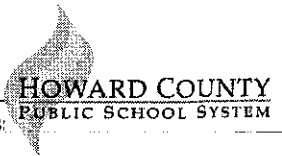


ELLICOTT MILLS MIDDLE SCHOOL

4445 Montgomery Road • Ellicott City, MD 21043 • 410-313-2839 • (F) 410-313-2845 • emms.hcps



September 8, 2017

Dear Parents/Guardians of Eighth Grade Students:

Attached you will find a Student Permission Form for the upcoming 8th grade field trip to the National Air & Space Museum in Washington, DC on Thursday, October 19, 2017. Students will have an understanding of how scientific discovery and innovation enhance and complicate our lives. Also, students will learn how imaginative and speculative thought lead to futuristic advances and how today's realities stem from the imagination of past thinkers.

We are in need of parent chaperones for this trip. If you are interested and available to join us on October 19th, please check the appropriate box and include your cell phone number on the Student Permission Form. Another feature of the field trip policy is the Chaperone Responsibility Form. Please read it closely and indicate that you have read and understand the responsibilities of chaperoning on the bottom of that form only if you are interested in chaperoning. In the event we receive more parent volunteers than we can accommodate, we will hold a lottery to select parent chaperones. Chaperones are free of charge.

The \$19.00 fee for students includes the cost of bus transportation to DC. We recommend you pay using our Online Student Payment (OSP) option. Please see our website ([emms.hcps.org / Resources](http://emms.hcps.org/Resources)).

Students may bring money for lunch or a bagged lunch. Students who bring their own lunch are required (by the museum) to have it in a backpack. Students may purchase lunch at the Museum Food Court, which includes McDonald's, Boston Market and a Pizza place. Our school dress code applies.

Additional specific information about the trip will be sent home with students closer to October 19th.

The following items are due **NO LATER THAN WEDNESDAY, SEPTEMBER 20, 2017 in a sealed envelope labeled with your child's name. No staples please.**

- ✓ Detached signed Student Permission Form
- ✓ OSP Payment on our school website : emms.hcps.org/resources, OR
- ✓ If paying by check, \$19.00 check payable to EMMS with phone number and child's name on the memo line

We appreciate your cooperation in getting the completed **Student Permission Form** and payment no later than **Wednesday, SEPTEMBER 20th** to your child's homeroom teacher. Please be sure to complete and sign all required documents included in this packet.

Sincerely,
8th Grade Team

Attachments: Student Permission Form
Chaperone Responsibility Form



PERMISSION FORM FOR STUDENT FIELD TRIP

Dear Parents:

The following trip has been arranged to complement the instructional program of your student. This trip has been approved according to the Board of Education Policy and guidelines established by the Superintendent of Schools. All 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.

Please complete the bottom portion of this form, **detach** and return with payment to the Homeroom Teacher. Please use the **ONLINE PAYMENT SYSTEM (OSP)** for the most convenient payment option. <http://emms.hcpss.org>. Or make check payable to **ELLICOTT MILLS MIDDLE SCHOOL**.

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.

School:	Ellicott Mills Middle School		
Destination:	National Air & Space Museum Washington, DC		
Objective of the trip:	To understand how scientific discovery & innovation enhance and complicate our lives.		
Class/Group:	8 th Grade		
Departure date:	October 19, 2017	Time:	8:30 am
Return Date:	October 19, 2017	Time:	2:30 pm
Bus Company:	Woodlawn Motor Coach, Inc.		
Public Transport:	NO		
Cost per student:	\$19.00		
OSP or Checks payable to	Ellicott Mills Middle School		
Due Date:	SEPTEMBER 21, 2017		
Meal Arrangements:	May bring bag lunch or money to purchase lunch		
Appropriate Attire:	School dress code applies		
Total # of Students:	289		
Anticipated Ratio of Chaperones to Students:	1:6		

This trip will be:	
Student Day <input type="checkbox"/>	Extended Day <input type="checkbox"/>
Overnight <input type="checkbox"/>	Non School Day <input type="checkbox"/>

Alternate plans in case of postponement or cancellation:
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There may be a separate attachment detailing the itinerary, special clothing or cash requirements, as well as any additional rules or procedures. Please contact the Teacher-In-Charge as soon as possible if you have any special needs regarding this trip.

Teacher-In-Charge: James Murray

Contact number: 410.313.2839

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. THE SCHOOL SYSTEM IS ALSO NOT RESPONSIBLE FOR ANY LOST OR STOLEN PERSONAL ITEMS.

I GRANT PERMISSION FOR _____ TO GO TO **Air & Space Museum** ON **OCT 19, 2017**. I RECOGNIZE THAT
(PRINT Student Name) (Destination) (Date)
HOWARD COUNTY PUBLIC SCHOOL SYSTEM CANNOT BE HELD RESPONSIBLE FOR CONDITIONS BEYOND THEIR CONTROL.

PARENT SIGNATURE _____ DATE: _____ PHONE: _____

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

CHAPERONE NAME _____ SIGNATURE _____

CHAPERONE CELL NUMBER _____ CHAPERONE EMAIL: _____

