



**THE PUBLIC SCHOOLS OF BROOKLINE**

OFFICE OF TEACHING AND LEARNING  
BROOKLINE, MASSACHUSETTS 02445

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Steps to Success Winter Exploration Trip 2018

Overnight, Out-of-State Field Trip Application

Crawford Notch, NH

February 20 – February 22, 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>

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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: **Steps to Success Winter Exploration trip 2018**
2. Educator Requesting Field Trip Approval: **JT Leno**
3. School: **Steps to Success** Grade Level: **Grades 6-8**
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**

*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's Highland Center located in Crawford Notch, New Hampshire. (<http://www.outdoors.org/lodging/lodges/highland/index.cfm>) We will be staying in the Shapleigh Building, (<http://www.outdoors.org/lodging/lodges/highland/shapleigh-bunkhouse.cfm>)**
7. What is the date and time you are leaving school? **STS WE2018 will depart on 2/20 around 8AM. We will pick students up at their homes.**
8. What is the date and time you are returning to school? **STS WE2018 will return on Thursday 2/22 around 4PM.**
9. Do the dates of the trip conflict with any religious holidays or observances? **No. The STS WE2018 will take place during February school vacation.**
10. How many days will students miss from school? **No school days will be missed.**
11. How are students being transported (school bus, chartered bus, plane, rail, etc)? **We will be traveling in the BHS van.**

*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? **10 Students and up to three Advisors**
13. What members of the student body are eligible for the trip? **STS students in grades 6-8**
14. How are students selected to participate in this field trip? **We decide this as a STS staff.**
15. Where will students be staying? **Students will be staying in the Shapleigh Building at the AMC Highland Center. Shapleigh has two bunkrooms with separate facilities. (Please see web site: (<http://www.outdoors.org/lodging/lodges/highland/shapleigh-bunkhouse.cfm>))**

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16. What are the names and cell phone numbers of the primary staff chaperones on the trip?  
**JT Leno: 617-259-5829 Jeanette Lindor: 781-510-9461**

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? **STS Advisors that may chaperone:**

**EDUCATIONAL RELEVANCE**

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- 18. What is the purpose of the trip and how does it relate to Brookline’s Learning Expectations (K-8) or BHS Course Syllabi? **Team building, students will learn and practice Expedition Behavior, students will learn how to cross country ski, snowshoe and how to safely take a hike in the winter.**
- 19. Describe activities planned before the trip to prepare students: **Please see attached daily agenda document**
- 20. Describe activities planned after the trip for students to wrap-up/reflect: **Following each days activities we process the highs and lows of the day, challenges faced and new things learned.**

**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? **The STS WE2018 trip will represent the diversity of the PSB student population.**
- 22. What measures are planned to ensure student safety on the trip, including chaperone coverage, student behavior contracts, etc. **Students and Parents are invited to a pre-trip meeting (mandatory for students participating); As a group we create a Full Values Contract that each student/staff will maintain throughout WE2018; there will be 1 Advisor for 3 students; JT Lenoach is certified in Advanced Wilderness First Aid, STS has and emergency action plan for multi-day trips and each student and their parent/guardian signs a behavior expectation contract.**
- 23. What is the name and location of the medical facility closest to your destination? **Littleton Regional Hospital**
- 24. Will students be swimming? **There will be no swimming**
- 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. **N/A**

**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	\$228 includes 4 meals
Travel	\$60 BHS van
Lunches and trail snacks	4 of 6 meals are included in the lodging. We will provide 3 lunches and snacks. \$300
Admissions/Tickets	N/A
<b>TOTAL:</b>	<b>\$588</b>

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27. How will the field trip be funded? **Steps to Success will fund the STS WE2018 trip.**

28. What accommodations are made for students who cannot afford the expenses of this trip? Are partial and/or full scholarships available? **There is no cost to students. All equipment that students/staff may need will be provided by AMC's Youth Opportunities Program. YOP also allows us access to lodging at the Highland Center for a significant discount. Please see the Kids-In-Huts Reservation Confirmation**

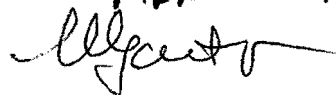
29. If fundraisers are planned to help lower the cost of the trip for all students, please describe those plans here: **No fundraisers are planned for this year's trip.**

*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: **James T. Lench**, Date: **November 06, 2017**

Principal: \_\_\_\_\_, Date: \_\_\_\_\_

MEM 12/13/17  
 - Meg Maccini  
Senior Director of Programs