For Accepted Students Handbook
Brown Environmental Leadership Lab: Rhode Island

Program Dates
Session 1: Sunday, June 25–Friday, July 7
Session 2: Sunday, July 9–Friday, July 21
Session 3: Sunday, July 23–Friday, August 4
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I. A Note to Parents, Guardians, and Students

Congratulations! We are looking forward to your participation in this unique and engaging program.

We have compiled some important information for you; please review this carefully with your family and don’t hesitate to contact us with any questions.

II. Next Steps for BELL RI

You will soon receive a personalized email outlining a checklist of items that need to be completed in order for you to attend the program. Included in the checklist are student account activation, electronic billing and payment access, travel itinerary request, forms completion via DocuSign, and an online tutorial that reviews Brown’s values and policies. As you work through the steps, it is recommended that students and parents write down all usernames and passwords.

Forms will be submitted electronically through DocuSign, an electronic signature provider where you can digitally fill out and sign our required forms and waivers. Forms include sections for both students and parents to complete.

You can expect to complete the following forms:

- Off Campus Student Acceptance, Release, and Waiver Form
- Medical Authorization and Health History Form
- Physician’s Immunization and Medical Report – Requires a medical provider’s signature
- Challenge Course Release and Waiver
- Eastern Mountain Sports Kayak Release
- Off Campus Dietary Concerns Form

Additional Forms, if applicable

- Disability, Medical, and Dietary Services Request Form

Students may indicate a need for academic, and or medical accommodation when completing the Disability, Medical and Dietary Services section of the Medical Authorization and Health History Form. Students will then be sent the link to complete the form. Please reference the SEAS guidelines for documenting a disability.
You can also expect to receive emails with instructions for how to activate your Brown account, pay your balance online, and complete an online tutorial that reviews Brown’s values and policies.

**Online Program Orientation**
An online program orientation for you and a parent is scheduled for **Thursday, June 1 at 8:00pm EST**.

We will review important program information and give you an opportunity to ask questions. Even if you cannot attend the live event, please register so that you can receive a recording of the webinar for review at your convenience. To participate in this orientation, you will need access to a computer or smartphone (download the GoToWebinar app). No webcam necessary.

**Thursday, June 1st @ 8:00pm EST**
**REGISTER HERE:** [https://attendee.gotowebinar.com/register/7239000218473902852](https://attendee.gotowebinar.com/register/7239000218473902852)

### III. What to Bring

**Tip #1:** Remember that there is limited storage in the tents: bring only what is on the enclosed packing list. We certainly don’t have to look fashionable at BELL, so think about comfortable and basic clothing that you can wear frequently. Please note that there are no laundry facilities on site, but items can be hand rinsed/washed and hung dry if needed. We store most personal belongings under the bunks; soft-sided bags are best for squeezing underneath the beds.

**Tip #2:** New England summer weather can be varied and change quickly. We have had sessions where temperatures were in the 90s and sunny, and we’ve had sessions where it rained nearly every day. In particular, nights can be cool near the water, which is why we include a warm hat and at least one sweatshirt or long sleeve fleece top in our packing list. Please check the weather in Bristol, RI (zip code: 02809) prior to packing.

**Tip #3:** Rain gear is important. We will be spending time outdoors rain or shine. If you have nylon pants that can function as rain pants, bring them.

**Required items:**
- A soft, large duffel bag is easiest to store but any type of suitcase is fine
- Sleeping bag
(Note: you may bring linens and blankets for a twin extra-long bunk bed instead of a sleeping bag)

- Bath towel – quick-dry preferred
- Rain jacket
- Warm sweatshirt or fleece jacket
- 1–2 pairs long, lightweight pants for hot weather wear
- 2-4 pairs of shorts (quick-dry are best)
- 10-12 t-shirts
- 2–4 pairs of shorts (quick-dry are best)
- Sleep wear
- Underwear and socks for 12 days
- Bathing suit
- Sturdy, close-toed walking shoes such as tennis shoes (no need for hiking boots)
- Water shoes
  (not flip-flops. Old tennis shoes, Tevas, or Crocs with a back strap are fine)
- Toothbrush and toiletries, feminine products (if needed)
- Sun block, 30+ SPF
- Any prescribed medications in their original bottle with a copy of the prescription
- Prescription glasses or contacts (if needed) and back up pair of glasses if lost or broken
- Journal or notebook
- Reusable water bottle
- Flashlight and extra batteries
- Watch (preferably waterproof)

**Recommended items:**
- Pillow (or to reduce bulk, bring a pillowcase and stuff it with a few clothes)
- Hat for sun protection
- Warm hat for cool nights
- 2 bandannas (to use as table napkins)
- Beach towel
- Insect repellent
- Flip flops (to wear in the shower)

**Optional items:**
- Envelopes and stamps, if you would like to send out letters to family and friends
- Sketch pads or art materials
- Inexpensive camera (cannot be part of phone)
- Musical instrument (We have space to keep portable instruments in our main building to increase room in tents. Please bring them. We love music.)
- Book to read/independent leisure activities (we do have playing cards, Frisbees,
soccer balls, and a few other board games on site)

**What not to bring**
Students should not bring laptops, tablets, or other valuable electronics. Students are prohibited from bringing illegal drugs, alcohol, and weapons of any sort, including pocket or Swiss Army knives.

**Will I be able to do laundry?**
There are no laundry facilities at BELL.

### IV. Check-In and Closing Event Details

**Arrival and Check-In**
*At Brown University’s Main Green near 75 Waterman Street and the corner of Brown St*

<table>
<thead>
<tr>
<th>Session 1:</th>
<th>Sunday, June 25</th>
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<tbody>
<tr>
<td>Session 2:</td>
<td>Sunday, July 9</td>
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<tr>
<td>Session 3:</td>
<td>Sunday, July 23</td>
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**9:00–11:00am** Check-in on the Main Green at Brown University. Parents and students register, meet staff, and take a campus tour, if desired. Please check in **no later** than 11:00am.

- Tours for students and their families will be given throughout the morning. Additional information will be sent two weeks prior to your arrival to campus.

**11:30am** Brief orientation for students and parents. We will have location details at the registration table.

**12:00pm** Bus takes students from Main Green to Haffenreffer Estate. (Students will be served lunch upon arrival to Haffenreffer.)

Parents will **not** see the actual site on opening day. However, we hope that families can join us for our closing program at Haffenreffer. The site is 30 minutes southeast of the campus.

**If your travel is delayed**
If you experience a delay while traveling to Providence, please call or text Brown’s BELL On-site Director at 401–523–6218 with your new arrival time, and we will help coordinate your transportation to Haffenreffer.
Closing Day Schedule for Families

Session 1: Friday, July 7
Session 2: Friday, July 21
Session 3: Friday, August 4

11:00 am  Visiting family members enjoy the grounds, meet staff and students
11:45 am  Closing program presentation
12:00 pm  BBQ Lunch and Action Plan presentations
1:30 pm  Students depart from Haffenreffer

We strongly encourage parents and families to come to our closing day program. This will be an opportunity for you to see the site, hear Action Plan presentations from the students, and meet the staff. Please arrive between 11:00–11:45am as your students will not be free until 11am.

Note: If parents or family members are not able to attend the closing program and pick up their student, we provide free bus transportation back to the main Brown University Campus. The bus will depart the Haffenreffer Estate at 1:30pm. From campus, students will need to arrange the next leg of their journey home. Travel options from the main campus are summarized here. Please see the “Late Departure” section below if you need to stay on campus overnight due to flight limitations.

Directions to the Haffenreffer Estate

The BELL: Rhode Island program is located on the Haffenreffer Estate at 300 Tower Street, Bristol, RI 02809.

From Providence: Take I-195 East to MA Exit 2 (Route 136 toward Newport, RI). Drive south on Route 136 for 7.5 miles. Turn left at the Haffenreffer Museum sign onto Tower Street. The Estate is 1.4 miles from Route 136. Drive past the big white barn and look for parking signs.
V. Student Travel

Directions to Brown University for Arrival Day
Students are responsible for making their own transportation arrangements to Brown University on check-in day.

Brown University Pre-College Programs maintains a detailed website with travel directions and transportation options.

Early Arrival
Although students should make every effort to plan their travel to Brown based on a Sunday arrival, procedures are in place to accommodate a Saturday arrival for students who need to work around flight schedules. The $150 early arrival fee will be waived for BELL RI students arriving on Saturday. Early arrival must be requested in advance of the program. If you meet the early arrival criteria due to long-distance travel, please complete the Early Arrival Form.

Late Departure
Students should plan to leave the Haffenreffer Estate around 1:30pm on the Friday that their session ends. If flight schedules and long distance travel plans necessitate a Saturday departure, you must request permission to stay at Brown Friday night. Please email summer@brown.edu to make arrangements. There is a $150 per night extended housing fee.

Unaccompanied Minors
Airline, bus, and train company policies and services regarding unaccompanied minors vary. If you plan to use this service provided by your transportation carrier, please contact us in advance so we can discuss its feasibility. There may be instances when we are unable to fulfill the required protocols.
VI. Program Information (FAQ)

About Haffenreffer Estate
BELL: Rhode Island takes place at the Haffenreffer Estate, a historically and ecologically important 372-acre property owned by Brown University.

What are the Haffenreffer facilities like?
Haffenreffer is rustic, but there are hot indoor showers and toilets located in the multi-purpose building, just a short walk from the tents. The building also houses our classroom, living room, and recreational space. In addition, we have a well-equipped kitchen and outdoor areas for all types of sports.

Sleeping quarters are large (16’x24’) tents set off the ground on wooden platforms. There are between 8–10 students per tent, separated by gender, sleeping on mattresses in bunk beds. Students should bring a sleeping bag or sheets for an extra-long twin bed, a blanket, and pillow. Please see the packing list for other linens to bring.

Will we be able to swim?
Due to RI state regulations, you will not be able to swim on the Haffenreffer coast. However, students will be able to swim if they choose to on the day we visit a local beach and when kayaking. You MUST bring water shoes to wear for these activities. Flip-flops are not acceptable as they will not stay on your feet. All students and staff will also wear life jackets when we are kayaking.

Is the site secure?
The site for the Brown Environmental Leadership Lab is located on 372 acres of land called the Haffenreffer Estate in Bristol, Rhode Island. There is a gate to the property, which is closed every night. The property managers live adjacent to the property. Instructors sleep in separate tents but are in close proximity to the students. Undergraduate Leader Fellows sleep in two of the four student tents. Still, due to our lack of secure storage, we encourage students to leave valuables at home (see packing list).

Students will have clear guidelines regarding where they can go alone or with a buddy, but the group stays together most of the time. Student will have a few hours of unstructured free time to explore the Brown campus the day we visit Providence. Staff is available for support and
assistance 24 hours a day.

**What is a “Challenge Course”?**
A Challenge Course, or low ropes course, is an outdoor experience that challenges groups to solve problems and work effectively together. It provides an opportunity for students to gain insight into their own leadership styles and to observe the ways in which groups work best. Brown’s Challenge Course is located right on the Haffenreffer Estate. This is one of the activities where students will be required to wear long pants (NOT capris) and closed-toe shoes.

**What do I need to know about ticks?**
As with most outdoor locations in the Northeast, deer ticks that sometimes carry Lyme disease may be present at our site. We take a number of precautions throughout the program, including review with students on high-risk areas, provision of tick identification charts on site, and designated time for three tick checks per day, with a fourth recommended before bed. When students are out in the woods, they are required to wear long pants tucked into permethrin-treated socks. We will provide two pairs of treated socks to each student when they arrive at the Haffenreffer Estate. As an additional preventative measure, students must bring a pair of closed-toe shoes that the staff will spray with permethrin on the first day. Staff will direct students when activities require these closed-toe shoes.

Should a student find a tick on him/herself, our staff works closely with Brown Health Services to implement a protocol that may include a preventative course of antibiotics. Although not required, some families may be interested in purchasing tick repellent clothing prior to the course or having their own clothing treated. Information can be found here: [http://www.tickencounter.org/prevention/tick_repellent_clothing](http://www.tickencounter.org/prevention/tick_repellent_clothing)

If your student experiences any flu-like symptoms, joint aches, or a bulls-eye rash upon return home, you should contact your medical provider and inform him/her that your student has been in an area where there are deer ticks that sometimes carry Lyme disease. We have had hundreds of students participate without any problems, but we want you to know about deer ticks and tick-bite prevention should you be unfamiliar with this information. Program Information

**What is our schedule?**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>8:30 – 9:00am</td>
<td>Breakfast, students help with set-up and clean-up</td>
</tr>
<tr>
<td>9:00 – 9:30am</td>
<td>Community tasks</td>
</tr>
<tr>
<td>9:30 – 11:30am</td>
<td>Morning session</td>
</tr>
</tbody>
</table>
11:30 – 12:00pm     Free time
12:00 – 1:00pm     Lunch, students help with set-up and clean-up
1:00 – 2:00pm     Solo time
2:00 – 5:00pm     Afternoon session
5:00 – 6:00pm     Free time
6:00 – 7:00pm     Supper, students help with set-up and clean-up
7:00 – 7:45pm     Recreation Time
7:45 – 9:00pm     Evening program
9:00 – 10:00pm     Free time
10:00pm     In tents

There will also be several special days when the schedule will be different. These will include:
  • A day on the Brown campus exploring the facilities and talking to faculty and students
  • A day of teambuilding and leadership development on a Challenge Course

What time is curfew?
Our days are busy, requiring the students’ energy and attention throughout the day. Although students must be in their tents by 10:00pm, we respect the students’ ability to choose when to go to sleep. We encourage all students to monitor their sleep requirements and to respect their roommates’ need for sleep.

What leadership skills will I learn?
  • Identification and analysis of personal leadership style
  • Effective listening skills
  • Group problem solving
  • The role of diversity in leadership
  • Public speaking
  • Social Change Model of Leadership Development

What is the Action Plan?
At the Leadership Institute, we help our students define the issues that they are passionate about and construct an Action Plan to address them. We work with you to set realistic goals, identify mentors and resource people, and anticipate challenges.

We encourage you to think about some potential Action Plan topics before you come to BELL, but most students don’t actually know what their Action Plan will be until they start working on it at BELL. Your instructors will help you design an Action Plan that fits your interests and skills.
Examples of BELL Student Action Plans:
- Received a grant to install solar panels on a High School
- Developed composting systems or recycling programs
- Constructed a wind turbine at school
- Eliminated Styrofoam in county buildings
- Published an educational article in an online teen magazine
- Coordinated an e-waste collection
- Implemented Meatless Mondays in a school cafeteria

How much homework should I expect?
Students will be provided with a reading pack on the first day and will need to complete daily readings. Students should expect to spend about one hour a day doing work outside of class.

How many students are there?
There is a maximum of 32 students in each BELL session. Usually, there are slightly more females than males. BELL students come from all over the U.S. and the world, and range from 10th grade to graduated seniors.

Will we spend time on the Brown University campus in Providence?
We will spend one full day on campus. Students will have opportunities to meet with faculty and undergraduate students to learn about the curriculum and life at Brown. We will also eat lunch in a campus dining hall.

How much money should I bring?
Meals, snacks and housing are covered in the program. Students will only need money while traveling to and from Providence and for any incidental expenses. Some students choose to purchase items at the Brown Bookstore the day we visit campus.

How often can I use my cell phone?
When students arrive at BELL, we will collect and secure all electronic devices, including cell phones, tablets, and e-readers. As a general philosophy, we believe in disconnecting from digital devices to better pay attention to each other and to our natural surroundings.

For the first four days of BELL, students will not have access to their phones. This gives us time to form a community and get acquainted. On Thursday of the first week, students will have a few hours after 5:00pm EST with their phones. We can make accommodations for students to speak
with families who are in other time zones. The following Tuesday afternoon when we are in Providence on campus, students will again have their phones. Students do not have access to email except for the last 10 minutes of research time in a campus computer lab on that Tuesday.

**How can I contact my student during the session?**
**During the day:** Parents may call the BELL Rhode Island On-site Director at (401) 523–6218 with urgent requests or concerns.

You may send mail to your student at:
(Student’s Name)
BELL Program
Haffenreffer Estate
300 Tower Street
Bristol, RI 02809

**Note:** It is VERY IMPORTANT to address to the attention of BELL Program or it will likely be delayed in delivery

**Health and Wellness**
**Can you accommodate food preferences and allergies?**
Students that require meal accommodations due to significant food allergies (e.g. nuts, gluten, shellfish, soy, eggs, milk) must inform us of these needs on the Disability, Medical and Dietary Services Request Form. Otherwise, please indicate dietary preferences, including vegetarians and vegans, on the Off Campus Dietary Concerns Form in order to allow us to plan accordingly.

**Please note:** students will have the opportunity to taste fresh, raw shellfish. This local delicacy is considered safe to enjoy unless you have a shellfish allergy or a suppressed immune system. Please notify us if either applies.

**What if I take prescription medication or need medical attention?**
The On-Site Director or his/her designee will collect and store all prescription medications on the first day of the program. Students must be responsible for requesting and taking prescribed dosage. Students with life-saving asthma and anaphylaxis medications (eg. inhalers and epi-pens) must keep them on their person at all times.

All students who are taking prescription medications should bring prescribed medication in its
original container and a copy of their prescription. Having a copy of the original prescription will enable us to replace medication if needed.

Students with minor health concerns can be seen at Brown University Health Services Monday through Friday, during business hours. For minor problems, in the evenings or weekends, we have a well-equipped first aid kit and staff certified in first aid. In the case of a medical emergency, students will be transported to Hasbro Children’s Hospital in Providence.

VII. Policies
Code of Conduct
Please review the Brown Pre-College Code of Conduct.

Financial
The payment deadline for the program is Thursday, May 25, 2017. Students must be paid in full PRIOR to the start of the program. Please review our financial policies, including payment and refund information.

Evaluation
Students will receive a Course Performance Report, written by program staff and will also be asked to complete a course evaluation. Students who successfully complete the program will receive a Certificate of Completion. All completion materials, including the evaluation, will be sent 6 weeks after the program concludes. The certificate will be sent via US Mail, but other items will be sent electronically to the email we have on file.