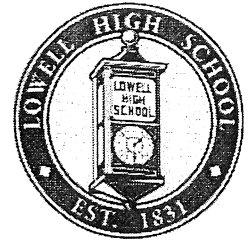


## LOWELL PUBLIC SCHOOLS

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



Marianne Busteed  
Head of Schools

Tel. (978) 937-8900  
Fax (978) 446-7445  
Email: [mbusteed@lowell.k12.ma.us](mailto:mbusteed@lowell.k12.ma.us)

April 3, 2019

Dear Mrs. Durkin,

Mr. Lezenski is requesting permission for members of the Lowell High School Track team, under the supervision of Coach Dave Casey, to travel to an out of state athletic event, including an overnight stay.

The track team is requesting permission to attend The 52<sup>nd</sup> Annual Glenn D. Loucks Games in White Plains, New York on Friday May 10, 2019 and Saturday May 11, 2019. Our student athletes have competed at this event in the past and have won numerous honors, thus attracting considerable attention to themselves and Lowell High School. The experience is a once in a lifetime opportunity and something that our student – athletes would never forget.

The cost of the trip will include:

Hampton Inn, White Plains/Tarrytown, NY (overnight accommodations):	\$750
Meals:	\$300
Entry Fee:	\$150
Total Cost:	\$1200

All travel related costs will be paid through the Friends of Lowell High School Track Parent Boosters, there is no money requested from the Lowell Public School department.

The trip will be supervised by Head Coach Dave Casey and Assistant Coach Nate Kraft.

Thank you for your consideration in this matter.

Sincerely,

Marianne Busteed

A handwritten signature in cursive script that reads "Marianne E. Busteed".

**LHS 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.

Name of Staff Member making the request: David Lezenski c/o Dave Casey Date of Request: 4/5/2019

Class or group attending: LHS Outdoor Track Team Description of field trip and how it relates to the curriculum:  
This opportunity gives our student athletes the framework to demonstrate exercise in strength training, cardiovascular activities and flexibility training. Also helps define the function of leadership.

Date of Trip: 5/10-5/11 Time of Departure: 2:30 PM Time of Return: 11:30PM in state  out of state

No. of Students: 10 No. of Chaperones: 2 Type and number of vehicles: Car Approx. Mileage 200

There should be at least one chaperone for every 20 students. Names and cell-phone numbers for chaperones:  
Nate Kraft (202) 997-2689 Dave Casey (978) 761-1827

No. of substitutes requested 0 Coverage is needed for Full Day (OR) Specific Periods (list) n/a

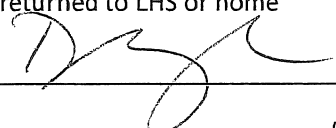
	Charges to Student (per person)	Charges to School Department (per person)	Covered by other Funding (specify grant or other source)
Transportation:	<u>\$ 0.00</u>	<u>\$ 0.00</u>	
Entry Fees:	<u>\$ 0.00</u>	<u>\$ 150.00</u>	
Meals:	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$300</u>
Other:	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$750 Hotel</u>

Please list any previous field trips you have taken this school year by date and description:

October 2018 - Annual Manhattan Classic College Invitational, November 2018 - MIAA Northfield, MA, January 2019 - Annual Dartmouth College Relays. 2017-2018 Attended this event

You are required to meet the following conditions:

- Obtain parental and teacher permission
- Provide a list to Data Processing of students attending (48 hours prior to the field trip)
- Meet all requirements of the field trip site you are going to
- File a post-trip report to your department chair and the Head of School if requested
- Ensure that students have a post-field trip instructional follow-up if the field trip is classroom-based and academic in nature
- Arrange for students to be returned to LHS or home

Reviewed by Department Chair: 

Date: 4-2-19

Approved by Head of School: 

Date: 4/9/19



Lowell Public Schools:  
OVERNIGHT FIELD TRIP CHECKLIST


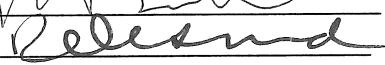
The School Committee recognizes that first-hand learning experiences provided by field trips are a most effective and worthwhile means of learning. It is the desire of the Committee to encourage field trips as an integral part of the program of the schools.

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 Head of School 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.
- ✓ All Chaperones/other adults MUST be corried. Please list chaperones that are attending:  
Nate Kraft (202) 997-2689  
\_\_\_\_\_  
Dave Casey (978) 761-1827  
\_\_\_\_\_

Signature of Head of School:   
Signature of Central Administrator: 

Date: 4/9/19  
Date: 4/9/19