



Lowell Public Schools

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



Michael Fiato
Head of School

Tel. (978) 937-8900
Fax (978) 937-8902
Email: MFiato@lowell.k12.ma.us

Liam Skinner, Superintendent
Lowell Public Schools
155 Merrimack Street
Lowell, MA 01852

December 18th, 2024

Re: OUTDOOR ADVENTURE CLUB

Dear Superintendent Skinner,

I am writing to request permission for two LHS faculty members and the Outdoor Adventures Club to participate in an overnight winter adventure excursion supported by the Appalachian Mountain Club's Outdoor Journey Fund. From Friday, February 28, to Sunday, March 2, 2025, 17 club members will travel with our two chaperones (Kendra Bauer and Donna Newcomb) to the Noble View Outdoor Center in Russell, MA.

School Department Costs: The only cost to the school department will be for sub coverage for the two LHS faculty members on Friday, February 28th. **Student Costs:** Students are responsible for \$60 each. These costs are put towards the AMC cabin rental fee, transportation, breakfast, lunch and dinner.

Rational: This is a unique opportunity for our students to learn outdoor skills, engage with nature, and develop leadership skills. Additionally, this trip fits into our high leverage goals specifically: Educators, students, families, and community partners develop a culture and climate of shared, consistent high academic and behavior expectations for all students.

The trip will fulfill the following health education **Massachusetts state curriculum standards:**

- Students will, by repeated practice, acquire and refine a variety of manipulative, locomotor, and non-locomotor movement skills, and will utilize principles of training and conditioning, will learn biomechanics and exercise physiology, and will apply the concept of wellness to their lives.
- Students will gain the knowledge and skills to select a diet that supports health and reduces the risk of illness and future chronic diseases.
- Students will gain knowledge of the interdependence between the environment and physical health and will acquire skills to care for the environment.

Thank you in advance for your consideration,


Michael Fiato
Head of School

REQUEST FOR PROFESSIONAL DAY(S) TO ATTEND A
WORKSHOP/CONFERENCE/FIELD TRIP/ACTIVITY

ALLOW 4 WEEKS FOR PROCESSING
(6 WEEKS IF SCHOOL COMMITTEE APPROVAL IS NEEDED)

-Please fill out all provided fields to avoid any delays of the approval process-

REMIT TO: Curriculum, Instruction & Assessment Office

Name of Staff Member: Kendra Bauer
 School: LHS Grade Level: 12 Subject: Eng
 Workshop Title: Noble View Outdoor Center
 Organization/Department Presenting Workshop: LHS Outdoor Club Cost: _____
 Date(s) of Workshop: 2/28/25 - 3/2/25
 Substitute Coverage Needed? No Yes Prob (Please circle one)
 If Para is to serve as the coverage, indicate Para's name here: _____

In State *Out of State () *Overnight (Please one)
 ** Letter to the Superintendent of Out of State/Overnight attached **

Signature of Applicant: Kendra A. Bauer Date: 12/17/24
 Signature of Approval by Principal: [Signature] Date: 12/18/24

****Please provide source of funding, account number and/or grant name, and number for workshop and substitute****

Funding Source	Workshop	Substitute	Initials of Approval Department
Title I School			
Title I District			
Individual School Fund #			
Professional Development District			
SPED			
Other Grants/Programs (Provide Grant/Program Name & No. #)			

Signature of Central Administrator: [Signature] Date: 1.9.25
 Sub Reserved: _____ Date: _____
 Request Denied By: _____ Date: _____

*A letter to the Superintendent for all out-of-state or overnight activities is required at the time the Lilac Form is submitted and the "completed package" is to be sent to the Lowell Teacher Academy for processing.

REQUEST FOR PROFESSIONAL DAY(S) TO ATTEND A
WORKSHOP/CONFERENCE/FIELD TRIP/ACTIVITY

ALLOW 4 WEEKS FOR PROCESSING

(6 WEEKS IF SCHOOL COMMITTEE APPROVAL IS NEEDED)

-Please fill out all provided fields to avoid any delays of the approval process-

REMIT TO: Curriculum, Instruction & Assessment Office

Name of Staff Member: Donna Newcomb
 Schools: LHS Grade Level: 9-11 Subject: Seed Science
 Workshop Title: Noble View Outdoor ~~Club~~ Center
 Organization/Department Presenting Workshop: LHS outdoor club Cost: _____
 Date(s) of Workshop: 2/28/25 - 3/2/25
 Substitute Coverage Needed? No Yes 6b + 7 (Please circle one)
 (If Para is to serve as the coverage, indicate Para's name here: _____)

In State *Out of State () *Overnight (Please one)
 ** Letter to the Superintendent of Out-of-State/Overnight attached**

Signature of Applicant: D Newcomb Date: _____
 Signature of Approval by Principal: S J... Date: 1/18/24

****Please provide source of funding, account number and/or grant name, and number for workshop and substitute****

Funding Source	Workshop	Substitute	Initials of Approval Department
Title I School			
Title I District			
Individual School Fund #			
Professional Development District			
SPED			
Other Grants/Programs (Provide Grant/Program Name & No. #)			

Signature of Central Administrator: [Signature] Date: 1.9.25
 Sub Reserved: _____ Date: _____
 Request Denied by: _____ Date: _____

*A letter to the Superintendent for all out-of-state or overnight activities is required at the time the Ljac Form is submitted and the "completed package" is to be sent to the Lowell Teacher Academy for processing.



12/11/2024

Dear Mr. Fiato

I am writing to request permission for the Outdoor Adventures Club to participate in an overnight winter adventure excursion supported by the Appalachian Mountain Club's Outdoor Journey Fund. From Friday, February 28, to Sunday, March 2, 2025, 17 club members will travel with two chaperones (Kendra Bauer and Donna Newcomb) to the Noble View Outdoor Center in Russell, MA.

Proposed itinerary:

Friday - February 28, 2025

Morning

Leave School by 10 AM
Drive to Bretton Woods
Lunch at arrival

Afternoon

Trip Introductions & Overview
Name Game / IceBreaker / Cooperative Game
Clothing & Layering Workshop
Snowshoe Hike to Lila's Ledge (Map Reading, Proper Layering, Snowshoe skills)

Evening

Night Hike around Outdoor Center Grounds

Saturday, Mar 1, 2025

7:30- Wake-Up-Get ready for day
8:00 - Breakfast
8:30 - Make lunches and clean
9:00 - Name Game / IceBreaker / Cooperative Game
Hike (Map Reading, Proper Layering, Snowshoe skills)
12:00 Lunch
2:30 Event- Scavenger Hunt
4:30 - Dinner prep
5:30 - Dinner
6:30 - Dishes and cleaning
7:30 - games
9:30- Campfire stories

Sunday, March 3, 2025

7:00- Wake-Up-Get ready for day
7:30- Breakfast
8:30- De Issue Gear and Clean Cabins
9:30- Head for Lowell
12:00- Arrive back at Lowell

Costs: The cost to students is the AMC cabin rental fee, transportation, breakfast, lunch and dinner. The club will travel via school bus or van, which will be paid for by the students and partially subsidized by Student Activities. The AMC will provide us with needed outdoor equipment. Each student will pay \$60 toward these expenses.

- For additional information, see attached budget

Transportation: The club will travel via bus to and from Noble View Outdoor Center.

Rational: This is a great opportunity for our students to learn outdoor skills, engage with nature, and develop leadership skills. Additionally, this trip fits into our high leverage goals specifically: Educators, students, families, and community partners develop a culture and climate of shared, consistent high academic and behavior expectations for all students.



The trip will fulfill the following health education **Massachusetts state curriculum standards:**

- Students will, by repeated practice, acquire and refine a variety of manipulative, locomotor, and non-locomotor movement skills, and will utilize principles of training and conditioning, will learn biomechanics and exercise physiology, and will apply the concept of wellness to their lives.
- Students will gain the knowledge and skills to select a diet that supports health and reduces the risk of illness and future chronic diseases.
- Students will gain knowledge of the interdependence between the environment and physical health and will acquire skills to care for the environment.

The AMC will provide us with accommodations and other needed outdoor equipment.

Respectfully,

Kendra Bauer
LHS Outdoor Adventures Club Leader

Itemization of all costs associated with Trip:

Noble View February 28 - March 2, 2025

Expense	Item number	cost	Total
Cabin Rental Costs	2 nights	\$ 500.00	\$ 1,000.00
Food (breakfast, lunch, dinner)	3 days	\$ 135.00	\$ 405.00
Bus	2 bus	\$ 600.00	\$ 1,200.00
Total cost:			\$ 2,605.00
Budget			
Cost to Students	16 students	\$ (60.00)	\$ (960.00)
AMC - Mini grant			\$ (1,100.00)
Student Activities			\$ (550.00)
Total Money coming in			\$ (2,610.00)

Cost to Student	60.00
aprox. # of students	16

NRT BUS
16 COMMERCIAL DR.
DRACUT, MA 01826
Phone-978-788-6249 / Fax 978-746-8912
Request for Bus Transportation

Date Bus is being requested for: Sunday - March 2, 2025

Number of Buses: 1 Number of Passengers: 17

Pick Up Location: **Noble View Outdoor Center**
635 S. Quarter Road.
Russell MA 01071

Please note specific area for pickup (examples: in front of the cafeteria, gym, Freshman academy, etc.)

Pick-up Time: 10:00am from Noble View

Destination Location: **Lowell High School**
50 Father Morissette Blvd
Lowell, MA 01852
Phone: (978) 446-7474/ Fax: (978)937-8902

Name of the requestor: Kendra Bauer Today's date: 12/17/2024

Signature of requestor: _____

Phone Number of Requestor: 617-817-3772

Responsible Party for Billing: LHS Outdoor Adventures Club

Billing Address 50 Fth. Morissette Blvd.

Lowell, MA 01845

P.O. # _____

Special Notes: _____

Please scan the form to Kim to charters@nrtbus.com. You will receive this form emailed back with a confirmation number and pricing. Email confirmation to nbedard@lowell.k12.ma.us

Confirmation # _____

Price per bus _____

Name of North Reading Employee _____

Date Confirmed _____

Please send confirmation to nbedard@lowell.k12.ma.us, tthornton@lowell.k12.ma.us and _____

NRT BUS
16 COMMERCIAL DR.
DRACUT, MA 01826
Phone-978-788-6249 / Fax 978-746-8912
Request for Bus Transportation

Date Bus is being requested for: Friday - 2/28/2025

Number of Buses: 1 Number of Passengers: 17

Pick Up Location: Lowell High School
50 Father Morissette Blvd
Lowell, MA 01852
Phone: (978) 446-7474/ Fax: (978)937-8902

Please note specific area for pickup (examples: in front of the cafeteria, gym, Freshman academy, etc.)
Main Lobby

Pick-up Time: 1:00pm Return Pickup Time: *drop off at Noble only*

Destination Location: **Noble View Outdoor Center**
635 S. Quarter Road
Russell MA 01071

Name of the requestor: Kendra Bauer Today's date: 12/17/24
Signature of requestor: _____
Phone Number of Requestor: 617-817-3772

Responsible Party for Billing: Student Activities
Billing Address 50 Fth. Morissette Blvd.
Lowell, MA 01845
P.O. # _____

Special Notes: _____

Please scan the form to Kim to charters@nrtbus.com. You will receive this form emailed back with a confirmation number and pricing. Email confirmation to nbedard@lowell.k12.ma.us

_____	_____
Confirmation #	Price per bus
_____	_____
Name of North Reading Employee	Date Confirmed

Please send confirmation to nbedard@lowell.k12.ma.us , thornton@lowell.k12.ma.us and _____

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 coried. Please list chaperones that are attending:

Kendra Bauer
Donna Newcomb

Signature of Head of School: m
Signature of Central Administrator: ll

Date: 12/18/20
Date: 1.9.25