HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

SCHOOL COMMITTEE MEETING

Buker Elementary School — Thursday, May 18, 2017 — 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**

6. **Consent Agenda**
   a. Minutes of May 4, 2017 — Exhibit A
   b. Field Trip – National History Day Competition, College Park Maryland — Exhibit B
   c. Field Trip – Ski Club to Austria & Germany 2018 — Exhibit C
   d. Field Trip – Social Studies to Italy 2018 — Exhibit D

7. **New Business**
   a. Whittier STEM Fund and STEM Programming — Exhibit E
   b. Eric Tracy: Senior Capstone — Exhibit F
   c. Prudy Pilkanis: Project Adventure
   d. Warrant Committee Draft Schedule for 2017-2018 — Exhibit G
   e. Update on Winthrop Sprinkler Project
   f. Develop Scope of Work for Regional Agreement Study Committee
   g. Bay State Textiles Discussion
   h. Acceptance of Grant Monies from PPG for Cutler School Innovative Classroom — $968.00 — Exhibit H
   i. Policies 1st Reading
      1. A1017 CORI Policy for Challenge Course — Exhibit I
   i. Warrants
      1. May 9, 2017 — Exhibit J
   j. Working Group Charges

8. **Other**
   a. Topics for next meeting

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

Secretary: Kerry Gertz, HWRSC

EXHIBIT A

HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE MEETING

Thursday, May 4, 2017 7:00 PM
Buker School Multi-Purpose Room

Present:
Michelle Bailey
Jeanise Bertrand
Kerry Gertz
Gene Lee
Josh Liebow, Chair
Stacey Metternick
David Polito

Also present:
Michael Harvey, Superintendent
Jeff Sands, Assistant Superintendent
Nancy Bergner, H-WRSC Meeting Clerk

I. Call to Order

Josh Liebow called the meeting to order at 7:02

II. Pledge of Allegiance

III. Citizen's Comments

There were no citizens' comments

IV. Chair's Report

A. MASC Rep Mike Gilmore has been in contact with us to train Board Members

B. May 11 Joint Meeting with Hamilton and Wenham Selectmen. Items include—

1. Discussion of current Apportionment Formula
2. Initial discussion of potential changes to formal
3. Shared Enrollment Study
4. Selection of Committee Members and proposed changed methodology for nominations
5. District Agreement
6. Longmeadow Joint Study

C. Lisa Heitz—Candlelight ceremony and graduation June 1 and 3

V. Superintendent's Report

VI. Consent Agenda

1. Minutes of April 27, 2017 Exhibit A

Points of clarification:

- Remove Josh L, Gene Lee from Policy working group list.
- Since the district has known about the Fire Department's mandate concerning installation of sprinkler system for over three years, the request for funding on this expenditure is not unexpected.
- *Sean Timmons* rather than Simmons

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE CONSENT AGENDA'S MINUTES OF APRIL 27, WITH CLARIFICATIONS AND NAME CORRECTION ABOVE NOTED. THERE CAN BE NO FURTHER CHANGES TO THE AGENDA.

MOTION by Kerry Gertz; SECONDED by Jeanise Bertrand
Unanimously approved by 7 members present

VII. New Business

A. Vote to set Last Day of School

1. Mike Harvey recommends Tuesday June 20, with early release at 11:15 and 12:05, no lunch provided.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE TUESDAY JUNE 20 AS THE LAST DAY OF SCHOOL, WITH EARLY RELEASE (11:15 AM FOR HIGH SCHOOL AND MIDDLE SCHOOL, 12:05 PM FOR ELEMENTARY SCHOOLS). THERE WILL BE NO LUNCH ON THE LAST DAY OF SCHOOL.

MOTION by Kerry Gertz; SECONDED by Stacey Metternick
Unanimously approved by 7 members present

B. Rotary Exchange Student Presentation: Matias Lizondo Parada

Matias talked about his positive experience at HWRHS, affirming that he would recommend that friends from Bolivia consider doing an exchange at Hamilton-Wenham, and that he believes HWRHS students should consider an exchange experience in his country as well. He discussed his language fluency, involvement in extra-curriculars, and adjustment from a Bolivian urban environment to Boston's North Shore. He plans to work as a part time English teacher as a way to help fund his college expenses in the coming year.

Note: HW has hosted 15 exchange students, and has sent out 10. Families interested in going on exchange or hosting exchange students should contact Betsy Manzelli of Rotary Youth Exchange at btzmnz1@gmail.com.

C. Report from Treasurer Don Gallant

Exhibit B

This is the first Semi-Annual report from the Treasurer to the SC

Question about iPad account: *Why was there a balance on July 1*? Because we collect right up through June 30, and do not get the bills until later in the year.

The Student Activities list was updated in July of 2015.

There are scholarships given by families which are not listed on the District's Scholarship list, as these memorial scholarships are private.

What about the scholarships with negative balances or very low balances? These are scholarships which need to be closed in the next quarter.

Who currently oversees the grants? Every grant has a grant manager, overseen by Vinnie and Jeff's offices.

Trainings scheduled for the Assistant Treasurer are sufficient for the tasks associated with her position. Further training will be scheduled as necessary.

Now that the state pays monthly rather than quarterly, we no longer have issues with cash flow

D. Student Services Report

1. Kristen Lazzaro, Director of Guidance and Counseling Exhibit C

Served at Triton before coming to HWRSD

There is one adjustment counselor/social worker and one guidance counselor at MRMS

Given the labor intensive process of guiding HS students toward college, how is this best accomplished? Rather than keeping the entire process 1:1, some of the information transfer is more effectively accomplished through Guidance Counselor-taught classes.

There are three full time guidance counselors at the HS, 2 full time adjustment counselors

Student centered groups are lunch group/pragmatic group/groups structured around IEP goals

How can we enhance a proactive approach to social emotional issues? Giving guidance counselors access to classrooms for targeted teaching helps to bring pertinent strategies and information to students at the front end, rather than waiting for students in crisis to seek out help after a crisis is underway

Behavioral Risk Assessment data from this year's assessments will be shared when the aggregate data is made available.

Guidance Caseloads: Are they negatively impacted by staffing changes? Caseloads are still very manageable, similar to surrounding schools and to the loads they have historically carried. Although some students have expressed concerns about accessibility to counselors, this is a function more of scheduling (students often see guidance counselors during the Power Block) than of staffing.

Recommendation to seek connection with Al-Anon as another affiliation which would be helpful to students.

2. Lisa Cheney, Preschool Coordinator Exhibit D

Coordinated Family and Community Engagement Grant: playgroups, parent workshops, referral services, general outreach to children 0-5.

Website is WWW.EarlyChildhoodPartners.weebly.com

3. Kathy Harris, Managing Director Exhibit E and E1

Social/Emotional needs are becoming a more acute feature of the populations we serve.

Equity and consistency to families including kids with disabilities is a high priority.

This is Kathy's last presentation to the SC meeting, as she is retiring at the end of the year. She will be available to help transition the

next person to this position. Her contributions are acknowledged with gratefulness.

Out of district program (p. 4). Number of students outplaced are increasing as number of students in the district are decreasing. Why? number of ILP elementary students are transitioning out for Middle School. A number of students already in outside placements have moved into the district, and we are accountable for them. We have had challenges in responding to unilateral placements which are followed by parent requests for tuition assistance. Middle School and High School programming is largely adequate for many of the needs. The big challenge across the board are significant mental health issues. Kathy is discussing the possibility of providing these kinds of services in district in conjunction, perhaps with the North Shore Consortium. There are some kids in out of district settings although a case could be made that HW is able to meet their needs. Most out of district placements are, however, in the right places for their needs. Our challenge is to provide appropriate programming at the secondary level for students with social/emotional/mental health issues without isolating or pigeonholing kids.

We have no students with physical disabilities? Clarification—this year we do not have students with physical disabilities classified as the primary disability.

Are the 42 outplacements accounted for in the budget? Are they part of the HS program? Since December, a couple of outplacements have been added. Some students have moved into the district. Requests for outside placements trigger a process for evaluating the services we provide in district and help to evaluate out of district options which may be indicated. Jeff and Kathy will meet to reconcile known outplacements with current budget. After their reconciliation, the SC will be updated.

E. Donations: Exhibit F

1. HW Baseball Boosters: Field Equipment $530.04
2. Buker Elementatry School Friends: Field Trips $2,298.00
3. HWRHS and MRMS Friends Groups: DECA $500.00

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATIONS LISTED IN EXHIBIT F.

MOTION by Kerry Gertz; SECONDED by Stacey Metternick

Clarification is needed on oversight of funds such as the ones related to DECA. Mike Harvey will check with Don Gallant and report back to the SC.

Motion passed, approved by 6 opposed by 1.

F. Working Groups Exhibit G

Discussion of group membership, including community involvement. Take reference to Turf Working Group off at this time. Remove Gene Lee and Josh Leibow from Policy Working

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE WORKING GROUPS APPOINTED AT THE APRIL 27 MEETING, AS AMENDED.

MOTION by Kerry Gertz; SECONDED by Stacey Metternick
Unanimously approved by 7 members present; none opposed, no abstentions

VIII. Other

A. Topics for future meeting

1. Each working group should meet to establish its charge. Update at 5/18 meeting
2. Approve meeting minutes from April 6
3. Professional development for the SC—when/whom to facilitate?
4. Whittier STEM Fund
5. Eric Tracey presentation
6. Project Adventure presentation
7. Draft Warrant Committee Schedule
8. Bay State Textiles—does the district
9. June School Committee meetings are the 8th and 15th

IX. Vote to Adjourn

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ADJOURN AT 9:40 PM.

MOTION by Kerry Gertz; SECONDED by Stacey Metterinick
Unanimously approved by 7 members present

Respectfully submitted,

Nancy R. Bergner
Clerk, H-WRSC Meeting

Hamilton-Wenham Regional School District

FIELD TRIP REQUEST

School: Hamilton-Wenham Regional High School Date Submitted: 5/2/2017

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

I. Trip Information:

Check (✓) one:

☐ Day Academic Field Trip - ☐ In-state ☒ Out-of-state Destination: College Park, Maryland

☐ 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

☐ International Trip (*extracurricular only*) – Destination: ~~College Park Maryland~~

Departure Date: June 11, 2017 Time: 6:30 am Return Date: June 15, 2017 Time: 11:00 pm

Number of Students Eligible: 12 Class/Group: _____

Faculty Sponsor: Kristen Borges / Rob Emmett

Other Faculty/Staff chaperones: _____

Other chaperones: _____

Mode of Transportation: Coach Bus Number: _____

Airlines/Flight/Ground Transportation: _____

II. Estimated Expenses

1. Transportation Cost: $100.00	6. Financial Assistance Available? ✓ Yes ___ No
2. Admission Charges: $110.00	7. Other Sources of Funding? ✓ Yes ___ No
3. Lodging & meals cost: $368.00	8. Amount Available: $ 2000.00 grant from Institutional Savings
4. Other (specify):	9. Are Student Activity Funds being used? ___ Yes X No
5. Total student cost: $578.00	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: 5/2/2017

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

Principal: _____ Date: _____

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: 5/2/17

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.

May 1, 2017

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 $578.00 ($468.00 to the nationals online, and $100.00 to the state coordinator includes bus, 2 T-shirts, pins, and baseball game). With the help of Suzanne Li, we received a grant from Institutional Savings that will help defray the costs. We will hold a parent meeting on May 11, 2017 at 6:00 pm where we will review registration and finances with you. As mentioned in the material your child received, the competition is June 11-15, 2017. Mr. Emmett will be accompanying our students to College Park and chaperoning the students from Massachusetts the entire time.

Itinerary

Sunday June 11, 2017	Depart Massachusetts (Woburn Theaters)	6:00 am
	Arrive College Park, Maryland	3:00 pm
	Opening Ceremonies	7:00 pm
Monday June 12, 2017	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 13, 2017	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 14, 2017	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 15, 2017	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 15. Mr. Emmett will accompany our students to College Park and chaperone the students from Massachusetts the entire time.

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 *Student Standards of Conduct* and *Refund Policy* to this letter. Please read through the documents and sign the attached sheet indicating you are aware of the expectations and policies.

Please plan on attending the parent meeting on Thursday May 11th at 6:00 pm in Room 100. If you have questions in the meantime, send Ms. Borges 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 & Rob Emmett

Kristen Borges and Rob Emmett

☐ 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 _____

STUDENT LETTER

Massachusetts History Day

NHD NATIONAL HISTORY DAY

PLEASE GIVE THIS LETTER YOUR IMMEDIATE ATTENTION:

April 1, 2017

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 nation in the national competition at the University of Maryland at College Park. We will be traveling down by coach bus on Sunday, June 11, and returning on Thursday, June 15. Your parents and teachers are invited to join you.

Travel, Lodging & Meals: Our Massachusetts delegation travels to Maryland via two coach buses. Students, teachers and parents are most welcome to join us. Most people who have been to nationals would agree that, especially for you students, it is a big part of the history day experience. There is plenty of space and we will transport projects, props, equipment and luggage with us. 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.

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 or Nationals ballgame. More details will come in an email that you will receive in early June.

Registration: Both Massachusetts History Day & NHD registration take place online. MassHD needs to know which students are attending & which cannot make it, so we may move to an Honorable Mention winner. We need to know which students or parents are staying off campus, so we know how to get in touch with them if the need arises. And most importantly, how many t-shirts & pins we need to order! **You will need the name, CEL PHONE number (not the school number), and email address of your chaperone. If you are traveling with us and staying in the dorm with the Mass delegation, *then you MUST have a chaperone that will also be on the bus and staying in the dorm.***

**** If you are a state winner & cannot attend the contest, please fill out the MassHD Trip registration form anyway. Answer NO to the question, "Are you attending the contest?" This way we may move on the Honorable Mention Winner.**

If you are arranging travel and accommodations on your own, please DO still register with us online, so that we have your information. Just select NO when asked if you are staying in the dorms or taking the bus down. Students staying off-campus still have the option to purchase shirts & pins for $75.00. **You may pick up your items at the dorm meeting Sunday night at 10 pm or we can arrange a time the following day.**

NHD has their own online registration system, brand new in 2017. If you have problems, contact info for NHD is included on the sheet titles "NHD National Contest Registration". NHD produced a booklet to guide you through their registration process. They no longer supply hardcopies to us, but it is downloadable from their website. They will also have YouTube tutorials to help you. You will need a parent with you to register because there is a medical form to complete (including medical insurance policy #) and you must arrange for payment.

Read the booklet carefully. If you travel on our bus and are staying in our assigned dorm, you should check **"lodging and meal package 2."** When you get to the section where payment is requested; your parent can help you decide the method of payment. If your school is paying with a purchase order, the school must arrange to get a purchase order number (PO#) from NHD. You will need to enter this # as payment.

Remember that NHD registration ends May 16th. They will charge you a penalty fee if you register late. This late fee goes up each day. Note that historical papers must be mailed to arrive at the national office by the 16th, which is also the web site lock out date. Papers also must be uploaded to them electronically. Follow their directions.

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.

- **Paid to National online -- $478.00** -- covers registration ($110) and your room & board ($368). Those prices are set by national office & the price is per student.

- **To Mass History Day -- $100.00** – 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. Include your check with the payment/signature form that you return to me. As you can see, we heavily subsidize the cost of student transportation.

Enclosed, you'll find a letter to your parents & your teacher. Also enclosed are lodging/meal info, registration info, checklists, & the payment/submission form. There is also information on a "tune-up" workshop for all state winners. **The signature/payment form & check must be postmarked by May 1 & must be received by May 5.**

If you have any questions, please feel free to contact me via email to get the quickest response: mahistoryday@aol.com.

Again, congratulations on a job well done!

Kerin Shea, Kathleen Barker, Bob Jones
Co-coordinators, Massachusetts History Day

MassHD forms & checks postmarked by May 1, & received by May 5:

Kerin Shea
MA History Day
68 Cottage St.
Hudson, MA 01749

PARENT LETTER

Massachusetts History Day

NHD NATIONAL HISTORY DAY

PLEASE GIVE THIS LETTER YOUR IMMEDIATE ATTENTION:

April 1, 2017

Dear Parents,

Congratulations on the success that your daughter/son has achieved in the National History Day competition! Your encouragement and support have greatly contributed to that success. We encourage you to join us at the national competition at the University of Maryland at College Park. We will be traveling down by bus on Sunday, June 11, and returning on Thursday, June 15, 2017.

Registration: Your student has received information on registering for the national contest that also contains information on how you can register. If you are coming down, but are not staying in the dorms, we ask that you complete the Mass History Day Trip Registration form, just so we know who is with us & how we can get in touch with you should we need to. This form will also give you the option of purchasing t-shirts or a ticket to the ball game. http://bit.ly/MHD-NHDreg17

If you will be joining us on the bus and in the dorm, you can return your payment with your student's payment. Please complete the Mass History Day signature form to accompany your check. Download & print the form here: http://bit.ly/MHD-NHDpay17

Travel & lodging Massachusetts travels to Maryland via two coach buses. Students, teachers and parents are most welcome to join us. Most people who have been to nationals would agree that, especially for students, it is a big part of the history day experience. There is plenty of space and we will transport projects, props, equipment and luggage with us. 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.

If you wish to stay in the dorm and/or purchase a meal ticket, you do so through your child's account through the NHD system, www.nhd.org/register, at the same time as you are paying your child's registration. You do NOT need to create an account of your own. If you wish to

take advantage of this option, select **"Lodging & Meal Package 2."** This package includes four nights, four dinners, three lunches, and four breakfasts. The cost is $368.

Please help your student to complete the online registration. There is a separate online medical form that you will need to help complete, http://bit.ly/NHDmed2017. Your child will need his/her medical insurance policy #. Also, please impress upon your child the need to complete the online process by May 16th. If they register late with the national office, they will be charged a late fee by nationals & this fee goes up **each day. Also NOTE: Chaperone information is required for student online registration.**

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. There is no fee from National History Day for parents attending the national contest. If you wish to stay in the dorm you will need to pay for that online, through the NHD system. Package 2 - $368.00 - will cover time that we are there. If you are staying for only a portion of the week, you can find that price on line, too.

If you are taking the coach bus down with the MA delegation, that fee is $190.00 -- which includes bus transportation to and from Maryland and trips into Washington. Include your check with the signature/payment form that you return to me. If you are NOT going on the bus & do NOT want any shirts/tickets, you owe Mass History Day **nothing**. **Forms and checks payable to Mass History Day need to be POSTMARKED by May 1 & RECEIVED by May 5.**

While we are at nationals there will be several opportunities for the group to visit our nation's capital. **Whether or not you stay in the dorms you are free to join us.** More information will be provided in our early June email.

If you have any questions, please feel free to contact me: mahistoryday@aol.com. Email gets the quickest response.

Sincerely,

Bob Jones, Kathleen Barker, Kerin Shea
Co-Coordinators, Massachusetts History Day

MassHD forms & checks postmarked by May 1, & received by May 5:

Kerin Shea
MA History Day
68 Cottage St.
Hudson, MA 01749

TEACHER LETTER

Massachusetts History Day

NHD NATIONAL HISTORY DAY

PLEASE GIVE THIS LETTER YOUR IMMEDIATE ATTENTION:

April 1, 2017

Dear Teacher of State Winner,

Congratulations on the success that your student(s) has achieved! All of us connected with Massachusetts History Day, along with students and parents appreciate the support and guidance that you have provided this year. We encourage you to join us at the national competition this year at the University of Maryland at College Park.. We will be traveling down to Maryland by coach on Sunday, June 11, and returning late on Thursday, June 15.

Registration: Please complete the **Mass History Day Trip Registration online form**, so we know who is coming with us, who is chaperoning whom & how we can get in touch with you should we need to. http://bit.ly/MHD-NHDreg17

Your student has received information on registering for the national contest. Please advise your students as they register for the contest. NHD has a brand new registration system, coming online just in time for the 2017 national contest. The process is still a bit of a challenge to everyone. NHD produced a booklet to guide you through their registration process. They no longer supply hardcopies to us, but it is downloadable from their website. They will also have YouTube tutorials to help you.

The last day to register online with National History Day is **May 16**. **Four copies** of historical papers must be **mailed** to the National Contest to be **received** by that date as well. They must also be **uploaded** to the national office electronically during the registration process. May 16 is also the **website lock out date**. This is a serious deadline date and late registrations will be charged a late fee by the national office. This fee goes up **daily**.

If you are staying in the dorm and/or purchase a meal ticket, you will need to create an account through the NHD system, **www.nhd.org/register**. There you will register and pay online. Select **"Lodging & Meal Package 2."** This package includes four nights, four dinners, three lunches, and four breakfasts. The cost is $368.

Schools that are paying will need a Purchase Order # from NHD. Schools needing a Purchase Order must contact Lorena Torres, NHD finance manager, at **lorena@nhd.org**. Students will need to enter this PO# in the payment section when registering. If your school is paying any portion of your student(s) fee, please work out the details with your student(s).

Chaperone: **Each student must provide chaperone information (name, cel phone number - not school telephone# - and e-mail) at the time of registration**. Students also need chaperone information to complete their medical form. Therefore, it is essential that the matter of a chaperone be

clarified as soon as possible. If you are NOT going, please communicate with your students concerning who will act as chaperone from your school.

If your student is traveling on the bus with and staying in the dorm with the Massachusetts delegation, then he/she must have a chaperone who will also be on the bus and staying in the dorm. This person must be an adult and may be a designated parent. Please note that one chaperone cannot be responsible for both junior and senior division participants from your district, since each division will be doing different things on Monday and Tuesday of the contest. One chaperone may chaperone both male & female students. One chaperone may chaperone many students.

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.

Registration costs for teachers:

Paid to National online -- $413.00 -- covers room & board at $368 (if you are staying in the dorm) and $45 teacher registration. Teacher workshops are offered Monday & Tuesday at $45/day. If you are chaperoning, your students will not be allowed to go to into the city without you, however. There is a teacher social on Monday evening while the kids are at the dance. This is free, but in past years you needed to register for it to get the tickets in your teacher packet.

Paid to Mass History Day -- $150.00 -- includes bus transportation to and from Maryland, trips into Washington, two t-shirts & a ballgame ticket. Include your check with the payment/signature form that you return to me. Download & print the form here: **http://bit.ly/MHD-NHDpay17**

Please encourage your student(s) to attend the Massachusetts History Day Winners Workshop for those going to nationals. Winners may sign up here: http://bit.ly/MHDwin17

If you have any questions, please feel free to contact me via email to get the quickest response: **mahistoryday@aol.com.**

Sincerely,

Kerin Shea, Kathleen Barker, Bob Jones,
Co-coordinators, Massachusetts History Day

PLEASE REMIND YOUR STUDENTS OF THE TWO DUE DATES FOR HISTORY DAY MATERIALS – MAY 1 TO MASS HISTORY DAY AND MAY 16 TO NATIONAL.

MassHD forms & checks postmarked by May 1, & received by May 5:

Kerin Shea
MA History Day
68 Cottage St.
Hudson, MA 01749

ON-CAMPUS LODGING AND MEALS

Sign up for housing on campus! Dorm packages include housing, bed linens, a pillow, and three meals a day. There are three dorm packages from which to choose. There are also three meals-only packages. Please select the appropriate one through online registration. More information is available online to help you with roommate requests and health conditions.

You can opt for different accommodations than your parents (i.e. students can stay in the dorms with their friends with a chaperone, while parents stay in a hotel). However, an appropriate chaperone MUST stay with the students.

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

Microwaves and refrigerators are not available in individual sleeping rooms. However, you may use any of the refrigerators and microwaves in the common areas of your residence hall, if they are available.

2017 On-Campus Housing & Meal Plan Rates:

Lodging & Meals Package 1 » $440 per person
Check In: 06/10/2017, Check Out: 06/15/2017
Lodging: Saturday, June 10 to Thursday, June 15
Meals: 4 Dinners, 4 Lunches, 5 Breakfasts

Meal Package A » $173 per person
Check In: 06/10/2017, Check Out: 06/15/2017
Meals: 4 Dinners, 4 Lunches, 5 Breakfasts

Lodging & Meals Package 2 » $368 per person
Check In: 06/11/2017, Check Out: 06/15/2017
Lodging: Sunday, June 11 to Thursday, June 15
Meals: 4 Dinners, 3 Lunches, 4 Breakfasts

Meal Package B » $148 per person
Check In: 06/11/2017, Check Out: 06/15/2017
Meals: 4 Dinners, 3 Lunches, 4 Breakfasts

Lodging & Meals Package 3 » $285 per person
Check In: 06/12/2017, Check Out: 06/15/2017
Lodging: Monday, June 12 to Thursday, June 15
Meals: 3 Dinners, 2 Lunches, 3 Breakfasts

Meal Package C » $118 per person
Check In: 06/12/2017, Check Out: 06/15/2017
Meals: 3 Dinners, 2 Lunches, 3 Breakfasts

Additional Night Housing for Th. 6/15/2017 » $65 per person
Additional Night Housing for Fri. 6/16/2017 » $65 per person
Additional Night Housing for Sat. 6/17/2017 » $65 per person

How to Sign Up for On-Campus Housing Packages within Online Registration
In the "Merchandise" area, under the Housing Package item, select the specific housing package you need from the "Size" dropdown. Next, indicate who the package is for by completing the fields: first name, last name, age, and the relationship of this person to the account holder. If the package is for the account holder, choose "none." If you would like to request a roommate, please enter the desired roommate's name into the "Roommate" field. When you have completed all fields, click "Add to cart." If you are selecting a meal-only package, you will complete these same fields. However, you will leave the "Roommate" field blank.

Housing Check-In On Campus
During the contest, housing check-in at Stamp Student Union will be available Saturday from 2:00 - 8:00 PM, Sunday from 9:00 AM - 8:00 PM, and Monday from 8:00 AM - 3:00 PM. You will receive your room assignment and meal card at this time.

Late On-Campus Housing Check-In
If you arrive on campus after 8:00 PM, you must go to **Elkton Hall** to receive your room assignment and meal card. The telephone number to the Elkton Hall desk is 301-314-3558.

To check in for the contest, you must go to the Stamp Student Union during regular NHD registration hours.

Special Diets/Dietary Allergies
The University of Maryland's dining services are reduced dramatically during the summer months. Therefore, many special diets cannot be accommodated. People who need vegetarian or vegan meals, lower fat/cholesterol, or have simple food allergies (such as shellfish, lactose, or dairy allergies) can be accommodated. However, combination food allergies, Celiac disease, Kosher, and other specialized diets cannot be accommodated. Campus housing cannot be purchased without the meal plan.

Children Under 4
There is no charge for children younger than four who stay in a room with their parents. Please note this clearly in the "comments" area when you sign up for on-campus housing during online registration. No bed or linens will be provided for this child.

Double Occupancy
All rooms are double occupancy. If no roommate is indicated, one will be assigned. Assigned roommates will be from the same NHD affiliate.

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.

National History Day DC Trip
~ Frequently Asked Questions ~

What if I cannot attend the contest?

You need to let us here at Mass. History Day know right away. We need to know if we need to move on to an honorable mention entry to take your place. They need time to rework their projects & fundraise for their trip.

If you are a group exhibit, documentary, or website entry, not all members of a group have to be present. At least one student must be there to answer the judges questions. That student must be well-versed in all of the work the other group members did. If you are a group performance, all members have to be present. You may not swap out members with someone new. All members must have attended the state contest. Individual entries must be present for the judges interview.

Does a parent have to attend the contest with their child?

No, only 1 chaperone is needed per school. The teacher can serve as the chaperone, if he/she is attending.

Does each student need to have his/her own chaperone?

No, each person does not need to have their own, separate, individual chaperone. One chaperone from the school (teacher, parent, etc.) can chaperone all the students from that school. One chaperone can chaperone many students. The total student to teacher ratio is completely up to the school & its policies. MHD does not have any policy on this.

Can a teacher/parent chaperone both male & female students?

Yes, one chaperone can chaperone both male & female students. The NHD contest registration may say that a same-sex chaperone is required. Just fill in the name of your teacher, or whomever is coming, even if he/she is the opposite. MHD has enough extra staff to assist the chaperone should there be a male floor & a female floor in the dorm. The # of floors we may need is hard to pinpoint now, as we do not know who is & is not going. Sometimes we have 1 floor, half males & half female, with a separate bathroom on each half. Other years, we have a whole floor of one & a half of another. It all depends on the year.

Can a chaperone room with a student?

Students can room only with students. Adults can only room with adults. The only exception is if the chaperone is the parent/guardian of one of the students. Then the parent & child may room together. If not related, the chaperone will be paired with another teacher or parent.

Where will we stay at the national contest?

If travelling on the coach bus with the national delegation, you will stay with us in the dorms at the University of Maryland campus. Parents, siblings, teacher spouses & children are invited to join us. See fees below. You are NOT required to stay with us. Feel free to arrange your own lodging off campus, as well.

How many people to a dorm room?

Most rooms are standard dorm rooms, 2 twin beds, 2 desks & 2 dressers with a split closet (bring your own hangers). Group bathrooms (single sex) are down the hall. Occasionally, there are triples available, which include a bunk bed. We can put that request in to NHD. Just note it on the form under roommate preference. Please request a triple & list both of your other group member names. I

cannot guarantee that you will get a triple, however. But we can certainly ask. Otherwise, someone from your group will be paired with another student.

If you attended the winners briefing, you saw that there are several students that are individual entries & the only student from their school. Who will they eat with? Go to the dance with? Walk around the museums with? While we know most kids will be upset if not rooming with a group member, these students could really use some friends to hang out with & we at MHD would really appreciate any effort to make them feel welcome & part of the group.

How do I travel to the national contest?

You may arrange your own travel or come with Mass. History Day. Our Massachusetts delegation travels to Maryland via two coach buses. Students, teachers and parents are most welcome to join us. Most people who have been to nationals would agree that, especially for you students, it is a big part of the history day experience. There is plenty of space and we will transport projects, props, equipment and luggage with us. We also rent a van to drive performance students & props to their judging locations during the week.

How do I register for the national contest?

You need to register with Mass. History Day so we know who is going, who is coming with us & who is staying where. You ALSO need to register with the NHD office, to let them know that you are competing & to schedule you. You also pay for your lodging/meals through NHD, should you be staying in the dorms.

Do I need to create an account with NHD?

- Students – Yes
- Teachers – Yes
- Parents – No, you pay for your dorm/meal plan through your child's account.

How much does it cost to attend the national contest for 2017?

- **Registration**
  - Competing students - **$110**
  - Teachers - **$45**
  - Parents/chaperones attending - **$0**
- **Travel on MHD bus** (*optional* – you may arrange your own travel down, as well)
  - Competing students - **$100** (includes bus, 2 t-shirts, pins & ballgame ticket)
  - Teachers - **$150** (includes bus, 2 t-shirts & ballgame ticket)
  - Parents/others attending - $190 (includes bus travel only. Extra shirts & tickets may be purchased separately.)
- **Lodging & Meals** (*optional* – you may make arrangements to stay off campus, as well)
  - Lodging & Meal Package 2 - **$368** *(Check In: 06/11/2017, Check Out: 06/15/2017. Lodging: Sunday, June 11 to Thursday, June 15. Meals: 4 Dinners, 3 Lunches, 4 Breakfasts)*

How do I submit payment to attend the national contest?

- Payments to Mass. History Day for bus travel, shirts, tickets, etc. are via check payable to Mass. History Day. Please send to Ms. Shea below, but make **checks payable to MA History Day.**

  Kerin Shea
  c/o MA History Day
  68 Cottage St.
  Hudson, MA 01749
- Payments for NHD registration & meals are paid to NHD through their online system.

What if my school is paying?

Schools needing a Purchase Order must contact Lorena Torres, NHD finance manager, at lorena@nhd.org. Students will need to enter this PO# in the payment section when registering.

What does the week's schedule look like?

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. 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 to a ballgame. Jr doc/performance run-offs are also Tues. night. Wednesday, Sr's making run-offs compete while everyone else goes into DC again. Wednesday night we do a night monument tour. Thursday, we hit the awards ceremony & head home!

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 Rob Emmett 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.
- 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 has been provided to parents.
- All meetings are held in the dorm where students will be staying.
- University of Maryland security will patrol hotel hallways in the evening.
- 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.

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.

UNIVERSITY OF MARYLAND

This health questionnaire is divided into three sections. The first section asks about information pertaining to the student. The second section asks about information pertaining to the parent/guardian of the student and the student's chaperone. The third section is the consent section that needs to be completed by a parent or guardian.

Student First Name

Student Last Name

Student Home Street Address

Student Home City

Student Home State

Student Date of Birth

Month

Day

Year

Date of last Tetanus booster immunization

Month

Day

Year

Allergies (general, insect, drug, etc.)

Current Medications

Name of student's pediatrician

Phone number of student's pediatrician

Please describe any previous hospitalizations or major illnesses (If none enter NA).

Please describe any other medical information the University of Maryland should know prior to providing medical services to the student?

Student Medical Insurance Provider

Student medical insurance member number

Hamilton-Wenham Regional School District

FIELD TRIP REQUEST

School: HWRHS Date Submitted: 5/1/17

Faculty Sponsor: Keven Sano Position: Spanish teacher 6-12
Ski Club Advisor

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: _____
☑ International Trip (*extracurricular only*) – Destination: Austria / Germany

Departure Date: 2/17/18 Time: 835 pm Return Date: 2/25/18 Time: 640 pm
Number of Students Eligible: 12 Class/Group: 10-12 intermediate/advanced skiers
Faculty Sponsor: Keven Sano
Other Faculty/Staff chaperones: Trudy Pilkonis
Other chaperones: _____
Mode of Transportation: air / bus Number: _____
Airlines/Flight/Ground Transportation: Icelandair 630 FI

II. Estimated Expenses

1. Transportation Cost:	all included	6. Financial Assistance Available?	Yes / No
2. Admission Charges:		7. Other Sources of Funding?	Yes / No
3. Lodging & meals cost:		8. Amount Available: $	
4. Other (specify):		9. Are Student Activity Funds being used?	/ Yes No
5. Total student cost:	$2900	10. If yes, amount bring used: $ 4000 to offset incidentals / lunches while in Iceland for group.	

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: Keven Sano Date: 5/1/17
I have read the School Committee Policy H8015 on School Sponsored Field Trips and meet all policy requirements

Principal: _____ Date: 5/4/17
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. See attachment
3. Estimated number of students expected and percentage of eligible students participating. 12
4. Cost per student (if applicable).
5. Mode of transportation and schedule. – flights
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. Student pays to go
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. N/A
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.

Hamilton-Wenham Foreign Language Department
775 Bay Road
Hamilton, MA 01982

May 1, 2017

Dear Dr. Harvey,

Having successfully organized several student tours (past and present) I would like to start the process for a ski Austria trip in 2018. I am a little late getting this to you and I am hopeful you will support this trip and move it through the process as quickly as possible.

I would like to purpose the following trip:

2018 February –Ski Austria Feb. 17-25, 2018 School Vacation
Limited to intermediate and expert skiers or boarders (12 students maximum 6:1 student/teacher)
Lead Chaperones Kevan Sano and Prudy Pilkanis (we have both done this trip before)

This trip will be customized to optimize the benefits for our students.

We expect the student participants of any international trip to achieve the following educational benefits:

1. Concentrated exposure to native speakers
2. Opportunity to speak the target language over an extended time period
3. Direct observation of the target culture and everyday life
4. First-hand experience of some of the sites important to target culture and history, literature and art

In addition to skills that are directly applicable to a foreign language classroom, students who participate in this field trip will also gain considerable collateral benefits. Some of these include:

1. Learning to make group decisions and adapt to others
2. Examining and learning to overcome language/ cultural barriers
3. Developing a sense of personal independence and ability—dealing with officials, exchanging money, making decisions.

I thank you in advance for your time and consideration of this matter.

Sincerely,

Kevan Sano-O'Brien

Important Information for Austria Trip

Round trip airfare on flights from Boston to Munich on Iceland Air with short layover in Iceland
1 checked bag free, carry on Ski bag

Present Schedule
Iceland Air (26)

2/17/18	630FI	8:35pm	6:40am	Boston to Reykjavik Iceland
2/18/18	532FI	7:20am	12:05pm	Reykjavik to Munich Germany
2/25/18	533FI	1:05pm	4:00pm	Munich to Reykjavik Iceland
2/25/18	631FI	5:00pm	6:40pm	Reykjavik to Boston

6 nights lodging at Hotel Grauer Bar - breakfast and dinner included
http://www.innsbruck-hotels.at/hotel-grauer-baer/das-hotel/index.php?lang=en

1 night lodging at the Regent Hotel**** in Munich, Germany - breakfast included
http://www.hotelregentmunich.com

Possible Skiing - we will purchase a 4 day World Ski Pass that will allow us access to different mountains.
https://www.innsbruck.info/en/experience/winter-sports/olympia-skiworld/skipaesse.html

Stubai Glacier	http://www.stubaier-gletscher.com
Axamer Lizum	http://www.axamer-lizum.at/en/
Patscherkofel	http://www.bergfex.com/innsbruck-igls-patscherkofel/panorama/
Schlick2000	https://www.stubai.at/en/skiing-resorts/schlick2000/skiing-resort/pists-lifts/

We will ski 2 days and have a rest day(excursion) then ski 2 more days.

Possible excursions

Salzburg, Austria	http://www.salzburg.info/en/
Venice, Italy	https://www.italyguides.it/en/veneto/venice
Bolzano, Italy	http://www.bolzano.net/english/
St. Moritz, Switzerland	https://www.stmoritz.ch/
Fuessen, Bavaria Neuschwanstein Castle	http://www.neuschwansteincastle.net/

$2900 per student cost includes:
Airfare and lodging based on double occupancy
4 days of skiing
1 day excursion to be determined by the group
Tyrolean Party Night
extra checked bag
Dinner in Munich location determined by group
Travel insurance
Airline tax and fuel surcharge

Deposits:
$500 per person by June 10th, 2017
$600 per person by September 15th, 2017 Final Payment due by December 1st, 2017

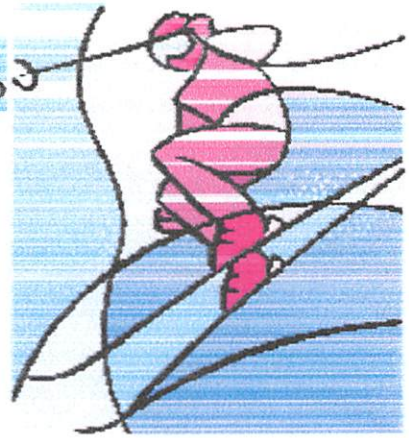
#2

To be eligible for this trip students must be intermediate or advanced skiers or boarders. Priority will be given to seniors, juniors then sophomores if space is available.

SKIER SKILL LESSON-LEVELS USED AT VAIL RESORTS SKI SCHOOLS (including Keystone, Breckenridge, Vail, Beaver Creek/Arrowhead, Heavenly Valley, Northstar, and Kirkwood)

♦**Level 7 Aspirations:** Expand skills into powder and bumps and ungroomed snow. Link short-radius turns. Isolate the skills of turning by pivoting the skis versus turning by tilting them, run gates, ski advanced terrain. Start making tactical choices to apply mechanics to situations of snow texture and terrain. *Ski blue and black slopes.*

♦**Level 8 Aspirations:** Apply tactical variations to turns for effect in varying conditions or for intent, let tilting the ski become the main tool for turning you instead of you twisting the ski with your foot, except in special situations like bumps or quick stops. Explore alternate turn entries--converging, parallel step, diverging, inside ski, one ski. *Ski on black slopes and possibly double-black (extreme) slopes.*



♦♦**Level 9 Aspirations:** Ski bumps with short or long-radius turns, ski deep powder, ski steeps, run gates; use the carved turn as your principal turning method but apply tactical choices accurately for conditions or intent; get into organized skiing as a racer, race official, instructor, or patrolman. *Ski all slopes in all conditions is the ultimate goal, recognizing that Olympic racers and extreme skiers are in another zone of level 9.*

#8

Security Plan for travel to Austria

- A 6 to 1 ratio of chaperones/teachers to student as per rules of international travel
- All chaperones are CORI'd.
- Bilingual Ski 93 tour guide with us 24/7 from arrival until departure
- Head chaperone will have an international cell phone
- One of the chaperones is a trained in CPR
- All chaperones are advanced skiers and we ski as a group!
- Students are divided into families and assigned a teacher/chaperone
    - Students check in with their assigned teacher/chaperone every time we move, transition or need to disperse information.
    - Students are advised to travel in groups no smaller than 4
- A strict itinerary/timeline/ schedule of events.
- Daily check-ins during the day and a nightly room check at bedtime
- Students and chaperones receive the detailed itinerary, names of hotels and important contact information including the US. Embassy in the country
- Monthly meetings to prepare students and chaperones for travel and what to expect
- Preparation meetings with chaperones to review expectations and procedures while on tour
- In case of an international emergency, we will contact our US Embassy

#11

Dear Parents:

Your son or daughter has expressed an interest in traveling to Innsbruck, Austria with Ms. Sano, coordinator of the Alpine Athletics Club. The trip itinerary has been designed specifically for Hamilton - Wenham students. For several years, student skiers and boarders have asked that we run a European Ski/boarding trip; here is your opportunity to ski/board at the Stubai Glacier and other world renown ski resorts located within minutes of the Olympic city of Innsbruck. The proposed dates for the trip are February 17 - 25, 2018. The projected cost will be $2900; payable in three installments, $500 to be paid with completed permission form and submitted before June 10th 2017, $600 to be paid by September 15th , 2017 and the balance to be paid by December 1st , 2017. You may make monthly installments as well.

The program fee includes:

- Round trip airfare on Iceland Air from Boston to Munich
- Extra checked bag = ski bag/ board bag
- Airline tax and fuel surcharge
- 6 nights lodging at Hotel Grauer Baer**** http://grauer-bar-innsbruck.hotel-rn.com/?lbl=ggl
- 4 days of skiing/ boarding at local ski areas
- 1 Excursion trip to be decided by group
- Tyrolean Party
- 1 night lodging at the Regent Hotel**** in Munich, Germany
- Guided tour of Munich
- Dinner in Munich
- 7 European breakfasts (buffet) and 6 dinners daily (Dinners are multi-course gourmet meals)
- transfers and inter-city transportation
- full-time guide services Gratuities for guides included
- Travel Insurance

Not included:
Transportation from Hamilton -Wenham to and from the airport ($40 to provide coach bus for group)
Lunches and snacks while skiing
Spending money for souvenirs, gifts and lunches (suggested $300)

We are planning a ski/boarding trip for a group of students who will be serious about the hazards of skiing/boarding, who want to experience a unique winter experience and who have the ability to ski intermediate and advanced terrain. **This trip is NOT for NOVICE skiers or boarders. See level explanation** Priority will be given to seniors and juniors who have participated in other Alpine Athletics ski/boarding programs.

Our group size is limited to 14 including 12 students and 2 chaperones. This trip is being sponsored by Ski93.

Present Schedule
Iceland Air (26)

2/17/18	630FI	8:35pm	6:40am	Boston to Reykjavik Iceland
2/18/18	532FI	7:20am	12:05pm	Reykjavik to Munich Germany
2/25/18	533FI	1:05pm	4:00pm	Munich to Reykjavik Iceland
2/25/18	631FI	5:00pm	6:40pm	Reykjavik to Boston

#10

Airline Penalties:
Passenger names are required 3 months prior to departure. Names must be spelled exactly how they appear on each individual passport (ex. maiden name, middle initial etc). You may make name changes up until 45 days prior to departure without penalty. Name changes once ticketed will be charged $150.00 per ticket change.

At 90 days prior to departure if you do not utilize 90% of your requested airline seats a $125.00 fee per seat will be applied.

If a ticket has been issued and needs to be cancelled, there is a $200.00 penalty.
Any deviations are charged a minimum of $50.00.

Land Penalties: apply if a traveler cancels without a replacement

90 to 30 days prior to travel:	$250.00 per person
30 to 15 days prior to travel:	$400.00 per person
15 to 0 days prior to travel:	$600.00 per person

#11

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
Wenham, Massachusetts
AUSTRIA AND GERMANY SKI TRIP

I. Permission to Participate in Voluntary Field Trip

I/We, the undersigned _____ (print name) of _____ (town of residence) parent/guardian of _____ (print student name), a minor who is a student at **Hamilton-Wenham Regional High School** , hereby grant permission to the Hamilton-Wenham Regional School District School Committee, the Towns of Hamilton and Wenham, and its employees and agents for our minor child to participate in a voluntary school-sponsored trip to **Innsbruck, Austria and Munich, Germany** on February 17-25, 2018. It is my/our understanding that **Kevan Sano** (faculty sponsor and head chaperone) as well as other faculty will accompany the group.

In consideration of the educational value of travel, and other privileges and advantages to be gained by my/our child's participation in said trip, I/we do hereby forever release, acquit, discharge, and covenant to hold harmless the Hamilton-Wenham Regional School District School Committee, the Town of Hamilton, the Town of Wenham, its employees and agents and their employees, who are accompanying the students on the aforementioned trip from all actions, claims, demands, damages, loss of services, expenses, and compensations on account of, or, in any way growing out of any and all personal injuries and property damage which may result at any time during the trip, and which I/we may hereafter have as parents and/or guardians of said minor child, as well as all claims or rights of action for damages which the said minor child may hereafter have either before or after he/she has reached majority. I/We further promise to bind myself/ourselves jointly and severally to reimburse to said releases any sum of money which it/they may be compelled to pay because of any injury or damage or for any other reason, on behalf of said student while on said trip.

I/We further agree that should said minor child _____(name of child) behave in a manner which, in the judgment of the teacher in charge, may endanger the health, safety, or welfare of that student or others in the group (this of course includes any infraction of alcohol/drugs). I /we further understand that Hamilton-Wenham Regional School district policies on student behavior, student handbook rules and regulations, and MA Interscholastic Athletic Association (MIAA) rules and regulations will be in full force and effect and apply to all PK-12 field trips. The teacher/head chaperone in charge in his/her sole discretion has my/our permission and assent to the following:

1. Space will be reserved on the next available train/bus/plane flight returning to Boston, and my/our child will be placed on such train/bus/plane flight.

2. I/We shall be totally responsible for reimbursing any and all expenses for such transportation.

3. Upon notification of such decision, I/we agree to meet and be responsible for my/our minor child upon his/her arrival.

I/We are aware that my/our minor child has been advised to travel in groups and it expected to maintain a buddy system during unscheduled time periods.

_____ _____
Name (Adult) *Parent A/Guardian A*

_____ _____
Address *Parent B/Guardian B*

If the student is 18 years of age or over, have him/her read the foregoing and sign below.)

I, _____ (print name), a student at

Hamilton-Wenham Regional High School, have read the foregoing and agree to its contents.

_____ _____
Name *Signature* *Date*

II. Emergency Treatment and Medication Consent

In the event of illness of or injury to that student in connection with the trip, the chaperones are granted full authority to take whatever action they may be willing to provide and may believe to be warranted with regard to related health, safety, and medical care, and/nor will have any liability whatsoever for any expenses, damage or injury of any kind resulting from or involving such an action whether incurred or caused by other participants and/or by any others.

I/We , _____ (parent/legal guardian – please print), give permission to the Hamilton-Wenham Regional School District staff or chaperones to act on my/our behalf for my/our minor child _____ (student's name – please print) in the event of a medical emergency.

The School District has your emergency card on file. Is there any a change in that information or is there new information we need?

Yes _____ No _____

Will mediation be required during the field trip? Yes _____ No _____

If yes, please describe:

As per the Hamilton-Wenham Regional School District Policy on Medications (H 8010), students may not carry any medication (prescription and non-prescription) on a field trip. If mediation is necessary, school personnel must carry the medication and dispense it to the student. Written instruction signed by the student's physician must be on file with the school. These instructions must include the diagnosis, name of mediation, dosage, and time of administration. Medication must be in the original labeled container.

III. Student Contract

1. I agree to follow all Hamilton-Wenham Policies on Student Behavior, Student Handbook rules and regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, and trip rules as specified in Section C.13 regarding student conduct. All rules will apply and be in effect at all times for academic and extracurricular field trips.

2. I agree not to be in possession of or utilize drugs, tobacco, and/or alcohol while traveling with the Hamilton-Wenham Regional High School student group. I also agree not to be found in the presences of such substances or I will be found equally at fault.

3. I agree to abide by the curfew rules set. At the appointed time, I will go to my room and observe quiet. I understand that bed checks may occur after curfew to ensure that students are there they are supposed to be.

4. I agree to uphold all laws and regulations as dictated by local governments. I agree to respect the property of others and to pay for any losses and/or damages for which I am held responsible.

5. I agree never to leave the hotel/host family without the permission of my chaperone. Should I be granted permission to leave, I will be accompanied at those times by other members of my group.

6. I understand that I am under the direct responsibility and authority of _____ (name of faculty sponsor/head chaperone) and the assigned chaperones and will follow and abide by any rules and/or decisions made by these persons.

I am signing this contract, and hereby giving my word of honor that I will follow the above Code while traveling with the Hamilton-Wenham Regional School High School group from _____ to _____ (insert dates). As a representative of the Hamilton-Wenham Regional High School, I understand that my behavior is critical to the success of the trip and as a precedent for future tours. Any violation of these rules will result in disciplinary action.

Student's Signature *Date*

Discipline of Students Section F of Policy H8015

1. All Hamilton-Wenham Policies on Student Behavior, Student Handbook rules and regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, and trip rules as specified in Section C.13 regarding 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 HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT rules or regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, trip rules as specified in Section D-11, 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 as specified in Section D-11 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.

I/We have read the above Contract signed by my/or minor child. I/We further agree that if my/our son/daughter does not conform to the above regulations and all other regulations set forth and enforced by the head chaperone, I/we will receive, at my /our own expense, a telephone call informing me/us of my/our son/daughter's behavior.

Parent A/Guardian A Signature *Date*

Parent B/Guardian B Signature *Date*

IV. Field Trip Cancellation Release and Agreement

1. The Hamilton-Wenham Regional School District will sponsor domestic/international field trips. All school-sponsored domestic/international trips must be approved by the principal, superintendent, and school committee in accordance with specifics set forth in the District policy H8015 - School-Sponsored Field Trips.

2. The Hamilton-Wenham Regional School District Committee reserves the right to cancel domestic and/or international trips up to departure and recall trips in progress, if they believe there is a potential danger to students or for any other reason deemed appropriate by the School Committee. In making this decision, the School Committee will take into consideration information from (a) U.S. Department of State Advisory; (b) Homeland Security Advisory (alert status); and (c) Declaration of War or armed conflict. Additionally, the critical judgment of the School Committee with input from the Superintendent, Principal, and Faculty Sponsor will be taken into consideration.

3. In the event that the Hamilton-Wenham Regional School District Committee cancels the trip, I/we understand that I/we may lose any and/or all of the funds that I/we have expended for the voluntary trip.

4. In the event that the Hamilton-Wenham Regional School District Committee cancels the trip, I/we understand that the Hamilton-Wenham Regional School District and the Towns of Hamilton and Wenham, shall be forever held harmless for remuneration of any and/or all costs associated with this voluntary trip.

5. The Hamilton-Wenham Regional School District will not be liable to anyone for personal injuries, property damage, or financial loss my/our child or I/we may suffer in the Hamilton-Wenham Regional School District sponsored, voluntary field trip programs.

I/we affirm that I/we have read the above Release and Agreement and understand that the Hamilton-Wenham Regional School District Committee reserves the right to cancel or recall a school-sponsored domestic/international trip. I/we acknowledge and affirm that I/we may lose any and/or all of the funds expended for the trip. I agree to release the Hamilton-Wenham Regional School District, the Towns of Hamilton and Wenham, its agents and employees from and not to hold such parties responsible for and instead to hold such parties harmless with respect to any loss of funds resulting from the recall or cancellation of any school-sponsored domestic/international trip. By signing this Release and Agreement, I/we grant permission for school personnel to administer medication to my/our child as prescribed by his/her physician. I/we also affirm that I/we have decided to allow my/our minor child to participate in the voluntary school-sponsored field trip with full knowledge and acceptance of the provisions of this consent and release form.

_____

Signature of Parent A/Guardian A *Printed Name* *Date*

_____

Signature of Parent B/Guardian B *Printed Name* *Date*

If the student is 18 years of age or over, have him/her read the foregoing and sign below.)

I, _____ (print name), a student at Hamilton-Wenham Regional High School, have read the foregoing and agree to its contents.

_____ _____

Name *Signature*

Insurance name: _____ ***Policy #:***_____

Emergency contact name and phone #: _____

Alternate contact name and phone #:_____

Please circle the two appropriate responses:
I am a: ***Intermediate*** ***Advanced*** ***Skier*** ***Boarder***

My ski buddies and preferred roommates:

1. _____
2. _____
3. _____

Excursions

Salzburg, Austria 7:30 am - 6:00pm 47 Euros

Scenic trip via the attractive villages of Tyrol and Salzburg. A short morning stop in the lovely crystal village of Rattenburg on route to Salzburg. Guided walking tour of Salzburg including, the Sound of Music Movie set and Mozarts birth place. Then enjoy a free afternoon of shopping, museums and lunch. Passport required.

Venice, Italy 5:00am - 10:30pm 105 Euros

By motorway travel to Venice, the eternal city of magical motorways, grand palaces, churches, beautiful bridges while crossing the network of canals. Guided tour by boat along the Grand Canal to St. Mark's Square and the Doges Palace. In the afternoon, you are free to explore the island, shop, visit the famous Venitien Murano glass company, and enjoy a gondola ride down the Grand Canal. Passport required.

Bavarian Castles 8:00am - 5:00pm 40 Euros

Scenic route via Fernpass and Reutte crossing the border of Fuessen. Tour the castle of Neuschwanstein. Walk up to the castle (8 euros for entrance fee). Following tour of castle continue on your tour and visit the village of Oberammergau home of the famous passion play. Travel on to Garmisch, Seefeld and then back to Innsbruck. Passport required

Ice Man and Bolzano 8:00am - 5:30pm 49 Euros

Scenic trip across the Brenner pass to the Northern province of the south Tyrol - home of the many famous castles and fabulous wine. Stop in the old medieval town of Bolzano for the visit of the new archeological museum displaying the Ice Man, a 5300 year old person found in the mountains between Austria and Italy. On the way home, a brief stop in a lovely little Italian shopping town. Passport required.

St. Moritz 7:00am - 7:45pm 50 Euros

Plan a lovely ride through the picturesque Alps of Switzerland and Austria. Visit the Olympic village of St Moritz, the town of the Rich and Famous. This is a tour for sightseers as well as skiers. A place you should not miss. Passport required.

Tyrolean Party night 8:30pm - 11:00pm 32 Euors

A typical tyrolean evening with folk music, dancing, yodeling and shoeplatting. This is a sing along with dancing and fun. Two glasses of beer, wine or soft drinks with a snack of hot sausage and sauerkraut included. As a surprise you will get a souvenir of a Tyrolean hat.

Olympic Bob Sled Run (Evening Activity) 48 Euros (May not be open)

A great ride down Innsbruck's Olympic ice canal with a real driver guiding the sled for a few unforgettable moments. (Weather dependent)

Winter Wonderland (Evening Activity) 47 Euros

A scenic train ride up to the Olympic village of Seefeld. On arrival, board a horse drawn sleigh and travel through the beautiful X-country Olympic Center of Seefeld.

Skiing Excursions

St. Anton & Kitzbuehel 40 Euros

Innsbruck - Guided tour of historic Innsbruck, Olympic Village and highlights of Innsbruck. Visit Nordkette (Ski Area) by Tram for lunch followed by dessert in the Olympic Ski Jump.
Snow shoe, winter hiking, cross country ski, tobogganing, and Paragliding offered in Innsbruck.

What to bring.		Why to bring it.
Jackets (insulated or shell)		Outermost Layer: Protects you from snow, wind and rain to keep you warm and dry. Look for technical features and fabrics to assist in regulating your body temperature.
Bib/Pant (insulated or shell)	1-2	
Ski Sweater	2	Mid Layers: Traps your body heat to keep you warm. Look for technical features and fabrics to keep you dry as well.
Fleece Top & Bottom	2	
Essentials		
Thermal (Baselayer)		Worn directly next to your skin to wick moisture away from the body keeping you dry and warm. No cotton.
Sock Liners		
Glove Liners		Wicks away moisture from hands, protects from cold when removing gloves. Provides additional layer for warmth.
T-necks		Second Layer: Look for technical fabric to wick moisture. Keeps cold from going down your collar.
Socks	3-5	Wicking & insulating properties keep feet warm & dry. Cushioned padding for maximum comfort & performance.
Gloves / Mittens		Hands are the hardest part of the body to keep warm. Proper fit & waterproofing keeps your fingers warm.
Hat / Headband		85% of your body heat escapes from the top of your head.
Neck Gaitors / Face Mask		Seal in body warmth on your neck, face and mouth with soft neck gaitors or face masks.
Helmet / Liner		Protects against head injuries and in case of injury, may reduce severity. Keeps you warm.
Goggles (case / anti-fog)		Protects eyes from sun glare, snow and wind while highlighting objects/terrain. Keeps you warm. Double lenses for no fog.

Sunglasses (eye ties)	Protects your eyes from the intense sun glare while highlighting objects & terrain.
After Ski Boots	Keeps you comfortable, warm and dry when you are not skiing.
Lip Balm / Sunscreen	Skin protection prevents skin problems and damage due to extreme weather.
Hand and Toe Warmers	Up to 10 hrs. of warmth; place 1 in each pocket, glove or shoe. Make your skiing experience more enjoyable!

Luggage / Bags

Ski/Snowboard Bag	Protects your skis and snowboard and also gives you extended packing areas for other gear.
Boot Bag	
Wheeled Luggage or Duffle	Ski/Snowboard apparel is big & bulky. Wheels make it easier to carry.
Pack-It Folders, Cubes	Using pack-it folders & cubes increases luggage space by 25%

Comfort / Convenience

After Ski Gloves	Helps keep your hands warm after a long
Boot Warmer & Dryer	Removes moisture from your boots
Ski Lock	Make sure they are still there after
Footbeds	Provides extra support & performance
Swimsuit	Be prepared to jump into that heated pool
Flip Flops	Be prepared to jump into that heated pool
Hydration Pack (insulated) / water bottle	Keep hydrated to avoid altitude sickness

Equipment

Skis	1 pair
Ski Boots	1 pair
Ski Bindings	1 pair
Ski Poles	1 pair
Snowboard	
Snowboard Bindings	1 pair
Snowboard Boots	1 pair

Ski Austria Parent Meeting January TBD, 2018

COUNTDOWN 2? DAYS

1. Passport– money belt, passport holder etc
2. Transportation to and from Airport - arrival time at airport 4:30pm
3. Phone Tree –check your number – for emergency only!
4. Cell phones and calls - NO NEWS IS GOOD NEWS!
5. *Additional monies* *Spending –$300 cash*
6. Packing and carry on requirement – Massport Security Website

Carry on quart bag – prescriptions, travel size or less than 3ozs.

7. Flight info.

   - Round trip airfare on flights from Boston to Munich (Lufthansa)
   - 6 nights lodging at Hotel Grauer Bar
   - 1 night lodging at the Regent Hotel**** in Munich, Germany

Possible Skiing

Possible excursions

Salzburg, Austria
Venice, Italy
Bolzano, Italy
St. Moritz, Switzerland
Fuessen, Bavaria Neuschwanstein Castle

8. **Behavior on the slopes, at the hotel and everywhere else.**
   a. No Whining!!!!
9. *Rules - All School Rules apply*
10. Questions and Answers
11. **IF YOU ARE INTERESTED IN TRIP INSURANCE**

PLEASE REFERENCE # 3055153

Austria

travel.state.gov/content/passports/en/country/austria.html

Embassies and Consulates

Destination Description

See the Department of State's Fact Sheet on Austria for information on U.S.-Austria relations.

Entry, Exit & Visa Requirements

Austria is a party to the Schengen Agreement. Visit the Embassy of Austria's website for the most current visa and entry requirement information.

- **Passports** should be valid for at least **six months beyond your stay.**
- You may enter Austria for up to 90 days for tourist and business purposes without a visa.
- Prospective residents or anyone intending to stay longer than 90 days must obtain the appropriate visa. Visit the Embassy of Austria's website for the most current visa information or the Government of Austria's website on migration. Austria collects the fingerprints of all U.S. visa applicants.
- **Students** and prospective students should visit the Study in Austria webpage for the most current information on **student visa requirements**. Fulbright students and scholars with questions should contact their respective program officer. Additional information for students is available here.
- **No vaccinations** are required for travel to Austria.

See the Centers for Disease Control and Prevention website for information on vaccines required or recommended for Austria.

The U.S. Department of State is unaware of any HIV/AIDS entry restrictions for visitors to or foreign residents of Austria.

Find information on dual nationality, prevention of international child abduction, and customs regulations on our websites.

Safety and Security

Credible information indicates terrorist groups continue plotting attacks in Europe. European governments are taking action to guard against terrorist attacks; however, all European countries remain potentially vulnerable to attacks from transnational terrorist organizations. Austria's open borders with members of the Schengen zone allow the possibility of individual terrorists entering/exiting the country undetected.

In response to sharply-increased migration, some Schengen area governments, including Austria, have temporarily imposed border controls where none previously existed. These controls can cause considerable delays at both train and vehicle crossings.

U.S. citizens are reminded to remain vigilant with regard to their personal security and to exercise caution.

Crime: Austria has one of the lowest crime rates in Europe, and violent crime is rare. Crimes of opportunity involving theft of personal property do occur. These crimes are most frequently reported in tourist areas, to include the plaza around St. Stephen's Cathedral and the nearby pedestrian shopping areas in Vienna's First District.

- Beware of **pickpockets** on public transportation, trains, and train stations. Transport coming into and out of the city center and on trains that run between Vienna and Budapest, Prague, and Rome are high-risk.
- Do not leave bags unattended.
- Be alert to **criminal schemes** in public places such as cafes and tourist areas.
- **Don't buy counterfeit and pirated goods**, even if they are widely available. It is illegal to bring bootlegged items back into the United States, and you may be breaking local law.

See the Department of State and the FBI pages for information on scams.

Victims of Crime:

U.S. citizen victims of sexual assault should first contact the U.S. Embassy.

Report crimes to the local police by dialing 133, and contact the U.S. Embassy at +43-(0)1-313-390.

Local authorities are responsible for investigating and prosecuting the crime.

See our webpage on help for U.S. victims of crime overseas.

We can:

- Help you find appropriate medical care
- Assist you in reporting a crime to the police
- Contact relatives or friends with your written consent
- Explain the local criminal justice process in general terms
- Provide a list of local attorneys
- Provide our information on victim's compensation programs in the United States
- Provide an emergency loan for repatriation to the United States and/or limited medical support in cases of destitution
- Help you find accommodation and arrange flights home
- Replace a stolen or lost passport

Domestic Violence: U.S. citizen victims of domestic violence may contact the Embassy for assistance.

For further information:

Local Laws & Special Circumstances

Criminal Penalties: You are **subject to local laws**. If you violate local laws, even unknowingly, you may be **expelled, arrested, or imprisoned.**

Furthermore, some laws are also prosecutable in the United States, regardless of local law. For examples, see our website on crimes against minors abroad and the Department of Justice website.

Arrest Notification: If you are **arrested or detained**, ask police or prison officials to notify the U.S. Embassy immediately. See our webpage for further information.

- You can expect long jail sentences and heavy fines for possessing, using, or trafficking in **illegal drugs** in Austria. If you break local laws in Austria, **your U.S. passport won't help you avoid arrest or prosecution.**

Faith-Based Travelers: See the Department of State's International Religious Freedom Report.

LGBTI Travelers: There are no legal restrictions on same-sex sexual relations or the organization of LGBTI events in Austria. The LGBTI community is well-developed in all larger cities, such as Vienna, Graz, Linz, Innsbruck, and Salzburg. LGBTI organizations generally operate freely. While there is some societal prejudice against LGBTI persons, Austria has become more liberal with laws and social opinion concerning sexual orientation and gender identity. Anti-discrimination laws also apply to LGBTI persons. Civil partnerships of same-sex couples are legal under a January 2010 law but are not equivalent to marriage.

See our LGBTI travel information page and section 6 of our Human Rights Report for further details.

Travelers Who Require Accessibility Assistance. Accessibility and accommodation may be very different than what one finds in the United States. Austrian federal law mandates access to public buildings for persons with physical disabilities, so accessibility has greatly improved. While many stores and restaurants in Austria still lack ramp or elevator access, most tourist attractions are accessible. A comprehensive assessment of public buildings, including tourist sites, restaurants, cafes, and hotels in Vienna, is available at the Vienna Tourist Information website. Click here for information regarding accessibility in other regions of Austria.

Students: See information under the Entry, Exit, and Visa Requirement section above, our students abroad page, and FBI travel tips.

Women Travelers: See our travel tips for women travelers.

Health

Local hospitals will not settle accounts directly with American insurance companies. **You must pay the bill to the local hospital and later claim a refund from the insurance carrier in the United States.** The Austrian Medicine Import Act generally prohibits the import of prescription drugs into Austria, with two exceptions: 1) Non-European Union residents are allowed medicines as part of their personal luggage, but only the quantity required during the course of the stay, 2) Travelers may receive medicines by mail for personal use while staying in Austria. However, the quantity is limited to the length of their stay in Austria and cannot exceed three packages.

- Carry **prescription medication** in original packaging, along with your doctor's prescription.
- **Obtain supplemental insurance** to cover medical evacuation.
- **We do not pay medical bills**. Be aware that Medicare does not apply overseas.
- Make sure your health insurance plan provides coverage overseas. See our webpage for more information on insurance providers for overseas coverage.
- Be up-to-date on all vaccinations recommended by the U.S. Centers for Disease Control and Prevention.
- **Tick-borne encephalitis is common** and there is a non-USDA-approved vaccination available. People hiking or spending considerable time in the forests should take precautions.

Further health information:

- World Health Organization
- U.S. Centers for Disease Control and Prevention (CDC)

Travel & Transportation

Road Conditions and Safety: Road conditions in Austria are generally excellent. During the winter, roads in alpine areas may become dangerous due to snowfall, ice, or avalanches. Some mountain roads may be closed for extended periods, and tire chains are often required.

Be alert when you drive through autobahn construction zones, particularly on the A-1 East/West Autobahn. Reduced lanes and two-way traffic in these zones have resulted in several deadly accidents in recent years. **Traffic information** and road conditions are broadcast on the **English-language channel** located between 91-105 FM depending on the locale. Emergency roadside help and information may be reached by dialing 123 or 120 for vehicle assistance and towing services (Austrian automobile clubs), 122 for the fire department, 133 for police, and 144 for ambulance. The European emergency line is 112.

Traffic Laws

Please see Austria's travel webpage for detailed information related to driving. Below are key laws to consider:

- Penalties for **driving under the influence** tend to be stricter than in many U.S. states.
- **Display an "autobahn vignette" highway-tax sticker** on the inside of the vehicle's windshield. The fine for failing to display a valid sticker is EUR 120 ($150 USD), paid in cash "on the spot."
- The **maximum speed** limit is 130 km/hr (81mph) on the Austrian autobahns.
- It is **prohibited to use a hand-held cell phone** while driving.
- It is **prohibited to turn right on red.**
- It is mandatory for cars on Austrian motorways to leave an emergency corridor, even when no emergency vehicle is approaching. When traffic stops, create an emergency corridor in between the far-left lane and all others to the right.
- You will be **substantially fined** for failure to use winter tires on your vehicle between November 1 and April 15. Your car insurance is void if you are in an accident and you do not have winter tires.
- You must equip your **rental car** with the proper tires and pay close attention to the provisions of the rental contract. You will be arrested, fined, and/or charged with attempted auto theft if you attempt to enter countries listed as "prohibited" on the car rental contract.
- **A U.S. driver's license alone is not sufficient** to drive in Austria. A U.S. driver's license must be accompanied by an international driving permit or by an official translation of the U.S. driver's license, which can be obtained at one of the Austrian automobile clubs (ÖAMTC or ARBÖ). This arrangement is only acceptable for the first six months of driving in Austria, after which all drivers must obtain an Austrian license.

Public Transportation

Austrian Federal Railways (Österreichische Bundesbahnen) offer excellent railroad service to all major towns and all major cities in Europe. There is also an extensive network of Österreichische Post bus lines. All major cities offer excellent public transportation services. Click here for Vienna's public transportation website.

See our road safety page for more information. Visit the website of Austria's national tourist office for more transportation information.

Aviation Safety Oversight: The U.S. Federal Aviation Administration (FAA) has assessed the Government of Austria's Civil Aviation Authority as being in compliance with International Civil Aviation Organization (ICAO) aviation safety standards for oversight of Austria's air carrier operations. Further information may be found on the FAA's safety assessment page.

Germany

travel.state.gov/content/passports/en/country/germany.html

Embassies and Consulates

U.S. Embassy Berlin

Clayallee 170,
14191 Berlin
Germany

Telephone: +(49)(30) 8305-1200 (routine calls, 2-4 p.m. Monday-Friday, except on U.S. and German holidays, and the last Thursday of each month.)

Emergency After-Hours Telephone: +(49)(30) 8305-0

Fax: +(49)(30) 8305-1215

ACSBerlin@state.gov

Consulates

U.S. Consulate General Frankfurt
Giessener Str. 30
60435 Frankfurt am Main
Federal Republic of Germany

Telephone: +(49)(69) 7535-2100 (routine calls, 2-4 p.m. Monday-Friday, except on U.S. and German holidays, and the last Thursday of each month.

Emergency After-Hours Telephone: +(49)(69) 7535-0

Fax: +(49)(69) 7535-2252

Passport, Consular Report of Birth Abroad, and Citizenship: FrankfurtPassports@state.gov
All other questions: GermanyACS@state.gov

U.S. Consulate General Munich
Koeniginstrasse 5
80539 Munich
Federal Republic of Germany

Telephone: +(49)(89) 2888-0

Emergency After-Hours Telephone: 089-2888-0

Fax: +(49)(89) 280-9998

ConsMunich@state.gov

U.S. Consular Agent - Bremen
Flughafenallee 18, 4th Floor

28199 Bremen
Federal Republic of Germany

Telephone: +(49)(421) 301-5860

Emergency After-Hours Telephone: Please contact the U.S. Embassy in Berlin: +(49)(30) 8305-0

Fax: +(49)(421) 301-5861

The Consular Agent in Bremen operates on a walk-in, first-come, first-served basis (no appointments). Hours: Mondays, Tuesdays and Thursdays from 09:30 am to 1:30 pm, Wednesdays from 9:30 am to 11:30 am.

us-consular-agent@t-online.de

U.S. Consulate General Hamburg
Alsterufer 27/28
20354 Hamburg
Federal Republic of Germany

Telephone: (040) 411-71-100

Emergency After-Hours Telephone: Please contact the U.S. Embassy in Berlin: +(49)(30) 8305-0

Fax: (040) 411-71-222

Consular services are only provided at the Consulate General in Hamburg through periodic visits by consular staff from Berlin.

U.S. Consulate General Leipzig
Wilhelm-Seyfferth-Str. 4
04107 Leipzig
Federal Republic of Germany

Telephone: (0341) 213-84-0

Emergency After-Hours Telephone: Please contact the U.S. Embassy in Berlin: +(49)(30) 8305-0

Fax: (0341) 213-84-75

Consular services are only provided at the Consulate General in Leipzig through periodic visits by consular staff from Berlin.

U.S. Consulate General Dusseldorf
Willi - Becker - Allee 10
40227 Duesseldorf
Federal Republic of Germany

Telephone: (0211) 788 - 8927

Emergency After-Hours Telephone: Please contact the Consulate in Frankfurt: +(49)(69) 7535-0

Fax: (0211) 788 - 8938

Consular services are only provided at the Consulate General in Dusseldorf through periodic visits by consular staff from Frankfurt.

Destination Description

Read the Department of State's Fact Sheet on Germany for additional information on the U.S.-Germany relationship.

Entry, Exit & Visa Requirements

- Germany is a party to the Schengen Agreement. U.S. citizens may enter Germany for up to 90 days for tourist or business purposes without a visa.
- Your passport should be valid for at least six months beyond the period of stay. This regulation is strictly enforced in Germany.
- You **may be denied entry** into Germany or have your travel disrupted if your passport does not have sufficient validity.
- **The 90 day period begins upon entry into any Schengen country.** For further details about travel into and within Schengen countries, please see our Schengen fact sheet. You may also contact the German Embassy in Washington, or German consulates in Atlanta, Boston, Chicago, Houston, Los Angeles, Miami, New York, or San Francisco to obtain the most current visa information.
- If you are transiting Germany en route to other countries, know all entry and exit requirements for your final destination. Incorrect documentation might cause you to be denied boarding for your connecting flight. Travelers have also been delayed or refused entry to the Schengen zone for missing an onward non-tourism visa for their stay in another country - even if the appropriate visa is available upon arrival in the traveler's final Schengen country. If you are denied boarding for either of these reasons, you will need sufficient funds and a return airline ticket or an itinerary that does not require entry into the Schengen zone.

We are unaware of any HIV/AIDS entry restrictions for visitors to, or foreign residents of Germany.

Information about dual nationality or the prevention of international child abduction can be found on our website. For further information about customs regulations, please read our customs information page.

Safety and Security

Credible information indicates terrorist groups continue plotting possible attacks in Europe. European governments are taking action to guard against terrorist attacks; however, all European countries remain potentially vulnerable to attacks from transnational terrorist organizations.

Demonstrations occur regularly in Germany. Large, public demonstrations take place for a variety of political and economic issues. Demonstrations tend to take place on politically significant holidays like German Labor Day (May 1) and during international summits hosted in Germany.

- Demonstration organizers must obtain prior police approval, and police routinely oversee participants.
- Even demonstrations intended to be peaceful can turn confrontational and possibly escalate into violence.
- Avoid areas around protests and demonstrations.
- Check local media for updates on the situation and traffic advisories.
- Security messages issued regarding demonstrations are now posted on the U.S. Mission to Germany's website.

CRIME: Violent crime is rare in Germany, but can occur, especially in larger cities or high-risk areas such as on large metropolitan subway systems and in train stations, primarily during late night or early morning hours. Most incidents of street crime involve the theft of unattended items and pick-pocketing. Pay close attention to your valuables at all times.

- Be cautious and aware of your surroundings.
- U.S. citizens should exercise caution when congregating in known expatriate hangouts.
- **Hooligans, most often drunken "skinheads**," have harassed and attacked perceived foreigners or members of rival groups.
- Seemingly **racially-motivated assaults** (because of a "foreign" appearance) against U.S. citizens have occurred. This could be further exacerbated by the arrival of more than one million refugees to Germany since 2015.
- Don't buy **counterfeit and pirated goods**, even if they are widely available. They are illegal to bring back into the United States, and you could also be breaking local law.

See the Department of State and the FBI pages for information on scams.

Victims of Crime:

Report crimes to the local police: in an emergency dial 112 for ambulance and 110 for the police and contact the U.S Embassy at +(49)(30) 8305-0 or the nearest U.S. Consulate

Remember that local authorities are responsible for investigating and prosecuting crimes.

See our webpage on help for U.S. victims of crime overseas.

We can:

- help you find appropriate medical care
- assist you in reporting a crime to the police
- contact relatives or friends with your written consent
- explain the local criminal justice process in general terms
- provide a list of local attorneys
- provide information on victim's compensation programs in the United States
- provide information on victim's compensation and support in Germany
- provide an emergency loan for repatriation to the United States and/or limited medical support in cases of destitution
- help you find accommodation and arrange flights home
- replace a stolen or lost passport

We also maintain information on our website on how to report child abuse situations to the local authorities.

U.S. citizen victims of sexual assault may contact the U.S. Embassy or Consulate in your district for information about support and resources.

Domestic Violence: U.S. citizen victims of domestic violence may contact the Embassy or nearest consulate for assistance.

For further information:

Local Laws & Special Circumstances

CRIMINAL PENALTIES: You are subject to local laws. If you violate local laws, even unknowingly, you may be expelled, arrested, or imprisoned. Your U.S. passport won't help you avoid arrest or prosecution.

Furthermore, some crimes are also prosecutable in the United States, regardless of local law. For examples, see our website on crimes against minors abroad and the Department of Justice website.

Arrest Notification: If you are arrested or detained, ask police or prison officials to notify the U.S. Embassy or Consulate immediately. See our webpage for further information.

SPECIAL CIRCUMSTANCES: Germany has strict customs regulations concerning:

- Temporary **importation or exportation** of firearms, military artifacts (particularly those of World War II), antiques, medications/pharmaceuticals, and business equipment.
- Under German law, it is also illegal to bring into or take out of Germany any literature, music, or paraphernalia that glorifies fascism, the Nazi past, or the "Third Reich."
- Contact the German Embassy in Washington or one of the German consulates in the United States for specific information regarding customs requirements.
- Credit cards are not as widely accepted in Germany as they are in the United States. However, ATMs are widely available throughout Germany.
- Carry identification with you at all times.

Faith-Based Travelers: See the following Department webpages for details: Faith-Based Travel Information

LGBTI Travelers: There are no legal restrictions on same-sex sexual relations or the organization of LGBTI events. Civil unions are legal for same-sex couples; same-sex marriage is not available in Germany. The LGBTI community is protected by federal anti-discrimination laws and LGBTI Pride events are officially encouraged by most large city governments, including those in Berlin, Cologne, Hamburg, Frankfurt, and Munich. For further information on LGBTI travel, please read our Information for LGBTI Travelers page and section six of the Department of State's Human Rights Report for further details.

Travelers Who Require Accessibility Assistance: While in Germany, individuals with disabilities may find accessibility and accommodation different from what is found in the United States. Many existing buildings and public transportation systems are less adapted to individuals with disabilities.

Students: See our Students Abroad page and FBI travel tips.

Women Travelers: See our travel tips for women travelers.

Health

Medical Care and Facilities: Germany has good medical care and facilities. If you are not a resident of Germany, doctors and hospitals may expect immediate payment in cash. Most doctors, hospitals, and pharmacies do not accept credit cards.

- The U.S. Government does not pay medical bills.
- Be aware that U.S. Medicare does not provide coverage overseas.
- Make sure your health insurance plan provides coverage overseas or purchase travel insurance for this purpose.
- Most care providers overseas only accept cash payments. See our webpage for more information on insurance providers for overseas coverage.
- We strongly recommend supplemental insurance to cover medical evacuation.

Prescription Medications: Due to Germany's strict customs regulations, you are not allowed to receive prescription medication by mail without special permission. For more information, please visit the German

customs website regarding medicine.

- On your trip, only carry the amount of medication you plan to use.
- Carry prescription medication in original packaging, along with your doctor's prescription.

Vaccinations: Be up-to-date on all vaccinations recommended by the U.S. Centers for Disease Control and Prevention.

Further health information:

- World Health Organization
- U.S. Centers for Disease Control and Prevention (CDC)

Travel & Transportation

Road Conditions and Safety: German road conditions in general are **excellent**, although road conditions can be significantly different from those in the United States. Exercise caution while traveling on older roads in eastern Germany.

- If you hold a valid U.S. **driver's license**, you can drive in Germany for up to six months without acquiring a German driver's license.
- Drivers should be aware that **traffic signs** in Germany differ from those in the United States, and it is important to be familiar with road signage prior to driving. Basic information about road signs in Germany is available here. Speed limits are posted on large stretches of the highway, or Autobahn, in urban areas or when the road has many curves.
- High speeds permitted on the Autobahn, adverse weather conditions, and unfamiliar road markings can pose significant hazards.
- Driver error is a leading cause of accidents involving U.S. citizen motorists in Germany.

Bicycles: German streets and sidewalks have dedicated bike lanes. Bicycles have priority use of bike lanes over pedestrians and automobiles.

- Bicyclists also have priority over cars when turning onto side streets. If you are driving, check whether a bicyclist is approaching from either direction before attempting to enter side streets, even when the light is in your favor.
- You will be held responsible for any injury or damage caused if you turn into a side street and hit a bicyclist using a marked bike lane.
- If you are walking, watch for bicyclists before crossing or stepping into bike lanes.

Traffic Laws: Except on priority roads, vehicles coming from the right have the right-of-way.

- It is generally illegal in Germany to pass vehicles on the right.
- It is illegal to operate a vehicle if the blood alcohol level is 0.05% or higher.
- You may be fined and your driver's license may be suspended for specified periods of time depending upon the gravity of each violation.
- It is illegal to use your cell phone while driving in Germany
- For more information, please visit the U.S. embassy's webpage on driving in Germany.
- For more information on travel in Germany, visit the German National Tourist Board.

Please refer to our road safety page for more information.

Public Transportation: Germany has an extensive and safe public transportation network consisting of buses, streetcars, trains, and subways. Metered taxis are also prevalent throughout Germany, although taxis generally do not accept credit cards. Use common sense safety practices, such as guarding valuables and remaining aware of your surroundings, on all public transportation.

Aviation Safety Oversight: The U.S. Federal Aviation Administration (FAA) has assessed the Government of Germany's Civil Aviation Authority as being in compliance with International Civil Aviation Organization (ICAO) aviation safety standards for oversight of Germany's air carrier operations. Further information may be found on the FAA's safety assessment page.

Maritime Travel: Mariners planning travel to Germany should also check for U.S. maritime advisories and alerts. Information may also be posted to the U.S. Coast Guard homeport website, and the NGA broadcast warnings website select "broadcast warnings".

Hamilton-Wenham Regional School District

FIELD TRIP REQUEST

School: Hamilton-Wenham Regional High School Date Submitted: 5/3/2017

Faculty Sponsor: Kristen Borges / Vinnie Bucci Position: Social Studies

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: _____

☑ International Trip (*extracurricular only*) – Destination: Italy - Rome and Florence

Departure Date: February 15, 2018 Time: approx. 8:00 pm Return Date: February 22, 2018 Time: 1:00 pm

Number of Students Eligible: 30 Class/Group: minimum 12 students - capped at 30

Faculty Sponsor: Kristen Borges + Vinnie Bucci

Other Faculty/Staff chaperones: added as needed

Other chaperones: added as needed

Mode of Transportation: _____ Number: _____

Airlines/Flight/Ground Transportation: Airline and Bus

II. *Estimated Expenses*

1. Transportation Cost:	6. Financial Assistance Available? ___ Yes ___ No
2. Admission Charges:	7. Other Sources of Funding? ___ Yes ___ No
3. Lodging & meals cost:	8. Amount Available: $
4. Other (specify):	9. Are Student Activity Funds being used? ___ Yes ___ No
5. Total student cost: $3,559.00	10. If yes, amount bring used: $

(early enrollment discount = $300.00 - Total $3,259.00)

III. *Attachments*

1. Copy of Parent Letter with meeting date: ✓	5. Travel Costs & Refund Policy: ✓
2. Itinerary: ✓	6. Travel Insurance Policy (if applicable): ✓ Cost: Included
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: 5/3/2017

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

Principal: _____ Date: 5/4/17

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.

HAMILTON-WENHAM REGIONAL HIGH SCHOOL
775 BAY ROAD
HAMILTON, MA 01982
P: (978) 468-0400 F: (978) 468-0241

ERIC TRACY, PRINCIPAL
BRYAN MENEGONI, ASSISTANT PRINCIPAL
KRISTEN LAZZARO, GUIDANCE DIRECTOR
CRAIG GENUALDO, ATHLETIC DIRECTOR

May 3, 2017

Dear Dr. Harvey and the Hamilton-Wenham Regional School District School Committee,

Please find in the attached packet, a proposal for a school sponsored trip to Italy to take place during the February break in 2018. Since 2008, we've led five trips to Italy. The goal of this trip is to expose students to international travel with a focus on the history, architecture, culture, and art of ancient Rome and the Renaissance era. Students in 9th grade World history learn about the Roman Republic and the Renaissance. This trip offers students a real-world learning opportunity to see that history up close and experience Italy's rich culture as a global citizen. Our goal is to continue working with the educational travel company WorldStrides as we have for our past trips. WorldStrides provides high quality educational experiences for student travellers. While in Italy, students will have the opportunity to participate in experiential learning by attending Julius Caesar's Gladiator School, participating in a Renaissance Debate, and learning special culinary skills at a world renown Italian cooking school.

Students who have participated in our past trips returned to Hamilton-Wenham with a greater appreciation and understanding of the various cultural, religious, linguistic and civic traditions. Many have stated our trips were transformative in that they decide to study international issues and study abroad in college. It is our hope to continue to offer

this opportunity for students to travel to another country as part of an enriching social studies educational program.

If possible, we request to be put on the next school-committee meeting agenda. If approved, we would like to begin the application process with students by the end of May in order to qualify for some of the discounts that WorldStrides offers. Please note, even though travel is scheduled to begin on Thursday February 15, 2018, the flight is an evening flight, so students will not miss school. Unfortunately, students will need to miss school on Friday, February 16, 2018. If travel were scheduled on that Saturday, the cost of the trip would be significantly higher therefore limiting the number of students who would be able to enroll. We wanted to offer the students the least cost prohibitive and the least disruptive to the school schedule options available. If more information is needed regarding this trip, please do not hesitate to contact us with any questions.

Thank you for your consideration,

Kristen Borges + Vincent Bucci

Kristen Borges and Vinnie Bucci
Social Studies Department

D. APPROVAL DOCUMENTATION- Domestic and International

☑ 1. Proposed dates and itinerary.

Included with trip materials.

☑ 2. Description of the process that will be used to determine student eligibility.

There is no set process for student eligibility, all current HWRHS students are welcome to enroll.

A student would become ineligible if they are not in good academic standing or have discipline issues that would prevent them from participating in any school activities.

☑ 3. Estimated number of students expected and percentage of eligible students participating.

There is a 1-6 Chaperone to Student ratio. The Trip needs 12 students to run and will be capped at 30 students.

☑ 4. Cost per student (if applicable).

Attached with Cost Worksheet.

☑ 5. Mode of transportation and schedule.

All transportation will be arranged by World Strides, which will include international flights and bus and public transportation inside of Italy. Once in Rome, buses will be scheduled to transport students when necessary, on trip excursions and from Rome to Florence.

☑ 6. Ratio of chaperones/ teachers to students
(Recommended ratio- HS 1:10; MS 1:10 min.; Elementary 1:10 min,; International 1:6)

As mentioned a 1:6 Chaperone to Student ratio will be used.

☑ 7. Description of arrangements for meals and lodging (if applicable). Accommodations will include enough rooms so that no chaperones are rooming with students.

No chaperones will be rooming with students, but Chaperones will be on the floors near or adjacent to student rooms. Breakfast and dinner will be provided each day on the trip. Breakfast will be at the hotel and dinner will be at authentic Italian restaurants. Lunch and snacks will be expected to be purchased by students.

☑ 8. Description of security features for transportation and accommodations.

Security plan is included, see attached packet. World Strides' Code of Conduct is also attached. This is a general guideline of their conduct procedures that will

apply, with the detail added that no students will be allowed to drink alcohol for the duration of the trip.



9. Means of financing.

Student payment options are included, see attached packet. Students may make payments over 10 months in order to pay, or they may make smaller $200 payments that extend beyond the dates of the trip in order to ease the burden of paying for the trip. This new option should make the trip possible for some students.



10. Draft copy of any contract and refund policies associated with the trip.

World Strides policies contract, which includes their refund and cancellation policies are included with their Enrollment Guide. See attached.



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.

Include, see attached.



12. Discipline of Students & Field Trips (F) Section must be included in all field trips.

Code of Conduct is included as mentioned.
All HWRHS rules apply to all students participating on the trip at all times.

Informational Meeting Letter

Italy Trip informational Meeting

Who: Ms. Kristen Borges and Mr. Vincent Bucci (Social Studies Department) Are running this trip. Mr. Bucci has taken students on over a dozen international trips to Europe including seven to Italy over the past twenty years. This will be Ms. Borges' sixth time travelling with students to Italy.

When: February vacation, 2018. We will depart on Thursday February, 15th and return on Thursday, February 22, 2018.

Where: Rome (3 nights), Florence (3 nights). In addition we will visit Siena and San Gimignano on a day trip from Florence and Assisi while travelling from Rome to Florence.

Travel Agency: WorldStrides International Discovery
2 Heritage Drive
Quincy, MA 02171
www.worldstrides.com
Travel Tour Consultant: Lee Anderson
landerson@worldstridesdiscovery.org

Cost: $3,559.00 (early enrollment discount $300.00 for total of $3,259)

Included in this cost is roundtrip airfare from Boston, 6 nights in 3 or 4 star, centrally located hotels, a WorldStrides tour guide who is with us for the entire trip, local guides ata sites and on city tours, admissions to selected museums and historical sites, bus transportation throughout Italy, breakfast and dinner each day and travel Insurance. The price does not include lunch each day, beverages at dinner (excluding water), tips for the bus driver and tour guide, bus transport to Logan airport (if needed) on our departure date, snacks and souvenirs.

Expectations: This trip is group travel. You are part of a group and we do things as a group. All students will participate in all scheduled activities. There are no exceptions to this. The activities involve visits to churches, museums and places of historical, cultural and architectural importance. If you are not interested in visiting these types of places then this is not the tour for you. Our days are full. A typical day starts with a wakeup call around 7:00am, breakfast at 7:30, sightseeing from 8:00am until 12:00pm, lunch from 12:00 – 2:00pm, more sightseeing or an educational activity from 2:00 – 5:00pm, dinner, followed by a guided walk or another educational

activity. We then return to the hotel, have bed check, and do it all over again the next day.

Trip Itinerary and Costs

WorldStrides®



Trip Details

Trip Name:	A Room with a View
Group Leader:	Kristen Borges
Departure Date:	Thursday, February 15, 2018
Departure City:	Boston, MA

Enroll now at worldstrides.com/enroll

Group Username:	Italy2018
Group Password:	Borges

An Enriched Educational Experience

WorldStrides programs offer unrivaled travel experiences to more than 90 countries on six continents. For more than three decades we've leveraged personal service, uncompromised quality, expert craftsmanship, and an unwavering focus on educational value to inspire and enrich the lives of our travelers. Our unique LEAP program uses creative and fun contemporary teaching methods to maximize the learning experience. LEAP engages students, making them active learners who translate information into knowledge and understanding.

Why Quality Matters

WorldStrides quality enhances the educational outcomes for our students, provides for the comfort and safety of the whole group and gives peace of mind to teachers and families. We use centrally located hotels in safe neighborhoods, which mean more time where you want to be and less time travelling. Meals are carefully chosen to reflect local cuisine. Our Tour Directors are much more than escorts. They use their extensive training to act as cultural mediators, engaging students throughout the program.

Safety

Your child's safety is always our top priority. Our staff members are on call 24 hours a day and our Tour Directors stay in the same hotels as their groups. Tours have a ratio of one chaperone for every six students. Each Group Leader is provided with an international cell phone. We include travel insurance and strongly recommend the Cancellation Protection Plus.

Included in the Trip Costs

Transportation
— Round-trip airfare and other transportation described in the itinerary

Travel Insurance
— Traveler Assistance, Medical Insurance & Travel Insurance

Hotel Accommodations & Meals
— Centrally located three- and four-star hotels for 6 nights
— Daily breakfast to start the day energized and ready to go
— Appetizing, hearty three-course dinner daily

Tour Director & Local Guides
— Full time, bilingual, WorldStrides Tour Director who is LEAP-trained in experiential education
— Local guide at sites and on city tours as described in the itinerary
— LEAP! Educational Program

Trip Costs

Total Cost $3259

Using EZpay Plan
8 Payments of $369.88
Based on enrollment today with deposit of $300 and then 8 payments of $369.88

Cost Breakdown

Tuition *(Valid through 06/15/17)*	$3559
Early Enrollment Savings *(Valid through 05/25/17)*	-$300

worldstrides.com/perspectives
800-771-2323
Perspectives
Educational journeys for students

Itinerary on Back

WorldStrides®

DAY 1-2 ROME. Fly through the night to Europe. Arrive in the Italian capital, Rome, and begin exploring. 2/15 - 2/16

DAY 3 ANCIENT ROME. Follow in the footsteps of ancient Romans as a local guide shows you the "Eternal City": the Colosseum, Arch of Constantine, the Pantheon, Trajan's Column and the Roman Forum. Later, train to become one of Caesar's Gladiators. 2/17

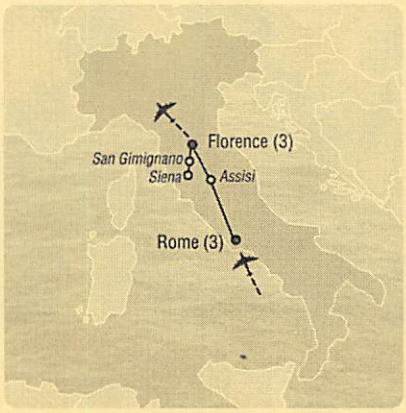
DAY 4 VATICAN CITY. Discover the artistic legacy of Catholicism in the Vatican City. View the famous works of religious art in the Sistine Chapel and St. Peter's Basilica, the world's largest Christian church. Opt to meet local students during a Student Connection in Rome. 2/18

DAY 5 ASSISI. Journey to the tranquil refuge of Assisi. Visit the beautiful Basilica of St. Francis and study Giotto's 28 stunning frescoes that depict the saint's life. Compete with other famous Italians in the Great Renaissance Debate. 2/19

DAY 6 FLORENCE. Florence is home to some of the most astounding pieces of art in the world. Join a local guide for a sightseeing tour to experience "the Cradle of the Renaissance" up close, including the Duomo, the magnificence of Ghiberti's bronze Baptistery doors, and the Church of Santa Croce. In the Accademia, see Michelangelo's *David*. Create delicacies tonight in Cucina Fiorentina. 2/20

DAY 7 SIENA-SAN GIMIGNANO. Visit Siena, a town of seventeen medieval neighborhoods, each with its own church and symbol. Then explore San Gimignano, famous for its fourteen fortified, crumbling towers. Today, a Tuscan farm lunch is included instead of dinner. 2/21

DAY 8 RETURN JOURNEY TO THE UNITED STATES, ~~Or, opt to extend your stay in Italy by adding extra days in Rome~~. 2/22





WorldStrides®

Students can earn 3 FREE COLLEGE CREDITS while gaining a global perspective!

Be the teacher who gives your students a competitive edge for their future!

WorldStrides Perspectives programs offer students the opportunity to earn three free college credits for their travel. This type of academic credential gives students a competitive advantage on college applications, distinguishes them as savvy travelers and online learners, and gives them a jump start on their path to a successful completion of higher education. WorldStrides is the only educational travel company that offers students this level of free college credit!

As an accredited school, our programs are centered on a structured curriculum that meets the same state and national standards that your school has to meet. Our Tour Directors are trained in our trade-marked approach to learning called LEAP – Learning through Exploration and Active Participation. Tour Directors use hands-on, interactive lessons to bring curriculum to life and engage students in the world around them. By challenging students to actively explore, ask questions, and develop a point of view about what they're seeing and doing, our LEAP methodology creates a richer experience that delivers a lasting learning impact.

Students can earn free high school credit too!

Middle and high school students traveling on a WorldStrides Perspective program also have the opportunity to earn free high school credit – yet another differentiator from their peers. All credit, both high school and college, is available to students after they complete online post-tour coursework through our learning management system called Schoology. Coursework is evaluated through WorldStrides Curriculum and Academics Team, and transcripts are issued through our partnership with the University of California San Diego.



Offer your students a global perspective

Our courses focus on global perspectives and issues, and are designed to move students through awareness, understanding, appreciation, interaction, and experience in a foreign country. Forces behind global thinking – like technology, social-mindedness, politics, environment, ecology, economy, and culture – will all feature prominently in the courses. We believe that strong global thinking leads to success in citizenship, stewardship, and leadership. Each day, your Tour Director will facilitate activities designed to ignite a desire for change and to cultivate a hope for the future. The lessons provide students with the ability to understand other traditions, cultures, viewpoints, and global issues; they position students to take an active role in society.

For questions on WorldStrides Discovery for Credit programs and how your students can receive 3 free college credits, please contact WorldStrides Curriculum and Academics Team at discovery@worldstrides.com.

Financial Assistance

FLAG Financial Assistance



WorldStrides believes that every child should have access to the benefits of educational travel. To support this vision, our team established the FLAG Foundation, a 501(c)(3) non-profit organization that provides financial assistance to students. This year, more than $1 million in financial assistance is available for qualifying families with adjusted gross incomes (AGI) up to $85,000. Thousands of families have benefited from the need-based FLAG program after completing a simple, confidential application.

Applying for FLAG financial assistance is easy. The application only takes a few minutes but must be completed within 45 days of registration. Families can refer to the flyer enclosed in the student registration packet or contact WorldStrides' Customer Service team at 1-800-468-5899 for more information.

International Field Trip Permission Slip

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
Wenham, Massachusetts

Parents'/Guardians' Permission to Participate, Emergency Treatment and Medications Consent, and Release Form for Overnight, Out-of-State, Domestic, and International Voluntary School Sponsored Trips

I. Permission to Participate in Voluntary Field Trip

I/We, the undersigned _____ (print name) of _____ (town of residence) parent/guardian of _____ (print student name), a minor who is a student at **Hamilton-Wenham Regional High School** , hereby grant permission to the Hamilton-Wenham Regional School District School Committee, the Towns of Hamilton and Wenham, and its employees and agents for our minor child to participate in a voluntary school-sponsored trip to **Rome and Florence, Italy** from **February 11 – February 18, 2016**. It is my/our understanding that **Kristen Borges** (faculty sponsor and head chaperone) as well as other faculty will accompany the group.

In consideration of the educational value of travel, and other privileges and advantages to be gained by my/our child's participation in said trip, I/we do hereby forever release, acquit, discharge, and covenant to hold harmless the Hamilton-Wenham Regional School District School Committee, the Town of Hamilton, the Town of Wenham, its employees and agents and their employees, who are accompanying the students on the aforementioned trip from all actions, claims, demands, damages, loss of services, expenses, and compensations on account of, or, in any way growing out of any and all personal injuries and property damage which may result at any time during the trip, and which I/we may hereafter have as parents and/or guardians of said minor child, as well as all claims or rights of action for damages which the said minor child may hereafter have either before or after he/she has reached majority. I/We further promise to bind myself/ourselves jointly and severally to reimburse to said releases any sum of money which it/they may be compelled to pay because of any injury or damage or for any other reason, on behalf of said student while on said trip.

I/We further agree that should said minor child _____(name of child) behave in a manner which, in the judgment of the teacher in charge, may endanger the health, safety, or welfare of that student or others in the group (this of course includes any infraction of alcohol/drugs). I /we further understand that Hamilton-Wenham Regional School district policies on student behavior, student handbook rules and regulations, and MA Interscholastic Athletic Association (MIAA) rules and regulations will be in full force and effect and apply to all PK-12 field trips. The teacher/head chaperone in charge in his/her sole discretion has my/our permission and assent to the following:

1. Space will be reserved on the next available train/bus/plane flight returning to Boston, and my/our child will be placed on such train/bus/plane flight.

2. I/We shall be totally responsible for reimbursing any and all expenses for such transportation.

3. Upon notification of such decision, I/we agree to meet and be responsible for my/our minor child upon his/her arrival.

I/We are aware that my/our minor child has been advised to travel in groups and it expected to

maintain a buddy system during unscheduled time periods.

Name (Adult)	*Parent A/Guardian A*
Address	*Parent B/Guardian B*

If the student is 18 years of age or over, have him/her read the foregoing and sign below.)

I, _____ (print name), a student at

Hamilton-Wenham Regional High School, have read the foregoing and agree to its contents.

Name	*Signature*
Date	

II. Emergency Treatment and Medication Consent

In the event of illness of or injury to that student in connection with the trip, the chaperones are granted full authority to take whatever action they may be willing to provide and may believe to be warranted with regard to related health, safety, and medical care, and/nor will have any liability whatsoever for any expenses, damage or injury of any kind resulting from or involving such an action whether incurred or caused by other participants and/or by any others.

I/We , _____ (parent/legal guardian – please print), give permission to the Hamilton-Wenham Regional School District staff or chaperones to act on my/our behalf for my/our minor child _____ (student's name – please print) in the event of a medical emergency.

The School District has your emergency card on file. Is there any a change in that information or is there new information we need?

Yes _____ No _____

Will mediation be required during the field trip? Yes _____ No _____

If yes, please describe:

As per the Hamilton-Wenham Regional School District Policy on Medications (H 8010), students may not carry any medication (prescription and non-prescription) on a field trip. If mediation is necessary, school personnel must carry the medication and dispense it to the student. Written instruction signed by the student's physician must be on file with the school. These instructions must include the diagnosis, name of mediation, dosage, and time of administration. Medication must be in the original labeled container.

III. Student Contract

1. I agree to follow all school rules and regulations as stated in Hamilton-Wenham Regional School District Policies, Hamilton-Wenham Regional High School Student Handbook, and the MA Interscholastic Athletic Association (MIAA) Blue Book rules and regulations during the entire trip to and from said destination and in said state/country.

2. I agree not to be in possession of or utilize drugs, tobacco, and/or alcohol while traveling with the Hamilton-Wenham Regional High School student group. I also agree not to be found in the presences of such substances or I will be found equally at fault.

3. I agree to abide by the curfew rules set. At the appointed time, I will go to my room and observe quiet. I understand that bed checks may occur after curfew to ensure that students are there they are supposed to be.

4. I agree to uphold all laws and regulations as dictated by local governments. I agree to respect the property of others and to pay for any losses and/or damages for which I am held responsible.

5. I agree never to leave the hotel/host family without the permission of my chaperone. Should I be granted permission to leave, I will be accompanied at those times by other members of my group.

6. I understand that I am under the direct responsibility and authority of _____ (name of faculty sponsor/head chaperone) and the assigned chaperones and will follow and abide by any rules and/or decisions made by these persons.

I am signing this contract, and hereby giving my word of honor that I will follow the above Code while traveling with the Hamilton-Wenham Regional School High School group from _____ to _____ (insert dates). As a representative of the Hamilton-Wenham Regional High School, I understand that my behavior is critical to the success of the trip and as a precedent for future tours. Any violation of these rules will result in disciplinary action.

_____

Student's Signature *Date*

I/We have read the above Contract signed by my/or minor child. I/We further agree that if my/our son/daughter does not conform to the above regulations and all other regulations set forth and enforced by the head chaperone, I/we will receive, at my /our own expense, a telephone call informing me/us of my/our son/daughter's behavior.

_____

Parent A/Guardian A Signature *Date*

_____

Parent B/Guardian B Signature *Date*

IV. Field Trip Cancellation Release and Agreement

1. The Hamilton-Wenham Regional School District will sponsor domestic/international field trips. All school-sponsored domestic/international trips must be approved by the principal, superintendent, and school committee in accordance with specifics set forth in the District policy H8015 - School-Sponsored Field Trips.

2. The Hamilton-Wenham Regional School District Committee reserves the right to cancel domestic and/or international trips up to departure and recall trips in progress, if they believe there is a potential danger to students or for any other reason deemed appropriate by the School Committee. In making this decision, the School Committee will take into consideration information from (a) U.S. Department of State Advisory; (b) Homeland Security Advisory (alert status); and (c) Declaration of War or armed conflict. Additionally, the critical judgment of the School Committee with input from the Superintendent, Principal, and Faculty Sponsor will be taken into consideration.

3. In the event that the Hamilton-Wenham Regional School District Committee cancels the trip, I/we understand that I/we may lose any and/or all of the funds that I/we have expended for the voluntary trip.

4. In the event that the Hamilton-Wenham Regional School District Committee cancels the trip, I/we understand that the Hamilton-Wenham Regional School District and the Towns of Hamilton and Wenham, shall be forever held harmless for remuneration of any and/or all costs associated with this voluntary trip.

5. The Hamilton-Wenham Regional School District will not be liable to anyone for personal injuries, property damage, or financial loss my/our child or I/we may suffer in the Hamilton-Wenham Regional School District sponsored, voluntary field trip programs.

I/we affirm that I/we have read the above Release and Agreement and understand that the Hamilton-Wenham Regional School District Committee reserves the right to cancel or recall a school-sponsored domestic/international trip. I/we acknowledge and affirm that I/we may lose any and/or all of the funds expended for the trip. I agree to release the Hamilton-Wenham Regional School District, the Towns of Hamilton and Wenham, its agents and employees from and not to hold such parties responsible for and instead to hold such parties harmless with respect to any loss of funds resulting from the recall or cancellation of any school-sponsored domestic/international trip. By signing this Release and Agreement, I/we grant permission for school personnel to administer medication to my/our child as prescribed by his/her physician. I/we also affirm that I/we have decided to allow my/our minor child to participate in the voluntary school-sponsored field trip with full knowledge and acceptance of the provisions of this consent and release form.

Signature of Parent A/Guardian A	*Printed Name*	*Date*
Signature of Parent B/Guardian B	*Printed Name*	*Date*

If the student is 18 years of age or over, have him/her read the foregoing and sign below.)

I, _____ (print name), a student at Hamilton-Wenham Regional High School, have read the foregoing and agree to its contents.

Name	*Signature*

Note: It is strongly recommended that parents/guardians purchase trip cancellation insurance.

Security Plan

Security Plan for Italy Trip

- A 1 to 6 ratio of chaperones/teachers to student as per rules of Hamilton-Wenham School Sponsored field trip policy.
- Chaperones are Kristen Borges and Vinnie Bucci, History Teachers at the High School (more will be added as students enroll)
- Chaperones have international cell phones and numbers have been shared with the parents.
- Students are divided into families and assigned a chaperone.
- Students check in with their teacher every time we move, transition or need to disperse information.
- A strict itinerary/timeline/schedule of events will been shared with students and parents.
- Name of hotel and information will be provided to parents.
- All meetings are held in the hotel where students will be staying.
- A bilingual tour-director will be with us at all times.
- WorldStrides security plan will be in place.
- All students are scheduled throughout the day for tours with a strict curfew for night.
- Bed check will take place each night after curfew.

WorldStrides Code of Conduct

Code of Conduct

Teachers know their students and their families, and are watching over them while on tour. In addition, some schools have specific requirements in terms of behavior. WorldStrides International Discovery provides this Code of Conduct but we expect that Program Leaders will supplement it with their own, more specific requirements. This must incorporate the rules set forth below which WorldStrides International Discovery insists upon.

Sexual Harassment, Dangerous/Threatening or Offensive Behavior.

Any participant whose behavior is offensive to other members of the group, or whose behavior threatens their own safety or that of other group members, WorldStrides International Discovery staff or any other person, will be expelled from the trip and returned home at their own expense or that of their parent/guardian if they are minors.

Alcohol Consumption

The transport of alcohol is prohibited on WorldStrides International Discovery tour buses except in the luggage compartment, in the bags of adult participants. Any passenger who, at the sole discretion of an WorldStrides International Discovery Tour Director or manager, appears to be intoxicated, will not be transported on an WorldStrides International Discovery bus.

Teacher/Program Leader will decide what if any alcohol consumption is acceptable for their students and adult participants. Some groups permit moderate wine consumption with dinner, and some prohibit alcohol consumption completely.

Drugs or Weapons

Any person found to be in possession of illegal substances, fireworks or weapons such as firearms and knives will be expelled from the program and will be repatriated at their own or their parent/guardian's expense. WorldStrides International Discovery is not able to provide assistance for persons arrested by the police. Note that marijuana possession and use is a strictly enforced criminal matter outside the USA and offenders are usually imprisoned for even minor offenses.

Curfew and Behavior in Hotels

Participants may not congregate in hallways or other persons' rooms after 10:00pm. Hotels reserve the right to expel residents who disturb other guests.

Participants are personally responsible for expenses they incur including phone calls (hotels charge extremely high rates per minute), pay-per-view, mini-bar snacks and items such as towels if they are stolen from the room.

Participants who cause damage to a hotel will be expelled from the tour and returned home at their own expense or that of their parent/guardian if they are minors. They will also be liable for the cost of repairing the damage.

Students are forbidden to consume alcoholic beverages from the mini-bar.

Participants may not do hand-laundry in the bathroom of their hotel room.

Never leave valuables (cash, passport, jewelry, etc.) in the room. Make use of safes provided in the hotel room or at the reception.

Teacher/Program Leader. WorldStrides International Discovery recommends strict rules regarding boys in girls' rooms and vice versa, as well as a strictly enforced curfew to ensure that students have enough sleep and are awake and ready to go each morning.

Punctuality and Attendance at Meals and Other Activities

All participants are required to be punctual at scheduled events. Tour Directors will not hold up the tour for people who are late and passengers left behind must rejoin the tour at their own expense.

Teacher/Program Leader. WorldStrides International Discovery suggests that the Teacher/Program Leader makes attendance at all scheduled activities mandatory for their students.

Unstructured Time

Students must not separate from the group unless they have their teacher's permission and are accompanied by other students or adult participants. Students should notify the Program Leader where they will be, with whom, and when they will return.

Teachers/Program Leader. We recommend that if students leave the program temporarily, for example to visit friends or relatives, they must obtain a letter of permission from their parents or legal guardians in advance of the trip and you should retain a copy. If a group of students wishes to leave the hotel during free time, many teachers require they sign a sheet with their names, the time they are leaving, where they are going and when they will return.

Student Protection Program
Travel Insurance, Medical Insurance, and Traveler Assistance



STUDENT PROTECTION PROGRAM

This pamphlet contains information
on Sickness/Accident
and Trip Insurance

Comprehensive Insurance Package
for WorldStrides Participants

Program underwritten by:
ACE American Insurance Company

2017 Travel

SUMMARY OF COVERAGE

ELIGIBILITY: All participants who have enrolled in a program with the WorldStrides, including chaperones and teachers.

DESCRIPTION OF COVERED ACTIVITIES: Travel on a Trip that is sponsored by WorldStrides.

SCHEDULE OF BENEFITS

PART A	Accidental Death & Dismemberment Principal Sum	$10,000
PART B	Medical Expense Benefit	$1000
	Accidental Dental Expense	$200
PART C	Emergency Medical Benefits Up to	$10,000
PART D	Emergency Medical Evacuation	100%
PART E	Repatriation of Remains	100%
PART F	Trip Cancellation ("Terrorism")	$3,000
	Trip Cancellation (Other)	$300
PART G	Trip Interruption	$250

The amounts for PARTS B, C, D, E and G apply on a per person, covered accident and sickness basis. PARTS D and E are 100% of Covered Expenses,

EXCESS INSURANCE PROVISION
The insurance provided under PARTS B, C, F, G shall be in Excess of all other valid and collectable insurance and shall apply only when such benefits are exhausted.

PART A

ACCIDENTAL DEATH: ($10,000 Principal Sum) If injury to the Insured Person shall result in the death of the Insured Person, within 364 days of the covered accident, ACE American Insurance Company will pay the Accidental Death Benefit.

ACCIDENTAL DISMEMBERMENT: ($10,000 Principal Sum) If injury to the Insured Person shall result, within 364 days of the covered accident, in any one of the losses specified below, ACE American Insurance Company will pay the Accidental Dismemberment Benefit indicated in the percentage below:

Loss of	Percentage of Principal Sum
Life	100%
Two or more members	100%
One member	50%
Thumb and Index Finger of the Same Hand	25%

Aggregate Maximum for all losses to all Insured Persons due to a single covered accident: $250,000. Benefits payments will be reduced proportionately to each Insured Person, so the total amount payable will equal the aggregate maximum amount.

"Member" shall mean Loss of Hand or Foot, Loss of Sight or Loss of Speech, and Loss of Hearing.

"Loss" shall mean, with reference to hand or foot, complete severance through or above the wrist or ankle or joint; with regard to speech, the total and permanent loss of audible communication that is irrecoverable by natural, surgical or artificial means. Loss of Hearing shall mean total and permanent Loss of Hearing in both ears that is irrecoverable and cannot be corrected by any means. Loss of Sight means the total, permanent Loss of Sight of one eye that is irrecoverable by natural, surgical or artificial means. Loss of Thumb and Index Finger of the Same Hand shall mean complete Severance through or above the metacarpophalangeal joints of the same hand (the joints between the fingers and the hand). Severance shall mean the complete separation and dismemberment of the part from the body.

If more than one such specified loss results from the same accident, only one amount, the largest, shall be paid.

PART B

MEDICAL EXPENSE BENEFIT: ($1,000 Maximum After a $300 Deductible per covered accident or sickness – Pays Excess ACE American Insurance Company will pay benefits resulting directly from a covered injury or sickness as follows: 1) Hospital semi-private room and board (or room and board in an intensive care unit); Hospital ancillary services (including but not limited to: use of operating room or emergency room); 2) services of a Doctor or a registered nurse (R.N.); 3) ambulance service directly to and from a Hospital; 4) laboratory tests; 5) radiological procedures; 6) anesthetics and their administration; 7)blood, blood products, and the transfusion there□of; 8) physiotherapy; 9) medicines or drugs administered by a Doctor or that can be obtained only with a Doctors written prescription; 10) dental charges for Injury to sound natural teeth (up to a $200 Maximum per Injury); 11) emergency medical treatment of pregnancy; 12) artificial limbs or eyes (not including replacement of these items); 13) casts, splints, trusses, crutches and braces (not including replace□ment of these items or dental braces); 14) oxygen or rental equipment for administration of oxygen; 15) rental of a wheelchair or hospital-type bed; 16) rental of mechanical equipment for treatment of respiratory paralysis; and; 17) Chiropractic expenses on an inpatient or outpatient basis; 18) Therapeutic termination of pregnancy

The charges enumerated above shall in no event include any amount of such charges which are in excess of usual and customary charges. Usual and customary charges means the average amount charged by most providers for treatment, service or supplies in the geographic area where the treatment, service or supply is provided. If the charge incurred is in excess of such average charge, such excess amount shall not be recognized as covered expenses. All

charges shall be deemed to be incurred on the date such services or supplies which give rise to the expense or charge are rendered or obtained. Coverage is limited to covered expenses incurred subject to the Exclusions section.

Initial treatment of an injury or sickness must occur within 30 days of the covered accident or sickness. The maximum benefit period is 364 days from date of the covered accident or sickness.

PART C

EMERGENCY MEDICAL BENEFITS: (Up to $10,000) ACE American Insurance Company will pay Emergency Medical Benefits as shown in the Schedule of Benefits for Covered Expenses incurred for emergency medical services to treat a Covered Person. Benefits are payable up to the Benefit Maximum shown in the Schedule of Benefits if the Covered Person: 1. suffers a Medical Emergency during the course of the Trip; and 2. is traveling on a covered Trip. Covered Expenses Include:

1. Medical Expense Guarantee: expenses for guarantee of payment to a medical provider.
2. Hospital Admission Guarantee: expenses for guarantee of payment to a Hospital or treatment facility. Benefits for the Covered Expenses will not be payable unless:

1. The charges incurred are Medically Necessary and do not exceed the charges for similar treatment, services or supplies in the locality where the expense is incurred; and
2. Do not include charges that would not have been made if there were no insurance. Benefits will not be payable unless ACE American Insurance Company or its authorized assistance provider authorizes in writing all expenses in advance.

PART D

EMERGENCY MEDICAL EVACUATION BENEFIT: (100% of Covered Expenses) ACE American Insurance Company will pay benefits for Covered Expenses incurred for the medical evacuation of the Covered Person. Benefits are payable if the Covered Person: suffers a Medical Emergency during the course of the Trip; requires Emergency Medical Evacuation; and is traveling outside of his or her Home Country of Permanent Assignment.

Covered expenses **are:**

1. Medical Transport: expenses for transportation under medical supervision to a different hospital, treatment facility or to the Covered Person's place of residence for Medically Necessary treatment in the event of his or her Medical Emergency and upon

the request of the Doctor designated by AXA Assistance USA in consultation with the local attending Doctor.

2. Dispatch of a Doctor or Specialist: the Doctor's or specialist's travel expenses and the medical services provided on location, if based on the information available, a Covered Person's condition cannot be adequately assessed to evaluate the need for transport or evacuation and a doctor or specialist is dispatched by AXA Assistance USA to the Covered Person's location to make the assessment.

3. Return of Dependent Child(ren): expenses to return each Dependent child who is under age 18 to his or her principal residence if a) the Covered Person is age 18 or older; and b) he or she is the only person traveling with the minor Dependent child(ren); and c) he or she suffers a Medical Emergency and must be confined in a Hospital.

4. Escort Services: expenses for an ***Immediate Family Member*** or companion who is traveling with the Covered Person to join him or her during his or her emergency medical evacuation to a different hospital, treatment facility or his or her place of residence.

Benefits for these covered expenses will not be payable unless:

1. The doctor ordering the Emergency Medical Evacuation certifies the severity of the Covered Person's medical emergency requires an Emergency Medical Evacuation;

2. All transportation arrangements made for the Emergency Medical Evacuation are by the most direct and economical conveyance and route possible;

3. The charges incurred are medically necessary and do not exceed the charges for similar transportation, treatment, services or supplies in the locality where the expense is incurred; and

4. The expenses do not include charges that would not have been made if there were no insurance.

Benefits will not be payable unless ACE American Insurance Company or its authorized assistance provider authorizes in writing all expenses in advance.

PART E

REPATRIATION OF REMAINS: (100% of Covered Expenses) ACE American Insurance Company will pay benefits for reasonable expenses incurred for preparation and return of the Insured Person's body to his/her Home Country if he or she dies as a result of a Medical Emergency while traveling outside of his/her

Home Country. Covered expenses include:

1. Expenses for embalming or cremation.
2. The least costly coffin or receptacle adequate for transporting the remains.
3. Transporting the remains.
4. Escort Services: expenses for an ***Immediate Family Member*** or companion who is traveling with the Covered Person to join the Covered Person's body during the repatriation to the Covered Person's place of residence.

All transportation arrangements must be made by the most direct and economical route and conveyance possible and may not exceed the Covered Expenses for similar transportation in the locality where the expense is incurred.

Benefits will not be payable unless ACE American Insurance Company or its authorized assistance provider authorizes in writing all expenses in advance.

PART F

TRIP CANCELLATION – OTHER: ($300 Maximum) ACE American Insurance Company will reimburse the Insured if the Insured Person is prevented from taking his/her trip due to death or the unforeseen sickness or injury of the Insured Person or an ***Immediate Family Member*** or traveling companion. *Cancellation due to the death of a Family Member is covered only if the death occurs within 30 days of the person's scheduled trip departure date*. ACE American Insurance Company will reimburse the non-refundable money the Insured Person paid for the trip, subject to a maximum of $300. If the Covered Person must cancel the Trip due to Injury or Sickness of a Family Member, it must be because his or her condition is life-threatening, or because the Family Member requires the Covered Person's care. The injury or sickness must be so disabling as to reasonably cause a trip to be cancelled.

TRIP CANCELLATION – TERRORISM: ($3,000 Maximum) Benefit coverage also includes cancellation due to "terrorism," which is defined as:

1. An act of violence against American interests and determined by United States officials to be a terrorist act. The terrorist act must occur within the country scheduled to be traveled to and after the effective date of the Insured's Trip Cancellation coverage and within 45 days of the date the Insured is originally scheduled to travel. Or:
2. An act of violence directed at or occurring in an aircraft traveling or scheduled to travel between the United States and Western Europe in either direction, or between the United States and a country where the Insured is originally scheduled to travel that is determined by United States officials to be a terrorist act. The terrorist act must occur after the effective date of the Insured's Trip Cancellation

coverage and within 45 days of the date the Insured is originally scheduled to travel. Or:

3. The issuance of a travel warning by the United States Department of State to avoid a country of destination which the Covered Person is ticketed to travel. The travel warning must be issued after the enrollment form and premium are received for the Covered Person's Trip Cancellation coverage and within 45 days of the date the Covered Person is ticketed to travel.

The maximum amount payable for a trip cancellation that results from 1,2, or 3 above is $3,000.

PART G

TRIP INTERRUPTION: ($250 Maximum) ACE American Insurance Company will reimburse the Insured if the Insured Person is unable to continue on his/her trip due to: (a) the death of a family member; (b) the unforeseen injury or sickness of the Insured Person, the Insured Person's traveling companion or Insured Person's ***Immediate Family Member***. The injury or sickness must be so disabling as to reasonably cause a Trip to be interrupted; (c) substantial destruction of the Insured Person's principal residence by fire or weather related activity; or (d) a medically necessary covered Emergency Medical Evacuation to return the Insured person to his Home Country or to the area from which he or she was initially evacuated for continued treatment, recuperation and recovery of an injury or sickness.

ACE American Insurance Company will reimburse the Insured Person for a one-way economy air and/or ground transportation ticket from the point where the Insured Person ended the trip back to the U.S. (home base), up to the maximum of $250.

EXCLUSIONS AND LIMITATIONS

We will not pay benefits for any loss or Injury that is caused by or results from: 1) intentionally self-inflicted injury; suicide or attempted suicide; 2) war or any act of war, whether declared or not; 3) a Covered Accident that occurs while a Covered Person is on active duty service in the military, naval or air force of any country or international organization. Upon receipt of proof of service, we will refund any premium paid for this time. Reserve or National Guard active duty training is not excluded unless it extends beyond 31 days; 4) piloting or serving as a crewmember in any aircraft (unless otherwise provided in the Policy); 5) commission of, or attempt to commit, a felony; 6) sickness, disease, bodily or mental infirmity, bacterial or viral infection, or medical or surgical treatment thereof, except for any bacterial infection resulting from an accidental external cut or wound or accidental ingestion of contaminated food (Applicable to accident benefits only); 7) the Covered Person being legally intoxicated as determined according to the laws of the jurisdiction in which the Injury occurred; 8) riding in any aircraft except as a fare-paying passenger on a regularly scheduled or charter airline; 9) travel in any Aircraft owned, leased or controlled by the Policyholder, or any of its subsidiaries or affiliates. An Aircraft will be deemed to be "controlled" by the Policyholder, if the Aircraft may be used as the Policyholder wishes for more than 10 straight days, or more than 15 days in any year; In addition, we will not pay Medical Expense Benefits for any loss, treatment, or services resulting from: 1) routine physicals and care of any kind; 2) routine dental care and treatment; 3) routine nursery care; 4) cosmetic surgery, except for reconstructive surgery needed as the result of an Injury; 5) eye refractions or eye examinations for the purpose of prescribing corrective lenses or for the fitting thereof; eyeglasses, contact lenses, and hearing aids; 6) services, supplies, or treatment including any period of Hospital confinement which is not recommended, approved, and certified as Medically Necessary and reasonable by a Doctor, or expenses which are non-medical in nature; 7) treatment or service provided by a private duty nurse; 8) treatment by any ***Immediate Family Member*** or member of the Insured's household; 9) expenses incurred during travel for purposes of seeking medical care or treatment, or for any other travel that is not in the course of the Participating Organization's activity; 10) medical expenses for which the Covered Person would not be responsible to pay for in the absence of the Policy. Expenses incurred for services provided by any government Hospital or agency, or government sponsored-plan for which, and to the extent that, the Covered Person is eligible for reimbursement; 11) any treatment provided under any mandatory government program or facility set up for treatment without cost to any individual; 12) custodial care; 13) services or expenses incurred in the Covered Person's Home Country; 14) elective treatment, exams or surgery; elective termination of pregnancy; 15) expenses for services, treatment or surgery deemed to be experimental and which are not recognized and generally accepted medical practices in the United States; 16) expenses payable by any automobile insurance policy without regard to fault; 17) organ or tissue transplants and related services; 18) Injury or Sickness for which benefits are paid or payable under any Workers' Compensation or Occupational Disease Law or Act, or similar legislation, whether United States federal or foreign law; 19) Injury resulting from off-road motorcycling; scuba diving; jet, snow or water skiing; mountain climbing (where ropes or guides are used); sky diving; amateur automobile racing; automobile racing or automobile speed contests; bungee jumping; spelunking; white water rafting; surfing; or parasailing.

The insurance does not apply to the extent that trade or economic sanctions or other laws or regulations prohibit us from providing insurance, including, but not limited to, the payment of claims.

Name of Group: WorldStrides
Policy Number: GLM N0 11 71 90 2

HOW TO FILE A CLAIM

Submit your claim form directly to ACE American Insurance Company, A&H Claims, P.O. Box 5124, Scranton, PA 18505-0556; phone: 1-800-336-0627 (inside USA) or 1-302-476-6194 (outside USA); 1□302-476-7857 (facsimile for claims or inquiries) within 30 days from returning home. For emergencies overseas ,please contact AXA Assistance USA at 1-855-327-1414 or 1-630-694-9764 (call collect—dial 0, ask for an international operator, inform the international operator that you would like to make a collect call). A claim form must accompany every claim incident that is being filed for processing. In order to avoid delaying the processing of a claim, the form must be completed in its entirety. ACE American Insurance Company will notify you in writing requesting additional information if necessary. Include a complete copy of your WorldStrides invoice(s) showing your tour name, group leader, trip code and tour date. Please return all unused transportation/airline tickets to WorldStrides.

HOSPITAL AND MEDICAL EXPENSES

Obtain receipts from the treating physicians, hospitals, etc., stating the amounts paid, the diagnoses and the treatment you received. Submit claims to all other hospital and/or medical plans under which you have coverage for medical expenses. Include copies of all correspondence exchanged including the final outcome of such claims to ACE American Insurance Company, P.O. Box 5124, Scranton, PA 18505-0556.

TRIP CANCELLATION AND INTERRUPTION

Obtain medical statements from the doctors in the country where sickness or accident occurred. The statement should provide a complete diagnosis and state that the sickness or injury prevented traveling on the contracted travel dates. Provide copies of all unused transportation tickets, official receipts, etc.

***NOTE** – The Insured Person must report cancellation or interruption to WorldStrides immediately so that they can secure airline and tour operator refunds. Please call 1-800-771-5353.

MEDICAL EVACUATION AND REPATRIATION

All claims will be handled directly with AXA Assistance USA. They will instruct you on how to proceed at the time of service. Please call 1-855-327-1414 or 1-630-694-9764 collect (outside the U.S.—dial 0, ask for an international operator and inform the international operator that you would like to make a collect call)

DEFINITIONS

Trip – means travel by air, land, or sea from the Insured's Home Country.

Insured – means a person in a Class of Eligible Persons whom the required premium is paid making insurance in effect for that person.

Injury – means accidental bodily harm sustained by an Insured Person that results directly and independently from all other causes from a covered accident. The injury must be caused solely through external and accidental means. All injuries sustained by one person in any one accident, including all related conditions and recurrent symptoms of these injuries, are considered a single injury.

Sickness – means an illness, disease or condition of the Insured that first occurs: a) while coverage under the policy is in force; and b) during a trip. All related conditions and recurrent symptoms of the same or similar condition will be considered one sickness.

Traveling Companion – means a person who accompanies the Covered Person on the entire Trip and who shares accommodations with the Covered Person for the entire Trip.

Immediate Family Member – means a person who is related to the Insured in any of the following ways: spouse, parent (includes stepparent); child (includes legally adopted and step child); brother or sister (includes stepbrother or stepsister); parent-in-law; grandparents; son- or daughter-in-law; brother- or sister in-law.

Medical Emergency – means a condition caused by an Injury or Sickness that manifests itself by symptoms of sufficient severity that a prudent lay person possessing an average knowledge of health and medicine would reasonably expect that failure to receive immediate medical attention would place the health of the person in serious jeopardy.

Medically Necessary – means a treatment, service or supply that is: 1) required to treat an injury or sickness; prescribed or ordered by a doctor or furnished by a Hospital; 2) performed in the least costly setting required by the Insured's condition; and 3) consistent with the medical and surgical practices prevailing in the area for treatment of the condition at the time rendered. Purchasing or renting 1) air conditioners; 2) air purifiers; 3) motorized transportation equipment; 4) escalators or elevators in private homes; 5) eye glass frames or lenses; 6) hearing aids; 7) swimming pools or supplies for them; and 8) general exercise equipment are not medically necessary. A service or supply may not be medically necessary if a less intensive or more appropriate diagnostic or treatment alternative could have been used. ACE American Insurance Company may consider the cost of the alternative to be the covered expense.

Pre-existing Condition – means an illness, disease or other condition of the Insured that in the 180 day period before the Insured's coverage became effective under the Policy: 1) first manifested itself, worsened, became acute or exhibited symptoms that would have caused a reasonable person to seek diagnosis, care or treatment; or 2) required taking prescribed drugs or medicines, unless the condition for which the prescribed drug or medicine is taken remains controlled without any change in the required prescription; or 3) was treated by a Doctor or treatment had been recommended by a Doctor.

SUBROGATION

If any other person or organization is responsible for a claim paid under the policy, the ACE American Insurance Company may take legal action under its direction and at its expense in the name of the insured, who agrees to cooperate fully and do nothing after loss to prejudice such rights.

TERM OF COVERAGE

1) An Eligible Person will be insured on later of a) the Policy Effective date; b) the date he or she is eligible; or c) the trip departure date, except for the Trip Cancellation Benefit, which is effective from the date of enrollment. 2) Insured's coverage will end on the earliest of the date a) the policy terminates; b) the Insured is no longer eligible; c) the period ends for which premium is paid; d) the Scheduled Trip return date; e) the Insured returns to his or her Home Country; f) the trip exceeds the Maximum Period of Coverage.

AXA ASSISTANCE USA

PRE-DEPARTURE SERVICES

AXA Assistance USA will provide Eligible Customers with the following pre-trip information: Visa, Passport and Inoculation Requirements, Cultural Information, Temperature and Weather Conditions, Embassy and Consular Referrals to the nearest American Consulate or Embassy, Foreign Exchange Rates, and Travel Advisories.

LOST BAGGAGE / PASSPORT

Losing important baggage or documents is extremely inconvenient. AXA Assistance USA will assist in the location of lost luggage, documents and personal items. Airlines, government authorities and card issuers are among those who will be contacted, if necessary.

EVACUATION AND REPATRIATION

If an unforeseen medical emergency requires you to be evacuated to a treatment facility, AXA Assistance USA can coordinate your emergency medical evacuation. If you should lose your life while traveling, AXA Assistance USA can coordinate the repatriation of your remains.

TRAVEL MEDICAL EMERGENCY SERVICES

When AXA Assistance USA is notified of a medical emergency resulting from an unexpected illness or injury or an Eligible Customer or his/her covered dependents traveling on the same itinerary, its multilingual staff will, whenever appropriate in the judgement of AXA Assistance USA or a physician designated by AXA Assistance USA, attempt to establish communication with local attending medical personnel in order to attempt to obtain a full understanding of the Eligible Customer's situation and to monitor his or her condition.

MEDICAL REFERRALS

AXA Assistance USA shall use its best effort to provide the name, address and telephone number of physicians (including both general practioners and specialists), hospitals, dentists, and dental clinics in the area in which the Eligible Customer is traveling.

REPLACEMENT OF MEDICATION AND EYEGLASSES

If the Eligible Customer has an unexpected need for prescription medication while traveling; loses, forgets, or runs out of prescription medication; breaks, loses, or has eyeglasses stolen while traveling, AXA Assistance USA will attempt to locate the medication, eyeglasses or their equivalent and attempt to arrange for the Eligible Customer to obtain it locally, where it is available or have it shipped to the Eligible Customer, subject to local laws, if it is not available locally. Payment for the prescription medication, eyeglasses or any shipping expense is the responsibility of the Eligible Customer.

LEGAL ASSISTANCE

AXA Assistance USA will assist Eligible Customers in the location of local attorneys and will advance up to the Program limit in bail funds, where permitted by law, with satisfactory guarantee of reimbursement. A satisfactory guarantee of reimbursement is the ability to debit an Eligible Customer's card in the amount required and then arrange for the delivery of the advance.

EMERGENCY CASH

AXA Assistance USA will deliver emergency funds to Eligible Customers provided there is satisfactory guarantee of reimbursement. The method of delivery of emergency funds will vary according to the Eligible Customer's need in a given situation. A satisfactory guarantee of reimbursement is the ability to debit an Eligible Customer's card and then arrange for the delivery of the advance.

EMERGENCY TRAVEL ARRANGEMENTS

AXA Assistance USA will make new reservations for airlines, hotels and other travel related services in the event of an emergency of an unexpected need for the Eligible Customer and covered dependents to return home prior to the scheduled return date.

GENERAL ASSISTANCE

AXA Assistance USA has a central location for translations and communication during emergencies. AXA Assistance USA provides advice on contacting and using services available from consulates, government agencies, translators, and other service providers that can help with travel-related problems.

EMERGENCY MESSAGE CENTER

In the case of an emergency, you can leave or receive emergency messages. You can also store messages for up to 72 hours. All you have to do is call and leave your message. It's that simple!

This is a brief description of your AXA Assistance USA. For a more detailed description please call **1-855-327-1414** *(U.S.A.) or* **1-630-694-9764** *collect (outside the U.S.A.). To call collect from anywhere else in the world contact an AT&T International Operator.*

Policy # GLM N0 11 71 90 2
AXA Assistance USA # 01AH585
Insured Group is WorldStrides

IMPORTANT NOTICE

This information provides a brief description of the important features of the insurance plan. It is not a contract of insurance. The terms and conditions of coverage are set forth in the policy issued in the state in which the policy was delivered Under policy form number AH□15090. Complete details may be found in the policy on file at the WorldStrides office. The policy is subject to the laws of the state in which it was issued. Please keep this information as a reference.

Under HIPPA's Privacy Rule, the Company is required to provide you with notice of its legal duties and privacy practices with respect to personal health information. If at any time you wish to request a copy of ACE USA's HIPPA Privacy Notice, call the ACE USA Accident & Health Insurance Compliance Office at 1-215-640-2611.

GENERAL INFORMATION

1. Payments are made directly to the Provider unless otherwise arranged for in advance.

2. For questions regarding this policy, please contact:

AIM – Accident Insurance Marketing
16601 Ventura Boulevard, Suite 500
Encino, California 91436-1921

(818) 905-3289 (Phone)
(818) 501-7612 (Fax)

AXA Assistance USA

Toll Free from within USA and Canada
1-855-327-1414

Outside the USA or Canada call direct or collect:
1-630-694-9764

Refer to: Policy #GLM N0 11 71 90 2

IMPORTANT NOTICE

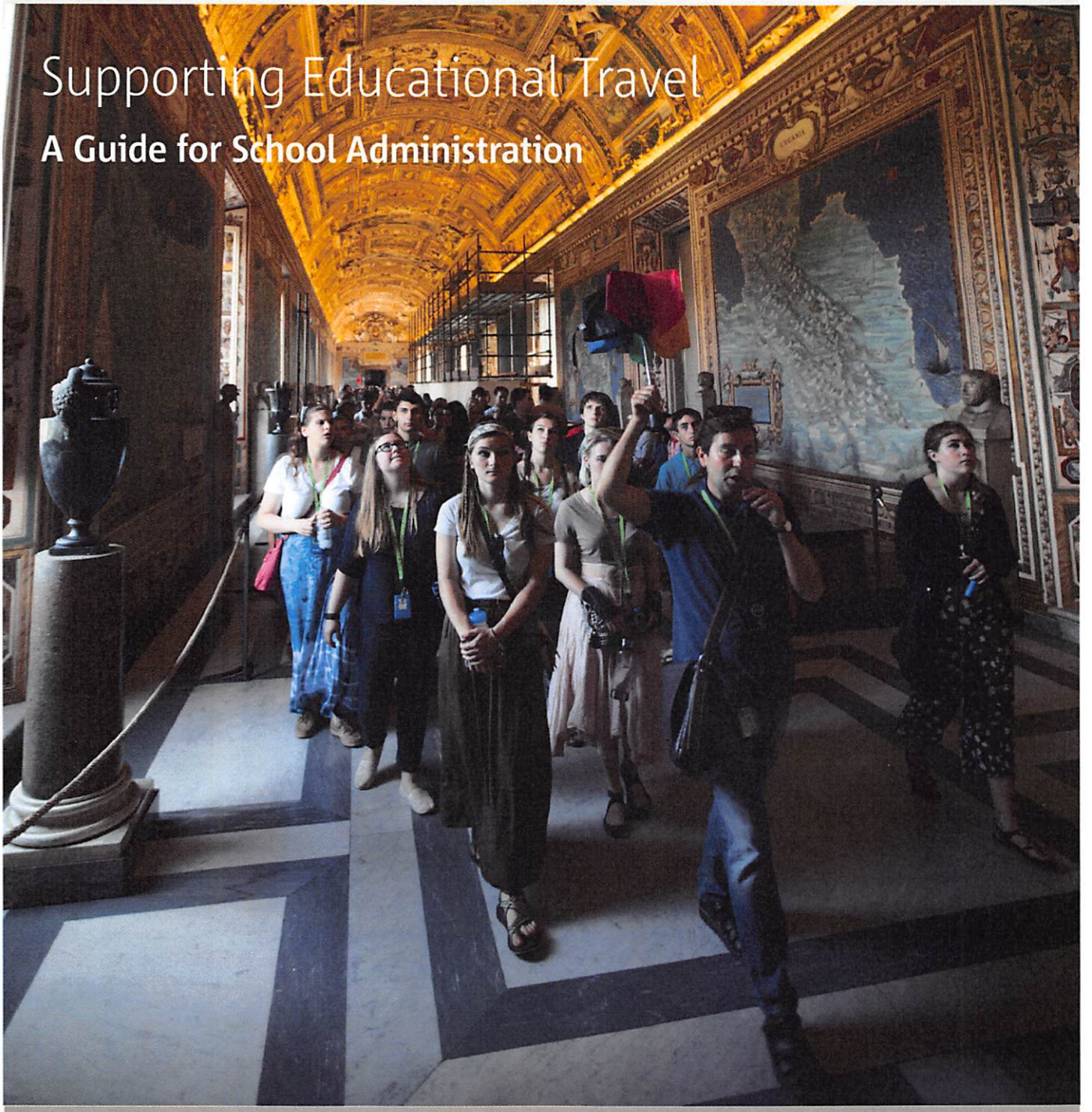
This policy provides travel insurance benefits for individuals traveling outside of their home country. This policy does not constitute comprehensive health insurance coverage (often referred to as "major medical coverage") and does not satisfy a person's individual obligation to secure the requirement of minimum essential coverage under the Affordable Care Ace (ACA).

For more information about the ACA, please refer to www.HealthCare.gov.

WorldStrides®

Supporting Educational Travel

A Guide for School Administration



International

worldstrides.com/perspectives
800-771-2323

Perspectives

Educational journeys for students

WorldStrides® | Our History & Mission

Our History

In 1964, a middle school social studies teacher from Chicago discovered the incredible educational experience of traveling to Washington, D.C., with his students. He was so encouraged by the powerful effects travel had on his students' eagerness and ability to learn, that he left teaching in 1967 to found Lakeland Tours. His vision to make educational travel easy, fun, and safe for teachers and students came to fruition as Lakeland Tours grew and became the leader in educational student travel.

Who We Are Today

For nearly 50 years, WorldStrides has set itself apart as the premier student travel organization in the nation. From 1998 to 2000, Lakeland Tours joined forces with other leaders in the educational student travel field – American Student Travel, Bowl Games of America, Educational Field Studies, Heritage Festivals, and Wider Horizons – to form WorldStrides, an organization that provides the highest quality educational travel programs available in the country. Since then, WorldStrides has continued to expand its program offerings by bringing Classic Festivals, the Field Studies Center of New York, the Accent Travel Group, TravelMBA, New Century Tours, Casterbridge Tours, NETC, WorldPass, and Explorica into the WorldStrides family. When you choose WorldStrides, you can feel confident that you've made the best choice for your students.

Our Mission

All WorldStrides programs are united under our mission, "Igniting personal growth for students through travel at every stage of development." We strive to extend education into the worldwide classroom for students of all ages and to provide the best opportunity for learning through seeing, experiencing, and interacting.

Financial Strength

WorldStrides is backed by the financial strength of Metalmark Capital and and Silverhawk Capital Partners. In addition, WorldStrides' stability and commitment to excellence are shown through our membership in the United States Tour Operators Association (USTOA) Travelers Assistance Program, which provides the best consumer protection plan in the industry.

Accreditation

WorldStrides satisfies the same educational standards as public and private schools across the country, and is accredited by regional accrediting bodies across the United States:

- AdvancED (parent organization for the Northwest Accreditation Commission, the North Central Association Commission on Accreditation and School Improvement, and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement)
- Western Association of Schools and Colleges
- Middle States Association of Colleges and Schools

WorldStrides® | Our History & Mission

Professional Affiliations WorldStrides maintains various professional partnerships to guarantee our reputation of quality, including:

Educational Organizations

- Center for Civic Education
- Colonial Williamsburg
- Monticello
- Mount Vernon
- United State Holocaust Memorial Museum
- Students Against Destructive Decisions (SADD)
- National Wildlife Federation Academic Associations

Academic Associations

- National Council for the Social Studies (NCSS)
- Association for Middle Level Education (AMLE)
- National Science Teachers Association (NSTA)
- International Baccalaureate Organization (IBO)
- National Association of Elementary School Principals (NAESP)
- National Association of Secondary School Principals (NASSP)
- International association for K-12 Online Learning (INACOL)

Approved Professional Development Providers

- Georgia Department of Education
- Illinois State Board of Education
- Michigan Institute for Educational Management
- New Jersey Department of Education
- Pennsylvania Department of Education
- Texas State Board of Education
- Washington State Board of Education
  (Approved provider for the FLAG Foundation)

Travel Associations

- United States Tour Operators Association (USTOA)
- Student and Youth Travel Association of North America (SYTA)
- National Tour
- Association (NTA)
- Washington, D.C. Convention and Visitors Association
- American Society of Travel Agents (ASTA)
- International Airlines Travel Agent Network (IATAN) Airlines Reporting Commission (ARC)

The WorldStrides Team

Your group's leader will have a passionate and professional team of travel experts who will work closely with your group from the time you decide to lead a WorldStrides program, until your group returns home safely. Our primary goal is to provide a safe and secure travel experience. Without a focus on safety, our programs could not exist. Next, we strive to enrich lives by taking students beyond classroom walls and inspiring student travelers by providing a unique and experiential educational program. WorldStrides has a staff of more than 700 professionals, many of whom are former educators, and all of whom are dedicated to making sure every aspect of your program is a success.

Our Customers Say it Best...

"The tour was amazing!! I loved everything about the trip. The tour was very well put together and very well organized. We saw so much of France in such a little amount of time which is usually very hard to manage. Loved all the meals, shopping, and so many different tours and sights we saw! I recommend 100%" (French Teacher, Pennyslvania)

"It is [your] steadfastness to duty, attention to detail, and friendly, courteous, and solicitous demeanor that keeps me coming back year after year with WorldStrides." Michael B. Riemer, Teacher, LA

"I'm impressed with Stephen [Course Leader] because he doesn't just give the students information, he makes it fun." Mrs. Newman, Parent, IN

"When I bring students to Costa Rica for the Turtles and Toucans Tour they are understandably excited. When they have completed the tour, however, they are changed human beings. The stellar qualifications of the tour guides, the beautiful hotels in natural settings, the tours and activities in the Costa Rican environment where the students experience first hand the diverse beauty of Costa Rica, and the general amenities such as food, buses and hotel rooms - all of these make this tour a life changing experience for all who participate." (Teacher, New Jersey)

WorldStrides® | At A Glance

For a group like yours, it is critical that your travel provider has the resources and experience necessary to smoothly and efficiently coordinate a youth group in the areas that you will visit. We are confident that nearly 50 years as a student travel specialist provides us with this level of experience. Educational travel requires special skills that go far beyond making simple hotel and airline reservations. When emergencies arise, this experience is important. We also realize that price is important, and our prices consistently provide the highest value for your students' money.

Not all companies are the same, have the same priorities, or provide the same experience. WorldStrides sets the bar high. In terms of safety, education, and passion for student travel, our team has consistently beaten all other competitors. WorldStrides is the standard by which every other company measures themselves.

EXPERIENCE WITH YOUTH GROUPS

Number of years in student travel business	☑ Nearly 50
Number of participants during this period	☑ 7 million+
Number of participants per year	☑ 400,000
Number of groups last year	☑ 3,000+
Number of full-time staff dedicated to youth group travel programs	☑ 700+

Be sure your organization has the experience you deserve.

QUALIFICATIONS TO COORDINATE YOUR PROGRAM

Does the organization have a 24/7 Tour Central office?	☑ Yes
Does the organization employ and train its own Tour Directors?	☑ Yes
Will a Tour Director stay at the hotel with the group?	☑ Yes
Does the organization provide student training for its staff on how to best work with students?	☑ Yes

Your group is at risk without appropriate contingency plans.

EDUCATIONAL FOCUS

Does the organization employ a full-time education team?	☑ Yes
Does the organization offer students the opportunity to earn school credit?	☑ Yes
Does the organization offer teachers the opportunity to earn professional development?	☑ Yes
Is the organization accredited by regional accrediting bodies across the United States?	☑ Yes
Who issues accreditation for the organization?	
Western Association of Schools and Colleges	☑ WASC
Middle States Association Commissions on Elementary and Secondary Schools	☑ MSA
AdvancED (parent organization for the Northwest Accreditation Commission, North Central Association Commission on Accreditation, and School Improvement and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement)	☑ AdvancED (NWAC, SACS CASI, and NCA CASI)

WorldStrides® | At A Glance

INSURANCE AND CONSUMER PROTECTION

Does the organization maintain liability insurance?	☑ Yes
Does this coverage apply to the Program Leader (teacher)?	☑ Yes
What are the limits of this policy?	☑ $50 million
What is the cost for supplemental medical and dental insurance?	☑ $0
Who pays if an emergency mandates an itinerary change?	☑ WorldStrides
Does the organization maintain USTOA consumer protection?	☑ Yes
Amount of deposits covered by consumer protection	☑ $1 million

Insurance and consumer protection are there to protect you.

WorldStrides® | Educational Travel Programs vs. School Field Trips

Because WorldStrides programs are typically non-school-sponsored/affiliated, they do not follow the traditional model of a school field trip. When you let your administration know about your plans to travel, it may be helpful for you to highlight the points outlined below. These points will ensure that they don't confuse your program with a school field trip that would require an approval process.

Non-School- Sponsored Status

Unlike a school field trip, a WorldStrides educational travel program is not sponsored by the school and does not require the school or school district to allocate funds.

Programs Don't Occur During School Time

Just like a part-time job or a camp or youth sport/activity that a student chooses to participate in, a WorldStrides program does not result in lost class time for students or the need for a substitute instructor when a teacher leads a program.

Voluntary Student Participation

Since the trip is not paid for by the school and does not take place during school time, neither the school nor the students are obligated to participate. Similar to summer camp, this program is available for all students, but only some will decide to go.

Summer camps, supplemental enrichment programs, Boy Scouts and Girl Scouts, and even the Little League are all non-school sponsored programs that are embraced by the community and promoted in schools. Most administrators are very supportive of WorldStrides educational travel programs. Below is a simple approach many of our Program Leaders have found easy and successful.

A Simple Approach to Presenting Your Program

1. Show the presentation that was sent to you by your WorldStrides representative. This shows your administrator the quality of our programs and the strengths that have made WorldStrides the nation's leader in student travel. The presentation will also answer any questions they may have about our unmatched safety record and extensive liability coverage. In fact, WorldStrides can name you and your school as co-insured, protecting you with the power of the most comprehensive insurance policy in the student travel industry.
2. Explain which accredited program you have chosen and the educational value of the experience. Include the dates you plan to travel, so your administration understands that the trip won't happen during school time and will not result in missed classes for you or your students. Since the trip is not paid for by the school and is non-school-sponsored, students are never obligated to attend.
3. Offer to connect administrators with WorldStrides references so they can hear first-hand from teachers and administrators in your area who have enriched students' lives through travel with WorldStrides programs. If your administrator needs any other documentation from WorldStrides, we have additional materials to help explain the merits of the program you have chosen to offer your school community.

	School Field Trip	WorldStrides Program
When the trip occurs	During school time	During summer or school holidays
How the trip is funded	With school or school district money	By individual parents and students
Who attends	All students	Only students who choose to go
How funds are collected	Teachers and school administration collect money from students	Billing and payment collection is done completely outside of school by WorldStrides
How parents' questions & concerns are handled	Calls flow through the school secretary and school office	Calls are directed to the teacher after school hours or are answered by WorldStrides' Customer Service department

WorldStrides® | Value: Programs

All-inclusive Price

- Teachers travel free with the first 6 students
- For each additional 6 students who travel, teachers can bring along another adult
- Single rooms for Program Leaders
- Free international cell phone to use on tour
- Round-trip transportation to destination city
- Confirmed flight information at least 45 days prior to departure
- The support of WorldStrides' Dedicated Flight Team to help with any flight related problems
- Deluxe motorcoach transportation at your destination
- Conveniently-located quality hotel accommodations
- Free high school credit for middle and high school students
- Three free college credits for traveling high school students
- Professional development for educators
- Knowledgeable Motorcoach Drivers
- 24/7 Tour Directors with LEAP® training
- Educational tools to support your program before you leave, on your trip, and after you return
- All reservations and logistical planning
- Tour Central offices to assist 24 hours a day
- Hearty breakfasts and authentic three-course dinners
- Comprehensive accident, illness, and accident-related dental insurance for all participants
- 24-hour Doctors on Call program to provide in-hotel or phone
- consultations for participants
- All admissions and fees

Quality Customer Service

WorldStrides provides all customer service:

- A personal Account Manager to assist you in planning your program every step of the way
- Customer Service Department to handle all parent inquiries
- A personal Financial Services Representative to handle all accounting and invoicing services for your group and assist in allocating fundraising monies
- Online resources for educators and parents at www.worldstrides.com

Fundraising Assistance

Your group's personal Financial Services Representative will assist you in any fundraising that you or your school decide to do. WorldStrides offers nearly $2 million in FLAG financial assistance annually, as well as the unique Gift of Education program, which has helped thousands of students raise millions of dollars over the years. Additionally, you will receive WorldStrides' fundraising flyer, and can also access our fundraising website at worldstridesfundraising.com for ideas, tips on grant writing, a list of outside companies that participate in fundraising efforts, and forms to help you keep track of the money you raise.

We Take Care of the Billing

WorldStrides directly handles all financial responsibility. We set up an individual payment plan for each participant and bill each family directly. If requirements with the group differ, other payment plans can be arranged. In the event that a parent is having difficulties with a final payment, please encourage them to call our customer service department. We may be able to make special payment arrangements on a case-by-case basis. The school and the Program Leader do not need to collect money or worry about payment deadlines.

Benefits of traveling with the Industry Leader

For nearly 50 years, WorldStrides has been enriching students' lives by providing top quality educational travel programs. Our staff of more than 1300 professionals is dedicated to serve you. Our accredited programs and commitment to excellence make us the leader in educational student travel.

WorldStrides® | Safety and Security

24/7 Tour Central Office

We maintain a Tour Central office that can be reached 24 hours a day, because safety is our first priority. WorldStrides can be reached 24 hours a day, both in the United States and overseas, in the event of an emergency. Every WorldStrides participant is covered by an international network that provides emergency services including medical referral, medical translation, medical monitoring, repatriation, and much more.

Extensive Emergency Manual

We have developed an extensive emergency manual that details how we will deal with all types of emergency situations (including contingency plans for dealing with extreme situations such as acts of terrorism and airline disasters), and all of our on-site staff members have been trained to carry out these plans. Set procedures, checklists, and immediate access to correct phone numbers will result in faster and more accurate responses, which is critical when dealing with an emergency situation.

24/7 Tour Directors

Our bilingual Tour Directors are educational experts in the field who are specially trained in international travel and are given extensive training on how to supervise student groups. Tour Directors undergo background/criminal checks as applicable in their countries of residence and are rigorously trained. They are supported on tour 24/7 by our overseas and US staff and stay with your group 24/7 – from the moment you arrive to the moment of departure. They will assist you with any on-tour needs and assist with any emergency that may arise.

International Cell Phone

An international cell phone is made available to each WorldStrides International Program Leader at no cost, and phones may be rented by students through the WorldStrides website.

Liability Insurance

We maintain an industry-leading multi-million dollar level of liability coverage. Our insurance automatically covers teachers, chaperones, and the school. WorldStrides' insurance is truly geared to protect you. Additionally, accident, illness, and accident-related dental insurance coverage are provided for WorldStrides program participants. Limits per single occurrence are $7,500 for accident, $1,500 for illness, and $750 for accident-related dental.

United States Tour Operators Association

As an Active Member of USTOA, WorldStrides is required to post $1 million with USTOA to be used to reimburse, in accordance with the terms and conditions of the USTOA Travelers Assistance Program, the advance payments of WorldStrides customers in the unlikely event of WorldStrides' bankruptcy, insolvency or cessation of business. Further, you should understand that the $1 million posted by WorldStrides may be sufficient to provide only a partial recovery of the advance payments received by WorldStrides. Complete details of the USTOA Travelers Assistance Program may be obtained by writing to USTOA at 275 Madison Avenue, Suite 2014, New York, New York 10016, or by e-mail to information@ustoa.com or by visiting their website at www.ustoa.com.

Cancellation Protection Plus

The Cancellation Protection Plus program protects the investments of your students, their families, and the community. Cancellation Protection Plus enables students to cancel their trip at any time and we strongly recommend it. Details of insurance and the protection plans are can be found here: worldstrides.com/idtripterms.

WorldStrides Security Plan

WorldStrides® | Student Supervision and Safety

Planning for a Safe Experience before Departure

Behavior Contract

Safety is the number one priority at WorldStrides. All participants are expected to demonstrate high standards of conduct, courteousness, and consideration toward others. Students and their parent/legal guardian must sign a Behavior Contract so everyone understands the proper rules of conduct. Students behaving inappropriately while on the program may be sent home at the parent's expense.

Medical Release Form

A parent/legal guardian for each participant must complete a medical release form and provide emergency contact information and authorization for treatment in the event of an emergency. Teachers carry all Medical Release Forms throughout the trip.

Ensuring Students' Safety While on the Program

Adult Supervision

With a chaperone-to-student ratio that is customized to fit your group's needs, students receive proper attention and supervision. The Program Leader will identify the adult chaperones for the program. WorldStrides suggests selecting adults who are flexible, helpful, and comfortable with the students. Please note that at selected sites, students may be allowed the freedom to explore on their own.

24/7 Tour Directors

A specially trained bilingual Tour Director is with your group from arrival to departure on every WorldStrides International Discovery program. Our Tour Directors devote 100% of their attention to the students, challenging them to assess and apply what they learn through firsthand experience so they take the most away from the program. Students also follow a busy schedule, so their days are full of planned activities with adult supervision.

Emergency Services

Doctors on Call Program

WorldStrides has an exclusive partnership with The George Washington University Department of Emergency Medicine. A George Washington University doctor serves on our staff as the WorldStrides Medical Director, overseeing medical response planning for the organization and providing direct case management in the event of a medical response issue anywhere in the world. Our partnership gives us access to doctors who are available 24 hours a day to provide in-hotel emergency care to all our traveling students, parents, and teachers in the Washington, D.C. area and phone consultations for travelers in other locations. This program offers teachers and students the unparalleled benefit of receiving care in the comfort of their own hotel rooms while minimizing the disruption to the entire traveling group.

WorldStrides Selects Its Suppliers with Safety in Mind

Hotels

WorldStrides pre-screens its properties and selects only those which are safe, comfortable, high quality and centrally located.

Travel Arrangements

WorldStrides contracts with major airlines such as American Airlines, Delta Airlines, Southwest Airlines, United Airlines, or comparable. Typically, WorldStrides meets the group upon arrival at their destination.

Suppliers

WorldStrides only works with companies who share WorldStrides' high safety and quality standards. WorldStrides thoroughly screens and regularly evaluates Motorcoach Drivers, hotels, and restaurants by periodically visiting these venues and relying on program evaluation surveys completed by teachers after returning from their program. All participating enterprises maintain their own insurance coverage.

WorldStrides® | Beyond Classroom Walls: Education

Accreditation

WorldStrides was the first accredited student travel organization in the nation. Accreditation recognizes educational institutions for performance, integrity, and quality and entitles them to the confidence of the educational community and the public. WorldStrides is accredited through multiple regional accrediting bodies across the nation, including AdvancED (parent organization for the Northwest Accreditation Commission, North Central Association Commission on Accreditation, and School Improvement and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement), Western Association of Schools and Colleges, and Middle States Association of Colleges and Schools. This accreditation means that we have met or exceeded safety and educational standards established for schools all over the world. Accreditation means more educationally sound programs and better value for parents and students. All certificates of accreditation are available upon request

Academic Credit

All high school students who participate on WorldStrides Perspectives programs are eligible to receive three free college credits after completing the required online coursework through our online platform. Middle school and high school students who travel on a WorldStrides program and complete pre- and post-trip online coursework requirements are eligible to receive high school credit. This academic record helps students fulfill graduation requirements, open up their course schedules to be able to take upper-level courses, and distinctively showcase themselves to colleges and universities.

Professional Development

WorldStrides programs comply with states' requirements for professional development. WorldStrides will help educators identify opportunities to earn professional development in their state, assist in the development of a portfolio, as needed, and issue a transcript free of charge.

Education Team

WorldStrides employs a full-time education team, which is responsible for maintaining our accreditation, developing curriculum materials, training our Course Leaders, assessing student learning, and providing educators with opportunities to grow through our professional development program.

WorldStrides® | Experiential Learning

Educational Value of Student Travel

Learning through personal experience takes education beyond the classroom. Through educational travel, students use knowledge acquired in the classroom to analyze the world around them and make a personal connection by applying their knowledge to their understanding and view of the future.

Educational Innovation

LEAP: Learning through Exploration and Active Participation ®

WorldStrides Perspectives programs are unique in offering the LEAP Enrichment Program. LEAP brings contemporary teaching strategies, used by excellent teachers in the classroom, to the environments encountered while traveling.

LEAP is designed so your students:

- Are engaged and active learners.
- Are challenged to think critically.
- Grow personally and intellectually.

LEAP is the entire relationship between each student, the places they encounter, and their Tour Director acting as a cultural mediator, not just a series of activities. International Discovery Tour Directors have developed their exceptional leadership and educational skills as a result of extensive LEAP training, which includes cultivating an understanding of how all students — and all people — learn.

Students learn best when they are engaged, and challenged, and in any group, a wide variety of learning styles and social skills will be represented, each deserving an opportunity to shine. LEAP was designed specifically to replace the old-fashioned lecturing style of traditional tour guides, with a dynamic, inclusive, and constructivist approach.

The academic basis for LEAP is Howard Gardener's theory of multiple intelligences, the philosophy

WorldStrides® | Accessibility

WorldStrides is dedicated to making fundraising easy and fun for your students. We offer travelers a number of fundraising ideas and financial assistance that are designed to empower them to fundraise independently and generate contributions for their trip with WorldStrides International programs.

Scholarship Opportunities

FLAG Scholarship

Our most popular scholarship program is the FLAG (Future Leaders of American Government) Scholarship program, offering more than $2 million in travel assistance to thousands of families each year. Families with an annual adjusted gross income (AGI) up to $85,000 are invited to complete a confidential, easy application to receive travel assistance funds. The scholarship program is supported by a grant from the FLAG Foundation, a 501(c) 3 non-profit organization, and supplemented by funds from International Discovery. Scholarships will be awarded on a first-come, first-served basis. Find out more at FlagFound.org.

SYTA Scholarship

The Student Youth Travel Association (SYTA) offers need- and merit-based scholarships for student travel. Visit www. sytayouthfoundation. org for more information on how to apply.

Fundraising

Many students work individually and with the help of their communities in order to raise money for their international program. Sending a child on a trip of a lifetime is an opportunity families, friends, and neighbors can rally behind.

Gift of Education

The most successful individual fundraising effort WorldStrides students use are Gift of Education letters. The Gift of Education is a successful, easy fundraising strategy that relies on small gift donations from your friends, family members, and local organizations to help you fund your trip.

Grant Opportunities

Verizon Foundation

The Verizon Foundation is the philanthropic arm of Verizon Communications. The Verizon Foundation's goal is to invest in results and fuel positive social change in a number of areas, including education. Organizations can learn more and submit an electronic grant proposal on the Verizon Foundation's website at foundation.verizon.com.

Grant Wrangler

Grant Wrangler is a free online listing service of grants and awards for K-12 teachers. New fundraising opportunities are posted frequently, and educators can sign up for a bi-weekly newsletter announcing the latest grants and awards. Find out more about Grant Wrangler at www.grantwrangler.com.

WorldStrides® | Unmatched Quality

WorldStrides programs are different because we share your passion for changing students' lives.
All international programs are:

Truly Educational

Our unique LEAP educational philosophy enriches every program. LEAP provides authentic experiences and ensures that each student is engaged throughout their educational tour in an active, hands-on learning environment. Our Tour Directors are much more than a guide. They are intensively trained in teaching methods and "classroom" management by our faculty of professional educators. They lead, prompt and challenge the students in a constructivist environment that is inclusive, varied and which stimulates critical thinking.

High Quality with a Purpose

Our high quality tour services directly impact the educational outcomes of the program and add value by optimizing your students' time abroad. Hotels close to what you have come to see mean more time for exploring and less time commuting from a distant suburb. Enjoy well-balanced and authentic meals introduce another culture through its food. Cutting corners to offer a budget price means more out of pocket expenses for your students overseas.

Focused On Your Program

We don't believe one size fits all. We are specialists in custom-designing programs across the curriculum. Whether you opt for a private, customized, or pre-designed program, we will put your goals for your program first and work with you to tailor the program to your students' needs.

Safe and Secure

Our first priority is always the safety of our participants. We have developed a comprehensive approach to ensure each group's comfort and safety, and your peace of mind. WorldStrides can be reached 24 hours a day, both in the United States and overseas. In the event of an emergency every participant is covered by an international network that provides medical referral, medical translation, medical monitoring, repatriation, and other emergency services.

Academically Accredited

Our programs are accredited by regional accrediting bodies across the country and will provide you with free professional development credit. You will receive up to 35 points, 35 hours, or 3.5 CEUs toward your professional development, and we will issue your points, hours, or units with an official transcript on your return from your International Discovery program. Your students also have the opportunity to earn free academic credit at the college or high school level. Educational travel on a college or job application demonstrates initiative, maturity, well-rounded interests and an inquiring mind.

Refund Policy

Terms and Conditions – International Travelers

THIS INFORMATION IS IMPORTANT. PLEASE READ IT CAREFULLY.

This applies to trips departing after January 1, 2017

Responsibility Clause: WorldStrides Perspectives, a d/b/a of WorldStrides International, LLC, its employees, shareholders, subsidiaries, affiliates, officers, directors, successors, agents, and assigns (collectively, "WorldStrides") does not own, operate or control any person or entity which is contracted to or does provide goods or services for your trip including, for example, lodging facilities, airline, vessel or other transportation companies, guides or guide services, local ground operators, entertainment or sightseeing operators, providers or organizers of optional excursions, food service providers, etc. All such persons and entities are independent contractors. As a result, WorldStrides is not liable for any negligent or willful act or failure to act of any such person or entity, or of any third party.

Without limitation, WorldStrides is not responsible for any injury, loss, or damage to person or property, death, delay, or inconvenience in connection with the provision of any goods or services whether occasioned by or resulting from, but not limited to, acts of force majeure, war, civil unrest, insurrection, strikes or other labor activities, criminal or terrorist activities of any kind, lost or stolen belongings, overbooking or downgrading of accommodations, mechanical or other failure of airplanes or other means of transportation or for any failure of any transportation mechanism to arrive or depart timely, dangers associated with animals, sanitation problems, food poisoning, lack of or quality of medical care, illness or disease, difficulty in evacuation in case of a medical or other emergency, actual, perceived or threatened epidemics, or for any other cause beyond the direct control of WorldStrides. For further information regarding travel to your specific destination(s), please visit the Centers for Disease Control and Prevention's Travelers' Health website (**http://wwwnc.cdc.gov/travel/**) as well as the State Department's International Travel website (**http://travel.state.gov/travel/**). I hereby acknowledge and understand the risks associated while traveling and voluntarily assume these risks in order to participate in the event sponsored by WorldStrides.

Changes or substitutions in hotels, itinerary, inclusions, or airports may be made depending on your travel dates, arrival and departure times, national holidays, and events beyond WorldStrides' control at the discretion of WorldStrides as it deems necessary or desirable. On certain dates some attractions or activities may be closed. WorldStrides at its sole discretion may cancel a program due to insufficient enrollment, unforeseen operational difficulties, lack of projected availability, or any other reasons at any time. If a trip is cancelled by WorldStrides, the sole obligation of WorldStrides is to refund all funds collected from any registrant minus merchandise fees.

WorldStrides reserves the right to make audio and visual records of any of its trips and participant agrees that WorldStrides may use any such records for promotional and/or commercial purposes, as well as approves of such uses by third parties whom WorldStrides may engage without any remuneration to participant. Participant assigns to WorldStrides all rights, titles, and interest in or to any and all media related to an WorldStrides trip without any remuneration to participant, including photographs provided directly to WorldStrides or through websites in which his or her name or likeness may or may not appear.

WorldStrides reserves the right to decline to accept or retain any person as a member of any trip. In the event a member is expelled from a trip, no refund of any kind will be made. These terms and conditions can be changed only in writing, signed by an officer of WorldStrides.

Participants understand that they are solely responsible for their pre-program, program, and post-program medical care in all respects, including, but not limited to, obtaining and taking necessary medication(s), vaccinations and any other medical care and treatment.

Schools, colleges, and universities hold varying policies regarding a student's eligibility to earn or redeem course credit from other accredited institutions. Students should consult their school guidance counselors and/or school policy handbooks to determine their eligibility.

Medical Release: If participant becomes ill or incapacitated, their teacher/group leader or WorldStrides may take such actions as they consider necessary, including securing medical treatment. Participant (or participant's Parent/Guardian if participant is a minor) hereby releases WorldStrides and participant's teacher/group leader from any and all liability for the quality or timeliness of any such medical care and agrees to indemnify WorldStrides for any expenses it incurs. Participant and participant's Parent/Guardian consents to the release of my medical or other personal information to health care providers or any other persons WorldStrides, in its sole discretion, deems appropriate to release such information to in the event participant becomes ill or incapacitated.

Arbitration: Any dispute concerning this contract, the Terms & Conditions and/or rules and regulations concerning the trip, the literature arising out of or relating to the trip and/or arising out of or relating to the trip itself including, but not limited to, any events and circumstances occurring during the trip, shall be resolved solely and exclusively by binding arbitration in Charlottesville, Virginia pursuant to the then existent commercial rules of the American Arbitration Association. In any such arbitration, the substantive (but not procedural) law of the Commonwealth of Virginia shall apply. The arbitrator and not any federal, state, or local court or agency shall have exclusive authority to resolve any dispute relating to the interpretation, applicability, enforceability, conscionability, or formation of this contract, including but not limited to any claim that all or any part of this contract is void or voidable. In any such arbitration, the arbitrator may, but is not required to, award attorney's fees to the prevailing party. Each party irrevocably and unconditionally expressly submits to the foregoing binding arbitration agreed for the purposes of dispute resolution hereunder and further irrevocably and unconditionally waives any and all jurisdictional, venue and convenience objections or defenses to such arbitration or to any related action, suit or proceeding in the courts of Virginia to enforce this Agreement to arbitrate or any award rendered therefrom.

PRICE AND PAYMENT INFORMATION

Price Adjustments: The price quoted is based upon a minimum number of travelers (customized trips only), the content of the program as outlined in your trip information letter and the date of your registration. The price is subject to adjustment if the minimum enrollment on a customized program is not met. A registrant may receive a special price by registering by the deadline stated in the trip information letter.

Program Fees Not Included: Unless specifically stated in your trip information letter, WorldStrides' program prices do not include optional additional college credit fees, passport fees, visa fees, Cancellation Protection Plus fees, lunches, beverages with meals, excess baggage charges, expenses incurred during

free time periods, porterage at airports and hotels, transportation from your home to the origination point of the WorldStrides program and back, tips to guides and long-distance bus drivers, or overnight lodging and meals in the United States prior to departure or upon return of an international flight.

Frequent flyer miles are not available to participants.

Additional Charges for Adults: WorldStrides published Program Fee is based on student discounted rates. Participants 24 years and older (on the last day of the program) are required to pay $50 per hotel night twin supplement. In the event that a twin room is not available on a given night and you are required to share a triple, the twin supplement will be refunded upon receipt of a written request to WorldStrides within 10 days of your return to the United States. This refund applies to hotel and cruise nights only. Single and double accommodations are not available on trains and ferries. If at the time you enroll you do not have a companion with whom you can share a double room, you will be required to pay a single-room supplement of $80 for each hotel night. If you are subsequently able to find a roommate at least 75 days prior to your departure, the single supplement will be refunded.

WorldStrides tours involve a great deal of walking and are unsuitable for participants who have difficulty walking or carrying baggage or who require special assistance. Adults are welcome, but should consider carefully whether this active, learning-centered itinerary, suits their travel needs.

Payment Plan: If you register directly with WorldStrides, you will have the following payment options: (1) pay in full at the time of registration (2) make regularly scheduled installment payments under a manual installment plan established by WorldStrides (final payment is due on or before 110 days prior to departure), (3) establish automatic payments to be charged to your checking account at a US banking institution via WorldStrides EZPay program. If you choose to follow an installment payment plan other than the EZPay program, WorldStrides charges a one-time fee of $50. Some programs may also qualify for the Advantage Payment Plan (APP). Refer to a provided description for details on the APP plan.

All programs must be paid in full by the final payment deadline as stated on your registration letter or your account will be subject to cancellation. Your program space is not guaranteed if you do not adhere to the terms of the required payment plan(s).

Late Registration, Late Payment, and Fees: WorldStrides charges a late registration charge, equal to the greater of 10% of the base trip price or $250, for registrations received after the final payment deadline. All such late registrations must clear waiting list procedures and may involve additional airline and other charges. Your program space is not guaranteed until your account has been paid in full and you have been advised in writing that all conditions for your being able to travel have been satisfied. If you register in advance of 110 days prior to the scheduled departure of your program but your account is not paid in full by that date, WorldStrides charges a $150 late payment fee. The fee for any late payments made after any scheduled installment date is $15. No personal checks or business checks will be accepted after the final payment deadline. All fees are denominated in US dollars.

Program Information Letter: At least two weeks prior to departure, your program leader will be sent details regarding flight and hotel information, departure and return times, packing tips, drop off/pick-up locations, etc.

Travel/Medical Insurance: All participants are provided accident, illness, and accident-related dental insurance coverage (underwritten by Trip Mate) up to $7,500 with no deductible for medical expense and up to $50,000 for medical evacuation and repatriation. Any charges not covered are the responsibility of the participant. Please refer to the policy for a full description of coverage and limitations: **www.tripmate.com/wpF369W.**

Further, all participants are provided with limited additional Travel Insurance coverage (underwritten by ACE American Insurance Company) that provides for a PARTIAL REFUND of cancellation fees up to $300 for a covered reason (up to $3,000 if you cancel due to "terrorism," including travel warnings), up to $250 of extra airfare that may be required due to a covered injury, sickness or death of you or a family member. Please refer to the policy for a full description of coverage and limitations.

Supervision/Behavior: WorldStrides, the Program Leader, and chaperones establish behavior rules and directions for all student participants. Failure to abide by the rules or directions may result in the student being sent home at the parents' expense without any right to a refund. Consumption or possession of alcoholic beverages or drugs of any kind for which you do not have a valid prescription, behavior infringing upon the ability of others to enjoy the Program, or compromising your own or others' safety, or is otherwise inappropriate, or violates the law as well as violation of certain other rules, constitute grounds for immediate expulsion. All program participants will be responsible for their own actions at all times and Program Leaders and chaperones are responsible for the actions of all participants in their group. On occasion, program participants may be allowed by the Program Leader and with the consent of WorldStrides to leave the group and to explore on their own. WorldStrides has no responsibility for participants when they are on their own, and it is the sole responsibility of those participants to take whatever actions are necessary to rejoin the group, if that is their intent, at their own cost. If a program participant is late in appearing for a scheduled departure, WorldStrides has no duty to delay the Program to wait for the participant. Damage or injury caused deliberately or by carelessness to WorldStrides property, or to any property or individual without limitation must be paid for by the person responsible for such damage.

All program participants are responsible for their own food intake while overseas and understand that language differences may impede their understanding of certain ingredients contained in various recipes and that neither my WorldStrides Tour Director nor other staff can provide reliable translation, or make any special arrangements for me. I understand that neither WorldStrides nor my Institution will be liable for any incident that arises as a result of my allergy. I also understand that I will not be compensated for any uneaten meals.

I agree that I am fully responsible for any costs arising from the damage, loss or theft of any of my personal property during the Program.

Participants understand that Program Leaders and chaperones receive support for their work through discounted travel with their group, opportunities for additional educational and professional development, the ability to provide scholarships for needy and deserving students, and/or through salary or stipends.

Young Travelers: Parent/guardian agrees that WorldStrides can use participant email and/or cell phone contact information in the context of this program. Registration for children under the age of 12 is subject to individual review by WorldStrides. The decision to allow participation in a trip is at the sole discretion of WorldStrides.

Travel Documentation: Every participant must have the required documentation necessary to participate in the trip prior to the date of departure, including needed identification that fully matches the name provided to WorldStrides for inclusion on travel documentation and airline tickets, and must meet any other applicable compliance requirements issued by the Transportation Security Administration or related agencies. WorldStrides provides online and customer service to keep the program participant's information current and it is the participant's sole responsibility to assure that this information is fully up to date no later than 110 days prior to the group's departure date. If changes occur after that date, the participant must contact customer service and additional change fees might apply. Visit the Transportation Security Administration website at **www.tsa.gov** for more information.

In the case of international travel, including Canada, Costa Rica, and Mexico programs, the participant is additionally and solely responsible for obtaining a passport or visa in order to travel. Passports must be valid for at least six months after your return date. It is the responsibility of the participant to check and fully comply with the requirements for travel between the United States and the countries that you will be traveling to or through. Visit the Department of State at **www.travel.state.gov** for more information.

If a participant is unable to travel due to the lack of a proper identification, passport or visa, or necessary inoculations, the standard cancellation policy will apply. Reservations are not transferable at any time.

Privacy: Because the nature of our business requires coordination with various providers who deliver the travel services you request, it is necessary to share some personal information that you have provided.

Stay-behind Options: You may wish to spend time at your destinations after the scheduled tour. Where possible, WorldStrides will provide altered flight arrangements according to your request. You are responsible for making all your arrangements to and from the hotel or airport as well as all land arrangements pertaining to your individual itinerary. Because we will arrange your airline tickets separately from your group's, we cannot guarantee that you will share any of the same flights. WorldStrides charges a $150/non-refundable fee for this service plus any additional costs incurred. This option is not available if your group has less than 10 traveling participants. All requests must be made no later than 150 days from departure.

Changes in Travel Program: Group travel requires a certain amount of flexibility in order to offer quality programs at the lowest rates possible. For operational reasons and to meet the numbers required to qualify for group rates, WorldStrides reserves the right to make the following changes, which will not constitute grounds for a refund:

– ***Change in departure date***. Change will not exceed two days on a program leaving between October 1 and April 30. WorldStrides is not responsible for personal or group conflicts with a date reassignment.

– ***Change in itinerary***, including reversing the itinerary, and changes to the order in which cities or countries are visited, the duration of the stay in each city, addition and omission of cities or countries. Participants, including those enrolled in Cancellation Protection Plus, will be charged the Program Fee applicable to the revised itinerary.

Omission, alteration, and/or substitution of services may be necessary due to scheduled or unscheduled closures, holidays, strikes, disease, civil unrest, war (declared or otherwise), government order or advice, or for any reason whatsoever beyond WorldStrides' control. Whenever possible, suitable alternatives will be provided.

CANCELLATIONS

Cancellations: All cancellations must be made in writing by or on behalf of the person listed on the registration form to WorldStrides P.O. Box 9033, Charlottesville, VA 22906-9033 and must be postmarked prior to the group's departure, and must include account number, registrant's name, and complete address. Refunds are only issued to the person listed on the account. All refunds are issued in the original payment form that was made to the account and take approximately four to six weeks to process. Within seven calendar days following receipt of your registration confirmation or initial payment invoice (whichever is first), you may cancel your WorldStrides program and receive a full refund. After seven days, the Standard Cancellation Policy applies unless the Cancellation Protection Plus option is purchased.

Cancellation Protection Plus (CPP) Program Benefits: If you cancel beyond the seven day grace period, the Cancellation Protection Plus Program protects your payments and provides a refund, less the CPP fee and Non-Refundable Fees, if you, the Program Leader, school, or school's administration need to cancel at any time prior to departure for any reason. Enrollment in this program can be completed during the registration process and is optional. If elected, the additional fee for the program will be added to the trip price on your first invoice. The CPP fee is $25/ trip day.

If the cancellation reason is covered by the included Travel Insurance, the Travel Insurance policy will pay a portion of the refund and WorldStrides Tours will refund the remainder. If you cancel for any other reason, your full refund will be paid by WorldStrides. In either case, WorldStrides' refund to the participant will consist of fully transferable travel vouchers for amounts of up to $1,500 with all remaining amounts refunded in cash. To receive this benefit you must have made all scheduled Program Fee payments. Vouchers must be used for travel on a WorldStrides program in either of the following two years. Some restrictions apply.

All payments, inclusive of the optional CPP program fee, are due as of the final payment due date for your program. If, as of that date, the additional amount for the CPP program has not been received in full, your CPP election will be canceled.

In the event that the trip is canceled by WorldStrides as a result of or following acts of force majeure, including, without limitation, acts of God, war (whether declared or not), terrorism, or civil unrest, or in the event of WorldStrides' bankruptcy, insolvency, or cessation of business, the Cancellation Protection Program will not make refunds and the below stated Standard Cancellation Policy will apply

Standard Cancellation Policy: For those participants who choose not to be enrolled in the Cancellation Protection Plus Program, the following cancellation terms apply after the seven-day grace period after registration:

Cancellation Date (Number of days before trip departure)	WorldStrides retains:
180+ days	$300 and Non-Refundable Fees
110-179 days	$500 and Non-Refundable Fees
45-109 days	50% of base trip price and Non-Refundable Fees
44 days or less	100% of base trip price and Non-Refundable Fees

The Standard Cancellation Policy is based on the originally scheduled trip dates. This policy does not apply in the event of WorldStrides' bankruptcy, insolvency, or cessation of business.

Non-Refundable Fees: The non-refundable deposit, the Cancellation Protection Plus fee, handling charges, merchandise fees, departure fees in the event that your airline ticket has been written, fees for returned checks, fees for declined credit cards or electronic drafts, or late payments are not refundable (collectively, "Non-Refundable Fees").

Should you be eligible and elect to earn college credits beyond those included in the base price of your program, if any, the fees follow separate cancellation terms and may become immediately non-refundable.

Cancellation by a Supplier: (For California residents only) Upon cancellation of the transportation or travel services, where you, the customer, are not at fault and have not canceled in violation of the terms and conditions, if any, of the contract for transportation or travel services, all sums paid to WorldStrides for services not received by you will be promptly refunded by WorldStrides to you unless you otherwise advise WorldStrides in writing. Registration as a seller of travel does not constitute approval by the state of California. WorldStrides principal office is located in Charlottesville, VA. This transaction is not covered by the California Travel Consumer Restitution Fund. You are not eligible to file a claim against that Fund in the event of WorldStrides' default. (For Washington State residents only) If transportation or other services are canceled by WorldStrides, all sums paid to WorldStrides for services not performed in accordance with the contract between WorldStrides and the consumer will be refunded within 30 days of receiving funds from the supplier with whom the services were arranged, or if the funds were not sent to the supplier, the funds shall be returned within 14 days after cancellation by WorldStrides to the consumer unless the consumer requests WorldStrides apply the money to another travel product and/or date.

USTOA Membership Means You're Protected: WorldStrides as an Active Member of USTOA, is required to post $1 million with USTOA to be used to reimburse, in accordance with the terms and conditions of the USTOA Travelers Assistance Program, the advance payments of WorldStrides customers in the unlikely event of WorldStrides bankruptcy, insolvency, or cessation of business. Further, you should understand that the $1 million posted by WorldStrides may be sufficient to provide only a partial recovery of the advance payments received by WorldStrides. Complete details of the USTOA Travelers Assistance Program may be obtained by writing to USTOA at 275 Madison Avenue, Suite 2014, New York, New York 10016, or by e-mail to **information@ustoa.com** or by visiting their website at **www.ustoa.com.**

Seller of Travel Numbers:

California Seller of Travel Registration No: 2041618-20
Lakeland Tours, LLC DBA: WorldStrides is registered with the state of Florida as a Seller of Travel – Registration No: ST24541
Hawaii TARS-5388; IA 568; and WA 601 887 646, 602 011 744.

EXHIBIT E

STEM Innovation in Hamilton -Wenham

#HWSTEM #collaboration #PNSX #create #HourofCode #HW TechHelpDesk #PA #girlswhocode #HWcodes #stti #science

#edtechawesome #EdCamp_HW #greenscreen #podcast #VR #hydroponic #growwall #HWStemNight2016 #edtech #sphero #python #legomindstorms #doink #java #anytimelearning #makermindset #collaboration #edafmingfailure #growallyear

STEM Discovery Night 2016

October 4, 2016

Endicott College • School of Arts & Sciences • NSCC - Radiologic Tech Program • Gordon College Physics Club & American Chemical Society • UML Chapter of Engineers for a Sustainable World • Winchester Anesthesia Association • FIRST - For Inspiration and Recognition of Science & Technology

STEM Discovery Night 2016

Cecelia Pernice
Lots to check out at STEM night! #HWSTEM





STEM Discovery Night



STEM Discovery Night

Johanna Wilson
A giant Thank You to my amazing @HWTechHelpDesk Staff. With #VR and #GreenScreen technology you showed people the world! #edtechawesome



STEM Discovery Night

Cecelia Pernice
HW students know their stuff! Check out the exp cams at HW STEM night #HWSTEM



STEM Discovery Night

Johanna Wilson
One of my favorites from tonight's #STEM event... The power of #VR! Take your Ss on a virtual field trip!



STEM Discovery Night

Lorraine Miller
Another exhibitor Hamilton-Wenham #STEM Night Oct 4. Ms. Petrucci demonstrates growing food for the cat, food pantry





Hour of Code

December 5-11, 2016



Hour of Code

Johanna Wilson
MRMS Ss dive into the #HourofCode with online activities, #sphero, #python & #legomindstorm demos!



Hour of Code

Johanna Wilson
Awesome #python presentation for #HourofCode! @JenniferSaurio Ss ask "Can we code a program that will do our HW?



Girls Who Code!



Student Demonstrations

Hour of Code

Johanna Wilson
Graham teaches 5s and 7s coding using #python #HourofCode #HWcodes



Hour of Code

Elementary Schools

"Hour of Code" going strong at Winthrop Elementary! 200+ students participating!



Hour of Code and pajama day equals happy students!

Cutler School is participating again in #HourOfCode, are you? @codeorg



The Collaboratory

Miles River Middle School



The Collaboratory

Johanna Wilson

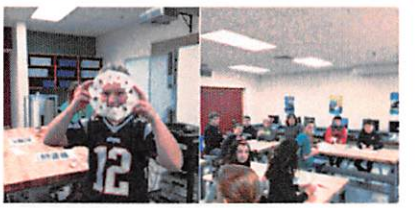
Super cool stuff going on in the #collaboratory! 3s creating Newton's Car. Check it out! #makermindset #collaboration



The Collaboratory

Johanna Wilson

Ms Irwin & Ms Galuzzo's 3s using the #mrmac.collaboratory to create #stem snowflakes!



The Collaboratory

Johanna Wilson
Ms. Irwin & Ms. Galuzzo's Ss working together to complete #STEM challenge #2 - The Snowman Stretch! #mmacollaboratory #winterbreakiscoming





Portsmouth Naval Shipyard

PNSY 2017

Cecelia Pernice
The power of teamwork & importance of precision! #PNSY #workingforthefuture



PNSY 2017

Savvy Lodge-Scharff
Prying our hands at welding! #NWSTEM #PNSYwell2017 #pnsy



PNSY 2017



Hydroponic Grow Wall



Hydroponic Grow Wall

8th grade farmers. #hydroponics #growallyear #kale



Hydroponic Grow Wall

Liz Lovell
Kale salad made with our own hydroponic kale!



Hydroponic Grow Wall

Danielle Petrucci
Hadassah's round 2 of 3 for #science experiment, comparing LED vs fluorescent light growth. #hydroponics #learning #pbl



Project Adventure Partnership

Project Adventure
Newton's third law of motion + creative minds of @MsLS_physics classes = Project Adventure's next low element! @HWgenerals @hwsd_wellness



P Pitkarris
Following
HWRHS Se in @Mr_walsh1 act as engineers for @MsLS_physics PA element designs, looking forward to 3 D printing @PA_Activelearn @HWDefund

Project Adventure Partnership

Savvy Ledge Schanff
Check out this great article about our partnership with @PA_Activelearn! @Mr_walsh1



Physics students assist with Project Adventure
Physics classes at Hamilton Wenham Regional High School put their heads together to help Project Adventure potentially develop their next adventur...

HW Tech help desk

hwtechhelpdesk.net
978.468.0436
studentTech@hwsd.hoots.net
@HWTechHelpDesk

HW Tech Help Desk

Johanna Wilson
@HWTechHelpDesk Ss will be participating in a Job Fair! #realworld #authentic #FutureReady





FUTURE READY SCHOOLS
PREPARING STUDENTS FOR SUCCESS

HW Tech Help Desk

Johanna Wilson
So proud of these @HWTechHelpDesk Ss! They rocked their Ignite speeches and engaged educators at every level about how HW uses #VR





LearnLaunch Learning Innovation Showcase - February 3, 2017

HW Tech Help Desk

Deb Clase
VR skeleton tour lead by none other than our own cool @Jwilson_HW







Johanna Wilson
Ss making connections to the book Peak using #gymgreenpeditions Hiking across the Hillary suspension bridge! #reflectbeesume with

HW Tech Help Desk

Johanna Wilson
Mrs. Stephens Ss performing scenes from TKAM while @HWTechHelpDesk Ss record! #collaboration

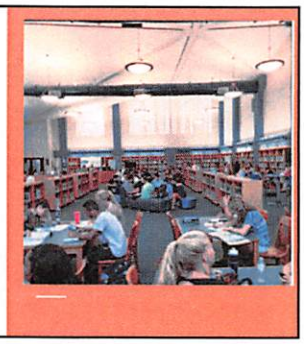




Johanna Wilson
These 3 Help Desk Ss get big props for all their help today at the assembly. #emma #FutureReadiers

Library Media Center

Miles River Middle School
Hamilton-Wenham Regional High School



Library Media Center

TED Talk Tuesdays



Library Media Center

Recording Studio



Green Screen

Podcasting

Library Media Center

A Variety of Learning Spaces





Library Media Center

Guest Speakers and Presentation Space

Johanna Wilson
@principalhovey 'teaching 7th graders the art of beekeeping'
#interdisciplinary #mlesrver





Johanna Wilson
8th grade History/Math presentations commence! #interdisciplinary #mlesrver

Speaker Series

Anatomy & Physiology

Forensics

Guest Speaker Series

Deb Clapp
Thank you to Beverly Hospital Ruth Stone, RN, for discussing wound care with our A&P Sa... hbot is cool!







Deb Clapp
Dr. Melinda and TJ Mitchell in da house!

Guest Speaker Series

Deb Clapp
Excellent presentation by the Assistant Pathologist from our local hospital! Thank you Mary Beth!





Deb Clapp
Thank you so much ADA Buxton and Sargent LaBarge! I learn so much when you visit that enriches my curriculum!

Guest Speaker Series



EdCamp_HW

Teachers Teaching Teachers

EdCamp

Hamilton-Wenham
2016-17

EdCamp_HW



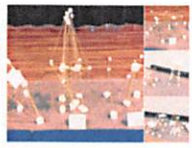


Buker Elementary STEM Initiatives

Buker STEM Day

Gina Putnam
Engineering challenge. Building the tallest structure with spaghetti and marshmallows.





Buker STEM Day

Linda Mastrianni
#STEMDay2017 @MissEaton5 @MsVanessaReed Thanks for being our engineering buddies. Gravity, weight, and wind changes accepted!



Buker STEM Day

Kathleen O'Shea
Designing takes teamwork and conversation. Ready for the supplies. #STEM



Buker Elementary

Gina Putnam
Ms. Gambino's 4th grade class making paper circuit holiday cards.



Buker Elementary

Gina Putnam
Engineering challenge: Building the tallest structure with spaghetti and marshmallows



Buker Elementary

Gina Putnam
Ms. O'Shea's class using Stop Motion to show the life cycle of a pumpkin.



Buker Elementary

Robotics

Buker School
1st graders programming bee bots to successfully travel across their "towns". #bukerrobotics



STEM Initiatives

Winthrop Elementary School



Winthrop Elementary

STEM meets the Big Bad Wolf




Winthrop Elementary

STEM meets the Big Bad Wolf





Winthrop Elementary

Tammy Garron
Lego robotics!



Winthrop Elementary

Tammy Garron
My 2nd grade students engaged in a Lego STEM challenge during media. Awesome!



STEM Initiatives

Cutler Elementary



Cutler Elementary

Essex Shipbuilding Museum





Simple Machines

Cutler Elementary

Harnessing Wind Power





Cutler Elementary

Seeds & Circuits





Cutler Elementary



The End
Stay tuned for more
#HWSTEM

HAMILTON-WENHAM
REGIONAL HIGH SCHOOL
775 BAY ROAD SOUTH HAMILTON MA 01982 · TEL. 978-468-0400

ERIC TRACY
PRINCIPAL

BRYAN MENEGONI
ASSISTANT PRINCIPAL

MEMO

To: Dr. Harvey
From: Eric Tracy ET
Date: May 4, 2017
Re: Senior Internship Project

Attached to this memo you will find the information requested by school committee members related to the internship for next years seniors (our current juniors). Our committee has spent the last 4 months investigating other programs and interviewing internship coordinators from several surrounding schools. We believe the internship packet streamlines the process while taking into account the many facets of a successful program.

One change I would like to request is that the internship graduation requirement be changed to a choice. After many discussions with area principals and internship supervisors, our committee learned that there are many students who may not be prepared to go on an internship, may have a high number of AP courses or may not be academically qualified for the internship experience.

I will plan to be at the school committee meeting when this is scheduled to be presented so that I can answer any questions. As usual, we appreciate any feedback.

Hamilton Wenham Regional High School Senior Internship Project

As seniors look towards their future, the internship can be used to open the door to future learning opportunities and to develop relevant experience that can help with the decision of a college major. The internship is a learning opportunity for a senior to take advantage of the last four weeks of school using one of three pathways: Career Exploration, Community Building, or Academic Exploration.

The Pathways

1. Career Exploration - Students can choose this pathway to explore a career of interest.
2. Community Building - Students can choose this pathway to develop and execute a community service project in Hamilton or Wenham.
3. Academic Exploration - Students can choose this pathway to further explore and study an academic subject of their choice.

The Process

You should begin thinking about your senior internship project at the end of junior year or the outset of senior year. By the end of the first quarter, you will select a pathway and an internship opportunity. Throughout the second quarter, you will draft your proposal for your project, have the idea approved by the H-W Internship Project Advisor, and then begin the process of securing an internship where your project will take place. By the end of the second quarter, you will submit your application with all signatures required for approval.

Seniors that meet all of the eligibility requirements listed below may apply to participate in an internship during the fourth quarter. An approved internship allows students to be released from some or all of their classes in order to pursue an alternative educational experience. The program will be graded for successful completion of the outlined responsibilities and obligations. Students enrolled in AP courses are expected to keep up with the class work and take the AP exam while participating in the internship program. Students not meeting the deadlines for their senior internship project will be pulled from their internship and will return to classes and will be responsible for all missed work.

Interested students must submit the completed application to an H-W Internship Project Advisor at the end of Quarter 2.

Eligibility Requirements

- ❑ 70% or higher overall average grade for the year in **all classes** as of the end of the 3rd quarter
- ❑ Community Service requirement fulfilled before the application is submitted
- ❑ Parent or guardian approval
- ❑ Completed Internship Approval Form
- ❑ School attendance, as defined in the HWRHS Student Handbook, must be satisfactory for all classes

Timeline

Date	Action	Forms Due
End of Q1	Choose a Pathway	None
End of Q1	Find an Internship opportunity	None
During Q2	Draft your proposal, have it approved by the H-W Internship Project Advisor	Internship Approval Form
End Q2	Secure internship, submit Internship Approval Form	Internship Approval Form
During Q4	Submit all timesheets and writing prompts on time.	Timesheets and Writing Prompts
At end of Internship	On-site supervisor evaluation completed	On-site Project Supervisor Evaluation
TBD	Internship Exhibition Project	Internship Exhibition Fair

Who's Who:

H-W Internship Project Advisor

- Ms. or Mr. _____is here to oversee the entire Senior Project and handle day to day operations.

On-site Project Supervisor

- The person at your internship site who you work with to help achieve your Senior Project goals and expectations.

On-campus Mentor

- A HWRHS teacher who is assigned to your Senior Project. Your mentor will check in with you, keeps you on track with your journal, reflections, essay, and presentation. He/She monitors your Senior Project.

Senior Internship Responsibilities and Obligations

- ❑ Attend Internship Meeting on TBD , during powerblock in HWRHS Cafe.
- ❑ Obtain an appropriate internship location/employer.
    - ❑ Identify an on-site project supervisor at that location.
- ❑ Submit completed internship approval form to the H-W Internship Project Advisor on or before TBD.
- ❑ Complete necessary assignments on time throughout the internship project.
- ❑ Submit signed weekly timesheets each Monday by 7:30 am.
- ❑ Internship Exhibition Fair TBD, HWRHS Cafe/Gym.
    - ❑ Prepare a visual aid (poster, presentation on laptop/tablet, images, etc.)
    - ❑ Prepare to answer questions
    - ❑ Students must attend and present at the Internship Exhibition Fair to receive a passing grade

4th Quarter and Final Grades for Interns

Grades for seniors participating in the internship program will be computed as follows:

- A pass/fail grade for the internship will appear on your 4th quarter report card and final transcript.
- AP students participating in the internship will receive a 4th quarter grade for that class and be required to take the AP exam for that course.
- For all other classes the 4th quarter grade will be the same as the quarter three grade.

Weekly Timesheet and Writing Prompts will be due every Monday at 7:30 am.

Topics for Weekly Writing Prompts

All writing prompts should be a minimum of one page typed.

Week	Focus	Prompt(s)
1	Description of Personnel Structure	Where are you doing your internship? Who is your On-site Project Supervisor? What is your Supervisor's role at the company? What are your responsibilities?
2	Interview a Colleague	Include educational background, job preparation, experiences, and future professional goals.
3	Press Release (click for template)	Create a press release that describes your responsibilities related to your specific tasks and explain how these relate to the company goals.
4	Reflection	What challenges did you overcome? What growth have you seen in yourself throughout this project? What lessons have you learned? What was your most rewarding moment thus far in your experience?
5	Career?	Evaluate your internship experience- Would you consider pursuing a career in this area? Why or why not? What advice might you share with future interns?
6	Project Completion	Finalize all aspects of your internship exhibition project! (No prompt this week)

Senior Internship Approval Form

Student Name: _____ Date:_____

Student Email: _____

Home Phone:_____ Cell Phone:_____

Pathway of Internship (circle one):

Academic Exploration **Career-Exploration** **Community-Building**

Name of Internship Location:_____

Address of Internship:_____

_____

Phone # at Internship:_____ Fax:_____

On-Site Project Supervisor Name:_____ Phone #:_____

On-Site Project Supervisor Email:_____

Description of Proposal (include challenges, solutions, and intended outcomes):

Required Signatures

Block	Subject/Teacher Name	Teacher Signature
A		
B		
C		
D		
E		
F		
G		

Student:_____ Date:_____

Parent/Guardian:_____ Date:_____

School Administrator:_____ Date:_____

Supervisor Nondiscrimination Agreement

This is to certify that _____ does not discriminate in hiring or employment practices on account of race, color, sex, religion, national origin, ethnicity, sexual orientation, gender identity, homelessness, age, and/or disability and any other class or characteristic protected by law.

On-site Internship Supervisor:_____ Date:_____

Senior Internship Weekly Time Sheet

Week of:

Day	Date	Start time	End time	Daily Total hours
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

Time sheets must be signed by student and supervisory personnel weekly in order for the student to receive credit for their internship.

Student name: _____ _____ Date: _____

Print Name Sign Name

Supervisor Name: _____ _____ Date: _____

Print Name Sign Name

Student Internship Travel Permission Form

Date: _____

I understand that as part of the student internship program at the high school that _____ will need to spend time at an off campus location and will be responsible for any and all travel required for the internship. This includes consistent use of a vehicle or public transportation.

Student Name: _____ _____

Name Signature

Parent/Guardian: _____ _____

Name Signature

Senior Internship On-site Project Supervisor Evaluation

Thank you for your willingness to supervise your intern! Your wisdom, expertise, and the opportunity you have provided them will help them develop vital knowledge, skills, and experiences as they move on to their postsecondary careers. Please complete the evaluation of your intern below, we appreciate your time and efforts and we hope this has been a worthwhile experience for your and your organization.

Name of Internship Location:_____

Address of Internship:_____

_____

Phone # at Internship:_____ **Fax:**_____

Supervisor Name:_____ **Supervisor Phone #:**_____

Please circle the rating which best describes their performance in the following areas:

	0-Failure	1-Needs Improvement	2-Satisfactory	3-Exemplary
Punctuality	Routinely arrived late/left early or absent entirely	Arrived late/left early on occasion (5 - 10 times)	Rarely arrived late or left early (1 - 4 times)	Never arrived late or left early
Professionalism	Regularly conducted themselves in an immature, unprofessional fashion	Occasionally conducted themselves in an immature, unprofessional fashion	Rarely conducted themselves in an immature, unprofessional fashion	Always performed their tasks in a professional manner
Initiative	Needed constant prodding to work	Occasionally needed to be directed to attend to a task	They initiated and completed tasks with rare reminders to focus	Always initiated and completed tasks
Contribution	Their presence harmed your organization	Their presence was mostly negative for your organization	Their presence mostly contributed to your organization	They positively contributed to your organization

Overall Rating:_____

Comments/Feedback Regarding your Intern

Signature:_____ **Date:**_____

Senior Internship Reflection

Now that your internship experience has drawn to a close, you must reflect on the experience and what you have learned from it. Did this experience give you greater clarity on what career path you wish to pursue? Do you think this experience will influence or impact you in the years ahead? What did you learn about yourself and your interests that you previously did not know, how were you challenged as a result of this experience? You must answer these questions and more in a formal, typed reflection paper upon the end of your internship experience.

Format Requirements:

- Double spaced
- 12-point font
- Proper citations and works cited page for all outside resources used
- ___ - ___ pages in length
- Proper introduction, body, and conclusion paragraphs

Questions to Answer:

- What was your project? Include information on
  - Where it was
  - Why you selected it
  - What you did
- What challenges did you encounter and how did you learn from them?
- What insights about your personal and career interests did you gain from this experience?
- How will this experience influence your personal or career choices?

Reflection Due: _____

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

Jeffrey Sands
Assistant Superintendent of Finance and Administration

5 School Street
Wenham, MA 01984

May 11, 2017

To: Josh Liebow, SC Chairperson

From: Jeff Sands, Assistant Superintendent

Subject: FY18 Warrant Sub-Committee Schedule

Hi Josh:

As follow-up to our discussion during the April 27th SC Meeting, I have prepared a draft Sub-Committee meeting schedule for FY18. As you will see, the draft schedule includes two (2) possible meeting dates for each warrant cycle in FY18 with "Option 1" representing District Administration's "Recommended" Option.

As discussed, Tuesday Sub-Committee meetings only allow one day for the business office to finalize a warrant cycle, including payroll; one day is insufficient and allows for absolutely no margin of error which greatly concerns me. In an effort to alleviate this issue (and to a lesser extent an issue with respect to Monday holidays), we proposed an amendment to the Teacher's Contract that would shift the District's official payday from Thursday's to Friday's beginning in July 2017 and would allow for these Sub-Committee meetings to be moved to Wednesday's. The amendment was accepted by both the Union and School Committee through a Side Bar Letter dated March 22, 2017.

We are currently scheduled to discuss this matter with the entire Committee during the meeting on May 18th with a goal of establishing a final schedule for FY18 at that time. In the interim, please let me know if you have any questions.

cc:

Mike Harvey, Superintendent

Enclosures

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
FY18 Warrant SubCommittee Schedule
as of May 11, 2017

Payroll #	Payroll Date	Option 1 (Recommended)	Option 2	Group
1	Friday, July 7, 2017	Wednesday, July 5, 2017	N/A (Tuesday Holiday)	Gene, Stacey, & Michelle
2	Friday, July 21, 2017	Wednesday, July 19, 2017	Tuesday, July 18, 2017	David, Jeanise, & Kerry
3	Friday, August 4, 2017	Wednesday, August 2, 2017	Tuesday, August 1, 2017	Gene, Stacey, & Michelle
4	Friday, August 18, 2017	Wednesday, August 16, 2017	Tuesday, August 15, 2017	David, Jeanise, & Kerry
5	Friday, September 1, 2017	Wednesday, August 30, 2017	Tuesday, August 29, 2017	Gene, Stacey, & Michelle
6	Friday, September 15, 2017	Wednesday, September 13, 2017	Tuesday, September 12, 2017	David, Jeanise, & Kerry
7	Friday, September 29, 2017	Wednesday, September 27, 2017	Tuesday, September 26, 2017	Gene, Stacey, & Michelle
8	Friday, October 13, 2017	Wednesday, October 11, 2017	N/A (Monday Holiday)	David, Jeanise, & Kerry
9	Friday, October 27, 2017	Wednesday, October 25, 2017	Tuesday, October 24, 2017	Gene, Stacey, & Michelle
10	Friday, November 10, 2017	Wednesday, November 8, 2017	Tuesday, November 7, 2017	David, Jeanise, & Kerry
11	Friday, November 24, 2017	Tuesday, November 21, 2017	N/A (Thursday Holiday)	Gene, Stacey, & Michelle
12	Friday, December 8, 2017	Wednesday, December 6, 2017	Tuesday, December 5, 2017	David, Jeanise, & Kerry
13	Friday, December 22, 2017	Wednesday, December 20, 2017	Tuesday, December 19, 2017	Gene, Stacey, & Michelle
14	Friday, January 5, 2018	Wednesday, January 3, 2018	N/A (Monday Holiday)	David, Jeanise, & Kerry
15	Friday, January 19, 2018	Wednesday, January 17, 2018	N/A (Monday Holiday)	Gene, Stacey, & Michelle
16	Friday, February 2, 2018	Wednesday, January 31, 2018	Tuesday, January 30, 2018	David, Jeanise, & Kerry
17	Friday, February 16, 2018	Wednesday, February 14, 2018	Tuesday, February 13, 2018	Gene, Stacey, & Michelle
18	Friday, March 2, 2018	Wednesday, February 28, 2018	Tuesday, February 27, 2018	David, Jeanise, & Kerry
19	Friday, March 16, 2018	Wednesday, March 14, 2018	Tuesday, March 13, 2018	Gene, Stacey, & Michelle
20	Friday, March 30, 2018	Wednesday, March 28, 2018	Tuesday, March 27, 2018	David, Jeanise, & Kerry
21	Friday, April 13, 2018	Wednesday, April 11, 2018	Tuesday, April 10, 2018	TBD
22	Friday, April 27, 2018	Wednesday, April 25, 2018	Tuesday, April 24, 2018	TBD
23	Friday, May 11, 2018	Wednesday, May 9, 2018	Tuesday, May 8, 2018	TBD
24	Friday, May 25, 2018	Wednesday, May 23, 2018	Tuesday, May 22, 2018	TBD
25	Friday, June 8, 2018	Wednesday, June 6, 2018	Tuesday, June 5, 2018	TBD
26	Friday, June 22, 2018	Wednesday, June 20, 2018	Tuesday, June 19, 2018	TBD



Your request to PPG

Dear Jennifer,

We are pleased to inform you that the following request, Innovative Classroom Grants 2016 : CUTLER SCHOOL : Jennifer Clifford : 84531413, has been approved for the amount of $968.00. Please proceed to our portal to view your award and complete any required documents.

Thank you,

PPG

From: Sands, Jeffrey
Sent: Tuesday, May 16, 2017 10:08 AM
To: Harvey, Michael; Liebow, Josh; Polito, David; Lee, Gene; Jeanise Bertrand; Stacey Metternick; Michelle, Bailey; Gertz, Kerry
Subject: Winthrop Sprinkler Project Update

As follow-up to our discussion on April 27th, I wanted to let you know that I had a very productive meeting yesterday with Town Manager Michael Lombardo and Fire Chief Phil Stevens regarding the completion date of the Winthrop Sprinkler Project. They said that they would agree to extend the existing Agreement (attached) by 1 Year under the following conditions:

1. That the Project would be completed by August 31, 2019
2. That the Procurement Process (e.g. Designer Selection) would be initiated by August 31, 2018
3. That a Warrant Article for the estimated full cost of the Project would be presented at Town Meeting(s) in April 2018
4. That the Warrant Article would not be bundled with other requests from the District; that it would be specific to the Winthrop Sprinkler Project only

I would recommend we accept these conditions and amend the Agreement accordingly.

Regards,
Jeff

Assistant Superintendent of Finance & Administration
Hamilton Wenham Regional School District
5 School Street
Wenham, MA 01984
978-626-0827

AGREEMENT

WINTHROP ELEMENTARY SCHOOL SPRINKLER SYSTEM INSTALLATION HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Agreement this 25th day of March, 2015, by and between the Town of Hamilton, a municipal corporation and political subdivision of the Commonwealth of Massachusetts, and the Hamilton Wenham Regional School District (HWRSD), 5 School Street, Wenham, MA.

Whereas, the HWRSD is renovating the Winthrop Elementary School at 325 Bay Road, Hamilton, MA;

Whereas, the State Fire Code, G.L. c. 148, § 26G, requires that the existing building be retrofitted with a sprinkler system;

Whereas, the State Fire Marshall has informed the Hamilton Fire Department that they will accept phased installation of a sprinkler system in the existing building;

Whereas, the Hamilton Fire Department will accept phased installation of a sprinkler system in the existing building;

Therefore, the parties agree to the following:

The HWRSD will install a sprinkler system in the existing building. The installation will commence as soon as practical and will be phased in over the next three years, occurring primarily in the summer months when school is out of session. It is expected that the installation will be completed no later than August 31, 2018.

The Hamilton Fire Department will oversee and inspect the installation as necessary to ensure that it is fully compliant with the State Fire Code.

Hamilton will issue temporary occupancy and building permits to the HWRSD while construction is on-going and in advance of the installation of the sprinkler system. Hamilton may revoke these permits at any time that the Fire Department informs the Building Inspector that either the installation is not in compliance with the State Fire Code or that the installation is not progressing at a reasonable pace.

The HWRSD may apply to the Hamilton Fire Department for an extension of the time period for installation pursuant to this agreement. Extension shall be granted at the sole discretion of Hamilton's Fire Prevention Office.

TOWN OF HAMILTON

By: _____
Michael A. Lombardo
Hamilton Town Manager

HWRSD

By: _____
Michael M. Harvey, Ed.D.
HWRSD Superintendent of Schools

EXHIBIT H1

Request for $968.28

Innovative Classroom Grants 2016

ID:
84531413
Status:
Awarded

Applicant Information

Jennifer Clifford

j.clifford@hwschools.net

978-468-5330

US

Organization Information

CUTLER SCHOOL

250567000818

Collaborators

Debra Botelho

dbotelho@ppg.com

School Information

School Information

Please provide contact information related to the school for which you are applying.

Project Director Name*

Jennifer Clifford

Project Director Email*

j.clifford@hwschools.net

Finance Director Name*

Jennifer Clifford

Finance Director Email*

j.clifford@hwschools.net

Grant Request Information

Grant Request Information

Amount Requested*

$968.28

Total Project Budget (may not exceed $5,000)*

$968.28

Please provide 1-3 sentences that summarize the grant purpose.

Project Description*

The Cutler School has had great success at turning our library and tech lab spaces into a learning commons model as part of our STEAM program initiatives. Students attend weekly STEAM classes and have access to the maker spaces and various materials to create and build projects. We ask them to use lab notebooks to keep track of their drawing plans, hypotheses, etc. The school aims to further create/enhance mini maker spaces in each of our 13 classrooms, Grades K-5, and rotate the materials monthly. This will fall in line with our enhanced STEAM program at our school. We will use interlocking building units, brain flakes, snap circuits, invention kits, connector/straw builders, and 4M solar robotics kits. The STEAM principles covered in each months unit will include engineering standards, building/structural standards, geometry calculations, robotics, solar energy, kinetic energy, and potential energy to name a few. The students will work with the teachers and STEAM Coordinator hands-on to build and create and to solve problems collaboratively using science and mathematics. Over 255 students will benefit from this program. We think it's going to really enhance our pre-existing model. We appreciate your consideration. The total cost is $968.28.

Project Budget Details

Budget Type	Description	Amount
expense	We will send the detailed breakdown along with the school letter. Total cost is 968.28 but includes 6 units of the qubits mega kits interlocking building toys $209.70, 3 units of viahard brain flakes interlocking plastic disc sets $44.97, 3 units of snap circuits SC300 electronics discovery kits $113.97, 6 units of Makey Makey invention kits for everyone $299.70, 3 units of Strawbees Crazy Scientist builder kits $239.97, and 3 units of 4M solar robot kits $59.97. The grand total is 968.28.	$968.28

Please list the primary outcomes expected to occur as a result of the implementation of this project.

Our hope is that this program allows our students more regular access to STEAM programming that will spark their interests and engage them in STEAM learning. We want our teams to LOVE the sciences, math, and engineering realms at a young age and so that their interest will continue to flourish as they grow older. We hope that students will learn the process of investigation and learning commons model as part of our STEAM program initiatives. The STEAM principles covered in each months unit will include engineering standards, building/structural standards, geometry calculations, robotics, solar energy, kinetic energy, and potential energy to name a few. It will also work on enhancing problem solving and working as a team, as well as reinforcing the science, math, and technology principles we are teaching daily. Over 255 kids will benefit greatly from this program. Thank you for considering our request.

DRAFT – RECOMMENDED CHANGES JDS dated 5/4/17 (in red)

CORI Policy for Owners of Challenge Courses for Conducting Criminal History Inquiries

I. Policy Purpose

Pursuant to the regulations pertaining to the operation of Climbing Walls contained in 520 CMR 5.15, owners of companies that operate Climbing Walls are required to conduct criminal history inquiries on certain applicants for employment. The procedure described below has been adopted by the Hamilton-Wenham Regional School District for Criminal Offender Record Inquiries.

II. Scope

1. The policy shall apply to all applicants 18 years of age or older for the positions of:
    a. Challenge Course Manager; and
    b. Challenge Course Staff.

III. Process

1. The Hamilton-Wenham Regional School District will register annually for iCORI service, a secure web-based service through which organizations will request and receive Criminal Offender Record Information ("CORI"), at www.mass.gov/cjis.

2. Upon application for any of the above positions, an applicant shall provide to the Hamilton-Wenham Regional School District a completed CORI Acknowledgement Form provided by the Department of Criminal Justice Information Services (DCJIS). CORI checks will only be conducted as authorized by the DCJIS and M.G.L. c. 6, § 172, and only after a CORI Acknowledgement Form has been completed. CORI will only be accessed for applicants who are otherwise qualified for the position for which they have applied. If a new CORI check is to be made on an applicant within one year of his/her signing of the CORI Acknowledgement Form, the applicant shall be given 72 hours notice that a new CORI check will be conducted.

3. The applicant shall be informed in writing either on the face of the application or in an attached written document that by completing the CORI Acknowledgment Form, the applicant is consenting to a criminal background inquiry which shall be used to determine suitability for employment. The applicant shall be further informed on the face of the application or in an attached written document that consideration for employment will only be granted upon completion of both the application and the CORI Acknowledgement Form.

4. All CORI obtained from the DCJIS is confidential, and access to the information is limited to those individuals who have a "need to know." This may include, but not be limited to, hiring managers, staff submitting the CORI requests, and staff charged with processing job applications. The Hamilton-Wenham Regional School District will maintain and keep a current list of each individual authorized to have access to, or view, CORI. This list will be updated every six months and is subject to inspection upon request by the DCJIS and/or the Department of Public Safety and Inspections at any time.

5. The Hamilton-Wenham Regional School District shall maintain a secondary dissemination log to record any dissemination of CORI outside of the District, including dissemination at the request of the applicant.

6. All personnel authorized to review or access CORI at the Hamilton-Wenham Regional School District will review, and will be thoroughly familiar with, the educational and relevant training materials regarding CORI laws and regulations made available by the DCJIS.

7. Once the applicant provides consent to conduct a criminal background inquiry, the Hamilton-Wenham Regional School District shall submit a CORI request using the iCORI service. In most cases, results will be returned instantaneously.

8. In the event that results are not returned instantaneously and circumstances require an expedited employment decision, the following procedures shall apply:

a. A temporary offer of employment may be made to an applicant on the express condition that the Hamilton-Wenham Regional School District has submitted applicant's CORI request prior to the temporary offer of employment.

b. Any temporary employment shall expire at the conclusion of 14 days following acceptance and may not be renewed.

c. During the period of temporary employment, the applicant shall be under the direct supervision of an employee who has previously undergone a completed CORI.

9. If a criminal record is received from the DCJIS, the information is to be closely compared with the information on the CORI Acknowledgement Form and any other identifying information provided by the applicant to ensure the record belongs to the applicant.

If the information in the CORI record provided does not exactly match the identification information provided by the applicant, a determination is to be made by an individual authorized to make such determinations based on a comparison of the CORI record and documents provided by the applicant.

~~9.~~ 10. At such time as the results of CORI are made available, the Hamilton-Wenham Regional School District shall act expeditiously to make a determination of suitability of employment.

Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on background checks will be made consistent with this policy and any applicable law or regulations.

Factors considered in determining suitability may include, but not be limited to: (a) relevance of the record to the position sought; (b) the nature of the work to be performed; (c) time since the conviction; (d) age of the applicant at the time of the offense; (e) seriousness and specific circumstances of the offense; (f) the number of offenses; (g) whether the applicant has pending charges; (h) any relevant evidence of rehabilitation or lack thereof; (i) any other relevant information, including information submitted by the applicant or requested by the Hamilton-Wenham Regional School District.

The Hamilton-Wenham Regional School District shall consult, in making its suitability determination, the Department of Public Safety's *Guidelines for Evaluating Criminal Offender Record Information (CORI)* and its *CORI Evaluation Criteria – Tables A to C* appendix, available at: http://www.mass.gov/eopss/agencies/dps/cori-policy.html

~~10.~~ 11. In the event that the applicant is to be questioned regarding his or her criminal record, the applicant shall be provided with a copy of the criminal history record, whether obtained from the DCJIS or from any other source, prior to such questioning. The source(s) of ~~and the source of~~ the criminal history record shall be disclosed to the applicant.

~~11.~~ 12. If an authorized official is inclined to make an adverse decision based on the results of a criminal history background check, the applicant will be notified immediately. The subject shall be provided with a copy of the organization's CORI policy and a copy of the criminal history. The source(s) of the criminal history will also be revealed. The subject will then be provided with an opportunity to dispute the accuracy of the CORI record. Subjects shall also be provided a copy of DCJIS' *Information Concerning the Process for Correcting a Criminal Record*.

~~In the case of a negative employment decision, the applicant shall be notified immediately and shall be provided with:~~

~~a. A copy of the Hamilton-Wenham Regional School District's CORI policy;~~
~~b. A copy of the CORI;~~
~~c. . A copy of Information Concerning the Process in Correcting a Criminal Record as provided by DCJIS.~~

~~The applicant shall have the opportunity to dispute the accuracy of the CORI.~~

Source: Department of Public Safety (DPS) Model CORI Policy 2017 ~~2016~~

References: HWRSD Policy A1008 – DCJIS Model CORI Policy
HWRSD Policy A1016 – Background Checks

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2314 **Voucher Date:** 04/26/2017 Prepared By:

Printed: 04/26/2017 09:13:04 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $1,164.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (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	$1,164.00
		$1,164.00

Created By: capozzid **Posted By:** capozzid **Date:** 04/26/2017 09:12:51 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2315 **Voucher Date:** 04/26/2017 Prepared By: D. Capozzi

Printed: 04/26/2017 09:51:22 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $9,575.72 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (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	$9,575.72
		$9,575.72

Created By: capozzid **Posted By:** capozzid **Date:** 04/26/2017 09:51:11 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2316 **Voucher Date:** 04/26/2017 Prepared By: D. Capozzi

Printed: 04/26/2017 10:48:47 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $1,740,337.50 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (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
003	DEBT SERVICE FUND (GF)	$1,740,337.50
		$1,740,337.50

Created By: capozzid **Posted By:** capozzid **Date:** 04/26/2017 10:45:48 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2317 **Voucher Date:** 04/28/2017 Prepared By: M. Capozzi

Printed: 05/02/2017 08:24:52 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $671.25 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (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	$671.25
		$671.25

Created By: capozzid **Posted By:** capozzid **Date:** 05/02/2017 08:24:38 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2318 **Voucher Date:** 04/28/2017 Prepared By: D. Capozzi

Printed: 05/02/2017 08:26:05 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $776.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (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	$776.00
		$776.00

Created By: capozzid **Posted By:** capozzid **Date:** 05/02/2017 08:25:47 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2319 **Voucher Date:** 05/03/2017 Prepared By: W. Capozzi

Printed: 05/03/2017 08:48:18 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $450.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (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	$450.00
		$450.00

Created By: capozzid **Posted By:** capozzid **Date:** 05/03/2017 08:47:59 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2320 **Voucher Date:** 05/04/2017 Prepared By: W. Capozzi

Printed: 05/04/2017 10:02:06 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $450.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (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	$450.00
		$450.00

Created By: capozzid **Posted By:** capozzid **Date:** 05/04/2017 10:01:45 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2321 **Voucher Date:** 05/11/2017 Prepared By: Donald Gallant

Printed: 05/09/2017 12:37:30 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $211,572.25 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (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	$155,045.56
100	PRIOR YEAR ENCUMBRANCES	$7,176.25
202	REVOLVING FUNDS	$481.44
205	ATHLETIC/EXTRA CURR REVOLVING	$2,908.50
301	TITLE I	$1,530.00
502	PRIVATE GRANTS & GIFTS	$44,430.50
		$211,572.25

Created By: capozzid **Posted By:** v.leone **Date:** 05/09/2017 12:28:58 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2322 **Voucher Date:** 05/11/2017 Prepared By: Donald Gallant

Printed: 05/09/2017 12:45:50 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $84,434.82 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (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	$71,086.02
202	REVOLVING FUNDS	$1,138.80
205	ATHLETIC/EXTRA CURR REVOLVING	$8,584.50
302	94-142 IDEA 240	$40.00
502	PRIVATE GRANTS & GIFTS	$3,585.50
		$84,434.82

Created By: capozzid **Posted By:** v.leone **Date:** 05/09/2017 12:29:34 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1046 **Voucher Date:** 05/11/2017 Prepared By: Donald Gallant

Printed: 05/09/2017 03:05:35 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $702,758.84 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (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	$702,758.84
		$702,758.84

Created By: gallantd **Posted By:** v.leone **Date:** 05/09/2017 15:02:37 Page: 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 26 **Voucher Date:** 05/11/2017 Prepared By: Donald Gallant

Printed: 05/09/2017 03:10:04 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $7,953.01 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2016 to June 30, 2017 (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

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	$7,901.99
202	REVOLVING FUNDS	$0.00
205	ATHLETIC/EXTRA CURR REVOLVING	$0.00
301	TITLE I	$0.00
302	94-142 IDEA 240	$0.00
304	EARLY CHILDHOOD	$0.00
402	STATE GRANTS FY EVEN YEARS	$0.00
502	PRIVATE GRANTS & GIFTS	$0.00
701	CAFETERIA FUNDS	$51.02
		$7,953.01

Created By: c.carberry **Posted By:** c.carberry **Date:** 05/09/2017 14:46:45 Page: 1