



FAIRFAX COUNTY  
PUBLIC SCHOOLS

11400 South Lakes Drive  
Reston, Virginia, 20191  
(703) 715-4500

March 21, 2013

Dear Parents and Students:

Thank you for participating in our trip to Charleston, SC. Attached are important forms that must be completed and returned during our pre-trip meeting at **7:00 PM on Wednesday, April 03, 2013**, in the chorus room.

Students who use an Epi-Pen should see their directors to pick up form *SS/SE-64: Epinephrine Authorization*.

**The following forms must be returned:**

1. Parental Authorization and Acknowledgement of Risk
2. Luggage Search Form
3. Rules and Regulations Form
4. Inhaler Form (if necessary)
5. Medication Form (if necessary)
6. Teacher Signature Form
7. Emergency Weather Plan Acknowledgement
8. Emergency Care Card \*
9. Over the Counter Medication Form \*

Important notes:

1. All forms must be returned prior to the trip or the student will not travel with the group. These forms are available at the chorus's website: [www.southlakeschorus.org](http://www.southlakeschorus.org).
2. No prescription medication can be administered without a doctor's signature on the Medication Form. There are no exceptions to this rule.
3. The over-the-counter form must be notarized. We will not administer any OTC medication without this form. For your convenience, there will be two Notaries Public at our pre-trip meeting Wednesday, April 03.

Sincerely,

Bryan Baldwin  
Orchestra  
[jbbaldwin@fcps.edu](mailto:jbbaldwin@fcps.edu)

Rita Gigliotti  
Chorus  
[RAGigliotti@fcps.edu](mailto:RAGigliotti@fcps.edu)

Matthew Kulikosky  
Guitar  
[MVKulikovsky@fcps.edu](mailto:MVKulikovsky@fcps.edu)

Here is a brief explanation of the forms:

**Parent Authorization and Acknowledgement of Risk** gives permission for your child to travel and participate in various events at theme parks or swimming at the hotel. Please note that the hotel pool may not have a lifeguard on duty and swimming is at your own risk. SLHS Music Department trip regulations require chaperones to be present at the pool if students will be swimming, but the chaperones are not trained life guards.

Parents must select one of the boxes at the bottom of this form indicating their approval.

**Luggage Search** indicates that you have checked your student's luggage or you give us permission to check your student's luggage. All luggage checked by parents must be delivered by a parent to the chaperone at our check-in station. Any luggage brought to the station by a student will be subject to search by our chaperones.

The **Teachers' Signature** form must be completed and returned as soon as possible. This form notifies your child's teachers of the trip dates and allows our students to stay current in their other classes.

**Rules and Regulations** provides guidelines of operation for the trip. All FCPS-and SLHS rules and regulations are in effect for the entire course of the trip.

**Medication Authorization** is required for any student who is taking prescription medication. The authorization form requires a doctor's signature for any prescription medications that will be distributed during the trip. OTC medication may be administered by our chaperones if you complete this form. If you do not need this form, please write N/A, initial, and return it with the other forms.

The **Inhaler Form** should be completed and returned. Students should carry their inhalers with them during the trip. If you do not need the inhaler form please write N/A, initial, and return it with the other forms.

The **Emergency Care Card** provides medical information and permission for treatment. It is important that all information on this form be up-to-date. All students must submit this form to be allowed to participate in this trip.

The **Over-the-Counter Medication Form** gives us permission to provide your child with Advil, Tylenol, and other OTC medicines listed on the form. We will carry the items on the form with us. Please have this form notarized if you wish for us to administer these items to your children. Our medical chaperones will keep precise records of what students are allowed to take and when they receive any type of medication.

**Epi-Pen** Students who use an Epi-Pen should see their director to pick up form *SS/SE-64: Epinephrine Authorization*. Students should carry their EpiPens as directed by their doctors. Parents should notify the music directors of any unusual allergies.

## SLHS Orchestra/Guitar Spring Trip 4235: Rules and Regulations

**Parents must accompany their children to check-in.**

### **1. ID**

All students must carry photo identification. Acceptable forms of ID include a driver's license, a valid passport, and the school ID card.

### **2. Luggage guidelines**

- Students should bring one suitcase plus one small carry-on bag for the bus.
- All luggage (including carry-on items) should be clearly labeled with your child's name and South Lakes HS. Please attach labels prior to arriving at check-in.
- Parents who complete Option 2 of the luggage search form (indicating they will search their child's luggage) must present all luggage to the chaperones at check-in. Any luggage brought to the chaperones at check-in by a student without parental supervision will be searched by a chaperone.
- Please understand students will not have access to luggage until we check in at our hotel on **Friday, April 2, 2015**. Students should plan accordingly.
- Pyjamas are not to be worn on the bus.

### **3. Luggage/Medication Drop Procedures**

- Luggage will be dropped in the **Room on Friday, April 2, 2015 between 4:30-6:00 PM.**
- **Parents must accompany their children to check-in and sign the appropriate release or all materials will be searched.**
- Sign in and drop off luggage that will accompany students on our trip.
- Medication Check-in. All medication (prescription- and O-T-C) must be checked in **by 4:30 PM**. Please include dosage and instructions. Students will not be given any medication for which we have not received parental authorization.
- ~~All~~ Prescription medications must be accompanied by the authorization form signed by the physician. ~~On Friday, April 2, 2015~~

### **4. Expensive Items**

- Please do not bring expensive items on this trip.
- FCPS and SLHS are not responsible for the loss or damage to items during this trip.
- Our charter buses will have some entertainment options for our students. Students may bring movies rated G, PG or PG-13.
- MP3, iPOD, and other small musical devices are permitted on the trip but must be used with headphones or earbuds.

## 5. Food

- Students will need money for snacks Wednesday (if desired) and for lunches Thursday-Friday.
- Students must attend all meals.
- Students may bring food and beverages with them in their carry-on bags.
- All carry-on items must be unopened when students arrive at SLHS Wednesday evening. No open containers will be allowed on the bus.
- No glass containers are allowed.
- Coolers are not allowed on the trip.

## 6. Money

- Students should bring appropriate money for shopping and snacks.
- Students are responsible for carrying their own money and should avoid bringing large quantities of it.

## 7. Departure procedure

After check-in, students will remain at the school for a meeting in the evening. All parents are welcome to attend this meeting.

## 8. Hotel information

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## 9. Essential items to bring

- instruments
- wrist watch
- cell phone and charger
- photo ID
- swimsuit
- business-casual clothing for Thursday evening's concert

## 10. Return trip

- We estimate that we will return to South Lakes HS around October 31, 2015. We will have students call when we are one hour away from school. **Please be on time to meet your ej kf.**

- We will need parents and students to help unload the buses and return equipment into the school. Please consider helping when you pick up your child. Many hands make light work.

## 11. Chaperones & Student Expectations

Students will be assigned to a group and a chaperone. Chaperones have volunteered their time to ensure students' safety and assist as needed; without them, this trip would not be possible. They are to be treated with the same respect as any teacher, coach, or administrator at school.

Directions from any chaperone will be followed. Students who are uncooperative or leave their assigned groups jeopardize their own safety and the enjoyment of others. This will not be tolerated. Address concerns with your director.

Students will not be allowed in rooms other than their own. Students are to remain in their rooms after Lights Out except in the case of an emergency. Students who leave their rooms without permission will lose privileges for the remainder of the trip. Egregious infractions will result in the student's being sent home or retrieved by the parent at the parent's expense.

Students are not to rent pay-per-view films, make telephone calls, or make use of the minibar (if there is one) in their hotel rooms.

This is a school trip and school rules will be in effect. All students are representing themselves, South Lakes High School and the orchestra- and guitar programs, and Fairfax County Public Schools.

**Students who violate the law or are found with illegal substances will be removed from the group and turned over to local authorities as appropriate. Violators will be sent home at parents' expense, if necessary, and will not be allowed to travel with the South Lakes performing groups in the future.**

*Students' safety is our first priority.*

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### Acknowledgement:

Parent's signature \_\_\_\_\_

Date \_\_\_\_\_

Student's signature \_\_\_\_\_

Date \_\_\_\_\_

## Contact Procedure in case of Severe Weather or Emergency

In the case of dangerous weather conditions or other emergency situation the SLHS Music Department will follow these steps to ensure student safety and communication:

At check-in students will need to verify or submit their cell phone number to chaperones. Chaperones will carry a list of cell numbers throughout the trip.

In case of lightning, thunderstorms or other inclement weather students will:

- 1) Immediately seek shelter in the nearest building with closed windows and doors.
- 2) Once in a shelter students should send a text to their chaperone to let them know where they are (including the specific location in an amusement park).
- 3) If students receive a text message or a phone call reporting the possibility of severe weather conditions, they will immediately cease all activities and report to the chaperone check point if time allows. If severe weather is already in the area the students will immediately seek shelter in the nearest building.
- 4) A check-in station will be set up in a central location of the theme park.

Please return the bottom of this form:

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Student's Name \_\_\_\_\_

Student's Cell Phone Number \_\_\_\_\_

Student's name: \_\_\_\_\_

## Over-the-Counter Medication

**The medicines on this list will be carried by adult chaperones.**

I hereby authorize South Lakes Music Staff and Chaperones to administer Over-the-Counter medication as directed on this form. I agree to release, indemnify, and hold harmless FCPS, SLHS Staff and SLHS Chaperones or agents from lawsuits, claims, expenses, demands, or actions against them for helping students use medication provided FCPS, SLHS and Staff comply with the physician, parent or guardian orders set forth in accordance with instructions listed below. I have read the procedures on the attached form and assume responsibility as required.

**This form must be notarized for students to receive medication.**

**Please draw a line through any item you do not want your child to have.**

These medicines will be provided with your permission to your child on an as-needed basis.

- |   |  |
|---|--|
| <input type="checkbox"/> Ibuprofen (Motrin/Advil) | <input type="checkbox"/> Dramamine                           |
| <input type="checkbox"/> Acetaminophen (Tylenol)  | <input type="checkbox"/> Pepto - Bismol                      |
| <input type="checkbox"/> Aleve                    | <input type="checkbox"/> Tums                                |
| <input type="checkbox"/> Excedrin                 | <input type="checkbox"/> Mylanta                             |
| <input type="checkbox"/> Benedryl (or equivalent) | <input type="checkbox"/> Triple Antibiotic Cream (Neosporin) |

List any known allergies and/or special instructions:

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Parent's name (printed): \_\_\_\_\_

Parent's signature: \_\_\_\_\_ Date \_\_\_\_\_

Public Notary \_\_\_\_\_ Date \_\_\_\_\_

My commission expires on \_\_\_\_\_

Date	Type of medication	Dosage	Comments	Name/signature of adult giving medication

**Terms of Use**

- First use of any of these items must be at home. We will not administer any of the items for the first time to a student.
- FCPS, South Lakes High School, SLHS Staff, SLHS Chaperones and/or agents do not assume responsibility for authorized medication taken independently by the student.
- In no case may any FCPS, South Lakes High School, SLHS Staff, SLHS Chaperones or agents administer any medication outside the framework of the procedures outlined here and/or in FCPS regulations