

LOWELL PUBLIC SCHOOLS

James F. Sullivan Middle School
150 Draper St.
Lowell, Massachusetts 01852
(978) 937-8993

Edward J. Foster, Ed.D.
Principal

Michael J. Banks
Assistant Principal

2-12-20

Dear Superintendent Boyd,

The 6th grade students at the James F. Sullivan Middle School would like permission to attend the Boston Museum of Science Overnight Program. The Sullivan PTO had run this trip with the 5th graders in previous years and they wanted to go again this year. The trip will take place from Friday, April 3, 2020, 4:00PM until Saturday, April 4, 2020 12:00PM. This trip is scheduled to occur in April so it does not interfere with MCAS testing. The Museum of Science Overnight Program fee is \$55 per student, and the bus is \$1080 total. We are applying for a scholarship from the Museum of Science to defray costs to all participating students. This trip is at no cost to the Lowell School Department or the City of Lowell. Attached please find the Overnight Program Survival Manual. A sample schedule is given on page 3 of the manual.

Thirty-seven students have shown interest in attending the Museum of Science Overnight Program along with at least 14 chaperones. This is a parent-organized, parent-led trip, organized by the Sullivan Middle School PTO. We will have at least 1 CORI approved chaperone per 5 children.

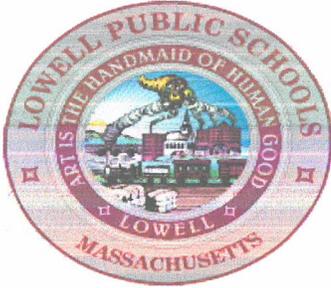
This trip to the Museum of Science will enhance the participating students' understanding of multiple standards identified in the Massachusetts Science and Technology/Engineering Curriculum Framework for Grade 6. The trip includes a visit to the Planetarium show which meets the standards **6-ESS-1** and **6-ESS-2**, Earth's Place in the Universe. The trip also includes the Lightning presentation, various hands-on activities, and time to explore the Museum. Some of these students have never visited the Museum of Science. This is a great opportunity for them to experience different areas of science, as well as give them an chance to explore one of the great educational assets in their own area.

As principal of the J.F. Sullivan Middle School, I support this trip. Thank you for taking the time to consider this request.

Sincerely,



Ed Foster



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Thank you for taking the time to consider this request.

Sincerely,

Joy Prout, Sullivan Middle School PTO President



Museum of Science

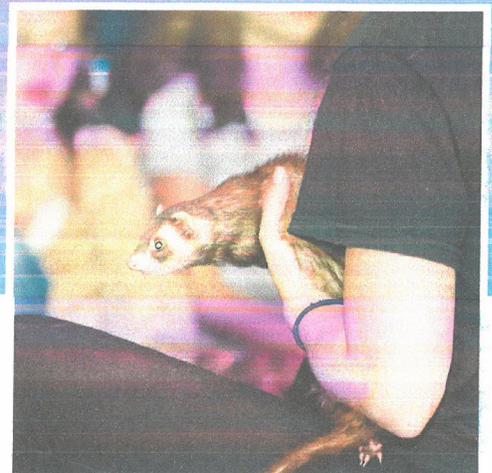
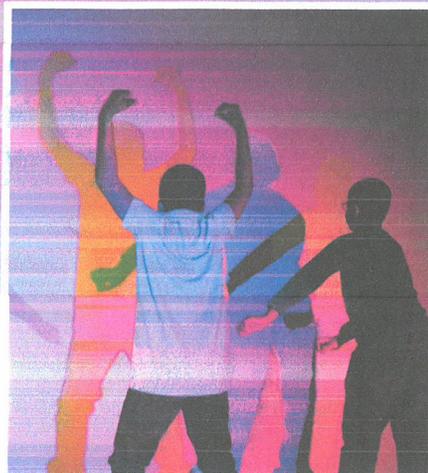
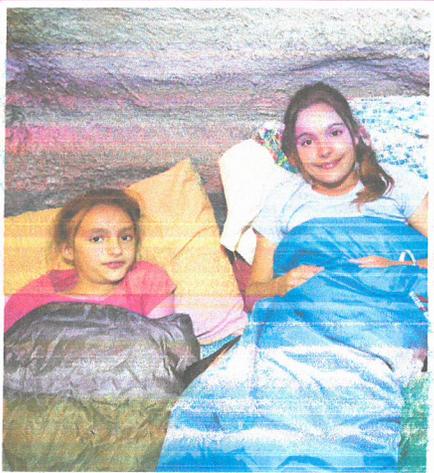
OVERNIGHT PROGRAM

SURVIVAL MANUAL FOR CHAPERONES

HAVE A GREAT NIGHT!

We hope these guidelines will help you make the most of your special night. Previous overnights contributed many of the ideas and suggestions you'll find here. If you have any additional questions, feel free to contact us at **617-589-0350** or overnights@mos.org. See you soon!

Only registered youth in grades 1 – 7 and their adult chaperones may attend. Overnight registrations are non-refundable. If you are unable to attend, please contact your organization to find a replacement.



PREPARING FOR YOUR OVERNIGHT

Be prepared to interact with several hundred youth and chaperones participating in this program. As previous overnights have demonstrated, *cooperation and flexibility are vital*. Be aware that the Museum will be open to the public during parts of the overnight, and there will be visitors attending shows and other Museum functions. We look forward to your help in making this a wonderful experience for everyone.

WHAT TO BRING

Sleeping Gear

Bring an indoor sleeping bag for each participant. Prior attendees recommend an air mattress or foam pad for sleeping on hard, cold floors. Outlets are available for inflating mattresses. If you need an outlet overnight for a CPAP machine or other medical device, contact us in advance. Consolidate gear to facilitate storage and access. All gear should be clearly labeled with your group and individual name to minimize the chance of losing items.

Clothing

You'll do a lot of walking, so wear comfortable shoes and clothing. Shoes must be worn at all times. We recommend dressing in layers. Overnighters usually sleep in light clothing.

Additional Suggestions

Bring a water bottle. Feel free to bring a camera as photography is permitted in most parts of the Museum. Overnighters may wish to bring extra money to purchase souvenirs and educational items in the Museum Store.

WHAT NOT TO BRING

Please do NOT bring tents, cots, hair dryers, curling irons, or alcohol.

GETTING TO THE MUSEUM OF SCIENCE

Traffic patterns change frequently in and around Boston due to construction. Please visit mos.org/directions.

PUBLIC TRANSPORTATION

The Museum is located diagonally across the street (O'Brien Highway) from the MBTA Green Line Science Park stop, over the Charles River Dam drawbridge. The Museum is also within walking distance of the Charles/MGH stop on the Red Line, Lechmere on the Green Line, and North Station on the Orange and Green Lines as well as the commuter rail and Amtrak Downeaster. For more information about public transportation, please visit mbta.com.

ARRIVAL AND REGISTRATION

Plan to check in from 5:00 to 6:30 p.m. Park in the Museum garage and bring your gear to the ground level. Look for the **Overnight Program Entrance** sign in the corner of the garage. Garage attendants and security guards can help direct you. After you enter, leave your gear in the hallway under your group name and proceed to check-in. Staff will be there to assist you in this process. While checking in your group, you will receive a packet containing a map of our exhibits, a schedule of events, and other information for a safe, successful stay. Museum staff will be available to assist you throughout the evening.

If you arrive after 7:00 p.m., go to the Information Desk in the lobby and ask an information specialist to contact an Overnight Program staff member to check you in.

SLEEPING SPACES

Your group will be assigned a sleeping area in the Exhibit Halls.

Overnight staff will review safety procedures with at least one adult member of your group. We appreciate your cooperation in making sure sleeping areas are set up safely.

As for sleep...expect about as much as anyone would get at a large slumber party. Remember that after lights-out all overnights must remain quiet and in their assigned areas.

PROGRAM ACTIVITIES

This extraordinary, exploratory overnight adventure will keep you going from dusk 'til dawn! The program includes an opening welcome, instructor-led hands-on science activities, and presentations in the Mugar Omni Theater and the Charles Hayden Planetarium. You will receive an exact schedule of events when you arrive. Adults are encouraged to participate in all overnight activities!

MEALS

Food is not allowed in the Exhibit Halls. Participants may eat in designated areas that allow food and drink. Overnights can purchase dinner in the Museum's Riverview Café or bring a picnic dinner/supper. We will provide an evening snack and light breakfast. Complimentary tea and coffee will be provided for adults at designated hours during your stay.

Please allow enough time to complete your dinner before programming begins at 6:45 p.m. Those with special dietary needs are encouraged to bring their own food substitutes. For more information: 617-589-3180.

ACCESS

Please notify us prior to the overnight if members of your group have any special needs or accommodations. Refrigeration is available for medicine or special dietary needs. We are better able to accommodate your needs with advance notice.

PARKING

Overnight vehicles park for a \$10 flat fee in the Museum garage. Bring your ticket inside with you. Museum staff will validate your parking during the event and you'll pay at the kiosks upon departure. We can only accept debit and credit card payments for parking.

DEPARTURE

The program ends at 11:00 a.m. Pack and store your gear during the scheduled time so the Museum can be cleaned. Please make arrangements for gear, parking, and buses before the overnight staff leave at 11:00 a.m. If you still have energy, feel free to stay longer and enjoy the Museum!

SLEEPING SCHEDULE	
EVENING	MORNING
5:00 – 6:30 p.m. Arrival and registration	6:30 a.m. Wake up
6:45 p.m. Opening welcome	7:00 a.m. Breakfast
8:00 – 10:00 p.m. Instructor-led hands-on activities, explore Museum, and stop in for a snack	8:00 a.m. Planetarium show*
10:30 p.m. <i>Lightning!</i> presentation*	9:00 a.m. Explore Museum
11:00 p.m. Set up sleeping space	10:00 a.m. IMAX film*
Midnight Lights out	11:00 a.m. Overnight officially ends
	<i>*If any Museum venue is closed, an alternative activity will be provided.</i>



EMERGENCIES

BUILDING EMERGENCIES

Like all public institutions, the Museum is required to follow fire and emergency standards; we have consistently met or exceeded these safety requirements. Heat and smoke detection systems are installed throughout the building. The appropriate city officials of Boston and Cambridge are aware of our program. Public safety staff are on duty throughout the night, and Overnight Program staff are trained in emergency exit procedures. Be aware that some lights are left on all night.

Medical Needs and First-Aid

Participants are responsible for their medical needs. A room with a quiet rest area and a refrigerator for medicine is available. Please bring any medications your group requires and contact us in advance regarding any special medical needs. Should a participant require first aid, a public safety staff member will assist you.

Medical Emergencies

Contact an Overnight Program staff member immediately. Several hospitals are only minutes away. Chaperones should have emergency contact information for all members of their group. Make sure to contact us prior to your overnight regarding any special medical needs.

Family Emergencies

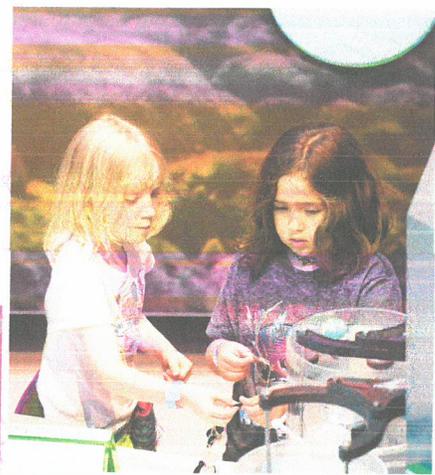
If an outside person needs to reach you for an urgent matter, they should call **617-589-0200**. This number is for **emergencies only** and is staffed around the clock by security staff. Please make sure that all incoming callers know the registered participant's full name, leader's name, and organization name.

IMPORTANT RULES AND GUIDELINES

- Children must be accompanied by an adult at all times.
- Smoking is prohibited throughout the Museum.
- Please notify a staff member if you need to leave the building after hours.
- Anyone found under the influence of or in possession of alcohol or drugs will be required to leave.
- Inappropriate behavior (including, but not limited to, ignoring guidelines or engaging in acts of aggression) will be grounds for dismissal.
- HAVE FUN!



CI-18-9557 Photos © Nicolaius Czarnicki © Ashley McCabe



FIELD TRIP REQUEST FORM

(Must be turned in **6 weeks** in advance, with **field trip checklist** attached)

A trip is considered an official Sullivan field trip when it is connected to any
(School's name)
class, student activity, club, sport or special program whether they occur on a school day or on a weekend.

A field trip form **MUST** be filed with the Principal's signature (4) weeks prior to the event. The Principal's signature is required for ALL trips. *Keep a copy of this request for your files.*

Name: Joy Prout (Sullivan PTO President) Date: 2/3/20

Name and cell phone # of staff member on trip: (978) 495-1235

Date of the trip: April 3rd, 2020 to April 4th, 2020

Hours: Leaving: 4:00 PM 4/3 Returning: 12:00 PM 4/4

Number of Students: 39 6th graders Number of Chaperones: 14

Description of Field Trip: The MOS overnight program allows students to discover science in an entertaining, educational and interactive way through hands on activities: a lightning show, science demonstrations, an omni film, time to explore the Museum, and much more.

Type & Number of Vehicles: bus Approximate Mileage: 54

Charges to Student (p/p): \$ 70 Charge to School Dept.: none

Transportation: \$ 15 Transportation: none

Entry Fees: \$ 55 Entry Fees: none

Meals: bring their dinner or Meals: none

pay for dinner at museum, Breakfast and snack included in cost,
How many substitute teachers are you requesting?: none

___ Full Day or Specific Times: From: _____ To: _____

You are required to meet the following conditions:

- Obtain parental and teacher permission
- Obtain volunteer/parent CORI forms and submit to H.R. office (4) weeks prior
- Notify Principal of students attending
- Meet all requirements of the field trip site
- File a post-trip report to the Principal
- Arrange for students to be returned to school/home

Reviewed/Approved by:
Principal: [Signature]

Date: 2/11/20

Lowell Public Schools: OVERNIGHT FIELD TRIP CHECKLIST [revised 03/01/12]

The School Committee recognizes that first-hand learning experiences provided by field trips are a most effective and worthwhile means of learning. It is the desire of the Committee to encourage field trips as an integral part of the program of the schools.

Specific guidelines and appropriate administrative procedures shall be developed to screen, approve and evaluate trips and to ensure that all reasonable steps are taken for the safety of the participants. These guidelines and appropriate administrative procedures shall ensure that all field trips have the approval of the principal and that all overnight trips have the prior approval of appropriate Administrative level.

Approval of the School Committee must be granted prior to money being collected, arrangements being made, or parental consent being issued for all overnight field trips.

The following guidelines are set to implement the planning of field trips as part of, and directly related to, classroom learning activities. All guidelines must be included in the request.

NA
not missing
school

The application for approval for an overnight field trip which requires students to miss a day or more of school must include written justification from the teacher proposing the trip.

NA
not missing
school

The application for approval for an overnight field trip which requires students to miss a day or more of school must include a written statement of the learning standards the trip will address. see letter for learning standards

✓

The application for approval for an overnight field trip must include an itemization of all costs associated with the trip and the funding source.

✓

All proposed field trips must have the approval of the school building administrator.

✓

All day trips must be within budgetary allotments for such purpose and be approved by the superintendent. Any trip, for which there is no budget allotment, must have advance approval of the School Committee. No cost to Lowell schools

✓

Each student who goes on a field trip must have written parental permission.

✓

Enough supervision must be provided so that discipline on the trip is effective.

At least 1 chaperone per 5 students

✓

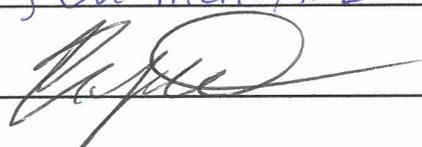
All trips must be well planned, properly timed, and related to regular learning activities. see over night survival manual from MOS

✓

NEW: All Chaperones/other adults MUST be coried. Please list chaperones that are

attending: Danielle Sotirakos, Vuoch Sabandithy, Michelle St. Onge, Ginny Manirath, Jennifer Pratt, Bill Riordan, Sara Leggeri, Carmen Arzola

Signature of Principal / Headmaster: _____



Date 2/19/20

Signature of Central Administrator: _____

Date _____