

Henderson County Schools

1805 Second Street, Henderson, Kentucky 42420
(270) 831-5000 Fax: (270) 831-5009
<http://www.hendersonschools.net>



Overnight and Out of District Bus Trip Guidelines

During overnight 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 Secondary 15:1 Elementary 10:1
- Sponsors and coaches shall be trained annually to administer medication.

Checklist:

- Sponsor/Coach Name Brian Sullivan Cell number 812-449-7476
- Date of trip Oct 18-19/24 expected departure time 1:30 pm return time 9:00 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.
- Notify school cafeteria manager of any lunch needs
- Follow all Transportation Department guidelines for bus request.
- Understand any students' medication needs and/or medical conditions
Coaches must carry all players' physicals on any away and overnight trips.
- Attach a trip list of students to principal/designee
- Attach an itinerary
- ____ Other specific needs:
Brian Sullivan
Signature of Person submitting form
- [Signature]
Signature of Principal/Designee

This form must be submitted 3 days prior to the date of the trip to the principal or designee.

HCHS Academic Team
UK Fall Tourney
(Oct 18-19, 2024)

Students:

1. Kyen Jiang
2. Andrew Harrison
3. Ramsey Watson
4. Zoe Mills

Coach: Brian Sullivan

Itinerary:

Friday, October 18th

Leave HCHS at 1:30 pm for Guest House Hotel in Lexington.
Arrive at hotel by 5:30pm.

Saturday, October 19th

Leave hotel for UK at 7:45am
Arrive at UK at 8:00 am
Leave UK for HCHS at 5:00 pm
Arrive at HCHS by 9:00pm

STUDENTS

09.36 AP.21

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 South Middle School REQUESTED BY: Coral Haynes

CLASS/ORGANIZATION: Cross Country

Departure Date and Time: Friday, October 18th 11:30 A.M.

Return Date and Time: Saturday, October 19th 6:00 p.m.

Destination: Mason Station Park, Lexington, Ky - New Best Western Parkside Inn, 80 Cherault Rd, Frankfort, Ky

Purpose/Expected Benefits: Middle School State Meet

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

Number of Students: 25 Number of Chaperones: 2

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 _____ Other _____

Stacy Fish (name of account) 9/20/24
Principal's Signature Date

Board Approval/needed for overnight trips _____ Date _____

RELATED PROCEDURES: 09.36 (all procedures) Bob Jansen

Review/Revised: 9/19/2016

October 3, 2024

Dear School Board Members,

On Wednesday, November 6, 2024 HCHS FBLA is asking permission to take 3 students to the FBLA Fall Leadership Conference in Columbus, Ohio at the Greater Ohio Convention Center. The students will be accompanied by Danna Robinson.

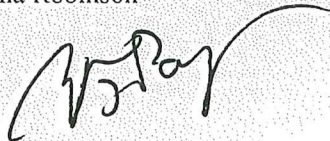
We will leave on Wednesday, November 6 and return on Saturday night, November 9.

The students that are requesting to be able to attend are Landon Chandley, Local Chapter President, Jaxon Robinson, Region 1 Historian, and Caleb Fish. Landon is currently serving as FBLA Region 1 President and is on the State FBLA Board. The students are all local FBLA officers and will benefit from the breakout sessions and seminars provided at the training.

Thanks,



Danna Robinson



Itinerary

FBLA National Fall Leadership Conference

Columbus, Ohio

WEDNESDAY, NOVEMBER 6, 2024

- Travel to Columbus

THURSDAY, NOVEMBER 7, 2024

- City Tour
- 4:00-6:00 PM: Early Check-In

FRIDAY, NOVEMBER 8, 2024

- 7:30-8:30 AM: Conference Check-In
- 8:30-9:15 AM: Opening General Session
- 9:15-11:45 AM: Business & Leadership Skill Labs – Morning Block
 - Business & Leadership Skill Labs are hands-on experiences designed for attendees to specialize in a skill of their choice.
 - Attendees will sign-up for labs during registration.
- 12:00-1:30 PM: Lunch & Future Leaders Expo Hall
- 1:30-4:00 PM: Business & Leadership Skill Labs – Afternoon Block
- 5:00-7:00 PM: FBLA Night at Medieval Times

SATURDAY, NOVEMBER 9, 2024

- 8:00 AM-12:00 PM: Breakout Sessions and Expo Hall
 - Attendees will have the opportunity to attend a variety of sessions including networking opportunities, professional development workshops, and visit the expo hall.
- 12:00-12:45 PM: Closing General Session
- 1:00-5:00 PM: Explore the city!
- 6:00 PM: Travel back to Henderson

Members Attending:

Landon Chandley, Jaxon Robinson, Caleb Fish

Adviser Attending: Danna Robinson



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



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Checklist:

X Sponsor/Coach Name: Danna Robinson Cell Number: 2708600453

X Date of Departure: 11/6/2024 Time of Departure: 11:30 am

X Date of Return: 11/9/2024 Expected Time of Return: 11:30 pm

V Adequate Supervision (meets ratio criteria)

Please List Names of Chaperones

V 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

V Notify school cafeteria manager of any lunch needs

V 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

V Understand any student's medication needs and/or medical conditions

Coaches must carry all player's physicals on any away and overnight trips

V 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

V Attach and itinerary

Other specific needs:

Signature of Person submitting form

Signature of Principal/Designee

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



Trip ID#: 05251

Henderson County Schools Transportation Request for Extracurricular Trips

Requested by:		Danna Robinson			
Date Submitted:		10/3/24	School:		HCHS
Group:		FBLA			
Funding Source for Trip Cost:		060218c 0894 106L			
Destination:		Columbus, Ohio			
Purpose of Trip:		National Fall Leadership Conference			
		FBLA			
Date(s) of Trip:		11/6/2024 - 11/9/2024			
		Departure Time (CST)		Arrival Time (CST)	
To the Event:		11:30	AM <input type="radio"/> PM <input checked="" type="radio"/>	6:30	AM <input type="radio"/> PM <input checked="" type="radio"/>
On Return Trip:		6:00	AM <input type="radio"/> PM <input checked="" type="radio"/>	11:30	AM <input type="radio"/> PM <input checked="" type="radio"/>
Street:		400 N. High Street			
City, ST:		Columbus, Ohio		ZIP:	43215
Number of Students		3	Number of Adults		1
		Total:		4	
Number of Vehicle(s) Required:		Bus	<input type="radio"/>	SUV	<input checked="" type="radio"/> 1
		Car	<input type="radio"/>		
		Will you require a handicap-accessible bus?			Yes <input type="radio"/> No <input checked="" type="radio"/>
		Does the driver need to remain with group during the event?			Yes <input checked="" type="radio"/> No <input type="radio"/>
Emergency Contact Number of Sponsor:		(270) 860 - 0455			
Additional Requirements:					
Medical Needs:					
Employee Signature:		<i>Danna Robinson</i>			

Office Use	ORG:		PROJ:	
	Principal Approval:	<i>[Signature]</i>		
	Date of Approval:	10/14/24		

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Checklist:

✓ Sponsor/Coach Name: John Woods Cell Number: (270)202-6863

✓ Date of Departure: 11/8/24 Time of Departure: 8:30 am

✓ Date of Return: 11/10/24 Expected Time of Return: 3:15 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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✓ 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.

Midstates Band Association Championships
November 8 - 10, 2024
Miamisburg, OH

NOVEMBER 8, 2024

8:00 am - Meet in HCHS Band Room
8:30 am - Depart HCHS
CHANGE TO EASTERN TIME
12:30 pm - Stop in La Grange, KY for lunch
(McDonald's, Taco Bell, KFC)
1:30 pm - Depart Lunch stop
4:00 pm - Arrive at rehearsal location (TBD)
4:30 pm - 6:00 pm - Rehearsal
6:00 pm - Load trailers and buses.
6:30 pm - 8:00 pm - Eat dinner in
Miamisburg/Dayton area
8:30 pm - Arrive at Hotel

Holiday Inn Express & Suites 7701
Washington Village Drive
Dayton, OH 45459

8:30 pm - 10:00 pm - "Move in" to our
rooms, pool time, hang out
10:00 pm - Room checks
11:00 pm - Lights out

NOVEMBER 9, 2024

7:00 am - Wake up call
7:00 am - 8:00 am - Breakfast in the hotel
8:00 am - 9:00 am - Get ready (IN
UNIFORM!!!) Bring a change of clothes with
you!
9:00 am - Load the buses and depart from
the hotel
9:20 am - Arrive at Miamisburg High School
10:00 am - Everything should be unloaded
and staged by this time
10:25 am - Walk to warm up area
10:45 am - 11:15 am - WARM UP (Area C)
11:15 am - Walk to the stadium
11:20 am - Stop at the water table
11:25 am - Gate

NOVEMBER 9, 2024 (continued)

11:30 am - PERFORM FOR YOUR SPOT
IN MSBA CHAMPIONSHIP FINALS!!!!
11:45 am - Watch Taylor County High
School from the end zone
12:00 pm - Travel back to the trailers.
12:15 pm - Case instruments, situate props
so they are out of the way
12:30 pm - Change out of uniform
1:00 pm - 2:00 pm - LUNCH
2:00 pm - Travel to the stands to watch the
remaining bands
4:30 pm - Prelim Awards and
ANNOUNCEMENT OF FINALISTS
4:45 pm - Finals Order Draw

**EVERYTHING BEYOND THIS POINT IS
DEPENDENT ON US MAKING FINALS!**

The first finals performance is at 7:00 pm,
the last performance is at 9:15 pm.
Our dinner time will be based on our
performance time.

9:45 pm - Full Awards Retreat
10:45 pm - Depart Miamisburg High School
11:05 - Arrive at hotel
12:00 am - Lights out

NOVEMBER 10, 2024

9:30 am - Check out and load the buses
10:00 am - Depart for Henderson
1:00 pm - 2:00 pm - Stop in Corydon, IN for
lunch (McDonald's, Jimmy John's)
2:00 pm - Depart lunch stop
CHANGE TO CENTRAL TIME
3:15 pm - Arrive at HCHS and unload
3:45 pm - Dismissal

Bus #1	Parent Signature
Alyssa Goldsberry	
Flora Collier	
Eli Schmidt	
Caleb Bender	
Aiden Yates	
Hayden Lear	
Alex Brown	
Bryce Blanford	
Jazlyn Slayton	
Ava Utley	
Jordan Mitchell	
Julius Thomas	
Jonathan Kidd	
Ava Lucas	
DeArion Stewart	
Sawyer Wolf	
Anna Dieguez	
Lilli Atherton	
Vanessa Boyd	
Allison Duncan	
Melody Utley	
Addison Spainhoward	
Isabelle Gary	
Lisa Ankrom	
Maddie Farmer	
Ethan Kincade	
Jason Freeman	
John Woods	Chapersons
Andrew Burns	
Angie Burns	

Bus #2	Parent Signature
Sophi Stone	
Araya Dorris	
Lyla McChesney	
Jerricka Basham	
Claire Jiang	
GG Nash	
Lexxie Weaver	
Emma Murrell	
Audrey Thompson	
Grace Majors	
Andi Slayton	
Ashara Harris	
Brennon James	
Ruby Brown	
MaKenzi Simpson	
Daimhin Hedges	
David Calvert	
Teagan Glendenning	
Presleigh Yates	
Casey Reazin	Chapersons
Elizabeth Brown	

Trinity Marks
Scott Dallas
Drew Shipworth

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