

DR. MARTIN LUTHER KING, JR. MIDDLE SCHOOL

An IB World School

13737 Wisteria Drive

Germantown, MD 20874

Main Office: 240-740-6350 Fax: 301-601-0399



Expect Excellence • Provide Excellence Produce Excellence

Office of the Principal

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Smokey Glen Farm, Gaithersburg, MD

8<sup>th</sup> Grade End-of-Year Celebration

Wednesday, June 14, 2023

Dear Eighth Grade Students and Parents/Guardians,

All eighth-grade students are invited to attend an end of the school year celebration at Smokey Glen Farm in Gaithersburg on Wednesday, June 14, 2023. The Smokey Glen trip is designed to reward students for their academic efforts and for their demonstration of our school's core values this year. Students will leave Dr. Martin Luther King, Jr. Middle School by MCPS bus at 9:40 a.m. and will return to school around 2:15 p.m.

Permission forms and payment of \$59.00 are due to Mr. Jackson no later than Monday, June 5, 2023. The trip payment includes bus transportation, admission to the farm, a lunch buffet, and recreational activities. While at the farm (no animals), students will also enjoy great food, team sports, horseshoe, miniature golf, and a moon bounce. The best part will be creating a lasting memory of their middle school career with peers and even staff.

The eighth-grade staff would like all students to participate in this end of year celebration. In order to be eligible to attend the trip, students must continue to uphold our school's core values of **Respect**, **Responsibility** and **Integrity** Students may be excluded from the trip if they:

- Are not academically eligible (below 2.0) at the end of the day on Friday, June 9.
- Have an outstanding financial or material (e.g. uniform, Chromebook) obligation.
- Receive a referral or are suspended between May 10 and June 13 .
- Arrive late to a class without a valid pass three or more times between May 10 and June 13.
- Fail to attend a detention assigned by a staff member.
- Engage in behaviors that are considered disruptive, inappropriate, and/or unsafe.
- Do not follow expectations on earlier field trips.

Students who are removed from the trip for any reason will only be eligible for a refund of that portion of the field trip fee which has not already been encumbered by MLK MS as of the date of exclusion. However, no refunds will be made after Tuesday, June 6. Students not attending the trip will have a regular day of classes on June 14.

Mrs. Brandi Overton  
Principal

Please make sure your child turns in the following in order to attend Smokey Glen Farm:

- MLK permission form.
- MCPS permission form.
- Payment of \$59.00. Cash payments must be the exact amount as change may not be made. Checks and money orders should be payable to MLK MS. Please include the student's name on the check payment. You can also pay online (see instructions attached) and provide your online payment order number.

Mr. Jackson will be in the 8<sup>th</sup> grade hall each morning from May 10 through June 5 from 7:50 a.m. — 8:15 a.m. to collect payments and permission forms. He will only accept them during the above times.

Please consider making a donation to sponsor a student who may need financial assistance in order to participate by including an additional amount with your field trip payment. If families need special arrangements to help cover the cost of the trip, please contact Mr. Jackson at the email address listed below. If you have any questions about the Smokey Glen trip please email. Thank you for your continued support as we celebrate your child's middle school achievements.

Through: Mrs. Brandi Overton, Principal

Sincerely,

*Philip E. Jackson*

Grade 8 Team Leader

philip\_e\_jackson@mcpsmd.org

DR. MARTIN LUTHER KING, JR. MIDDLE SCHOOL FIELD TRIP  
PERMISSION FORM

Smokey Glen Farm — Grade 8 — June 14, 2023

Please return the permission forms and payment to Mr. Jackson no later than Monday, June 5 2023

\_\_\_ Yes, my child \_\_\_\_\_ can attend the Smokey Glen Farm on  
Wednesday, June 14, 2023.

\_\_\_ Payment is enclosed \$59.00 cash (exact amount) or check or money order payable to MILK MS

\_\_\_ Payment was made online. Payment order number (See instructions below.)

\_\_\_ I have included a donation in the amount of \_\_\_\_\_ \$ to sponsor a student who needs  
financial assistance in order to participate

\_\_\_ My child and I have read and agree to all the requirements in the field trip  
letter.

Making an Online Payment for school activities.

You can pay your student's school fees by debit or credit card online using a web browser from any  
location, 24 hours a day:

<http://osp.osmsinc.com/montgomeryMD>

You will need to select Dr. Martin Luther King, Jr. Middle School. You will need your student's name  
and ID number. There is a 3.75% service charge for school online payments added to your purchase  
which is charged by the service/credit card providers, not by MCPS or the school. Refunds can only  
be authorized by the school. Please contact Ms. Denia Ramos, Financial Specialist with any concerns  
at 240-740-6350.



# Parent/Guardian Approval For Trips MCPS Transportation Is Provided

Office of School Support and Improvement  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland 20850

MCPS Form 555-6  
July 2018

**PART I: To Be Completed by the Trip Sponsor**

School Martin Luther King MS - 107  Grade Level/Group Grade 8

Date(s) of Trip Wednesday June 14 From 10 a.m./p.m. To 1:30 a.m./p.m.

Location of Trip (include city and state) Smokey Glen Farm Gaithersburg, MD

Transportation Arrangement: MCPS Bus Student Cost \$ 59.00

Purpose of Trip Grade 8 EOY celebration

School Staff Sponsor Philip E. Jackson Date 4 / 28 / 23

The student named below may be excused to engage in the above-described activity.

Signature of Principal [Signature] Date 5 / 1 / 23

**PART II: To Be Completed by Parent/Guardian, or Eligible Student**

**A. Parent/Guardian Financial Responsibility**  
Montgomery County Public Schools (MCPS) wants you to know about your financial responsibility for field trips.

**Cost**—Depending on the trip, the cost may include transportation, ticket or entrance fee, food, hotel, and/or a travel company's fee.

**Payment**—Payment may be made by check made out to the school, cash, or, if available, through an online payment system. However, it is recommended that you do not send cash to school with your student(s). A check returned by the bank for any reason is subject to a \$25.00 returned-check fee. Please contact the school counselor or school administrator to make alternative arrangements for payment. Scholarships, reduced fee, or modified payment schedules are available if the cost of the field trip would create a hardship for your family.

**Delay, Change, or Cancellation**—Sometimes it is necessary to postpone, change, or even cancel a trip for safety, bad weather, or other reasons. Sometimes, when a trip is cancelled, changed, or delayed, cancellation fees or other payments have been made in advance that MCPS cannot get back. For example, there may be transportation reservations, tickets that have been purchased, or fees paid to a travel agent. A refund is not always possible, but we will do our best to refund all or part of your payment.

**Additional Cost**—If a trip is delayed, interrupted, or changed once it has begun and students need to remain away from home and school longer than anticipated for safety or other reasons, there may be additional costs for such things as food, lodging, and additional or alternative transportation. If this happens, we will do our best to keep additional costs to a minimum, but you are responsible for paying these additional expenses for your child(ren).

**B. Prescribed Medication**  
School personnel will, when it is absolutely necessary, administer medication to students during the school day and while participating in overnight field trips if the parent/guardian has completed MCPS Form 525-13, *Authorization to Administer Prescribed Medication, Release and Indemnification Agreement*, and/or MCPS Form 525-14, *Emergency Care for the Management of a Student with a Diagnosis of Anaphylaxis, Release and Indemnification Agreement for Epinephrine Auto-Injector*.

My child will need medication administered while participating in this field trip. MCPS Form 525-13, and/or MCPS Form 525-14, has been completed (at least one week in advance of the field trip) and is on file in the Health Room at my child's school. *Note:* Prescription medication must be properly labeled by a pharmacist, medication label and authorized prescriber order must be consistent, and over-the-counter medication must be in an original container with the manufacturer's dosage label and safety seal intact. See Forms 525-13 and/or 525-14 for more details.

**C. Information Regarding Travel Insurance**  
Travel insurance may help cover costs if the trip is cancelled, delayed, or interrupted, or if your child is not able to go on the trip for reasons such as an illness. The cost of travel insurance varies depending on the company and plan you choose. Be aware, however, that travel insurance companies will not cover a trip that is cancelled by the school as a precaution. Unless the school has made arrangements for group insurance that is included in the cost of the field trip, the decision on whether to purchase travel insurance is yours. If you wish to purchase travel insurance, you must make the arrangements and pay the cost.

Student Name \_\_\_\_\_ Teacher \_\_\_\_\_

I give permission for my child to participate in the above-described activity.

I do NOT give permission for my child to participate in the above-described activity.

I would like to volunteer to chaperone this field trip.\*  
*\*Please be advised that all volunteers must complete online training on the prevention, recognition, and reporting of child abuse and neglect. Volunteers for extended-day (returning after 7:00 p.m.), and overnight field trips must also undergo fingerprinting and background checks.*

Parent/Guardian Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone Number \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_