

**2.5 APPROVAL OF OVERNIGHT FIELD TRIP REQUEST FOR HIGH SCHOOL MUSIC STUDENTS TO ATTEND IL MUSIC EDUCATORS CONF IN PEORIA, IL JAN 2026**

**A. SUBJECT**

The Board is asked to approve an overnight field trip for Woodstock High School and Woodstock North High School music students to attend the Illinois Music Educators Conference in Peoria, Illinois January 29, 2026 - January 31, 2026.

**B. SUGGESTED MOTION**

This item will be included as part of the Consent Agenda Motion.

WOODSTOCK COMMUNITY UNIT SCHOOL DISTRICT NO. 200

## FIELD TRIP SUMMARY SHEET

**Athletic/Club Name:**

District 200 Music All-State Trip

**Name of Event and Description:**

## Illinois Music Educators Conference in Peoria, IL

**Coach/Chaperone Name(s):**

Brian Jozwiak, Megan Kim, and Lyndra Tingley

**Number of Chaperones:**

**Male:**  **Female:**  **Total:**

**Date(s) of Activity:**

1/29/26-1/31/26

**Location of Activity:**

Comfort Inn and Suites - 201 E. Ashland St., Morton IL 61550

**Number of Students:**

**Male:** 2 **Female:** 3 **Total:** 5

**Applicable Costs:**

<b>Gas/Mileage:</b>	<b>Approximately 350 miles</b>			<b>=</b>	<b>\$180.00</b>		
<b>Entry/Reg Fee:</b>	<b>\$100 per teacher</b>			<b>=</b>	<b>\$300.00</b>		
<b>Lodging:</b> <b>\$101.00 per night</b>	<b># of nights</b>	<b>2</b>	<b># of Rooms</b>	<b>4</b>	<b>=</b>	<b>\$810.00</b>	
<b>Meals:</b> <b>\$33 per day</b>	<b># of days</b>	<b>3</b>	<b># of Students</b>	<b>6</b>	<b>=</b>	<b>\$500.00</b>	
<b>Tolls:</b>				<b>=</b>			
<b>Transportation:</b> <b>(explain)</b>	<b>District Van</b>			<b>=</b>	<b>TBD</b>		
						<b>TOTAL</b>	<b>\$1,760.00</b>

**Attach Daily Trip Itinerary**

**Above Costs to be Paid By (Including % paid by fundraising):**

**Transportation, Registration, and Lodging Costs to be paid by D200 Office; Meals paid by D200 Music Boosters**

**Account # (if applicable):**

Submitted By:	<u>Brian Jozwiak and Megan Kim</u>	12/17/28 Date
Approved By:	<u>Arthur E. Vallicelli</u> <u>Josh Secura</u> Principal's Signature 	12/17/28 Date
	<u>Superintendent's Signature</u>	Date

Board Meeting Approval Date (if applicable)

## **Field Trip Request: D200 High Schools All-State Music**

**To: Administration and Board of Education of Woodstock Community School District 200**

**From:** Brian Jozwiak, Woodstock HS

**Request for Trip to:** Peoria, IL for the All-State Illinois Music Educators Conference Festival

**Date:** 1/29/26 - 1/31/26

**Plan for the Trip:** Brian Jozwiak will drive 5 students to Peoria, IL, where they will participate and perform in the Illinois All-State Choirs and the Future Music Educators Seminar. The students will stay at the Comfort Inn and Suites, Morton which is a short 15 minute drive from downtown Peoria. They will attend rehearsals throughout the day on Thursday and Friday, and will prepare to perform on Saturday afternoon in the Civic Center Carver Arena. Breakfast is provided in the hotel. The cost for lunch and dinner will be covered by the D200 Music Boosters. Parents must seek permission via email to drive their child home after the performance. The D200 Van will return remaining students whose parents do not attend.

**Trip Objectives:** The objective for the trip is to celebrate the achievements of the top musicians across the state through extended rehearsals and performances. The students will learn from a guest clinician and perform music alongside other superb students across the state. Year after year, the trip is an eye-opening, humbling, and inspiring experience for the students. It is a tremendous source of pride to these students and to our programs to have such a strong showing at the state level.

### **Pertinent Information**

#### **1a) Cost to the District:**

- Transportation: District provided
- Lodging: District provided \$810.32 for 4 rooms for 2 nights

**Hotel:** Comfort Inn and Suites, Morton - 201 E. Ashland St. Morton IL 61150

- **Number of Rooms:** 4
- **Number of Nights:** 2
- **Cost of 1 room per night:** - \$83.00
- **Room Subtotal for 2 nights:** \$202.58
- **4 Room total for 2 nights:** \$810.32

- Registration: District provided. \$300 (\$300 x 3 educators), paid by Denise Swanson at District Office
- Meals: Music Boosters provided. \$100 per day (5 students) for a total of \$500.

**1b) Cost to the Student:**

- **What is Included?** Everything is included for students. There is no cost to the student.

**2) Chaperones:** Brian Jozwiak and Megan Kim will serve as the lead chaperone for the students, driving them to and from the convention center each morning and night. Brian Jozwiak, Megan Kim, and Lyndra Tingley will have their phones on them while they are at rehearsals and will be available in case of emergency during the day.

**3) Student Expectations:** Students are expected to attend all scheduled rehearsals and performances. The itinerary is attached. They are representing Woodstock and need to behave appropriately.

**4) Cancellation and Travel Protections Plan (Insurance)**

No cancellations, changes, or refunds to hotel reservations

**5) Supporting Documents**

<u>Document Title</u>	
Appendix A: <a href="#">A: 2026 IMEC Trip Proposal and Detailed Itinerary</a>	Appendix F: <a href="#">F: Chaperone Expectations</a>
Appendix B: <a href="#">B: 2026 IMEC Student Instructions</a> <a href="#">B: 2026 IMEC Family Instructions</a>	Appendix G: <a href="#">G. D200 Field Trip Medication Form</a>
Appendix C: Payment Plan (if applicable.) NO PAYMENT PLAN NEEDED	Appendix H: <a href="#">H: 2026 IMEC Rules and Regulations Contract</a>
Appendix D: Fundraising Opportunities N/A	Appendix I: <a href="#">I: 2026 IMEC All-State Parent/Student Information Letter</a>
Appendix E: Travel Insurance Information NO TRAVEL INSURANCE INFORMATION NEEDED	Appendix J: Chaperone Benefits and Rewards NO BENEFITS
* Required documents	

Thank you so much for your time and consideration of this potential experience and trip for students within our school district. If you have any further questions, please email me at [bjozwiak@wcusd200.org](mailto:bjozwiak@wcusd200.org). I look forward to moving forward with your approval in order to provide the students of Woodstock Community School District 200 with this great opportunity.

Sincerely,  
Brian Jozwiak

## A. Trip Proposal and Detailed Itinerary

### Thursday, January 29

- 5:00am
  - Students will depart from Woodstock High School in the Van.
- 8:15am-8:30am
  - Mr. Jozwiak will be driving the students to the Civic Center or the First United Methodist Church in Peoria, IL, which is where they will be rehearsing throughout the weekend.
- 9:00am-9:30pm
  - The students will attend the schedule as it is listed respectively in the attached ensemble schedule documents. They will be responsible for finding lunch and dinner while in downtown Peoria. Mr. Jozwiak, Mrs. Kim, and Ms. Tingley will be available via cell-phone and are within walking distance from each of the students' rehearsal spaces.
- 9:45pm
  - Travel back to the hotel. Lights out at 11pm
    - Comfort Inn and Suites, Morton (201 E. Ashland St., Morton IL 61550)

### Friday, January 31

- 6:30am
  - Wake-Up call, Breakfast will be served at the hotel
- 7:15am
  - Depart from the hotel
- 8:00am - 5:00pm
  - The students will attend the schedule as it is listed respectively in the attached ensemble schedule documents. They will be responsible for finding lunch in downtown Peoria. Mr. Jozwiak, Mrs. Kim, and Ms. Tingley will be available via cell-phone and are within walking distance from each of the students' rehearsal spaces.
- 5:15pm - 6:45pm
  - We will pick the students up and take them to a group dinner around 5:30pm. After dinner, as a group, the students may choose to attend the Jazz Concert that night, or we will return to the hotel to rest up.
- 10:00pm
  - Lights out at 10pm

### Saturday, Feb 31

- 7:30am
  - Wake-up call, Breakfast will be served at the hotel
- 8:15am
  - Depart from the hotel
- 9:00pm - 5:00pm
  - The students will attend the schedule as it is listed respectively in the attached ensemble schedule documents. They will be responsible for finding lunch in downtown Peoria. It is at this time that parents may choose to take their child out to lunch, if time permits. The All-State Concert is at 1:00pm and the All-State Honors Concert is at 3:30pm.
  - Parents must email Mr. Jozwiak, Mrs. Kim, or Ms. Tingley ahead of time to indicate they will be driving their child home. They must also make visual contact with Mr. Jozwiak, Mrs. Kim before driving their child home. Any student whose parent does not attend may carpool with a peer, with parent permission, or drive back with Mrs. Kim in the van.
- 8:00pm
  - Return to Woodstock

For Meadow Roth

[2026 Senior High Student Schedule - All-State Chorus](#)

For Noah Johnson, Emma Vanderstappen, and Mayra Altamirano

[2026 Senior High Student Schedule - Honors Chorus](#)

For Lucas Balgeman

[2026 Senior High Student Schedule - Honors Orchestra](#)

[2026 Senior High Student Schedule - All-State Orchestra](#)



## ALL-STATE STUDENT INSTRUCTIONS

### HOTEL INFORMATION

**Hotel Check-In:** Only designated chaperones should check in the students for whom they are responsible. The chaperones will then distribute room key cards to students. It is imperative that ALL students know the name of their chaperone prior to the conference.

**Storage:** Because of the early check in required for senior level students arriving on Thursday, January 29, it is very likely that hotel guest rooms will not be ready upon arrival. For this reason, the hotels have set aside an area for luggage storage that may be used until the rooms are ready.

**Assignments:** Students must stay in the guest rooms as assigned. No exchanges will be allowed. We must be able to find a student immediately in the event of an emergency.

**Room Charges:** No additional charges (for example, meals) may be made to guest rooms.

**Curfew:** Senior-level students must be in their guest room by 12:00 midnight. Junior high students must be in their guest room by 11:00pm. Chaperones will be responsible for enforcing curfews.

**Miscellaneous:** Rooms should be locked at all times. Do not leave valuables or money in guest rooms – neither the hotels nor ILMEA assume responsibility for losses. Please report any problem with a guest room (such as insufficient bedding, towels, etc.) to the hotel front desk. If this does not solve the problem, contact the appropriate chaperone.

### RULES

All school rules apply during the IMEC. Drinking, drug use, infraction of curfew, etc., will be dealt with in a most severe manner. Individual school authorities and parents will be notified immediately. Any serious infraction will result in the removal of that student from this year's performance and potential further action by the student's home school.

### NAME BADGES

All students will pick up their badges at their first rehearsal/meeting. Badges must be worn at all times – rehearsals, hotels, restaurants, exhibits, etc. Report lost badges immediately to the specific Organizational Chairperson or ILMEA Headquarters located in the Caterpillar Conference Room at the Peoria Civic Center.

### TRANSPORTATION

The chaperone/school is responsible for providing transportation to and from auditions and rehearsals for their students.

### ATTENDANCE

Attendance for all rehearsals and scheduled events is MANDATORY. This applies to All-State Ensemble students, Composition students and FMES students. Please arrive early enough for a thorough warm-up. If (for unavoidable reasons such as illness or injury) a student must stay in his/her room, the following must be notified: (1) the School Director/Chaperone, (2) the Organizational Chair and (3) ILMEA Headquarters. Students are not to stay in guest rooms alone without adult supervision. Students performing in school ensemble invited to IMEC 2026 may miss a maximum of 90 minutes TOTAL of All-State rehearsal time or sessions.

### CHORUS AND VOCAL JAZZ MUSIC

All students will be expected to arrive at the first rehearsal with all necessary music. Instrumental Jazz, Band and Orchestra students will be sent their parts after ensemble placements are announced.

Elementary, Junior High, Senior All-State Chorus and Senior Honors Chorus students will need to work with their director to procure their music. Chorus repertoire with purchase information, is posted at [www.ilmea.org/allstate-chorus-information](http://www.ilmea.org/allstate-chorus-information). If a chorus student does not have music upon arrival in Peoria, they will be expected to purchase the music from the vendor that will be located in the rehearsal site.

### INSTRUMENT REPAIR/LOST AND FOUND

Free emergency instrument repair service will be located in the Business Center of the Peoria Civic Center and in the lobby of the Embassy Suites Conference Center. Lost and Found will be located at Registration in the Terrazzo Lobby of the Peoria Civic Center and the Conference Center desk at the Embassy Suites.

### CONCERT ATTIRE

**All Students:** Dress/skirt length should be at or below the knee; Pants should be at or below the ankle. Tops should have sleeves that cover the shoulders

**Elementary Chorus:** Dressy attire (no jeans). Please note these students will not have an opportunity to change clothes, so Elementary Chorus students should arrive to rehearsal in their concert attire.

**Junior Band, Chorus, Orchestra, Senior Jazz Ensembles, Senior Bands and Orchestras:** Black pants or skirt with black or white dress top, or black dress

**Chorus:** Please bring a school robe for these concerts. If the school does not have robes, please contact a local church or neighboring school to borrow a robe.

**Junior and Senior Bands, Orchestras, Choruses:** Please remember the final concert is in an ice arena (with covered floor). Please dress accordingly.

*Continued...*

*Please note that IMEC 2026 and the Peoria Civic Center will be cashless.*



## ALL-STATE STUDENT INSTRUCTIONS

### INSTRUMENTALIST NOTES

Percussionists: All students MUST bring snare drum/stand, keyboard mallets, bass drum beater and tympani mallets. Please also include miscellaneous items (triangle and beater, cowbell, wood block or other equipment) that might be needed. Mark all your percussion equipment for easy identification.

All Band/Orchestra/Jazz trumpet and trombone selectees should bring BOTH straight and cup mutes. In addition, jazz selectees should bring Harmon and plunger mutes.

Students are responsible for bringing their instrument to the conference. Students selected for color instruments should also bring a secondary instrument (Piccolo students should also bring a Flute, English Horn students should bring an Oboe; Contrabassoon students should bring a Bassoon; Eb Clarinet students should bring a Bb Clarinet; Alto Clarinet, Contra-alto Clarinet, and Contra-bass Clarinet should bring either a Bb Clarinet or Bass Clarinet.

ILMEA will not provide instruments outside of large percussion.

### MUSIC STANDS

All members of instrumental organizations MUST bring a portable stand for rehearsals and the concert. Stands should be black or silver. Please mark stands for easy identification.

### ILMEA STUDENT CONDUCT

ILMEA, directors, administrators and parents expect (and will enforce) school rules for all student participants. ILMEA cannot be in all areas of the hotel and conference facilities during events and after curfew, and chaperones are asked to make a concerted effort to observe this policy.

The ILMEA All-State has a long-standing tradition of outstanding student behavior and discipline. We expect that to continue in 2026.

A letter of reprimand will be sent to the school administrator should any infractions above be observed or reported. Actions deemed illegal will be forwarded to local law enforcement officials for appropriate action.

### CONCERT INFORMATION

Opening Night Concert - 8:00 pm, Wednesday

*Civic Center Theater*

Composition Contest Showcase\*\* - 3:00 pm, Thursday

*Civic Center Theater*

Junior High All-State Concert - 6:00pm, Friday

*Peoria Civic Center Carver Arena*

Jazz Night Concert - 7:30 pm, Friday

*Civic Center Theater*

Composition Awards and Recital\*\* - 9:45 am, Saturday

*Marriott Pere Marquette – LaSalle Ballroom*

All-State Elementary Chorus - 12:00pm, Saturday

*Peoria Civic Center Theater*

All-State Concert - 1:00 pm, Saturday

*Peoria Civic Center Carver Arena*

Honors Concert - 3:30 pm, Saturday

*Peoria Civic Center Carver Arena*

\*\* FREE and open to the public with no ticket required.

All others: Official IMEC Badge or \$5.00 general admission fee for friends, parents, relatives and the public. Children 10 years and under will be admitted free.



ILLINOIS MUSIC EDUCATION CONFERENCE

Congratulations to your student on being selected to the 2026 ILMEA All-State Student Programs! We hope you will be able to attend the musical performances of your student and the other 1750 selected musicians representing over 300 schools across Illinois.

#### **COMMEMORATIVE SHIRTS, PLAQUES & RECORDINGS**

These items will be available for sale in the Exhibit Halls throughout the Conference, as well as before and after each Grand Finale Concert.

#### **CONCERTS & EVENTS OPEN TO THE PUBLIC**

Unless otherwise noted, all events are \$5.00 General Admission ticket; General Admission tickets are available via the Civic Center Box Office (309-673-3200) or at the door. Student participants receive complimentary admission with tickets requested in advance by their school director.

##### *Opening Night Concert featuring Conjunto*

Wednesday, January 28 at 8:00 pm  
Peoria Civic Center Theatre, 201 SW Jefferson

##### *All-State Composition Contest Showcase Concert*

Thursday, January 29 at 3:00pm  
Peoria Civic Center Theater, 201 SW Jefferson  
Admission: Free and open to the public  
Featuring: Compositions by Illinois student composers and guest performance by Conjunto

##### *Illinois All-State Jazz Night*

Friday, January 30 at 7:30pm (Doors open at 7:00pm)  
Peoria Civic Center Theater, 201 SW Jefferson  
Featuring: All-State Jazz Band, All-State Vocal Jazz Ensemble, Honors Vocal Jazz Ensemble, Honors Jazz Combo and Honors Jazz Band

##### *All-State Junior High Concert*

Friday, January 30 at 6:00pm (Doors open at 5:30pm)  
Peoria Civic Center Carver Arena, 201 SW Jefferson  
Featuring: Junior High All-State Band, All-State Chorus and All-State Orchestra

##### *All-State Composition Contest Awards and Recital*

Saturday, January 31 at 9:45am  
Marriott Pere Marquette, LaSalle Ballroom  
Admission: Free and open to the public  
Featuring: Winners of the All-State Composition Contest

##### *Music Education Industry Showcase*

Saturday, January 31 from 10:00am-1:00pm  
Peoria Civic Center Exhibit Halls B&D  
Admission: Free and open to the public

## **FAMILY INFORMATION**

#### *All-Conference Drum Circle*

Saturday, January 31 at 11:00am  
Peoria Civic Center Triangle Lobby

#### *Illinois Elementary & Junior High All-State Chorus Concert*

Saturday, January 31 at 12:00pm (Doors open at 11:45am)  
Peoria Civic Center Theater, 201 SW Jefferson  
Featuring: All-State 4th & 5th Grade Chorus, All-State 6th Grade Chorus

#### *Illinois All-State Grand Finale Concert*

Saturday, January 31 at 1:00pm (Doors Open at 12:30pm)  
Peoria Civic Center Carver Arena, 201 SW Jefferson  
Featuring: All-State Orchestra, All-State Chorus and All-State Band

#### *Illinois Honors Grand Finale Concert*

Saturday, January 31 at 3:30pm (Doors Open at 3:00pm)  
Peoria Civic Center Carver Arena, 201 SW Jefferson  
Featuring: Honors Band, Honors Chorus and Honors Orchestra

#### **PARKING & DINING**

A map of the Peoria downtown public parking lots, garages and downtown restaurants is available from your school music educator and at [www.ilmea.org/imec](http://www.ilmea.org/imec). These maps will also be available in the Registration Lobby at the Peoria Civic Center throughout the conference. Please note that downtown dining locations will be very crowded on Saturday for lunch.

#### **IN CASE OF AN EMERGENCY**

The Illinois Music Education Conference Headquarters is located in the Caterpillar Conference Room at the Peoria Civic Center. Please call (708) 479-4000 to reach the organization in case of an emergency.

#### **MEETING YOUR ALL-STATE MUSICIAN**

Please plan to meet your student in the specified location following their concert:

Junior High All-State - Civic Center Hall A

All-State Jazz - Theater Lobby

Elementary All-State - Civic Center Hall C

Senior High All-State and Honors - Triangle Lobby

Your music director has a detailed map of the Peoria Civic Center for assistance. In absolutely no case will parents be allowed to meet their participating student on the arena floor or backstage.

## **F. Woodstock District 200 Field Trip Chaperone Expectations**

### **CHAPERONE DUTIES AND EXPECTATIONS WILL INCLUDE BUT ARE NOT LIMITED TO:**

1. Responsible for an assigned group of students throughout the planning and execution of the trip
2. Compile an emergency contact list and communication plan for the assigned group.
3. Required to attend all planned functions during the trip.
4. Responsible for getting the group to rehearsal locations on time.
5. Responsible for assuring students have all the required items needed for the day's events.
6. Work in shifts with other chaperones including supervision during all daytime activities as well as potential night time hotel hallway/room monitoring.
7. Assist with any snack and meal preparation
8. Provide any medication, prescribed or over-the-counter, as needed
8. Provide discipline, as needed, to ensure all students are representing Woodstock HS appropriately.
9. **NO SMOKING, CONSUMPTION OF ALCOHOL OR USE OF ILLEGAL SUBSTANCES WILL BE ALLOWED BY ANY CHAPERONE DURING THE TRIP.**

## **Appendix G: D200 Field Trip Medication Form**

### **Woodstock Community Unit School District 200**

Dear Parent/Guardian,

If your student will need to take prescription or over-the-counter medication during the international/overnight field trip, please complete the **D200 Field Trip Medication Form** with your student's physician. A physician's order is required for all prescription or over-the-counter medication that your student may need during the trip (ie. if your student has a headache, the **D200 Field Trip Medication Form** is required before medication can be administered). The **D200 Field Trip Medication Form** needs to be turned in to the trip sponsor four weeks before departure for the trip. It will be held by the trip sponsor during the trip for safety purposes. Students may carry and self-administer a prescribed asthma inhaler or epinephrine auto-injector device if the permission to self-carry is indicated by your physician. The **D200 Field Trip Medication Form** is below for your reference. If you have any questions, please call the trip sponsor or your School Nurse.

Sincerely,

District 200 Health Services

## D200 Field Trip Medication Form

### Health Services

Guidelines for the administration of prescription or non-prescription medication to students attending a school-sponsored activity or field trip (including overnight trips) will follow District 200 Board Policy 7:270, *Administering Medicines to Students*. As the school nurse does not usually accompany students on trips, the student's teacher or other designated school employee will be responsible for medication storage and administration. Illinois School Code (105 ILCS 5/22-30) and District 200 Board Policy permits students to carry and self-administer specific medication deemed necessary for life-threatening conditions provided the student's parent has completed and submitted the appropriate Request for Self-Administration of Medication\*\* form in addition to this form. (Medications that can be carried and self-administered include asthma inhalers and epinephrine). **Students may NOT carry or self-administer medications other than asthma inhalers and/or epinephrine.**

The parent must complete and submit this form to the school health office prior to departure of the trip. Medication must be provided in the original container clearly labeled with the child's name, name of medication, dosage, and possible side effects. Medication supply should coincide with the number of doses needed for the duration of the trip and must be dropped off to the school health office by a parent or other responsible adult.

Student's Name (Please Print) \_\_\_\_\_ Birthdate \_\_\_\_\_ Grade \_\_\_\_\_ Teacher or Activity Sponsor's Name (Please Print) \_\_\_\_\_

**MEDICATION(S) AND INSTRUCTIONS:** The following medication(s) will be stored and administered by the student's teacher or other designated school employee. \*For emergency medications (inhalers, EpiPens), please clearly write out specific instructions on when to administer, how to administer, and what to do after administration.

Prescription Medication       Non-Prescription Medication       Student to Carry / Self-Administer\*\*

Name of Medication: \_\_\_\_\_

Dosage: \_\_\_\_\_ Time(s) to Be Given: \_\_\_\_\_

\*Emergency Medication Instructions: \_\_\_\_\_

Prescription Medication       Non-Prescription Medication       Student to Carry / Self-Administer

Name of Medication: \_\_\_\_\_

Dosage: \_\_\_\_\_ Time(s) to Be Given: \_\_\_\_\_

\*Emergency Medication Instructions: \_\_\_\_\_

Name of Physician (Please print): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Physician's Signature \_\_\_\_\_

Date \_\_\_\_\_

I authorize Woodstock Community Unit School District 200 and its employees and agents, to administer the above medication(s) or to permit my child to carry and self administer\*\* as directed by the physician. I agree to indemnify and hold harmless Woodstock Community Unit School District 200 and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration of medication to my child and/or my child's self administration of medication. I also give my permission to Woodstock Community Unit School District 200 and its employees and agents, to contact the physician in regard to any medication questions or concerns.

Parent's Name (Please Print): \_\_\_\_\_ Relationship: \_\_\_\_\_

\_\_\_\_\_  
Parent's Signature

Work / Cell Phone: \_\_\_\_\_

Date \_\_\_\_\_

## **Rules/Regulations and other info for D200 All-State Musicians**

### **Rules and Regulations**

1. The discipline code for student behavior and conduct contained in the WHS/WNHS Student Handbook 2025– 2026 and those listed below shall apply to students on this trip.
2. There will be no drinking of any alcoholic beverages, taking or abusing any drugs, or smoking of any kind (cigarettes, vape pens, Juul, etc) by any student regardless of age of student or time of day. This would be considered a major violation and students would be sent home immediately.
3. Students will not use or possess drugs of any kind including aspirin or aspirin substitutes without certification of a physician. Medications must be packaged and labeled for each day and given to Ms. Tierney or Ms. Manke before departure. Mr. Jozwiak or Mrs. Kim will administer the medication each day.
4. Any time students from different rooms are present in the same hotel room, the door must be completely opened and accessible. There will be no mingling of students after the time designated by Mrs. Kim or Mr. Jozwiak. To leave your assigned room after hours for any reason is a serious violation and may result in being sent home immediately.
5. Students shall not be engaged in theft or vandalism in the place of lodging, restaurants, buses, or any other public or private place. Theft will include any amount of money taken from others, towels, ashtrays, or other similar items taken during the trip. This would be considered a major violation and students would be sent home immediately.
6. Students shall not be in any motorized vehicles as the driver or occupant other than the planned transportation (Coach bus, ferry, public transportation)
7. Students will be made aware of any unacceptable or disrespectful behavior. (This may include dress code violations, public noisiness, foul language, etc). The students shall be warned of the behavior and shall modify the behavior and/or be penalized. The students are representing Woodstock, Illinois, and the United States of America. For this reason, if the student's misbehavior continues he/she may be sent home.
8. Students must travel with at least 1 additional student at all times. This is especially relevant during lunch and dinner breaks. Failure to comply with this expectation will be considered a major violation and students would be sent home immediately.

### **Consequences and Penalties**

1. Failure of any student to observe rule #2, #4, #5, or #7 will result in the return of the student to Woodstock. Mr. Jozwiak will notify a parent to arrange for the student to be returned to Woodstock at the earliest possible time and the student would no longer be able to participate in the All-State Festival experience.
2. Violations of other rules and regulations shall result in penalties imposed on students that are consistent with the WHS Student Handbook.
3. If a student is sent back to Woodstock the following additional consequences may take place:
  - a. the student may face disciplinary action from the school
  - b. the student may be barred from any future music trips
  - c. the student may lose the privilege of continuing their participation in the choral/band program.

### **Medical Information**

1. If a student is ill or has an accident, the following procedure will be followed:
  - a. First aid will be administered by a trip chaperone or at any public First Aid station.
  - b. For illness or injury that requires minor surgery such as cuts and/or stitches, the chaperone team will make the decision and the parent will not be immediately notified.
  - c. If the student requires hospitalization for illness or a surgical procedure, the parent will be telephoned immediately. The parent's instruction will then be followed.
  - d. In the event of an emergency where the parent cannot be reached, the child will be hospitalized unless the parent has filed an alternative plan prior to the trip with Mr. Jozwiak. All students must have medical insurance, evidence of this will be carried by the trip leaders at all times.

\*\*\*UPON READING THESE RULES AND REGULATIONS, PLEASE SIGN THE BEHAVIOR CONTRACT ON  
THE FOLLOWING PAGE\*\*\*

## Trip Behavior Contract

### D200 ALL STATE MUSIC TRIP

I understand and agree to abide by the rules and regulations listed on the opposite side of this document. I also understand and agree to abide by the consequences, as stated in the Consequences and Penalties section.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

I understand and agree that my son/daughter must abide by the rules and regulations listed on the opposite side of this document. I also understand and agree to abide by the consequences, as stated in the Consequences and Penalties section that would go into effect if my son/daughter violated rules #2, #4, #5, or #7. If my child is sent home due to misbehavior or illness, I agree to come pick them up from Peoria as soon as possible.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Dear Parents of D200 All-State Students,

I am so thrilled your child will be able to experience the All-State Festival next week! You have every reason to be proud of their tremendous accomplishment. The All-State weekend is eye-opening, humbling, and inspiring for high school students. They are so lucky to be able to experience it in person too.

Students should meet at Woodstock High School at 5:00am on Thursday, January 29th. We will depart as soon as all students arrive! I will drive the students down to Peoria in a District Van. They will stay in Peoria from Thursday, January 29 through Saturday, January 31st. We are staying at the Comfort Inn and Suites in Morton IL (201 E Ashland St, Morton, IL 61550), which is a short drive from downtown Peoria, where they will spend the majority of their day.

The students should plan to pack the following items with them for this trip

- Comfortable, semi-professional clothes for indoors for 3 days of rehearsal
- Toiletries and Pajamas
- Water Bottle, Pencil, Black Folder, and **all necessary music**
- Concert Attire: **Choir** - Choral Robe and nice clothing underneath
- Warm clothing (hat, gloves, boots, scarf) for walking to and from rehearsal locations. It can be notoriously cold in Peoria this time of the year!!!
- Snacks you may want to bring for the hotel room or car ride down

I am attaching a few very important documents for you to look through.

- **A: 2026 IMEC Trip Proposal and Detailed Itinerary** - In this document, you'll find the rehearsal schedule and other events, such as the concert timing. On the second page, you'll find our tentative wake-up and departure times.
- **B: 2026+All-State+Student+Instructions.pdf** - This document contains specific information for students from the IMEC Organization
- **B: 2026+Family+Information.pdf** - This document contains information about the final concert timing and cost, as well as parking

Here are a few documents that need to be signed and returned prior to the trip

- **Appendix G: D200 Field Trip Medication Form**
- **H: 2026 IMEC Rules and Regulations Contract**

If you have any questions or concerns, please do not hesitate to reach out to me via email. I will also be providing my cell phone number so you can contact me if needed.

Sincerely,

Brian Jozwiak and Megan Kim

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[bjozwiak@wcusd200.org](mailto:bjozwiak@wcusd200.org)