



THE PUBLIC SCHOOLS OF BROOKLINE

OFFICE OF TEACHING AND LEARNING  
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New York City Quest – Grade 8  
Overnight, Out-of-State Field Trip Application  
New York City, NY  
June 14-15, 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

**TRIP LOGISTICS:**

1. Name of Field Trip: **New York City Quest – Grade 8**
2. Educator Requesting Field Trip Approval: **Donna M. Finnegan, Vice-Principal**
3. School: **John D. Runkle** Grade Level: **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**

*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? **New York City, NY**
8. What is the date and time you are leaving school? **Thursday June 14, 2018**
9. What is the date and time you are returning to school? **Friday June 15, 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 8<sup>th</sup> grade are eligible to attend.**
15. How are students selected to participate in this field trip? **All 8<sup>th</sup> grade students are included on this trip; students are not excluded.**
16. Where will students be staying? **The Wellington Hotel, 871 7<sup>th</sup> Ave. and 55<sup>th</sup> Street, New York , NY.  
(212) 247-3900**
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**

## PUBLIC SCHOOLS OF BROOKLINE

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 culminating experience for the 8<sup>th</sup> graders and it is also tied to areas of the 8<sup>th</sup> grade curriculum. The learning experiences on this field trip will extend concepts in our 8<sup>th</sup> grade social studies classes including connections to the immigration unit (Ellis Island and walking tours of the city). There are connections to the science curriculum at the Museum of National History and the Hayden Planetarium. Other cultural and historical excursions include the opportunity to see a Broadway show in Time Square. Throughout the trip, students are walking to and from most destinations and visit many NYC landmarks.**

20. Describe activities planned before the trip to prepare students: **Students will meet with Runkle's administration and 8<sup>th</sup> grade teachers to discuss logistics, safety procedures, behavioral expectations, and rooming arrangements. Meetings will be held to inform parents about the plans and fund-raising opportunities.**

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 will also have a day trip for students in June to further celebrate their Runkle experiences.**

### 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 8<sup>th</sup> 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**



## PUBLIC SCHOOLS OF BROOKLINE

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 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. We arrange for overnight security guards in the hotel to ensure that students remain in their proper rooms during the overnight hours.

24. What is the name and location of the medical facility closest to your destination? **Lenox Hills Hospital, 100 East 77<sup>th</sup> Street, NY, NY 10075 (1.2 miles from hotel) (212) 434-2000**

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.**

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 We have used proceeds from our Middle School Musical, had bake sales, Karaoke nights, etc.**

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

### **Signatures:**

**PUBLIC SCHOOLS OF BROOKLINE**

Educator Requesting Field Trip Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Principal: *Salma Lane* Date: *1/11/18*

**Projected Trip Budget: 2018**

**Projected Income**

Student Payments	20,800
Family Donations	2,000
8 <sup>th</sup> Grade Fundraising	
PTO Scholarships	1,200
RASP Donation	500?
RED Donation	500?
Yearbook Proceeds	100?
<b>Total</b>	<b>25,100</b>

**Expenses**

Wellington Hotel	8,700
Transportation	7,000
Meals	2,250
Circle Line Cruises	1,600
Museum National History	1,400
Musical	3,000
Miscellaneous	500
<b>Total</b>	<b>24,450</b>