

Henderson County Schools Transportation Department

5675 Airline Road

Henderson, Ky 42420

Phone: (270) 831-5120

Fax: (270) 831-5122

Mailing Address:

ATTN: Transportation

1805 Second St.

Henderson, Ky 42420



Overnight and Out of District School Bus Trip Guidelines

During overnight school bus trips and out of district bus trips, all adults have to understand the seriousness of their responsibilities and the legal liabilities in supervision. The adults must have knowledge of where students are at all times and must be in close proximity to the students.

- All KHSAA guidelines and board policies should be adhered to.
- All sponsors and head coaches should ride on the bus with the team/students.
- Student:Adult ratios should be followed: Elementary 10:1 Secondary 15:1
- Sponsors and coaches shall be trained annually to administer medication

Checklist:

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

___ Date of Departure: 04/25/25 Time of Departure: 8AM

___ Date of Return: 04/27/25 Expected Time of Return: 7PM

___ Adequate Supervision (meets ratio criteria)

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

Kaitlin Green

Leigh Conyers

___ Obtain parent/guardian permission forms

****Athletic teams/clubs do not need to get a separate permission form for every trip. One at the beginning of the season/year from each student is sufficient****

___ Notify school cafeteria manager of any lunch needs

___ Follow all Transportation Department guidelines for bus trips

****All requests must be in the trip system at least five days prior to the date of departure****

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

****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: _____

Kaitlin Green
Signature of Person submitting form

Autumn Thomas 4/16/25
Signature of Principal/Designee

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

Willett, Debbie - HCH, School Secretary II

From: Green, Kaitlin - HCH, Upward Bound Coordinator
Sent: Tuesday, April 15, 2025 6:30 AM
To: Willett, Debbie - HCH, School Secretary II
Subject: Overnight and Out of District Request
Attachments: Overnight_and_Out_of_District_School_Bus_Trip_Guidelines (1).pdf; Riders List - Atlanta, GA - 2025.docx; Atlanta Itinerary SAEOPP Competitions.docx

Good morning!

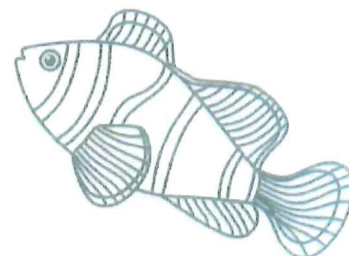
Two Upward Bound students will be participating in the Scholars Bowl competition in Atlanta, Georgia, since they won the state competition. This will be April 25-27th. We will be leaving HCHS at 8 am on Friday, April 25th. They will be missing the full day of instruction.

I have attached the overnight and out-of-district request form, the student list, and the itinerary.

Kaitlin Green
Upward Bound Coordinator
Email: kaitlin.green@henderson.kyschools.us
Phone: (270) 831-8800, ext. 21051



Atlanta Itinerary



4/25/25

Arrival	Departure	Place	Phone Number
8:00	8:10	Pick Up Students	
11:00	12:00	Eating Lunch In Murfreesboro TBD	
5:00	9:00	Scholars Bowl	3391 Peachtree Rd NE, Atlanta, GA 30326
		Dinner TBD	
9:30		Hotel at Westin Buckhead	3391 Peachtree Rd NE, Atlanta, GA 30326
10:00		Room Checks	3391 Peachtree Rd NE, Atlanta, GA 30326

4/26/25

Arrival	Departure	Place	Address	Phone Number
6:00	7:30	Breakfast at hotel	3391 Peachtree Rd NE, Atlanta, GA 30326	
8:00	3:30	Scholars Bowl at the hotel	3391 Peachtree Rd NE, Atlanta, GA 30326	
4:00	5:30	Coca Cola Museum	121 Baker St NW, Atlanta, GA 30313	(404) 676-5151
6:30	8:00	Medieval Times	5900 Sugarloaf Pkwy, Lawrenceville, GA 30043	(770) 225-0230
8:30	9:30	BreakOut Games	3867 Roswell Rd NE, Atlanta, GA 30342	(404) 800-9207
10:00		Return to Hotel and Room Checks	3391 Peachtree Rd NE, Atlanta, GA 30326	

4/27/25

Arrival	Departure	Place	Address	Phone Number
6:00	8:00	Breakfast at Hotel	3391 Peachtree Rd NE, Atlanta, GA 30326	
10:00	12:00	Georgia Aquarium	225 Baker St NW, Atlanta, GA 30313	(404) 581-4000
12:30	1:30	Lunch TBD		
5:00	6:00	Dinner In Nashville TBD		
8:00		Return to Murray		



March 24, 2025

To Whom It May Concern:

It is time again for the International Leadership Conference for HOSA: Future Health Professionals, The conference will be held in Nashville, TN at the Gaylord Hotel. The students will be leaving on Wednesday, June 18 at 8:00 AM and returning on Sunday, June 22, around 12 pm.

Overnight accommodations have been made at the Gaylord Hotel for Thursday thru Sunday. All events will be held at the Gaylord Hotel. A tentative itinerary is included with this letter.

This conference is for HOSA members only. There are 7 students interested in attending, along with myself and Mrs. Nunn..

Thank you for considering our overnight school trip. The HOSA students at HCHS pride themselves on participating in the HOSA International Leadership Conference every year.

Sincerely,



Amy Legate

Health Sciences Instructor and HOSA Advisor
Henderson County High School



Amanda Lacer
Principal, CTE Department
Henderson County High School

Henderson County Schools Transportation Department

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- All sponsors and head coaches should ride on the bus with the team/students.
- Student:Adult ratios should be followed: Elementary 10:1 Secondary 15:1
- Sponsors and coaches shall be trained annually to administer medication

Checklist:

✓ Sponsor/Coach Name: Cynthia Nunn / Amy Legate Cell Number: 270 577 7010

✓ Date of Departure: Wed 6/18/25 Time of Departure: 8am

✓ Date of Return: Sunday 6/22/25 Expected Time of Return: 10-11am

✓ Adequate Supervision (meets ratio criteria) Cynthia Nunn, Amy Legate
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

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: _____

Cynthia Nunn / Amy Legate
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.

Hosa International Leadership Conference Itinerary (Tentative)

Wednesday, June 18, 2025

- 8:00 am: Depart from HCHS.
- 11:00 am: Arrive at the Gaylord Hotel in Nashville, Tn --check into room and receive room assignments.
- 8:00 am - 1:00 pm: Advisors register students and receive materials (name badges, t-shirts, agenda, etc....).
- 1:30-2:30 pm: Advisor Orientation
- 5:00 - 6:30 pm: Opening Session
- 12:30 am: Curfew—students in their rooms

Thursday, June 19, 2025

- Hosa Competitive Events as scheduled by Hosa
- 8:00 am - 11:00 am: HOSA U 101: Members
- 9:00 am - 5:00 pm: Hosa Expo (visit various exhibits and vendors)
- 10:00 pm - 12:00 am: Class of 2025 Alumni Party (for graduating high school seniors)
- 12:30 am: Curfew

Friday, June 20, 2025

- Hosa Competitive Events as scheduled by Hosa
- 9:00 am - 5:00 pm: Hosa Expo (visit various exhibits and vendors)
- 12:00 am curfew

Saturday, June 21, 2025

- 9:00 am - 5:00 pm: Hosa Expo (visit various exhibits and vendors)
- 5:00 pm Awards Session 1
- 8:00 pm Awards Session 2
- 10:00 pm - 12:00 am: Awards Dance
- 1:00 am: Curfew

Sunday, June 22, 2025

- 8:00 am - depart from Nashville, TN
- 11:00 am - arrive back to HCHS

Henderson County Career and Technical Education

05844

Transportation Request for Student Trips

Name of Primary Sponsor:	Cynthia Nunn Amy Legate	CTSO or Program Name:	Health Science HOSA
Emergency Contact Phone #:	270 577 7016	Total # of Students:	7
Name(s) of Additional Chaperones:	Amy Legate		
# of Vehicles:	<u>Bus:</u>	<u>Van/SUV:</u>	2
Vehicle Details:	<u>Handicap Bus?</u> YES NO Do you have a bus driver already? YES NO N/A	<u>Name of SUV Driver(s):</u> Amy Legate Cynthia Nunn	
Destination Address:	2800 Opryland Dr. Nashville TN 37214		

Funding (Circle an Account Source and Circle At Least One Bullet Point Below)

Teacher/Program LOVF	CTSO or Program Activity Account	CTE Office LOVF	Other/Multiple Accounts (Explain Below)
- Non-Competing CTSO Meeting/Conference - Community Service Activities - Classroom Trips - Non-Required Student Leadership Training - CTSO Recreational Event	- Regional Competition - State Competition - National Contest for Students Placing in Top 3 at State - State/Regional Officer Travel		

	Departure (CST):	Return (CST):
Time:	8:00 AM/PM	10-11 am AM/PM
Date:	Wed 6/18/25	Sunday 6/22/25

Office Use Only
ORG:
PROJ:
Trip ID#:

Amanda Racer

CTE Principal Signature

3/26/25

Date

CN NUNN

Primary Sponsor Signature

Date



Outlook

HOSA state winners

From Legate, Amy - HCH, Health Science <amy.legate@henderson.kyschools.us>

Date Sat 3/22/2025 11:51 AM

To Lacer, Amanda - HCH, Assistant Principal-CTE Unit <amanda.lacer@henderson.kyschools.us>

1st place community Awareness team

Kaycee Butler

Taylor Dunn

Marley Collins

Lila Hall

1st place Job Seeking Skills

Jacy Hargiss

2nd place creative problem solving

Annabelle Wilson

Hailee Fruit

3rd place Occupational Therapy

Abigail Beckner

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