



THE PUBLIC SCHOOLS OF BROOKLINE

OFFICE OF TEACHING AND LEARNING
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Steps to Success Summer Exploration Trip
Out-of-State, Overnight Field Trip Application
Alexandria, New Hampshire
August 22-24, 2023

For review and consideration by the
Brookline School Committee

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

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

TRIP LOGISTICS:

1. Name of Field Trip: **Steps to Success Summer Exploration trip August 2023**
2. Educator Requesting Field Trip Approval: **James T Leno**
3. School: **Steps to Success District Wide**
4. Grade Level: **Fourth through Sixth grades**
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) in the Office of Teaching and Learning link.

7. What is your destination? **AMC's Cardigan Lodge, Alexandria New Hampshire:**

<https://www.outdoors.org/destinations/new-hampshire/cardigan-lodge/>

8. What is the date and time you are leaving school? **STS will be picking students up at their homes and departing between 8am-9am on Tuesday, August 22 and returning August 24, 2023**
9. What is the date and time you are returning to school? **We will be returning Thursday, August 24, 2023 between 3pm – 4pm**
10. Do the dates of the trip conflict with any religious holidays or observances? **No**
11. How many days will students miss from school? **The STS SE2023 trip takes place during summer therefore students will not miss any school days.**
12. How are students being transported (school bus, chartered bus, plane, rail, etc)? **STS will be transporting students via the BHS van**

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? **There will be ten (10) students on the trip**
14. What members of the student body are eligible for the trip? **STS students in 4th – 6th and district wide will be offered the trip**
15. How are students selected to participate in this field trip? **There will be ten (10) students participating on the trip. Students will be selected by grade and if they are available to attend and if they want to attend.**

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16. Where will students be staying?

Students will be staying in the AMC Cardigan Lodge the first night and camping in tents the second night. The camp site is located on the AMC Cardigan Lodge grounds.

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

James Lenoach: [REDACTED]

David Lamour: [REDACTED]

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? **Dashawn Richardson, STS Advisor; Karina Da Rosa, volunteer**

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 trip is designed for team and community building and for students to learn and practice their expedition behavior and wilderness skills. In addition, students will learn how to set up a camp, cook, learn how to read a contour map, environmental lessons and how to stay safe and have fun while spending time in the outdoors.

20. Describe activities planned before the trip to prepare students:

Students and Parents will participate in a mandatory Pre-trip meeting that will cover all aspects of the STS Summer Exploration trip

21. Describe activities planned after the trip for students to wrap-up/reflect:

At the end of each day staff and students will process the day. We will discuss the day's activities and how we worked as a team. Students will also participate in end of the trip debrief.

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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?

The group will reflect the diversity of the STS student population.

23. What measures are planned to ensure student safety on the trip, including chaperone coverage, student behavior contracts, etc.

Students and parents will participate in a mandatory pre-trip meeting. At this meeting will be discussing PSB rules, safety expectations, meal preps, and overall behavioral expectations and participation during the trip. James Lenoach is certified in Advanced Wilderness First Aid. Students will be expected to be in the company of a chaperone at all times. Staff meet several times to review and go all details of the trip. There will also be a trip staff debrief following the trip to review how the trip went overall.

24. What is the name and location of the medical facility closest to your destination?

**Littleton Regional Healthcare
Emergency Room
600 St. Johnsbury Road
Littleton, NH 03561
Phone: 800-464-7731**

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) : **There will be no swimming on the STS SE23 trip**

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	\$267: 1 night in Cardigan Lodge includes 2 meals for 14 people; 1 night camping for 14 people
Travel	\$80 gas
Meals	Dinner on 2 nd night: \$350
Admissions/Tickets	No cost
TOTAL:	\$617 for 3 days and 14 people

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27. How will the field trip be funded? **This trip is being funded by Steps to Success Inc.**
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 for students or families for the STS SE23 trip
29. If fundraisers are planned to help lower the cost of the trip for all students, please describe those plans here: **N/A**

*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: _____

6.21.2023

Steps to Success Director: _____

Date: _____

For SWC 6/22/23