



**Westlake High School Instrumental Music Department
Student Contract for Overnight Field Trips**

1. Students will adhere to the “Lights Out” assigned time. This means that the television must be off, the lights must be off, and all of the students must be in bed before the stated time. Chaperones will verify that the rooms are in compliance.
2. Students and their parents are financially responsible for any damage to buses or hotel property.
3. Students will wear their Blue Department Polo Shirt on the bus.
4. Suitcases, travel bags, and instruments must be clearly marked with NAME TAGS supplied by the student. All bags will be inspected by the chaperones before loading.
5. **AT NO TIME** are boys and girls to be together in the same hotel room. This means that even crossing the threshold of the door is an infraction punishable by immediately being sent home from the trip at their parent’s expense, with no reimbursement of trip fees.
6. Students are not to make loud noises in the hotel. It is important to be conscientious and courteous to other guests staying in the hotel. This means NO running up and down hallways, knocking loudly on doors, shouting or excessive talking, and playing loud music, turning up the television, and most importantly, practicing or playing a musical instrument.
7. Students are to treat all parents, chaperones, and staff with due respect. Students who choose to directly disobey, or who are defiant towards any chaperone or staff member will be sent to the director for disciplinary action.
8. Students are to use the Buddy system at all times. Students are to always be in at least groups of four, if not more. Minimum of two at the hotel.
9. Any member involved with smoking, alcohol, drugs, sex, theft or vandalism will be sent home immediately at the expense of the parent. There will be no reimbursement for this expense from the WHS Instrumental Music Department. Students will also be subject to school disciplinary action.
10. Upon arrival at WHS, the students must give all their medication to their chaperone. If the student’s parent is traveling with the group, they may keep their student’s medication. The chaperones will return all medications upon return to WHS.
11. Students may not use room service or order movies. All calls for extra towels, pillows, etc. must go through your chaperone. Students are not to call the front desk.

12. Students will obey the rules and instructions of the faculty and chaperones at all times.
13. Students will respect their classmates on the trip.
14. Students will be aware of the time schedule and will be on time for all events.
15. Students understand that cell phones and IPODs/Mp3 players are acceptable, but no portable gaming systems will be allowed. Westlake H.S. Instrumental Music Program is not responsible for any lost or stolen items.
16. Students will not use profanity and will not be involved in fights or rough play while on this trip.
17. Students will not wander off by themselves and will make the staff and chaperones aware of their whereabouts twenty-four hours a day.
18. Students and parents understand that this is a CVUSD sanctioned trip and at no time can parents and/or family members take student during the formal trip itinerary. Any arrangements to take your student ahead of schedule needs to be pre-arranged with the Head Chaperones. The student will need to be signed out prior to any early departure.

I have read and understand all of the rules and regulations regarding this trip and, as thus, agree to follow them without reservation.

Date:

Student Name

Student Signature

Parent/Guardian Name

Parent/Guardian Signature

FIELD TRIP/EXCURSION AUTHORIZATION AND MEDICAL TREATMENT AUTHORIZATION

(Minor)

(California Education Code Section 35330)

In-state

Out-of-state

Completion of This Form is Required for ALL Field Trips/Excursions

Name of school: _____

I hereby give permission for my child, _____, to participate in the _____ field trip/excursion as a part of his/her regular school program.

This field trip/excursion is to be held on _____; or from _____, 20____ through _____, 20_____.

Transportation for this field trip/excursion will be provided by _____

In the event of illness or injury, I hereby consent to whatever x-ray, examination, anesthetic, medical, dental or surgical diagnosis or treatment and hospital care from a licensed physician as deemed necessary for the safety and welfare of my child. It is understood that the resulting expenses will be the responsibility of the participant(s) parent(s)/guardian(s).

Note regarding administration of medication: If your child is required to take medication prescribed by a physician during the course of this field trip/excursion, and you wish school district personnel to assist your child in taking this medication, please indicate by signing below. In addition, please state the type of medication and attach a written statement from the child's physician detailing the method, amount and time schedules by which such medication is to be taken.

Signature of Parent/Guardian: _____

If there is a special medical problem(s), kindly attach a description of the problem(s) to this sheet.

I fully understand that all participants are to abide by and accept all rules and requirements governing conduct during the field trip/excursion. To the extent permitted by the Education Code, any participant determined to be in violation of behavior standards will be sent home at their own or their parent's/guardian's expense.

California Education Code Section 35330 provides as follows:

"All persons making the field trip or excursion shall be deemed to have waived all claims against the District or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion."

I understand that the District does not require the minor student to participate in the field trip/excursion and I make this request voluntarily because I desire the minor student to participate in the field trip/excursion. I also understand that, if I do not consent to the minor student's participation, the minor student will be involved in alternative supervised activities, for which the minor student will receive full credit.

I have carefully read this authorization and fully understand its contents and voluntarily consent to its terms and conditions.

Signature of Parent/Guardian: _____ Date: _____

Address: _____ Phone: _____

If you have health insurance, please list:

Health Insurance Company _____ Policy Number: _____

Group Number: _____

In the event of illness or accident, if different from above, please contact:

Name: _____ Phone: _____

Address: _____



Conejo Valley Unified School District

INSTRUCTIONAL SERVICES DIVISION

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CONEJO VALLEY UNIFIED SCHOOL DISTRICT CO-CURRICULAR CODE AND CONTRACT

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PHILOSOPHY

The development of a well-rounded student is a major goal of all educational institutions, and the Conejo Valley Unified School District encourages all students to participate in a varied co-curricular activities program. It is the belief of the District that a strong co-curricular program creates and maintains positive school spirit and fosters student responsibility.

Participation in co-curricular activities is a privilege, not a basic right of all students. The school has the authority to revoke this privilege. Certain rules have been established for all students who become involved in the co-curricular program. The Co-Curricular Code and Contract sets forth these expectations.

ELIGIBILITY

Students must have a 2.0 grade point average to participate in co-curricular activities. Grade point is based upon previous semester grades in all courses, including 8th grade for 9th grade participation. Athletes must maintain a 2.0 each quarter to remain eligible, in accordance with CIF rules.

BEHAVIOR

All participants are expected to display responsible behavior and good citizenship, respect the rights of others and abide by school rules. Any conduct known to have occurred during or after school hours by a participant which brings discredit to himself/herself, the program or the school is not acceptable and may be grounds for removal from all co-curricular activities. The following consequences, in addition to school-wide discipline expectations of all students, relate directly to co-curricular participation:

1. Suspension from school will result in removal from co-curricular activities, including practice, for the period of suspension and may result in removal from the activities beyond the period of suspension.
2. Severe rule violations - such as vandalism, theft, possession of weapons, verbal abuse of other students or adults, unprovoked assault, and habitual violations of school rules - students are subject to immediate removal from all activities for up to one calendar year from the date of incident.
3. Substance use or possession, including alcohol, steroids or any other intoxicating or mind altering chemical or substance or paraphernalia, at school, prior to or during a school activity will result in immediate removal from that activity and a removal from all co-curricular programs for up to one year from the date of the incident.
4. Unsportsmanlike conduct: inappropriate behavior toward an opponent, official, or supervisor; or use of obscenity during a contest or activity will result in disciplinary action and possible suspension from school and removal from the activity.
5. Possession or use of tobacco in any form at school or during a school activity will result in removal from the activity for up to one year from the date of the incident.

6. Being arrested or cited for any misdemeanor or felony at school or in the community by a participant may be grounds for removal from the activity.
7. Being a member or affiliate of any "gang" recognized by law enforcement will be grounds for removal from the activity.

ATTENDANCE

Participants must attend all classes during the school day of the co-curricular event. Any exceptions must have prior approval from the principal or administrator in charge of the co-curricular activity. Truancy will result in disciplinary action that may include removal from participation in forthcoming events. If attendance problems become habitual, they will serve as cause for a participant's removal from the co-curricular activity.

TRANSPORTATION

Participants must travel to and from contests in transportation provided for, or arranged by, the school. Exceptions require prior arrangement between the participant's parent/guardian and an administrator.

FINANCIAL RESPONSIBILITY

All participants are financially responsible for all equipment checked out to them. Failure to return equipment in reasonable condition may result in an incomplete grade, the withholding of transcripts and registration for the following semester and/or of the privilege to continue in the program until the debt is cleared. Participants understand and accept that they are responsible for District approved transportation and uniform replacement fees. No other fees are required. Participants understand that participation in fund raising activities is voluntary and will not affect their participation or grade.

DROPPING AN ACTIVITY

No participant may drop one activity and become involved in another without the mutual consent of all parties involved.

CO-CURRICULAR ELIGIBILITY ADVISORY COMMITTEE

If a student is removed from a co-curricular activity for 14 days or more, the parent or guardian of the student may request an opportunity to meet with the Co-curricular Eligibility Advisory Committee to present any mitigating circumstances. The Advisory Committee will be composed of no less than three staff members, including an Assistant Principal. The Committee shall make a recommendation as to eligibility and violations to the Principal. The Principal may adopt, reject or modify the recommendation of the Committee. The Principal's decision is final.

CO-CURRICULAR CODE AND CONTRACT

It is the responsibility of the participant and the participant's parent/guardian to read and understand the full content of this Co-Curricular Code, and to provide signatures showing your agreement to the terms of this code.

_____ Activity

DATE: _____

_____ Participant Name (Print)

_____ Parent Signature

_____ Participant Signature

**Conejo Valley Unified School District
Parent Release for Administration of Medicine**

Student's Name, Last Name First (please print clearly)

The following remedies will be available to use if needed during any Band trip:

- | | |
|--|--|
| 1. Tylenol for headaches | 3. Cough drops for coughs or sore throats |
| 2. Pepto Bismol for upset stomach/diarrhea | 4. Neosporin ointment for rashes/abrasions |

These remedies may be used as needed by my child.

Signature of Parent / Guardian: _____ **Date:** _____

Address: _____

Home Phone: _____ **Work Phone:** _____

Personal Physician: _____ **Phone:** _____

NOTE: If you send other over-the-counter medication with your child, please complete below:

Non-Prescription Medication

A chaperone is not allowed to administer vitamins or non-prescription medication to a child without authorization of the parent(s) or guardian(s). If you wish to have your child receive medication you **must** fill out this form. All medications must be clearly and properly labeled in their original containers.

Name of Medication: _____

Dosage, Schedule and Method of Administration: _____

Special instructions or comments: _____

PRESCRIPTION MEDICATION(S)

Prescription medications must be prescribed by a physician, be in the labeled container from a pharmacy, and be accompanied by a note from the physician specifying method of administration, dosage, and time schedule. PLEASE ATTACH PHYSICIAN'S STATEMENT. If you already submitted a blue medication card signed by a doctor, that will be sufficient.

Name of medication(s): _____

I am requesting that chaperone's assist in administering the above medication to my child.

Signature of Parent/Guardian: _____