

Henderson County Schools Transportation Department

5675 Airline Road
Henderson, KY
Phone: (270) 831-5120
Fax: (270) 831-5122

Mailing Address:
ATTN: Transportation
1805 Second St.
Henderson, KY 42420



Overnight & Out of District School Bus Trip Guidelines

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

- All KHSAA guidelines and board policies should be adhered to.
- All sponsors and head coaches should ride on the bus with the team/students
- Sponsors and coaches shall be trained annually to administer medication.

Checklist:

- ☒ Sponsor/Coach Name: Katie Johnson Cell Number: 224-374-4529
- ☒ Date of Departure: 10/31/25 Time of Departure: 9:00 am
- ☒ Date of Return: 11/1/25 Expected Time of Return: 5:00 pm
- ☒ Adequate Supervision (Meets Ratio Criteria)
Please List Names of Chaperones
- ☒ Obtain Parent/Guardian Permission Forms
Athletic Teams/Clubs Do Not Need to get a Separate Permission Form for Every Trip. One at the Beginning of the Season/Year from each Student is Sufficient
- ☒ Notify School Cafeteria Manager of Any Lunch Needs
- ☒ Follow All Transportation Department Guidelines for Bus Trips
All Request Must be in the Trip System at Least FIVE days prior to the date of departure
- ☒ Understand Any Student's Medication Needs and/or Medical Conditions sent to Nurse 10/29/25
Coaches Must Carry All Player's Physicals on Any Away and Overnight Trips
- ☒ Attach a Trip List of Students to the Principal/Designee and a Rider's List to the Bus Driver
Rider's List Must Contain All Rider's Names and an Emergency Contact Name and Number
- ☒ Attach an Itinerary
- ☐ Other Specific Needs: _____

Katie Johnson
Signature of Person Submitting Form

Chris Thomas
Signature of Principal/Designee

This Form Must be Submitted 10 Days Prior to the Date of the Trip to the Principal/Designee

The mission of Henderson County Schools is to provide extraordinary educational opportunities for every student.
Equal Educational and Employment Institution

KHSAA State Cross Country Championship Itinerary

Event Date: Saturday, November 1, 2025

Location: Kentucky Horse Park, Lexington, KY

Practice Day: Friday, October 31, 2025, 3:00-5:30 PM ET

Friday, October 31 · Travel & Practice

- 9:00 AM: Depart from Henderson County High School
- 1:30 PM: Lunch stop en route (Cracker Barrel or Chick-fil-A in Elizabethtown)
- 3:00-5:30 PM: Practice session at Kentucky Horse Park
- 6:00 PM: Check-in at TownePlace Suites Hamburg, Lexington
- 7:30 PM: Team dinner (Malone's Hamburg or Old Chicago nearby)
- 9:30 PM: Team meeting & lights out

Saturday, November 1 · Race Day Schedule

Class 3A

- 10:00 AM: Boys Race
- 10:45 AM: Girls Race

Class 2A

- 12:30 PM: Boys Race
- 1:15 PM: Girls Race

Class 1A

- 3:00 PM: Boys Race
- 3:45 PM: Girls Race

Tickets & Fees

- Tickets: Purchase online via GoFan (<https://khsaatickets.org>)
- Fees:
 - \$4 facility fee per runner
 - \$4 parking fee per ticket (included in ticket price)
 - Prices increase by \$3 after midnight on Oct. 31

Packing Checklist

- Uniforms & spikes
- Warm-up gear
- Water bottles & snacks
- School banner/flag
- Medical forms & waivers
- Printed race schedule & hotel info

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Checklist:

- ☒ Sponsor/Coach Name: Rebecca Robards Cell Number: (270) 724-1046
- ☒ Date of Departure: 11/2/25 Time of Departure: 2:pm
- ☒ Date of Return: 11/3/25 Expected Time of Return: ~9 pm
- ☒ Adequate Supervision (Meets Ratio Criteria) Chaperones: Becca Robards
Please List Names of Chaperones Kim McGuire
- ☒ Obtain Parent/Guardian Permission Forms
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- ☒ Attach an Itinerary
- ☐ Other Specific Needs: _____

Signature of Person Submitting Form

Signature of Principal/Designee

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Quad State 2025 Itinerary

Sunday, November 2nd, 2025

2:00 pm: Meet at HCHS (choir room) and depart for Murray
4:00 pm: Arrive and check in at Springhill Suites
5:00 pm: Dinner
7:00 pm: Arrive at Lovett Auditorium (MSU Campus)
7:15 pm: Rehearsal
9:00: Rehearsal ends; depart for the hotel
11 pm: Lights Out

Monday, November 3rd, 2025

7:00 am: Wake Up and PACK
8:00 am: Check Out of hotel and depart for MSU
8:30 am: Rehearsal
10:15 am: Break
10:30 am: Rehearsal
11:45 am: Lunch
1:00 pm: Return to MSU
1:15 pm: Rehearsal
2:30 pm: Mini Concert by MSU Concert Choir
3:15 pm: Final Rehearsal with Orchestra
4:30 pm: Dinner Break and Change for Concert
6:15 pm: Choir in seats for Concert
6:30 pm: FREE Concert!
~7:15 pm: Depart for HCHS
~9:15 pm: Arrive back at HCHS

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Checklist:

☒ Sponsor/Coach Name: Rhonda Richard/Jacqy Boston Cell Number: 270-860-5367
270-830-9368

☐ Date of Departure: 11-7-2005 Time of Departure: 3:45p

☐ Date of Return: 11-8-2005 Expected Time of Return: Appx 4pm (w/o bus)

☒ Adequate Supervision (Meets Ratio Criteria) Jacqy Boston Sherry Blosser
****Please List Names of Chaperones**** Tony Rutledge Rhonda Richard

☒ Obtain Parent/Guardian Permission Forms

****Athletic Teams/Clubs Do Not Need to get a Separate Permission Form for Every Trip. One at the Beginning of the Season/Year from each Student is Sufficient****

N/A ☐ Notify School Cafeteria Manager of Any Lunch Needs

☐ Follow All Transportation Department Guidelines for Bus Trips

****All Request Must be in the Trip System at Least FIVE days prior to the date of departure****

☒ Understand Any Student's Medication Needs and/or Medical Conditions

****Coaches Must Carry All Player's Physicals on Any Away and Overnight Trips****

☒ Attach a Trip List of Students to the Principal/Designee and a Rider's List to the Bus Driver

****Rider's List Must Contain All Rider's Names and an Emergency Contact Name and Number****

☒ Attach an Itinerary

☐ Other Specific Needs: _____

Rhonda Richard
Signature of Person Submitting Form

[Signature]
Signature of Principal/Designee

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10/31/2025

**RE: Itinerary and Information regarding overnight for Junior Varsity and Varsity
Cheerleading teams 11/7/2025 to 11/8/2025.**

KHSAA REGIONAL COMPETITION - MCCRACKEN COUNTY HIGH SCHOOL

Depart:

11/7/2025 - 3:45pm to Hampton Inn Paducah.

11/8/2025 - 7:30a/8:00am to McCracken County High School for competition.
(gates for teams open at 7:40am)

****see attached for more detailed competition information. Times could change to earlier due to
teams dropping from the competition.**



Trip ID#:

06419

Henderson County Schools

Transportation Request for Extracurricular Trips

Requested by:	HCHS CHEERLEADING - JV and Varsity		
Date Submitted:	10/31/2025	School:	Henderson County High
Group:	CHEER - Varsity and Junior Varsity		
Funding Source for Trip Cost:	HCHS cheer		
Destination:	Paducah, Kentucky		
Purpose of Trip:	KHSAA Cheerleading Regionals Competition - Both J.V. and Varsity will compete!		
Date(s) of Trip:	11-7-2025 to 11-8-2025		
	Departure Time (CST)	Arrival Time (CST)	
11/7 To the Event:	4:30/5 AM/PM	7:30/8 AM/PM	
11/8 On Return Trip: to School	7:30/9:00 AM/PM	bus can return after drop to school	
Street:	Hampton Inn Paducah (11-7)		McCracken County High School (11-8) 6530 Old Hwy 60
City, ST:	3901 Coleman Crossing Cir Paducah, KY 42001		ZIP 42001
Number of Students	40	Number of Adults	4 Total: 44
Number of Vehicle(s) Required:	Bus 1 large or 2 small	SUV 1 person	Car
	Will you require a handicap-accessible bus?		Yes (No)
	Does the driver need to remain with group during the event?		(Yes) No
Emergency Contact Number of Sponsor:	(270) 830-9368 Jacey		
Additional Requirements:			
Medical Needs:			
Employee Signature:	Deborah L. Richard		

overnite to take
to school & then
bus can
depart.
w/o students

Office Use	ORG:		PROJ:	
	Principal Approval:	Auter [Signature]		
	Date of Approval:	11/3/25		

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

Checklist:

North Middle School Cheer Team

___ Sponsor/Coach Name: Samantha Wilkerson Cell Number: 270 844 2996

___ Date of Departure: 11/22/25 Time of Departure: est. 2pm Fishers, IN

___ Date of Return: 11/23/25 Expected Time of Return: est. 7pm

___ Adequate Supervision (meets ratio criteria)

****Please List Names of Chaperones**** Samantha Wilkerson, Bailey Ayer

___ Obtain parent/guardian permission forms

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

___ Notify school cafeteria manager of any lunch needs

___ Follow all Transportation Department guidelines for bus trips

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

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

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

___ Attach a trip list of students to the principal/designee and a rider's list to the bus driver

****Rider's list must contain all rider's names and an emergency contact name and number****

___ Attach and itinerary

___ Other specific needs: _____

[Signature] 11/10/25
Signature of Person submitting form

[Signature] 11-11-25
Signature of Principal/Designee

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

Saturday, November 22nd

1:30pm - Girls Arrive at NMS. Girls should be wearing their maroon practice shirt, warm-up top, and black bottoms.

2pm - Load the bus and leave NMS

3:30pm - Stop for bathroom break (estimated time)

6pm - Get dinner in Fishers, IN (Chic-Fil-A, Shake Shack, Culver's, or Zaxby's)

Girls will need to bring money

7:30pm - Check into hotel

8:30pm - Team Meeting in Coaches Room

11pm - Lights Out

Saturday, November 23rd

7:30am - Wake Up, eat breakfast at the hotel, change into uniform with warm-up on top, pack up room

Do make-up and hair at this point (low pony, multicolored bow)

8:30am - Room Checks

8:45am - Leave Hotel

9am - Arrive at Hamilton Southeastern High School

Check-in, Unload Bus, use the restroom

If weather permits, we will warm-up outside

10:14am - Check in for warm-up

10:22am - Stretch

10:30am - Warm-Up

10:48am - Compete

We will pack everything up at this time, then return inside to watch some groups.

Everything else is estimated times. I will have these details around Nov. 14th

12:30pm - Awards

1pm - Stop for lunch

Girls will need to bring money

2pm - Hit the road

4pm - Arrive at NMS