



**THE PUBLIC SCHOOLS OF BROOKLINE**  
 OFFICE OF TEACHING AND LEARNING  
 BROOKLINE, MASSACHUSETTS 02445

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**Assessment for Learning Project Conference**  
**Overnight, Out-of-State Field Trip Application**  
**Tuscon, Arizona**  
**February 14<sup>th</sup>, 2023 – February 17<sup>th</sup>, 2023**

For review and consideration by the  
 Brookline School Committee

Approval Route:	Approved	Denied	*Returned
Copies to:	<i>[Signature]</i>	_____	_____
TEACHING & LEARNING	_____	_____	_____
SUPERINTENDENT	_____	_____	_____
SCHOOL COMMITTEE	_____	_____	_____
MEETING DATE	_____		
*REASON RETURNED:	_____		

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APPLICATION FOR ALL OUT-OF-STATE, OVERNIGHT FIELD TRIPS

**TRIP LOGISTICS:**

1. Name of Field Trip: \_\_\_\_\_ Assessment for Learning Project Conference \_\_\_\_\_
2. Educator Requesting Field Trip Approval: \_\_\_\_\_ Laura Honeywood/Amy Bayer \_\_\_\_\_
3. School: \_\_\_\_\_ BHS \_\_\_\_\_ Grade Level: \_\_\_\_\_ N/A \_\_\_\_\_
4. Have you reviewed the *School Committee Policy I 3 a. for School Sponsored Field Trips*? \_\_\_\_\_ Yes \_\_\_\_\_
5. Have you reviewed the document "*Administrative Procedures for School Sponsored Field Trips*"? Yes \_\_\_\_\_
6. Have you reviewed the document "*Field Trip Planning Guide*"? \_\_\_\_\_ Yes \_\_\_\_\_

*These documents can be found in the Staff Portal of the district website ([www.brookline.k12.ma.us](http://www.brookline.k12.ma.us)) in the Office of Teaching and Learning link.*

7. What is your destination? \_\_\_\_\_ Tuscon Arizona \_\_\_\_\_ Loews Ventana Canyon Resort \_\_\_\_\_
8. What is the date and time you are leaving school? \_\_\_\_\_ 2/14/23 \_\_\_\_\_
9. What is the date and time you are returning to school? \_\_\_\_\_ 2/17/23 \_\_\_\_\_
10. Do the dates of the trip conflict with any religious holidays or observances? \_\_\_\_\_ no \_\_\_\_\_
11. How many days will students miss from school? \_\_\_\_\_ approx. 4 depending on the flight there \_\_\_\_\_
12. How are students being transported (school bus, chartered bus, plane, rail, etc)? \_\_\_\_\_ lyft/uber to airport and round-trip tickets on plane \_\_\_\_\_

*If students are traveling via bus, please complete the Requirements for Field Trip Transportation via Bus form.*

13. How many students will be participating in the field trip? \_\_\_\_\_ 2 \_\_\_\_\_
14. What members of the student body are eligible for the trip? \_\_\_\_\_ ACE students \_\_\_\_\_
15. How are students selected to participate in this field trip? \_\_\_\_\_ ACE Staff discussion/ vote \_\_\_\_\_
16. Where will students be staying? \_\_\_\_\_ Loews Ventana Canyon Resort \_\_\_\_\_
17. What are the names and cell phone numbers of the primary staff chaperones on the trip?  
\_\_\_\_\_ Laura Honeywood \_\_\_\_\_

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18. Other than those listed in #16 above, what are the names and roles (teacher, parent, etc) of other adult chaperones who will be on the trip? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EDUCATIONAL RELEVANCE**

19. What is the purpose of the trip and how does it relate to Brookline’s Learning Expectations (K-8) or BHS Course Syllabi? \_\_\_The trip will allow an ACE teacher and 2 students to participate in a convening of innovative programs from across the country who will be at the conference to share effective assessment practices. Since ACE is a competency-based program, our teacher and students will also have a lot to share about how ACE creates performance-based assessments.\_\_\_  
\_\_\_\_\_

20. Describe activities planned before the trip to prepare students: \_\_\_Ms. Honeywood will meet with the students to review the itinerary and talk through what materials that they can bring to share out about how assessments are done in ACE. \_\_\_\_\_  
\_\_\_\_\_

21. Describe activities planned after the trip for students to wrap-up/reflect: \_\_\_\_\_Ms. Honeywood and these 2 students will share what they learned with the full ACE staff and with students at an ACE community meeting. \_\_\_\_\_  
\_\_\_\_\_

**ACCESSIBILITY AND STUDENT SAFETY**

22. To what extent does the field trip group reflect the diversity of the school population? What efforts will be undertaken to ensure that, to the greatest extent possible, the participants in this field trip reflect the diversity of the school population? Please confirm in your answer that students are selected for the trip on a need-blind basis and that the trip will be advertised to students as need-blind, so that it is accessible to all students. \_\_\_Since all costs for the trip are entirely covered by a grant, the students were definitely selected in a needs-blind way. Since the conference was specifically seeking BiPOC educators and students, the ACE Program Director and teacher thoughtfully selected two BiPOC students who are strong leaders and both 10<sup>th</sup> graders who will have 2 ½ more years in the ACE Program to share what they learn and grow further from this

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experience. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

23. What measures are planned to ensure student safety on the trip, including chaperone coverage, student behavior contracts, etc. \_\_ Laura Honeywood will be accompanying the students throughout all of the travel and in all aspects of the conference. Students will also be asked to sign a behavior contract to ensure expectations are clear. \_\_\_\_\_  
\_\_\_\_\_

24. What is the name and location of the medical facility closest to your destination? \_\_\_\_\_ University of AZ Health Network 575 East river rd. Tuscon AZ \_\_\_\_\_  
\_\_\_\_\_

25. Will students be swimming? (please note: if swimming is planned, parents must give explicit written permission for their child to swim; students who do not have this express written permission will not be allowed to swim) \_\_ No \_\_\_\_\_  
\_\_\_\_\_

26. If travelling outside of the United States, please attach the appropriate Department of State Advisory Review and Notification and a copy of Consular statement.

**FUNDING**

27. What is the total cost of the trip **per student**? Please detail the major components of the trip below and provide a total. (*add/edit headings as necessary*)

Lodging	All inclusive
Travel	
Meals	
Admissions/Tickets	
<b>TOTAL per student:</b>	Approx.. \$1000

28. How will the field trip be funded? \_\_\_\_\_ Grant was co-submitted with the Aurora Institute which will purchase the plane tickets and issue the money for the additional travel expenses and any meals not covered by the hotel. The hotel accomodations and conference registration are all covered and paid for through the grant.  
\_\_\_\_\_  
\_\_\_\_\_

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29. What accommodations are made for students who cannot afford the expenses of this trip? Are partial and/or full scholarships available? \_\_\_\_\_ There should be no cost to students or staff \_\_\_\_\_

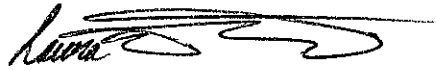
\_\_\_\_\_

30. If fundraisers are planned to help lower the cost of the trip for all students, please describe those plans here: \_\_\_\_\_

\_\_\_\_\_

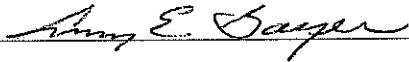
*If you need any assistance as you complete this application, please contact the Office of Teaching and Learning at 617-730-2432.*

**Signatures:**



1/18/23

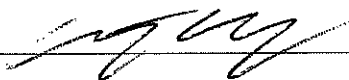
Educator Requesting Field Trip Approval:



Date:

1/18/23

Principal:



Date:

1/18/23