



THE PUBLIC SCHOOLS OF BROOKLINE

OFFICE OF TEACHING AND LEARNING
BROOKLINE, MASSACHUSETTS 02445

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Steps to Success Summer Explorations Trip
Overnight, Out-of-State Field Trip Application
Crawford Notch, New Hampshire
August 27 – August 29, 2019

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>

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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**
2. Educator Requesting Field Trip Approval: **JT Lenocho, PSB STS Advisor**
3. School: **STS District Wide Programing** 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? **Highland Center, Crawford Notch, New Hampshire**
8. What is the date and time you are leaving school? **August 27 to August 29, 2019**
9. What is the date and time you are returning to school? **August 29" 2019 at 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? **School is not in session**
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? **10 Students**
14. What members of the student body are eligible for the trip? **Students who are active in Steps to Success and are available for the SE 2019 trip dates.**
15. How are students selected to participate in this field trip? **STS Advisors will determine which students are eligible**
16. Where will students be staying? **Highland Center in Crawford Notch, New Hampshire**
17. What are the names and cell phone numbers of the primary staff chaperones on the trip? **PSB STS Advisors, JT Lenocho, 617259-5829; David Lamour, 617-505-9504; Jacki Vassari, STS Inc. 518-339-8422**
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? **David Lamour (PSB STS Advisor), Jacki Vassari, STS Inc. Program Assistant**

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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? **The Summer Exploration trip is designed to encourage students to explore the outdoors, engage in team building and develop their map and compass skills. Staff leading the trip spend a portion of each day processing what skills students learned, how we work together as a team and how we cared for one another during the trip.**

20. Describe activities planned before the trip to prepare students: **Students will participate in day hikes. During the hikes students will learn about the natural environment of the White Mountains, how to pace one self and a group when hiking. This is all discuss in the student/family pre-trip meeting.**

21. Describe activities planned after the trip for students to wrap-up/reflect: **STS Advisors contact each parent after the trip to update them on the trip. At the end of the trip we do a wrap and talk about the lows and highs of the trip. In addition, each student takes a post trip SAYO (Survey of Academic and Youth Outcomes-Youth Survey) – survey.**

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. **PSB STS Advisors meet to discuss which students will be available for the trip. Advisor then choose from active district wide STS students available in grades rising 5 thru rising 7. There is no cost to students for the STS 2019 Summer Exploration Trip.**

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 SE 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 Inc has an emergency action plan for multi-day trips.

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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	\$ 480
Travel	\$60 gas
Meals	Lunches/snacks: \$300,
Admissions/Tickets	NA
TOTAL per student:	

28. How will the field trip be funded? **Steps to Success Inc. has agreed to fund the STS SE 2019 trip. Youth Opportunities Program provides all the needed equipment at no cost. As a YOP volunteer instructor STS also has access to 80% discount on lodging.**

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 this trip.**

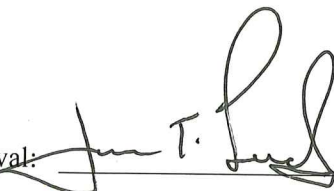
30. If fundraisers are planned to help lower the cost of the trip for all students, please describe those plans here: **NA**

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

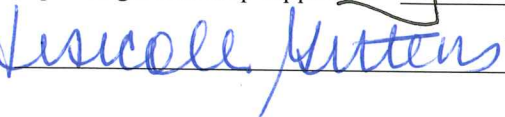
Signatures:

Educator Requesting Field Trip Approval:



Date: May 28, 2019

Principal:



Date: 6/3/2019