

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: Oldham County High School

Employee(s) In Charge: Sarah Coleman Group: Choir

Destination: Hyatt Regency Hotel; KICC; Kentucky Performing Arts - Louisville, KY

Date(s) of Trip: 2/4/26-2/6/26 Time of Departure: 10:30 AM Time of Return: 11 PM (2/6)

Approximate Mileage (one way): 21 mi. *

Approximate Number of Students: 15

Number of Chaperones/Adults: 2

TOTAL TRANSPORTED: 17 *

Number of Buses: 1 (shared with SOHS)

*{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 home following concert 2/6/25

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 (required for All State)

If optional, indicate student charges:

Transportation (mileage, driver) \$

Admissions \$ 65

Other \$ 215 (Hyatt)

Total Charges \$ 280

Number of Instructional Days Lost: 3

Justification: Why is the trip necessary? What is to be learned? How will the experience be used and evaluated?
Students attending have auditioned and been selected for the KMEA All State Chorus. Selection for this event is the highest honor for choir students in the state. They will work with the best high school choir students in KY and will have the opportunity to sing under the direction of some of the best choir directors in the country.

Requested by: Sarah Coleman Date: 11/12/2025

APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature], Principal Date: 12/8/25

Approved/Disapproved: [Signature], Level Director Date: 12/11/25

Approved/Disapproved: [Signature], Superintendent Date:

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

*ALL Overnight Field Trips and trips using Common Carriers must be approved by the school board and Superintendent.

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

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 Hyatt Regency Louisville
Venue/Address 320 W Jefferson St. Louisville, KY 40202
Person or email contacted at venue to discuss EAP Cara Saracsany
Position/Title of person contacted Senior Event Planning Manager
Date (s) of contact 11/3/25
Is there an Automatic External Defibrillator (AED) on site? ☒ yes ☐ no
If yes, where is it located? Behind 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 Call ext. 50 from any house
phone; call 55 to alert hotel, call 911
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

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

Destination/Venue Kentucky International Convention Center
Venue/Address 221 S Fourth St Louisville, KY 40202
Person or email contacted at venue to discuss EAP Skyler Jenkins
Position/Title of person contacted Event Services Manager
Date (s) of contact 11/3/25

Is there an Automatic External Defibrillator (AED) on site? ☒ yes ☐ no
If yes, where is it located? Upper con - service hallway, loading dock west Hall D
Main con. - center market St Pre-Function, service hall Ballroom C
Lower con. - service hall Red Hallway
Does the venue have an emergency response team (ERT)? ☐ yes ☒ no

Process to request AED and/or ERT if needed at the scene contact Skyler or First Aid office in North Pre-Function near Oak & Brew

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

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

Destination/Venue Kentucky Center for the Arts
Venue/Address 501 W Main St Louisville, KY 40202
Person or email contacted at venue to discuss EAP Maggie Patton
Position/Title of person contacted Senior manager event coordination
Date (s) of contact 11/6/25

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

If yes, where is it located? 3 in public facing areas, 1 in security, 1 in production

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

Process to request AED and/or ERT if needed at the scene KPA staff certified in CPR, LMPD officer onsite as well

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

Venue	EAP Contact Person	Title of Person	Person who made the contact	Date of contact	Does venue have an EAP	Is there an AED onsite?	If yes, list locations	Does venue have an emergency response team (ERT)	What is the process to request AED and/or ERT if needed at the scene?
Hyatt Regency	Cara Saracsany	Senior Event Planning Manager	John Stroube	11/3/25	Yes	Yes	Behind front desk	Yes	Call extension 50 from any house phone NOTE: In the event of a medical emergency – they may certainly dial 911 immediately to start the call with the first responders and someone else should ALSO call 55 to alert the hotel, so we can properly assist both the guest, but also the responding emergency crew (i.e. ambulance) to quickly get them to the correct location.
Galt House	Kassie Burawski	Event Services Manager	John Stroube	11/3/25	Yes	Yes	East Tower – • Elevator lobby 2nd floor • 2nd floor near the registration desk, • Behind the security desk just off the grand hall emergency exit, • 18th floor gym, • Inside the security office West tower – • 3rd floor near the Archibald Cochran • 25th floor Swizzle, • On the wall near the security desk 1st floor Riverfront Plaza	Our LPSS Team are all CPR/First Aid certified.	Notify the Front Desk
Kentucky International Convention Center	Skyler Jenkins	Senior Event Manager	John Stroube	11/3/25	Yes	Yes	Upper concourse: • Service hallway between exhibit hall entrances • Loading dock west of Hall D. Main concourse: • Center of Market Street Pre-function • Service hall behind Ballroom C Lower concourse: • In service hall behind red hallway	No	Contact Skyler or the First Aid Office in the North Pre-Function near Oak and Brew
Cathedral of the Assumption	Maggie Cyphers	Director of Worship	John Stroube	11/3/25	Yes	Yes	Inside the Vesting Room – the required AED sign is clearly visible.	No	On-site Event Coordinator is available at all times while students are in the Cathedral. An emergency telephone is located in our elevator which is connected to 911.
Kentucky Center	Maggie Patton	Senior Manager, Event Coordination	John Stroube	11/6/25	Yes	Yes	There are three located in public facing areas, one at security and one in production.	No	Most KPA staff are certified in CPR/first aide. We also have an LMPD officer onsite for all events.

School-Related Student Trip Request Form**OVERNIGHT** ☒**EXTENDED DAY** ☐

(Same day but extends beyond the school day)

DAY TRIP ONLY ☐School South Oldham High SchoolEmployee(s) in Charge: Ryan McAllister/Amanda Cr Group: WinterguardDestination: Green Hill High School - Mount Juliet, TNDate(s) of Trip: 2/28/26-2/29/2 Time of Departure: 7:00 am Time of Return: 5:00 pmApproximate Mileage (one way): 190Approximate Number of Students: 16Number of Chaperones/Adults: 4TOTAL TRANSPORTED: 20

*{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): Individual student' s parents

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) \$ Admissions \$ Other \$ Total Charges \$ Part of yearly feeNumber of Instructional Days Lost: 0Justification: Why is the trip necessary? What is to be learned? How will the experience be used and evaluated? Attend Winterguard International Competition.Requested by: Ryan McAllisterDate: 12-4-25**APPROVAL/DISAPPROVAL**Approved/Disapproved: [Signature] PrincipalDate: 12-4-25Approved/Disapproved: [Signature] Level DirectorDate: 12/16/25Approved/Disapproved: SuperintendentDate:

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

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

School-Related Student Trip Request Form

Event Specific Emergency Action Plan (EAP) for School Sanctioned Nonathletic Event Held Off-Campus

Destination/Venue Green Hill High School

Venue Address 220 Old North Greenhill Road, Mt. Juliet, TN 37122

Person or email contacted at venue to discuss EAP Lyera Hammons Position/Title of person contacted WGI Director of Events

Date (s) of contact 12-3-25

Is there an Automatic External Defibrillator (AED) on site ☒ Yes ☐ No

If yes, where is it located Directly outside of performance gym, additional units are around

Does venue have an emergency response team (ERT)? ☒ Yes ☐ No

Process to request AED and/or ERT if needed at the scene Go to first aid station near the performance exit

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?

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
- o Recognition of a sudden cardiac arrest event (assume cardiac arrest in anyone who is collapsed and unresponsive and not breathing)
- o Call 9-1-1 using cell phone or other means of communication
- o Begin Hands-Only CPR (push hard and fast in center of chest about 100times/minute)
- o Retrieve and use the nearest Automated External Defibrillator (AED)
- o Continuing supporting the victim until the local EMS arrives and takes over care
- o Direct EMS to the scene

RELATED PROCEDURES:

09.36 (all procedures)

Review/Revised:11/17/2025

School-Related Student Trip Request Form**OVERNIGHT** ☒**EXTENDED DAY** ☐**DAY TRIP ONLY** ☐

(Same day but extends beyond the school day)

School South Oldham High SchoolEmployee(s) in Charge: Ryan McAllister/Amanda Cr Group: WinterguardDestination: Cincinnati, OH 9300 Schulze Drive 45069Date(s) of Trip: 4/8/26-4/10/26 Time of Departure: 5:00 pm Time of Return: 10:00 pmApproximate Mileage (one way): 85Approximate Number of Students: 16Number of Chaperones/Adults: 4TOTAL TRANSPORTED: 20

*{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): Individual student' s parents

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) \$ _____

Admissions \$ _____

Other \$ _____

Total Charges \$ Part of yearly feeNumber of Instructional Days Lost: 0Justification: Why is the trip necessary? What is to be learned? How will the experience be used and evaluated? Attend Winterguard International World Championships Competition.Requested by: Ryan McAllisterDate: 12-9-25**APPROVAL/DISAPPROVAL**Approved/Disapproved: [Signature], PrincipalDate: 12-9-25Approved/Disapproved: [Signature], Level DirectorDate: 12/16/25

Approved/Disapproved: _____, Superintendent

Date: _____

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School-Related Student Trip Request Form

Event Specific Emergency Action Plan (EAP) for School Sanctioned Nonathletic Event Held Off-Campus

Destination/Venue Cintas Center

Venue Address 1624 Musketeer Drive, Cincinnati, Oh 45207

Person or email contacted at venue to discuss EAP Lyera Hammons Position/Title of person contacted WGI Director of Events

Date (s) of contact 12-3-25

Is there an Automatic External Defibrillator (AED) on site ☒ Yes ☐ No

If yes, where is it located Directly outside of performance gym, additional units are around

Does venue have an emergency response team (ERT)? ☒ Yes ☐ No

Process to request AED and/or ERT if needed at the scene Go to first aid station near the performance exit

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?

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
 - o Recognition of a sudden cardiac arrest event (assume cardiac arrest in anyone who is collapsed and unresponsive and not breathing)
 - o Call 9-1-1 using cell phone or other means of communication
 - o Begin Hands-Only CPR (push hard and fast in center of chest about 100times/minute)
 - o Retrieve and use the nearest Automated External Defibrillator (AED)
 - o Continuing supporting the victim until the local EMS arrives and takes over care
 - o Direct EMS to the scene

RELATED PROCEDURES:

09.36 (all procedures)

Review/Revised: 11/17/2025