HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

SCHOOL COMMITTEE MEETING

Buker Elementary School Wednesday, May 23, 2018 7:00 PM
Multi-Purpose Room

1. **Call to Order** **7:00**

2. **Pledge of Allegiance**

3. **Citizens' Comments**

4. **Chair's Report**

5. **Superintendent's Report**
   a. National History Day Students
   b. Buker School Principal Search Process
6. **Consent Agenda**
   a. Warrants Exhibit A
      - May 9, 2018
   b. Field Trip-National History Day Competition Exhibit B

7. **New Business**
   a. Student Services Program Report Exhibit C
   b. FY18 Financial Forecast Exhibit D
   c. Sub Committee Charges
   d. Nomination of EdFund for MASC Award
   e. Donations: Exhibit E
      - Friends of MRMS/RHS $1,050.
      - Sponsors of HW DECA $5,440
      - New England BioLabs $2,000
      - Friends of Cutler $ 153
   f. Policy Review (Second Readings)
      a. G7004 Equal Opportunity Employer Exhibit F
      b. G7022 Family and Medical Leave Act Exhibit G
      c. A1015 Nondiscrimination Exhibit H
      d. C3013 Rules Pertaining to Staff and Student Conduct Exhibit I
      e. B2011 Memorials for Deceased Students or Staff Exhibit J
      f. C3015 School District Annual Report Exhibit K
   g. Letter of support for Senator Tarr's amendments #161, 162, 163 & 237
8. **Other**
   a. Topics for next meeting

9. **Vote to Adjourn** **9:30**

David Polito, Chairperson HWRSC

dmb

The District does not discriminate in its programs, activities or employment practices based on race, color, national origin, religion, gender, gender identity, sexual orientation, age or disability.

HAMILTON-WENHAM
REGIONAL SCHOOL DISTRICT

5 School St. Wenham, MA 01984
(978) 468-5310

Michael M. Harvey, Ed.D.
Superintendent of Schools

Buker School Principal Search

Search Timeline

Advertise position on Schoolspring	May 18th
Assemble Search Committee	Week of May 21st
Posting closes	June 1st
Review applications and schedule interviews	June 4th – June 6th
Interview candidates	Week of June 11th
Select finalists	June 14th
Finalist Visits/Second Interviews	Week of June 18th
Reference checks and review of supplemental materials	June 18th through June 26th
Appointment of new principal	June 29th
Anticipated start date of new principal	August 1st

Buker Principal Search Committee

Central Office Team Administrator	
District Leadership Team Member	
District Leadership Team Member (Student Services)	
Buker School Faculty	
Buker School Faculty	
Buker School Faculty	
Buker School Staff	
Buker School Parent	
Buker School Parent	
Buker School Parent	

KEVAN SANO
February school vacation – Skiing in the Alps

This past February vacation, skiers and snowboarders from HWRHS shared a unique adventure in the Alps. Our group of 18 enjoyed breathtaking views from atop some of the best ski mountains in the Tyrolean Alps. We stayed in Innsbruck, Austria and from there, each day we ventured to a different ski resort. We skied 4 different mountains including 2 former Olympic venues: Axamer Lizum and Patscherkofel. The most exciting mountain was Ischgl. Here we started in Austria and skied down in to Switzerland. It was really fun to stand at the top with one foot in Austria and one foot in Switzerland.
In addition to skiing, we had fun exploring Innsbruck. We also did a day trip to Bolzano, Italy where we saw Ötzi, the 5,300 Ice Man of Bolzano. We ended our trip with a full day in Munich. While in Munich we took the group to Dachau concentration camp. The week was filled with great skiing, lots of fun experiences and memories to last a lifetime. The only down side was the 8 hour delay in Iceland on our return trip home. Overall a truly amazing experience!

http://www.iceman.it/en/the-iceman/





HW Students Join Nearly 20,000 DECA Members to Close the Nation's "Skills Gap" at Annual International Conference in Atlanta

Fifteen Hamilton Wenham DECA students joined nearly 20,000 members and advisors at the International Career Development Conference in Atlanta, GA, DECA's largest conference to date. In addition to career-based competition, DECA members engaged in leadership academies and networking opportunities with over 60 internationally recognized businesses.

- **John Farnham** (12) and **Tom Kain** (10) competed in Financial Services Team Decision Making (FTDM) and achieved a **first place medallion** for their role play presentation.
- **Lily Waterman** (9) was named an International Social Media Correspondent for the conference and her live updates were followed by thousands of DECA members. Lily also competed in the Hospitality & Tourism Professional Selling (HTPS).
- **Kaili Guyer** (12) and **Brooke Pippins** (12) competed in Buying & Merchandising Operations Research (BMOR).
- **Olivia Patt** (10) and **Caroline Pratt** (10) competed in Buying & Merchandising Team Decision Making (BTDM).
- **Caroline Donellan** (12), **Alec MacDonald** (12), and **Amy Thissell** (12) graduated from the **ASPIRE** leadership academy as part of the Emerging Leader Series.
- **Julia Putnam** (11), **Lauren Verge** (11), **Tyler Vesey** (11), and **Valerie Wise** (11) graduated from the **THRIVE** leadership academy as part of the Emerging Leader Series.

DECA's annual International Career Development Conference brought together industry leaders, policy makers and the next generation of leaders in business and entrepreneurship to Atlanta, GA, April 21-24. The #DECAICDC2018 spotlights DECA's top student performers from the United States and internationally including members from Canada, China, Korea, Mexico and Spain. It also highlights innovative business partnerships that empower these emerging business leaders and future entrepreneurs to tackle the challenges of an ever-evolving and globally challenging economic landscape.

Joining the Hamilton Wenham team in Atlanta were chaperones Laura Wheeler, Business Teacher & DECA Advisor, and Stefanie Rogal, Academic Program Coordinator for the RISE program & DECA Assistant Advisor.

ABOUT DECA:
DECA, formerly Distributive Education Clubs of America, is co-curricular program for high school students that stresses college and career skills. By building transferable skills, DECA develops emerging leaders prepared for success in the global economy. In order to become a member, students must be enrolled in a qualifying business related course during the school year or have taken a qualifying course during a previous school year. Qualifying courses at Hamilton Wenham include Financial Literacy, Principles of Marketing, Economics, and Sports & Entertainment Marketing. To learn more about DECA, visit www.deca.org and www.massdeca.org.

Follow HW DECA on Twitter @HWDECA and Instagram @HWDECA and follow Advisor Laura Wheeler on Twitter @mrslaurawheeler.



MLK Jr. National Historic Site
Downtown Atlanta



Opening Sessions at the Mercedes Benz Stadium
20,000 DECA members, advisors and business professionals



Lily Waterman (9), Amy Thissell (12), Kaili Guyer (12), Caroline Donellan (12), Brooke Pippins (12)



Tyler Vesey (11), Julia Putnam (11), Alec MacDonald (12)



Ready for competition! Lily Waterman and Spencer Poore (12)



Olivia Patt (10), Caroline Pratt (10), Tom Kain (10), and John Farnham (12)



Juniors Valerie Wise & Lauren Verge at the **THRIVE Emerging Leaders** workshops



Seniors Kaili Guyer & Brooke Pippins



Seniors Amy Thissell & Caroline Donellan



Seniors Caroline Donellan, Alec MacDonald & Amy Thissell who graduated from **ASPIRE**

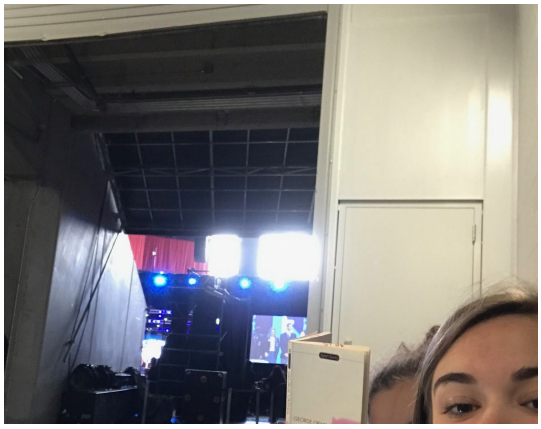


Tom Kain (10) & John Farnham (12)



Juniors Tyler Vesey & Julia Putnam at **THRIVE**





Studying in the Mercedes Benz Center between awards





Tom Kain (10) & John Farnham (12) accepting their **1st Place Medallions** for their role play in **Financial Services Team Decision Making** (FTDM)



Left: Rooftop madness at Skyline Park in Atlanta
Below: #ChaperoneSandwich for DECA President Caroline Donellan (12) on the plane home





The DECA ICDC team

Front Row (l-r): Valerie Wise (11), Amy Thissell (12), Julia Putnam (11), Caroline Donellan (12), Kaili Guyer (12), Brooke Pippins (12), Olivia Patt (10), and Caroline Pratt (10).

Back Row (l-r): Lauren Verge (11), Alec MacDonald (12), Spencer Poore (12), John Farnham (12), Tyler Vesey (11), and Tom Kain (10). Missing from photo Lily Waterman (9).

Please see next page for a picture collage made by DECA President Caroline Donellan.

HAMILTON WENHAM DECA: *ATLANTA 2018*



HWRHS Italy Trip 2018

During February break of 2018, Social Studies teachers Kristen Borges and Vinnie Bucci led a group of eleven students to Italy for an eight day historical tour. This group was fortunate to travel with another small group of high school students and their Latin teacher from Old Rochester Regional High School in Mattapoisett, MA. The students immediately connected and formed lasting friendships. The two groups met in Florence where they were temporarily transported back to the days of the Renaissance (a subject studied in 9th grade World History) by experiencing masterpieces by Leonardo Da Vinci, Michelangelo, and Raphael. They learned about the architecture, the artists, and the government of the time period through historical walking tours of the city and visits to the world class collections of the *Uffizi Gallery* and *Galleria dell'Accademia*, home to Michelangelo's David. One evening they attended an Italian cooking school where they learned how to prepare an authentic Italian meal just like the local Florentines. Students also explored the Ponte Vecchio, Piazza della Signoria, Brunelleschi's dome and the Florence Cathedral, and Santa Croce. They visited outdoor markets and bargained for the best Florentine leather in their rudimentary Italian.

From Florence, students travelled through the scenic Tuscan countryside to the medieval cities of Siena and San Gimignano where they experienced medieval architecture and learned about the devastating consequences of the 14th century Black Plague. On their way to Siena and San Gimignano, students participated in the Great Renaissance Debate activity, where they broke into teams, learned about some of the Renaissance giants such as Galileo, Michelangelo, and Donatello, and made a case for which innovator had the greatest impact on civilization. By mid-week, the trip continued to Rome with a stop in Assisi along the way. Students experienced medieval frescos and historically significant buildings, like the Basilica di San Francesco.

The final days of the trip brought students to Rome to explore the sites of the Colosseum, the Roman Forum, Vatican City, the Trevi Fountain, Spanish Steps, and a student favorite: Gladiator School. The structure of this activity gave students a snapshot of the training experience of a Roman gladiator. The training is run by Gladiator Alex, a drill sergeant like character, who not only knows his history but puts students through a true gladiator experience. Our last day in Rome was spent touring the many piazzas of Rome and finding less famous Caravaggio paintings in off the beaten path churches. After saying goodbye to new friends from Old Rochester Regional High School and the amazing tour guide Jackie, the group returned safely to Boston with lots of stories to tell and memories to share.









Japan Trip

April, 2018

We took 20 students on a trip to Japan from April 12 - April 21, 2018. We began our tour in Osaka and visited many sights such as the Osaka Castle, Nara Park and Kasuga Shrine. One highlight was an authentic calligraphy class where the students learned how to write their name in Japanese and practice the basics of this traditional art process. Another highlight was our trip to Kyoto Koko Junior and Senior High School in Kyoto. The students led us on a campus tour and our students were able to participate in an English or Dancing class. We also visited the Golden Pavilion as well as the Heian Shrine. We boarded the Shinkansen (bullet train) to Hakone to stay in a traditional Japanese style hotel and eat more local fare. We wrapped up our trip in Tokyo with a sushi making class led by a professional chef. We were also able to visit several more temples and shrines. On our last day we went to the Tokyo Sky Tree and visited the crossing at Shibuya where up to 5000 people cross the street at one time. The students were completed engrossed in a rich cultural experience of traditions, customs and food.

Bill Melville, Kirsten Losee and Christopher Shailor











Warrant Working Group
May 9, 2018
Center School, 5 School Street, Wenham, MA

Present: David Polito, Gene Lee, Jeanise Bertrand
Also present: Don Gallant, HWRSD Treasurer

Meeting Called to order at 6:45 by David Polito

The following warrants were approved:

1.	Voucher 50:	$	12,648.59
2.	Voucher 1092:	$	350,578.98
3.	Voucher 1093:	$	720,396.92
4.	Voucher 2504:	$	360.75
5.	Voucher 2505:	$	230.00
6.	Voucher 2506:	$	3,828.19
7.	Voucher 2507:	$	387.00
8.	Voucher 2509:	$	344,077.15
9.	Voucher 2510:	$	59,374.88

Rollcall Vote: All approve.

Motion: I move that we approve the minutes of May 9, 2018 as prepared. Motion – Polito, Second - Bertrand, Unanimously Approve.

Move to adjourn: 6:57 pm. Motion - Polito, Second - Lee. Unanimously Approved.

Respectfully submitted,

David Polito

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 50 **Voucher Date:** 05/11/2018 Prepared By:

Printed: 05/09/2018 03:45:12 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $12,648.59 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$9,680.86
202	REVOLVING FUNDS	$0.00
205	ATHLETIC/EXTRA CURR REVOLVING	$0.00
301	TITLE I	$508.30
302	94-142 IDEA 240	$2,164.80
304	EARLY CHILDHOOD	$0.00
402	STATE GRANTS FY EVEN YEARS	$0.00
701	CAFETERIA FUNDS	$294.63
		$12,648.59

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1093 **Voucher Date:** 05/11/2018 Prepared By: Donald Gallant

Printed: 05/09/2018 03:40:20 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $720,396.92 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$720,396.92
		$720,396.92

Created By: gallantd **Posted By:** v.leone **Date:** 05/09/2018 15:35:53 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1092 **Voucher Date:** 04/30/2018 Prepared By: Donald Gallant

Printed: 04/30/2018 11:33:29 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $350,578.98 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$350,578.98
		$350,578.98

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2510 **Voucher Date:** 05/11/2018 Prepared By:

Printed: 05/09/2018 03:23:41 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $59,374.88 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$40,648.68
202	REVOLVING FUNDS	$2,517.72
205	ATHLETIC/EXTRA CURR REVOLVING	$8,443.19
301	TITLE I	$75.84
402	STATE GRANTS FY EVEN YEARS	$4,340.45
502	PRIVATE GRANTS & GIFTS	$3,349.00
		$59,374.88

Created By: capozzid **Posted By:** v.leone **Date:** 05/09/2018 12:04:49 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2509 **Voucher Date:** 05/11/2018 Prepared By:

Printed: 05/09/2018 03:17:41 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $344,077.15 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$324,651.37
202	REVOLVING FUNDS	$10,505.94
205	ATHLETIC/EXTRA CURR REVOLVING	$4,089.35
302	94-142 IDEA 240	$2,898.00
402	STATE GRANTS FY EVEN YEARS	$427.80
502	PRIVATE GRANTS & GIFTS	$1,504.69
		$344,077.15

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2504 **Voucher Date:** 04/30/2018 Prepared By: D. Capozzi

Printed: 04/30/2018 09:16:41 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $360.75 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
202	REVOLVING FUNDS	$360.75
		$360.75

Created By: capozzid **Posted By:** capozzid **Date:** 04/30/2018 09:16:25 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2505 **Voucher Date:** 04/30/2018 Prepared By: M. Capozza

Printed: 04/30/2018 09:30:31 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $230.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
202	REVOLVING FUNDS	$230.00
		$230.00

Created By: capozzid **Posted By:** capozzid **Date:** 04/30/2018 09:30:18 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2506 **Voucher Date:** 05/03/2018 Prepared By:

Printed: 05/03/2018 01:42:26 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $3,828.19 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
202	REVOLVING FUNDS	$3,828.19
		$3,828.19

Created By: capozzid **Posted By:** capozzid **Date:** 05/03/2018 13:38:42 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2507 **Voucher Date:** 05/03/2018 Prepared By: M. Capozzi

Printed: 05/03/2018 02:28:37 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $387.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant — Treasurer

Leslie Davidson — Assistant Treasurer

1 — School Committee Member

2 — School Committee Member

3 — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
202	REVOLVING FUNDS	$387.00
		$387.00

Created By: capozzid **Posted By:** capozzid **Date:** 05/03/2018 14:28:25 **Page:** 1

Hamilton-Wenham Regional School District

FIELD TRIP REQUEST

School: Hamilton Wenham Regional High School + Miles River Middle School Date Submitted: 5/4/2018

Faculty Sponsor: Kristen Borges Position: 6-12 Social Studies Curriculum Leader / History Teacher

I. Trip Information:

Check (✓) one:

☐ Day Academic Field Trip - ☐ In-state ☐ Out-of-state Destination: _____

☐ Day Extracurricular Trip – ☐ In-state ☐ Out-of-state ☐ International Destination: _____

☐ Athletics – Sport: _____

☐ Overnight Trip – In-state - ☐ Academic ☐ Extracurricular - Destination: _____

☐ Out-of-State/Domestic Day Trip - ☐ Academic ☐ Extracurricular - Destination: _____

☒ Out-of-State/Domestic Overnight Trip – ☒ Academic ☐ Extracurricular – Destination: National History Day Competition College Park, Maryland

☐ International Trip (*extracurricular only*) – Destination: _____

Departure Date: 6/10/2018 Time: 6:00 am Return Date: 6/14/2018 Time: 10:00 pm

Number of Students Eligible: 15 Class/Group: 14 High School, 1 Miles River middle

Faculty Sponsor: Kristen Borges

Other Faculty/Staff chaperones: Tyler Walker

Other chaperones: _____

Mode of Transportation: Coach Bus Number: _____

Airlines/Flight/Ground Transportation: _____

II. Estimated Expenses

1. Transportation Cost: $60.00	6. Financial Assistance Available? X Yes ___ No
2. Admission Charges: $150.00	7. Other Sources of Funding? ___ Yes ___ No
3. Lodging & meals cost: $384.00	8. Amount Available: $ 150.00 to cover each students registration
4. Other (specify):	9. Are Student Activity Funds being used? ___ Yes X No
5. Total student cost: $594.00	10. If yes, amount bring used: $

III. Attachments

1. Copy of Parent Letter with meeting date: ✓	5. Travel Costs & Refund Policy: ✓
2. Itinerary: ✓	6. Travel Insurance Policy (if applicable): Cost:
3. Security features for transportation & accommodations: ✓	7. Pre and Post Trip Activities:
4. Arrangements for meals and lodging:	8. Other Descriptive Information: ✓

IV. Approvals

Department Chairperson or Field Trip Requestor: Kristen E Borges Date: 5/4/2018

I have read the School Committee Policy H8015 on School Sponsored Field Trips and meet all policy requirements

Principal: _____ Date: 05/04/18

I have read the School Committee Policy H8015 on School Sponsored Field Trips and find they meet all requirements

Note: Overnight and Domestic (out-of-state) and international trips require approvals from the Superintendent and Hamilton-Wenham Regional School Committee.

Superintendent: _____ Date: _____

HWRSD Committee Action: *Vote* – Yes _____ No ____ Abstain _____ Date: _____

Please be sure all the information listed is included with your Field Trip Request for the Approval of the Superintendent & School Committee any incomplete requests will be returned. Refer to our website Policies "School-Sponsored Field Trips" H8015 for the complete policy; this is an excerpt from that policy.

APPROVAL DOCUMENTATION – Domestic and International

Approval for all trips must be received prior to making any financial contractual arrangements. All field trips must be approved in writing by the appropriate authority as specified in this policy. The initial documentation to request a field trip must include:

1. Proposed dates and itinerary.
2. Description of the process that will be used to determine student eligibility.
3. Estimated number of students expected and percentage of eligible students participating.
4. Cost per student (if applicable).
5. Mode of transportation and schedule.
6. Ratio of chaperones/teachers to students
   (Recommended ratio – HS 1:10; MS 1:10 min.; Elementary 1:10 min.; International 1:6)
7. Description of arrangements for meals and lodging (if applicable). Accommodations will include enough rooms so that no chaperones are rooming with students.
8. Description of security features for transportation and accommodations.
9. Means of financing.
10. Draft copy of any contract and refund policies associated with the trip.
11. Draft copy of the letters to be sent to parents and guardians referencing the specifics of the trip including all of the above and any rules specific to the trip which are in addition to the HWRSD student conduct policies, student handbook rules or regulations, and the MA Interscholastic Athletic Association (MIAA) rules and regulations. For international field trips, the sponsoring faculty member will provide parents a copy of the State Department travel advisory and Homeland Security Alert Status for all countries to be visited.
12. In the case of academic field trips, there must be a description of the educational alternative and mapping of that alternative for students not attending the trip, if applicable.
13. Satisfactory Criminal Offender Record Information (CORI) check of all chaperones is required and must be on file in the Superintendent's Office.
14. International trips must include a printout of the State Department Travel Advisory and Homeland Security Alert Status for all countries to be visited.

- Additional information may be requested from the appropriate authority prior to making a decision.

- Should external circumstances change after the initial trip approval detailed modifications to the relevant approval documentation (see above) will be required.

DISCIPLINE OF STUDENTS AND FIELD TRIPS – Domestic and International (this must be included on your permission slips for parents/guardians.

1. All Hamilton-Wenham Policies on Student Behavior, Student Handbook rules and regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, student conduct will apply and be in effect at all times for academic and extracurricular field trips.
2. If a student violates any Hamilton-Wenham student conduct policies, student handbook rules or regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, trip rules as specified, or otherwise misbehaves while on a field trip, the student will be immediately suspended from the field trip and sent back to school or home, as appropriate, by the faculty sponsor at the parent's/guardian's expense. In addition to being sent home, the individual will be subject to the consequences for the action/infraction upon his/her return to school as defined by the aforementioned student conduct policies, student handbook rules and regulations, and MA Interscholastic Athletic Association (MIAA) rules and regulations.
3. Hamilton-Wenham Policies on Student Behavior, Student Handbook rules and regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, and trip rules regarding student conduct will be given to chaperones. Chaperones shall agree to implement and enforce them; failure to do so will result in not being able to chaperone future school sponsored trips.

D. APPROVAL DOCUMENTATION – Domestic and International

Approval for all trips must be received prior to making any financial contractual arrangements. All field trips must be approved in writing by the appropriate authority as specified in this policy. The initial documentation to request a field trip must include:

1. Proposed dates and itinerary.
2. Description of the process that will be used to determine student eligibility.
3. Estimated number of students expected and percentage of eligible students participating.
4. Cost per student (if applicable).
5. Mode of transportation and schedule.
6. Ratio of chaperones/teachers to students
   (Recommended ratio – HS 1:10; MS 1:10 min.; Elementary 1:10 min.; International 1:6)
7. Description of arrangements for meals and lodging (if applicable). Accommodations will include enough rooms so that no chaperones are rooming with students.
8. Description of security features for transportation and accommodations.
9. Means of financing.
10. Draft copy of any contract and refund policies associated with the trip.
11. Draft copy of the letters to be sent to parents and guardians referencing the specifics of the trip including all of the above and any rules specific to the trip which are in addition to the HWRSD student conduct policies, student handbook rules or regulations, and the MA Interscholastic Athletic Association (MIAA) rules and regulations. For international
12. Discipline of Students & Field Trips (F) Section must be included in all field trips.

HWRHS Field Trip Procedures:

Teachers planning field trips must speak with the principal and obtain permission before making any arrangements. The following steps must be followed in finalizing arrangements for a school field trip.

1. Discuss plans with the Curriculum Coordinator of your Department, obtain verbal permission.
2. Discuss plans with the Principal and obtain verbal permission, complete the Field Trip Request form and return it to the Principal
3. Principal's Secretary will get quotes from the bus company and let you know the cost of the bus(es). ***Please do not call the bus company***
4. Email all staff to let them know about your field trip. Give teachers information including date and time and student names
5. At least two weeks before your field trip, collect money, submit paperwork necessary to the Principal's Secretary for deposit and she will then be able to cut a check to pay for necessary field trip expenses
6. Take your list of students to the nurses office to obtain the emergency card information on each student.
7. 2-3 days before your field trip, email staff the names of the students going on the trip once again.
8. On the day of the field trip, take attendance using your email list, make any changes based on student absences and return the list to the Assistant Principal's Secretary. Please be sure she has your cell phone number in case of an emergency.

No field trips may be scheduled during the last week of the 1st and the 3rd marking period and two weeks prior to the end of a semester. See Appendix G for more information on field trip approval procedures.

May 2, 2018

Dear Parents,

Congratulations on the great accomplishment of your child in achieving the national level of competition of National History Day. Our students are now in the top 1500 projects out of an original 600,000 students who entered!

The cost of attending History Day is $594.00 ($534.00 to the nationals online, and $60.00 to the state coordinator includes bus, 2 T-shirts, pins, and baseball game). The district will cover your national registration fee of $150.00 to help defray the cost. We will hold a parent meeting on May 10, 2018 at 6:00 pm in Room 100 at the high School where we will review the logistics of the trip. As mentioned in the material your child received, the competition is June 10-14, 2017. Mr. Walker and I will be accompanying our students to College Park and chaperoning the students from Massachusetts the entire time.

Itinerary

Sunday June 10, 2018	Depart Massachusetts (Woburn Theaters)	6:00 am
	Arrive College Park, Maryland	3:00 pm
	Opening Ceremonies	7:00 pm
Monday June 11, 2018	Junior Division Competition	10:00 am – 4:00 pm
	Senior Division Tour Washington, DC	8:00 am – 3:00 pm
	Student Dance	7:30 – 10:30 pm
Tuesday June 12, 2018	Senior Division Competition	10:00 am – 4:00 pm
	Junior Division Tour Washington, DC	8:00 am – 3:00 pm
	Baseball Game	5:00 pm – 11:00 pm
Wednesday June 13, 2018	Senior Performance and Documentary Finals	8:30 am – 12:30 pm
	Tour Washington, DC	1:00 pm – 4:00 pm
	Evening Monument Tour of DC	6:00 pm – 10:00 pm
Thursday June 14, 2018	Awards Ceremony	8:30 am – 12:00 pm
	Depart College Park, Maryland	1:00 pm
	Arrive Woburn, MA	9:00 - 10:00 pm

All transportation in and out of Washington will be by coach bus. You will travel home after the morning awards ceremony on Thursday, June 14. Mr. Walker and I will be travelling on the bus and staying in the dorms so we will be with the students at all times.

There are about 60 students and 15 chaperones from all the Massachusetts schools traveling to Washington (College Park) on two coach buses for the competition. All student equipment, luggage, and props will fit on the buses. The Massachusetts students and chaperones will be staying in dorms but we are unsure about which dorm at this point. The expectation is that students will ride to the University of Maryland and back on the bus and stay in the dorm with the other members of the Massachusetts delegation. Keeping the students together makes it easier to coordinate events with all the students from our state. We have meetings for the Massachusetts students and chaperones each evening in the dorm for this purpose. Keeping students together also builds a supportive, positive spirit that helps everyone feel part of the group. If you intend for your child not to ride on the bus or not stay in the dorm, please send an email or give one of us a call. As mentioned in the other material you received, parents are welcome to attend the competition as well as any of the tours around Washington.

I've attached NHD's registration information directions to this letter. Please read through the instructions carefully BEFORE you begin to register.

Please plan on attending the parent meeting on Thursday May 10th at 6:00 pm in Room 100. If you have questions in the meantime, send me an email (k.borges@hwschools.net).

Thank you so much for the support you give your child and the other students. It certainly is wonderful to see good things happen when students work so hard!

Sincerely,

Kristen Borges

☐ I affirm I have read the National History Day *Student Standards of Conduct* and *Refund Policy*. I am aware of the consequences if my student violates the Student Standards of Conduct. I am also aware of the refund policy dates.

_____ _____

Signature Date

_____

Print Name

National History Day 2018 Contest Schedule

(Subject to change)

Sunday, June 10	Event	Location
9:00 a.m. - 8:00 p.m.	Registration; exhibit set-up	Stamp Student Union: Colony Ballroom; Grand Ballroom
6:30 p.m.	**Welcome ceremony**	McKeldin Mall

Monday, June 11		
8:00 a.m. - 9:30 a.m.	Late Registration – Juniors	Stamp Student Union
8:00 a.m. - 9:30 a.m.	Exhibit set-up – Juniors & Seniors	Stamp Student Union
8:00 a.m. - 3:00 p.m.	Registration – Seniors	Stamp Student Union
9:00 a.m. - 4:00 p.m.	Teacher Workshops	Shoemaker, Room 2102
10:00 a.m. - 4:00 p.m.	Judging – Juniors	See entry list for locations
5:30 p.m. - 9:00 p.m.	Exhibit set-up – Seniors Public viewing – Exhibits	Grand Ballroom
7:30 p.m. - 10:30 p.m.	Teachers' Social	Adele's Restaurant
7:30 p.m. - 10:30 p.m.	Student dance	Reckord Armory

Tuesday, June 12		
8:00 a.m. - 9:30 a.m.	Late registration – Seniors	Stamp Student Union
8:00 a.m. - 9:30 a.m.	Exhibit set-up – Seniors	Grand Ballroom
9:00 a.m. – 4:00 p.m.	Teacher Workshops	Shoemaker, Room 2102
10:00 a.m. - 4:00 p.m.	Judging – Seniors	See entry list for locations
7:00 p.m. - 9:00 p.m.	Public viewing – Exhibits	Grand Ballroom
5:00 p.m. - 10:00 p.m.	Junior Performance and Documentary finals	Stamp Student Union

Wednesday, June 13		
8:30 a.m. - 12:30 p.m.	Senior Performance and Documentary finals	Stamp Student Union
9:00 a.m. - 9:00 p.m.	Public viewing – Exhibits	Grand Ballroom
10:00 a.m. - 5:00 p.m.	Exhibits Displayed at NMAH	Washington, DC
5:00 p.m. - 9:00 p.m.	Exhibit take-down	Grand Ballroom

Thursday, June 14		
7:00 a.m. - 8:30 a.m.	Exhibit take-down	Grand Ballroom
8:30 a.m. - 12:00 p.m.	**Awards Ceremony**	**Xfinity Center**
12:00 p.m. - 1:00 p.m.	Pick-up Certificate Packets	Heritage Hall, Xfinity Center
12:00 p.m. - 5:00 p.m.	Exhibit take-down	Grand Ballroom
1:00 p.m. - 3:00 p.m.	Check out of residence halls	

Security Plan for National History Day Competition University of Maryland, College Park, Maryland

- A 7 to 1 ratio of chaperones/teachers to student as per rules of Hamilton-Wenham School Sponsored field trip policy.
- Chaperones are Kristen Borges, Tyler Walker and Massachusetts State History Teachers. (Massachusetts travels as a state delegation.)
- Chaperones have cell phones and numbers have been shared with the parents.
- Our group is part of the Massachusetts State Delegation that includes approximately 20 chaperones who are with the students at all times.
- Massachusetts State Delegation coordinators hold an evening meeting each night where they go over the itinerary for the next day.
- Students check in with their teacher every time we move, transition or need to disperse information.
- A strict itinerary/timeline/schedule of events has been shared with students and parents.
- Name of dorm and information will be provided to parents.
- All meetings are held in the dorm where students will be staying.
- University of Maryland security will patrol dorm hallways in the evening.
- The dorm entries are locked and can only be accessed through security card 24-7.
- There is a person stationed at the front desk 24-7.
- All students are scheduled throughout the day in meetings with a strict curfew for night.
- Bed check will take place each night after curfew.
- Many of our district's parents will also be accompanying their students on this trip.

Fees for 2018 National History Day Competition

- **15 Students** (14 HWRHS, 1 MRMS)
  - **Total Student Cost:** $594.00 per student * 15 = $8,910.00
  - **Breakdown of Costs:**
    - Paid to Massachusetts History Day
      - Total: $60.00 per student
        - Includes transportation (Round-trip coach bus to College Park, Maryland, daily trips into DC, and evening tour of the memorials), opening and award ceremony t-shirts, pins, and ballgame ticket.
    - Paid to National History Day
      - Total: $534.00 per student
        - Registration: $150.00
        - Room and Board: $384.00 (Includes lodging in dorms - check in: 6/10/2018 check out: 6/14/2018 and meals: 4 dinners, 3 lunches, 4 breakfasts)

- **2 Teachers (Kristen Borges and Tyler Walker)**
  - **Total Teacher Cost:** $594.00 per teacher * 2 = $1,188.00
  - **Breakdown of Costs:**
    - Paid to Massachusetts History Day
      - Total: $130.00 per teacher
        - Includés transportation (Round-trip coach bus to College Park, Maryland, daily trips into DC, and evening tour of the memorials), opening and award ceremony t-shirts, pins, and ballgame ticket.
    - Paid to National History Day
      - Total: $534.00 per teacher
        - Registration: $60.00
        - Room and Board: $384.00 (Includes lodging in dorms - check in: 6/10/2018 check out: 6/14/2018 and meals: 4 dinners, 3 lunches, 4 breakfasts)

STUDENT STANDARDS OF CONDUCT

Students are expected to conduct themselves, both in person and online, in a manner that brings credit to themselves, their schools, and the affiliates they represent. Chaperones are responsible for the behavior of the students in their charge.

NHD Rules and Policies for NHD Participants

National History Day is concerned not only for the safety and well-being of students, but also for upholding the wishes of parents, teachers, school principals, and the many supporters who have a vested interest in the students' participation. As guests at the University of Maryland, you are expected to abide by the same rules the University has established for its students. To ensure that your stay is pleasant and trouble-free, you must observe the following rules:

1. You may not physically harm, threaten to harm, or harass any person, including provoking and/or engaging in physical fights or malicious pranks.
2. Alcoholic beverages or other drugs are expressly prohibited except those prescribed by a doctor.
3. Possession of any weapons, firecrackers, or other flammable materials is prohibited.
4. You may not tamper with the fire system or fire safety equipment. You may not set or fuel a fire of any size.
5. You are responsible for complying with the requests of all chaperones and University of Maryland officials, including cooperating in cases where you are aware of rules being broken by other students.

For Students Staying in Dorms

6. Male students are not permitted to visit female students in their dormitory rooms and vice versa. Socializing may take place in the lounges of the residence halls as well as on the rest of the campus.
7. You may not yell from or hang out of room windows. You may not throw or drop objects from room windows.
8. Curfew is midnight every night and will be strictly enforced. That means you should either be in your room or (with the permission of your chaperone) in the lounge on your floor. If any chaperone asks you to go to your room, you should go.
9. You may not enter other students' rooms without their invitation or explicit permission.
10. You may not create excessive noise or disruptions that interfere with NHD activities and/or operation of the dormitories. Quiet hours will be observed from 12:00 AM to 7:00 AM every day. During this time, please be especially quiet and considerate to allow others to sleep.
11. You may not bring any animals into the dormitory except when required to assist persons who are physically challenged.
12. You may not cook except in the designated kitchen areas.

Students who violate any of these rules will be subject to punishment, up to and including: being asked to leave the dormitories, immediately being sent home at their parents' expense, financial restitution, and disqualification from the National History Day contest.

NOTICE -- NOTICE -- NOTICE
Campus police are advised that all students unaccompanied by an adult must be in the residence halls by midnight each night.

EXPECTATIONS OF DORM CHAPERONES

Chaperones must be familiar with the rules and policies for dormitory occupants listed on the preceding *Student Standards of Conduct* page. Chaperones have the following responsibilities:

- Chaperones are responsible for the behavior of the students in their charge according to the published rules. Hence, chaperones will stay in the same building with their students. They will be generally available while the students are in the residence halls so that any rule infractions by their group can be handled in a timely manner.

- Chaperones are responsible for enforcement of published rules with any NHD student participant throughout the campus community during their stay.

- Should a chaperone encounter problems, the first contact will be the Dorm Coordinator designated by NHD (for that particular building) Dorm coordinator information is available at the check-in desk in LaPlata Hall (301-314-5275).

- Chaperones act as liaisons between NHD and University of Maryland staff. They will be working in cooperation to confront problems as they are encountered in the residence halls.

- Chaperones will be visible on the floor where their students are lodging both at curfew time and afterwards. Chaperones should make sure that students are in their rooms or in the lounge on their floor at curfew time and afterwards and that they observe "quiet hours" from 12:00 AM to 7:00 AM.

- Chaperones will assist the Dorm Coordinator in clearing the lobby, elevators and stairwells, and other public areas at curfew time. This system will be worked out by the Dorm Coordinator and the chaperones at the start of the group's stay at the University of Maryland.

Chaperones, the Dorm Coordinator and/or University of Maryland staff can make a recommendation to the NHD Executive Director for disciplinary action to be taken against any NHD student, including being asked to leave the dormitories, immediately being sent home at his or her parents' expense, financial restitution, and disqualification from the National History Day contest.

REFUND POLICY

If a participant (student, parent/guardian, teacher, etc.) is unable to attend the National Contest due to unforeseen circumstances, please contact the NHD Finance Manager at 301-314-8570 or lorena@nhd.org.

Every effort will be made to accommodate the cancellation and refund of your housing, meals, or any extra contest fees.

If a cancellation request is received prior to May 31, NHD will provide a full refund for housing, meals, and extra contest fees, minus an administrative fee of $50. Student and Teacher registration fees are non-refundable.

Partial Refund
After May 31, NHD reserves the right to charge the participant a fee equal to 25% of the charged amount.

After June 5, no refund of fees will be provided.

Cancellation/Refund Requests
Please email a request for cancellation/refund to ***lorena@nhd.org.***

Cancellations or refund requests must contain the following:
- first name & last name
- address
- telephone number
- email address
- List of charges that were paid (registration costs, housing, meals, extras). This list of charges must be identical to the information originally submitted in your registration.

Please provide current contact information in case questions arise regarding your cancellation/refund request. Write "National Contest Cancellation/Refund" in the subject line of your email. You may call 301-314-8570 to confirm receipt of email one business day after you send it.

Massachusetts
History Day

PLEASE GIVE THIS LETTER YOUR IMMEDIATE ATTENTION!

April 2018

Dear State History Day Winner,

Congratulations! Your hard work, dedication, and commitment have served you well. We encourage you to take your work to the next level and compete with other state winners from around the country in the national competition at the University of Maryland at College Park. We will be traveling down by coach bus on **Sunday June 10th** and returning on **Thursday, June 14th**. Your parents and teachers are invited to join you.

The following letter and NHD packet have important instructions on how to register for Nationals, options for lodgings and travel, payment, and more. Please make sure you read through everything CAREFULLY. If you have any questions, contact MHD State Coordinator Kate Melchior at kmelchior@masshist.org or 617-646-0588.

Important Dates to Remember

Registration Begins: Tuesday, March 10, 2018 at 12:00 AM
Massachusetts Registration Deadline: Monday May 7, 2018 at 11:59 PM
(We ask for an earlier registration deadline than NHD to ensure no one misses it)
MHD Expenses Payment Deadline: Monday May 7, 2018
Website Lock-Out: Tuesday, May 15, 2018 at 11:59 pm
Paper Upload Date: Tuesday, May 15, 2018 11:59 pm

Due to NHD Before Contest (must be received in the office):
Paper Entries (4 hard copies): May 15, 2018
Scholarship Applications – Including Transcripts: May 15, 2018
Checks: May 25, 2018

Note: There is no flexibility with missed deadlines at the National level. All materials MUST be submitted by their due dates, or students will not be able to participate at the contest.

REGISTRATION

To sign up for the Massachusetts History Day State Contest, you will need to be registered at https://ma.nhd.org. All of you should already have accounts from registering for States, but if you do not please set one up immediately. All teachers traveling as chaperones will need an account as well.

In addition, we have some specific questions for you to answer for the Massachusetts History Day program. Please fill out the Google Form here: https://goo.gl/forms/ne3EVloIFbtpjL2d2

If you are NOT planning to attend Nationals, please fill out this form as well and let us know that you will not be attending! This will allow us to notify the Honorable Mention project in your category.

SPECIAL PRIZES AND SCHOLARSHIPS:

You will see information in the attached NHD packet on how to nominate yourself for special prizes and for NHD scholarships. Please look through the options carefully and see what you might be eligible for!

TRAVEL:

Our Massachusetts delegation travels to Maryland via two coach buses. Students, teachers and parents are most welcome to join us. Priority for spaces is given to students and their chaperones. Most people who have been to nationals would agree that, especially for students, this trip is a big part of the history day experience. You can let us know if you plan to join us via the Google Form link above. More information about bus schedules and planned stops will be sent out as the contest approaches.

We will also transport projects, props, equipment and luggage with us—**you do not need to ship any project materials to NHD.**

We will arrange for you to visit Washington, DC, on the off days when you are not being judged. If you have family members attending the contest, they will be welcome on our trips into Washington. We will also attend an Orioles vs. Red Sox game! More details will come in an email that you will receive in early June.

LODGING & MEALS:

The University provides accommodations for the History Day group in their dormitories. Most of our students and teachers take advantage of the housing, as do some of our parents. Their housing packages also include a meal card that will get you all of your meals at the University. You can select and pay for your lodging and meals in your online registration portal (see NHD instruction packet).

IMPORTANT: If you are coming on the bus and plan to stay in the dorms, select Lodging and Meal Package 2. This covers the dates we are attending NHD and is for both students and chaperones.

Lodging and Meal Package 2: $384 per person
Check-in: June 10
Check-out: June 14
Meals: Dinner June 10 thru Breakfast June 14

FEES:

Regarding fees: Traditionally in Massachusetts, we have worked very hard to hold the line on expenses and have increased our fees only slightly in the last few years in spite of soaring bus rental costs.

Students:

- Paid to National online -- $534.00 -- covers registration ($150) and your room & board ($384). These prices are set by the National Office and the price is per student.
- Paid to Mass History Day:
    - If you are taking the bus: $60.00 – includes Massachusetts history day pins to trade at the contest, ballgame ticket and two official Massachusetts State History Day t-shirts to wear when we arrive & for the awards ceremony.
    - If you are not taking the bus: $45 – includes ballgame ticket, pins, and T-shirts

Teachers:

- Paid to Nationals online: $444 -- covers teacher registration ($60) and your room & board ($384) if you are staying in the dorm. These prices are set by the National Office and the price is per teacher.
- Paid to Mass History Day:
    - If you are taking the bus: $130 -- This includes ballgame ticket and two official Massachusetts state History Day t-shirts to wear when we arrive & for the awards ceremony.
- There are also a number of professional development opportunities available! Check the attached NHD packet for more information.

Parents:

- Paid to Nationals online: $384 -- covers your room & board ($384) if you are staying in the dorm. These prices are set by the National Office and the price is per chaperone.
- Paid to Mass History Day:
    - If you are taking the bus: $150 -- This includes a ballgame ticket
    - If you want to buy extra T-shirts for you or your family, they will cost $15 apiece. You can let us know how many T-shirts you would like to buy in our Google Survey (https://goo.gl/forms/ne3EVIoIFbtpjL2d2)

All Mass History Day checks should be sent to the following address:

Kate Melchior
Massachusetts Historical Society
1154 Boylston St
Boston MA 02215

If you have any questions please feel free to contact me at kmelchior@masshist.org or 617-646-0588.

Best of luck, and we can't wait to see you at Nationals!

Kate Melchior
State Coordinator for Massachusetts History Day

National History 2018 FAQ

Remember: Please fill out our MHD Google Survey to let us know about your National History Day plans! https://goo.gl/forms/AmSwSrRXhIAO3CMI3

Where do I register for National History Day?

If you are a student, you should have received a link in the mail to the National Website log-in. If you are a parent or a teacher, you can log in at www.national.nhd.org, where you will find contest details and be able to purchase your registration under the "Store" button at the top of the page.

What is the registration deadline?

The National History Day registration deadline is May 15th. **However, we are asking all Massachusetts participants to register by May 7th.** The national deadline is a hard and fast cut-off, so this gives us time to straighten out any technical difficulties, invite Honorable Mentions if appropriate, and deal with other logistical matters.

Do I really have to have hard copies of my paper submitted/my website locked out by May 15th?

Yes! Hard copies of your papers must ARRIVE at National History Day by May 15th. See the instructions below:

> **Paper Entries** - You will submit your paper and annotated bibliography electronically by uploading the document to our server within registration AND mail four copies to the National History Day offices. These are instructions detailing how to upload your paper. Your paper and annotated bibliography must be uploaded by the registration deadline: 11:59 pm Tuesday, May 15, 2018. If you experience difficulties, please contact IT@nhd.org. **Mail the four copies of your paper to: PAPERS, National History Day, 4511 Knox Road, Suite 205, College Park MD 20740.**
>
> **Website Entries** - NO paperwork is needed, as your process paper and annotated bibliography must be integrated into your site. Be sure to include your unique 8-digit portion of your web site URL in the entry information section during online registration. **PLEASE NOTE: Website entries will be locked for judging at 11:59pm on Tuesday, May 15, 2018.** Be sure to complete and publish your website before this time.
>
> **Exhibit, Performance, or Documentary Entries** - If you are entered in the Exhibit, Performance, or Documentary categories, DO NOT send in your process paper or bibliography; bring four copies with you to the contest.

More category-specific instructions are listed on the registration page of the NHD website here: https://www.nhd.org/register

Where can I find more info on the National contest/College Park/Activities in Washington DC?

The NHD Website has a great deal of information on their 2018 National Contest Page: https://www.nhd.org/register

This website can sometimes be a bit convoluted to navigate however! Here are a couple of other direct links that might be useful:

Contest Expectations: https://www.nhd.org/what-expect-contest
This includes detailed info on the contest schedule, student and chaperone expectations, info on the awards ceremony, and info on judging.

NHD Explore: https://www.nhd.org/nhd-explore
This has information on free tickets to DC-area museums, heritage sites, and other activities for the days when you are not competing.

Students: consider applying for a scholarship! You'll find information on that here: https://www.nhd.org/register/scholarships

Teachers: consider taking advantage of the Professional Development workshops while you're at NHD! Information available here: https://www.nhd.org/register/teacherpd

What is the schedule of the NHD competition? Can I arrive early/late?

I've attached a PDF of the NHD competition to this email, and you can find it on the National website here: https://www.nhd.org/sites/default/files/2018%20Public%20Contest%20Schedule.pdf

As long as you are present for your assigned competition slots, you are welcome to arrive late or leave early. Note that if you are doing a Documentary or Performance, you may be required to return to perform for the finalist runoff. Please also make sure you let us know about your plans—we don't want to be searching for you if you have left early!

What is the schedule for the MHS Bus?

The Massachusetts Bus will leave on the morning of Sunday, June 10th and return on the evening of Thursday, June 14th. We do not yet have a detailed schedule of the arranged stops and exact time of departure, but we will send that along as the trip approaches!

Where do I send my payment for the MHD Bus and baseball tickets?

Please address these checks to "Massachusetts History Day" and mail them to the following address:

Kate Melchior
Massachusetts Historical Society
1154 Boylston St
Boston MA 02215

Can I chaperone more than one student?

You are welcome to chaperone multiple students. Just make sure that you alert MHD to who you are chaperoning and make sure we have your contact information.

How do rooms/roommates work?

Roommate Requests - If you would like to be housed with a certain person or near another participant/group, you must indicate this in your housing registration. Lodging assignments will be made in the order registrations are received. Payment for all roommates must be paid by the registration deadline, Tuesday May 15.
Chaperones - At least one person must be designated as the chaperone for every 15 students listed for accommodations in the dormitories. If both male and female students are registered with the group, it is strongly recommended that both male and female chaperones be assigned.
Double Occupancy - All rooms are double occupancy. If no roommate is indicated, one will be assigned. Assigned roommates will be from the same affiliate.

Please note that in an effort to keep entire state/affiliate delegations together and accommodate housing requests, dormitory housing may be mixed gender on some floors. Bathroom facilities will remain separate. The university makes every effort to ensure that the designated chaperones are with their students.

Who do I contact if I have questions?

As always, feel free to contact me (State Coordinator Kate Melchior) at kmelchior@masshist.org or 617-646-0588!

Massachusetts History Day
National Contest Trip

To all History Day Travelers:

The purpose of this letter is to fill you in on the last few pieces of information that you will need to prepare for our trip to National History Day. The bus stops are as follows. If you need to modify your stop in any way, or if your plans change, **please email me immediately.**

Stop:	Location:	Time:	Schools:
#1 ----	McDonald's parking lot, route 1 South, Norwood, Mass.	6:00 AM	Coakley (6) Mansfield (2) Montrose (2) Plouffe (4) West MS (2)
#2 ----	Showcase Cinema, Woburn Exit 35 off 95 (rt. 128) Head south on route 38 Take right at the first set of lights Take right into hotel parking lot Look for the bus ion the side of the Cinema lot	6:30 AM	John Hassan (1) Kathleen Barker (1) Blanchard MS (10) Ottoson MS (8) Rumney Marsh (2) Susan B Anthony (2) Bedford (5) Hamilton-Wenham (13) Stoneham (10) Winchester (2)
#3 ----	Charlton Rest Stop, on Mass Pike	7:45 AM	Oakmont (2)

Please be at your bus stop early so that we can pack and board as quickly as possible. We hope to **leave the stops** as close to these times as possible. Thank you in advance for your cooperation. There are three bins underneath each bus. We will reserve one for props and equipment and the other two for luggage. People who are bringing exhibits and props should be certain that you pack everything securely.

The drop off points on Thursday night will be in the reverse order and the same places, except for the Charlton stop which will be on the eastbound side of the Pike. You will be able to call your ride from our dinner stop in CT to give an approximate arrival time. Please be certain that your ride will be there on time. We stop for lunch & dinner on Thursday & depending on traffic in DE, NJ & NYC, we could get home after midnight. The **"Find My Friends" app** is a great tool to let those at home see how far away you are.

There are DVD players on the buses and you are welcome to bring movies. Please use your discretion in choosing movies – PG family fare is good. You may also bring iPods, but no external speakers please. There is Wi-Fi on the bus, but not streaming services.

In June, Maryland has temperatures between 70 and 90 degrees and humidity is high. You must dress professionally for the competition, but your clothes should be as cool and comfortable as possible. Bring casual clothes for your trips into Washington and comfortable walking shoes. One suitcase should be sufficient. Please pack as compactly as possible. We are a large group with approximately 80 people on the two buses.

You will be staying in a clean but sparse college dorm. There are twin beds with sheets and a pillow, but you will have to make up the bed. (A fitted bottom sheet from home would be a good idea). There is a dresser & closet,

but you must bring your own coat hangers. You receive 3 bath towels, but no face cloth or hand towel. The towels aren't big or thick so you may wish to bring your own. You may wish to bring a beach towel if you plan to use the pool on campus. If you need to hang a costume or dress clothes in the closet, you need to bring your own hangers. **The dorm that we will staying in will be air conditioned.**

Bathrooms are shared by everyone on the wing, one on the male side, one on the female side. We suggest that you bring a small case to carry your soap, shampoo, etc. If you forget anything there is a store on campus.

If you are staying on campus you will be given a room key & separate meal card. DON'T LOSE THEM!! Your meal card will also get you into most of the campus recreational facilities including pools, gyms, tennis & racquetball courts, bowling lanes, game rooms, and a movie theater. You might want to bring some cash as there is a fee to use some of these areas. You will want to bring some spending money along for the few meals on the road and other personal spending.

You do not receive your judging time until you pick up your registration at the Stamp Union.

On the day that you are not competing, we will be heading into Washington. We will determine drop off and pick up spots, and times at our nightly meetings. This will be your free time. There will be adults along. If you have family staying in hotels or with relatives, they are welcome to join us on these trips if there is room on the buses.

A quick rundown of the week: If traveling & staying with Mass HD, we keep you busy every day! Sunday, we head down, check in, get settled & go to the Welcome Ceremony. The Jr's compete Monday. We take the Sr's into DC on Monday, while the Jr's are competing. There is a student dance Monday night. Teachers also have their own teacher social. On Tuesday, we take the Jr's into DC while the Sr's are competing. Tuesday night we go on a night monument tour. Jr doc/performance run-offs are also Tues. night. Wednesday, Sr docs & performances making run-offs compete, while everyone else goes into DC again. Wednesday afternoon we go to a 4 pm ballgame to see the Washington Nationals play the Atlanta Braves. Thursday, we hit the awards ceremony (approximately 8:30 am -12:30 pm) & head home!

We want the trip to be a positive experience for everyone. You must be aware at all times that you are a member of a group. Meeting times, be they in the dorm or at a bus stop in Washington, must be seen as absolutes! The group cannot be forced to wait for a couple of people who cannot keep times straight. We have been running this trip for over thirty-five years & have virtually always had a great time. I have no reason to think that our trip will be any different. **It is our understanding that anyone traveling with and/or staying with the Massachusetts group has read the Chaperone Job Description and/or the NHD Student Standards of Conduct contained in the contest rulebook attached to this email & available on the NHD website. It is also our understanding that everyone traveling with us or staying in the dorm fully agrees to abide by these guidelines.**

We look forward to seeing you at nationals. Please feel free to contact me (Kerin) with any questions or concerns. Email will get you the fastest response: **mahistoryday@aol.com.**

***REMIND App: **Students, parents, teachers - We use REMIND, a communication tool to send out text updates, plan changes & announcements about dorm meetings, bus departures, etc., from Massachusetts History Day. Text the handle @MassHD to 81010. It's safe, simple & fun!**

- **One-way text announcements - no group replies spamming you.**
- **Private - no one, including us, sees your # or ours.**
- **Short term - event will terminate 24 hours after we return home, & all participants will be purged from the app.**
- **You do NOT have to download the App. Your first text says that to see texts you missed. But you didn't miss any, so don't do it.**

Items to Bring

- **Be certain to bring multiple copies of all of your paperwork for judging!** Bring like 10 copies, in case you spill on it, sneeze on it, lose it or it gets blown away. Exhibits - members of the public may walk off with a copy, not realizing it's not for the public to take. Also, put a PDF (not Word.doc) in your Google Drive, that way we can print it in the dorm (I bring a printer) or on a flash drive to print at the Student Union Copy Center if we have to.

- **Documentaries -** bring many, many, many copies of your entry on multiple DVDs, flash drives, in various formats. You know the drill. Playing from Google Drive or YouTube is not allowed yet.

- **Exhibits** - Bring small repair kits – extra tape, glue, paper, pushpins, extension cords, etc.

- **Performances -** bring **pre-threaded sewing kit** (*we learned this the hard way*), hem tape, duct tape, bobby pins, safety pins, paint, glue & anything needed to fix a back drop or prop. Bring coat hangers for costume.

- **SUNSCREEN** – especially for the ballgame or pool. We usually have sunny bleacher seats.

- **Hat, sunglasses** – see above

- **Umbrella, light raincoat, jacket** – tours & trips happen rain or shine, bus can get cold.

- **Water bottle** – the campus has refilling stations all over the place

- **Pillow, fitted twin bottom sheet** – so you can sleep on the bus & make your life better in the dorms

- **Camera, DVDs, tablet, iPod & EARPHONES** – for the bus

- **Cords/chargers, extension cords**

- **Alarm clock** – if you don't use your phone.

- **Comfortable walking shoes**

- **Medicine, inhalers, etc.** – If you take it, don't forget to bring it!

- **Massachusetts swag** - for awards ceremony. Patriots banners, Red Sox flags, etc. Those that purchased one will get a special shirt for the ceremony.

- **Spending money**

Hamilton-Wenham Regional School District
Office of Student Services
5 School Street
Wenham, MA 01984

Stacy Bucyk, M.Ed.
Director of Student Services

Special Education Annual Report May 23, 2018

Introduction

The Hamilton-Wenham Regional School District provides individualized educational programming that is accessible and meaningful to students requiring special education services. The district's core belief is that all students can learn and that the purpose for special education is to minimize the impact of the disability and maximize opportunities for students with disabilities to participate in all aspects of our school community.

HW Regional School District is responsible for educating 312 (March 2018 enrollment report) students with disabilities both in the district and in out of district placements. This number represents 17% of the district. The educational placements for these students consist of services, supports and programs within our public schools, in public and private day schools and residential schools. These numbers include students who have recently turned 3 and are eligible for services and students who have moved into the district.

Additionally, the district is responsible for providing services to students under IDEA who live within our geographic boundaries, but do not attend our schools. This includes students attending private school at private expense and home-schooled students who have been found eligible for special education and related therapies. There are 25 students that currently fall into this category. The district is also responsible for providing special education supports for students, under IDEA, who attend private schools within our geographic boundaries, but do not reside within Hamilton or Wenham. A portion of our 240 Grant, which is an entitlement grant, is apportioned for this requirement.

SIMS Reporting Based on March Enrollment (*Does not include Services Only Students*)				
	March 2015	March 2016	March 2017	March 2018
# Special education students	266	276	292	312
District % students in special education	14%	14.9%	16%	17%
Services Only	6	5	8	4

State Reporting Based on October Enrollment (*Does not include Services Only Students*)				
	October 2014	October 2015	October 2016	October 2017
# Special education students	259	276	279	298
District % students in special education	13.7%	14.8%	15.4%	16.4%
State % of students in special education	17.1%	17.2%	17.4%	17.7%

Referrals for Special Education Services							
2014-2015		2015-2016		2016-2017		2017-2018 4/30/18	
#	eligible	#	eligible	#	eligible	#	eligible
96	50	87	55	101	65	99	28

The current year's referral numbers are through 4/30/18. To date, 28 students have been found eligible and 37 not eligible. There remains approximately 34 of the 99 referrals in process as of the above date.

Disability Categories

State and Federal Regulations identify disability categories to be considered in the determination of eligibility for special education services.

Disability	**Percent of HW Special Education Population (approximate)**	
	March 2018 SIMS Data	October 2017 SIMS Data
Autism	16%	17%
Communication Impairment	11%	10%
Developmental Delay	3%	3%
Emotional Impairment	8%	6%
Health Impairment	30%	33%
Intellectual Impairment	2%	1%
Multiple Disabilities	3%	3%
Neurological Impairment	7%	7%
Physical Impairment	0	0
Specific Learning Disability	20%	19%
Sensory Impairment (hearing and vision)	<1%	<1%

District Specialized Programs

The district has a number of specialized programs developed to meet the needs of a range of students with disabilities. These programs range from service provision in a substantially separate setting the majority of the school day to varied levels of inclusion opportunities in the general education setting.

- Integrated Preschool: Our integrated Preschool program is located at Winthrop Elementary School. It is a high quality preschool for children who are identified with a variety of special needs and requiring special education services beginning at age 3 with the integration of typically developing peers. We currently have 32 students enrolled in our Preschool: 15 identified as students with disabilities and 17 as typically developing peers.

- Intensive Learning Program (ILP): Winthrop Elementary School houses this program for students with significant and intensive special needs. These students range from PreK to Grade 5. These students require 1:1 support and instruction in all areas, intensive related therapies and extended school year services in order to make effective progress in all aspects of school life. The program currently serves a total of 7 students.

- Learning Skills: Currently, Miles River Middle School houses the district's Learning Skills Program. Students typically enter this program from the Elementary ILP program. While individual student needs are determined and addressed through the IEP process, these programs focus on functional academics, pre-vocational and vocational skills, social skills, daily living skills and meaningful inclusion opportunities throughout the school day. The program currently serves two students.
    - For next year, the program will be diversified to provide support to a wider range of student needs. Along with this diversification, to meet the changing student population, the name will change as well. The Intensive Learning/Academic Skills Program will extend to the High School and continue at the Middle School.

- Center for Academic and Social Learning (CASL): The CASL program is located at the Winthrop School and currently has 3 students enrolled. This partial inclusion program provides specialized and direct academic instruction in the areas of reading, written language, and math for students with cognitive abilities within the below average range. Students are included in the general education classroom for science and social studies and other activities to support social growth.

- Language Based Learning Disabilities (LBLD): The elementary LBLD program is located at Cutler School and currently has 9 students, in grades 3 through 5 enrolled. This program is in its fifth year and has become a model program on the North Shore. Next year, the Elementary LBLD program will expand services to second grade. The Miles River Middle School LBLD program currently serves 15 students. Landmark School Outreach will continue to consult to the programs to ensure the program is a continuum of the Elementary LBLD program.

  Next year, the LBLD program will expand to the High School. Currently, Landmark School Outreach has been consulting and providing professional development to general education high school staff in preparation for LBLD program students entering ninth grade.

    - The LBLD program is for students with average to above-average intelligence, strong reasoning and comprehension skills, but having difficulty with decoding, fluency, spelling, and oral and written language. Landmark School Outreach continues to work with the district to provide consultation and professional development for both special education and general education staff as we strive to provide common instructional language and practices to not only meet the

needs of our learning disabled students, but also to our general education students.

- Therapeutic Programs: There is a Therapeutic Learning Center in each elementary school. This program serves students with an emotional disability that interferes with consistent and successful learning in the general education classroom. This program provides direct services to students, individualized behavioral supports for students, and consultation to teachers. There are currently 26 students in this program district-wide: Cutler Elementary: 8, Buker Elementary: 10 and Winthrop Elementary: 8.

  Therapeutic support continues at the Middle School with 6 students supported by a behavioral specialist within the learning center and classroom settings. In alignment with student needs at the High School, the district is actively seeking a Moderate Special Needs teacher with a behavioral background to provide services similar to the Therapeutic Learning Centers at the elementary level, with additional therapeutic support through school counseling.

Out of District Placements

The majority of students with disabilities are educated in the Hamilton-Wenham Regional School District (85%). There are a small percentage of students who need significantly more specialized programming for a wide range of needs. These programs may include very small classes, high teacher to student ratios and access to mental health supports and services. These students are educated in other public school districts, collaboratives, or private special education schools.

Students attend out of district programs as day or residential students depending on the severity of their disabilities. In addition, these students may attend for a longer year in order to prevent a regression of learned skills. A residential placement provides the student with learning opportunities 24 hours/day, full assistance with all functional life skills, and specialized and intensive services in all realms.

The cost of out of district programming varies greatly. The State of Massachusetts Operational Services Division annually sets the tuition rates for these approved private school programs and, on occasion, approves rate increases. This rate increase is typically between 1-2%. The state also has approved "restructuring" or "extraordinary relief" increases for these approved private schools.

Tuitions for Out of District Placements for the 2017-18 school year, per the current OSD pricing list, range from a high of $332,000 which is for a residential school program to a low of $35,000 for a collaborative day program.

Out of District Placement	2014-15	2015-16	2016-17	2017-18
Elementary	4	5	9	6
Middle School	6	9	7	13
High School	22	20	22	25
Post-Graduate/Transition Program	4	5	3	4
Total School Year (Oct 1)	36(27)	39(29)	41(33)	48(38)

Placement #s	2014-15	2015-16	2016-17	2017-18
Public Day	14	12	12	17
Private Day	17	24	25	29
Residential	5	3	4	2
Totals	36	39	41	48

It is projected that there will be 53 students in OODs during the 2018-19 school year.

Out of District Transportation

In addition to tuition costs, transportation for students attending out of district placements is a significant budget cost. Currently, the state does not provide reimbursement through circuit breaker for these costs although there continues to be lobbying efforts to do so. This effort continues to be a focus of many professional organizations including the Massachusetts Administrators of Special Education, the Massachusetts Association of School Committees and the Massachusetts Association of School Superintendents.

Extended Year Services (Summer)

There are two standards for determining extended year services (summer programming) for students with disabilities. One is the severity of the child's disability and the other is "substantial regression." This means that the team considers whether a child is likely to lose critical skills or will fail to recover previously learned skills within a reasonable amount of time as compared to typical peers. (All students require a period of time to recover learned skills following summer break. This consideration is whether a student with disabilities requires a period of time longer than the average child.) The decision to provide extended year services is made by the Team at the students annual IEP review meeting or in the spring when enough data has been collected to make the determination.

The district provides extended year services during the summer through five or six week sessions and can range from 5 hours per day/4 days per week to a few hours of instruction per week. This program is fully staffed with teachers, related service providers (Speech and Language, Occupational Therapy, Physical Therapy), and teaching assistants to provide all

services identified in students' IEPs. Some students attend specialized summer programs outside of the district.

During the Summer of 2017, 69 students received special education services and programming in the Hamilton-Wenham Regional School District's Extended School Year program.

Contracted Services

Given the variety of special education services needed to meet the needs of students, the district contracts with outside providers who have specialized licenses and/or expertise. Many of these contracted providers address low incidence disability needs for students that require specialized support and service. Some of the areas the district currently contracts for include Orientation and Mobility, Behavior, and Oral Motor/Feeding.

The district also utilizes contracted service providers to provide consultation and professional development to our specialized programs. These include: Landmark School Outreach for our Language Based Learning Disabilities program, a Board Certified Behavior Analyst (BCBA) for the Preschool, Intensive Learning Program, Learning Skills Program and Therapeutic Learning Centers.

Additional Special Education Focus Areas/Cost Drivers

- Legal Fees: The state and federal laws governing special education are extensive. To ensure compliance, the district may seek legal counsel for complicated or unusual situations. While all efforts are made to resolve disputes regarding a child's services or placement through the Team meeting process, the district may need to go to hearings through the Bureau of Special Education Appeals and this requires full legal representation. Typically, when legal counsel for parents is present at Team meetings, the district's legal counsel will be present as well. Legal counsel has further been used to provide consultation and training specific to district administration regarding legal obligations.

- Home/Hospital Tutoring: When a student is absent for more than 14 consecutive school days or cumulative days due to illness and has a physician statement indicating the student is unable to attend school due to illness, the district must provide tutorial services for the child. The Department of Elementary and Secondary Education has developed the Physician Statement form and requirements for the provision of home/hospital education.
- Testing Materials: These include assessment tools that are used by all special education and related therapies staff for initial and three-year evaluations to determine eligibility for special education and related therapies services. Testing batteries can become

obsolete and there is a two-year window in which they must be replaced with the updated/revised version. The district has begun to utilize more "on-line" assessment tools, specifically for scoring and reporting, which will reduce costs over the long term by not needing to replace entire and expensive testing kits.

- Assistive Technology: The district continues to increase technology tools and resources to support the needs of our special education population. The technologies vary from highly specialized speech applications for non-verbal students to reading, writing and mathematics programming that provides reinforcement for learning and collects data points on student growth. Our assistive technology specialist, also an occupational therapist, provides screenings, consultation and support to our special education and general educations staff. The AT specialist further provides screening and consultation to the out-of-district placements of some of our students, as needed. The implementation of increased and supported technology has been of significant benefit to both our students and our professional staff.

Special Education Program Evaluation

We continue to evaluate our programs for students with disabilities annually in compliance with state requirements. This includes analysis of various data points regarding special education population shifts and related evolving program needs. This analysis has led to the creation of our CASL Program at Winthrop, changes in programming and supports at Miles River, and the addition of the LBLD Program, Intensive Learning/Academic Skills Program and Therapeutic Learning Center at the High School. This data analysis also includes examination of the needs of students attending out of district placements (OOD) in order to determine if any of those students could return to in-district programs as well as guide our planning for new district programs and services.

Additionally, we continually review data to monitor our compliance with special education standards reviewed by the Department of Elementary and Secondary Education (DESE) for our three year Tiered Focused Monitoring System(formerly Coordinated Program Review). The Student Services Office has just completed the self-assessment phase of TFM. A site visit and further review by compliance officers will take place in FY19.

Northshore Education Consortium

NEC is a public educational collaborative of which HWRSD is a member. The mission of NEC is to support member districts by offering high quality, cost effective school programs, consultation, professional development, support services and resources. Its aim is to ensure that districts can provide successful learning experiences for all students, including those with complex or low-incidence special needs. HWRSD has a positive and active relationship with NEC. We provide a range of programming at NEC for a number of our students, including

intensive programming for students with significant disabilities, alternative school programming, participation at Recovery High School, and professional development for our staff. Dr. Harvey serves on the Board of Directors and I actively participate in the Special Education Directors' monthly meetings.

Special Education Parent Advisory Council

The SEPAC is a group of parents representing our special education population. The role of the group is to be a resource to parents of students with disabilities by planning and providing annual presentations and workshops on topics relevant to parenting children with disabilities. Further, the role of the SEPAC is to provide advice to the district regarding special education programming and policies.

This year, the SEPAC has not been an active group. We will continue to work to increase membership.

It is important to recognize and thank the administrative support staff in the Student Services' Office, Elaine Rogal and Betty Minton, for their assistance in gathering information for this report as well as for their efforts to establish and assist with compliance monitoring procedures. Betsy Stowell, secretary for secondary special education has also provided a great deal of support. I would like to acknowledge the work of our two Special Education Coordinators, Maureen Smith and Lindsey McGovern, as we continue to develop and implement a compliant, equitable, high quality special education system.

It has been a pleasure to serve in the Hamilton-Wenham Regional School District.

Respectfully submitted,

Stacy Bucyk, M.Ed.
Director of Student Services

Prepared for and reviewed at the School Committee meeting: May 23,2018

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

Special Education Annual Report

Stacy Bucyk, M.Ed.
Director of Student Services

May 23,2018

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

Mission:

- To provide individualized educational programming that is accessible and meaningful to students requiring special education and related therapies services
- To ensure that state and federal special education regulations are implemented consistently and equitably
- To be mindful of programmatic and fiscal responsibility in the determination and provision of services

Special Education Enrollment

SIMS reporting based on March enrollment (does not include services only students)

	March 2015	March 2016	March 2017	March 2018
# Special Education Students	266	276	292	312
% of Total Population	14%	14.9%	16%	17%

Special Education Referrals

2014-2015		2015-2016		2016-2017		2017-2018	
#	eligible	#	eligible	#	eligible	#	eligible
96	50	87	55	101	65	99	28*

- *Includes home school and private school students referred by parent, guardian or private school*
- **2017-2018 figures as of 4/30/18. Approximately 34 of the 99 are still in process*

Disability Categories

(March 2018)

Disability	Percent of HW Special Education Population (approximate)
Autism	16%
Communication Impairment	11% increase of 4%
Developmental Delay	3% decrease of 1%
Emotional Impairment	8% increase of 3%
Health Impairment	30% decrease of 4%
Intellectual Impairment	2% increase of 1%
Multiple Disabilities	3%
Neurological Impairment	7%
Physical Impairment	0
Specific Learning Disability	20% decrease of 1%
Sensory Impairment (hearing and vision)	<1%

Special Education Services

- 85% educated in the HW Regional School District
  - Decrease of 2% from 2016-17
- Support within general education classrooms through use of Teaching Assistants
- Direct services in general education classrooms by special education teachers and related therapies staff
- Direct services in academic support centers or therapeutic classrooms

Specialized Programs

- Direct, intensive and specialized instruction
- Smaller teacher to student ratio
- Specialized instructional methodologies
- Increased opportunity to educate students with special needs in district programs thus reducing need to outplace
- Assistive Technology services and support to students and staff

Out of District Placements

Out of District Placement	2014-15	2015-16	2016-17	2017-18
Elementary	4	5	9	6
Middle School	6	9	7	13
High School	22	20	22	25
Post Graduate/Transition	4	5	3	4
Total End of Year (Oct 1)	36 (27)	39 (29)	41 (33)	48 (38)

Extended Year Services

- Determination through the Team process
  - Severity of disability
  - Substantial regression over a long period of time
- Summer 2017
  - 5-6 weeks
  - 65 students Pre-K to HS
- Intensive needs and specialized programs
- Tutorials
- Additional services beyond in-district ESY

Contracted Services

- Specialized licenses or expertise
  - Direct Service
    - Students
  - Consultation
    - staff, programs, parents
- Legal
- Home-Hospital Tutoring

Monitoring and Compliance

- Recently completed the self-assessment portion of Tiered Focused Monitoring System (CPR)
  - Ensure the HWRSD follows state and federal regulations as well as best practices.
  - Ensure compliance with special education criterion reviewed by the DESE
- Monitor and Analyze district data
  - Program development and refinement
  - Provision of special education and related therapies services
  - Allocation of staff

North Shore Education Consortium (NEC)

- District provides a range of programming at NEC ranging from intensive programming for students with significant disabilities, alternative school programming, participation at Recovery High School, and professional development for our staff.

Special Education Parent Advisory Council SEPAC

- Parent group representing our special education population
- Plan and provide annual presentations on topics relevant to parenting children with special needs
- Provide advice to district regarding special education programming and policies
- Support families of students with special needs
- We welcome and are seeking new members and new ideas

Commitment Statements

Students

- Establish and maintain high quality programming and supports to provide for ambitious gains in consideration of each student's area of disability and ensure for a Free and Appropriate Public Education (FAPE).

Staff

- Ensure that all special education staff and related therapies providers are highly qualified and provide for rigorous educational experiences in collaboration with general education.
- Provide professional development opportunities to special education, related therapies, and general education staff to support improved achievement of identified students.

Commitment Statements

Families and Community

- Build and maintain positive relationships with families and the community to increase trust and shared responsibility.

Fiscal Responsibility

- Ensure that decisions and recommendations are collaborative, data driven, and reflect services that focus on increased student achievement.

Student Achievement

- Data Driven Decision Making
- RTI
- Inclusive Practices
- Professional Development

Acknowledgements

- Our Special Education and General Education Teachers, Related Therapies Staff, Teaching Assistants, District and Building Administrators
- Office Support Staff
  - Elaine Rogal
  - Betty Minton
  - Betsy Stowell
- Special Education Coordinators
  - Maureen Smith
  - Lindsey McGovern
- SEPAC Co-Chairs
  - Mary DeLorenzo
  - Laurie Erhard

Thank you

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

HAMILTON-WENHAM
REGIONAL SCHOOL DISTRICT

FY18 Operating Expense Forecast
As of May 16, 2018

For Presentation to the School Committee on May 23, 2018

Prepared by:
Jeffrey D. Sands, Assistant Superintendent for Finance & Administration
Vincent Leone, Director of Accounting & Payroll

FY18 Operating Expense Forecast (after Offsets)
Overview & *Key Assumptions*

- Salary Costs
  - Incorporates Actual Costs through 05/16/18 plus all known encumbrances.
  - Includes forecasted values for all Costs not automatically encumbered through June 30, 2018 including; long term substitutes, daily substitutes, overtime, etc.
- Operating Costs
  - Incorporates Actual Costs through 05/16/18 plus all known encumbrances.
  - Includes forecasted values for all Costs not automatically encumbered through June 30, 2018 including; school discretionary spending; transportation, out-of district tuition, maintenance, technology, etc.

We are currently Forecasting to end the year $9,000 or 0.03% favorable to Budget.

FY18 Operating Expense Forecast (after Offsets)
Summary by DESE Budget Category

	Summary by DESE Category	FY18 Budget	FY18 YE Projection	FY18 Over/Under
	Administration	$ 1,135,489	$ 1,110,489	$ 25,000
	Capital, Operations, Maintenance	$ 2,227,622	$ 2,257,622	$ (30,000)
	Guidance, Counseling, Testing	$ 1,065,718	$ 1,065,718	$ -
	Inst. Materials	$ 873,876	$ 873,876	$ -
	Instructional Leadership	$ 2,931,318	$ 2,891,318	$ 40,000
	Insurance, Retirement, Other	$ 3,978,971	$ 3,933,971	$ 45,000
	Other Teaching Services	$ 2,408,619	$ 2,348,619	$ 60,000
	Prof. Dev.	$ 209,594	$ 184,594	$ 25,000
	Pupil Services	$ 2,079,027	$ 2,117,027	$ (38,000)
	Teachers	$11,358,184	$ 11,398,184	$ (40,000)
*	Tuitions	$ 1,931,399	$ 2,009,399	$ (78,000)
	District Totals	$30,199,816	$ 30,190,816	$ 9,000

* - Assumes the use of an additional $350K in CB Offset vs Budget

EXHIBIT E

DONATIONS

School Committee Meeting 5.23.18

Friends of MRMS/RHS $1,050.00

- 6th Grade to PEM
- 7th Grade to Imax

Sponsors for HW DECA $5,440.00

- List Attached

New England BioLabs $2,000.00

- 12 Dash robots for the Coding & Robotics Program

Friends of Cutler Elementary

- 5th Grade Field Trip

Hamilton Wenham DECA

SPONSOR LIST FOR DECA ICDC
April 20—25, 2018 | Atlanta, GA

Description: The DECA International Career Development Conference (ICDC) is a competitive conference for DECA members who qualify through competition at the State Career Development Conference or qualify for the Emerging Leaders Leadership Academy. With over 50 categories of competition, there are many pathways for success for DECA members.

20,000 high students, teachers, chaperones and business professionals gather to develop knowledge and skills for college and careers. DECA members demonstrate their college and career ready knowledge and skills by participating in DECA's industry-validated Competitive Events Program, aligned with Career Clusters, National Curriculum Standards and 21st Century Skills in the areas of marketing, finance, hospitality, management and entrepreneurship. More than 1,000 business professionals serve as expert judges to evaluate DECA members' mastery of these concepts.

The following pages contain the detailed list of sponsors who donated to the DECA program at Hamilton Wenham for the purpose of defraying the team cost of the trip to ICDC in Atlanta this year. The total amount donated was $5,440.00.

David McCarthy Northeast Finish Works, Inc 38 Andover Street Peabody, MA 01960	$250.00	Richard Thorndike PO Box 189 Prides Crossing, MA 01965	$250.00
		Lee Sprague 2200 S. Ocean Ln Apt 2601 Ft. Lauderdale, FL 33316	$500.00
Mike Palumbo Dawson's Hardware 20 Main Street Topsfield, MA 01983	$100.00		
		Michael & Diane O'Sullivan 4 Chelsea Drive Bow, NH 03304	$50.00
Ronald Thissell 155 Highland Street S. Hamilton, MA 01982	$100.00		

Harry Harutunian $50.00
29 Railroad Ave U-1
Salisbury, MA 01952

Dr. Tyler Pinstein $50.00
Danvers Family Chiropractic
130 Sylvan Street Unit 6
Danvers, MA 01923

Jessica Connors $100.00
32 Parsons Hill Road
Wenham, MA 01984

Carie Jelsma & Doug Minster $50.00
35 Hilltop Drive
Wenham, MA 01984

Jacqueline P. Martin $100.00
Over the Rainbow
38 R Enon Street
Beverly, MA 01915

John D. Colucci, Esq., CPA $100.00
McLane Middleton
300 Trade Center, Suite 7000
Woburn, MA 01801

Stephen P. Oliver $100.00
19 Pleasant Street
Hingham, MA 02043

Eleanor E. Hamilton $300.00
13 Honeysuckle Road
S. Hamilton, MA 01982

Michael C. Calvani $300.00
13 Honeysuckle Road
S. Hamilton, MA 01982

Catherine Calvani $150.00
401 Bay Road
S. Hamilton, MA 01982

Chris Mantzekis $100.00
Hamilton House of Pizza
40 Railroad Avenue
S. Hamilton, MA 01982

Valerie King $300.00
7 Linda Lane
Nahant, MA 01908

Gloria Waterman $50.00
4 Centerbrook Drive
Farmington, CT 06032

Robert M. Almeida $100.00
10 William Fairfield Drive
Wenham, MA 01984

Nicole Murphy $40.00
19 Lovett Street
Beverly, MA 01915

Ruth Adams $500.00
164 East Street
Sharon, CT 06069

Holly Schmidt $500.00
Hollan Publishing
4 Butler Avenue
Manchester, MA 01944

Stephen Vesey, CVA, CBEC $250.00
Business Legacy Strategies
185 Center Street
Danvers, MA 01923

Christina & Royal Rowland $50.00
9 South Street
Wenham, MA 01984

Kevin Roy $100.00
8 Patch Avenue
Wenham, MA 01984

Lyn Humphrey $25.00
31816 Avenue E Space 12
Yucaipa, CA 92399

Kasandra Justman $50.00
S1073 Karau Avenue
Spencer, WI 54479

Sylvia Pope $500.00
799 Crandon Blvd
Key Biscayne, FL 33149

Eleni Koudanis $50.00
Nick's Roast Beef
139 Dodge Street
Beverly, MA 01915

Nancy Crate $250.00
PO Box 5557
Beverly, MA 01915

John R. Corkins $25.00
28 Forest Park Drive
Rochester, NH 03868

Total Donated: $5,440.00

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

G7004

EQUAL EMPLOYMENT OPPORTUNITY

The District does not discriminate on the basis of sex, race, color, national origin, sexual orientation, gender identity, religion, age, handicap, pregnancy or pregnancy related condition, and/or disability in admission to, access to, treatment in, or employment in its programs and activities. The School Committee will take action to ensure that any individual within the district who is responsible for hiring and/or personnel supervision understands that applicants are employed, assigned, and promoted without regard to their race, creed, color, age, sex, national origin, gender identity, pregnancy or pregnancy related condition, or sexual orientation. Every available opportunity will be taken in order to assure that each applicant for a position is selected on the basis of qualifications, merit and ability.

The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Superintendent of Schools
HWRSD
5 School Street
Wenham, MA 01984 (978) 468-5310

Inquiries concerning the application of non-discrimination policies may also be referred to the Boston Office, Office for Civil Rights, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921. (617) 289-0111

LEGAL REF.: 603 CMR 26:00
LEGAL REF: M.G.L. Chapter 151B

Adopted: June 6, 2013
Reviewed:

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

G7022

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FAMILY AND MEDICAL LEAVE

The Hamilton-Wenham Regional School District will comply with the mandatory provisions of the Family and Medical Leave Act of 1993. The Superintendent will issue, and from time to time amend, procedures setting forth the rights and procedures granted by the Act, and will ensure compliance with those procedures either personally or by delegation, or by some combination of personal oversight and delegation.

Source: MASC September 2016

Legal Refs.: P.L. 103-3, "Family and Medical Leave Act of 1993".

Adopted: May 21, 2012
Reviewed:

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C3004¶
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FAMILY AND MEDICAL LEAVE ¶
¶
I. . Policy¶
¶
Subject to the conditions set forth herein, the School Department will provide eligible employees with up to twelve weeks of unpaid family/medical leave ("FMLA leave") in a twelve-month period for one or more of the following reasons:¶
¶
<#>The birth of a child and in order to care for the newborn;¶
<#>The adoption or placement of a child for foster care with the employee; ¶
<#>To care for a child[1], spouse, or parent[2] with a serious health condition; ¶
<#>Because of the employee's own serious health condition that makes the employee unable to perform the essential functions of his position.¶
¶
A "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves either: (1) inpatient care, including any period of incapacity or any subsequent treatment; or (2) continuing treatment by a health care provider. Further explanation of circumstances constituting a "serious health condition" is contained in the Medical Leave Certification Form that must be completed by a health care provider to certify the need for leave.¶
¶
Employees eligible for FMLA leave are regular full-time or regular part-time employees who have completed at least twelve months of service with the School Department and have worked a minimum of 1,250 hours in the 12-month period preceding the commencement date of the leave.¶
¶
¶
A. . Leave Entitlement and Duration¶
Eligible employees are entitled up to a total of 12 workweeks of FMLA leave during a 12-month period. The 12-month period is measured backward from the date an employee uses any FMLA leave. Thus, each time an employee takes FMLA leave, the ...

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

A1015

NONDISCRIMINATION

Public schools have the responsibility to remove, insofar as possible, any barriers that prevent children from achieving their potential. The following statements confirm the District's intent to:

1. Promote the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.

2. Encourage positive interactions between and among children, youth and adults, who all have differing personal and family characteristics and who come from various socioeconomic, racial and ethnic groups.

3. Use all appropriate communication and action to air and reduce the grievances of individuals and groups.

4. Review District practices in order to achieve the objectives of this statement to the greatest extent possible.

The School Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; no person shall be excluded from or discriminated against in admission to a public school or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, religion, national origin, sexual orientation, gender identity, pregnancy or pregnancy related condition, or disability. If someone has a complaint or feels that s/he have been discriminated against because of their race, color, sex, religion, national origin, sexual orientation, gender identity, pregnancy or pregnancy related condition or disability, their complaint should be registered with the Title IX compliance officer.

LEGAL REFERENCES:
Title VI, Civil Rights Act of 1964, Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972 Executive Order 11246, as amended by E.0.11375 Equal Pay Act, as amended by the Education Amendments of 1972 Title IX, Education Amendments of 1972 D Rehabilitation Act of 1973 Education For All Handicapped Children Act of 1975.

M.G.L.71B:letseq.D
M.G.L. 76:5
DM.G.L.76:16
603 CMR 26.00 et seq.
Mgl. 151B:4

Adopted: April 4, 2013
Reviewed: March 16, 2017

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

C3013

RULES PERTAINING TO STAFF AND STUDENT CONDUCT

Under Massachusetts law, the Superintendent is required to publish "rules and procedures pertaining to the conduct of teachers and students which have been adopted." (Codes of discipline, as well as procedures used to develop such codes shall be filed with the Department of Elementary and Secondary Education for information purposes only.) Standards of conduct will be included in staff and student handbooks. These handbooks will be reviewed and approved annually by the School Councils. The Superintendent will review staff and student handbooks to ensure they are consistent with District policies.

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LEGAL REFS:
M.G.L. 71:37H

Adopted: March 7, 2013
Reviewed:

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

B2011

MEMORIALS FOR DECEASED STUDENTS OR STAFF

The School Committee recognizes that the death of a student or member of the staff is deeply felt by the school community. As places designed primarily to support learning, however, school sites should not serve as permanent memorials for students or staff.

Permanent memorials for deceased students or staff shall be limited in form to a perpetual award or scholarship. It will be at the School Committee's discretion whether a memorial will be discontinued.

Any permanent memorials in existence before this policy was adopted can only be removed by a vote of the School Committee.

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Deleted: A living memorial shall be defined as one supported financially and with action by the community.

Adopted: March 20, 2014:
Reviewed: February 13, 2017

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

C3015

SCHOOL DISTRICT ANNUAL REPORT

The Committee and Superintendent will submit an annual report to each of the member towns, containing a detailed financial statement, and a statement showing the method by which annual charges assessed against each town were computed, together with such additional information relating to the operation and maintenance of such school or schools as may be deemed necessary by the District Committee or by the selectmen of any member town.

Upon Committee approval, the report will be made available to the public and used as one means for informing parents and citizens, the Commissioner of Education, and others of the programs and conditions of the District's schools.

M.G.L. Ch. 71:16 (k)
M.G.L. Ch. 71:4

Adopted: March 7, 2013
Reviewed: April 12, 2018