

California Yearbook Academy

Medical Information, Code of Conduct and Parent Permission Form

This form must be on file with workshop directors prior to attending the workshop. **The student and one parent must sign this form.**

Code of Conduct

For four days and three nights you will be guests of California State University East Bay, Hayward and will be expected to adhere to dormitory and campus regulations. We take for granted that, as representatives of your schools, you are eager to learn, make friends with staff members from other schools and prepare yourself for your upcoming role on your yearbook staff.

The following rules and regulations are necessary for your safety and the success of the workshop. Failure to comply with any of these may result in notification of parents/school administrators and/or dismissal from the workshop. Any student expelled will be expected to be off campus within eight hours of the offense, either with their parents or via public transportation at the participant's expense.

- **Leaving campus and/or entering any motorized vehicle is prohibited (this includes your own vehicle). Violation of this rule may result in your expulsion!**

Advisers or representatives who for some reason must transport students during the Workshop must sign students out in the Workshop office prior to leaving campus. Parents may arrange to have their son/daughter leave campus (church, summer school, previous obligations, etc.), but written permission to do so must be presented to workshop directors prior to leaving.

- **All participants of the workshop are to be in the dorm no later than 11:00 p.m. and must present for bed checks.**

As a matter of courtesy to others, radios, CD players, etc., must be turned off and dorm rooms must be quiet by 11:30 p.m. All students must be in their rooms with lights off by 12:00 a.m. Failure to check in and/or follow lights-out rule at the appropriate time will result in disciplinary action!

- **At no time should bedding or furniture be removed from dorm rooms.**
- **You are expected to attend all planned activities, unless your absence has been cleared with workshop directors.**
We use an Honor System where roll is taken on a random basis. Students who are not present for attendance or who are found away from their assigned location will have parents and/or advisers contacted for the first offense. Further absences will result in dismissal.
- **Use or possession of alcohol, cigarettes or illegal drugs is prohibited. No second chances!**
- **Any destruction of college or workshop property is prohibited.**
- **Any disrespectful conduct will not be tolerated.**

STUDENT AGREEMENT: I agree to the above rules and understand that breaking them will result in corrective measures, including possible dismissal from the workshop. I also agree to allow CYA to use my photo on their website, workshop promotions, workshop slides etc.

Student signature: _____

Student name: _____

School: _____

PARENT/GUARDIAN AGREEMENT: My child has permission to attend the California Yearbook Academy summer workshop and its activities (hypnotist show, yearbook signing party, use of photos in promotional pieces, website, etc.). I also agree to the above rules and consequences.

Parent/guardian signature: _____

Parent/guardian name: _____

Fill out all information. Sign the form and mail to:

California Yearbook Academy
327 Clyde Drive
Walnut Creek, CA 94598

Medical Information

In case of emergency notify:

Parent/guardian name _____

Day phone _____

Night Phone _____

Cell Phone _____

Parent Signature _____

Alternate Contact Person _____

Alternate Contact Day Phone _____

Alternate Contact Home Phone _____

Family insurance carrier _____

Policy no. _____

EMERGENCY AUTHORIZATION

Should a participant require medical attention at any time, he/she should tell any dorm counselor, one of the staff members or one of the directors. Participants will be taken to the nearest Emergency Room and are expected to pay for their own medication or medical services. The Workshop staff is not permitted to dispense drugs or treat injuries.

In consideration of the benefits to be derived and having full confidence that every reasonable precaution will be taken to ensure the safety and well being of my son/daughter during this activity, I hereby agree to his/her participation in California Yearbook Academy. I hereby agree to waive all claims against the leaders of this activity and officers, agents and representatives of California Yearbook Academy. I hereby authorize and give my consent and permission to the adult leaders to obtain medical care as deemed necessary for the health and welfare of the minor and provided under the supervision of a licensed physician or dentist, including but not limited to diagnosis, anesthesia, treatment, surgery, medication or to hospitalize or order injection for the minor named above as provided under Section 25.8 of the California Civil Code. I agree to be responsible for any and all costs. I further authorize the adult leader to receive physical custody of said minor under Section 1283(A) of the California Health and Safety Code upon completion of any treatment, and I specifically instruct any treating health facility to surrender the physical custody of said minor to the adult leader. I certify that I am the parent having legal custody, or one of the parents having legal custody or the legal guardian of the minor named above.

Should he/she need medical attention, please admit him/her to the nearest hospital and contact me at one of the numbers above or the alternate emergency contact listed above.

Parent/guardian signature: _____

Please direct our attention to any special medical needs or any other concerns you may have: