



## Lowell Public Schools

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



Michael Fiato  
Head of School

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Email: [Mfiato@lowell.k12.ma.us](mailto:Mfiato@lowell.k12.ma.us)

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

December 8, 2025

Re: OVERNIGHT REQUEST

Dear Superintendent Skinner,

I am writing to request permission for three Lowell High teachers to travel with up to 30 students on an international trip to Japan during the school vacation week of February 2027. Travel arrangements are being organized by Explorica, an organization frequently used to plan other Lowell High School international trips. Per policy, one chaperone is assigned to every six student travelers. Expedited school committee approval will result in lower monthly payments for students and families.

The trip will explore the culture of Japan, including Tokyo, Hakone region and Kyoto. The students will have guided tours exposing them to many sightseeing locations and will have the opportunity to experience and immerse themselves in aspects of Japanese culture including food, language, religion and social norms through experiences and tours.

The cost for the school department will be substitute coverage for chaperones Taylor Gannon, Hannah Roy, Ralph Saint-Louis and any additional teacher chaperones needed if the student travelers exceed 18 enrolled travelers on February 12, 2027. This will be dependent upon the flight schedule, and Explorica is aware the flight cannot conflict with the Thursday school schedule. Additional non-teacher chaperones include Asa Roy and Curtis Allard. (CORI completed)

Program Fee: \$4,431 includes round trip airfare, ground transportation, Explorica director, daily breakfast and dinner, (including tips) additional travel insurance will be the responsibility of the participants with varying options for coverage. Transportation to and from Logan Airport will be determined through local bus transportation, divided by the number of students attending, and at no cost to the school.

Thank you for your consideration.

Respectfully,

  
Michael Fiato  
Head of School

December 4 th, 2025  
Liam Skinner, Superintendent of  
Lowell Public Schools  
Michael Fiato, Head of School  
Lowell High School  
50 Father Morissette Blvd.  
Lowell, MA 01852

Dear Superintendent Skinner and Head Of School Mr. Fiato,

I request permission to travel with up to 30 students on an international trip to Japan during the school vacation week of February 2027. Travel arrangements are being organized by Explorica, an organization frequently used to plan other Lowell High School international trips. Per policy, one chaperone is assigned to every six student travelers. Expedited school committee approval will result in lower monthly payments for students and families.

The trip will explore the culture of Japan, including Tokyo, Hakone region and Kyoto. The students will have guided tours exposing them to many sightseeing locations such as the Meji Shrine, Shibuya, Akihabara Electric Town, Lake Ashi, Takayama, Matsumoto castle, Shirakawago, the bronze Buddha in Todai-ji, Kasuga Shrine, Zen Buddhist Temple Kinkakuji or Golden Temple and Sanjusangendo Temple. Students will have the opportunity to experience and immerse themselves in aspects of Japanese culture including food, language, religion and social norms through experiences and tours.

The cost to the school department will be substitute coverage for chaperones Taylor Gannon, Hannah Roy, Ralph Saint-Louis and any additional teacher chaperones needed if the student travelers exceed 18 enrolled travelers on February 12th, 2027. This will be dependent upon the flight schedule, and Explorica is aware the flight cannot conflict with the Thursday school schedule. Additional non-teacher adult chaperones include Asa Roy and Curtis Allard (CORI completed).

### **Student Costs: Pricing Information**

**Program Fee: \$4,431** this includes round trip airfare, ground transportation, Explorica director, daily breakfast and dinner, all entrance fees, and local guides; travelers will be responsible for their lunch daily, and include tips; additional travel insurance will be the responsibility of the participants with varying options for coverage.

**Transportation To/From Logan Airport:** To be determined through local bus transportation, divided by the number of students attending, and at no cost to the school department.

**Massachusetts Curriculum Standards:**

The trip complies with the Massachusetts Curriculum Standards:

*Standard 1: Culture.* Students will demonstrate an understanding of the culture studied through history, literature, and the arts.

*Standard 2: Communities.* Students will use languages other than English beyond the school setting.

*Standard 3: Communication.* Demonstrate active listening skills. Listen attentively and respectfully to others. Focus attentively, make eye contact or other affirming gestures, confirm understanding and follow directions.

*Standard 4: Professionalism.* Demonstrate attendance and punctuality. Identify and practice professional time-management and attendance behaviors, including punctuality, reliability, planning, and flexibility.

*Standard 5: Technology.* Students will view and explore how Japan is a technological leader and innovator for the globe through a guided tour of a prominent Tokyo-based showroom for technology.

*Standard 6: Environmental.* Students will look at how Japan protects their ecosystems and natural landmarks as well as their city communities. The students will compare those cultures and communities' habits with those of the US and look at strategies for improving environmental protection in the US.

Thank you for your consideration,

Taylor Gannon

**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 OFFICE**

|  |  |                          |
|--|--|--------------------------|
| Name of Staff Member: <b>Hannah Roy</b>  |  | PF Number: <b>PF1791</b> |
| School: <b>LHS</b>   | Grade Level: <b>10-12</b>  | Subject: <b>Science</b>  |
| Workshop Title: <b>Japan Highlights</b>  |  |                          |
| Organization/Department Presenting Workshop: <b>Explorica</b>  |  |                          |
| Cost: <b>0</b>   | Date(s) of Workshop: from: <b>2/12/2027</b> to: <b>2/19/2027</b> |                          |
| Substitute Coverage Needed? <b>Yes - One sub to cover one staff member</b> If Para is to serve as the coverage, indicate Para's name here: |  |                          |
| <b>* Out of State, * Overnight</b><br>** Letter to the Superintendent of Out of State/Overnight attached **                                |  |                          |

|   |                        |
|---|------------------------|
| Signature of Applicant: <i>Hannah Roy</i>               | Date: <b>12/4/2025</b> |
| Signature of Approval by Principal: <i>Jara Hoodkue</i> | Date: <b>12/8/2025</b> |

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

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

|                                     |       |
|-------------------------------------|-------|
| Signature of Central Administrator: | Date: |
| 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**

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**REMIT TO: CURRICULUM OFFICE**

|  |  |                          |
|--|--|--------------------------|
| Name of Staff Member: <b>Taylor Gannon</b>   |  | PF Number: <b>PF1790</b> |
| School: <b>LHS</b>   | Grade Level: <b>10-12</b>  | Subject: <b>Science</b>  |
| Workshop Title: <b>Japan Highlights</b>  |  |                          |
| Organization/Department Presenting Workshop: <b>Explorica by World Strides</b>   |  |                          |
| Cost: <b>0</b>   | Date(s) of Workshop: from: <b>2/12/2027</b> to: <b>2/19/2027</b> |                          |
| Substitute Coverage Needed? <b>Yes - One sub to cover one staff member</b> If <b>Para</b> is to serve as the coverage, indicate <b>Para's</b> name here: |  |                          |
| <p><b>* Out of State, * Overnight</b></p> <p><b>** Letter to the Superintendent of Out of State/Overnight attached **</b></p>                            |  |                          |

|   |                        |
|---|------------------------|
| Signature of Applicant: <i>Taylor Gannon</i>            | Date: <b>12/4/2025</b> |
| Signature of Approval by Principal: <i>Sara Hoodkue</i> | Date: <b>12/8/2025</b> |

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

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

|                                     |       |
|-------------------------------------|-------|
| Signature of Central Administrator: | Date: |
| Sub Reserved:                       | Date: |
| Request Denied by:                  | Date: |

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**REMIT TO: CURRICULUM OFFICE**

|  |  |                          |
|--|--|--------------------------|
| Name of Staff Member: <b>Ralph Saint-Louis</b>   |  | PF Number: <b>PF1793</b> |
| School: <b>LHS</b>   | Grade Level: <b>9</b>  | Subject: <b>Science</b>  |
| Workshop Title: <b>Japan Highlights</b>  |  |                          |
| Organization/Department Presenting Workshop: <b>Explorica</b>  |  |                          |
| Cost: <b>0</b>   | Date(s) of Workshop: from: <b>2/12/2027</b> to: <b>2/19/2027</b> |                          |
| Substitute Coverage Needed? <b>Yes - One sub to cover one staff member</b> If Para is to serve as the coverage, indicate Para's name here: |  |                          |
| <p><b>* Out of State</b></p> <p>** Letter to the Superintendent of Out of State/Overnight attached **</p>                                  |  |                          |

|   |                        |
|---|------------------------|
| Signature of Applicant: <i>Ralph Saint-Louis</i>        | Date: <b>12/5/2025</b> |
| Signature of Approval by Principal: <i>Sara Goodhue</i> | Date: <b>12/5/2025</b> |

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

| <u>Funding Source</u>  | <u>Workshop</u> | <u>Substitute</u> | <u>Initials of Approval Department</u> |
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| Title I School   |                 |                   |  |
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| Professional Development District                            |                 |                   |  |
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