

PERMISSION FOR STUDENT FIELD TRIP

Howard County Public School System

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM RESERVES THE RIGHT TO CANCEL A TRIP AT ANY TIME IN ORDER TO ENSURE THE SAFETY OF BOTH STUDENTS AND STAFF MEMBERS. IF SUCH A CANCELLATION OCCURS, THE SCHOOL SYSTEM IS NOT RESPONSIBLE FOR ANY FINANCIAL LOSS INCURRED BY THE PARENT.

SCHOOL: Mayfield Woods Middle School DATE: February 1, 2012

Dear Parents:

The following field trip has been arranged to complement the instructional program. This trip has been approved according to Board of Education Policy and guidelines established by the Superintendent of Schools, and all appropriate school system policies and school rules are in effect for the duration of the trip. If you have any questions, please feel free to contact the teacher-in-charge at (410) 313-5022.

Please complete the bottom portion of this form, **detach** and return with cash or check (made out to Mayfield Woods Middle School) to cover the cost per student, and return to the teacher-in-charge by March 30, 2012.

The HCPSS Finance Office has contracted with the Envision Payment Solutions, Inc. for the electronic collection of check payments. If the check is returned unpaid, Envision Payment Solutions, Inc. will assess a \$35 fee allowed by Maryland state law and charged as an electronic fund transfer.

Destination: Summit Lake Camp, Emmitsburg, Maryland

Objective of Trip: Outdoor Education Experience

Class/Group: Sixth Grade Students

Cost per Student: \$ \$100

Departure Date: May 30, 2012 Time: 9:30 am Student Day Extended Day Overnight Non School Day

Return Date: June 1, 2012 Time: 1:30 pm X

If students will not be returning from this field trip within the defined student day, the parent(s) should make arrangements to pick up the student at the school within 15 minutes of return.

Bus Company: Bowens Bus Service

Public Transport: _____

Total Number of Students: 225 Anticipated Ratio of Chaperones to Students: 1:4

Meal Arrangements: Meals provided by the camp staff, evening snacks provided by school staff

Appropriate Attire: A packing list with appropriate attire will be provided to every student.

There may be a separate attachment detailing the itinerary, special clothing or cash requirements, and any additional rules or procedures. Please contact the Teacher-In-Charge as soon as possible if you have any special needs regarding this trip.

Alternative plans in case of postponement/cancellation: In the event of cancellation, we will have regular school days

TEACHER-IN-CHARGE: Tim Pruett, sixth grade team leader

If you are available to chaperone, please indicate your interest on the form below, and review the description of duties and responsibilities on the reverse of this form. Unless otherwise indicated, you will be contacted directly if your services are needed.

Please cut, detach, and return with payment to the teacher-in-charge:

I GRANT PERMISSION FOR _____ TO GO TO _____
ON _____. I RECOGNIZE THAT THE HOWARD COUNTY
PUBLIC SCHOOL SYSTEM CANNOT BE HELD RESPONSIBLE FOR CONDITIONS BEYOND THEIR CONTROL.

SIGNATURE: _____ DATE: _____ PHONE: _____

I AM AVAILABLE TO CHAPERONE AND ACCEPT THE DUTIES AND RESPONSIBILITIES OF THE POSITION.

NAME OF CHAPERONE VOLUNTEER (PLEASE PRINT):
