



THE PUBLIC SCHOOLS OF BROOKLINE

OFFICE OF TEACHING AND LEARNING
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Runkle School

Upstate NY - Grade 7

Overnight, Out-of-State Field Trip Application

Cobleskill, NY

May 17-May 18, 2018

For review and consideration by the
Brookline School Committee

Approval Route:	Approved	Denied	*Returned
Copies to:			
TEACHING & LEARNING	<u>19</u>	_____	_____
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: **Upstate NY – Grade 7**
2. Educator Requesting Field Trip Approval: **Donna M. Finnegan, Vice-Principal**
3. School: **John D. Runkle** Grade Level: **7**
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**

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

7. What is your destination? **Cobleskill, NY**
8. What is the date and time you are leaving school? **Thursday May 17, 2018**
9. What is the date and time you are returning to school? **Friday May 18, 2018**
10. Do the dates of the trip conflict with any religious holidays or observances? **No**
11. How many days will students miss from school? **2**
12. How are students being transported (school bus, chartered bus, plane, rail, etc)? **Coach Buses**

*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? **68**
14. What members of the student body are eligible for the trip? **All students in 7th grade are eligible to attend.**
15. How are students selected to participate in this field trip? **All 7th grade students are included on this trip; students are not excluded.**
16. Where will students be staying? **The Best Western 121 Burgin Drive Cobleskill, N.Y. 12043**
17. What are the names and cell phone numbers of the primary staff chaperones on the trip?
**Donna Finnegan (617) 331-5222, Genteen Jean-Michel (857) 891-5786, Chad Pelton (207) 751-0078,
Ania Bigda (413) 563-2280, Colleen Boyle (617) 512-1627, Shira Schwartzberg (786) 282-8842,
AnnaRose Brady (617) 291-4957, Rebecca Sneider (857) 272-5229 Djems Domerson (970) 218-4393**

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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? **NO other adults are scheduled to attend.**

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? **This is a science based fieldtrip that connects to the 7th grade curriculum around geology. We stop and look at the rock formations and dinosaur prints in Holyoke, MA. We also stop at John Boyd Thacher State Park and walk the Indian Ladder Trail where there are more incredible rock formations and caves. Our last stop on Friday is a tour of Howe's Caverns (underground caves).**

20. Describe activities planned before the trip to prepare students: **Students will meet with Runkle's administration and 7th grade teachers to discuss logistics, safety procedures, behavioral expectations, and rooming arrangements. The students complete journals and take data on their observations throughout the trip.**

21. Describe activities planned after the trip for students to wrap-up/reflect: **Students will have opportunities to discuss the trip as a group when we return. We also complete team-building activities the evening that we stay in NY.**

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. **All 7th grade students are invited and encouraged to attend this trip. Nobody is excluded due to an inability to pay. Any questions about payment/scholarships are confidential (between parents and administration). Students are not included in the discussion of payments.**

23. What measures are planned to ensure student safety on the trip, including chaperone coverage, student behavior contracts, etc. **Each venue has been well researched and visited to ensure the safety of all students and staff. We have offered this trip in past years and have found it to be safe and accessible for all of our students. Due to the nature of this field trip, we will be using the student behavior contract we have utilized for the past four years. It includes specific information the behavior expected before the**

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trip AND during the trip. The consequences for unexpected behaviors are explicit. In addition, we have ample coverage with our chaperones providing a student-teacher ratio of 7-8:1.

24. What is the name and location of the medical facility closest to your destination? **Cobleskill Regional Hospital 178 Grandview Dr. Cobleskill NY 12043**

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 SWIMMING.**

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)*

See Attached Budget Sheet. Cost per student will be approximately \$240.

28. How will the field trip be funded? **Parents are asked to underwrite the cost of the trip. The PTO typically supports any student who needs financial assistance, and parents contribute to a scholarship fund if they are able. Students will also engage in fundraising activities.**

29. 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 are offered to any student who requires them. NO student is denied the opportunity to participate due to an inability to pay.**

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

*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: _____

Date: 11/17/18

Principal: _____

Date: 1/17/18

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Projected Trip Budget: 2018

Expenses

Transportation	8,700
Best Western	2500
Meals and Bowling	2700
Howe's Caverns	900
Miscellaneous	500
Total	15,300