



# THE PUBLIC SCHOOLS OF BROOKLINE

OFFICE OF TEACHING AND LEARNING  
BROOKLINE, MASSACHUSETTS 02445

PHONE: 617-730-2432  
FAX: 617-264-6451

ANDREW BOTT  
SUPERINTENDENT OF SCHOOLS

NICOLE GITTENS, ED.D.  
DEPUTY SUPERINTENDENT FOR  
TEACHING AND LEARNING

## International Field Trip Application

### Brookline High School

Salamanca, Spain

April 5 – April 20, 2019

For review and consideration by the  
Brookline School Committee

Approval Route:	Approved	Denied	*Returned
Copies to:			
TEACHING & LEARNING	<u>uej</u>	_____	_____
SUPERINTENDENT	_____	_____	_____
SCHOOL COMMITTEE	_____	_____	_____
MEETING DATE	_____	_____	_____
*REASON RETURNED:	_____	_____	_____

# Brookline High School Spain Trip

## 2019

### Application to the School Committee

Submitted: September 2018

#### TRIP LOGISTICS:

1. Name of Field Trip: Brookline High School Spain Trip
2. Educators Requesting Field Trip Approval: Marta Fuertes, Andrew Kimball and Astrid Allen - BHS World Language Teachers
3. School: Brookline High School
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. What is your destination? Destinations in Spain include:
  - Letra Hispánica (Spanish language and culture school) Salamanca, Spain  
[www.letrahispanica.com](http://www.letrahispanica.com)

#### Other visits:

- In and around Salamanca
- Madrid 2 nights, 1 day
- Segovia
- Zamora
- Toledo
- Oviedo and other sites in Asturias, Spain (north coast)

#### 6. a How was the school selected?

The city of Salamanca is an ideal location for an intensive immersion experience. With the presence of one of the world's oldest universities, it possesses a long and distinguished educational history. The city's medieval center is a UNESCO World Heritage site. It has recently served as Europe's cultural capital. Taking all of this into consideration, it is unsurprising that it has also become one of Spain's go-to destinations for tourism and, more importantly, study-abroad experiences at both the secondary and university levels. The city's narrow, winding streets are picturesque and safe and will

provide a historic backdrop for Brookline's youth to safely explore a part of the world that is quite distinct from their own. Salamanca's geographic location in central Spain is ideally close to Madrid's airport while also providing easy access to many of the country's historic and cultural treasures.

We have an existing relationship with Letra Hispánica after a successful study abroad experience with 30 BHS students in February 2015 and 2017. Letra Hispánica has worked as an educational institution providing study-abroad experiences to secondary and university-aged students from around the world for more than twenty years. A large number of these students have come from the United States and this has given the school the opportunity to develop the necessary cultural sensitivity to both educate and respond to the needs of students from the United States. The school's curriculum is at once adaptable to our requests and informed by modern pedagogical methodology. It is designed not only to enrich our students' language skills, but also to show them that Spanish does not exist in a vacuum and is instead a language born from a profound culture. To reach such impressive educational goals Letra Hispánica has an experienced and well-trained staff. Taking together, this profile seemed to match best with our needs.

7. What is the date and time you are leaving school? Friday, April 5th arriving in Spain on Saturday, April 6th 2019 (overseas flight and six hours difference)

8. What is the date and time you are returning to school? Saturday, April 20th 2019. Do the dates of the trip conflict with any religious holidays or observances? Good Friday

10. How many days will students miss from school? 5 or 6 days, depending on the time of the departing flight

10. b. How will students catch up with a missed day of school?

Students will talk to their teachers for each class before departing. While in Spain, students will need to check Canvas regularly the assignments that they are required to do for their other subjects. We will set aside time during the trip for students to work on homework.

11. How are students being transported (school bus, chartered bus, plane, rail, etc)?

1. Boston –Madrid (Spain), airline (and connecting airport?) TBD
2. Transportation from Madrid airport to Salamanca: Charter Bus (Contracted by Letra Hispánica)
3. Salamanca- Zamora-Salamanca Excursion: Charter Bus (contracted by Letra Hispánica)
4. Excursion Salamanca- Segovia-Salamanca: Charter Bus (contracted by Letra Hispánica)
5. Excursion Salamanca-Asturias/León-Salamanca: Charter Bus (contracted by Letra Hispánica)
6. Charter Bus from Salamanca to Avila-Toledo-Madrid
7. Transportation to the airport in Madrid: Charter Bus (Contracted by Letra Hispánica)



12. How many students will be participating in the field trip? 30 students
13. What members of the student body are eligible for the trip? Juniors and Seniors in Spanish 2 or above who are currently enrolled in Spanish at BHS. If more than 30 eligible students apply, a lottery will be held. If we are running low on enrollment we will open the applications to responsible sophomores with good references.
14. How are students selected to participate in this field trip?

Students will be selected for the trip based on the application and interview process. Selection criteria are:

- Successful completion of one year or more of Spanish
- Good character and citizenship, as defined by the deans and their designees
- Strong academic record
- Interest in learning Spanish history and culture
- Ability to serve as an ambassador from Brookline and the United States
- Sensitivity to other people and cultures
- Successful completion of the application, including an essay that outlines and understanding of the program, expectations, and a desire to participate in cultural activities.
- Students will need to maintain good attendance and homework completion throughout the school year.
- Students need to demonstrate ability to handle new situations and adapt to another culture .

15. Where will students be staying? Students will be staying with Spanish host families in Salamanca, arranged by Letra Hispánica. The school has carefully selected the families and has worked with them for years. Two students will stay per family. The school is centrally located in regard to the host families.

16. What are the names and cell phone numbers of the primary staff chaperones on the trip? Ms. Marta Fuertes (World Lang.), Mr. Andrew Kimball (World Lang.) and Ms. Astrid Allen (World Lang.) are fluent speakers of Spanish. They can communicate in Spanish effectively, and all have extensive experience with international travel, including with high school students. They will be available to the students on a 24-hour basis.

Marta Fuertes, BHS Spanish Teacher (978) 587-7485

Andrew Kimball, French/Span. Teacher, Global Trips Coordinator (617) 595-6711

Astrid Allen, BHS Spanish Teacher and BEF Liaison (609) 744-4228

While in Spain, the three teacher-chaperones will rent international cell phones/ programs. They will report these numbers to the Office of Teaching and Learning and to the BHS's Headmaster's office as soon as possible (as well as to the families of participating students) so that they will be able to reach the group abroad.

17. 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? In addition to the chaperones from BHS, the host school will provide us with additional chaperones on excursions.

EDUCATIONAL RELEVANCE:

18. What is the purpose of the trip and how does it relate to Brookline's Learning Expectations (K-8) or BHS Course Syllabi?

Purpose of trip:

1. To develop greater Spanish fluency
2. To promote intercultural communication and develop adaptation skills in an immersion setting
3. To facilitate understanding of and exposure to another culture
4. To explore living in a university city in Europe
5. To experience Spanish family life
6. To learn about the culture and history of Spain

While in Spain, students will live with Spanish host families. During the week, students attend four hours daily of intensive Spanish classes at Letra Hispánica, where they offer instruction in groups, generally with a 6:1 student to teacher ratio (but never exceeding 10:1). The group will take excursions to important cultural sites in Spain, such as the city of Segovia, Zamora, the region of Asturias, Toledo and Madrid. In addition to language classes, Letra Hispánica offers specific cultural visits, salsa and flamenco dancing, local tapas experience, interaction with local high school students and community service opportunities.

The Brookline High School Spain Trip directly responds to the third goal of the Strategic Plan of the Public Schools of Brookline, which commits us to equipping students with the intellectual and social skills necessary to thrive in an increasingly complex and diverse global society. In accordance with strategy 3.1, we will "develop opportunities to enhance the global awareness of every student." This trip will extend and enrich our BHS Spanish curriculum directly.

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

- Intensive Language Practice
- Overview of relevant Spanish history, culture, geography, art, and current events
- Fundraising events and meetings to build group cohesion
- Student and parent meetings to review logistics and expectations, and to prepare students to be ambassadors of Brookline

20. Describe activities planned after the trip for students to wrap-up/reflect:

- Formal presentations for classes, parents, and World Language classes (slide/PPT presentations, photo collages, personal narratives)
- Continued correspondence (in Spanish) with the Letra Hispánica families and faculty



- Written evaluations
- Travel blog and photo sharing

ACCESSIBILITY AND STUDENT SAFETY:

21. 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?

The teachers-chaperones will make every effort to attract a diverse group of students to participate in this study-abroad trip. This trip will be open to BHS Juniors and Seniors in Spanish 2 or above who are currently enrolled in Spanish at BHS. The exchange will be widely advertised in class by teachers of Spanish, as well as through programs such as Steps to Success, ACE, ExCEL, METCO and African-American Scholars. In announcing the trip, the teachers will be sure that students know about available financial aid (see #28) so that they understand that the cost of the trip should not discourage them from applying to participate. Once the School Committee has approved the trip, the teachers 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. They will make every effort to accommodate any special needs that students may have.

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

Three BHS teachers from the World Language Department will be chaperoning the trip. As mentioned above, all have experience with international travel, know the students well, and all three have led BHS trips for students previously. Marta Fuertes, a native of Spain, has lived in the city of Salamanca in the past, and reports an extremely successful experience leading the Spain trip in 2015 and 2017. These chaperones will be available to the students 24 hours a day. The teacher-chaperones will meet with parents and students during the planning portion of the trip to outline our expectations for appropriate behavior, and all students who participate will sign contracts pledging to behave appropriately. Letra Hispánica takes student safety very seriously, and will provide BHS students and the host families with a thorough safety orientation.

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

Hospital Universitario de Salamanca, C/ Paseo de San Vicente 58,  
Salamanca, 37007 Spain

24. 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. There will not be any activities that involve swimming.

25. If traveling outside of the United States, please attach the appropriate Department of State Advisory Review and Notification and a copy of Consular statement. The travel

advisory to Spain is attached. The State Department website will be regularly checked as we plan for the trip. Here is the link to the full report:

<http://travel.state.gov/content/passports/english/country/spain-and-andorra.html>

CONTACT INFORMATION:

Brookline High School

Agnès Albérola, World Language Curriculum Coordinator

617.713.5094

agnes\_alberola@brookline.k12.ma.us

Letra Hispánica.

Ada Calvo, School's director

Calle de Peña Primera 18

37002, Salamanca

+ 34 923 26 20 18

[ada@letrahispanica.com](mailto:ada@letrahispanica.com)

[www.letrahispanica.es](http://www.letrahispanica.es)

U.S. Embassy

Citizens Consular Services

Embassy of the United States of America

Calle Serrano 75

Madrid, Spain, 28006

From the United States

011-34-91-587-2240

011-34-91-587-2200 emergency number after office hours

011-34-91-587-2303 (fax)

[askacs@state.gov](mailto:askacs@state.gov)

Within Spain:

+ 34 91 587 2555

FUNDING:

26. What is the total cost of the trip? We will be working with ACIS, a student tour company based in downtown Boston. We are working with them to minimize costs, and we also appreciate their experience, expertise, access to discounted flight/hotel rates, and on-site contacts when it comes to student travel abroad.

For our needs, ACIS has proposed an estimated total cost of \$3,100, contingent upon airfare booking.

Language School Tuition in Salamanca - includes host family room board - bus transfer Madrid-Sal.-Madrid - language instruction - local excursions - cultural workshops (dance, cooking, etc.)	\$1,050 (900 euros)
ACIS for other travel expenses - airfare - hotels in Asturias and Madrid - admission to sites in Ast., Madrid - fees to cover chaperones	\$2,050

27. How will the field trip be funded? BHS students and their families will be responsible for the cost of the trip. All students will be responsible for participating in fundraising activities.

28. What accommodations are made for students who cannot afford the expenses of this trip? Are partial and/or full scholarships available? Yes, financial aid will be available for students in need. In addition, funds will be raised by the entire group through a variety of activities, and both ACIS and Letra Hispánica are offering financial aid towards our trip.

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

A committee of parents, students, and chaperones will be formed to assist in fundraising efforts. Fundraising activities may include: A Spanish dinner night, a movie screening, a Latin-themed dance, raffles, and bake sales.

Signatures: Check box to give support to this application.

**Signatures:**



of activities, and both ACIS and Letra Hispánica are offering financial aid towards our trip.

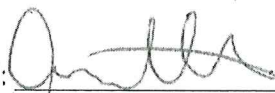
29. If fundraisers are planned to help lower the cost of the trip for all students, please describe those plans here:

A committee of parents, students, and chaperones will be formed to assist in fundraising efforts. Fundraising activities may include: A Spanish dinner night, a movie screening, a Latin-themed dance, raffles, and bake sales.

Signatures: Check box to give support to this application.

Signatures:

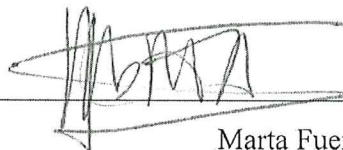
Educator Requesting Field Trip Approval:



Date: 9/28/18

Andrew Kimball

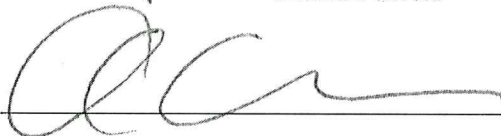
Educator Chaperone:



Date: 9/28/18

Marta Fuertes

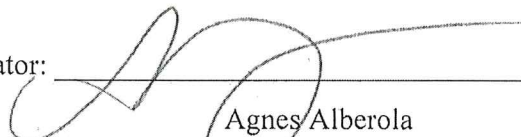
Educator Chaperone:



Date: 9/28/18

Astrid Allen

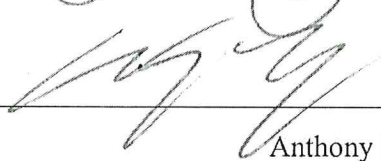
World Language Coordinator:



Date: 9/28/18

Agnes Alberola

Principal:



Date: 9/28/18

Anthony Meyer

## Spain Trip

Date	Activity	Night spent in
Fri 5th April 2019	Depart Boston	airplane
Sat 6th	Arrive Madrid Direct to Salamanca	Salamanca
Sun 7th	Excursion to Segovia	Salamanca
Monday 8	Language classes in Salamanca	Salamanca
Tuesday 9	Language classes in Salamanca	Salamanca
Wednesday 10	½ Language classes in Salamanca Afternoon in Zamora	Salamanca
Thursday 11	Language classes in Salamanca	Salamanca
Friday 12	½ day Language classes in Salamanca Travel to Oviedo	Oviedo
Saturday 13	Weekend in Asturias (Oviedo, Gijón, coast, caves)	Oviedo
Sunday 14	Weekend in Asturias (León, Las Médulas)	Salamanca
Monday 15	Language classes in Salamanca	Salamanca
Tuesday 16	Language classes in Salamanca	Salamanca
Wednesday 17	Language classes in Salamanca	Salamanca
Thursday 18	Leave Salamanca sightseeing in Ávila y Toledo	Madrid
Friday 19	Sightseeing in Madrid	Madrid
Saturday April 20	Return flight to Boston	

*There are no travel warnings for Spain from  
U.S. DEPARTMENT OF STATE  
Bureau of Consular Affairs*

Information on Safety and Security about Spain from  
<https://travel.state.gov/content/passports/en/country/spain.html>

Safety and Security

Spain, like the rest of the world, faces an increased threat of international terrorist incidents. Despite publicly announcing a “definitive cessation of armed activity” in 2011, the Basque Fatherland and Liberty (ETA) organization has not disbanded or disarmed. Historically, foreigners have been killed or injured collaterally in ETA terrorist attacks.

Like other countries in the Schengen area, Spain’s open borders with Western European neighbors also allow for the possibility of terrorist groups entering and exiting the country undetected. Spain’s proximity to North Africa makes it vulnerable to attack from al-Qaida in the Maghreb region.

Crime: While only a small proportion of visitors to Spain are impacted by crime, street crimes against tourists occur in the principal tourist areas. Madrid and Barcelona in particular report frequent incidents of pickpocketing, mugging, as well as occasional violent attacks, some of which require the victim to seek medical attention.

- Use common sense and the same personal security measures you would use normally.
- Do not leave bags unattended. Avoid placing passports, cash or other valuables in the outer pockets of backpacks or purses.
- Be alert to criminal schemes. Thieves who work in teams may distract your attention, while an accomplice makes off with your valuables. If you are stopped by a plainclothes policeman while walking or driving, ask for a uniformed law enforcement officer.
- See the Department of State and the FBI pages for information on scams.

Victims of Crime: Report crimes to the local police at 112 and contact the U.S. Embassy at (34) 91 587 2240 or the Emergency after-hours telephone: (34) 91 587 2200. Remember that local authorities are responsible for investigating and prosecuting the crime.

See our webpage on [help for U.S. victims of crime overseas](#).  
We can:

- Help you find appropriate medical care
- Assist you in reporting a crime to the police
- Contact relatives or friends with your written consent
- Explain the local criminal justice process in general terms
- Provide a list of local attorneys
- Provide our information on [victim’s compensation programs in the U.S.](#)



- Local resources available to victims of crime can be found at <http://www.mjusticia.gob.es/cs/Satellite/Portal/es/servicios-ciudadano/oficinas-asistencia-victimas>
  - Provide an emergency loan for repatriation to the United States and/or limited medical
  - Support you in cases of destitution
  - Help you find accommodation and arrange flights home
  - Replace a stolen or lost passport
- Domestic Violence: U.S. citizen victims of domestic violence may contact the Embassy for assistance.

CRIME: Andorra has a low rate of crime. While most of Spain has a moderate rate of crime and most U.S. citizen who travel to Spain each year have trouble-free visits, street crimes against tourists occur in the principal tourist areas. Madrid and Barcelona, in particular, report incidents of pickpocketing, mugging, and occasional violent attacks, some of which require the victim to seek medical attention. Criminals tend to frequent tourist areas and major attractions such as museums, monuments, restaurants, outdoor cafes, Internet cafes, hotel lobbies, beach resorts, city buses, subways, trains, train stations, airports, and ATMs.

In Madrid, incidents have been reported in all major tourist areas, including the area near the Prado Museum, near Atocha train station, in Retiro Park, in areas of old Madrid including near the Royal Palace, and in Plaza Mayor. There have been a number of passport and bag thefts reported at Barajas Airport, local hotels, as well as in El Rastro (Madrid's flea market) and in the Metro.

Travelers should remain alert to their personal security and exercise caution. We suggest that travelers carry limited cash, only one credit card, and a copy of their passport; leaving extra cash, extra credit cards, passports and personal documents in a safe location.

Be especially careful in crowds. Avoid placing passports, cash or other valuables in the outer pockets of backpacks or purses. Pickpockets often use the cover of a crowd to rob unsuspecting tourists and visitors. Do not leave belongings unattended in public areas. Do not put purses on the floor or on the backs of chairs at restaurants. Keep valuable belongings within sight and within easy reach at all times in public areas to reduce the risk of theft.

Thieves often work in teams of two or more people. In many cases, one person distracts a victim while the accomplices perform the robbery. For example, someone might wave a map in your face and ask for directions, "inadvertently" spill something on you, or help you clean up bird droppings thrown on you by a third unseen accomplice. While your attention is diverted, an accomplice makes off with your valuables. Thieves may drop coins or keys at your feet to distract you and try to take your belongings while you are trying to help. Physical assaults rarely happen. In the past, such attacks were initiated from behind, with the victim being grabbed around the neck and choked by one assailant while others rifle through or grab your belongings.

The local equivalent to the "911" emergency line in Europe, including in Spain is 112