

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: SOUTH OLDHAM HIGH SCHOOL

Employee(s) In Charge: MIKE SCHRECKER

Group: SOFTBALL

Destination: UK

Date(s) of Trip: TBD

Time of Departure: TBD

Time of Return: TBD

Approximate Mileage (one way): 74 *

Approximate Number of Students: 25

Number of Chaperones/Adults: 4

TOTAL TRANSPORTED: 29 *

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): BUS OR PARENTS WILL TRANSPORT

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) \$ _____

Admissions \$ _____

Other \$ _____

Total Charges \$ _____

Number of Instructional Days Lost: 0

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

SOFTBALL STATE TOURNEY

Requested by: JOE RICHIE

Date: 02/12/2025

APPROVAL/DISAPPROVAL

Approved/Disapproved: Melissa Wootley, Principal

Date: 2-12-25

Approved/Disapproved: M. Jones, Level Director

Date: 2/17/25

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

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: SOUTH OLDHAM HIGH SCHOOL

Employee(s) In Charge: JOSH HARMON

Group: TENNIS

Destination: TOP SEED TENNIS

Date(s) of Trip: TBD

Time of Departure: TBD

Time of Return: TBD

Approximate Mileage (one way): 75 *

Approximate Number of Students: 10

Number of Chaperones/Adults: 2

TOTAL TRANSPORTED: 12 *

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): PARENTS WILL TRANSPORT

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) \$ _____

Admissions \$ _____

Other \$ _____

Total Charges \$ _____

Number of Instructional Days Lost: 0

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

TENNIS STATE TOURNEY

Requested by: JOE RICHIE

Date: 02/12/2025

APPROVAL/DISAPPROVAL

Approved/Disapproved: Melissa Woosley, Principal

Date: 2-12-25

Approved/Disapproved: W. J. Smith, Level Director

Date: 2/17/25

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. *

Adopted

Oldham County Board of Education

September 2, 1980

Revised: February 1, 1985, September 1991, April 29, 1996, June 19, 1998, June 9, 1999, November 23, 1999, April 2, 2001, March 25, 2004, March 22, 2005, July 27, 2005, August 10, 2006, June 28, 2007, March 11, 2008, July 16, 2008, February 4, 2014, July 17, 2015, January 6, 2017, January 18, 2019

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: SOUTH OLDHAM HIGH SCHOOL

Employee(s) In Charge: TROY BLAKELY

Group: BASEBALL

Destination: UK

Date(s) of Trip: TBD

Time of Departure: TBD

Time of Return: TBD

Approximate Mileage (one way): 74 *

Approximate Number of Students: 25

Number of Chaperones/Adults: 4

TOTAL TRANSPORTED: 29 *

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): BUS OR PARENTS WILL TRANSPORT

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) \$ _____

Admissions \$ _____

Other \$ _____

Total Charges \$ _____

Number of Instructional Days Lost: 0

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

BASEBALL STATE TOURNEY

Requested by: JOE RICHIE

Date: 02/12/2025

APPROVAL/DISAPPROVAL

Approved/Disapproved: Melissa Woosley, Principal

Date: 2-12-25

Approved/Disapproved: M. [Signature], Level Director

Date: 2/17/25

Approved/Disapproved: _____, Superintendent

Date: _____

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

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Adopted

Oldham County Board of Education

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Revised: February 1, 1985, September 1991, April 29, 1996, June 19, 1998, June 9, 1999, November 23, 1999, April 2, 2001, March 25, 2004, March 22, 2005, July 27, 2005, August 10, 2006, June 28, 2007, March 11, 2008, July 16, 2008, February 4, 2014, July 17, 2015, January 6, 2017, January 18, 2019

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: SOUTH OLDHAM HIGH SCHOOL

Employee(s) In Charge: JENNY KELLAMS

Group: TENNIS

Destination: TOP SEED TENNIS

Date(s) of Trip: TBD

Time of Departure: TBD

Time of Return: TBD

Approximate Mileage (one way): 75 *

Approximate Number of Students: 10

Number of Chaperones/Adults: 2

TOTAL TRANSPORTED: 12 *

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): PARENTS WILL TRANSPORT

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) \$

Admissions \$

Other \$

Total Charges \$

Number of Instructional Days Lost: 0

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

TENNIS STATE TOURNEY

Requested by: JOE RICHIE

Date: 02/12/2025

APPROVAL/DISAPPROVAL

Approved/Disapproved: Maura Woody, Principal

Date: 2-12-25

Approved/Disapproved: Nyane, Level Director

Date: 2/17/25

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.

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Adopted

Oldham County Board of Education

September 2, 1980

Revised: February 1, 1985, September 1991, April 29, 1996, June 19, 1998, June 9, 1999, November 23, 1999, April 2, 2001, March 25, 2004, March 22, 2005, July 27, 2005, August 10, 2006, June 28, 2007, March 11, 2008, July 16, 2008, February 4, 2014, July 17, 2015, January 6, 2017, January 18, 2019

STUDENTS

09.36 AP.212

OLDHAM COUNTY BOARD OF EDUCATION ADMINISTRATIVE PROCEDURE

FIELD TRIP BUS REQUEST FORM

09.36 AP.212

OVERNIGHT ☒EXTENDED DAY ☐

(Same day but extends beyond the school day)

DAY TRIP ONLY ☐School: OCHSEmployee(s) In Charge: Chris Lashley Group: SoftballDestination: UK - John Cropp StadiumDate(s) of Trip: 4/5 - 6/7/25, 4/13, 4/15 Time of Departure: TBA Time of Return: TBAApproximate Mileage (one way): 82 *Approximate Number of Students: 30Number of Chaperones/Adults: 5TOTAL TRANSPORTED: 35 *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): _____

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) \$ _____

Admissions \$ _____

Other \$ _____

Total Charges \$ _____

Number of Instructional Days Lost: 0

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

Softball State TournamentRequested by: Paul HolienDate: 02/07/2025

APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature], Principal Date: 2/14/25Approved/Disapproved: [Signature], Level Director Date: 2/17/25

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

09.36 AP.212

**OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE PROCEDURE**

FIELD TRIP BUS REQUEST FORM

09.36 AP.212

OVERNIGHT ☒EXTENDED DAY ☐

(Same day but extends beyond the school day)

DAY TRIP ONLY ☒School: OCHSEmployee(s) In Charge: Ryan WarnerGroup: Boys VBDestination: TBA / State 1st Rd / QF / George Rogers Clark HSDate(s) of Trip: 5/14-17, 5/20/25 Time of Departure: TBA Time of Return: TBAApproximate Mileage (one way): TBA/49 *Approximate Number of Students: 35Number of Chaperones/Adults: 2TOTAL TRANSPORTED: 37 *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): _____

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) \$ _____

Admissions \$ _____

Other \$ _____

Total Charges \$ _____

Number of Instructional Days Lost: 0

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

Boys VB MatchesRequested by: Paul HolienDate: 02/07/2025**APPROVAL/DISAPPROVAL**Approved/Disapproved: [Signature], PrincipalDate: 2/14/25Approved/Disapproved: [Signature], Level DirectorDate: 2/17/25

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

09.36 AP.212

OLDHAM COUNTY BOARD OF EDUCATION ADMINISTRATIVE PROCEDURE

FIELD TRIP BUS REQUEST FORM

09.36 AP.212

OVERNIGHT ☒EXTENDED DAY ☐

(Same day but extends beyond the school day)

DAY TRIP ONLY ☐School: OCHSEmployee(s) In Charge: Jeff Veech Group: Girls LacrosseDestination: TBA / Shelby CoDate(s) of Trip: 5/14-17, 19, 21/25 Time of Departure: TBA Time of Return: TBAApproximate Mileage (one way): 24 *Approximate Number of Students: 40Number of Chaperones/Adults: 3TOTAL TRANSPORTED: 43 *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): _____

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) \$ _____

Admissions \$ _____

Other \$ _____

Total Charges \$ _____

Number of Instructional Days Lost: 0

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

Girls LAX State TournamentRequested by: Paul Holien Date: 02/07/2025

APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature], Principal Date: 2/14/25Approved/Disapproved: [Signature], Level Director Date: 2/17/25

Approved/Disapproved: _____, Superintendent Date: _____

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RELATED PROCEDURES:

09.36 (all procedures)

**OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE PROCEDURE**

FIELD TRIP BUS REQUEST FORM

09.36 AP.212

OVERNIGHT ☒ *some may stay w/ Parents overnight* EXTENDED DAY ☐ *(Same day but extends beyond the school day)* DAY TRIP ONLY ☒

School: OCHSEmployee(s) In Charge: Chris Lashley Group: SoftballDestination: Bowling GreenDate(s) of Trip: 5/9 - 5/10/25 Time of Departure: 5/8am Time of Return: 11/2pmApproximate Mileage (one way): 136 *Approximate Number of Students: 30Number of Chaperones/Adults: 5TOTAL TRANSPORTED: 35 *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): _____

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) \$ _____

Admissions \$ _____

Other \$ _____

Total Charges \$ _____

Number of Instructional Days Lost: 0

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

Softball GamesRequested by: Paul Holien Date: 02/07/2025**APPROVAL/DISAPPROVAL**Approved/Disapproved: [Signature], Principal Date: 2/14/25Approved/Disapproved: [Signature], Level Director Date: 2/17/25

Approved/Disapproved: _____, Superintendent Date: _____

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

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RELATED PROCEDURES:

09.36 (all procedures)

STUDENTS

09.36 AP.212

OLDHAM COUNTY BOARD OF EDUCATION ADMINISTRATIVE PROCEDURE

FIELD TRIP BUS REQUEST FORM

09.36 AP.212

OVERNIGHT ☒EXTENDED DAY ☐

(Same day but extends beyond the school day)

DAY TRIP ONLY ☐School: OCHSEmployee(s) In Charge: Ryan WarnerGroup: Boys VBDestination: ~~North 3rd St~~ George Rogers ClarkDate(s) of Trip: ~~5/20/25~~ 5/20/25 Time of Departure: 8 Time of Return: 4Approximate Mileage (one way): 99 *Approximate Number of Students: 35Number of Chaperones/Adults: 2TOTAL TRANSPORTED: 37 *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): _____

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) \$ _____

Admissions \$ _____

Other \$ _____

Total Charges \$ _____

Number of Instructional Days Lost: 0

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

Boys VB State TournamentRequested by: Paul HolienDate: 02/07/2025

APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature], Principal Date: 2/11/25Approved/Disapproved: [Signature], Level Director Date: 2/17/25

Approved/Disapproved: _____, Superintendent Date: _____

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

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

RELATED PROCEDURES:

09.36 (all procedures)

STUDENTS

09.36 AP.212

OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE PROCEDURE

FIELD TRIP BUS REQUEST FORM

09.36 AP.212

OVERNIGHT ☒

EXTENDED DAY ☐

(Same day but extends beyond the school day)

DAY TRIP ONLY ☐

School: OCHS

Employee(s) In Charge: Hayley Adams Group: Tennis

Destination: SPRINGS UK

Date(s) of Trip: 10-2-24, 5/17-18 Time of Departure: TBA Time of Return: TBA

Approximate Mileage (one way): 82 *

Approximate Number of Students: 30

Number of Chaperones/Adults: 3

TOTAL TRANSPORTED: 33 *

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): Parents

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) \$ _____

Admissions \$ _____

Other \$ _____

Total Charges \$ _____

Number of Instructional Days Lost: 0

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

Tennis State Tournament

Requested by: Paul Holien Date: 02/07/2025

APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature], Principal Date: 2/14/25

Approved/Disapproved: [Signature], Level Director Date: 2/17/25

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)

STUDENTS

09.36 AP.212

**OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE PROCEDURE**

FIELD TRIP BUS REQUEST FORM

09.36 AP.212

OVERNIGHT ☒EXTENDED DAY ☐

(Same day but extends beyond the school day)

DAY TRIP ONLY ☐School: OCHSEmployee(s) In Charge: Dave Mutchler Group: BaseballDestination: UK - Ky Provd BallparkDate(s) of Trip: 6/5-6/7, 6/13, 14/15 Time of Departure: TBA Time of Return: TBAApproximate Mileage (one way): 82 *Approximate Number of Students: 40Number of Chaperones/Adults: 6TOTAL TRANSPORTED: 46 *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): _____

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) \$ _____

Admissions \$ _____

Other \$ _____

Total Charges \$ _____Number of Instructional Days Lost: 0

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

Baseball State TournamentRequested by: Paul Holien Date: 02/07/2025**APPROVAL/DISAPPROVAL**Approved/Disapproved: [Signature], Principal Date: 2/14/25Approved/Disapproved: [Signature], Level Director Date: 2/17/25

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)

STUDENTS

09.36 AP.212

OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE PROCEDURE

FIELD TRIP BUS REQUEST FORM

09.36 AP.212

OVERNIGHT ☒

EXTENDED DAY ☐

(Same day but extends beyond the school day)

DAY TRIP ONLY ☐

School: OCHS

Employee(s) In Charge: Stacey Whitlock

Group: Track

Destination: UK

Date(s) of Trip: 5/30, 5/31/25 Time of Departure: TBA Time of Return: TBA

Approximate Mileage (one way): 82 *

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): _____

*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) \$ _____

Admissions \$ _____

Other \$ _____

Total Charges \$ _____

Number of Instructional Days Lost: 0

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

Track State Tournament

Requested by: Paul Hollen

Date: 02/07/2025

APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature], Principal Date: 2/14/25

Approved/Disapproved: [Signature], Level Director Date: 2/17/25

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)

STUDENTS

09.36 AP.212

To be heard @ March 24 board meeting

OLDHAM COUNTY BOARD OF EDUCATION ADMINISTRATIVE PROCEDURE

FIELD TRIP BUS REQUEST FORM

09.36 AP.212

OVERNIGHT ☒**EXTENDED DAY** ☐*(Same day but extends beyond the school day)***DAY TRIP ONLY** ☐School: South Oldham High SchoolEmployee(s) In Charge: Katie Rufra, Maleea Miller & Jenna Ormerod Group: FCCLADestination: FCCLA State Leadership Conference- The Galt House, Louisville, KYDate(s) of Trip: 4/23, 4/24 & 4/25 Time of Departure: 9am Time of Return: 2pmApproximate Mileage (one way): 20 *Approximate Number of Students: 30Number of Chaperones/Adults: 3TOTAL TRANSPORTED: 33 *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): _____

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)	\$ 5.00
Admissions	\$50.00
Other	\$150.00
Total Charges	\$205.00

Number of Instructional Days Lost: 3

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

Students will be competing in various events at the state level, attending leadership sessions andand participating in several community service projects.Requested by: Katie RufraDate: 02/14/2025**APPROVAL/DISAPPROVAL**Approved/Disapproved: Melissa Woodley, PrincipalDate: 2-14-25Approved/Disapproved: M. Jensen, Level DirectorDate: 2/14/25

Approved/Disapproved: _____, Superintendent

Date: _____

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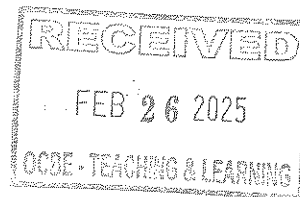
Upon approval, the school will receive an approved form from the Superintendent. *

RELATED PROCEDURES:

09.36 (all procedures)

To be heard
@ March 24
board meeting

OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE REGULATION – 8005.01-F



FIELD TRIP/BUS REQUEST

Related to Board Policies 8005; 4055
Related to 8005.001-AR; 8005.001-F

OVERNIGHT



EXTENDED DAY



(Same day but extends beyond the school day)

DAY TRIP ONLY



School Oldham County High School

Employee(s) In Charge Coach Michael Hatlen

Group Bass Fishing

Destination Lake Cumberland, Jamestown, KY

Date(s) of Trip April 24, 2025 - April 26, 2025

Time of Departure 4 PM

Time of Return 8PM

Approximate Mileage (one way)* 106

Approximate Number of Students 20

Number of Chaperones/Adults 10

TOTAL TRANSPORTED 30

Number of Buses N/A

{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) Parents

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

Trip Required or Optional _____ If optional, indicate student charges:

Transportation (mileage, driver)	\$ _____
Admissions	\$ _____
Other	\$ _____
Total	\$ _____

Number of Instructional Days Lost 1

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

This a request for KHSAA regional tournament on the 25th and 26th of April. Anglers will need one

one excused absence for Friday the 25th of April.

Requested by Michael Hatlen

Date Feb 21, 2025

Approved/Disapproved [Signature], Principal

Date: 2/24/25

Approved/Disapproved [Signature], Level Director

Date: 2/26/25

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 must be approved by the school board and Superintendent. Upon approval, the school will receive an approval letter from Superintendent.

Adopted: September 2, 1980
Revised: February 1, 1985
Revised: September, 1991
Revised: April 29, 1996

Revised: June 19, 1998
Revised: June 9, 1999
Revised: November 23, 1999
Revised: April 2, 2001

Revised: March 25, 2004
Revised: March 22, 2005
Revised: July 27, 2005
Revised: August 10, 2006

Revised: June 28, 2007
Revised: March 11, 2008
Revised: July 16, 2008
Revised: February 4, 2014

Revised: July 17, 2015

► OCBE MTG ◀

OLDHAM COUNTY BOARD OF EDUCATION ADMINISTRATIVE PROCEDURE

MAR 24 2025

FIELD TRIP BUS REQUEST FORM

MAR 03 2025

09.36 AP.212

OVERNIGHT ☒EXTENDED DAY ☐

(Same day but extends beyond the school day)

DAY TRIP ONLY ☐School: South Oldham High SchoolEmployee(s) In Charge: Chase McCoyGroup: Speech and Debate TeamDestination: Des Moines, IowaDate(s) of Trip: June 15-20 2025Time of Departure: 8:00 AMTime of Return: 8:00 PMApproximate Mileage (one way): 600 *Approximate Number of Students: 8Number of Chaperones/Adults: 2TOTAL TRANSPORTED: 10 *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 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) \$ 0Admissions \$ 0Other \$ 0Total Charges \$ 0Number of Instructional Days Lost: 0

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

This is the National Speech and Debate Tournament. This is the largest academic competition in theworld, and we hope to have a national champion this year from Oldham County!Requested by: Chase McCoyDate: 02/26/2025

APPROVAL/DISAPPROVAL

Approved/Disapproved: Chase McCoy, PrincipalDate: 2-26-25Approved/Disapproved: [Signature], Level DirectorDate: 3/3/25Approved/Disapproved: [Signature], 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)

To be heard @ April board meeting

OLDHAM COUNTY BOARD OF EDUCATION ADMINISTRATIVE PROCEDURE

09.36 AP.212

DAY TRIP ONLY ☐School: SOMS

Employee(s) In Charge: Micheal Laswell Group: Atlas Club

Destination: Washington DC

Date(s) of Trip: April 23rd - 25th, 2026 Time of Departure: 6AM Time of Return: 10PM

Approximate Mileage (one way): 580 *

Approximate Number of Students: 75

Number of Chaperones/Adults: 10

TOTAL TRANSPORTED: 85 *

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): Tour Company

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) \$1350

Admissions	\$
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Other	\$
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Total Charges \$ 1350

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 trip provides hands-on learning that enhances the 8th-grade curriculum by connecting classroom

lessons to real-world locations. Students will deepen their understanding through direct observation of historical sites and artifacts.

Requested by: Micheal Laswell Date: 03/11/2025

APPROVAL/DISAPPROVAL

Approved/Disapproved: Gilda Witak, Principal Date: 3-11-25

Approved/Disapproved: [Signature], Level Director Date: 3-11-23

Approved/Disapproved: 1, 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)

Adopted

Oldham County Board of Education

July 1, 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: SOMS

Date: 3/11/20

Employee(s) In Charge: Micheal Laswell

Group: Atlas Club

Date of Trip: 04/25/26 - 04/27/25

Destination: Washington DC

Main Mode of Travel: Tour Company

Name of Major Carrier: School Tours of America Phone: _____

Address: _____

Method of transportation to the departure point: Parent Drop Off

Type of transportation upon destination arrival:


Company name: School Tours of America

Phone: _____

Contact person if available: _____

Why have you selected these transportation methods? This company specializes in tour groups of our size and are experienced in travel like this. They take care of the transportation to the location, around the city, and lodging for the students. They are also experienced in scheduling all interatctions, meals, and tours that our group may need while on the trip.

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

School Tours Of America Tour Program For South Oldham

I'm
here to
help

Kristina Demarest
Tour Coordinator
262.617.0922
Kristina@STA-Mail.com

Dear Michael Laswell,

Thank you for your interest in School Tours of America and for the opportunity to present this custom tour program. Please contact me with any questions.

3 DAYS & 2 NIGHTS IN WASHINGTON, DC

Travel Dates: April 23, 2026-April 25, 2026

This discounted price is based on 35 full-paying travelers (4/room)

Registration deposit: \$99 which is applied to the trip price

Student (4 per room)	Student (4 per room)
\$1,350.00	\$1,410.00
Before 7/1/25	After 7/1/25

1 Chaperone travels FREE for every 10 full-paying participants

Air Transportation: Round-trip from SDF INCLUDED

Meals: All meals except en-route INCLUDED

Hotel: 2 nights at Full-service property INCLUDED

All-admission fees and sightseeing INCLUDED

STA EXCLUSIVES:

TripCARE- a travel solution to keep participants safe, healthy, and ready to tour!

Payment Protection Program- Travelers can cancel & get a FULL refund (Minus PPP cost)

MyTourFund.com- FREE fundraising tool provided to all travelers

MyTour Portal- Intuitive, online dashboard to manage your trip

Personal Tour Coordinator- Experienced insider who crafts your perfect trip

On-site Tour Staff- STA representatives at your hotel, on-call 24 hours a day for you

Flexible Accounting- Convenient payment plans and NO LATE FEES!

YOUR CUSTOM FEATURES:

Mount Vernon	Holocaust Museum
Smithsonian Complex	Lincoln Memorial
Ford's Theatre	Washington Monument
White House Picture Stop	MLK Memorial
Capitol Hill	National Archives
Arlington Ntl Cemetery	Air and Space Museum

WHAT'S INCLUDED:



Close-in hotels



Trip Concierge



Transportation



Licensed guides



MyTourFund.com



Admissions



Insurance



Private security



Drawstring bag



DEPART DATE: 4/23/2026

RETURN DATE: 4/25/2026

TRIP PRICE: \$ 1,401 (This price reflects an early registration discount of \$100 for signing up before the deadline)

An additional \$100 off will be offered for anyone who signs up 4 days after the parent meeting

Parent meeting must be before 3/31/2025!

WASHINGTON, D.C.

YOUR DAY-BY-DAY ADVENTURE

DAY 1

Arrive in Washington, D.C.

Washington Monument The world's tallest stone monument, which honors our nation's first president

World War II Memorial Honors the 16 million who served — and 400,000 who died — in the U.S. Armed Forces during WWII, and all who supported the war effort from home

Lunch

Holocaust Museum (by appointment) The museum provides documentation, study, and interpretation of Holocaust history.

Arlington National Cemetery America's most famous military cemetery: Changing of the Guard, Tomb of the Unknown Soldier, Kennedy Gravesites, Space Shuttle Challenger Memorial

US Marine Corp War Memorial A tribute to all U.S. Marines based on the famous WWII photo by Joe Rosenthal

Pentagon Memorial Honors the 184 victims of the 9/11 attack at the Pentagon

Dinner

Lincoln Memorial In remembrance of former President Abraham Lincoln and the great nation he fought to preserve during the Civil War

Korean War Veterans Memorial Tribute to the men and women who defended South Korea in the Korean War

Vietnam Veterans Memorial Dedicated to the more than 58,000 men and women killed or missing in Vietnam

Hotel check-in

DAY 2

Breakfast

Alexandria One of America's oldest and most historic cities

Mount Vernon George Washington's home, plantation, and Education Center, which showcases life during colonial times, 18th-century treasures, and our first president as a farmer and businessman

Lunch

Capitol Hill Grounds Tour (external photo stop or by appointment) Capitol Visitor Center: Supreme Court, Library of Congress

White House (picture stop) Home of the U.S. president

Dinner

Jefferson Memorial Dedicated to our third president and author of the Declaration of Independence

FDR Memorial In remembrance of former President Franklin Delano Roosevelt

MLK Memorial Honors the famous civil rights activist, Martin Luther King, Jr.

DAY 3

Breakfast

Hotel check-out

Ford's Theatre and Petersen House (by appointment) Where President Lincoln was shot and later died on that fateful day

National Archives Home of the original Constitution, Bill of Rights, and Declaration of Independence

Lunch

Smithsonian Institution The world's largest museum complex: National Air and Space Museum (by appointment), National Museum of Natural History, Smithsonian American Art Museum / National Portrait Gallery, National Museum of American History

Dinner

Depart Washington, D.C., for home

**AN ALL-
INCLUSIVE
EXPERIENCE**

**ROUND TRIP
TRANSPORTATION**

**THREE MEALS DAY
(UNLESS OTHERWISE STATED)**

**ADMISSIONS & FEES FOR
SCHEDULED ACTIVITIES**

**24-HOUR
EMERGENCY SUPPORT**

**HOTEL
ACCOMMODATIONS**

**TRANSPORTATION TO /
FROM ALL ACTIVITIES**

**EXPERTLY TRAINED
COURSE LEADERS**

ACADEMIC CREDIT



**EXPLORE
AMERICA**

Tour Price Quote

Washington, D.C.: The Capital Tour

Prepared For
Micheal Laswell at South Oldham Middle School

Prepared On
February 25, 2025

Your Tour Number
2891351SX

Your Tour Website
www.efexploreamerica.com/2891351SX

All-inclusive Price

Based on a private tour with 35 - 40 paying travelers
Price valid for travelers enrolled February 26, 2025 - February 28, 2025

Student
\$1,599

or \$116 / 13 mos

Adult
\$1,839

or \$135 / 13 mos

Price Breakdown

Program Fee	\$1,581
Lunch Included: \$20 per day	\$66
US Holocaust Memorial Museum	\$2
Early Enrollment Discount	-\$50

Number of paying travelers	Price per student	Price per adult
25 - 29	\$1,759	\$1,999
30 - 34	\$1,669	\$1,909
35 - 40	\$1,599	\$1,839

Protect your travelers with the Travel Protection Plus Plan for \$309. Ask your Tour Consultant for details.

For every 10 paying travelers, 1 chaperone travels FREE

Your travel details

Total Length
3 days

Departing From
Louisville (KY)

Requested Travel Dates
Thursday, April 23, 2026 - Saturday, April 25, 2026

Your Departure Date Range

Earliest: Tue, Apr. 21 Requested: Thu, Apr. 23 Latest: Sat, Apr. 25

Your experience includes

Round-trip Transportation

Hotel Accommodations

Overnight Security

Meals

All Gratuities

Guided Tours and Activities

Full-time Tour Director

Your Tour Director stays with your group 24/7, providing local insight and knowledge, while handling every on-tour detail.

Training and Support

We prepare new Group Leaders on a free Training Tour and provide personal support every step of the way.

Traveler Resources

We offer travelers flexible payment options as well as a dedicated support team to manage finances and answer tour questions.

24-hour Emergency Service

Travelers and their families can count on EF's dedicated emergency service team while on tour.

Expert Tour Planning

Your dedicated EF team provides expertise every step of the way—from recruiting and enrolling travelers to planning and managing your tour.

Personalized Learning Support

Our personalized learning experience engages students before, during and after tour, with the option to create a final, reflective project for academic credit.

Illness and Accident Coverage

Rest easier knowing your travelers are covered on tour with EF's comprehensive coverage plan.

\$50 Million Liability Policy

Group Leaders and schools are protected while on tour.

Your tour consultant



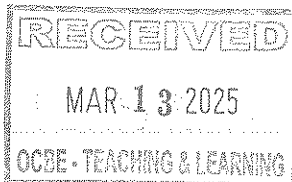
Rachel Bould
1-800-503-2323
rachel.bould@ef.com



Unless explicitly stated, lunches are not included.

Adult supplement required for travelers age 20 and older at the time of travel.

An additional \$200 Under 10 Supplement will be applied to all traveler accounts if the group size falls under 10 paying travelers. This will be applied to paying traveler accounts no later than 140 days before departure. Applicable airline baggage fees are not included and can be found at EFExploreAmerica.com/Baggage. All prices subject to verification by an EA tour consultant. To view EA's Booking Conditions, visit EFExploreAmerica.com/BC. Breakfast excluded on day of arrival; dinner excluded on day of departure (Unless otherwise noted).



STUDENTS

09.36 AP.212

OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE PROCEDURE

FIELD TRIP BUS REQUEST FORM

09.36 AP.212

OVERNIGHT ☒EXTENDED DAY ☐

(Same day but extends beyond the school day)

DAY TRIP ONLY ☐School: Arvin Education CenterEmployee(s) In Charge: Emily SpendloveGroup: FBLA StudentsDestination: FBLA State Conference Galt House Louisville 140 N Fourth StDate(s) of Trip: 4/14/2025 & 4/15/2025 Time of Departure: 9:00 am Time of Return: 11:00 pmApproximate Mileage (one way): 21 *Approximate Number of Students: 6Number of Chaperones/Adults: 1TOTAL TRANSPORTED: 7 *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): District Vehicle

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) \$ 0Admissions \$ 0Other \$ 0Total Charges \$ 0Number of Instructional Days Lost: 2

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

FBLA State Conference. 6 students won their competitive event categories at the Region 3 Conference and are advancing to State Competition. Presentation Events and Testing Events are related to real world business applications against other High School students in Region 3.Requested by: Emily SpendloveESpendloveDate: 03/12/2025

APPROVAL/DISAPPROVAL

Approved/Disapproved: Matt Watson, PrincipalDate: 3-13-25Approved/Disapproved: M. Jones, Level DirectorDate: 3/13/25Approved/Disapproved: [Signature], 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 PROCEDURE**

FIELD TRIP BUS REQUEST FORM

09.36 AP.212

OVERNIGHT ☒EXTENDED DAY ☐

(Same day but extends beyond the school day)

DAY TRIP ONLY ☐School: OCHSEmployee(s) In Charge: Michael HatlenGroup: Bass FishingDestination: Lake CumberlandDate(s) of Trip: May 8-10Time of Departure: 0600amTime of Return: 0600pmApproximate Mileage (one way): 150 *Approximate Number of Students: 20Number of Chaperones/Adults: 2TOTAL TRANSPORTED: 22 *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): parents

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) \$ _____

Admissions \$ _____

Other \$ _____

Total Charges \$ _____

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?

KHSAA Bass Fishing State Championship - will only be the state qualifiers from regionRequested by: Paul HolienDate: 03/11/2025**APPROVAL/DISAPPROVAL**Approved/Disapproved: Michael Hatlen, Principal Date: 3/13/25Approved/Disapproved: Myra, Level Director Date: 3/17/25

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 PROCEDURE**

FIELD TRIP BUS REQUEST FORM

09.36 AP.212

OVERNIGHT ☒EXTENDED DAY ☐

(Same day but extends beyond the school day)

DAY TRIP ONLY ☐School: NOMSEmployee(s) In Charge: Max ValentineGroup: GATESDestination: New YorkDate(s) of Trip: 05/06/2025 - 5/8/25Time of Departure: TBDTime of Return: TBD

Approximate Mileage (one way): _____ *

Approximate Number of Students: 3Number of Chaperones/Adults: 3TOTAL TRANSPORTED: 6 *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): Airplane

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) \$ 0.00Admissions \$ 0.00Other \$ 0.00Total Charges \$ 0.00Number of Instructional Days Lost: 3

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

Students will have the opportunity to be recognized for their national level award as outstanding performance winners for the HamiltonEDU competition. They will also have a musical theatre experience and enhance their love and passion for the arts to extend on their creativity.

Requested by: Maximilian ValentineDate: 03/14/2025**APPROVAL/DISAPPROVAL**Approved/Disapproved: [Signature], Principal Date: 3/14/25Approved/Disapproved: [Signature], Level Director Date: 3/17/25

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)