

THE PUBLIC SCHOOLS OF BROOKLINE

OFFICE OF TEACHING AND LEARNING
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ACE Appalachian Mountain Club Cardigan Campsites

Overnight, Out-of-State Field Trip Application

Alexandria, NH

September 13-14, 2018 and September 27-28, 2018

For review and consideration by the
Brookline School Committee

Approval Route:	Approved	Denied	*Returned
Copies to:			
TEACHING & LEARNING	<u> </u>	<u> </u>	<u> </u>
SUPERINTENDENT	<u> </u>	<u> </u>	<u> </u>
SCHOOL COMMITTEE	<u> </u>	<u> </u>	<u> </u>
MEETING DATE	<u> </u>	<u> </u>	<u> </u>
*REASON RETURNED:	<u> </u>	<u> </u>	<u> </u>

PUBLIC SCHOOLS OF BROOKLINE

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

Before the trip is announced to students, please submit this form to the Superintendent of Schools:

(a) three (3) months in advance if the trip is within the United States, or

(b) six (6) months in advance if the trip is out-of-the country.

For clarity, all forms are to be word-processed, NOT handwritten. To maintain the formatting, delete the lines.

TRIP LOGISTICS:

1. Name of Field Trip: ACE camping trips
2. Educator Requesting Field Trip Approval: Amy Bayer
3. School: BHS Grade Level: 10-12
4. Have you reviewed the *School Committee Policy 13 a. for School Sponsored Field Trips*? Yes
5. Have you reviewed the document "*Administrative Procedures for School Sponsored Field Trips*"? Yes

*If you need copies of the documents for #4 and #5,
contact the Office of Teaching and Learning at 617-730-2432.*

6. What is your destination? Appalachian Mountain Club Cardigan Campsites (New Hampshire)
7. What is the date and time you are leaving school? Group 1: 9/13/18 Group 2: 9/27/18
8. What is the date and time you are returning to school? Group 1: 9/14 Group 2 9/28
9. Do the dates of the trip conflict with any religious holidays or observances? No
10. How many days will students miss from school? 2
11. How are students being transported (school bus, chartered bus, plane, rail, etc)? Rec van, school bus

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

12. How many students will be participating in the field trip? Approx. 26-27 per group
13. What members of the student body are eligible for the trip? All ACE students
14. How are students selected to participate in this field trip? N/A
15. Where will students be staying? Cardigan Camp Sites, Cardigan, NH

PUBLIC SCHOOLS OF BROOKLINE

16. What are the names and cell phone numbers of the primary staff chaperones on the trip?

Amy Bayer 617-686-4766 Kara Lopez 617-821-5877

17. 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? Elliot Shields, Ben Little, Juliette Rorie

EDUCATIONAL RELEVANCE

18. What is the purpose of the trip and how does it relate to Brookline's Learning Expectations (K-8) or BHS Course Syllabi? ACE community building and building habits of success through outdoor camping experience

19. Describe activities planned before the trip to prepare students: Each group will learn safe camping rules/ procedures

20. Describe activities planned after the trip for students to wrap-up/reflect: Students will do reflective writing and debrief in Advisories

ACCESSIBILITY AND STUDENT SAFETY

21. 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? ACE is a very diverse program and has representation of all racial, ethnic & socioeconomic groups at BHS

22. What measures are planned to ensure student safety on the trip, including chaperone coverage, student behavior contracts, etc. Most of ACE has done this trip in previous years and have received training from outdoor instructor JT Lenocho for AMC

23. What is the name and location of the medical facility closest to your destination? Alice Peck Memorial Hospital in Lebanon NH

24. 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

PUBLIC SCHOOLS OF BROOKLINE

25. 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

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

Lodging	\$60
Travel	\$100
Meals	\$400
Admissions/Tickets	N/A
TOTAL:	\$560

27. How will the field trip be funded? _____ ACE does multiple fundraisers each year _____

28. What accommodations are made for students who cannot afford the expenses of this trip? Are partial and/or full scholarships available? _____ Partial and full scholarships available _____

29. If fundraisers are planned to help lower the cost of the trip for all students, please describe those plans here: _____ ACE Chili Event, Bake Sales, Silent Auction _____

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

Signatures:

Educator Requesting Field Trip Approval: _____ *Ang E. Sawyer* Date: 5/24/18

Principal: _____ *[Signature]* Date: 6/8/18