

FIELD TRIP OR EXCURSION AUTHORIZATION AND MEDICAL TREATMENT AUTHORIZATION

In-state

(Minor)

Out-of-state

Completion of this form is required for all field trips / excursions.

Name of Student

Date of Birth (for emergency purposes)

Student Address

Name of School

Class/ Program

Teacher

Date(s) of Field Trip/Excursion

Location of Field Trip/Excursion

Transportation Provider

1. **I hereby give permission** for my child or ward (named above) to participate in this Field Trip or Excursion.
2. **Regarding special assistance/accommodations:** Is special assistance/accommodation necessary for your child or ward to participate in this Field Trip or Excursion?
 No Yes. Please explain _____
3. **Regarding administration of medication:** All medications must be prescribed, **including** over-the-counter medications. Is your child or ward required to take medication during the course of this Field Trip or Excursion?
 No Yes **Parent/Guardian must contact the school office** to obtain form SFA-5010, "Authorization for Any Medication Taken during School Hours," form SFA-5030, "Authorization For Medications Taken During School Hours, School Activities and Field Trips" or form SFA-5040, "Extended Field Trip or Excursion Medication Authorization" (which must be signed by parent/guardian and child or ward's physician).
4. **If you have health insurance, please list:**

Health Insurance Company

Policy Number

Group Number

5. **Please list additional emergency contacts, should the parent/guardian be unavailable:**

Emergency Contact

Telephone

Emergency Contact

Telephone

6. **Conduct:** I fully understand that all participants are to abide by and accept all rules and requirements governing conduct during the Field Trip or 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/guardian's expense.
7. **Waiver of Claims for Liability:** I understand that California Education Code, Section 35330 provides:

"All persons making the field trip or excursion shall be deemed to have waived all claims against the district, a charter school, or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking out-of-state field trips or excursions and all parents or guardians of pupils taking out-of-state field trips or excursions shall sign a statement waiving all claims."

In providing consent for my child or ward to attend and participate in this Field Trip or Excursion, I waive all claims against the district for injury, accident, illness, or death occurring during or by reason of this Field Trip or Excursion.

I understand that the District does not require my child or ward to participate in the Field Trip or Excursion and I make this request voluntarily because I desire my child or ward to participate in the Field Trip or Excursion. I also understand that, if I do not consent to my child or ward's participation, my child or ward will be involved in alternative supervised activities, for which my child or ward will receive full credit.

8. **In the event of illness or injury,** I hereby consent to whatever transportation, 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 or ward. It is understood that the resulting expenses will be the responsibility of the child or ward's parent(s)/guardian(s).
9. **I have carefully read this authorization and fully understand its contents and voluntarily consent to its terms and conditions.**

Signature of Parent/Guardian

Date

Home telephone

Work telephone

Mobile telephone or pager

AUTHORIZATION FOR MEDICATIONS TAKEN DURING SCHOOL HOURS, SCHOOL ACTIVITIES AND FIELD TRIPS

Valid only for the current school year or as designated in the Individual Education Program (IEP) or in the 504 Plan.

Exception: California Education Code 49423.5, specialized services, i.e., EpiPen, nebulizer, glucagon, insulin, diabetes care, etc., may require additional forms and instructions signed by parent or legal guardian and physician. Request Specialized Services forms from school.

PARENT OR LEGAL GUARDIAN

1. Parent or Legal Guardian Section

Note: All medications must be prescribed, including over-the-counter medications. Medications must be in the original container and the label must include the child's name, name of the medication, dosage, method of administration, time schedule and name of physician. Please refer to Legal References Governing the Administration of Medication in Schools on the reverse side of this form.

I request that designated unlicensed, trained school staff or licensed nurse assist my child in taking this prescribed medication(s) (including prescribed over-the-counter medication). I understand that my child may not be assisted with medication at school until all requirements are met. I hereby give consent for a school nurse (or designee) to communicate with my child's prescriber and to counsel school personnel as needed with regard to my child's health. I agree to, and do hereby hold the District and its employees harmless for any and all claims, demands, causes of action, liability or loss of any sort, because of or arising out of acts or omissions with respect to this medication. I agree to comply with district rules related to administering medication at school.

_____ M F _____
Name of Child Sex Birth Date Student Identification Number

_____ _____
Name of School Grade Teacher/Room Number

List all medications routinely taken outside of school hours: _____
I will immediately notify the school if there are any changes in medications my child is taking at school.

_____ _____ _____ _____
Signature of Parent or Legal Guardian Date Home/Mobile Telephone Work Telephone

2. Physician Section

The child named above is under my care for these diagnoses: _____
It is necessary for him or her to receive the following prescribed medication(s) during schools hours.

Name of Medication _____ Dosage (be specific, i.e. milligrams, etc.) _____
Time of day to be given _____ Frequency and Indication if "as needed" _____
Method of administration _____ Duration _____
Precautions or side effects _____
Storage and handling Routine handling, medication in locked storage and administered by authorized school personnel
 On-site 72 hour disaster supply only
 It is *Medical Necessity* for child to carry prescription for asthma, anaphylactic shock or diabetes, and indicate:
 Designated school personnel to administer
 Child trained to self-administer

Name of Medication _____ Dosage (be specific, i.e. milligrams, etc.) _____
Time of day to be given _____ Frequency and Indication if "as needed" _____
Method of administration _____ Duration _____
Precautions or side effects _____
Storage and handling Routine handling, medication in locked storage and administered by authorized school personnel
 On-site 72 hour disaster supply only
 It is *Medical Necessity* for child to carry prescription for asthma, anaphylactic shock or diabetes, and indicate:
 Designated school personnel to administer
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Name of Medication _____ Dosage (be specific, i.e. milligrams, etc.) _____
Time of day to be given _____ Frequency and Indication if "as needed" _____
Method of administration _____ Duration _____
Precautions or side effects _____
Storage and handling Routine handling, medication in locked storage and administered by authorized school personnel
 On-site 72 hour disaster supply only
 It is *Medical Necessity* for child to carry prescription for asthma, anaphylactic shock or diabetes, and indicate:
 Designated school personnel to administer
 Child trained to self-administer

_____ _____
Signature of Physician Date

_____ _____ _____
Name of Physician (please print) License Number Office telephone

Stamp physician name/address below:

PHYSICIAN

LEGAL REFERENCES GOVERNING THE ADMINISTRATION OF MEDICATION IN SCHOOLS

California Education Code, section 49423.

(a) Notwithstanding Section 49422, any pupil who is required to take, during the regular schoolday, medication prescribed for him or her by a physician and surgeon or ordered for him or her by a physician assistant practicing in compliance with Chapter 7.7 (commencing with Section 3500) of Division 2 of the Business and Professions Code, may be assisted by the school nurse or other designated school personnel or may carry and self-administer prescription auto-injectable epinephrine if the school district receives the appropriate written statements identified in subdivision (b).

(b) (1) In order for a pupil to be assisted by a school nurse or other designated school personnel pursuant to subdivision (a), the school district shall obtain both a written statement from the physician and surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken and a written statement from the parent, foster parent, or guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the statement of the physician and surgeon or physician assistant.

(2) In order for a pupil to carry and self-administer prescription auto-injectable epinephrine pursuant to subdivision (a), the school district shall obtain both a written statement from the physician and surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and confirming that the pupil is able to self-administer auto-injectable epinephrine, and a written statement from the parent, foster parent, or guardian of the pupil consenting to the self-administration, providing a release for the school nurse or other designated school personnel to consult with the health care provider of the pupil regarding any questions that may arise with regard to the medication, and releasing the school district and school personnel from civil liability if the self-administering pupil suffers an adverse reaction as a result of self-administering medication pursuant to this paragraph.

(3) The written statements specified in this subdivision shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes.

(c) A pupil may be subject to disciplinary action pursuant to Section 48900 if that pupil uses auto-injectable epinephrine in a manner other than as prescribed.

California Education Code, section 49423.1.

(a) Notwithstanding Section 49422, any pupil who is required to take, during the regular schoolday, medication prescribed for him or her by a physician or surgeon, may be assisted by the school nurse or other designated school personnel or may carry and self-administer inhaled asthma medication if the school district receives the appropriate written statements specified in subdivision (b).

(b) (1) In order for a pupil to be assisted by a school nurse or other designated school personnel pursuant to subdivision (a), the school district shall obtain both a written statement from the physician or surgeon detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken and a written statement from the parent, foster parent, or guardian of the pupil requesting that the school district assist the pupil in the matters set forth in the statement of the physician or surgeon.

(2) In order for a pupil to carry and self-administer prescription inhaled asthma medication pursuant to subdivision (a), the school district shall obtain both a written statement from the physician or surgeon detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and confirming that the pupil is able to self-administer inhaled asthma medication, and a written statement from the parent, foster parent, or guardian of the pupil consenting to the self-administration, providing a release for the school nurse or other designated school personnel to consult with the health care provider of the pupil regarding any questions that may arise with regard to the medication, and releasing the school district and school personnel from civil liability if the self-administering pupil suffers an adverse reaction by taking medication pursuant to this section.

(3) The written statements specified in this subdivision shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes.

(c) A pupil may be subject to disciplinary action pursuant to Section 48900 if that pupil uses inhaled asthma medication in a manner other than as prescribed.

California Education Code, section 49423.5.

(a) Notwithstanding Section 49422, an individual with exceptional needs who requires specialized physical health care services, during the regular schoolday, may be assisted by any of the following individuals:

(1) Qualified persons who possess an appropriate credential issued pursuant to Section 44267 or 44267.5, or hold a valid certificate of public health nursing issued by the Board of Registered Nursing.

(2) Qualified designated school personnel trained in the administration of specialized physical health care if they perform those services under the supervision, as defined by Section 3051.12 of Title 5 of the California Code of Regulations, of a credentialed school nurse, public health nurse, or licensed physician and surgeon and the services are determined by the credentialed school nurse or licensed physician and surgeon, in consultation with the physician treating the pupil, to be all of the following:

(A) Routine for the pupil.

(B) Pose little potential harm for the pupil.

(C) Performed with predictable outcomes, as defined in the individualized education program of the pupil.

(D) Do not require a nursing assessment, interpretation, or decisionmaking by the designated school personnel.

(b) Specialized health care or other services that require medically related training shall be provided pursuant to the procedures prescribed by Section 49423.

(c) Persons providing specialized physical health care services shall also demonstrate competence in basic cardiopulmonary resuscitation and shall be knowledgeable of the emergency medical resources available in the community in which the services are performed.

(d) "Specialized physical health care services," as used in this section, includes catheterization, gastric tube feeding, suctioning, or other services that require medically related training.

(e) Regulations necessary to implement this section shall be developed jointly by the State Department of Education and the State Department of Health Care Services, and adopted by the state board.

(f) This section does not diminish or weaken any federal requirement for serving individuals with exceptional needs under the Individuals with Disabilities Education Act (20 U.S.C. Sec. 1400 et seq.), and its implementing regulations, and under Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Sec. 794) and its implementing regulations.

(g) This section does not affect current state law or regulation regarding medication administration.

(h) It is the intent of the Legislature that this section not cause individuals with exceptional needs to be placed at schoolsites other than those they would attend but for their needs for specialized physical health care services.



**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



Conejo Valley Unified School District

INSTRUCTIONAL SERVICES DIVISION
1400 East Janss Road, Thousand Oaks, California 91362-2198
Telephone (805) 497-9511 • FAX (805) 379-5756

CONEJO VALLEY UNIFIED SCHOOL DISTRICT CO-CURRICULAR CODE AND CONTRACT

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 at least a minimum 2.0 grade point average and pass at least four (4) classes in a semester/trimester to participate in co-curricular activities. Grade point average is based upon the previous grading period in all courses, including 8th grade for 9th grade participation.

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 (*whether school is in session or not*) by a participant who 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 for up to one year beyond the period of suspension.
2. Severe rule violations, such as vandalism, theft, possession of weapons, verbal/electronic bullying and abuse of other students or adults, unprovoked assault, and habitual violations of school rules, subject students 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, which includes 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 for up to one year from the date of the incident.
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. Any participant being arrested or cited for any misdemeanor or felony at school or in the community may be removed from the activity for up to one year from the date of the incident.
7. Being a member or affiliate of any "gang" recognized by law enforcement will be grounds for removal from the activity.

USE OF STEROIDS

The Governing Board recognizes that the use of steroids and other performance-enhancing supplements presents a serious health and safety hazard. As part of the district's drug prevention and intervention efforts, the Superintendent, or designee, and staff shall make every reasonable effort to prevent students from using steroids or other performance-enhancing supplements

Students participating in interscholastic athletics are prohibited from using steroids and dietary supplements banned by the United States Anti-Doping Agency as well as the substance synephrine. (Education Code 49030)

1. Before participating in interscholastic athletics, a student athlete and his/her parent/guardian shall sign a statement that the student pledges not to use androgenic/anabolic steroids and dietary supplements banned by the United States Anti-Doping Agency and the substance synephrine, unless the student has a written prescription from a licensed health care practitioner to treat a medical condition. (California Interscholastic Federation [CIF] Bylaw 524)
2. A student who is found to have violated the agreement in this policy shall be restricted from participating in athletics for up to one year and shall be subject to disciplinary procedures including, but not limited to, suspension or expulsion in accordance with law, Board policy, and administrative regulation.

USE OF STEROIDS - Continued

- 3. Coaches shall educate students at the beginning of each season about the district’s prohibition and the dangers of using steroids and other performance-enhancing supplements. (Education Code 49032)
- 4. The Superintendent or designee shall ensure that district schools do not accept sponsorships or donations from supplement manufactures that offer muscle-building supplements to students. (Education Code 49031)

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 during the same season without the mutual consent of all parties involved.

CO-CURRICULAR ELIGIBILITY PETITION/APEALS COMMITTEE

If a student is removed from a co-curricular activity, the parent or guardian of the student may request an opportunity to meet with the Co-curricular Eligibility Petition Committee to present any mitigating circumstances. The Petition Committee will be composed of no less than three certificated staff members, including an Administrator designated by the principal. The Committee will make the eligibility recommendation to the principal who will make the final decision. A student is entitled to two appeals in their high school career. A student may use one appeal for academics and one appeal for athletics; however a student may not use two appeals for discipline or two appeals for discipline. Any code of conduct violation that occurs after a student has exhausted their appeals will result in the student being ineligible for all athletics/activities for one calendar year from the date of the latest incident.

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 below showing your agreement to the terms of this code.

As a condition of membership in the California Interscholastic Federation (CIF) and in accordance with Education Code 49030, the Governing Board of the Conejo Valley Unified School District has amended Board Policy 5131.63 by prohibiting the use and abuse of androgenic/anabolic steroids as specified below. CIF Bylaw 524 requires that all participating students and their parents/guardians sign this agreement.

By signing below, we agree that the student named above shall not use androgenic/anabolic steroids or any dietary supplement banned by the U.S. Anti-Doping Agency as well as the substance synephrine, without a written prescription from a licensed health care practitioner to treat a medical condition.

We recognize that under CIF Bylaws 200-207 (all inclusive) the student named above may be subject to penalties, including ineligibility for any CIF competition, if the student or his/her parent/guardian provides false or fraudulent information to the CIF.

We understand that the student’s violation of the district’s policy regarding steroids will result in discipline against him/her including, but not limited to, restriction from athletics pursuant to this Co-Curricular Code and Contract and/or suspension from school and/or expulsion from school.

Date

Activity

Parent/Guardian Name (Print)

Participant Name (Print)

Parent/Guardian Signature

Participant Signature

Distribution: White – AP AthleticsCanary – Dean of Activities

Pink – Student/Parent

Hello 2018 Regiment families,

As we move into the performance part of the school year, we need the most current CVUSD required forms on file. They are:

- **“Field Trip or Excursion Authorization & Medical Treatment Authorization”**
- **CVUSD Code and Conduct**
- **Overnight Trip Contract**
- **“Personal Vehicle Use Registration Form”**

By filling out, signing, and returning the attached **“Field Trip or Excursion Authorization & Medical Treatment Authorization”** form, you agree that this form covers the following trips for the 2018 Regiment season. In addition, if any medical information changes, you must submit a new medical form to Mr. Peter. *This is a performance list only. Rehearsals are listed on the web calendar.*

* REG – Regiment / *PB – Pep Band

Performances & Trips for Reg / PB:

- | | | |
|--------------------|-----|--|
| • Aug 31, 2018 | REG | Home Football vs Oxnard |
| • Sept 7, 2018 | REG | Home Football vs St. Francis |
| • Sept 14, 2018 | PB | Away Football at Moorpark |
| • Sept 21, 2018 | REG | Home Football vs Grace Brethren |
| • Sept 28, 2018 | REG | Home Football vs Calabasas |
| • Oct 6, 2018 | REG | Sounds of the Conejo at TOHS |
| • Oct 13, 2018 | REG | Field Tournament at Royal HS (Simi Valley) |
| • Oct 19, 2018 | REG | Home Football vs Newbury Park (Homecoming) |
| • Oct 26, 2018 | REG | Away Football at Oaks Christian (all Regiment) |
| • Oct 27, 2018 | REG | Field Tournament at Long Beach City College |
| • Nov 2, 2018 | REG | Colina MS Performance (afternoon) |
| • Nov 3, 2018 | REG | Field Tournament at College of the Canyons |
| • Nov 10, 2018 | REG | Field Tournament at Moorpark HS |
| • Nov 17, 2018 | REG | SCSBOA Field Championships at TBA (SoCal) |
| • Nov 2/9/16, 2018 | REG | Possible CIF Playoff Games TBA |

Transportation to these trips will be by bus, individuals, and/or parent carpool. *All drivers* transporting other students will submit the CVUSD **“Personal Vehicle Use Registration Form”** and include the required document from the back in sections 3(b) (*proof of insurance*) & 3(c) (*copy of driver license*). If you are driving a carpool to transport Band and/or Orchestra members, please fill out and return this form and these requested materials.

Staff:

- | | | |
|----------------|----------------|--|
| • Brian Peter | (323) 578-3786 | bpeter@whsband.org |
| • Mike Gangemi | (805) 231-2544 | mgangemi@whsband.org |

Student: _____

Parent Signature: _____ Date: ____/____/____