

THE PUBLIC SCHOOLS OF BROOKLINE

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Public Schools of Brookline & Steps Inc.

Elementary and Middle School Winter Experiential Exploration 2019 Trip

Overnight, Out-of-State Field Trip Application

Crawford Notch, New Hampshire

February 19 – February 21, 2019

For review and consideration by the

Brookline School Committee

| Approval Route: | Approved | Denied | *Returned |
|---------------------|-----------------------------|-----------------------------|-----------------------------|
| Copies to: | | | |
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| SCHOOL COMMITTEE | <u> </u> | <u> </u> | <u> </u> |
| MEETING DATE | <u> </u> | <u> </u> | <u> </u> |
| *REASON RETURNED: | <u> </u> | <u> </u> | <u> </u> |

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

TRIP LOGISTICS:

1. Name of Field Trip: **PSB and STS Inc Elementary and Middle school Winter Experiential Exploration 2019 Trip**
2. Educator Requesting Field Trip Approval: **James Lenocho, PSB STS Advisor**
3. School: **District Wide** Grade Level: **6th thru 8th 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? **Appalachian Mountain Club's Highland Center located in Crawford Notch, New Hampshire.**
(<http://www.outdoors.org/lodging/lodges/highland/index.cfm>) We will be staying in the Shapleigh Building,
(<http://www.outdoors.org/lodging/lodges/highland/shapleigh-bunkhouse.cfm>)

8. What is the date and time you are leaving school? **STS WE2018 will depart on 2/19 around 8AM. We will pick students up at their homes.**
9. What is the date and time you are returning to school? **STS WE2018 will return on Thursday 2/21 around 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? **Students will not miss any days of school.**
12. How are students being transported (school bus, chartered bus, plane, rail, etc)? **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? **Up to ten (10) students**
14. What members of the student body are eligible for the trip? **STS students district wide in grades 6-8**

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15. How are students selected to participate in this field trip? **PSB STS Advisors**
16. Where will students be staying? **Students will be staying in the Shapleigh Building at the AMC Highland Center. Shapleigh has two bunkrooms with separate facilities. (Please see web site: (<http://www.outdoors.org/lodging/lodges/highland/shapleigh-bunkhouse.cfm>))**
17. What are the names and cell phone numbers of the primary staff chaperones on the trip?
PSB Advisors; James Lenocho; 617-259-5829 and Jason Murray 857-891-7237.
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? **STS Inc. Advisors, Tony Wells and Vannessa Rodriguez**

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? **Team building, students will learn and practice Expedition Behavior, students will learn how to cross country ski, snowshoe and how to be safe while hiking in the winter.**
20. Describe activities planned before the trip to prepare students: **Students are expected to attend a mandatory pre-trip meeting, February 5th. Parents and Guardians are also welcomed and encouraged to attend.**
21. Describe activities planned after the trip for students to wrap-up/reflect: **Attached is the WEE 2019 Agenda**

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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? 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 WE2017 trip will represent the diversity of the PSB student population. The PSB STS EM Advisor team offers STS students in 6th thru 8th grade who have not participated in an Outdoor Experiential Exploration trip the opportunity to join then trip. Students will need to demonstrate that they can be safe and follow all rules and PSB guidelines to be offered the opportunity to participate.

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 participating); As a group we create a Full Values Contract that each student/staff will maintain throughout WEE 2019; 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**

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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**? Please detail the major components of the trip below and provide a total. (*add/edit headings as necessary*)

| | |
|---------------------------|--|
| Lodging | \$480: Which includes 2 nights lodging; 2 breakfasts, 2 dinners |
| Travel | \$60 gas |
| Lunch/trail snacks | \$250 |
| Admissions/Tickets | \$5 x 12 trail passes at the Bretton Woods Nordic Center |
| TOTAL per student: | \$0 |

28. How will the field trip be funded? **Steps to Success Inc. will fund WEE 2019**

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 to students and their families.**

30. 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: **January 8, 2019**

Principal: _____

Date: **1/15/2019**