



**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 cash or check to the Teacher-In-Charge. Due to the short visit, additional chaperones will not be necessary on this trip, but if you would like to attend, please fill out and return the chaperone form.

School:	Wilde Lake Middle School		
Destination:	East Columbia Library		
Objective of the trip:	To explore library resources for secondary level students which will support academics and support student learning.		
Class/Group:	6 <sup>th</sup> Grade		
Departure date:	12/9/2019	Time:	9:15am
Return Date:	12/9/2019	Time:	11:30am
Bus Company:	J.C. Bus Company		
Public Transport:	-		
Cost per student:	\$5		
Checks payable to:	Wilde Lake Middle School		
Due Date:	12/4/2019		
Meal Arrangements:	-at school-		
Appropriate Attire:	-school appropriate-		
Total # of Students:	230		
Anticipated Ratio of Chaperones to Students:	1:15		

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

Optional: I would like to donate the cost of an additional field trip for a student in need. \$5 additional dollars are enclosed.

If the trip returns after the regular student day, the parent will pick up the student at the school within 15 minutes of return. If we are postponed or cancelled we will remain at school as usual and attend the next available library day.

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: Sarah Russo

Contact number: 410-313-6957

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 \_\_\_\_\_ Jaiden Brown \_\_\_\_\_ TO GO TO \_\_\_\_\_ East Columbia Library \_\_\_\_\_  
(PRINT Student Name) (Destination)  
 ON \_\_\_\_\_ 12.9.2019 \_\_\_\_\_ . I RECOGNIZE THAT HOWARD COUNTY PUBLIC SCHOOL SYSTEM CANNOT BE HELD  
(Date)  
 RESPONSIBLE FOR CONDITIONS BEYOND THEIR CONTROL. *Nicola Brown Morgan*  
 I AM AVAILABLE TO CHAPERONE AND ACCEPT THE DUTIES AND RESPONSIBILITIES OF THE POSITION.  
 CHAPERONE NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_  
 CHAPERONE PHONE NUMBER \_\_\_\_\_ CHAPERONE EMAIL: \_\_\_\_\_