



OFFICE OF TEACHING AND LEARNING
BROOKLINE, MASSACHUSETTS 02445

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DEPUTY SUPERINTENDENT FOR
TEACHING AND LEARNING

Steps to Success: Winter Exploration
Overnight, Out-of-State Field Trip Application
Appalachian Mountain Club Highland Center, Bretton Woods, NH
February 18, 2020 – February 20, 2020

For review and consideration by the
Brookline School Committee

Approval Route:	Approved	Denied	*Returned
Copies to:			
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: **February 18 – 20, 2020**
2. Educator Requesting Field Trip Approval: **James T. Leno**
3. School: **Steps to Success: CCS, Pierce, Lawrence, Lincoln, Driscoll** Grade Level: **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**
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? **Appalachian Mountain Club Highland Center, Bretton Woods, NH**
8. What is the date and time you are leaving school? **February 18, 2020 at 8 AM**
9. What is the date and time you are returning to school? **February 20, 2020 at 4 PM**
10. Do the dates of the trip conflict with any religious holidays or observances? **No**
11. How many days will students miss from school? **Students will not miss any days of school.**
12. How are students being transported (school bus, chartered bus, plane, rail, etc)? **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? **Up to ten students**
14. What members of the student body are eligible for the trip? **Students in grades six through eighth**
15. How are students selected to participate in this field trip? **PSB STS Advisors meet to discuss eligible students.**
16. Where will students be staying? **Students will be staying in the Shapleigh Bunk House at the Highland Center**
17. What are the names and cell phone numbers of the primary staff chaperones on the trip?

PSB STS Advisors;

James T. Leno: 617-259-5829

Jason Murray: 857-891-7237

STS Inc AmeriCorps Volunteer: Tamika Smith

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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? **The staff that are listed in #17 will be the only staff attending**

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 to build team and for students to learn and practice their expedition behavior. In addition, students will learn how to Nordic ski, snowshoe and how to stay safe and have fun while on winter day hikes.

20. Describe activities planned before the trip to prepare students: **Students are expected to attend a mandatory pre-trip meeting on February 5th. Parents are encouraged to attend but it is not mandatory.**

21. Describe activities planned after the trip for students to wrap-up/reflect: **Attached is the WE 2020 trip agenda.**

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.

The STS WE 2020 trip will represent the diversity of the STS student population. The PSB STS elementary/middle Advisor team offers STS students 7/8 who have not participated in an Outdoor Experiential Exploration trip the opportunity to join then trip. In order for students to take part in the STS WE 2020 opportunity they will need to demonstrate that they can be safe and follow all rules and guidelines of the Public Schools of Brookline.

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23. 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 who attend the trip); As a group we create a Full Values Contract that each student/staff will maintain throughout WE 2020; there will be 1 Advisor for 3 students; James T Lenocho is certified in Advanced Wilderness First Aid, which he is recertified every two years. In addition, STS has an emergency action plan for multi-day trips. Finally, each student and their parent/guardian sign a behavior expectation contract, which adheres to the PSB behavioral expectations of overnight and out-of-state trips.

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.**

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. NA

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)*

Lodging: Includes 2 breakfast and 2 dinners	\$480.00
Travel:	\$100.00 gas
Meals: 3 lunches and snacks for the trail	\$220.00
Admissions/Tickets	\$60.00 for trail passes at the Bretton Woods

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	Nordic Center
TOTAL per student:	No cost for students

28. How will the field trip be funded? **Steps to Success Inc will fund the Winter Exploration 2020 trip.**

29. 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.**

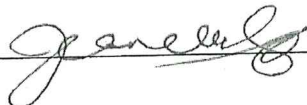
30. If fundraisers are planned to help lower the cost of the trip for all students, please describe those plans here: **NA**

Attached: Trip Agenda, Highland Center Crawford Notch

*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. Lenocho; PSB STS Advisor Date: November 19, 2019

Principal:  Date: 12/18/19

AGENDA for Winter Experiential Exploration 2020

February 18 - 20

Tuesday 2/18:

- 8-9 AM pick up students (High Street Vets, 22 High Street, Egmont and Trustman
- 9 AM Drive to AMC Highland Center: Bathroom and gas fill up stop on Exit 23 on 93 north, New Hampshire

- 12:30-1 Arrive at Highland Center
 - o Check in at Highland Center
 - o Lunch
 - o Unload gear into Shapleigh
 - o Lunch
 - o Tour and rules of Highland Center/Shapleigh
- 2:30:
 - o Review full value contract
 - o Learn about how to dress for outside winter activities
 - o Review winter gear for hiking
 - o Prepare for afternoon hike

- 4:30:
 - o Return from hike
 - o Debrief hike with students
 - o Prepare for dinner

- 6:30: Dinner in the Highland Center

- 7:30
 - o Return to Shapleigh
 - o Free time till 8

- 8 PM: Night walk in the field in front of Highland Center (depends on the weather)

- 9 PM
 - o Return to Shapleigh
 - o Debrief night walk
 - o Group games

- 10 PM: Prepare for bedtime

- 10:30: Lights Out!

STS Winter Exploration

Wednesday 2/19:

- 6:30AM: Wake up
- 8AM: Breakfast
- 9AM: Return to Shapleigh to prepare for cross-country skiing.
 - Prepare bag lunch
 - What to wear for cross country skiing
 - Load the van with skis
 - 10 minute ride to Bretton Woods, Mountain Washington Resort Nordic Ski trails
- 10:30AM: Arrive at Bretton Woods/Cross Country Ski lessons (JT Lench)
- 11:30AM: Lunch in side Nordic center
- 12:30PM: Ski the trails
- 3PM: Return to Nordic center
 - Pack up skis
 - Inner tubing on the small hill
 -
- 5:30PM:
 - Return to Highland Center/Shapleigh
 - Prepare for dinner
- 6:30PM: Dinner
- 7:30PM: Return to Shapleigh for debrief of days' activities
- 8:30PM: Short night hike
- 9:30PM: Prepare for bed
- 10:30: Lights out

Thursday:

- 6:30AM: Wake up
- 7:30AM: Breakfast
- 8:30AM: Return to Shapleigh
- 9AM: Group meeting
- 9:30AM De-issue YOP gear
- 10:30AM: Clean Shapleigh
- 11:30AM: prepare bag lunch
- 12:30PM: Depart Highland Center
- 2PM: Stop for a bathroom break and gas
- 4PM: Return to Brookline and transport students home.