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Brookline High School – International Field Trip Application

Brookline – World Health Summit

Lisbon and Coimbra, Portugal

April 16-22, 2018

For review and consideration by the
Brookline School Committee

Approval Route:	Approved	Denied	*Returned
Copies to:			
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SUPERINTENDENT			
SCHOOL COMMITTEE			
MEETING DATE			
*REASON RETURNED:			

Brookline High School Field Trip Application
Brookline – World Health Summit
Lisbon and Coimbra, Portugal April 2018

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Additional Documents:

Forms to be completed by parents/students

Prepared by:

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Chaperones:

Elsbeth Leslie, Science Teacher BHS, Lead Chaperone

Meaghan Cells, Science Teacher BHS, co-Lead Chaperone

STATEMENT OF PURPOSE

World Health Summit

The World Health Summit (WHS) brings together stakeholders and decision-makers from every field in the healthcare spectrum, providing the perfect forum for exchange with experts from academia, industry, politics and civil society. The 2018 regional meeting will be hosted in Coimbra, Portugal. <https://www.worldhealthsummit.org/regional-meeting.html>

This link offers information about the format and content of the previous conferences as well as ongoing updates about the planning of the 2018 conference. The World Health Summit is continuing to update its itinerary at its main website here:
<http://www.worldhealthsummit.org/>

This summit develops the skills of young people through workshops, online learning communities, and high-level networking opportunities in order to increase youth participation in decision-making processes at the global level. Brookline High School students will be the only high school students attending, which will enable them to even more fully understand the nature of professional conferences. There will also be a multiple opportunities for young people to network with professionals in the field.

Attending the "World Health Summit Regional Conference in Coimbra" directly supports the Mission of the Public Schools of Brookline. The Mission states: "To ensure that every student develops the skills and knowledge to pursue a productive and fulfilling life, to participate thoughtfully in a democracy, and to succeed in a diverse and evolving global society." The conference also contributes to developing active citizens, both locally and globally while revealing different perspectives and ideas in a global setting, both of which are core values of the Mission. Attendance at the World Health Summit, while meeting educated elders, passionate leaders and many more from around the world who are also dedicated to global health and development will clearly develop Brookline High School students' skills and knowledge to "succeed in a diverse and evolving global society. As the speaker list from the World Health Summit 2017 in Berlin attests, there will be presentations from people across the globe, whether health officials, government officials, or other professionals.

The process of applying and getting accepted to this conference was student led. Students who had previously gone to Denmark for the Women Deliver conference heard about the 2016 World Health Summit and emailed director about attending. Due to the experience of Women Deliver, students looked to extend their experience and knowledge in Berlin. They were accepted to the 2016 and impressed the organizers with their professionalism, enthusiasm, and engagement. All of the other participants were medical school students or older, but Brookline High School students left a lasting impression on the 2016 organizers and received a return invitation for the 2017 regional summit in May in Montreal and again the overall summit in Berlin in October 2017. This invitation has extended to the World Health Summit Regional Conference of 2018.

Additionally, the trip also supports the Vision Statement, which reads: "The Public Schools of Brookline Dynamic, Collaborative, Equitable Engaged with the Community Contributing to the World." Students will learn from experts on a world stage and how they can help contribute to issues in Global Health. The conference has many of the leading International Non-Governmental Organizations, government agencies, such as U.S. Agency for International Development, Department for International Development, The World Health Organization and the European High Commission, and many other development agencies from around the world.

Further, the trip supports the third Strategic Area of Focus, which reads: "Strategic Area of Focus: Thriving in a Complex Global Society -- Goal 3. Prepare students with the intellectual, interpersonal and reflective skills needed to thrive in an increasingly complex and diverse global society. Strategy 3.1: Develop opportunities to enhance the global awareness of every student. Strategy 3.5: Create opportunities for student-led discussion and debate over matters related to moral and ethical global issues. While attending the conference, students will develop considerable global awareness about developments in the healthcare field, in particular throughout the world. Students will also have a chance to discuss with various Ministries of Health, two Nobel or Pulitzer Prize Laureates, professionals, CEOs and leaders from around the world the moral and ethical issues confronting women, whether with respect to politics, economics, or health care, among other areas. Although all attendees will be deeply dedicated to the cause of Global Health, there is considerable difference of opinion as to how and the moral and ethical challenges to push these ideas forward. The convention will be rich with discussions, debates and keynote speeches.

The trip will involve 14-16 students. There is considerable interest in the global health field that we know of. This will be the sixth time that we have organized a trip to a development conference like this, and will therefore have experience in conference style, organizing kids, meal planning, etc. Currently, we have Ben Kahrl, BHS Social Studies teacher who is helping organize the trip and Elsbeth Leslie, who has traveled with students to China on the China Exchange as well as to the World Health Summit in Berlin in October 2017.

The goals for the trip are two-fold. Students will have a chance to meet and network with younger activists and older experienced activists from all over the globe. This World Health Summit has an opportunity for students, referred to as "New Voices in Global Health". Their goal is to "promote the active participation of young scientists in the World Health Summit".

Secondly, the students will have a chance to attend a wide variety of activities. This will include activities that are specifically geared for youth during the conference. Students can also visit and talk to visiting organizations: Sanofi, Bayer, SAP, Abbvie, Aeras and the Novartis Foundation. Finally, students will be able to attend plenary sessions, similar to those offered in 2015 and 2016 (which are listed in the link below).

Previous plenary sessions:

<https://www.registration-whs.com/Program/WHS2016>

The Itinerary will consist of the following:

Monday April 16th - leave Boston Airport and fly to Portugal

Tuesday April 17th - land in Portugal.

Thursday and Friday April 19th and 20th - attend the conference.

Sunday April 22nd - fly home.

Highlights of the Conference include the following:

- 1) Attending sessions where they will be able to hear a variety of speakers from around the world speak about specific health challenges around the world. (Here is a more complete list of the 2017 sessions from Berlin:
(<https://www.worldhealthsummit.org/whs-2017/program.html>)
- 2) Networking with other young people, organizations, and experienced workers from around the globe.
- 3) Implicitly and explicitly exploring careers in global health and development.

APPLICATION FOR ALL OUT-OF-STATE, OVERNIGHT TRIPS

TRIP LOGISTICS:

1. **Name of Field Trip:** Brookline World Health Summit 2018 International Regional Conference
2. **Educators Requesting Field Trip Approval:** Elsbeth Leslie
- 2b. **Students Requesting Field Trip Approval:** --
3. **School:** Brookline High School **Grade Level:** 10th, 11th, and 12th
4. **Have you reviewed the new School Committee Policy I 3 a. for Field Trips?** Yes
5. **Have you reviewed the document, *Administrative Procedures for School Sponsored Field Trips*?** Yes
6. **What is your destination?** Lisbon and Coimbra, Portugal
7. **What is the date you are leaving Brookline?** Monday April 16th, 2018 evening.
8. **What is the date you are returning to Brookline?** Sunday, April 22nd, 2018
9. **Do the dates of the trip conflict with any religious holidays or observances?** No
10. **How many days will students miss from school?** None
11. **How are students being transported?**
 - A. from Boston to Lisbon: airplane
 - B. From Lisbon to Coimbra - train
 - C. In Coimbra: foot and public transportation (bus)
 - D. Lisbon to Boston: airplane
12. **How many students will be participating in the field trip?** 14-16 students
13. **What members of the student body are eligible for the trip?** Any 10th, 11th, and 12th grade students who have demonstrated an interest in international affairs and development through coursework (specifically, but not limited to Global Leadership), Global leadership club membership, previous travel, or extensive volunteer experience.
14. **How are students selected to participate in this field trip?** Students will be selected based on the following criteria:
 - Strong academic record (good study habits, participation, attendance)
 - Interest in global health and international aid work
 - Ability to serve as an ambassador from Brookline and the United States
 - Sensitivity to other people and cultures
 - Previous experiences away from home
 - Successful completion of the application
 - participation in global leadership club
 - Interview with sponsoring teacher and parents
 - Perceived potential for personal growth

15. Where will students be staying?

At a hotel in Lisbon for two nights, then one in Coimbra for three nights. The latter hotel will be within walking distance of conference.

16. What are the names and cell phone numbers of the primary staff chaperones on the trip? Elsbeth Leslie (970) 443-1972 Meaghan Cells (973) 975-5076

17. Ms. Leslie experience with international travel, and have either led student groups and/or participated in exchange trips in the past. All the chaperones will be supervising the students and available to them on a 24-hour basis.

- A. Elsbeth Leslie
- B. Meaghan Cells

While in Portugal, the teacher-chaperones will be using their American cell phones for easy parent contact.

EDUCATIONAL RELEVANCE:

19. What is the purpose of the trip and how does it relate to the Brookline High School Course Syllabi?

The purpose of the trip is to help students understand the issue of World Development, World Health, and how they correlate and affect all people on a global scale. It is to gain an exposure to many of both the Governments and the International Non-Governmental Organizations that are active in the field. Students will also gain an understanding of the vast movement surrounding the Sustainable Development Goals (SDGs) with the United Nations, the work to ensure that everyone has access to health, diseases are kept under control, and what medicine, research and organizations must do in order to achieve those goals. The theme of the World Health Summit Regional Conference in Portugal is "Frontier Medicine" which focuses on delivery of medical care where health care systems are either weak or non-existent. Finally, they will have a chance to hear specifics about the work and investigate possible careers in the field.

This issues relate *directly* to the curriculum of Global Leadership, which will be one of the sources for students who will participate. Global Leadership, as the name suggests, works at helping students both understand and experience the skills of being a global leader. During the third term, students specifically study the challenges of global health and the work that international non-governmental organizations do, in combination with local and national governments, as well as the United Nations, to help solve some of these health challenges.

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

Students will meet regularly throughout the months leading up to the trip in April (typically during X-Block or Z-block, and also with parents on one evening in early September) to prepare the students for the trip and especially the conference. Here they will become familiar with the ground rules and expectations, the trip itinerary, and their responsibilities as participants in the conference. They will also hear from students who participated in the 2017 WHS to get advice on how to approach it as a high school student. This will also include regular contact with the World Health Summit staff, whether by email, phone, or Skype.

As the event draws closer, we will also discuss potential schedules for the students and what sessions and other Conference events they might want to attend and for which they should be briefed.

Students participating in the conference will be responsible attending orientation meetings and Skype conferences in the fall leading up to the conference. They will also be responsible for completing any academic work that they miss while at the conference and will be responsible for presenting those assignments to their teachers within two weeks after their return. Students will have constant access to internet services, so may well be able to complete, and possibly submit, assignments remotely.

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

Students who participate will be asked to discuss the conference with the Global Leadership class. Further, we will work to coordinate with the Sagamore for a possible article or use of social media during and after the event.

The Global Leadership Club will continue their studies in international affairs. In addition, students will be looking to apply some skills we learned at the conference to our own community.

In addition, students participating in the trip will look to continue to be in contact with professionals students meet at the conference to continue to learn and potentially collaborate, similar to what students did after the Women Deliver conference and the other World Health Summit events students attended. We will also look to connect to organizations we meet in order to potentially find some internship opportunities and for continued partnership with Global Leadership.

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 are representative of the school population?

Once the School Committee has approved the trip, we will make a concerted effort to encourage participation from a broad spectrum of BHS students so that the group reflects the make-up of the larger student body. We will make every effort to accommodate any physical and emotional disabilities that students may have.

This trip is open to all 10th, 11th and 12th grade students, though preference will be given to students who are current or former members of the Global Leadership and Social Justice classes or who have participated in a significant way with the Brookline High School Amnesty International chapter, Global Leadership club, or other club activity focused on international rights and / or development issues, like medical careers. The trip and the conference will be widely advertised in Global Leadership and Social Justice classes, various service oriented clubs, as well as through programs such as Steps to Success and African-American/Latino Scholars. In announcing the trip, we will be sure that students know about available scholarships so that they understand that the cost of the trip should not deter them from applying to participate.

This trip will have a ***Needs Blind*** admissions process whereby applications for financial aid are submitted separate from regular applications and will not be revealed until after selections are made. The financial aid process will award students a percentage of his or her trip that will be covered and we will ensure that percentage is paid for by school fund raising activities.

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

At all times both adults will be on duty as chaperones. The adults know the students well based on classroom contact and/or previous group-building exercises. These chaperones will be with our student group 24-hours a day in Lisbon and Coimbra, and staying in the same hotel at night. We will meet with parents during the planning portion of the exchange to outline our behavior expectations, and all students who participate will sign behavior contracts. Lisbon and Coimbra are safe for visitors. We will follow any State Department advisories in the unlikely event any are issued.

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

Lisbon: <http://www.chlc.min-saude.pt/homepage.aspx?menuid=1>

Coimbra: Central Hospital of University of Portugal <http://www.chuc.min-saude.pt/>

This university is hosting the entire conference, so medical care, if necessary, is readily accessible.

24. Will students be swimming? No

25. If travelling outside of the United States, please attach the appropriate Department of State notices and advisories. The travel warnings concerning Portugal (<https://travel.state.gov/content/passports/en/country/Portugal.html>) primarily concern typical warnings of life in urban areas - pick pockets, caution of traveling at night, etc. There are no warnings that indicate that travelers should not visit Portugal. We will continue to monitor State Department Warnings.

FUNDING:

26. What is the cost of the trip?

The projected cost is \$1780 per student. This cost includes: round trip airfare on scheduled airlines, conference admission fee, transportation to and from the airport, most meals during the time. For a detailed budget, please refer to the budget document.

27. How will the field trip be funded?

The trip will be funded by the families of participants. As described in #28 and #29 below, we will actively engage in fundraising efforts to raise money for scholarships, and students will be encouraged to assist their family by contributing to the cost through their own work. We have currently secured enough donations for at least one full scholarship.

28. What accommodations are made for students who cannot afford the expenses of the trip? Are partial and/or full financial aid packages be available?

Yes, financial aid will be available. We will work to raise money for at least one full financial aid package, which will be divided amongst those students who have financial need, to help ensure that all students who want to go can afford to. Further, we will work with the administration to publicize the trip through various avenues, including international service clubs, METCO, and Steps to Success, among other places.

Furthermore, we will let students know that financial aid is available and that all financial aid requests will remain confidential. Students may complete a separate financial aid applications that are sent to the Central Office that will in no way restrict their selection to participate. If additional funds are needed, additional fundraisers will be planned to supplement them. Acceptance to the trip will be determined separately from financial aid awards so as not to influence selection process.

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

A number of fundraising opportunities will take place. Families will have the option of voluntarily contributing financially to a travel financial aid fund. We will also solicit individual donors who have expressed an interest in supporting student exploration of the development world. All students involved are expected to participate actively in all fundraising activities.

Other relevant information for the World Health Summit 2018:

Emergency Numbers in Portugal:

- U.S. citizens visiting Portugal should note that the emergency number for the Portugal police, rescue, and fire departments is 112.
- US Embassy Phone Numbers:
 - <https://pt.usembassy.gov/>
- If you are an U.S. citizen with an emergency requiring Embassy assistance, please contact the U.S. Embassy in Lisbon at the following telephone numbers:
 - American Citizen Services
 - U.S. Embassy Lisbon
 - Av. das Forças Armadas, Sete-Rios
 - 1600-081 Lisbon, Portugal
 - E-mail: conslisbon@state.gov
 - Tel: 351-21-770-2122

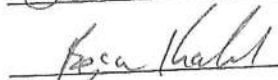
Submitted by:

Educators: Benjamin Kahrl (preparation for the trip, but not traveling)
 Elsbeth Leslie - traveling to Portugal

Signatures :

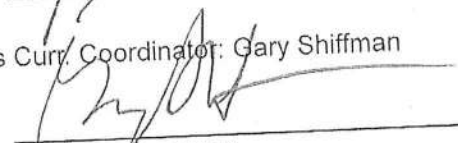


Date: 12/21/17



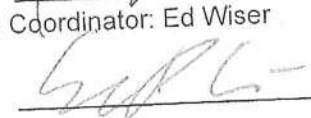
Date: 12/21/17

Social Studies Curr. Coordinator: Gary Shiffman



Date: 12/21/17

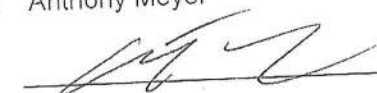
Science Curr. Coordinator: Ed Wiser



Date: 12/21/17

Headmaster: Anthony Meyer

Signature :



Date: 12/21/17

PROJECTED COSTS

Costs are based on 16 participants and 2 chaperones.

Estimated Cost per Student: approximately \$1780

Item	Individual Cost	Total Cost for Group
Trip - 16 students 2 teachers		
Transportation		
Flight - Boston to Lisbon	780	14040
Bus Transportation to Coimbra	60	1080
Lodging		
five nights, 9 rooms	120	5400
Entry Fee	200	3600
Food		
Breakfast	12	216
Lunch - 4 days / 12.50 each	50	900
Dinner 5 days / 26 each	130	2340
Tourism	40	720
Communication		
International calling Plans for both chaperones		120
		28416
	Cost per student	1776

SUMMARY OF ITINERARY FOR LISBON AND COIMBRA PORTUGAL

<u>Dates</u>	<u>Itinerary</u>	<u>Details</u>
Monday April 16th	Depart Boston Logan around 8 pm at night	Students meet at airport at 5:30pm
Tues. 4/17	Arrive in Lisbon, Portugal	Take shuttle to the hotel. Relax and get acclimated. Go out for dinner nearby.
Wed.. 4/18	Travel from Lisbon to Coimbra on the train.	
Thur. Apr.19 and Fri. Apr. 20	Attend Conference Sessions.	Attend specific conference sessions, visit display booths, and participate in conference activities. Potentially present abstract project ideas.
Sat. April 21st,	See the city and then travel back to Lisbon	Visit various historical sites and explore Coimbra and Lisbon.
Sun. April 22nd	Fly home from Lisbon to Boston.	Fly home on Sunday.

PROPOSED TIMELINE**APPLICATION & RECRUITMENT TIMELINE 2016-2017**

October 2017	Teacher and Parent chaperones meet to prepare documents.
Oct. -Nov. 2017	Proposal presented to Headmaster, Superintendent, School Committee
December 2017	Review applications. Student Application Deadline. Applications will include signed relevant documents so that they are prepared if the student is accepted. Review applications, interview as needed. Interview and accept students for the remaining spots.
December 2017	Notify students/families of acceptance. Work with admittees on possible fundraising opportunities and also possibly assist organizers of the conference in any way possible.
January 2018	Accept \$800 deposit from accepted students.
February 2018	Second Payment due (\$980.00) Any remaining documents that are necessary collected here.
X Blocks Feb. and March.	Organizational Meetings: fundraising, trip information.
March 2018	Parent Meeting #1 - an evening in the second full week of September.
April 16, 2018	Departure for Portugal

Student Guidelines and Contracts

Students participating in the 2018 World Health Summit to Lisbon and Coimbra, Portugal will abide by Brookline High School rules and regulations as stated in the Handbook, as well as those enumerated in this document.

1. Students and parents/guardians will agree to and sign the rules explained in the STUDENT BEHAVIOR CONTRACT (see attached).
2. Students and parents/guardians will agree to and sign the information and rules explained in the HEALTH INFORMATION SHEET FOR FIELD TRIPS (see attached).
Students on medication must be able to self-medicate or give early notification if a parent/guardian must accompany the trip.
3. Parents/guardians must agree to and sign the information explained in the PERMISSION AND RELEASE FORM FOR BERLIN TRIP (see attached).
4. Students must be in good academic standing to participate in the program.
5. Students must be aware of and follow airport and terminal procedures.
6. Students are responsible for their own spending money. The chaperones will be responsible for the group expenses.
7. Students are responsible for acquiring or renewing their own passports. They must make two copies of their passport and give them to Ms. Leslie.
8. Students must honor all deadlines and attend all student and parent/student meetings. If this is not possible, they must see Ms. Leslie in advance to receive the information.
9. Students and parents are aware that each deposit for the trip and final payment is non-refundable once it is made as

In addition, the student and his/her parent are advised that School Committee and the Superintendent may cancel a trip at any time, including up to the day of departure, if that it deemed necessary for student safety.

I, (print student name) _____, have read the packet and agree to the information listed above.

Student's Signature: _____ Date: _____

I, (print parent name) _____, have read the packet agree to the information above.

Parent's/Guardian's Signature: _____ Date: _____

STUDENT BEHAVIOR CONTRACT

CODE OF CONDUCT:

1. I agree that while I am traveling with the Brookline High School Exchange Trip to Portugal, I will not use or possess non-prescription drugs, tobacco or alcohol. If at any Conference sponsored event where alcohol is present, I will not consume any and will be accompanied by a chaperone at all times.
2. I agree to and will abide by the curfew. At the appointed time, I will go to my room and observe quiet. Bed checks will occur after curfew to ensure that the students are where they are supposed to be.
3. I agree to uphold all laws and regulations as dictated by local, State and Federal governments (i.e. under age drinking, assault, shoplifting, etc.). I agree to respect the property of others and to pay for any losses and/or damages for which I am found responsible.
4. I agree never to leave the hotel without permission from my chaperone. Should I be granted permission to leave, I will be accompanied by other members of my group.
5. I understand the responsibilities of traveling in a group and will respect meeting times and places.
6. I understand that I am under the direct responsibility and authority of the assigned chaperones, and I will follow and abide by any rules and/or decisions made by these persons.

I am signing this Contract, and hereby giving my word of honor that I will follow the above Code of Conduct while traveling in Portugal with Brookline High School from April 16th to the 22nd, 2018. As a representative of Brookline High School, I understand that my behavior is critical to the success of the trip and as a precedent for future exchanges. Any violation of these rules will result in disciplinary action (i.e. being sent back to the United States at my parent's expense, or being suspended from a performance or activity).

Student's Printed Name: _____ Date: _____

Student's Signature: _____ Date: _____

I have read the above contract signed by my child.

Parent / Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____