



**THE PUBLIC SCHOOLS OF BROOKLINE**  
OFFICE OF TEACHING AND LEARNING  
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Minority Student Achievement Network (MSAN) Student Conference  
Overnight, Out-of-State Field Trip Application  
Cleveland (Beachwood), Ohio  
October 18-21, 2017

For review and consideration by the  
Brookline School Committee

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

PUBLIC SCHOOLS OF BROOKLINE

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

**TRIP LOGISTICS:**

1. Name of Field Trip: **Minority Student Achievement Network (MSAN) Student Conference:**

***Fighting Our Cause Unified in Struggle (FOCUS)***

2. Educator Requesting Field Trip Approval: **Nicole Gittens, Deputy Superintendent**

3. School: **District/Brookline High School**

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? **Cleveland (Beachwood), Ohio**

8. What is the date and time you are leaving school? **8:00am on Wednesday, October 18, 2017**

9. What is the date and time you are returning to school? **6:00pm on Saturday, October 21, 2017**

10. Do the dates of the trip conflict with any religious holidays or observances? **No**

11. How many days will students miss from school? **Three (3)**

12. How are students being transported (school bus, chartered bus, plane, rail, etc)? **We will travel by plane from Boston to Cleveland, Ohio. We will arrange ground transportation (from airport to hotel and back) through a local vendor. MSAN will provide all other transportation arrangements as needed.**

13. How many students will be participating in the field trip? **We anticipate having a team of 8 students.**

14. Where will students be staying? **The student conference is being held at the Double Tree Hotel Cleveland-East. Our students will be staying at the conference hotel.**

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

**MSAN just announced the conference details; we are presently working to secure appropriate chaperone coverage.**

16. 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? **N/A**

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**ACCESSIBILITY AND STUDENT SAFETY**

17. 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. **The Brookline student representatives to the MSAN Student Conference will fully reflect the diversity of our high school. The trip is completely funded by the district, so there are no financial impediments to student participation. Participants will be chosen over the course of the summer and finalized by early September.**

18. What measures are planned to ensure student safety on the trip, including chaperone coverage, student behavior contracts, etc. **The MSAN staff prepares and coordinates a safe student conference every year and we expect this year will be no different. The daily agendas leave very little free time each day. Behavior expectations are clearly articulated in pre-trip meetings with all students.**

19. What is the name and location of the medical facility closest to your destination? **Cleveland Clinic – Hillcrest Hospital, 6780 Mayfield Road, Mayfield Heights, Ohio**

20. 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) **To be determined.**

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. **N/A**

**FUNDING**

27. What is the total cost of the trip **per student?**

**The district pays for all aspects of the trip: airfare, ground transportation, hotel and meals on travel days. During the conference all meals are provided free of charge.**

28. How will the field trip be funded? **N/A**

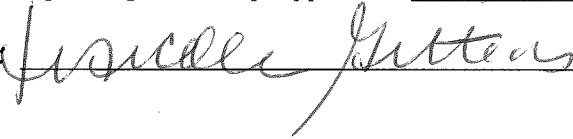
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29. What accommodations are made for students who cannot afford the expenses of this trip? Are partial and/or full scholarships available? N/A

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

**Signatures:**

Educator Requesting Field Trip Approval:  Date: 6/6/17

Principal:  Date: 6/6/2017