



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** **DAY TRIP ONLY**
(Same day but extends beyond the school day)

School South Oldham High School

Employee(s) In Charge Steve Simpson Group Boys Basketball

Destination Sayre High School

Date(s) of Trip 12-20, 12-21 and 12-22 Time of Departure 11 am

Time of Return TBA Approximate Mileage (one way)* 70

Approximate Number of Students 15

Number of Chaperones/Adults 3

TOTAL TRANSPORTED 18

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 8005.02-F accompanying this form

Trip Required or Optional Optional If optional, indicate student charges:
Transportation (mileage, driver) \$ _____
Admissions \$ _____
Other \$ _____
Total \$ _____

Number of Instructional Days Lost 0 *All tolls are the responsibility of the school or group requesting the trip.

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

Requested by Steve Simpson Date 8-19-25
Approved/Disapproved [Signature], Principal Date: 8-19-25
Approved/Disapproved [Signature], Level Director Date: 8/19/25
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: June 19, 1998 Revised: March 25, 2004 Revised: June 28, 2007 Revised: July 17, 2015
Revised: February 1, 1985 Revised: June 9, 1999 Revised: March 22, 2005 Revised: March 11, 2008 Revised: January 6, 2017
Revised: September, 1991 Revised: November 23, 1999 Revised: July 27, 2005 Revised: July 16, 2008 Revised: January 18, 2019
Revised: April 29, 1996 Revised: April 2, 2001 Revised: August 10, 2006 Revised: February 4, 2014

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: North Oldham Middle School

Employee(s) In Charge: Hayden Buerster & Jonathan Perri Group: KYA

Destination: Crowne Plaza 830 Phillips Ln Louisville, KY

Date(s) of Trip: 12/3/25-12/5/25 Time of Departure: 8am Time of Return: 4pm

Approximate Mileage (one way): 18 *

Approximate Number of Students: 55

Number of Chaperones/Adults: 3

TOTAL TRANSPORTED: 58 *

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 Dropoff/Pickup

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)	\$0.00
Admissions	\$15,275.00
Other	\$1575.00
Total Charges	\$16850.00

306

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?

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: Hayden Buerster Date: 08/15/2025

APPROVAL/DISAPPROVAL

Approved/Disapproved: Allison Steiner, Principal Date: 8/21/25

Approved/Disapproved: JMD, Level Director Date: 8/21/25

Approved/Disapproved: _____, Superintendent Date: _____

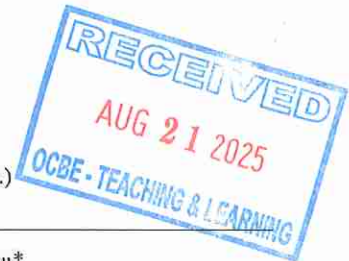
*Field trips in excess of a 60-mile radius of the Board office require the approval of the Superintendent.

*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

OVERNIGHT

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

DAY TRIP ONLY

School: Oldham Co HS

Employee(s) In Charge: Michael Hatlen Group: Bass Fishing

Destination: Ky Lake

Date(s) of Trip: 5/7/26 - 5/9/26 Time of Departure: 3:30pm Time of Return: 6pm

Approximate Mileage (one way): 292 *

Approximate Number of Students: 60

Number of Chaperones/Adults: 2

TOTAL TRANSPORTED: 62 *

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 will drive

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?

Bass Fishing Tournament - KHSAA State

Requested by: Paul Holien Date: 08/14/2025

APPROVAL/DISAPPROVAL

Approved/Disapproved: Natalie Brown, Principal Date: 8/18/25

Approved/Disapproved: [Signature], Level Director Date: 8/22/25

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.*

*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

OVERNIGHT EXTENDED DAY DAY TRIP ONLY
(Same day but extends beyond the school day)

School: Oldham Co HS

Employee(s) In Charge: Michael Hatlen Group: Bass Fishing

Destination: Lake Cumberland

Date(s) of Trip: 7/24/24 - 7/25/24 Time of Departure: 330pm Time of Return: 6pm

Approximate Mileage (one way): 145 *

Approximate Number of Students: 60

Number of Chaperones/Adults: 2

TOTAL TRANSPORTED: 62 *

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 will drive

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?
Bass Fishing Tournament - KHSAA Region

Requested by: Paul Holien Date: 08/14/2025

APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature], Principal Date: 8/18/25
Approved/Disapproved: [Signature], Level Director Date: 8/22/25
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

OVERNIGHT

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

DAY TRIP ONLY

School: Arvin Education Center

Employee(s) In Charge: Tonya Burns, Rachael Moore Group: HOSA Executive Council

Destination: KDE, Executive Council Work Weekend & SLD at KY Capitol

Date(s) of Trip: Feb 6 - Feb 10 Time of Departure: 5:00pm Time of Return: 7:00pm

Approximate Mileage (one way): 59.8 MI *

Approximate Number of Students: 1

Number of Chaperones/Adults: 1

TOTAL TRANSPORTED: 2 *

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): Tonya Burns

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: 2

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

HOSA council will meet to finalize the state conference plans for March as well as attend a leadership retreat that culminates with meetings with KY Congress members at the capitol.

Requested by: Tonya Moore Date: 8-19-25

APPROVAL/DISAPPROVAL

Approved/Disapproved: Matt Watson, Principal Date: 8/20/25

Approved/Disapproved: [Signature], Level Director Date: 8/22/25

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

OVERNIGHT

EXTENDED DAY

DAY TRIP ONLY

(Same day but extends beyond the school day)

School: South Oldham High School

Employee(s) In Charge: Maddie McCutcheon Group: Marine Biology

Destination: Seacamp, Big Pine Key, FL

Date(s) of Trip: 3/29-4/3 Time of Departure: 6:00 AM Time of Return: 12:00 PM

Approximate Mileage (one way): ~1,300 miles *

Approximate Number of Students: 24

Number of Chaperones/Adults: 4

TOTAL TRANSPORTED: 28 *

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): Southwest Airlines and Charter Up Charter Service

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)	<u>\$650</u>
Admissions	<u>\$797</u>
Other	<u>\$200</u>
Total Charges	<u>\$~1650</u>

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?

The trip is focused on informal marine science education. Students will have the opportunity to participate in hands-on activities in an actual marine environment. Activities would include live jellyfish labs, dissections, mangrove exploration, coral studies, snorkeling, boat trips, and other group activities.

Requested by: Maddie McCutcheon Date: 08/15/2025

APPROVAL/DISAPPROVAL

Approved/Disapproved: Melissa Wooten Principal Date: 8-19-25

Approved/Disapproved: M. James Level Director Date: 8/20/25

Approved/Disapproved: _____, Superintendent Date: _____

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RELATED PROCEDURES:

09.36 (all procedures)

OCBE MTG
SEP 22 2025



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: 8/23 - 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.

Umelusia 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~~ 3/23-3/28 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.

Muscia 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

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 HS

Employee(s) In Charge: Amanda Buchholz Group: Marching Band

Destination: Warren East HS & WKU Stadium of Champions (Hotel in Cave City)

Date(s) of Trip: October 25th-October 26th Time of Departure: 6am Time of Return: 1pm (Sunday)

Approximate Mileage (one way): 123 *

Approximate Number of Students: 40

Number of Chaperones/Adults: 4

TOTAL TRANSPORTED: 44 *

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: Required

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?

3A State Marching Band Semifinals and Finals Competition

We'll perform at Warren East, then either proceed to WKU to perform again OR go to WKU to watch bands. We'll stay over night in Cave City.

Requested by: Amanda Buchholz Date: 08/28/2025

APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature], Principal Date: 8/28/25

Approved/Disapproved: [Signature], Level Director Date: 8/29/25

Approved/Disapproved: _____, Superintendent Date: _____

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



Oldham County Schools
EVENT SPECIFIC EMERGENCY ACTION PLAN (EAP)
FOR
SCHOOL SANCTIONED NONATHLETIC EVENT HELD OFF-CAMPUS

Destination/Venue Warren East HS
Venue/Address 6867 Louisville Rd, Bowling Green, KY 42101
Person or email contacted at venue to discuss EAP Jonathan Cline
Position/Title of person contacted Band Director/Contest Host
Date (s) of contact 8/27/26
Is there an Automatic External Defibrillator (AED) on site? X yes ___ no
If yes, where is it located? Auxiliary gym (changing space), auditorium, cafeteria
Does the venue have an emergency response team (ERT)? X yes ___ no
Process to request AED and/or ERT if needed at the scene on site SRO, contact ambulance

Will a portable AED be taken from school on this trip? ___ yes X no If yes, who will be responsible for oversight and location of AED? _____

Is any other assigned emergency equipment available on field trip? ___ yes X no
If so, list location of equipment _____

The school personnel or volunteer attending in an official capacity who is in charge of the student is responsible for the main components of the EAP.

The main components of this Cardiac Emergency Action Plan that need to be communicated include:

- Location of AEDs;
- If possible, how to gain access;
- Steps that must be taken quickly to initiate the chain of survival;
 - Recognition of a sudden cardiac arrest event (assume cardiac arrest in anyone who is collapsed and unresponsive and not breathing);
 - Call 911 using cell phone or other means of communication;
 - Begin Hands-Only CPR (push hard and fast in center of chest about 100 times/minute);
 - Retrieve and use the nearest AED;
 - Continuing supporting the victim until the local EMS arrives and takes over care; and
 - Direct EMS to the scene.

Field Trip Bus Request Form

OVERNIGHT

EXTENDED DAY

DAY TRIP ONLY

(Same day but extends beyond the school day)

School: Oldham County Middle

Employee(s) in Charge: Stephanie Warren Group: Cheer

Destination: Bowling Green H.S. - Kapos State competition, Bowling Green Ky

Date(s) of Trip: 12/19-12/20 Time of Departure: 5:00pm Time of Return: 10pm

Approximate Mileage (one way): 111

Approximate Number of Students: 30

Number of Chaperones/Adults: 4

TOTAL TRANSPORTED: 40

{44 Person Maximum for HS/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 or charter bus (private pd by team acct)

Common Carriers must be Board approved and should have the accompanying 09.36 AP.2 with 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)	\$	<u>0</u>
Admissions	\$	<u>paid by region</u>
Other	\$	<u> </u>
Total Charges	\$	<u>0</u>



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? Kapos State cheer championship

Requested by: Stephanie Warren Date: 8/28/25

APPROVAL/DISAPPROVAL

Approved/Disapproved:	<u>[Signature]</u>	, Principal	Date:	<u>8/28/25</u>
Approved/Disapproved:	<u>[Signature]</u>	, Level Director	Date:	<u>8/29/25</u>
Approved/Disapproved:	<u> </u>	, Superintendent	Date:	<u> </u>

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ALL Overnight Field Trips and trips using Common Carriers must be approved by the 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**

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, Hunter Cardwell & Meredith Group: Student Y

Destination: Crowne Plaza, 830 Phillips Lane Louisville KY 40209

Date(s) of Trip: Nov 23rd-Nov 25th Time of Departure: 3 pm Time of Return: 11 am

Approximate Mileage (one way): 20 miles *

Approximate Number of Students: 65

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 Drivers

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: NA

If optional, indicate student charges:

Transportation (mileage, driver)	\$	<u>0</u>
Admissions	\$	<u>290</u>
Other	\$	<u> </u>
Total Charges	\$	<u>290</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 C Handley Date: 08/29/2025

APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature], Principal Date: 9/3/25

Approved/Disapproved: [Signature], Level Director Date: 9/3/25

Approved/Disapproved: _____, Superintendent Date: _____

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Oldham County Schools
EVENT SPECIFIC EMERGENCY ACTION PLAN (EAP)
FOR
SCHOOL SANCTIONED NONATHLETIC EVENT HELD OFF-CAMPUS

Destination/Venue Crowne Plaza

Venue/Address 830 Phillips Lane Louisville KY 40209_

Person or email contacted at venue to discuss EAP Rianna Ayala

Position/Title of person contacted Senior Program Director

Date (s) of contact 8/28/25

Is there an Automatic External Defibrillator (AED) on site? yes no

If yes, where is it located? AED Locations:

- West entrance hallway between registration desks and Exhibit Hall Main hotel lobby
- Security desk
- Big Al's Restaurant

Does the venue have an emergency response team (ERT)? yes no

Process to request AED and/or ERT if needed at the scene

In the event of a medical emergency:

- Y-Staff are all CPR, First Aid, & AED certified.
- Hotel Security is trained to respond to any emergency situation.
- Proper emergency services will be called as needed.
- Advisors and parents will be alerted immediately.

Will a portable AED be taken from school on this trip? yes no If yes, who will be responsible for oversight and location of AED? _____

Is any other assigned emergency equipment available on field trip? yes no

If so, list location of equipment First aide located at Y desk and hotel lobby

The school personnel or volunteer attending in an official capacity who is in charge of the student is responsible for the main components of the EAP.

The main components of this Cardiac Emergency Action Plan that need to be communicated include:

- Location of AEDs;
- If possible, how to gain access;
- Steps that must be taken quickly to initiate the chain of survival;

STUDENTS

09.36 AP.21

Field Trip Bus Request Form

OVERNIGHT

EXTENDED DAY

DAY TRIP ONLY

(Same day but extends beyond the school day)

School: OCMS

Employee(s) in Charge: Tony Wise Group: 8th Grade Band

Destination: Cleveland, OH

Date(s) of Trip: 6/25/2026 and 6/26/2026

Time of Departure: 12:00 pm

Time of Return: 10:30 pm

Approximate Mileage (one way): 330

Approximate Number of Students: 45

Number of Chaperones/Adults: 10

TOTAL TRANSPORTED: 55

**{44 Person Maximum for HS/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): Gold Shield Transportation

Common Carriers must be Board approved and should have the accompanying 09.36 AP.2 with 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)	\$65.00
Admissions	\$245.00
Other	\$0.00
Total Charges	\$300.00

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? Taking students to ASBDA National Convention

Requested by: Tony Wise Date: 8/26/2025

APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature], Principal Date: 9/2/25

Approved/Disapproved: [Signature], Level Director Date: 9/5/25

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)

Review/Revised:5/20/2024



Oldham County Schools

EVENT SPECIFIC EMERGENCY ACTION PLAN (EAP)

FOR

SCHOOL SANCTIONED NONATHLETIC EVENT HELD OFF-CAMPUS

Destination/Venue The Westin Cleveland Ohio
Venue/Address 777 St. Clair Ave Cleveland, OH 44114
Person or email contacted at venue to discuss EAP Katrina Ardon
Position/Title of person contacted Senior Group Sales Manager
Date (s) of contact 9/2/2025
Is there an Automatic External Defibrillator (AED) on site? yes ___ no
If yes, where is it located? Front Desk
Does the venue have an emergency response team (ERT)? yes ___ no
Process to request AED and/or ERT if needed at the scene Alert the Front Desk

Will a portable AED be taken from school on this trip? yes ___ no If yes, who will be responsible for oversight and location of AED? _____

Is any other assigned emergency equipment available on field trip? ___ yes no

If so, list location of equipment _____

The school personnel or volunteer attending in an official capacity who is in charge of the student is responsible for the main components of the EAP.

The main components of this Cardiac Emergency Action Plan that need to be communicated include:

- Location of AEDs;
- If possible, how to gain access;
- Steps that must be taken quickly to initiate the chain of survival;
 - Recognition of a sudden cardiac arrest event (assume cardiac arrest in anyone who is collapsed and unresponsive and not breathing);
 - Call 911 using cell phone or other means of communication;
 - Begin Hands-Only CPR (push hard and fast in center of chest about 100 times/minute);
 - Retrieve and use the nearest AED;
 - Continuing supporting the victim until the local EMS arrives and takes over care; and
 - Direct EMS to the scene.

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: OCMS

Date: 8/26/2025

Employee(s) In Charge: Tony Wise

Group: 8th Grade Band

Date of Trip: 6/25/2026 – 6/26/2026

Destination: Cleveland, OH

Main Mode of Travel: Charter Coach

Name of Major Carrier: Gold Shield Transportation

Phone: (859) 255-6388

Address: 765 Miles Point Way, Lexington, KY 40510


Method of transportation to the departure point: Parent Drop-off

Type of transportation upon destination arrival:

Company name: Same as above Phone: _____

Contact person if available: Tony Wise

Why have you selected these transportation methods? Cost effective



Principal

Tony Wise
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

OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE REGULATION – 4055.08 -F

Related to OCBE Policies 4055, 8005, 8005.001-AR, 8005.02-AR, 8005.03-AR

PRINCIPAL FIELD TRIP CERTIFICATION
(overnight field trips or field trips in excess of 60 miles)

Field Trip Sponsor Name: Tony Wise
Date(s) of Trip: 6/25/26-6/26/26 School: OCMS
Field Trip Destination: Cleveland, OH

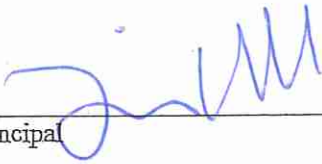
_____ Approved *Field Trip Request*, including educational purpose and transportation arrangements.

_____ Submitted *Field Trip Request* form to Superintendent or Board if required for approval.

_____ Assigned Field Trip Health Coordinator.

_____ Verified with Field Trip Sponsor that:

- Student permission forms have been collected.
- Health Coordinator has completed field trip pre-planning for students with health conditions.
- Sufficient number of chaperones have been secured (at least 1 chaperone per 10 students and OCBE employee per bus).

Principal 

Date _____

****Send this form to the Level Director at least one week prior to departure date. Prior to sending the form, make sure all the appropriate boxes have been checked off and the principal has signed the form.**

Adopted: July, 2008
Revised: March 10, 2011
Revised: February 22, 2012 (Form number only change)
Revised: July 17, 2015

OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE PROCEDURE

FIELD TRIP BUS REQUEST FORM

OVERNIGHT

EXTENDED DAY

DAY TRIP ONLY

(Same day but extends beyond the school day)

School: South Oldham Middle School

Employee(s) In Charge: Chris Morse Group: KYA

Destination: Crowne Plaza Hotel and Frankfort

Date(s) of Trip: November 6 - 8 Time of Departure: Nov 6 Time of Return: Nov 8

Approximate Mileage (one way): 23 - 24 miles *

Approximate Number of Students: 20ish

Number of Chaperones/Adults: 1 or 2

TOTAL TRANSPORTED: N/A *

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 will drive students to the Crowne Plaza Hotel and drc

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 \$ 325.00 per family

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?

KYA is a 3-day conference where our students will become mock legislators, debate bills, and experience how state government works.

Requested by: Chris Morse Date: 08/26/2025

APPROVALS

Approved/Disapproved: [Signature], Principal Date: 8/26/25

Approved/Disapproved: [Signature], Level Director Date: 9/15/25

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)



Emergency Plans for KYA & KUNA

At the Y, our number one priority is ensuring our participants are safe. Below you will find the emergency plans for the Crowne Plaza, the venue used for our KYA and KUNA conferences.

AED Locations:

- o West entrance hallway between registration desks and Exhibit Hall
- o Main hotel lobby
- o Security desk
- o Big Al's Restaurant

In the event of severe weather:

- o If participants are in their sleeping rooms, they will take cover in the bathroom and wait for an alert that it is safe.
- o During programming, all participants will go to Crowne B/C to take cover and wait for the severe weather to pass.

In the event of a fire alarm:

- o KYYMCA participants will exit from the West Entrance, with schools lining up in alphabetical order (by school name).
- o If students cannot exit through the West Entrance, they will go out through the closest exit and walk to the West Entrance to meet their school.
- o Y-Staff will help guide schools and participants to the correct place.
- o Once the lead advisor has confirmed 100% attendance of their delegation, they will inform Y-Staff verbally and via Slack.
- o Once 100% of students have been confirmed and we get confirmation from the hotel it is safe to return inside, participants will resume programming.

In the event of an intruder:

- o The KYYMCA implements "Run, Hide, Fight".
- o Run – participants run away from the danger
- o Hide – participants will find a space to hide, preferably in a place with a door that locks. Lock the door and turn off all lights, be silent.
- o Fight – if participants cannot run or hide, they may try to fight the intruder to best of their ability.

In the event of a medical emergency:

- o Y-Staff are all CPR, First Aid, & AED certified.
- o Hotel Security is trained to respond to any emergency situation
- o Proper emergency services will be called as needed.
- o Advisors and parents will be alerted immediately.

Intruder: run/hide/fight. Get students into a safe place (whichever room you are closest to), close and lock the door (if possible), turn the lights off and instruct everyone to be silent. If the intruder finds you with the students, have the students run and fight the intruder if needed.

CAPITOL BUILDING (MAIN)

Fire Drill: exit to the main entrance, schools will line up alphabetically. Y-Staff will check-in with advisors and let the Director know when schools confirm 100% attendance. We will return to the building once we get the okay from the Cap. staff. Director will message out to everyone.

Severe Weather: go to the basement and/or first floor and stay away from any exterior walls.

Intruder: run/hide/fight. Get students into a safe place (whichever room you are closest to), close and lock the door (if possible), turn the lights off and instruct everyone to be silent. If the intruder finds you with the students, have the students run and fight the intruder if needed.

CAPITOL BUILDING (ANNEX)

Fire Drill: exit to the main entrance (in between main and annex), schools will line up alphabetically. Y-Staff will check-in with advisors and let the Director know when schools confirm 100% attendance. We will return to the building once we get the okay from the Cap. staff. Director will message out to everyone.

Severe Weather: go to the basement and/or first floor and stay away from any exterior walls.

Intruder: run/hide/fight. Get students into a safe place (whichever room you are closest to), close and lock the door (if possible), turn the lights off and instruct everyone to be silent. If the intruder finds you with the students, have the students run and fight the intruder if needed.

KY YMCA YOUTH ASSOCIATION

Field Trip Bus Request Form

OVERNIGHT

EXTENDED DAY

DAY TRIP ONLY

(Same day but extends beyond the school day)

School: OCMS

Employee(s) in Charge: Tony Wise Group: 7th and 8th Grade Band

Destination: EKU Center for the Arts

Date(s) of Trip: 3/6/2025 and 3/7/2026

Time of Departure: 9:00 am

Time of Return: 10:30 pm

Approximate Mileage (one way): 107

Approximate Number of Students: 10

Number of Chaperones/Adults: 2

TOTAL TRANSPORTED: 12

**{44 Person Maximum for HS/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 Transporting or Carpooling

Common Carriers must be Board approved and should have the accompanying 09.36 AP.2 with 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) \$0.00

Admissions \$0.00

Other \$20.00

Total Charges \$20.00

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? Taking students to KMEA All State Band Event

Requested by: Tony Wise Date: 8/26/2025

APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature], Principal Date: 9/2/25

Approved/Disapproved: [Signature], Level Director Date: 9/5/25

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 Board and Superintendent.*

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

RELATED PROCEDURES:

09.36 (all procedures)

Review/Revised:5/20/2024

Oldham County Schools
EVENT SPECIFIC EMERGENCY ACTION PLAN (EAP)

FOR

SCHOOL SANCTIONED NONATHLETIC EVENT HELD OFF-CAMPUS

Destination/Venue Elk Center for the Arts

Venue/Address 822 Hill Dr Richmond, KY 40475

Person or email contacted at venue to discuss EAP Marissa Fischer

Position/Title of person contacted Box Office Attendant

Date (s) of contact 9/2/25

Is there an Automatic External Defibrillator (AED) on site? yes ___ no

If yes, where is it located? Central Lobby

Does the venue have an emergency response team (ERT)? yes ___ no

Process to request AED and/or ERT if needed at the scene Staff member in lobby

Will a portable AED be taken from school on this trip? yes ___ no If yes, who will be responsible for oversight and location of AED? Tony Wise

Is any other assigned emergency equipment available on field trip? ___ yes no

If so, list location of equipment _____

The school personnel or volunteer attending in an official capacity who is in charge of the student is responsible for the main components of the EAP.

The main components of this Cardiac Emergency Action Plan that need to be communicated include:

- Location of AEDs;
- If possible, how to gain access;
- Steps that must be taken quickly to initiate the chain of survival;
 - Recognition of a sudden cardiac arrest event (assume cardiac arrest in anyone who is collapsed and unresponsive and not breathing);
 - Call 911 using cell phone or other means of communication;
 - Begin Hands-Only CPR (push hard and fast in center of chest about 100 times/minute);
 - Retrieve and use the nearest AED;
 - Continuing supporting the victim until the local EMS arrives and takes over care; and
 - Direct EMS to the scene.

OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE REGULATION – 4055.08 -F

Related to OCBE Policies 4055, 8005, 8005.001-AR, 8005.02-AR, 8005.03-AR

PRINCIPAL FIELD TRIP CERTIFICATION
(overnight field trips or field trips in excess of 60 miles)

Field Trip Sponsor Name: Tony Wise
Date(s) of Trip: 3/16/2026 + 3/17/2026 School: OCMS
Field Trip Destination: Eastern Kentucky University

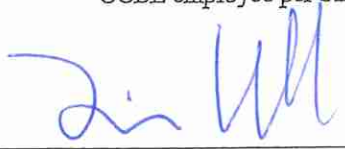
_____ Approved *Field Trip Request*, including educational purpose and transportation arrangements.

_____ Submitted *Field Trip Request* form to Superintendent or Board if required for approval.

_____ Assigned Field Trip Health Coordinator.

_____ Verified with Field Trip Sponsor that:

- Student permission forms have been collected.
- Health Coordinator has completed field trip pre-planning for students with health conditions.
- Sufficient number of chaperones have been secured (at least 1 chaperone per 10 students and OCBE employee per bus).


Principal

9/2/23
Date

**Send this form to the Level Director at least one week prior to departure date. Prior to sending the form, make sure all the appropriate boxes have been checked off and the principal has signed the form.

Adopted: July, 2008
Revised: March 10, 2011
Revised: February 22, 2012 (Form number only change)
Revised: July 17, 2015

STUDENTS

09.36 AP.212

OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE PROCEDURE

FIELD TRIP BUS REQUEST FORM

09.36 AP.212

OVERNIGHT

EXTENDED DAY

DAY TRIP ONLY

(Same day but extends beyond the school day)

School: North Oldham Middle School

Employee(s) In Charge: Hayden Buerster & Jonathan Perri Group: KUNA

Destination: Crown Plaza 830 Phillips Ln Louisville, KY

Date(s) of Trip: 3/22/26-3/24/26 Time of Departure: 8am Time of Return: 4pm

Approximate Mileage (one way): 18 *

Approximate Number of Students: 55

Number of Chaperones/Adults: 3

TOTAL TRANSPORTED: 58 *

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

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)	\$ <u>0</u>
Admissions	\$ <u>15,275</u>
Other	\$ <u>1050</u>
Total Charges	\$ <u>16,325</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 United Nations Assembly (KUNA) is a 3-day, experiential-learning conference in which students participate directly in simulated international diplomacy. KUNA offers students the opportunity to experience the richness of cultures from around the world, develop empathy, and hone their critical thinking skills while engaging with that wide variety of perspectives and global issues.

Requested by: Jonathan Perri Date: 08/15/2025

APPROVAL/DISAPPROVAL

Approved/Disapproved: Alison Steiner, Principal Date: 9/3/25

Approved/Disapproved: Jerry, Level Director Date: 9/15/25

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)



Emergency Plans for KYA & KUNA

At the Y, our number one priority is ensuring our participants are safe. Below you will find the emergency plans for the Crowne Plaza, the venue used for our KYA and KUNA conferences.

AED Locations:

- o West entrance hallway between registration desks and Exhibit Hall
- o Main hotel lobby
- o Security desk
- o Big Al's Restaurant

In the event of severe weather:

- o If participants are in their sleeping rooms, they will take cover in the bathroom and wait for an alert that it is safe.
- o During programming, all participants will go to Crowne B/C to take cover and wait for the severe weather to pass.

In the event of a fire alarm:

- o KYYMCA participants will exit from the West Entrance, with schools lining up in alphabetical order (by school name).
- o If students cannot exit through the West Entrance, they will go out through the closest exit and walk to the West Entrance to meet their school.
 - o Y-Staff will help guide schools and participants to the correct place.
- o Once the lead advisor has confirmed 100% attendance of their delegation, they will inform Y-Staff verbally and via Slack.
 - o Once 100% of students have been confirmed and we get confirmation from the hotel it is safe to return inside, participants will resume programming.

In the event of an intruder:

- o The KYYMCA implements "Run, Hide, Fight".
- o Run – participants run away from the danger
- o Hide – participants will find a space to hide, preferably in a place with a door that locks. Lock the door and turn off all lights, be silent.
- o Fight – if participants cannot run or hide, they may try to fight the intruder to best of their ability.

In the event of a medical emergency:

- o Y-Staff are all CPR, First Aid, & AED certified.
- o Hotel Security is trained to respond to any emergency situation.
- o Proper emergency services will be called as needed.
- o Advisors and parents will be alerted immediately.

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: Oldham County High School

Employee(s) In Charge: Marilyn Croak Tonya Sipes Group: Sister Cities Debate Team

Destination: Chendgu

Date(s) of Trip: November 17-24 Time of Departure: TBD Time of Return: TDB

Approximate Mileage (one way): 7400 *

Approximate Number of Students: 2

Number of Chaperones/Adults: 1

TOTAL TRANSPORTED: 3 *

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): airline and charter buses provided by sister cities

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	\$	sub fees _____
Total Charges	\$	<u>612.50</u>

Number of Instructional Days Lost: 7

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

If students qualify they will be participating in the Sister Cities International Debate Competition in Chendgu China. The travel is fully paid by Sister Cities including meals and cultural activities. Students will not only participate in high level intellectual debates on international issues but have the opportunity to fully immerse themselves in Chinese culture.

Requested by: Marilyn Croak/Tonya Sipes Date: 09/02/2025

APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature], Principal Date: 9/3/25

Approved/Disapproved: [Signature], Level Director Date: 9/8/25

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

OVERNIGHT

EXTENDED DAY

DAY TRIP ONLY

(Same day but extends beyond the school day)

School: Oldham County High School

Employee(s) In Charge: Marilyn Croak Tonya Sipes Group: Sister Cities Debate Team

Destination: Chendgu

Date(s) of Trip: November 17-24 Time of Departure: TBD Time of Return: TDB

Approximate Mileage (one way): 7400 *

Approximate Number of Students: 2

Number of Chaperones/Adults: 1

TOTAL TRANSPORTED: 3 *

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): airline and charter buses provided by sister cities

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 \$ sub fees

Total Charges \$ 612.50

Number of Instructional Days Lost: 7

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

If students qualify they will be participating in the Sister Cities International Debate Competition in Chendgu China. The travel is fully paid by Sister Cities including meals and cultural activities. Students will not only participate in high level intellectual debates on international issues but have the opportunity to fully immerse themselves in Chinese culture.

Requested by: Marilyn Croak/Tonya Sipes Date: 09/02/2025

APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature], Principal Date: 9/3/25

Approved/Disapproved: [Signature], Level Director Date: 9/10/25

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 Schools
EVENT SPECIFIC EMERGENCY ACTION PLAN (EAP)
FOR
SCHOOL SANCTIONED NONATHLETIC EVENT HELD OFF-CAMPUS

Destination/Venue Chengdu, China
Venue/Address planned by Sister Cities - we will get the itinerary of confirmed locations in early Nov. and if our debate team wins.

Person or email contacted at venue to discuss EAP N/A

Position/Title of person contacted N/A

Date (s) of contact _____

Is there an Automatic External Defibrillator (AED) on site? yes no

If yes, where is it located? _____

Does the venue have an emergency response team (ERT)? yes no

Process to request AED and/or ERT if needed at the scene _____

Will a portable AED be taken from school on this trip? yes no If yes, who will be responsible for oversight and location of AED? Marilyn Croak or Tonya Sipes

Is any other assigned emergency equipment available on field trip? yes no

If so, list location of equipment _____

The school personnel or volunteer attending in an official capacity who is in charge of the student is responsible for the main components of the EAP.

The main components of this Cardiac Emergency Action Plan that need to be communicated include:

- Location of AEDs;
- If possible, how to gain access;
- Steps that must be taken quickly to initiate the chain of survival;
 - Recognition of a sudden cardiac arrest event (assume cardiac arrest in anyone who is collapsed and unresponsive and not breathing);
 - Call 911 using cell phone or other means of communication;
 - Begin Hands-Only CPR (push hard and fast in center of chest about 100 times/minute);
 - Retrieve and use the nearest AED;
 - Continuing supporting the victim until the local EMS arrives and takes over care; and
 - Direct EMS to the scene.

OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE REGULATION

APPLICATION FOR USE OF COMMON CARRIER

8005.02F

References: 702 KAR 5:060

Related to: Policy 8005, 4055, 8005AR-8005.04AR; 8005.01F, 8005.06F

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

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)

School: Oldham County High School Date: 09/02/2025

Employee(s) In Charge: Marilyn Croak Group: Sister City Debate Team

Date of Trip: 11/17/25 Destination: Chengdu, China

Main Mode of Travel: major airline carriers and transportation in China provided by Sister Cities

Name of Major Carrier: TBD Phone: _____

Address: _____

Method of transportation to the departure point: Parents take students to the airport

Type of transportation upon destination arrival:

Company name: Provided and booked by Sister Cities Phone: _____

Contact person if available: _____

Why have you selected these transportation methods? Sister Cities is booking and paying for all transportation needs

Principal


Teacher or Sponsor

(Attach a regular Field Trip Request Form (8005.01F) and the Common Carrier Insurance Certificate for Board approval.)

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

DAY TRIP ONLY

(Same day but extends beyond the school day)

School: North Oldham High School

Employee(s) In Charge: Amanda Buchholz/Tyler Smith Group: Band & Choir

Destination: Universal Studios, Orlando, FL

Date(s) of Trip: 1/24/26 Time of Departure: Approx. 6pm Time of Return: 1/25/26 2pmish

Approximate Mileage (one way): 878 *

Approximate Number of Students: 85

Number of Chaperones/Adults: 12

TOTAL TRANSPORTED: 112 *

Number of Buses: 2

*{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 - Estes Buses

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: 2

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

Performance and educational opportunities - the band will march in a parade and the choir will perform on stage. They will both participate in a production workshop where they will record music, sound effects, and voice overs for part of a film.

Requested by: Amanda Buchholz [Signature] Date: 8/26/25

APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature], Principal Date: 8/26/25

Approved/Disapproved: [Signature], Level Director Date: 9/11/25

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 Schools
EVENT SPECIFIC EMERGENCY ACTION PLAN (EAP)
FOR
SCHOOL SANCTIONED NONATHLETIC EVENT HELD OFF-CAMPUS

Destination/Venue Universal Studios, FL

Venue/Address 6000 Universal Blvd, Orlando, FL 32819

Person or email contacted at venue to discuss EAP Their website and park maps, also our travel agent Emily Ward

Position/Title of person contacted Emily is our travel planner with Music Travel

Date (s) of contact Multiple

Is there an Automatic External Defibrillator (AED) on site? yes no

If yes, where is it located? Universal Studios - Canal Street in the New York Area, as well as next to the Lost and Found

Islands of Adventure - at First Aid to the right of the main entrance turnstiles

Epic Universe - adjacent to the Wizarding World of Harry Potter

For immediate assistance, any team member can help.

At the hotel - available in the front lobby _____

Does the venue have an emergency response team (ERT)? yes no

Process to request AED and/or ERT if needed at the scene. At the theme park, speak to any team member. Some can administer, while others can radio for help.

Will a portable AED be taken from school on this trip? yes no If yes, who will be responsible for oversight and location of AED? I am personally happy to take one, just not sure the procedure as far as getting one.

Is any other assigned emergency equipment available on field trip? yes no

If so, list location of equipment I will have school issued epi-pins

The school personnel or volunteer attending in an official capacity who is in charge of the student is responsible for the main components of the EAP.

The main components of this Cardiac Emergency Action Plan that need to be communicated include:

- Location of AEDs;
- If possible, how to gain access;
- Steps that must be taken quickly to initiate the chain of survival;

- Recognition of a sudden cardiac arrest event (assume cardiac arrest in anyone who is collapsed and unresponsive and not breathing);
- Call 911 using cell phone or other means of communication;
- Begin Hands-Only CPR (push hard and fast in center of chest about 100 times/minute);
- Retrieve and use the nearest AED;
- Continuing supporting the victim until the local EMS arrives and takes over care; and
- Direct EMS to the scene.

**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: **North Oldham HS**

Date: **8/26/25**

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: **1/21/26 through 1/25/26**

Destination: **Universal Studios, Orlando FL**

Main Mode of Travel: **Bus, Estes Bus Service Inc**

Name of Major Carrier: **Estes Bus Service Inc**

Phone: **615-261-1900**

Address: **144 Mankin Ln, Woodbury TN 37190**

Method of transportation to the departure point: **individual vehicles**

Type of transportation upon destination arrival: **same bus company (our tour bus will stay with us**

Company name: Phone:

Contact person if available: **Emily Ward, MusicTravel Consultants 317-345-0038**

Why have you selected these transportation methods:

We need a motorcoach that will fit all our equipment underneath, allow overnight travel, and is familiar with the Orlando area. Estes is cost efficient and meets all of our needs.

Principal Teacher or Sponsor

 **8/26/25**

Adopted:

Revised: August 5, 1998

Revised: June 9, 1999

Revised: August 10, 2006

Revised: March 11, 2008

Revised: July 17, 2015



ESTEBU-C02

BGREEN

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
8/25/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Houchens Insurance Group 109 International Drive, Suite 101 Franklin, TN 37067	CONTACT NAME: PHONE (A/C, No, Ext): (615) 261-1900 E-MAIL ADDRESS: policy@higusa.com	FAX (A/C, No): (615) 261-1901
	INSURER(S) AFFORDING COVERAGE	
INSURED Estes Bus Service Inc. 144 Mankin Ln. Woodbury, TN 37190	INSURER A : RLI Insurance Company	
	INSURER B : Technology Insurance Company, Inc.	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

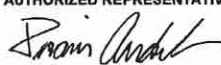
COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Owner's & Contractor GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		X	LGB0016777	8/1/2025	8/1/2026	EACH OCCURRENCE \$ 3,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 3,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 LIMITED ABUSE M \$ 300,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			SFB0013158	8/1/2025	8/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	<input type="checkbox"/> UMBRELLA LIAB OCCUR <input type="checkbox"/> EXCESS LIAB CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	TWC4651582	8/1/2025	8/1/2026	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Mark Fuels is excluded under Workers Compensation.

North Oldham High School is an Additional Insured with respect to the General Liability as required by written contract, except as otherwise provided by the policy.

CERTIFICATE HOLDER North Oldham High School 1815 S. Hwy 1793 Goshen, KY 40026	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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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

DAY TRIP ONLY

(Same day but extends beyond the school day)

School: East Oldham Middle School

Employee(s) In Charge: Kendall Ross Group: KYA Club

Destination: Crowne Plaza (Louisville, KY)

Date(s) of Trip: 12/3/2025-12/5/2025 Time of Departure: 2:00 pm Time of Return: 4:00 pm

Approximate Mileage (one way): 30 *

Approximate Number of Students: 20

Number of Chaperones/Adults: 1

TOTAL TRANSPORTED: 21 *

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 Vehicle (Drop Off & Pick Up)

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
Admissions \$ 315
Other \$ 25

Total Charges \$ 340

Number of Instructional Days Lost: 2.25

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

KYA is an educational opportunity in which students serve as part of a model state government. There is an 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: Kendall Ross Date: 08/26/2025

APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature], Principal Date: 8-26-25

Approved/Disapproved: _____, Level Director Date: _____

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

No bus needed



Oldham County Schools
EVENT SPECIFIC EMERGENCY ACTION PLAN (EAP)
FOR
SCHOOL SANCTIONED NONATHLETIC EVENT HELD OFF-CAMPUS

Destination/Venue Crowne Plaza

Venue/Address 830 Phillips Ln Louisville, KY 40209

Person or email contacted at venue to discuss EAP Shannon Umag lvmag

Position/Title of person contacted Front desk supervisor

Date (s) of contact August 28th, 2025

Is there an Automatic External Defibrillator (AED) on site? yes no

If yes, where is it located? Front Lobby by stairs

Does the venue have an emergency response team (ERT)? yes no

Process to request AED and/or ERT if needed at the scene _____

Contact front desk, who will contact security

Will a portable AED be taken from school on this trip? yes no If yes, who will be responsible for oversight and location of AED? _____

Is any other assigned emergency equipment available on field trip? yes no

If so, list location of equipment _____

The school personnel or volunteer attending in an official capacity who is in charge of the student is responsible for the main components of the EAP.

The main components of this Cardiac Emergency Action Plan that need to be communicated include:

- Location of AEDs;
- If possible, how to gain access;
- Steps that must be taken quickly to initiate the chain of survival;
 - Recognition of a sudden cardiac arrest event (assume cardiac arrest in anyone who is collapsed and unresponsive and not breathing);
 - Call 911 using cell phone or other means of communication;
 - Begin Hands-Only CPR (push hard and fast in center of chest about 100 times/minute);
 - Retrieve and use the nearest AED;
 - Continuing supporting the victim until the local EMS arrives and takes over care; and
 - Direct EMS to the scene.

Field Trip Bus Request Form

OVERNIGHT

EXTENDED DAY

DAY TRIP ONLY

(Same day but extends beyond the school day)

School: OCMS

Employee(s) in Charge: Tony Wise and Emma Harrison Group: 7th and 8th Grade Band/Choir

Destination: Orlando, Florida/Universal Studios

Date(s) of Trip: 2/12/2026-2/16/2026

Time of Departure: 5:00 am

Time of Return: 10:30 pm

Approximate Mileage (one way): 878

Approximate Number of Students: 175

Number of Chaperones/Adults: 25

TOTAL TRANSPORTED: 200

**{44 Person Maximum for HS/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): Gold Shield Charter Coach Company

Common Carriers must be Board approved and should have the accompanying 09.36 AP.2 with 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)	\$352.00
Admissions	\$1,073.00
Other	\$0.00
Total Charges	\$1,425.00

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? Taking students to perform in Universal Studios, Florida

Requested by: Tony Wise Date: 8/26/2025

APPROVAL/DISAPPROVAL

Approved/Disapproved: _____, Principal Date: 9/2/25

Approved/Disapproved: J. Paulson, Level Director Date: 9/5/25

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 Board and Superintendent.*

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

RELATED PROCEDURES:

09.36 (all procedures)

Review/Revised:5/20/2024



Oldham County Schools

EVENT SPECIFIC EMERGENCY ACTION PLAN (EAP)

FOR

SCHOOL SANCTIONED NONATHLETIC EVENT HELD OFF-CAMPUS

Destination/Venue Universal Studios, Florida

Venue/Address 6000 Universal Blvd, Orlando, FL 32819

Person or email contacted at venue to discuss EAP Jessica Gallop

Position/Title of person contacted Security Team Captain

Date (s) of contact 9/2/2025

Is there an Automatic External Defibrillator (AED) on site? yes no

If yes, where is it located? Every building

Does the venue have an emergency response team (ERT)? yes no

Process to request AED and/or ERT if needed at the scene Find anyone with a
n9c149

Will a portable AED be taken from school on this trip? yes no If yes, who will be responsible for oversight and location of AED? Tony Wise

Is any other assigned emergency equipment available on field trip? yes no

If so, list location of equipment _____

The school personnel or volunteer attending in an official capacity who is in charge of the student is responsible for the main components of the EAP.

The main components of this Cardiac Emergency Action Plan that need to be communicated include:

- Location of AEDs;
- If possible, how to gain access;
- Steps that must be taken quickly to initiate the chain of survival;
 - Recognition of a sudden cardiac arrest event (assume cardiac arrest in anyone who is collapsed and unresponsive and not breathing);
 - Call 911 using cell phone or other means of communication;
 - Begin Hands-Only CPR (push hard and fast in center of chest about 100 times/minute);
 - Retrieve and use the nearest AED;
 - Continuing supporting the victim until the local EMS arrives and takes over care; and
 - Direct EMS to the scene.

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: OCMS

Date: 8/26/2025

Employee(s) In Charge: Tony Wise and Emma Harrison Group: 6th/7th/8th Grade Band and Choir

Date of Trip: 2/12/2026 – 2/16/2026

Destination: Universal Studios, Florida

Main Mode of Travel: Charter Coach

Name of Major Carrier: Gold Shield Transportation

Phone: (859) 255-6388

Address: 765 Miles Point Way, Lexington, KY 40510

Method of transportation to the departure point: Parent Drop-off

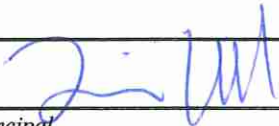
Type of transportation upon destination arrival:

Company name: Same as above

Phone: _____

Contact person if available: Tony Wise

Why have you selected these transportation methods? Cost effective



Principal

Tony Wise
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

OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE REGULATION – 4055.08 -F

Related to OCBE Policies 4055, 8005, 8005.001-AR, 8005.02-AR, 8005.03-AR

PRINCIPAL FIELD TRIP CERTIFICATION
(overnight field trips or field trips in excess of 60 miles)

Field Trip Sponsor Name: Tony Wise

Date(s) of Trip: 2/12/26 - 2/16/26 School: OCMS

Field Trip Destination: Orlando, FL


Approved *Field Trip Request*, including educational purpose and transportation arrangements.

Submitted *Field Trip Request* form to Superintendent or Board if required for approval.

Assigned Field Trip Health Coordinator.

Verified with Field Trip Sponsor that:

- Student permission forms have been collected.
- Health Coordinator has completed field trip pre-planning for students with health conditions.
- Sufficient number of chaperones have been secured (at least 1 chaperone per 10 students and OCBE employee per bus).


Principal

9/2/25
Date

**Send this form to the Level Director at least one week prior to departure date. Prior to sending the form, make sure all the appropriate boxes have been checked off and the principal has signed the form.

Adopted: July, 2008
Revised: March 10, 2011
Revised: February 22, 2012 (Form number only change)
Revised: July 17, 2015

STUDENTS

09.36 AP.21

Field Trip Bus Request Form

OVERNIGHT

EXTENDED DAY

DAY TRIP ONLY

(Same day but extends beyond the school day)

School NOHS, OCHS, SOHS

Employee(s) in Charge: Jaclyn Green Group: GATES- Juniors

Destination: Nashville, TN and Knoxville, TN

Date(s) of Trip: Nov. 12-13, 2025 Time of Departure: 7:00am Time of Return: 4:30pm

Approximate Mileage (one way): 304

Approximate Number of Students: 50

Number of Chaperones/Adults: 5

TOTAL TRANSPORTED: 55

**{44 Person Maximum for HS/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 - Company TBD

Common Carriers must be Board approved and should have the accompanying 09.36 AP.2 with 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) \$ 100

Admissions \$

Other (hotel, meals) \$ 100

Total Charges \$ 200

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? College Blitz is a two-day event designed to expose students to colleges beyond, but close to, our region. These colleges are intentionally varied in style, size, and

focus, intending not to convince you to go to the colleges on tour but rather to help you gain experience in "shopping" for college. The more campuses you experience, the greater

likelihood you will be equipped to find the right fit for you.

Requested by: Ashley Smith

Date: 9/17/25

APPROVAL/DISAPPROVAL

Approved/Disapproved: Jaclyn Green Principal Date: 9/17/25

Approved/Disapproved: M. Anne, Level Director Date: 9/17/25

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 Board and Superintendent.*

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

RELATED PROCEDURES:

09.36 (all procedures)

Review/Revised:5/20/2024