

**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 HSEmployee(s) In Charge: Eric Teysen, Head Coach Group: Boys GolfDestination: Pendleton Hills C.C., Butler, KY, KHSAA Semi State Golf ChampionshipDate(s) of Trip: 9/30 - 10/1/25 Time of Departure: TBD Time of Return: TBDApproximate Mileage (one way): 90 *Approximate Number of Students: 1Number of Chaperones/Adults: 1TOTAL 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): Parent 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: Required

If optional, indicate student charges:

Transportation (mileage, driver) \$ _____

Admissions \$ _____

Other \$ _____

Total 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?

Tyler Duncan qualified for the KHSAA Boys Semi-State Golf TournamentRequested by: Matt Walker, NOHS A.D. Date: 09/24/2025**APPROVAL/DISAPPROVAL**Approved/Disapproved: [Signature], Principal Date: 9/24/25Approved/Disapproved: [Signature], Level Director Date: 9/25/25

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: North Oldham High SchoolEmployee(s) In Charge: Shawn Trent, Head CoachGroup: Girl's GolfDestination: Pendleton Hills C.C., Butler, KY, KHSAA Semi-state Golf TournamentDate(s) of Trip: 9/28 - 9/29/25Time of Departure: TBDTime of Return: TBDApproximate Mileage (one way): 90 *Approximate Number of Students: 2Number of Chaperones/Adults: 2TOTAL TRANSPORTED: 4 *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 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: Required - Post-season play

If optional, indicate student charges:

Transportation (mileage, driver) \$ Admissions \$ Other \$ Total Charges \$ 0Number of Instructional Days Lost: 1

Justification: Why is the trip necessary? What is to be learned? How will the experience be used and evaluated?
2 of our girl's golfers have qualified for the KHSAA Semi-State Round

Requested by: Matt Walker, NOHS A.D.Date: 09/23/2025

APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature], PrincipalDate: 9/23/25Approved/Disapproved: M. Janel, Level DirectorDate: 9/24/25

Approved/Disapproved: _____, Superintendent

Date: _____

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RELATED PROCEDURES:

09.36 (all procedures)

NOHS Field Trip

From Walker, Matthew W <matthew.walker2@oldham.kyschools.us>

Date Tue 9/23/2025 5:19 PM

To Simon, Kristin <kristin.simon@oldham.kyschools.us>; Jacobson, Matthew D <matthew.jacobson@oldham.kyschools.us>

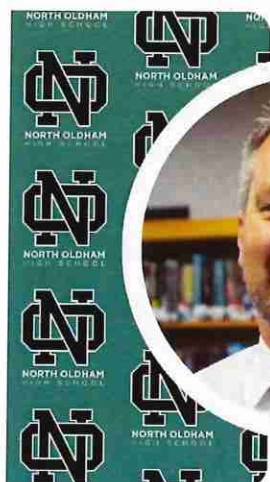
1 attachment (504 KB)

scan_mwalker2_2025-09-23-15-08-34.pdf;

Need to push this thru quickly, if possible, it's an overnight for two of our girl's who advanced yesterday for the KHSAA semi-state golf championship.

I believe we are already approved for them to go to the state tournament in Bowling Green if they get there. Did not realize there was a semi-state round in between.

Thanks!



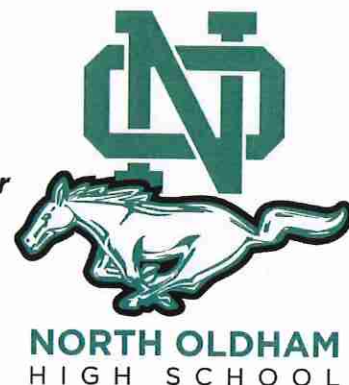
Matt Walker

Associate Principal/Athletic Director

502-228-0158 ext. 308

matthew.walker2@oldham.kyschools.us

1815 S. Hwy 1793, Goshen, KY 40026



From: Walker, Matthew W <matthew.walker2@oldham.kyschools.us>

Sent: Tuesday, September 23, 2025 3:08 PM

To: Walker, Matthew W <matthew.walker2@oldham.kyschools.us>

Subject: Your scan (Scan to My Email)

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: JESSE ALFORD

Group: WRESTLING

Destination: Horse Park 4089 Iron Works Pike, Lexington KY 40511

Date(s) of Trip: 2/26-28/26

Time of Departure: 6:00am

Time of Return: TBD

Approximate Mileage (one way): 75 miles *

Approximate Number of Students: 10

Number of Chaperones/Adults: 4

TOTAL TRANSPORTED: 14 *

Number of Buses: _____

*{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?

Qualifiers Only, Girls on last day with no overnight travel, boys Thursday and Friday overnight required

Requested by: JOE RICHIE

Date: _____

APPROVAL/DISAPPROVAL

Approved/Disapproved: Marcia Woolley, Principal

Date: 9-18-25

Approved/Disapproved: M. Jand, Level Director

Date: 9/24/25

Approved/Disapproved: _____, Superintendent

Date: _____

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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

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: JESSE ALFORD

Group: WRESTLING

Destination: South Walton High School, 45 Greenway Trail, Santa Rosa Beach, FL 32459

Date(s) of Trip: 12/4-7/25

Time of Departure: 11:30 am

Time of Return: 12/7

Approximate Mileage (one way): 636 miles *

Approximate Number of Students: 14

Number of Chaperones/Adults: 4

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): Van Rental

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?

5 States attending, FL Team committed to Dragon Invitational, national level competition, minimum of 7

matches over 2 days of competition.

Requested by: JOE RICHIE

Date: _____

APPROVAL/DISAPPROVAL

Approved/Disapproved: Melvia Woods, Principal

Date: 9-18-25

Approved/Disapproved: M. Jamb, Level Director

Date: 9/24/25

Approved/Disapproved: _____, Superintendent

Date: _____

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**OLDHAM COUNTY BOARD OF EDUCATION
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Related to: Policy 8005, 4055, 8005AR; 8005.001F

OVERNIGHT ☒

EXTENDED DAY ☐

(Same day but extends beyond the school day)

DAY TRIP ONLY ☐

School: Oldham County Middle School

Employee(s) In Charge: Trey Reddington and Lizzie Gorbandt Group: Y-Club

Destination: Crowne Plaza Louisville

Date(s) of Trip: Dec. 3rd-5th, 2025 Time of Departure: ~1-2:00 pm Time of Return: ~12:00 pm

Approximate Mileage (one way): 25 *

Approximate Number of Students: 20

Number of Chaperones/Adults: 2

TOTAL 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): _____

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 \$5,220

Other \$0

Total Charges \$5,220

Number of Instructional Days Lost: 2.5

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

Students will be participating in 3 day mock debate conference put on by the Kentucky YMCA. The students will immerse themselves as a politician for the state of Kentucky and will present and debate bills on their behalf.

Requested by: Trey Reddington Date: 09/16/2025

APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature], Principal Date: 9/17/25

Approved/Disapproved: [Signature], Level Director Date: 9/18/25

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 Hotel / KY YMCA
Venue/Address 830 Phillips Lane
Person or email contacted at venue to discuss EAP Rianna Ayala / Amanda Pilechism
Position/Title of person contacted Senior Program Director / President
Date (s) of contact 9/5/2025
Is there an Automatic External Defibrillator (AED) on site? ☒ yes ☐ no AE
If yes, where is it located? See attached sheet for AED and EAP
Does the venue have an emergency response team (ERT)? ☒ yes ☐ no
Process to request AED and/or ERT if needed at the scene Contact Y-Staff via phone call or Y-desk at conference
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? Trey Reddington and Lizzie Gorbandt
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.

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

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 McCoy & Bryan Jackson Group: SOHS Speech TeamDestination: Calloway County High School; Murray, KYDate(s) of Trip: 01/23/2026-01/24/2026 Time of Departure: 5:00 PM Time of Return: 10:00 PMApproximate Mileage (one way): 250 *Approximate Number of Students: 42Number of Chaperones/Adults: 2TOTAL 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) \$ 0Admissions \$ 0Other \$ 0**Total 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 our eighth speech tournament of the 25-26 school season. The students will leave by bus afterschool on Friday, thus not missing a day of school. We will be staying in a hotel.Requested by: Chase McCoy Date: 09/12/2025**APPROVAL/DISAPPROVAL**Approved/Disapproved: Christina Woods, Principal Date: 9-16-25Approved/Disapproved: my name, Level Director Date: 9/25/25

Approved/Disapproved: _____, Superintendent Date: _____

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RELATED PROCEDURES:

09.36 (all procedures)

OCBE MTG

OCT 13 2025



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

Destination/Venue Calloway County High School
Venue/Address 2108 College Farm Road, Murray, KY 42071
Person or email contacted at venue to discuss EAP Jennifer Dunnaway
Position/Title of person contacted Speech Coach + Social Studies Teacher
Date (s) of contact 9/23/25
Is there an Automatic External Defibrillator (AED) on site? ☒ yes ☐ no
If yes, where is it located? 1) Front Lobby, 2) Youth Service Center
Does the venue have an emergency response team (ERT)? ☐ yes ☒ no
Process to request AED and/or ERT if needed at the scene Alert Mrs. Dunnaway and get closest AED.
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 Firstaid, bleed kit

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

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: OCHS

Employee(s) In Charge: Larisa Sapp, Kelly McAllister Group: Dance Team

Destination: Orlando, FL

Date(s) of Trip: 2/11/26-2/17/26 Time of Departure: 1:30 PM Time of Return: 8:00 PM

Approximate Mileage (one way): 892 *

Approximate Number of Students: 7

Number of Chaperones/Adults: 2

TOTAL TRANSPORTED: 9 *

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): Plane

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) \$ \$250.00

Admissions \$ \$625.00

Other \$

Total Charges \$ \$875.00

Number of Instructional Days Lost: 2.5

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

The dance team will perform on a Nationals stage against teams from across the US. The team will be pushed to compete at the best level of dance. Last year, we received 5th in the nation and hopefully this year we can move up again and bring home a national title. This will also be beneficial to the girls who want to continue dance in college at the collegiate level.

Requested by: Larisa M. Sapp Date: 09/19/2025

APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature], Principal Date: 9/24/25

Approved/Disapproved: [Signature], Level Director Date: 9/29/25

Approved/Disapproved: [Signature], Superintendent Date:

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September 2, 1980

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STUDENTS

09.36 AP.212

**OLDHAM COUNTY BOARD OF EDUCATION
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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: Jeremiah Hubbard, Abby Korfhage, Lindsey Group: CheerleadingDestination: NHS UCA Cheerleading Competitions - Orlando, FLDate(s) of Trip: 1/28/26 - 2/4/26 Time of Departure: 8 pm Time of Return: 8 pmApproximate Mileage (one way): 871.5 *Approximate Number of Students: 22Number of Chaperones/Adults: 3TOTAL TRANSPORTED: 25 *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): Miller Transportation

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

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

Trip Required or Optional: Optional

If optional, indicate student charges:

Transportation (mileage, driver)	\$ 500.00
Admissions	\$ 500.00
Other	\$ 200.00
Total Charges	\$ 1200.00

Number of Instructional Days Lost: 5

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

This is the biggest competition of the season for the girls. They have worked hard throughout the year to qualify for this and want to compete at the highest-level cheerleading has to offer. We finished 4th in the nation last year, which is an amazing award. We want to continue on the pattern of bringin back National placement to our school. We also fundraise for this trip all year long, so the cost per cheerleader is much less when we get to the time of competition.

Requested by: Jeremiah Hubbard Date: 10/01/2025**APPROVAL/DISAPPROVAL**Approved/Disapproved: [Signature] Principal Date: 10-1-25Approved/Disapproved: [Signature] Level Director Date: 10/3/25

Approved/Disapproved: _____, Superintendent Date: _____

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RELATED PROCEDURES:

09.36 (all procedures)

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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: Mike SchreckerGroup: SoftballDestination: Ft. Walton, FloridaDate(s) of Trip: 4/5/26-4/11/26Time of Departure: TBDTime of Return: TBDApproximate Mileage (one way): 550 *Approximate Number of Students: 25Number of Chaperones/Adults: 5TOTAL TRANSPORTED: 30 *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 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?

Spring Break TripRequested by: Joe RichieDate: 10/02/2025**APPROVAL/DISAPPROVAL**Approved/Disapproved: Minnie Woods, PrincipalDate: 10-2-25Approved/Disapproved: [Signature], Level DirectorDate: 10/3/25

Approved/Disapproved: _____, Superintendent

Date: _____

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FIELD TRIP BUS REQUEST FORM

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

OVERNIGHT ☒

EXTENDED DAY ☐

(Same day but extends beyond the school day)

DAY TRIP ONLY ☐

School: Oldham County High School

Employee(s) In Charge: Sarah Coleman

Group: Choir

Destination: Danville, KY (Norton Center for the Arts, Centre College)

Date(s) of Trip: 11/7-8/25

Time of Departure: 7:30 AM (Fri)

Time of Return: 6:00 PM (Sat)

Approximate Mileage (one way): 87 mi. *

Approximate Number of Students: 7

Number of Chaperones/Adults: 7

TOTAL TRANSPORTED: 0 *

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 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 \$65 _____

Other \$~150 _____

Total Charges \$~\$215 _____

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?

Students attending this trip have been selected for the 7-9th grade honor choir hosted by the Kentucky American Choral Directors Association. They have prepared selections to work with a guest conductor and other students from around the state. Students will present a concert on Saturday afternoon.

Requested by: Sarah Coleman

Date: 9/29/25

APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature], Principal

Date: 9/30/25

Approved/Disapproved: [Signature], Level Director

Date: 10/6/25

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

Destination/Venue: Norton Center for the Arts at Centre College

Venue/Address: 600 W Walnut St, Danville, KY 40422

Person or email contacted at venue to discuss EAP: Jessica Durham

Position/Title of person contacted: Patron Sales and Services Manager, Norton Center

Date (s) of contact: 09/12/25

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

If yes, where is it located? There are three-one in the Newlin Hall Foyer near the exterior exit doors, one in the Weisiger Theatre Foyer Box Office, and one in the Back Stage Hallway near the Stage Door.

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

Process to request AED and/or ERT if needed at the scene: Contact Jessica Durham at 859-238-5423 or the Executive Director, Steve Hoffman, at 859-238-5437.

Will a portable AED be taken from school on this trip? ☐ yes ☒ no

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

If so, list location of equipment: Any other equipment needed can be found by contacting a member of the Norton Center staff.

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.

Norton Center for the Arts at Centre College
Emergency Response Quick Guide for Educators

EMERGENCY	911
Department of Public Safety @ Centre College (DPS)	859-236-HELP (4357)
Danville Police Department	859.238.1224
Norton Center Box Office	859.236.4692

Norton Center Emergency Response Team

Executive Director, Steve Hoffman	859.238.5437
Director of Marketing & Development, Jennifer Broadwater	859.238.5421
Technical Director, Michael Lavin	859.238.5435
Patron Services & Sales Manager, Jessica Durham	859.238.5423

AED and First Aid Locations:

- AED: Newlin Hall Foyer on the Grant Hall wall, near the exterior exit doors.
- AED: Weisiger Theatre Foyer Box Office wall, near the coat rack.
- AED: Back Stage Hallway near Stage Door
- First Aid Kit: Newlin Hall Foyer, Box Office
- First Aid Kit: Weisiger Theatre, Box Office
- First Aid Kit: Backstage Scene Shop

To obtain first aid supplies or AED, please find any member of the Norton Center staff.

Please let us know if you need additional information.

In all severe emergencies, it is expected that 911 is called first and then the Department of Public Safety.