of Trip: Nov 24-26th 2024 Time of Departure: 3 pm Time of Return: 11am

Approximate Mileage (one way): 16 miles *

Approximate Number of Students: 50

Number of Chaperones/Adults: 3

TOTAL TRANSPORTED: NA *

Number of Buses: NA

**(44 Person Maximum for MS/HS) (60 Person Maximum for ELEM)*

**These numbers include both students and all adults (bus driver, teachers, coaches, chaperones, etc.)*

Method of Transportation (if not by school bus): Parent drop off

Common Carriers must be Board approved and should have the 8005.02F accompanying this form

**All tolls are the responsibility of the school or group requesting the trip.*

Trip Required or Optional: _____

If optional, indicate student charges:

Transportation (mileage, driver)	\$ <u>NA</u>
Admissions	\$ <u>285</u>
Other	\$ <u>NA</u>
Total Charges	\$ <u>285</u>

Number of Instructional Days Lost: 2

Justification: Why is the trip necessary? What is to be learned? How will the experience be used and evaluated?
The Kentucky Youth Assembly (KYA) is an expanded, educational opportunity in which students serve as part of a model state government. KYA offers students the opportunity to learn about a wide variety of issues, develop critical thinking skills, and articulate their beliefs while engaging constructively with their peers from around the Commonwealth.

Requested by: Kiley Handley Date: 08/22/2024

APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature], Principal Date: 8/23/24

Approved/Disapproved: [Signature], Level Director Date: 8/27/24

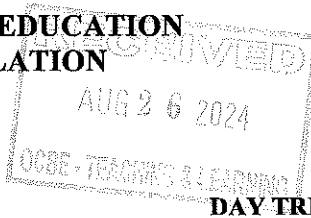
Approved/Disapproved: _____, Superintendent Date: _____

**Field trips in excess of a 60-mile radius of the Board office require the approval of the Superintendent.*

**ALL Overnight Field Trips and trips using Common Carriers must be approved by the school board and Superintendent.*

*Upon approval, the school will receive an approved form from the Superintendent. **

OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE REGULATION



FIELD TRIP BUS REQUEST FORM

Related to: Policy 8005, 4055, 8005AR; 8005.001F

8005.01F

OVERNIGHT

EXTENDED DAY

DAY TRIP ONLY

(Same day but extends beyond the school day)

School: Oldham County High School

Employee(s) In Charge: Julie Bauscher Group: KUNA

Destination: KUNA Conference - Crowne Plaza Hotel - Louisville KY (March 13th-15th)

Date(s) of Trip: 03/13/2025 Time of Departure: Thurs 3/13-12 Time of Return: Sat 3/15/24

Approximate Mileage (one way): _____ *

Approximate Number of Students: 60

Number of Chaperones/Adults: 4

TOTAL TRANSPORTED: _____ *

Number of Buses: 0

**(44 Person Maximum for MS/HS); (60 Person Maximum for ELEM)*

**These numbers include both students and all adults (bus driver, teachers, coaches, chaperones, etc.)*

Method of Transportation (if not by school bus): parent drop-off/pick-up (at hotel/conference location)

Common Carriers must be Board approved and should have the 8005.02F accompanying this form

**All tolls are the responsibility of the school or group requesting the trip.*

Trip Required or Optional: _____

If optional, indicate student charges:

Transportation (mileage, driver)	\$ <u>0</u>
Admissions	\$ <u>320 per student (progr</u>
Other	\$ <u>0</u>
Total Charges	\$ <u>0</u>

Number of Instructional Days Lost: 2

Justification: Why is the trip necessary? What is to be learned? How will the experience be used and evaluated?

KUNA Conference is a 3-day experiential conference where students engage in mock United Nations where they will simulate international diplomacy and develop, debate, and vote on resolutions which helps cultivate current understandings of cultural and international issues.

Requested by: Julie Bauscher Date: 08/14/2024

APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature], Principal Date: 8/26/24

Approved/Disapproved: [Signature], Level Director Date: 8/27/24

Approved/Disapproved: _____, Superintendent Date: _____

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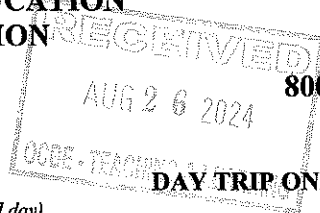
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**OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE REGULATION**

FIELD TRIP BUS REQUEST FORM

Related to: Policy 8005, 4055, 8005AR; 8005.001F



8005.01F

OVERNIGHT

EXTENDED DAY

(Same day but extends beyond the school day)

DAY TRIP ONLY

School: Oldham County High School

Employee(s) In Charge: Julie Bauscher Group: KYA

Destination: KYA (Kentucky Youth Assembly) Conference - Crowne Plaza Hotel- Louisville KY (Dec 4-6th)

Date(s) of Trip: 12/04/2024 Time of Departure: Wed 12/4-12 Time of Return: Friday 12/6/24

Approximate Mileage (one way): _____ *

Approximate Number of Students: 50

Number of Chaperones/Adults: 3

TOTAL TRANSPORTED: _____ *

Number of Buses: 0

{44 Person Maximum for MS/HS} {60 Person Maximum for ELEM}

**These numbers include both students and all adults (bus driver, teachers, coaches, chaperones, etc.)*

Method of Transportation (if not by school bus): parent drop-off/pick-up (at hotel/conference location)

Common Carriers must be Board approved and should have the 8005.02F accompanying this form

**All tolls are the responsibility of the school or group requesting the trip.*

Trip Required or Optional: _____

If optional, indicate student charges:

Transportation (mileage, driver)	\$ <u>0</u>
Admissions	\$ <u>320 per student (progr</u>
Other	\$ <u>0</u>
Total Charges	\$ <u>0</u>

Number of Instructional Days Lost: 2.5

Justification: Why is the trip necessary? What is to be learned? How will the experience be used and evaluated?

KYA is an experiential learning conference that allows students to participate in mock government. Students will have the opportunity to learn and debate policy issues, propose bills, engage in civil discourse, attempt to find solutions for issues in the state of Kentucky while enhancing their leadership skills.

Requested by: Julie Bauscher Date: 08/14/2024

APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature], Principal Date: 8/26/24

Approved/Disapproved: [Signature], Level Director Date: 8/27/24

Approved/Disapproved: _____, Superintendent Date: _____

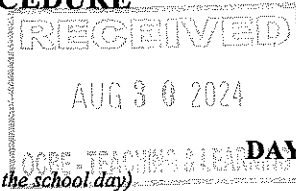
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**ALL Overnight Field Trips and trips using Common Carriers must be approved by the school board and Superintendent.*

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OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE PROCEDURE

FIELD TRIP BUS REQUEST FORM



OVERNIGHT

EXTENDED DAY
(Same day but extends beyond the school day)

DAY TRIP ONLY

School: South Oldham High School

Employee(s) In Charge: Maddie McCutcheon

Group: Marine biology

Destination: Big Pine Key, FL

Date(s) of Trip: 3/23 - 3/28

Time of Departure: 6:00 am

Time of Return: 6:00 PM

Approximate Mileage (one way): 1500 *

Approximate Number of Students: 50

Number of Chaperones/Adults: 5

TOTAL TRANSPORTED: 55 *

Number of Buses: 1

**{44 Person Maximum for MS/HS} {60 Person Maximum for ELEM}*

**These numbers include both students and all adults (bus driver, teachers, coaches, chaperones, etc.)*

Method of Transportation (if not by school bus): Airplane (Southwest Airlines)

Common Carriers must be Board approved and should have the 8005.02F accompanying this form

**All tolls are the responsibility of the school or group requesting the trip.*

Trip Required or Optional: Optional

If optional, indicate student charges:

Transportation (mileage, driver) \$ 350

Admissions \$797

Other \$200

Total Charges \$ 1347 per Student

Number of Instructional Days Lost: 5

Justification: Why is the trip necessary? What is to be learned? How will the experience be used and evaluated?

This trip is focused on studying Marine Biology. Students will have the opportunity to participate in hands-on activities in an actual marine environment. Activities would include everglade ecology labs, fish and coral studies, snorkeling, boat trips, and dissections.

Requested by: Maddie McCutcheon

Date: 08/26/2025

APPROVAL/DISAPPROVAL

Approved/Disapproved: Melissa Woodley, Principal

Date: 8-26-25

Approved/Disapproved: [Signature], Level Director

Date: 9/3/24

Approved/Disapproved: _____, Superintendent

Date: _____

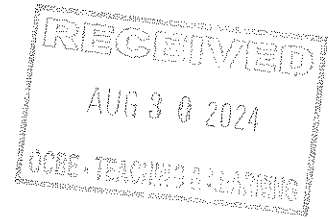
**Field trips in excess of a 60-mile radius of the Board office require the approval of the Superintendent.*

**ALL Overnight Field Trips and trips using Common Carriers must be approved by the school board and Superintendent.*

*Upon approval, the school will receive an approved form from the Superintendent. **

RELATED PROCEDURES:

09.36 (all procedures)



OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE REGULATION - 8005.02-F

APPLICATION FOR USE OF COMMON CARRIER

Related to Board Policies 8005 and 4055
Related to 8005.01-F; 8005.06-F; 8005 - 8005.04-AR

School: South Oldham High School Date: 8/26/24

This application is to be completed only when transportation of students will be other than by school bus. (Attach a regular field trip Form for Board approval.)

702 KAR 5:060 - Section 6: Item (2)

School districts may, in their reasonable discretion and with due regard to the safety and required supervision of the school children to be transported, utilize appropriately certificated common carriers, in regular or charter service, to transport school children to or from school-related events, as long as the vehicles so utilized are not significantly used as school buses. Such use of common carrier service, in lieu of qualifying school buses, shall be on a case-by-case basis, and the reasons believed by the board to justify such shall be cited in the board minutes. (SBE 24.225: 1 Ky.R 1052: eff. 6-11-75: Am. 9 Ky.R 1309: eff. 7-6-83; 12 Ky.R 1634: eff. 5-6-86)

Date of Trip 8/3/23 - 3/28 Destination Orlando, FL

Main Mode of Travel: Air Plane

Name of Major Carrier: SouthWest Airlines Phone: 214-792-4000

Address: 2702 Love Field Dr. Dallas, TX 75235

Method of transportation to the departure point: Parents will bring students

Type of transportation upon destination arrival:

Company name: Charter UP Phone: 855-920-2287

Contact person if available: Rebekah Gutierrez

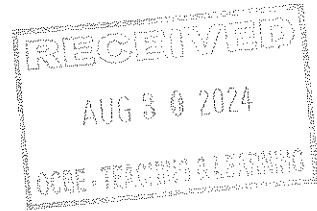
Why have you selected these transportation methods: Flights will be quicker + less stress on students, the prices for flights will be around the same for a full bus trip, + this charter service will take us to the Sea Camp, as well as hotels, restaurants, + to other activities.

Umelsia Woosley
Principal

[Signature]
Teacher or Sponsor

Adopted:
Revised: August 5, 1998
Revised: June 9, 1999
Revised: August 10, 2006
Revised: March 11, 2008
Revised: July 17, 2015

OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE REGULATION - 8005.02-F



APPLICATION FOR USE OF COMMON CARRIER

Related to Board Policies 8005 and 4055
Related to 8005.01-F; 8005.06-F; 8005 - 8005.04-AR

School: South Oldham High School Date: 8/26/24

This application is to be completed only when transportation of students will be other than by school bus. (Attach a regular field trip Form for Board approval.)

702 KAR 5:060 - Section 6: Item (2)

School districts may, in their reasonable discretion and with due regard to the safety and required supervision of the school children to be transported, utilize appropriately certificated common carriers, in regular or charter service, to transport school children to or from school-related events, as long as the vehicles so utilized are not significantly used as school buses. Such use of common carrier service, in lieu of qualifying school buses, shall be on a case-by-case basis, and the reasons believed by the board to justify such shall be cited in the board minutes. (SBE 24.225: 1 Ky.R 1052: eff. 6-11-75: Am. 9 Ky.R 1309: eff. 7-6-83: 12 Ky.R 1634: eff. 5-6-86)

Date of Trip 3/23-3/28 Destination Big Pine Key, FL

Main Mode of Travel: Charter Bus

Name of Major Carrier: Charter UP Phone: 855-920-2287

Address: 6595 Roswell Rd. Ste G291 Atlanta, GA 30328

Method of transportation to the departure point: Airplane

Type of transportation upon destination arrival:

Company name: Same as above Phone: _____

Contact person if available: _____

Why have you selected these transportation methods: The charter bus will be a reliable mode of transportation once we have flown into Florida. We will then get dropped off at the Orlando airport to fly home on 3/28.

Muesia Woodley
Principal

[Signature]
Teacher or Sponsor

Adopted:
Revised: August 5, 1998
Revised: June 9, 1999
Revised: August 10, 2006
Revised: March 11, 2008
Revised: July 17, 2015

Re: Marine Biology Field Trip

Mccutcheon, Maddie <maddie.mccutcheon@oldham.kyschools.us>

Tue 9/3/2024 12:36 PM

To: Woosley, Melissa A <melissa.woosley@oldham.kyschools.us>; Jacobson, Matthew D <matthew.jacobson@oldham.kyschools.us>

Cc: Webb, Ashley D <ashley.webb@oldham.kyschools.us>

Thank you for answering those, Melissa!

For the itinerary, yes we will be adding a day at a park, but we were planning for Universal Studios.

The general Itinerary will be:

3/23: Fly from Louisville to Orlando, FL that Sunday morning. Once landed, we will take a charter bus to the Sea Camp at Big Pine Key to arrive around 6 pm.

3/24-3/25: Full days at the SeaCamp.

3/26: We will get picked up from the Sea Camp at 8:00 am and be taken to a mall in Orlando for dinner and back to a hotel near Universal for the evening.

3/27: We will then be picked up between 8-9am and taken to Universal studios for the day. We will be taken back to the hotel to stay another night/

3/28: We will get picked up early and taken to the Orlando airport in time to fly back to Louisville and arrive later that Friday morning.

I do have a lot of students saying their parents would be really interested in chaperoning, but the SeaCamp allows us only 5 chaperone spots without extra costs. I am assuming we would typically give the chaperone spots to faculty first and then open it up to parents, or does that work differently?

I am so excited that this is starting to get planned out, thank you so much! Please let me know what else I can answer for you in the time being!

Thank you,
Maddie



Madelyn McCutcheon

Science Teacher

📞 502-241-6681

🌐 sohs.oldham.kyschools.us



DRAGONS
SOUTH OLDHAM HIGH SCHOOL

From: Woosley, Melissa A <melissa.woosley@oldham.kyschools.us>

Sent: Tuesday, September 3, 2024 11:31 AM

To: Jacobson, Matthew D <matthew.jacobson@oldham.kyschools.us>; Mccutcheon, Maddie <maddie.mccutcheon@oldham.kyschools.us>

Cc: Webb, Ashley D <ashley.webb@oldham.kyschools.us>

Subject: RE: Marine Biology Field Trip

I'll answer a few of these questions, Maddie can answer the rest. The camp is only offered in certain weeks, I don't think spring break was an option. This is a full blown class, not club. We have indigent funds that could cover any F/R kiddo if needed. We already approved a fundraiser at SBDM on Friday...

~Melissa



Melissa Woosley

Principal

📞 502-241-6681

🌐 sohs.oldham.kyschools.us



CONFIDENTIALITY NOTICE:

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From: Jacobson, Matthew D <matthew.jacobson@oldham.kyschools.us>
Sent: Tuesday, September 3, 2024 11:28 AM
To: Mccutcheon, Maddie <maddie.mccutcheon@oldham.kyschools.us>
Cc: Woosley, Melissa A <melissa.woosley@oldham.kyschools.us>; Webb, Ashley D <ashley.webb@oldham.kyschools.us>
Subject: Marine Biology Field Trip

Good Morning Maddie!

I saw your FT request form and got very excited! I helped to lead this trip about 13-14 years ago, what a great opportunity for our students. Thanks for getting this rolling again! I do need a bit more information from you before putting it in front of the board for approval at the September meeting.

Is Marine Biology a class or club at SOHS?

Can you send me the full itinerary for the trip? This trip previously included a day at Disney (Animal Kingdom/EPCOT), is that in the plans for this trip?

The dates of this trip are scheduled for the week before Spring Break. Because it is set during instructional time, all students that are part of the class/club (specified above) must have access to the trip, regardless of their ability to pay. Students who are on free/reduced lunch must have the opportunity to go free of charge (if free) or at a reduced rate (if reduced lunch). Fundraising can be done to help with this and I can give you more information on that if needed.

The free/reduced payments were one reason why this trip was later taken during the week of Spring Break because at that point it is optional to go and not during instructional time.

Please let me know the answers to above and please ask if you have follow-up questions!

Thanks,



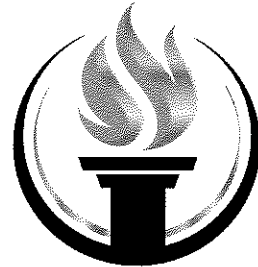
Matthew Jacobson

High School Director

📞 502-241-3500

🌐 oldham.kyschools.us

Ignite Passion. Experience Excellence.



OLDHAM
COUNTY SCHOOLS

OCBE MTG
SEP 23 2024

STUDENTS

09.36 AP.212

OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE PROCEDURE

OCBE MTG
SEP 23 2024

FIELD TRIP BUS REQUEST FORM

SEP 03 2024

OVERNIGHT

EXTENDED DAY
(Same day but extends beyond the school day)

DAY TRIP ONLY

School: South Oldham High School

Employee(s) In Charge: Jeremiah Hubbard

Group: Cheerleading

Destination: Orlando, FL - UCA National Cheer Competition

Date(s) of Trip: 2/5/25-2/11/25

Time of Departure: 6:00 pm

Time of Return: 6:00 pm

Approximate Mileage (one way): 871.5 *

Approximate Number of Students: 27

Number of Chaperones/Adults: 3

TOTAL TRANSPORTED: 30 *

Number of Buses: 1

**(44 Person Maximum for MS/HS) (60 Person Maximum for ELEM)*

**These numbers include both students and all adults (bus driver, teachers, coaches, chaperones, etc.)*

Method of Transportation (if not by school bus): Charter Bus - Miller Transportation

Common Carriers must be Board approved and should have the 8005.02F accompanying this form

**All tolls are the responsibility of the school or group requesting the trip.*

Trip Required or Optional: Required

If optional, indicate student charges:

Transportation (mileage, driver) \$ _____

Admissions \$ _____

Other \$ _____

Total Charges \$ _____

Number of Instructional Days Lost: 4

Justification: Why is the trip necessary? What is to be learned? How will the experience be used and evaluated?

This is the biggest competition of the season for the girls. They have worked hard throughout the year to qualify for this and want to compete at the highest-level cheerleading has to offer.

Requested by: Jeremiah Hubbard

Date: 08/28/2024

APPROVAL/DISAPPROVAL

Approved/Disapproved: Melissa Woodley, Principal Date: 8/28/24

Approved/Disapproved: M. Anne, Level Director Date: 9/9/24

Approved/Disapproved: _____, Superintendent Date: _____

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*Upon approval, the school will receive an approved form from the Superintendent. **

RELATED PROCEDURES:

09.36 (all procedures)

STUDENTS

▶ OCBE MTG ◀

09.36 SEP 23 2024

Application for Use of Common Carrier

This application is to be completed only when transportation of students will be other than by school bus.

702 KAR 005:060 - Section 6: Item (2)

School districts may, in their reasonable discretion and with due regard to the safety and required supervision of the school children to be transported, utilize appropriately certificated common carriers, in regular or charter service, to transport school children to or from school-related events, as long as the vehicles so utilized are not significantly used as school buses. Such use of common carrier service, in lieu of qualifying school buses, shall be on a case-by-case basis, and the reasons believed by the board to justify such shall be cited in the board minutes. (SBE 24.225; 1 Ky.R. 1052; eff. 6-11-1975; 9 Ky.R. 1309; eff. 7-6-1983; 12 Ky.R. 1634; eff. 5-6-1986; 17 Ky.R. 436; eff. 10-14-1990; Crt eff. 11-16-2018.)

School: South Oldham High School Date: 8/28/24

Employee(s) In Charge: Jeremiah Hubbard Group: Cheerleading

Date of Trip: 2/5/25-2/11/25 Destination: Orlando, FL

Main Mode of Travel: Charter Bus

Name of Major Carrier: Miller Transportation Phone: 502-368-5644

Address: 111 Outer Loop Louisville, KY 40214

Method of transportation to the departure point: _____

Type of transportation upon destination arrival:

Company name: Miller Transportation Phone: 502-368-5644

Contact person if available: NA

Why have you selected these transportation methods? Charter bus cuts down on total cost of trip and allows us to have transportation for the team while in Orlando.

Principal

Teacher or Sponsor

(Attach a regular Field Trip Request Form (09.36 AP.21) and the Common Carrier Insurance Certificate for Board approval.)

RELATED PROCEDURES:

09.36 (all procedures)

Review/Revised:5/20/2024