**Instructions for Districts trip April 5th – 9th 2017**

1. Please fill out the following forms and return them Friday March 17th 2017 at the Parent meeting.

* Eastlake High School trip & STEM High School trip expectations, rules and guideline
* LWSD Permission Slip
* Permission slip for rooming together
* Volunteer Driver Checklist
* Authorization for Use of Private Auto for Student Transportation
* Overnight Field Trip Emergency Information
* Remember to sign up as an official LWSD volunteer.

1. If you need medication on the trip:

* Fill out a separate Authorization for Administration of Medication at School form for **EACH** medication you need to bring.

**NOTE**: this form needs doctor’s signature

* All medications (including **OTC**) must be labeled correctly with:
* Student’s name
* Name of medication
* Dosage
* Time the medication is to be given
* Expiration date
* Health care provider’s name
* Date the prescription was filled
* Parents must bring the medication to school and turn it in to the nurse. Students cannot bring medication in.
* All medications, incl. over the counter (OTC) medications need to be turned in to the nurse by Monday March 27th 2017

Thank you for taking care of this paperwork in a timely manner. If you have any questions, please contact Mireille Kools [koenders-kools@hotmail.com](mailto:koenders-kools@hotmail.com) or 206-334-6441

Eastlake High School & STEM High School Trip Expectations, Rules and Guidelines

April 5th – 9th 2017

This trip has been approved by Eastlake High School, STEM High School and the Lake Washington School District. This permission is not give lightly and there are high expectations for behavior on an overnight trip. Each member needs to follow the expectations and guideline in this packet. The success of this and future trips depends on the cooperation of all participants. Please make sure you are able to comply with the following expectations before committing to go on the trip. Returned signed on Friday March 17th.

1. Each student will, at all times whilst on this trip, conduct themselves in a manner that will reflect the highest standards of behavior and courtesy, and will properly represent Eastlake High School and STEM High School
2. Each student will follow all of the student Rules and Regulations that govern their behavior while in attendance at Eastlake High School or STEM High School.
3. All Federal, State, Local and Lake Washington School District laws, rules and regulations will be obeyed including those regarding the use of alcohol and/or illegal drugs. Students on this trip will neither partake nor possess alcohol or illegal drugs, nor remain in the presence of those who do. Each member will actively encourage the other members to be in compliance with this rule and will report any infraction to the chaperones.
4. This is a non-smoking trip, even if you are of legal age.
5. Each student trip members will readily agree to a room or luggage search by a teacher or a designated chaperone.
6. While at a hotel, male and female students who are members of the Eastlake Robotics team may visit in each other’s room until the designated curfew provided the following guidelines are met:

* No less than 3 individuals in a room at the same time
* All occupants of the room are visible from the door/window

1. Curfew – at curfew time, all students are to be in their own rooms. A room check will be made by the chaperones, and all students are to remain in their own rooms until the agreed upon time the following morning. In case of an **emergency**, contact the chaperone.
2. Students will only travel on foot or with the chaperone.
3. No excessive noise or commotion (rough housing etc..) that could disturb other (hotel) guests. This includes the playing of radios, televisions, etc…
4. No other room charges will be added to the hotel bill. This includes charges for use of the room telephone for outside calls, room service, movie rentals, mini-fridges, etc...
5. Those students staying at a private residence will take extra care with the belongings in this residence.
6. Everyone in a room will be held responsible for any infraction of the ‘Rules and Guidelines’ committed in that room.
7. Students will observe the ‘buddy system’ by always being with another Eastlake/STEM student outside of the designated direct robotics competition area.

Penalties and Contractual agreement

Failure to abide by the trip “Rules and Guidelines” will constitute not only an affront to the Eastlake Robotics Club, but also a betrayal of confidence and trust of the students and staff at Eastlake High School and STEM High School. A student who breaks trip “Rules and Guidelines” will be punished accordingly which could mean being sent home with the next available transportation at their own expense. Parents/guardians will be notified of the situation and advised of the arrival time of their student. The incurred charges will be billed to the parent’s/guardian’s credit card if available, otherwise, parents/guardians will make financial arrangements for all expenses incurred. Furthermore, the offender will be disciplined according to the Eastlake High School/STEM High School policies and guidelines.

We, the undersigned, have thoroughly read, understand, support and agree to the “Expectations, Rules and Guidelines” nr. 1-13 and the Penalties.

Student Date

Parent/Guardian Date