



THE PUBLIC SCHOOLS OF BROOKLINE

OFFICE OF TEACHING AND LEARNING
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BHS Runkle 8th Grade New York City Trip
Overnight, Out-of-State Field Trip Application
New York City, New York
June 11 - June 12, 2020

For review and consideration by the
Brookline School Committee

Approval Route:	Approved	Denied	*Returned
Copies to:			
TEACHING AND LEARNING			
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: Runkle 8th Grade New York City Trip
2. Educator Requesting Field Trip Approval: Donna Finnegan
3. School: Runkle Grade Level: 8th
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? New York City, New York
8. What is the date and time you are leaving school? June 11, 2020 @ 6:00 AM
9. What is the date and time you are returning to school? June 12, 2020 @ 10:00 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? 2
12. How are students being transported (school bus, chartered bus, plane, rail, etc)? **Chartered 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? 70
 14. What members of the student body are eligible for the trip? ALL
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15. How are students selected to participate in this field trip? **All students are included.**
 16. Where will students be staying? Wellington Hotel, NYC, NY
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17. What are the names and cell phone numbers of the primary staff chaperones on the trip?

Donna Finnegan (617) 331-5222, Rebecca Sneider (857) 272-5229, Chad Pelton (207) 751-0078, Colleen Boyle (617) 512-1627, Kim Munroe (201) 926-0835, Bridget Francescone (617) 733-5579, Angela Galanopoulos (617) 710-3308

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? N/A

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 8th graders and it is also tied to areas of the 8th grade curriculum. The learning experiences on this field trip will extend concepts in our 8th 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 8th 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, as well as during our long ride home. 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 students are included.**

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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 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 77th 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) **Attached Budget at end.**

Lodging	
Travel	
Meals	
Admissions/Tickets	
TOTAL per student:	

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 some parents contribute extra money to fund students 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? **No students are denied access to trip due to financial concerns.**

PUBLIC SCHOOLS OF BROOKLINE

30. If fundraisers are planned to help lower the cost of the trip for all students, please describe those plans here: **Bake sale after school hours for Election Day.**

*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: Donna Finnegan Date: 10/10/19

Principal: Genteen Jean-Michel Date: 10/10/19

Projected Trip Budget: 2019

Projected Income

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

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
Total	24,450