



LOWELL PUBLIC SCHOOLS

Lowell High School
50 Fr. Morissette Blvd.
Lowell, Massachusetts 01852-1050



Marianne E. Busteed
Head of School

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Dr. Salah Khelifaoui, Superintendent
Lowell Public Schools
155 Merrimack Street
Lowell, MA 01852

Email: MBusteed@lowell.k12.ma.us

Re: Outdoor Track Annual Glen Loucks Games, May 2018

Dear Dr. Khelifaoui:

I would like to request permissions for 15 student athletes along with 2 Lowell High school coaches, David Casey and Scott Ouellet to attend the 51st Annual Glen D. Loucks Games in White Plains New York. Our students have completed and won numerous honors at this MIAA sanctioned event. Students will leave on Friday, May 11th at 8 a.m. and return Saturday evening, May 12th no later than 10 p.m. They will be traveling by vans and will be staying at SpringHill Suites in Tarrytown New York on Friday night.

Travel expenses will be the responsibility of the students and coaches. The Athletic department will cover the entry fees of \$225.00 Students will miss one day of school and no substitutes will be needed as this will be covered by PE staff. There is no cost to Lowell High School or the School Department.

This trip is in accordance with the Massachusetts State Curriculum Frameworks under the following standards:

- Demonstrate exercises in strength training, cardiovascular activities, and flexibility training;
- Identify the components of physical fitness and the factors involved in planning and evaluating fitness programs for individuals at different stages of like;
- Define the functions of leadership in team sports (increasing motivation, efficiency, and satisfaction);
- Students participate in an activity in which they must work together to accomplish a group goal.

Thank you in advance for your consideration and support.

Sincerely,

Marianne E. Busteed
Head of Lowell High School

MEB/cms

Lowell High School Field Trip Request Form
(Must be turned in 4 Weeks in advance)

A trip is considered an official Lowell High School Field Trip when it is connected to any LHS 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 Main Office for the Head of School's signature 4 (four) weeks prior to the event. The Head of School's signature is required for ALL trips. Keep a copy of this request for your files.

Name: David Casey Date: 3/27/18
Name and cell phone of staff member on trip: 978-761-1827

Date(s) of the trip: May 11, 2018 - May 12, 2018
(day and date)

Hours: Leaving: Friday May 11 Returning: Saturday May 12

Number of Students: 10-15 Number of Chaperones: 3

Description of Field Trip: Prestigious Lowell's Games Track & Field Meet. We will be competing in the meet on Friday evening & Saturday.

Type & Number of Vehicles: 2-3 Vans Approximate Mileage: 400 miles round trip

Charges to Student (per person)	Charges to School Department
Transportation: <u>None</u>	Transportation: <u>None</u>
Entry Fees: <u>None</u>	Entry Fees: <u>\$15 per athlete</u>
Meals: <u>Money for food</u>	Meals: <u>None</u>

How many substitute teachers are you requesting? 1-3
 Full Day OR Specific mods after period 3
(list all mods needing coverage)

- You are required to meet the following conditions:
- Obtain parental and teacher permission
 - Notify House Dean of students attending
 - Meet all requirements of the field trip site
 - File a post-trip report to the Head of School if requested
 - Arrange for students to be returned to LHS or home

Reviewed by: [Signature] Date: 4-3-18
Department Head:

Approved by: [Signature] Date: 4/3/18
Head of School:

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.

- 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.
- 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.
- 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.
- 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.
- All trips must be well planned, properly timed, and related to regular learning activities.
- NEW: All Chaperones/other adults MUST be corried. Please list chaperones that are attending:** Dave Casey
Scott Ouellet

Signature of Principal / Headmaster: _____ Date _____

Signature of Central Administrator: R. Desma Date 4/18/18