



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

SCHOOL COMMITTEE MEETING

Buker Elementary School
Multi-Purpose Room

Thursday, March 3, 2016

7:15 PM

1. Call to Order 7:15
2. Pledge of Allegiance
3. Citizens' Comments 7:20
4. Chair's Report 7:30
5. Superintendent's Report 7:45
6. Consent Agenda 7:55
Minutes from
 - February 4, 2016 Exhibit A
 - February 11 2016 Exhibit B
 - February 22, 2016 Exhibit C
 - December 18, 2014-Executive Session Exhibit I
 - January 21, 2016-Executive Session Exhibit J
 - Field Trip – Peru 2017 Exhibit D
7. New Business 8:15
 - a. HW FOTA Presentation Exhibit F
 - b. EdFund Grants Exhibit E 1 & 2
 - HWRHS-21st Century Learning Spaces Pilot (Part II) \$25,613.00
 - Buker Elementary-Deepening our Understanding of the Healthy Development of Boys \$2,500.00
 - c. Report on Superintendent Goal Progress for 2015-16 Exhibit G
 - d. Review of School Committee Protocols Exhibit H
8. Vote to Adjourn 9:30

Knowledge • Responsibility • Respect • Excellence

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 COMMITTEE MEETING
MINUTES
FEBRUARY 4, 2016
7:15 PM

CALL TO ORDER: Larry Swartz called the meeting to order at 7:20 pm in the Buker Elementary School Multi-Purpose Room.

Present: Jeanise Bertrand, Deborah Evans, Hannah Fraley, Dennis Hurley, Larry Swartz, Emily Madden, Stacey Metternick

Also present: Michael Harvey, Jeff Sands, Kerrienne Heppner (Student Representative) Nancy Bergner, (Secretary)

I. PLEDGE OF ALLEGIANCE

All rose for the pledge of allegiance.

II. CITIZENS COMMENTS

There were no citizen comments.

III. CHAIR'S REPORT

1. Georgetown School Committee Chair contacted Schwartz asking if H-WRSD would like to join Georgetown's endeavor to gather information from local districts in regard to issues surrounding starting times. If all are agreed, Schwartz will communicate H-WRSD's willingness to participate in this inquiry. Stacey Metternick will be the HW point person for this issue.
2. Meeting with FinComs was informative and helpful discussion of the budget as currently developed.
 - a) Note the one page summary at the end of the budget presentation (emailed to SC, and posted on district website. This is helpful and succinct.
3. February 22 is the deadline for School Committee nominations.

IV. SUPERINTENDENT'S REPORT

Hamilton-Wenham Regional School District Transfer Goals

The HWRSD's Mission is "to educate our children to become young adults who are of good character and demonstrate mastery of the knowledge and skills needed to be successful members of our global economy and engaged citizens of the 21st Century." In order to achieve this goal, we need to establish a district-wide system that articulates a shared and consistent set of learning expectations for all students that are measured by corresponding assessment tasks. We've used the following three focusing questions to guide our work in developing this system:

- What knowledge, skills and abilities do our students need in order to be successful in the future?
- How will we know that students have mastered these knowledge, skills and abilities?
- What school facilities, programs, and instructional approaches do we need to employ to teach students these knowledge, skills and abilities?

We have adopted the *Understanding by Design*® (UbD®) process to guide our exploration of these three questions. The UbD framework offers a planning process and structure to guide curriculum, assessment, and instruction. Its two key ideas are contained in the title: (1) focus on teaching and assessing for understanding and transfer of learning, and (2) design “backward” from those ends. The three stages of UbD mirror our three guiding questions. In Stage 1, we consider our goals, examine established content standards, and review curriculum expectations. In Stage 2, we consider the assessment evidence needed to document and validate that the targeted learning has been achieved. Stage 3 plans the most appropriate lessons and learning activities to address the goals identified in Stage 1.(1)

STAGE 1

Our work in the 2015-2016 school year has focused on “Stage 1” of the UbD process, defining the knowledge, skills and abilities our will students need in order to be successful. For the past three months, faculty members from all grades and academic disciplines have been engaged in developing PreK-12 Transfer Goals for nine major content areas. Transfer Goals are statements of what students should know and be able to do in order to use, or transfer, the knowledge, skills and abilities they have acquired through education and apply them to authentic tasks. None of us attended school with the goal of only being successful students. Rather, we attended school in order to be successful in life. Transfer goals are therefore statements of what we independently need to do with the learning we have mastered in school.

In addition to developing Transfer Goals for each individual academic area, we have also written the following “Overarching” Transfer Goals to apply to all students in the HWRSD:

All Graduates of the HWRSD Will Be Able to Independently Use Their Learning to:

- Demonstrate Character
- Build positive personal relationships and make responsible choices that are physically, socially, emotionally, and intellectually sound.
- Exhibit Resilience
- Persevere in facing the challenges and taking the risks integral to owning one’s learning process.
- Communicate and Collaborate
- Utilize effective and varied methods of communication and collaboration for different purposes and audiences.
- Problem Solve and Think Critically
- Demonstrate critical and creative thinking in order to make informed decisions, draw conclusions, and solve problems.

- Lead Locally and Globally
- Consider and evaluate multiple historical and cultural perspectives to lead empathetically, respectfully, and responsibly in the local and global community.

The Academic Transfer Goals can be accessed through the following links found on the Superintendent's Page on the HWRSC website:

- English Language Arts Transfer Goals
- Fine Arts Transfer Goals
- Guidance and School Counseling Transfer Goals
- Integrated Media Transfer Goals
- Mathematics Transfer Goals
- Science Technology and Engineering Transfer Goals
- Social Studies Transfer Goals
- Wellness Transfer Goals
- World Language Transfer Goals

NEXT STEPS

Our next step in completing our work in defining the knowledge, skills and abilities our students will need in order to be successful is the development of Overarching Understandings and Overarching Essential Questions for each academic discipline. "Overarching Understandings" identify the "important, transferable ideas and processes that students should come to understand." (2) "Essential Questions" engage learners in making meaning and deepening their understandings. (3)

The drafts of our Overarching Understandings and Overarching Essential Questions will be reviewed and revised during our afternoon professional development time on February 24th and on our March 28th Workshop Day, with a final completion date scheduled for June 2016. The results of this work will be added to the Transfer Goal Documents on the HWRSD Website.

During the 2016-2017 school year, we will move on to "Stage 2" of the UbD process, which focuses on determining the appropriate assessment evidence needed to document success and achieve the Stage 1 Desired Results.

For more information on Understanding by Design and the HWRSD's Design Process, please refer to the documentation on the "Curriculum and Instruction" section of the HWRSD website.

REFERENCES

- Jay McTighe and Grant Wiggins, "Improve Curriculum, Assessment, and Instruction Using the Understanding by Design® Framework." ASCD 2014.
- Jay McTighe, (2015), "Overarching Understandings and Essential Questions." Jay McTighe and Grant Wiggins (2012), "From Common Core Standards to Curriculum: Five Big Ideas." The New Hampshire Journal of Education.

Donglu Middle School Exchange a Great Success

Congratulations to the faculty, staff, parents and students of the Miles River Middle School for a successful week hosting their guests from Donglu Middle School in Shanghai, China. The group of students and teachers from Donglu arrived on Monday, 1/25 and stayed with us through Saturday, 1/28. During the week, students attended classes during the day and stayed in the home of a Miles River Host

Family in the evenings. The week was capped off with a fantastic talent show where Miles River and Donglu Students had a great time displaying their singing, dancing and artistic skills.

Congratulations to Our Boston Globe Scholastic Art Award Winners

The Hamilton-Wenham Regional School District School Fine Arts Department is proud to announce that our students have received four silver keys and five honorable mentions in the Scholastic Art Awards. Established in 1923, the Scholastic Art and Writing Awards are the longest-running, most prestigious recognition program for creative teens in the United States. The School of the Museum of Fine Arts, Boston (SMFA), in partnership with the Boston Globe is among the more than 100 Regional Affiliates for the Awards in the United States.

At Hamilton-Wenham Regional High School Ethan Ham received two silver keys and Josh Erhard received one silver key and two honorable mentions. Madison Kenny received two honorable mentions and Annabelle Press received one honorable mention. At Miles River Middle School Sophia Piscitelli received a silver key. Congratulations to all award winners!

Images of the winning artwork can be seen on the Fine Arts Blog.

V. CONSENT AGENDA

- A. Minutes: January 21, 2016
- B. Field Trip to NYC

Exhibit A
Exhibit B

MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE ITEMS ON THE CONSENT AGENDA. THERE CAN BE NO FURTHER DISCUSSION NOR AMENDMENT OF THIS MOTION.

Motion by STACEY METTERNICK; seconded by DEBORAH EVANS.

5 APPROVED; ONE ABSTENTION

VI. NEW BUSINESS

- A. Student Government Presentation by officers of student council
- B. FY17 Budget Discussion Jeff Sands Facilitating

Exhibit F

- Special Education: Kathy Harris, assisting

Discussion of “out of district tuition” line item. This line item is estimated on a student by student, program by program, tuition by tuition basis. Potential transportation costs are also included in the estimate. Special Education services reach 16-17% of the students in our district. There are currently 32 students using out of district tuition. The number of students served is very fluid, since students are constantly becoming eligible for services, or moving up and out of special education. Harris has worked to insure equity in the process experienced by students needing assessment and approval for determination of services.

- Athletics: Athletic Director, Craig Genualdo, assisting

Discussion surrounding variations in what part of user fees and athletic costs are funded by districts. HW funds 50% of user fees and all administrative costs. At present, HW is out front with highest user fees. Funding sources which have offset costs tend to be limited to Booster organizations (largely parents), which are less active than they used to be. Genualdo reported on donations which have helped to offset costs. Scholarship Relief

decisions are made in the Principal's office; Family User Fee Relief and General User Fee Relief are handled in the Athletic Office. Note: the need for these relief funds is greater this year than in previous years. At present, user fees do not cover all associate expenses (uniforms, etc.). The goal of the three year plan is to make the user fees encompass uniforms and equipment so that families are not writing multiple checks to fund their children's involvement. Is there any concern about hesitation some athletes may feel in requesting assistance? Genuardo is intentional in offering clear communication with respect to the dignity of athletes who may be in need of assistance.

- Healthcare Premiums District

Retirees medical and prescription benefits will be administered through two different providers. Retired employees and the districts consulting team worked together to determine this plan. Discussion of where enrollee burden rests. Burden is spread equitably among enrollees, with district covering 60%, employees covering 40%.

- Curriculum Leadership Reorganization Plan

Exhibit G

Harvey seeks advice and approval on the plan in Exhibit G to specify role of Director of Curriculum, Assessment and Instruction, and to seek qualified candidates for this proposed position.

Will this model facilitate consistent implementation of educational goals across the district? Harvey is overseeing implementation now, but would like to delegate this responsibility to a highly qualified professional accountable to the superintendent. The Director of Curriculum, Assessment and Instruction would work with building principles to implement district policies.

Suggestion that this Director should make reports directly to the SC showing authentic outcomes apart from and perhaps ahead of state/federal mandated standardized assessment.

This student services position would encompass a number of areas overlapping with Kathy Harris' responsibilities, since curriculum has reference to 504s, IEPs, Counselling, psychology, etc.

Compensation, organizational chart position must be clarified. The budget income is net 0, since Bowler's resignation opens up funding and allows an opportunity for adjusting and focusing responsibilities. Suggestion that any new position be under a three year contract. Benefit: evaluation can lead to best fit for the district. Risk: a three year contract may not be attractive to the qualified candidates we wish to attract.

MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ADOPT THE ORGANIZATIONAL PLAN IN EXHIBIT G AS PROPOSED WITH THE CAVEAT THAT THE TITLE OF POSITION IS STILL TO BE DETERMINED.

Motion by STACEY METTERNICK; seconded by JEANISE BERTRAND

Discussion: It is clarified that Exhibit G reflects the existence of a reasonable pool of candidates for the position.

SIX APPROVED; ONE ABSTENTION

C. Policy Review - 2nd Readings

- Public Use of School Buildings and Grounds

Exhibit C

MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE PUBLIC USE OF SCHOOL BUILDINGS AND GROUNDS AS PRESENTED FOR THE SECOND READING IN EXHIBIT C.

Motion by STACEY METTERNICK; seconded by HANNAH FRALEY.

5 APPROVED; ONE ABSTENTION

- Staff Ethics - Conflict of Interest

Exhibit D

MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE STAFF ETHICS - CONFLICT OF INTEREST POLICY AS PRESENTED FOR THE SECOND READING IN EXHIBIT D.

Motion by STACEY METTERNICK; seconded by JEANISE BERTRAND.

UNANIMOUSLY APPROVED.

- Recruitment and Selection

Exhibit E

MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE RECRUITMENT AND SELECTION POLICY AS PRESENTED FOR THE SECOND READING IN EXHIBIT E.

.Motion by STACEY METTERNICK; seconded by JEANISE BERTRAND.

UNANIMOUSLY APPROVED.

D. Assistant Superintendent of Finance and Administration Contract

MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE CONTRACT OF ASSISTANT SUPERINTENDENT OF FINANCE AND ADMINISTRATION.

Motion by STACEY METTERNICK; seconded by HANNAH FRALEY

UNANIMOUSLY APPROVED.

VII. VOTE TO ADJOURN

MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ADJOURN.

Motion by STACEY METTERNICK; seconded by JEANISE BERTRAND

UNANIMOUSLY APPROVED AT 9:43 PM

Respectfully Submitted,

Nancy R. Bergner

Secretary, H-WRSC Meeting

HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE MEETING
MINUTES
FEBRUARY 11, 2016
7:15 PM

CALL TO ORDER: Larry Swartz called the meeting to order at 7:20 pm in the Buker Elementary School Multi-Purpose Room.

Present: Jeanise Bertrand, Deborah Evans, Hannah Fraley, Dennis Hurley, Larry Swartz, Emily Madden, Stacey Metternick

Also present: Michael Harvey, Jeff Sands
Nancy Bergner, (Secretary)

I. PLEDGE OF ALLEGIANCE

All rose for the pledge of allegiance.

A. CITIZENS COMMENTS

Susan Cooke of Puritan Rd., Wenham

Is bringing a series of aggressive incidents at Buker School to the attention of the School Committee. Michael Harvey has received documentation of her concerns; she and other parents are seeking further response from the School District to address these problems.

II. CHAIR'S REPORT

Deb Evans, Jeff Sands, Mike Harvey and Larry Swartz met with the Fin Coms and Boards of Selectmen on Tuesday. Further information will follow during the meeting, per the Agenda.

III. SUPERINTENDENT'S REPORT

School Committee Nomination Papers Due February 22, 2016

Are you looking to get involved in ensuring the children of Hamilton and Wenham will continue to have a great education? Then running for a seat on the Hamilton-Wenham Regional School Committee might be right for you! Nomination Papers to run for the HWRSD School Committee need to be returned to the Superintendent's Office at 5 School St in Wenham by 4:00 PM on Monday February 22nd, 2016. Papers can be picked up during normal business hours at the Superintendent's Office. Completed papers need to be verified by the appropriate Town Clerk and have the signatures of at least 40 registered voters from either Hamilton or Wenham. There will be three seats with three-year terms and one seat for a one-year term up for election on April 14, 2016.

MS/HS Professional Development Day

During Wednesday Afternoon's Professional Development Time, teachers from Miles River Middle School and Hamilton-Wenham Regional High School participated in a "Professional Practice Poster Ses-

sion.” Teachers from each school created a poster describing a specific aspect of their classroom practice and displayed it on the walls of the MS/HS Library. Teachers then conducted a “gallery walk” where they viewed their colleagues’ posters and had the opportunity to ask questions. The posters fostered great conversations among colleagues about their teaching practice. It was also great to see how teachers from different grade levels and disciplines were able to find a lot of common ground to talk about. Thanks to Johanna Wilson for organizing the event.

Don't Miss “Most Likely to Succeed” at HWRHS on March 28th!

Over the past four years, we’ve spent a great deal of time exploring the question, “What is the future of education in Hamilton and Wenham?” On March 28th at 7:00 PM at Hamilton-Wenham Regional High School, we will host a screening of the film, “Most Likely to Succeed,” which presents one vision of what schools could become in the future. After the film, we will hold a discussion session around the themes presented and what they mean for education in the HWRSD. To watch the trailer for this film, [click here](#). Tickets are free, but registration is required. To sign up for tickets, please [click the link below](#).

[//eventbrite.com/tickets-external?eid=20570591192&ref=etckt](http://eventbrite.com/tickets-external?eid=20570591192&ref=etckt)

Powered by Eventbrite

Upcoming League of Women Voters Events

The League of Women Voters of Hamilton and Wenham have a full slate of activities involving the schools this spring:

On Thursday, March 10, 2016 at 7:00 pm, the LWV will present a “Civics Bee” at HWRHS. The Civics Bee is a trivia competition on the things every citizen should know—the rights and duties of citizenship, how local and state and federal government functions, elections, and the US Constitution. The competition will be held between teams of four members. Each team needs to include at least one adult and one student. There will be prizes for winning teams and the event is free. Contact Mary Jane Brown (hwcivicsbee@gmail.com) for more info.

On Wednesday, March 23rd, the LWV will host its annual “Candidates’ Night” at the Buker School. Candidates for local offices, including candidates for Hamilton-Wenham Regional School Committee will be invited to present to the public.

On Thursday, April 28th the LWV will host former Boston Police Commissioner, Ed Davis, at the HWRHS Auditorium. Commissioner Davis’ presentation is entitled, “How One Person Can Make a Difference.” The time for this event is still to be decided.

For more information regarding these and other LWV Events, please visit <http://hw.ma.lwvnet.org>

IV. OLD BUSINESS

There was no old business to discuss

V. NEW BUSINESS

A. Turf Field Group

Exhibit C

Hamilton Recreation Director Sean Timmons presented.

Discussion:

Support for having all athletic activities at the school was expressed, as well as the hope that funding for this project would be private, and not from the School District budget. Timmons will be presenting a plan to the Hamilton Town Meeting for the establishment of a non-profit organization to raise funds for this project. If the Town Meeting approves funding, the School Committee will be prepared for a formal vote on proceeding with design and implementation of the project, possibly by July 1. There was discussion on whether or not the sequencing of this decision would be better facilitated by SC commissioning Jeff Sands to move on behalf of the School District in this matter. Phil Tocci suggests that the SC moves to authorize design analysis on school property, subject to the legal insurance, and procurement requirements/regulations the school subscribes to. Such a motion would allow the Turf Project to move forward.

MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ENDORSES AND SUPPORTS THE TURF FIELD PROPOSAL AS PRESENTED BY THE HAMILTON - WENHAM RECREATION DEPARTMENT.

**Motion by STACEY METTERNICK; seconded by JEANISE BERTRAND.
UNANIMOUSLY APPROVED.**

B. FY17 Budget Discussion Jeff Sands presented.

Exhibit A

Jeff Sands presented.

1. 5 Year Capital Plan

Discussion:

Regarding the extent this plan for capital expenditures take into account the possible trade-offs needed in light of projected operating expenses, it was agreed that the SC would first address the FY17 Budget before discussing relationship between capital and operating expenses. Operating expenses are fully examined in the 3 Year Budget Forecast (see below).

MOTION: THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE AN FY17 TOTAL GENERAL FUND EXPENDITURES BUDGET OF \$31,279,282. THIS AMOUNT INCLUDES GENERAL FUND OPERATING EXPENSES (AFTER OFFSETS) IN THE AMOUNT OF \$29,150,032 AND GENERAL FUND DEBT SERVICE EXPENSES IN THE AMOUNT OF \$2,129,250. FURTHERMORE, THE GROSS OPERATING EXPENSES OF THE DISTRICT (BEFORE OFFSETS) HAVE BEEN ALLOCATED TO THE DESE-DEFINED ACCOUNTS ACCORDING TO THE "SUMMARY BY DESE CATEGORY" CHART INCLUDED IN THIS BUDGET PRESENTATION DATED 2/11/2016.

Motion by STACEY METTERNICK; seconded by JEANISE BERTRAND

Discussion.

This budget process is fairly rigid, as a result of strong fiscal management and controls, as attested by our auditors.

UNANIMOUSLY APPROVED.

2. 3 Year Budget Forecast Jeff Sands presented.

Discussion:

Scheduled/expected retirements, along with projected staffing needs were carefully addressed to insure that the needs of every student can be met within the projected budget. Needs which come up should be addressed within the constraints of the approved budget.

Concern expressed about the relationship between capital investment and amount of FTEs. Administration affirmed that the student to teacher ratio reflected in this budget is in line with the best research about supporting student achievement. We have been able to maintain the same strong student to teacher ratio today which we had four years ago. This has been done through careful attention to enrollment, FTEs and allocation of staff over departments. We attempt to re-purpose funds in order to address emerging needs.

Since all data projects declining enrollment, management becomes somewhat complicated. Research currently indicates that the decline will be centered in the high school. If there is a 4.9% decline in enrollment, the 4.8% decline in FTEs is appropriate. Forecasting these issues is an art, as opposed to a science. The budget which must be approved this spring is addressing the student needs of August and beyond.

On April 2, the two towns will vote

C. Adopt FY17 Budget

MOTION: THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTES TO ASSESS THE TOWNS OF HAMILTON AND WENHAM A COMBINED TOTAL OF \$26,268,391 AS THE AMOUNT NECESSARY TO OPERATE AND MAINTAIN THE DISTRICT, AS WELL AS PAY DEBT SERVICE, FOR FY17. THE DISTRICT'S ASSISTANT SUPERINTENDENT SHALL DETERMINE THE AMOUNT APPORTIONED TO EACH TOWN AND THE DISTRICT'S TREASURER SHALL CERTIFY SUCH AMOUNTS TO THE RESPECTIVE TREASURERS OF EACH TOWN WITHIN 30 DAYS OF THIS DATE.

Motion by STACEY METTERNICK; seconded by JEANISE BERTRAND

Discussion: Certification process conducted by the District Treasurer will help to ensure that all figures are checked and double checked.

UNANIMOUSLY APPROVED

D. Regional Agreement Amendment—Re: Assessment Calculation Exhibit B

Larry Swartz presented.

The percentage of students from each community determines the percentage of assessments to each town. This issue becomes a perennial problem the towns must wrestle through from year to year. From a planning perspective, it is encouraging that the current three year enrollment average is nearly identical (within 15/100 of a percent) to present actual enrollments in the elementary schools. It therefore may be advisable to expand the forecasting window from 3 years to 6 years, as noted in Exhibit B.

Why are we trying to change this so far in advance, and why 6 years? 6 years reflects the K-5 elementary years. The current K-5 elementary school group's ration of town residence is almost identical to the current three year rolling average thereby establishing a point in time when neither town will be negatively impacted by extending the number of years considered in the rolling average to 6. More review time would be desirable.

Key takeaways: Exhibit B does not change the amount the district asks from the towns; it smooths the numbers which will be asked, and facilitates planning for the towns.

Pros and Cons of making the change presented in Exhibit B now, on the eve of both town meetings, as opposed to delaying the decision by 6 months or a year. The current numbers, in Exhibit B (showing a leveling out in which neither town is negatively impacted) may make it easier for both towns to adopt this plan for Assessment Calculation, not only in terms of investment in the schools, but in other shared services and facilities. Extending the forecast allows the towns more time to plan.

The Planning Committee is bringing this information for the SC consideration, education and guidance. The Regional Agreement has been in existence since the late sixties, with very few amendments in the intervening years. The timing of the spring town meetings is driving the apparent urgency of voting on this amendment tonight. A vote for this amendment from the SC tonight would put the amendment on both town warrants for their meetings, where the issues would continue to be explored at a community level.

If we do not vote on it tonight, do we wish to schedule a special SC meeting for the next 10 days, at which time we will be able to make a more informed decision. The SC is willing to meet on **Monday Feb. 22 at 5 PM**. Data may be shared electronically, although *must not be discussed* electronically, between now and Feb. 22.

VI. COMMITTEE REPORTS

- A. Communications:** presented by Deb Evans
- B. Planning and Administration:** presented by Deb Evans.
Enrollment data and apportionment assessments were researched and discussed.
- C. Policy and Education Programming:** Dennis Hurley presented
 - I.** Discussed the independent school and examined the policies of other communities as well as DESE information on independent schools.
- D. Student Rep:** No updates at this time.
- E. Other School Liaison updates:** No updates at this time.

VII. VOTE TO ADJOURN

**MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL
COMMITTEE VOTE TO ADJOURN.**

**Motion by STACEY METTERNICK; seconded by JEANISE BERTRAND
UNANIMOUSLY APPROVED AT 9:50 PM**

Respectfully Submitted,

Nancy R. Bergner
Secretary, H-WRSC Meeting

HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE MEETING
MINUTES
FEBRUARY 22, 2016
5:10 pm

CALL TO ORDER

Larry Swartz called the meeting to order at 5:10 PM in the
Buker Elementary School Multi-Purpose Room

PRESENT:

Jeanise Bertrand, Deborah Evans, Dennis Hurley, Larry Swartz,
Emily Madden Stacey Metternick

ABSENT:

Hannah Fraley

ALSO PRESENT:

Dr. Michael Harvey, Donna Bunk, Secretary

I. PLEDGE OF ALLEGIANCE

All rose for the pledge of allegiance

I. CITIZENS COMMENTS

There were no citizen comments

I. CHAIR'S REPORT

No Chair's report

I. SUPERINTENDENT'S REPORT

No Superintendent's report

I. NEW BUSINESS

A. REGIONAL AGREEMENT AMENDMENT OF APPORTIONMENT CALCULATION

DISCUSSION:

This meeting was to further discuss apportionment formula after discussion at last meeting determined SC members needed more information. Tonight's meeting is being held at 5:00 because Hamilton selectmen will be closing the ATM warrant at their meeting tonight @ 7:00 so if we decided to put something on the warrant to make a change to the regional agreement, there would be enough time to get it over to the board of selectmen. The Planning Working Group met last week and its three members agree that we should not vote a change to the apportionment formula in the Regional Agreement tonight. This is due to the School Committee, at their last

meeting, needing additional information, which demonstrated that though this issue is simple in nature, the explanation of the change is complicated. Therefore, recognizing the short period of time until, ATM, there may not be enough time to educate the community. The option to wait is further supported by the leadership of the two towns prefer to wait and pursue this issue in a working group. The plan would be to bring to fall town meetings.

The current proposal is to implement a six year rolling average, from the current three, for FY '24. This point in time is when the current elementary group, whose ratio of town of residence is almost identical to the current 3 year rolling average, will be in high school and we have little to no reliable information on the group of students who will then be in school in the lower grades. This provides a neutral point to stretch the three year rolling average from three years to six and thereby smooth out year over year increases in the cost sharing apportionment ratio between the towns. The working group could also consider whether it would be better to have a three year phase in period where the rolling average would go to 4 years in year 1 in 2024 and then 5 years and 6 years in the following two years. Key part of this is to establish a Working Group to work through options to get agreement on a proposal among the school district and the two towns, and then be able to educate the community before fall town meetings.

Motion: I move that the Hamilton-Wenham Regional School Committee authorize the chairman and vice chairman to establish a working group comprised of leadership of the (2) towns and the district to continue discussion of the apportionment formula in the regional agreement with the goal of establishing consensus in time for presentation of a change at a fall town meeting in each member town.

**Motion by DEBORAH EVANS; seconded by JEANISE BERTRAND
5 APPROVED; ONE ABSTENTION**

VI. VOTE TO ADJOURN

**MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE
VOTE TO ADJOURN**

**Motion by DEBORAH EVANS; seconded by DENNIS HURLEY
UNANIMOUSLY APPROVED AT 5:35 PM**

Respectfully submitted,
Donna Bunk
Secretary, H-WRSC Meeting

HWRSC Executive Session of Full School Committee

12/18/14

Minutes taken by Deborah Evans, Secretary, HWRSC

Attendees:

HWRSC: Bill Wilson, Sheila MacDonald, Jeanise Bertrand, Stacey Metternick, Bill Dery, Barbara Lawrence, Deborah Evans
Mike Harvey, HWRSD Superintendent

1. 7:05pm meeting called to order by Bill Wilson (motion by Bill Wilson, 2nd Deb Evans). Vote to enter executive session for the purpose of discussing Agreement with Office Personnel. Roll call Voice Vote: Yes from all - Bill Wilson, Sheila MacDonald, Jeanise Bertrand, Stacey Metternick, Bill Dery, Barbara Lawrence, Deborah Evans
2. Discussion of Office Personnel contract and 1 year Wage Re-Opener. They are in 3rd year of a 3-year contract.
3. Wage re-opener document distributed.
 - a. 2% COLA increase for FY15 (retro to 7/1/14)
 - b. Increase Professional Development (PD pool)
 - c. Establish training incentive pool; training incentive payments are non-recurring and will not be included in base salary.
4. Motion to approve (motion by Bill Wilson, 2nd Deb Evans). Unanimously approved (7-0, 2 absent).
5. Motion to adjourn executive session. (motion by Bill Wilson, 2nd Deb Evans). Roll call Voice Vote: Yes from all - Bill Wilson, Sheila MacDonald, Jeanise Bertrand, Stacey Metternick, Deborah Evans

**HAMILTON WENHAM REGIONAL SCHOOL DISTRICT
SCHOOL COMMITTEE**

Executive Session Minutes of January 21, 2016

MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ADJOURN TO EXECUTIVE SESSION TO CONDUCT STRATEGY SESSIONS IN PREPARATION FOR NEGOTIATIONS WITH NONUNION PERSONNEL (ASSISTANT SUPERINTENDENT FOR ADMINISTRATION AND FINANCE) AND NOT TO RETURN TO OPEN SESSION (EXECUTIVE SESSION PURPOSE #2).

Motion by DEBORAH EVANS, seconded by JEANISE BERTRAND.

UNANIMOUSLY APPROVED BY ROLL CALL VOTE AT 9:58 PM

Present: Jeanise Bertrand, Deborah Evans, Hannah Fraley, Dennis Hurley, Larry Swartz, Emily Madden

Meeting called to order at 10:05 p.m.

Agenda

TO CONDUCT STRATEGY SESSIONS IN PREPARATION FOR NEGOTIATIONS WITH NONUNION PERSONNEL (ASSISTANT SUPERINTENDENT FOR ADMINISTRATION AND FINANCE)

SC was informed of discussions between Larry Swartz and Deb Evans with Jeff Sands, Assistant Superintendent as follows:

Jeff rejected the proposal of the SC and countered with a proposal as follows:

- 1) Five (5) year term effective July 1, 2015**
- 2) Annual Salary of \$142,500 effective July 1, 2015 (retro)**
- 3) Annual Salary of \$150,000 effective July 1, 2016**
- 4) Annual Salary of \$157,500 effective July 1, 2017**
- 5) Annual Salary increases as determined by the Supt thereafter.**
- 6) District 403B Match of \$500 per year effective back to year 1 of employment**
- 7) Sick time use eligible for self and immediate family (e.g. wife, daughters, etc.)**

Jeff emphasized that he believed that his desire to adjust his salary was going to be taken up last year and he was therefore concerned about the financial penalty associated with the delay. Jeff supported his proposal by noting he had to take a reduction in salary to accept his position and was aware that he would need to prove his abilities before seeking an adjustment to his compensation which he believes he has done and SC members agree.

Superintendent stated that he believed that the current and future budgets would be able to accommodate the proposed raises, especially given the recent resignation of Dr. Bowler.

SC Members debated the pros and cons of the salary proposals as they related to comparative salaries inside and outside the District, and Jeff's performance and value to the District. Ultimately, through a motion made by Deb Evans and seconded by Emily Madden which was approved unanimously, with one member absent (Stacey Metternick), whereby the SC authorized Deb Evans & Larry Swartz to propose terms to Jeff Sands that matched his counter-proposal, except for continuing the current SC FY'16 proposal at \$140,000 (a \$5,000 salary increase for FY '16). They were to report back at either a subsequent open SC meeting or at another executive session of the SC.

Motion to adjourn made by Hannah Fraley and seconded by Dennis Hurley at 10:55 p.m., which was unanimous.

Submitted by:
Lawrence D. Swartz
Chair

Hamilton-Wenham Regional School District

FIELD TRIP REQUEST

School: HWRHS Date Submitted: 2/11/2014
 Faculty Sponsor: Kevan Sano Position: Spanish Teacher

I. Trip Information:

Check (✓) one:

- ☐ Day Academic Field Trip - ☐ In-state ☐ Out-of-state Destination: _____
☐ Day Extracurricular Trip - ☐ In-state ☐ Out-of-state ☐ International Destination: _____
☐ Athletics - Sport: _____
☐ Overnight Trip - In-state - ☐ Academic ☐ Extracurricular - Destination: _____
☐ Out-of-State/Domestic Day Trip - ☐ Academic ☐ Extracurricular - Destination: _____
☐ Out-of-State/Domestic Overnight Trip - ☐ Academic ☐ Extracurricular - Destination: _____
☒ International Trip (extracurricular only) - Destination: Peru: Lima, Cuzco, Machu Picchu

Departure Date: 4/12/2017 Time: TBD Return Date: 4/23/2017 Time: TBD
 Number of Students Eligible: 36 Class/Group: Seniors, Juniors, Sophomores if space available
 Faculty Sponsor: Kevan Sano
 Other Faculty/Staff chaperones: Teachers from HWRHS Jones, Sprouse, Shippen
 Other chaperones: others TBD
 Mode of Transportation: plane, bus, train Number: TBD
 Airlines/Flight/Ground Transportation: TBD

II. Estimated Expenses

1. Transportation Cost:	6. Financial Assistance Available? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
2. Admission Charges:	7. Other Sources of Funding? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3. Lodging & meals cost:	8. Amount Available: \$
4. Other (specify):	9. Are Student Activity Funds being used? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
5. Total student cost: <u>\$4129 if</u>	10. If yes, amount bring used: \$

enrolled early \$4429 after early enrollment period.

III. Attachments

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

IV. Approvals

Department Chairperson or Field Trip Requestor: K. Sano Date: 2/11/14
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: _____

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/infracton 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.

To: Eric Tracy

I would like to put forth a proposal for a Service Learning trip to Peru in 2017. This will be our sixth trip to Peru, having traveled every other year since 2007. Every site visited and each activity enhances the curriculum taught at the high school in our Spanish 3 Honors class and our Spanish 4CP classes. This trip will have a service learning component similar to our trip in 2015. The service component will allow us to spend more time engaging in activities with local children and families. Our past trips have included a school visit however a few hours is not enough time. The service component gives us 2 full days with local children and their families. We will also have the opportunity to celebrate part of Holy Week and Easter Sunday in Peru.

In the Sacred Valley, outside of Cuzco, we will have 2 and 1/2 full days service learning in a weaving community. Students will get to know the villagers and their way of life. They will be able to make a difference by visiting with local children, helping community support activities, and participating in environmental projects. We will also visit their local school.

We expect the student participants of the spring trip to Peru to achieve the following educational benefits:

1. Concentrated exposure to native speakers
2. Opportunity to speak Spanish over an extended time period
3. Direct observation of Peruvian culture and everyday life
4. First-hand experience of some of the sites important to Peruvian and Spanish history, literature and art (with a concentration on the age of conquest and the Incan Empire)

In addition to skills that are directly applicable to their Spanish 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.

For some students this will be a once-in-a-lifetime experience, for others it will be the beginning of a lifetime of cross-cultural encounters. As language teachers, we are committed to making the experience the best possible for each student.

#1 **Proposed Dates** – April school vacation 2017 and 2 additional days prior to the start of vacation. I would like to leave Wednesday April 12th and return on Sunday April 23th. I am requesting the additional days because of the travel distance and the time necessary to acclimate to the change in altitude. Additionally it is easier to leave midweek and Friday is a holiday allowing us to be in Cuzco for Easter.

#2 **Student Eligibility** – Every site visited and activity planned enhances the curriculum taught at the high school in our Spanish 3 Honors class and our Spanish 4 A1 class. Therefore I propose the following requirements:
 Successful Completion of Spanish 3 H class or Spanish 4 A1
 Verbal recommendation from his/her Spanish teacher
 Seniors will be given priority then juniors finally sophomores if space is available

#3/4 **Space** will be limited to no more than 36 student participants with 1 teacher chaperone for every 6 students.

4 Estimated cost per student

Total: \$4129 per person if enrolled on or before 4/15/16 \$4429 after 4/15/16

5/7 This price includes round trip transportation on major scheduled airlines from US to Peru and national airlines within Peru, 2 nights lodging in Lima, 2 nights in Cuzco and 2 nights in the Sacred Valley, and most meals: guaranteed 2 meals a day, breakfast and one other depending on day's schedule.

In addition, students will need spending money for souvenirs and meals not covered in program as well as gratuities for tour guides in various places. Students should figure an additional \$300 for these expenses.

Timeline for payment

\$300 initial deposit on or before 4/15/16

Balance can be paid in 12 monthly installments of \$319.08

Final payment due December 1st, 2016

Final payment Deadline with Total Surety Plan due January, 2017

9 Beyond the eligibility requirements, **student participation** is based on ability to pay and is voluntary.

Upon approval I will hold an informational meeting for interested students and their parents. I will then begin to enroll students. Students will have the option of enrolling on line but must be approved by me. Students must meet eligibility requirements before enrolling.

There is a website to promote the trip and as a means of communication as well as an Edmodo page. I will have monthly meetings beginning in September 2016 to prepare students for this adventure.

Other – Entry requirements

Valid passport (valid for at least 6 months after return date)

Vaccinations and medications - typhoid vaccinations are required

Consult – www.cdc.gov for current immunization recommendations / requirements

Good physical health recommended due to Altitude sickness and considerable walking required

Why WorldStrides?

Everything revolves around LEAP! **Learning by Exploring and Actively Participating**. Mindful that there are different types of learners, WorldStrides Tour Directors make information available in a variety of exciting ways. Culture and history come alive, with the students as active participants in a spectacular learning experience. They are opportunities for students to earn college credits if they choose to enroll in a special program. Professional Development points are offered to teachers. There is also a financial aid program. Finally we have a long history with WorldStrides(formally NETC) and we have NEVER been disappointed with the quality, safety or arrangements made by WorldStrides.

#8 Security Plan

Security Plan for travel to Peru

- A 6 to 1 ratio of chaperones/teachers to student as per rules of international travel
- All chaperones are CORI'd.
- Bilingual WorldStrides tour guide with us 24/7 from arrival until departure
- Head chaperone will have an international cell phone
- At least one Spanish-speaking chaperone on each bus.
- 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

**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 **Lima, Cuzco, and Sacred Valley** from **April 12th to April 23rd, 2017**. 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 medication, 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/infracton 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*

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

11

Hamilton Wenham Regional High School

**775 Bay Road
S. Hamilton, MA 01982**

February 8, 2016

Dear Parents:

Your son or daughter has expressed an interest in traveling to Peru with teachers from the Spanish department in April of 2017 pending school committee approval. Each site has been chosen for its educational value as well as to meet the interests of the students. In the past, our trips have sold out and many participants go on to write about their experiences in college applications. The proposed dates for the trip are April 12 - 23, 2017. The projected cost will be \$4158; if enrolled on or before 4/15/2016. After this date the price will then be \$4458 payable with a \$300 deposit then 14 payments of \$_____

The program fee includes:

- **Round trip airfare**
- **overnight accommodations**
- **guaranteed 2 meals a day, breakfast and either lunch or dinner**
- **sightseeing excursions**
- **transfers and inter-city transportation**
- **full-time guide services**

Not included:

Transportation from Hamilton -Wenham to the airport (\$30 to provide coach bus for group)

Gratuities for guides (approx. \$55 - to be collected in advance of leaving)

Spending money for souvenirs, gifts and lunches (suggested \$200)

We are planning an educational trip for a group of students who will be serious about wanting to experience the history and culture of Peru. The tour will be an "on site" enhancement of the Spanish curriculum taught at the high school.

The purpose of this letter is to differentiate between the students who are merely interested in going and those who are most likely going to be able to go. At this time, your response is non-binding and only intended to provide us with a working number as we move forward with our plans.

**Muchas gracias,
Ms. Sano**

My son / daughter _____ is planning to travel to Peru in April of 2017.

_____ is very interested but can not make a definite commitment until _____.

_____ can not be a part of this trip.

Signed _____

Service Learning trip to Peru in 2017.

This will be our sixth trip to Peru, having traveled every other year since 2007. Every site visited and each activity enhances the curriculum taught at the high school in our Spanish 3 Honors class and our Spanish 4CP classes. This trip will have a service learning component similar to our trip in 2015. The service component will allow us to spend more time engaging in activities with local children and families. Our past trips have included a school visit however a few hours is not enough time. The service component gives us 2 full days with local children and their families. We will also have the opportunity to celebrate part of Holy Week and Easter Sunday in Peru.

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We expect the student participants of the spring trip to Peru to achieve the following educational benefits:

1. Concentrated exposure to native speakers
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In addition to skills that are directly applicable to their Spanish 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.

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Proposed Dates – April school vacation 2017 and 2 additional days prior to the start of vacation. I would like to leave Wednesday April 12th and return on Sunday April 23th. I am requesting the additional days because of the travel distance and the time necessary to acclimate to the change in altitude. Additionally it is easier to leave midweek and Friday is a holiday allowing us to be in Cuzco for Easter.

Student Eligibility – Every site visited and activity planned enhances the curriculum taught at the high school in our Spanish 3 Honors class and our Spanish 4 A1 class. Therefore I propose the following requirements:

Successful Completion of Spanish 3 H class or Spanish 4 A1

Verbal recommendation from his/her Spanish teacher

Seniors will be given priority then juniors finally sophomores if space is available

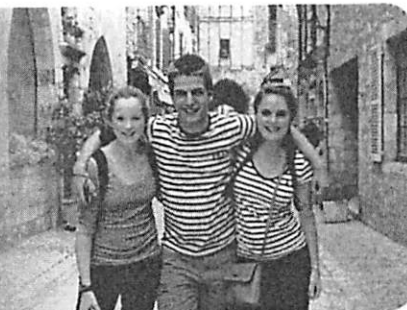
Space will be limited to no more than 36 student participants with 1 teacher chaperone for every 6 students.

#4



**WORLDSTRIDES®
INTERNATIONAL
DISCOVERY
PROGRAMS**

*Journeys designed to **Inspire, Enrich, and Educate**
today's students for tomorrow's world.*



WorldStrides Cost Worksheet Specially Prepared For Kevan Sano

Total Cost	\$4129
Using EZpay Plan	12 Payment(s) of \$319.08
Based on enrollment today with deposit of \$300 and then 12 payment(s) of \$319.08	

Cost Breakdown

Tuition	\$4429 Valid for enrollment on or before 03/17/2016
Weekend supplement	\$0
Basic Travel Insurance	\$0
Early Enrollment Credit	- \$300 Valid for enrollment on or before 03/17/2016
Twin Room Supplement	\$450

Trip Overview

Itinerary	Peru Service Learning
Trip length	11 days
Departure date	Wednesday, April 12, 2017
Departure city	Boston, MA

Cancellation Protection

Cancellation Protection Plus	\$275
Individual rate. A reduced rate of \$20/day applies when all group members select this option. <i>Recommended</i>	
Refer to the Agreement in the WorldStrides Enrollment Guide for terms and conditions.	

The Experience of a Lifetime

Trip Details # 1

Trip Name: Peru Service Learning
 Group Leader: Kevan Sano
 Departure Date: Wednesday, April 12, 2017
 Departure City: Boston, MA
 Group Username:
 Group Password:
 Login at www.EducationalTravel.com/Login

An Enriched Educational Experience

WorldStrides International Discovery programs offer unrivaled travel experiences to more than 60 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 Cost

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 9 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 International Discovery programs 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 Cost

Total Cost

\$4129

Using EZpay Plan 12 Payments of \$319.08
Based on enrollment today with deposit of \$300 and then 12 payments of \$319.08

Cost Breakdown

Tuition (Valid through 03/17/16) \$4429
 Early Enrollment Savings (Valid through 03/17/16) -\$300

Itinerary

DAY 1 FLY TO PERU. Fly across the equator to Peru's bustling capital of Lima. Meet your Tour Director and begin exploring.

DAY 2 LIMA. Discover the "City of the Kings" and see the cathedral, the Plaza de Armas, the Church of San Francisco, and the Presidential Palace. This afternoon, visit the Larco Museum with its private collection of over 45,000 pieces of craftsmanship, showcasing 4,000 years of Peruvian history. Lunch is included in place of dinner today.

DAY 3 LIMA. Today you will visit the Villa Martha Children's Home to spend time with the children who live there. Participate in a service learning project by helping out in the classrooms and playing games with the students. Today, lunch will be included at the home in place of dinner.

DAY 4 CUZCO. This morning, fly to Cuzco, the historic capital and heart of the Inca Empire. Take in the sights of the city and surrounding areas, including the Korikancha temple.

DAY 5. CUZCO. Explore the ruins of Sacsayhuamán, and the Inca baths of Tampu Machay. Learn more about Incan religious beliefs in Pago a la Tierra.

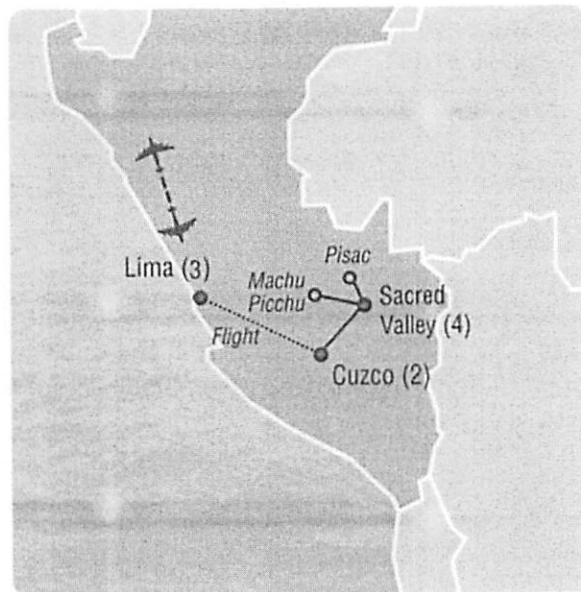
DAY 6 SACRED VALLEY. Continue your journey along the Inca Trail with an excursion to the towns of Pisac and Ollantaytambo in the valley of the Urubamba. Explore the fortress of Ollantay. Named for the Inca chieftain who once ruled the area, it was the only site in the Americas to successfully withstand the Spanish invasion! Meet with local students during your Peruvian School Visit. Lunch is included in place of dinner today.

DAY 7-8 SACRED VALLEY. Lend a hand in a farming community and get to know the villagers. You will be able to make a difference by visiting with local children, helping community support activities, and participating in environmental projects.

DAY 9 SACRED VALLEY. Travel through the Sacred Valley for a full-day excursion to Peru's most famous destination, the lost Inca city of Machu Picchu. Set on a mountaintop, deep in the jungle, Machu Picchu remained unknown to the outside world until 1911. Lunch is included in place of dinner today.

DAY 10 LIMA. Fly back to Lima this morning and enjoy a farewell lunch in the capital. Then board an evening flight back to the United States.

DAY 11 ARRIVAL IN THE UNITED STATES

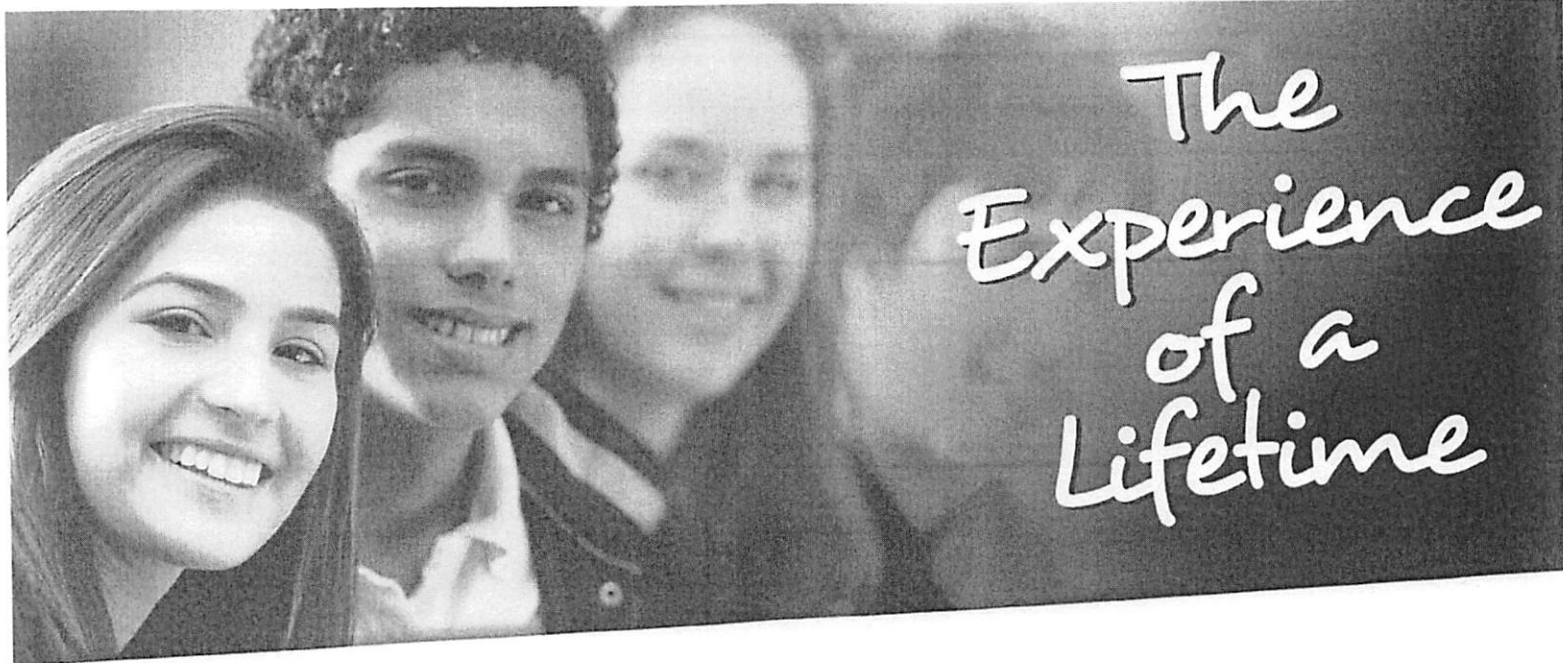


↑
NW Students 2007
Trip

The Experience of a Lifetime

#10

Students discover new cultures, take on new challenges, and grow in confidence in a safe and fun environment. Their new perspectives and maturity help guide decisions as they transition to adulthood. A WorldStrides International Discovery program is a sound investment in a young person's future.



The Experience of a Lifetime

An Enriched Educational Experience

WorldStrides International Discovery programs offer unrivaled travel experiences to more than 60 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 means 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 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 recommends Cancellation Protection Plus.

Why Send Students Abroad?

Enhance College & Job Applications

Educational Travel on a college or job application demonstrates initiative, maturity, well-rounded interests and an inquiring mind. A discussion of Renaissance art, Roman civilization, or the cuisine of South America can substantially enhance a college essay and create a very positive impression in an interview.

Personal & Intellectual Development

Students grow in confidence and maturity as they navigate different cultures, speak foreign languages, make new friends and meet intellectual challenges.

Become Better Citizens

By traveling abroad, students understand what is truly "American" by seeing and experiencing what is not American. They bring their experiences and insights back into their classrooms and hometowns, each in his or her own way helping to lessen the knowledge gap between America and the cultures from which many of our cultural, religious, language, and civic traditions evolved.

Academic Credit

Middle school and high school students are eligible for free high school credit, and high school students can earn affordable college credit.

Included in the Trip Cost:

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
- Daily breakfast to start the day energized and ready to go
- Appetizing, hearty three-course dinner daily

Tour Director & Local Guides

- Full time, bilingual, 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

Tuition Includes...

- Round-trip flights
- Accommodations in three- and four-star hotels. Rooms are doubles, triples and occasionally quads.
- A filling breakfast everyday to get the day started right
- A hearty three course dinner daily reflecting local cuisine
- Full-time WorldStrides International Discovery programs Tour Director
- LEAP Educational program
- Transportation and sightseeing as described in the itinerary
- 24-hour assistance at home and abroad
- Travel Insurance and Travel Assistance

Cancellation Protection Plus

WorldStrides International Discovery programs strongly recommends Cancellation Protection Plus

What you get:

- Provides for cancellation for reasons not normally covered by insurance
- Covers cost of airline delays
- Covers teacher's emergency expenses
- Covers emergency flight of parent/spouse

Cost: \$25 per day of your tour, due upon enrollment

EZpay Plan:

It's Simple. It's Free. It makes Budgeting Easy

- No invoices
- No checks to mail or installment fees to pay
- No deadlines to worry about
- More time to pay

Enrolling with EZpay

- Enroll online at MyTrip with an initial deposit of \$300
- You will be prompted to select EZpay Plan
- The EZpay Plan takes your remaining balance and divides it into equal monthly installments
- EZpay will then debit your bank account automatically each month in this amount

Additional Expenses

You Will Incur

- Passport and Visa fees
- Beverage with meals
- Lunches
- Some local transportation overseas
- Tips to Tour Directors and long-distance bus drivers
- Spending money

THIS INFORMATION IS IMPORTANT. PLEASE READ IT CAREFULLY.

Responsibility Clause: WorldStrides International Discovery, a d/b/a of WorldStrides International, LLC, its employees, shareholders, subsidiaries, affiliates, officers, directors, successors, agents, and assigns (collectively, "International Discovery") does not own, operate or control any person or entity which is 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, International Discovery 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, International Discovery 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 International Discovery. 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 International Discovery.

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 International Discovery's control at the discretion of International Discovery as it deems necessary or desirable. On certain dates some attractions or activities may be closed. International Discovery 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 International Discovery, the sole obligation of International Discovery is to refund all funds collected from any registrant minus merchandise fees.

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

International Discovery 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 by a writing signed by an officer of International Discovery.

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 International Discovery 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 International Discovery and participant's teacher/group leader from any and all liability for the quality or timeliness of any such medical care and agree to indemnify International Discovery 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 International Discovery, 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

Program Fees Not Included: Unless specifically stated in your registration letter, International Discovery's program prices do not include optional additional college credit fees, passport fees, visa fees, Weekend supplements, Cancellation Protection Plus fees, lunches, beverages with meals, excess baggage charges, expenses incurred during free time periods, portage at airports and hotels, transportation from your home to the origination point of the International Discovery program and back, tips to guides and long-distance bus drivers, overnight lodging and meals in the United States prior to departure or upon return of an international flight, any mandatory new or increased taxes or inspection fees levied on airline tickets, hotels, transportation, land services, or at ports of entry/exit.

Payment Plan: If you register directly with International Discovery, you will have three payment options: (1) pay in full (2) make regularly scheduled installment payments under an installment plan established by International Discovery or (3) establish automatic payment to be charged to your checking account at a US banking institution via International Discovery EZPay program. If you choose to follow an installment payment plan other than the EZPay Plan, International Discovery charges a \$15 non-refundable handling fee on each installment payment following your registration, except the initial deposit. There are NO HANDLING FEES associated with payments made through the EZPay program.

Reservations are not transferable at any time. Frequent flyer miles are not available to participants. 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: International Discovery charges a late registration charge of \$150, 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 and 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 prior to 110 days prior to the scheduled departure of your program but your account is not paid in full by that date, International Discovery 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. If you have not paid at least

\$500 within 45 days of enrollment you will be cancelled without refund. If you have not paid at least 75% of your program fee at 90 days prior to departure you will be cancelled without refund. A \$45 fee will be charged for any returned checks.

Travel/Accident and Sickness Insurance: All participants are provided accident and illness, insurance coverage (underwritten by ACE American Insurance Company) up to \$7,500 with no deductible for medical expense and full coverage for medical evacuation and repatriation. Pre-existing conditions are not covered. Any charges not covered are the responsibility of the participant. Please refer to the policy for a full description of coverage and limitations.

Further, all participants, chaperones and teachers 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.

Participants may also consider purchasing, at additional cost, optional additional protection afforded by the participation in International Discovery's Cancellation Protection Plus program (see below).

Supervision/Behavior: International Discovery, 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 International Discovery to leave the group and to explore on their own. International Discovery has no responsibility for those 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. You also acknowledge that if you are late in appearing for a scheduled departure, International Discovery has no duty to delay the Program to wait for you.

Damage or injury caused deliberately or by carelessness to International Discovery 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 International Discovery Tour Director nor other staff can provide reliable translation, or make any special arrangements for me. I understand that neither International Discovery 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, including my airline ticket. I understand that each airline has its own procedures for dealing with lost tickets and that if I lose my airline ticket, I may be required to purchase from the airline a full fare replacement ticket. I accept that in these circumstances it is entirely my own responsibility to pursue any refund directly from the airline.

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. Annual price increases may be limited by multiple-year commitments.

Name Changes: Name changes may not be available or allowed within 110 days of departure. Should changes be allowed, International Discovery will assess a \$250 fee to any individual who requires a name change on his/her ticket within 110 days of departure. Any request for a name change within this

period may be denied by the air carrier and will be subject to additional fees.

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 11 is subject to individual review by International Discovery. The decision to allow participation in a trip is at the sole discretion of International Discovery.

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 International Discovery 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.

International Discovery provides online and customer service means for keeping 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.

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, International Discovery 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. International Discovery 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 within two weeks of registration and no later than 150 days from departure, whichever occurs first.

Adults: International Discovery 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.

International Discovery's 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 International Discovery 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 \$130 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.

Changes to your 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, International Discovery reserves the right to make the following changes, which will not constitute grounds for a refund:

Change in departure date, but not to exceed 2 days on a program leaving between November 1 and April 30. International Discovery is not responsible for individual arrangements that conflict with a date reassignment.

Changes 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 International Discovery's 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 International Discovery Tours 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. The refund process takes approximately four to six weeks. There will be no refunds for unused services or program features.

Cancellation Protection Plus (CPP) Program Benefits: At each participant's option and for an additional fee of \$25/day, participants can receive the following additional benefits beyond the insurance coverage included in the Program Fee and described above:

- You may cancel for any reason and International Discovery will refund all Program Fee payments, less Non-Refundable Fees (together, "Cancellation Fees") and less any amounts covered by the Travel Insurance if you cancel for a reason covered by Travel Insurance. If you cancel for any other reason, your Cancellation Fees will be refunded in the form of fully transferable travel vouchers for amounts of up to \$1,500, and all remaining amounts will be refunded in cash. To receive this benefit you must have made all scheduled Program Fee payments. Vouchers must be used for travel on an International Discovery program in either of the following two years. Some restrictions apply.
- You will receive reimbursement for pre-approved out-of-pocket expenses for meals, and will provide necessary hotel accommodation and transportation up to a combined total of \$100 per day (\$200 maximum), resulting from an airline delay in excess of 24 hours. When all members of a group select Cancellation Protection Plus, this will be increased to \$100 per day (\$500 maximum).
- One parent/guardian or spouse will receive an economy-class airline ticket for, up to a maximum value of \$1,000, to fly from the USA to join you if you are under 21 years of age and are hospitalized for 48 hours or more (7 days in the case of an adult aged 21 or older) and are unable to continue with your International Discovery trip. If a passenger under 21 years of age is required to stay behind to receive medical attention while the tour continues, a teacher or responsible adult will be required to stay with that passenger. International Discovery will reimburse the teacher/adult for pre-approved out-of-pocket expenses for meals and reasonable telephone charges, and will provide hotel accommodation and transportation to rejoin the group to a combined total of \$100 per day (\$700 maximum).

International Discovery will not reimburse expenses that are not pre-approved, and will not reimburse the cost of hotels or transportation that is not booked by International Discovery. CPP Benefits may be limited if total aggregate payments for all claims from a single accident or event exceed \$50,000. CPP refunds for cancellation due to reasons covered by the included insurance will only be paid once insurance coverage has been confirmed by the insurance company.

All payments, inclusive of the CPP program fee, if elected, 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 as a result of or following an act of God,

war (whether declared or not), terrorism, civil unrest, or in the event of WorldStrides' bankruptcy, insolvency, or cessation of business the Cancellation Protection Plus Program will not make refunds and the below stated Standard Cancellation Policy will apply.

Standard Cancellation Policy: Within seven calendar days following receipt of your written confirmation or initial payment invoice (whichever is received first), you may cancel your International Discovery program and receive a full refund. Beyond the seven day grace period, if you, or the Program Leader cancel, International Discovery will retain only \$300* if your cancellation letter is postmarked more than 181 days prior to the group's departure and \$500* if your cancellation letter is postmarked 111 to 180 days prior to the group's departure, 50% of the base trip price* if your cancellation letter is postmarked 91 to 110 days prior to group's departure, 75% of the base trip price* if your cancellation letter is postmarked 61 to 90 days prior to the group's departure or 100% of the base trip price* if your cancellation letter is postmarked 60 days or less prior to group's departure. The standard cancellation policy is based on the originally scheduled trip dates. This policy does not apply in the event of International Discovery's bankruptcy, insolvency, or cessation of business.

***Please Note:** The non-refundable deposit, the Cancellation Protection Plus fee, handling fees, 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").

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 International Discovery for services not received by you will be promptly refunded by International Discovery to you unless you otherwise advise International Discovery in writing. Registration as a seller of travel does not constitute approval by the state of California. International Discovery's 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 International Discovery's default. (For Washington State residents only) If transportation or other services are canceled by International Discovery, all sums paid to International Discovery for services not performed in accordance with the contract between International Discovery 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 International Discovery to the consumer unless the consumer requests International Discovery apply the money to another travel product and/or date.

USTOA Membership Means You're Protected: International Discovery 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 International Discovery's customers in the unlikely event of International Discovery's bankruptcy, insolvency, or cessation of business. Further, you should understand that the \$1 million posted by International Discovery may be sufficient to provide only a partial recovery of the advance payments received by International Discovery. 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: International Discovery 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.

Rev. 12/12

2014 Application



Apply Online to Enroll with EZpay

It's free and it's simple. Equal monthly installments are automatically deducted from your account.
No invoices, no mailing checks, no deadlines to meet, more time to pay.

Please print clearly in block capitals. Signature required on reverse. Please follow the enrollment instructions to complete this application.

PARTICIPANT

LEGAL FIRST NAME (as it appears on your passport and/or birth certificate) LEGAL MIDDLE NAME (as it appears on your passport and/or birth certificate)

☐ Check this box if you do NOT have a middle name on your passport and/or birth certificate.

LEGAL LAST NAME (as it appears on your passport and/or birth certificate - specify Jr., Sr., etc.)

MAILING ADDRESS

CITY

MOBILE PHONE

MOBILE PHONE CARRIER

HOME PHONE

E-MAIL ADDRESS

DATE OF BIRTH: MONTH DAY YEAR

GENDER: MALE ☐ FEMALE ☐

DEPARTURE DATE: MONTH DAY YEAR

US CITIZEN: Yes ☐ No ☐

*It is your responsibility to obtain ALL required travel documents, including transit visas.

ROOMING (Adult participants aged 24 and over are required to pay a \$50 per night supplement.) Choose one of the following rooming options:

☐ I will be sharing a room with (name required):

☐ Bill me the single supplement (\$130/night) until I find a companion, at which time the charge will be removed. ☐ I would like a single room. (\$130/Night)

Please note that if no boxes are checked, your rooming will default to a single room and you will be charged \$130/night.

TEACHER/GROUP LEADER

FIRST NAME OF GROUP LEADER

LAST NAME OF GROUP LEADER

Group Leader's signature

Date

PARENT/GUARDIAN INFORMATION

If the applicant is under 21 years of age, please provide the following information for a parent or guardian who must also sign the reverse.

FIRST NAME

LAST NAME

HOME PHONE

WORK PHONE

EXTENSION

MOBILE PHONE

MOBILE PHONE CARRIER

RELATIONSHIP

E-MAIL ADDRESS

Cancellation Protection Plus

Select one. Please refer to "Cancellation Protection Plus" for details.

☐ Yes, I would like to enroll in Cancellation Protection Plus (\$25/day payment is due with this application)

☐ No, please do not enroll me in Cancellation Protection Plus. I understand I will incur financial loss if I cancel.

Payment

WorldStrides recommends the EZPay plan for hassle free payments with no installment fees. EZpay is only available to online registrants.

If you wish to submit this application please check one of the payment choices below (always add the CPP fee if you wish to enroll in the CPP)

☐ \$300 Initial deposit only (a second payment of \$200 is due 30 days after your enrollment)

☐ \$500 deposit (no payment is required until 110 days prior to departure.)

☐ Payment in full

Make your check payable to WorldStrides and mail with your completed application to:

WorldStrides International Discovery
Attn: Participant Services
50 Franklin St
Boston, MA 02110

OFFICE USE 2014

AMT _____
CHK# _____
Batch # _____
RECD/DEP _____

SIGNATURE REQUIRED ON REVERSE

QUESTIONS ABOUT THE AGREEMENT?

CALL WORLDSTRIDES INTERNATIONAL DISCOVERY PROGRAMS 1-800-771-5353

Release

Allergies _____

Other medical conditions _____

Medication being used (include dosage/frequency) _____

Present state of health _____

Family Physician _____ Phone (____) _____

Medical/Hospital Insurance Company _____ Phone (____) _____

Policy Holder's Name _____ Policy Number _____

Authorization for Treatment of Minor

I, the undersigned, understand and acknowledge that every effort will be made to contact the parents in case of an emergency, and, if possible, before any medical treatment is administered. In the event of an emergency or if the parents cannot be notified, I hereby give permission to the Program Leader or the WorldStrides staff to secure proper treatment for my child. If necessary, this includes selection of physicians and medical treatment facility who are then authorized to perform such medical treatments as deemed necessary to protect the health of my child.

WorldStrides cannot be responsible for accommodating any food allergies, requirements or restrictions and is not responsible for any problems associated with the same. All issues with regard to food and drink, including allergies, requirements and restrictions are the sole responsibility of the participant.

In the event of any emergencies during the trip, the undersigned hereby grants authority to be exercised at the discretion of the Program Leader or chaperone to dispense over-the-counter medication.

Date _____

Signature of Parent/Guardian

Cancellation Protection Plus

All WorldStrides International Discovery programs include basic cancellation and medical insurance. We strongly recommend enrolling in the Cancellation Protection Plus which provides for cancellation for reasons not covered by insurance and additional benefits while overseas. Please refer to the terms and conditions for details.

☐ Yes I would like to enroll in Cancellation Protection Plus (\$25/day payment is due with this application)

☐ No please do not enroll me in the Cancellation Protection Plus. I understand that I will incur financial loss if I cancel.

Signature(s)

Signature(s)
I, or my parent/guardian if I am under 18 years of age, have read and understand the "Agreement", and the "Release" in the WorldStrides International Discovery programs Enrollment Guide and agree to be bound by the terms and conditions contained therein.

Participant Signature (or parent/guardian signature if under the age of 18) _____ Date _____

[illegible]

PLEASE PRINT YOUR FIRST NAME							

[illegible]

PLEASE PRINT YOUR LAST NAME

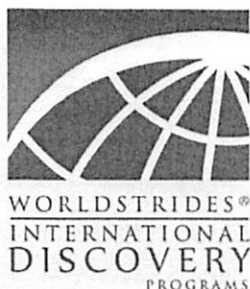
Parent/guardian Signature (if between the ages of 18 and 21)

[illegible]

PLEASE PRINT YOUR FIRST NAME							

_____ Date _____

[illegible][illegible]



Earn Academic Credit While Gaining a Global Perspective!

Be the teacher that gives your students a competitive edge when preparing for the future! Because of our accreditation, WorldStrides International Discovery programs offer students the chance to earn high school or college credit, setting them apart from their peers and allowing them to achieve at a higher level in high school and beyond. Our accredited status attests to our high academic standards. Traveling with us means that your travel program is centered on a structured curriculum that meets state standards, and our Tour Directors under continuous training in our innovative, interactive LEAP methodology (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. They avoid lectures in favor of constructivist teaching that is inclusive, varied, and stimulates critical thinking.

Students Can Earn College Credit

High school students can earn college credit from one of our university partners on any private and customized, WorldStrides International Discovery program. Students will distinguish themselves from their peers and enhance college applications through this innovative educational travel experience.

We work closely with university professors in the development of college credit programs. All coursework will be completed online, assessed by college professors, and transcripts are issued from our partner institutions. Students can choose to work for one or three credit hours.* Students that choose to work for college credit will need to complete all pre-tour, on-tour, and post-tour coursework.

*The cost for the credits is not included in the cost of the tour package, and is a supplement that students who choose to work for college credit would need to pay for.

Students Can Earn High School Credit

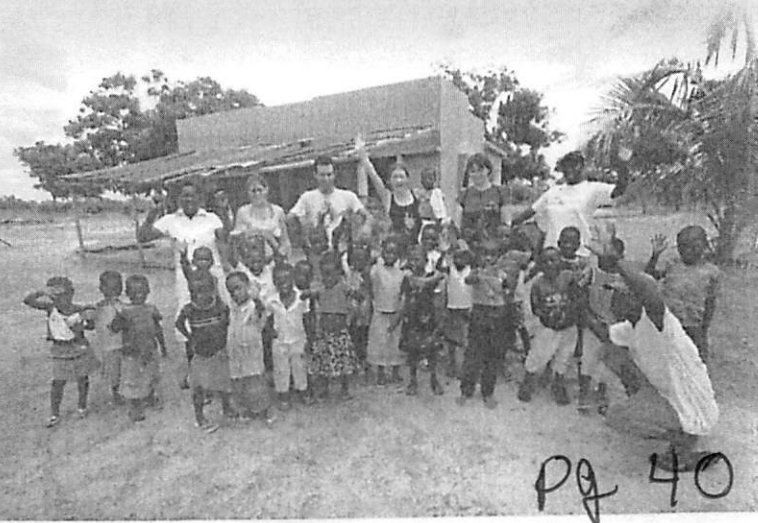
Middle school and high school students are able to earn free high school credit on any private and customized, WorldStrides International Discovery program. Students that choose to work for high school credit will need to complete all pre-tour, on-tour, and post-tour coursework. Once coursework is completed, work will be evaluated and, upon completion, students will receive an official transcript that should be recognized by the majority of schools across the U.S.

Offer Students a Global Perspective

Courses will 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 will lead to success in citizenship, stewardship, and leadership.

Each day, your Tour Director will facilitate activities designed to ignite a desire for change and 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.

Topics of study include government, economy and trade, food and housing, culture and traditions, population and demographics, resources, geography, transportation, religion, and arts and media.



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What's Included in Every Academic Credit Program

- Round-trip airfare with a major carrier on scheduled flights, and all internal flights, rail fares, or ferry crossings (including all taxes and fuel surcharges), per your itinerary.
- All transportation by private bus throughout your tour (except in European capital cities, where public transportation is used and included in the tour package).
- Accommodations in three- or four-star hotels with private facilities guaranteed throughout.
- Continental breakfasts and dinners, as well as all excursions, cultural activities and admissions, per your itinerary.
- A Tour Director to accompany your group 24 hours a day from arrival to departure, as well as the expertise and perspective of local guides during your tour.
- Basic health insurance while on tour, including medical treatment on tour up to \$7,500, and up to \$1,500 for accident-related dental.
- Single room and an international cell phone for the main Program Leader.
- Additional free places (per your specific requirements) in shared twin rooms.
- Professional development for all adult chaperones, Program Leaders, or participants on tour.
- All taxes.

Carefully Designed Programs

- All academic credit programs will be operated as a private touring experience, with as few as 10 participants.
- We offer over 300 carefully designed itineraries, and programs are designed to be age-appropriate.
- Choose from thematic programs that span the entire curriculum, or customize any of our catalog programs to meet your exact needs.
- Custom-design a program from scratch to any of our worldwide destinations.

Destinations in over 60 countries, including:

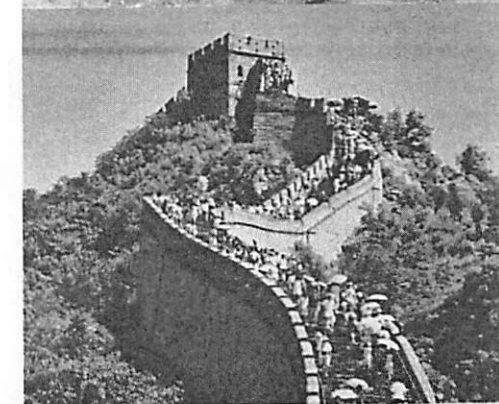
- | | | | |
|-------------|------------------|-----------|----------------|
| ▪ Argentina | ▪ Chile | ▪ Germany | ▪ Mexico |
| ▪ Australia | ▪ China | ▪ Ghana | ▪ Portugal |
| ▪ Belgium | ▪ Costa Rica | ▪ Greece | ▪ Senegal |
| ▪ Belize | ▪ Czech Republic | ▪ Iceland | ▪ South Africa |
| ▪ Brazil | ▪ Denmark | ▪ India | ▪ Spain |
| ▪ Cambodia | ▪ Egypt | ▪ Japan | ▪ Tanzania |
| ▪ Canada | ▪ France | ▪ Kenya | ▪ Thailand |

Call today to learn more about how your students can earn academic credit!

Staunton office
32 N. Augusta St.
Staunton, VA 24401
1-800-522-2398

Boston office
50 Franklin St.
Boston, MA 02114
1-800-771-2323

www.educationaltravel.com





Earn College Credit with Discovery for Credit

Step 1: Register for Coursework

Notify your WorldStrides representative that you are interested in taking a course. The representative will take your information and help you sign up. Once you have registered and paid, a username and password will be emailed to you with steps for how to log in to your coursework. WorldStrides hosts its courses on Schoology. In the system, you can message your instructors, view assignments, check the grade book, and submit your work. You can also customize your profile with a photo, connect with classmates on discussion boards, and more.



Step 2: Enjoy the travel program experience!

Time in the field accounts for part of the contact hours required as part of your college coursework. As students visit each site on their programs, they are immersed in interactive lessons and discussions, which will be drawn upon in post-trip course assignments.



Step 3: Complete post-trip online coursework

Students are eligible to take one or more online courses related to their travel program. College courses are offered in 1-credit and 3-credit options. All assignments must be submitted online by the course deadline -6 months after the return date of travel. Students may email instructors at any time for assistance. Upon successful completion of coursework, a final grade is assigned and students receive an official copy of their transcript to submit to their high school or include in college admissions portfolios.



WorldStrides' University Partnership

WorldStrides is a travel study school independently accredited by multiple accrediting bodies in regions across the country. WorldStrides partners with Colorado State University-Global Campus to offer college credit coursework to student travelers. Approved courses are administered and facilitated by WorldStrides education staff, then transcripts are issued through the registrar's office with CSU-GC.



See reverse for course information.

To learn more about Discovery for Credit visit
www.worldstrides.org

You may also contact discovery@worldstrides.org for more information.



Earn College Credit with Discovery for Credit

Which course should I take?

Before beginning your coursework, WorldStrides recommends that students check with receiving schools to determine specifics with regard to transfer credit policies.

Consult the course descriptions for course enrollment guidance. While the choice is ultimately up to the student and his or her parents, the following recommendations have proved useful for the large majority of our students.

If you get started with a course and have questions about the course being a good fit, the education team will be happy to help.

Global Perspectives for International Travelers(1Cr/3Cr)

Students will move from awareness of the global community in which we live, to an understanding of its richness and complexities, to an appreciation for the diverse contributions of each society in its fabric, and finally to sophisticated, mature interaction in the world as global leaders. We begin the course by 'taring' our thinking: by weighing our prejudices, stereotypes, and background knowledge. We then set the scale to zero with a renewed appreciation of our own shortcomings and strengths as global citizens. We enter the conversation about how to best understand, care for, and heal the global community.

ELIGIBILITY: To register for this course, students must travel with a WorldStrides International Discovery program and **MUST** be in high school at time of travel.

Leadership and Character(1Cr/3Cr)

This course showcases the demonstration of character and leadership and encourages students to identify with the related qualities. The course is intended to help students develop their own leadership skills. The course has students examine the difference between good performance and great performance; the degree to which people put the interests of others ahead of their own; willingness to do things for others without regard for what's in it for them; ability to coach and mentor; and the ability to make decisions and recommendations that benefit the good of everyone. The course looks at what it means to have courage and to earn the trust of others. (1.0 or 3.0 college credit hour options. Offered through our partner, Colorado State University-GlobalCampus.)

ELIGIBILITY: To register for this course, students must travel with a WorldStrides International Discovery program and **MUST** be in high school at time of travel.



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To register and learn more about Discovery for Credit
visit www.worldstrides.org

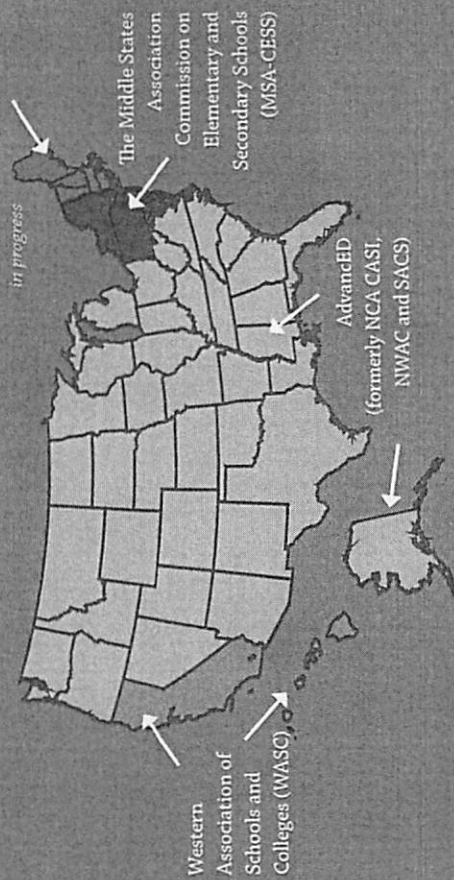
You may also contact discovery@worldstrides.org for more information.

Professional Development

WorldStrides International Discovery programs' accredited status means that teachers are eligible to receive free professional development for leading an International Discovery program. We will help you identify opportunities that meet your state's standards, develop your portfolio, and issue a transcript. WorldStrides is the only educational travel provider that offers such comprehensive benefits to teachers.

- ✈ All teacher travelers will receive FREE Professional Development Points (PDPs) for leading one of our programs.
- ✈ As part of WorldStrides, an academically accredited organization, our tours comply with states' requirements for teacher professional development.
- ✈ We will issue a transcript for up to **35 points/hours** or **3.5 CEUs** based on the length of your program.

We're Accredited Across The Country!



We have completed all the necessary paperwork to ensure that teachers receive their PDPs accordingly even in states that require an authorized professional development provider..

To Whom It May Concern:

For more than 30 years, WorldStrides has been devoted to offering unique life-changing educational experiences to young people through our International Discovery programs. We take pride in being the leader in meaningful educational travel overseas and in the high quality of all aspects of our programs. Every year, thousands of young Americans return home with a new perspective on their world, their country, and their own lives thanks to our programs.

Reputation / Education / Safety

WorldStrides utilizes quality services that meet the standards a reasonable parent and teacher would expect, in order to:

- a.) Protect the reputation of the teacher, the school and the school district.
- b.) Ensure the desired educational outcomes of the programs are achieved.
- c.) Ensure the comfort and safety of our students and their teachers.

Hotels / Restaurants / Other Trip Services

WorldStrides uses three and four star hotels in safe, central locations that, in addition to providing safe and comfortable accommodations, enable students to explore the surrounding neighborhoods in small groups and practice their languages. Central locations mean that students do not have to spend their time on long commutes in and out of the cities every morning and evening.

WorldStrides carefully selects restaurants and menus to ensure that students are well nourished and enjoy a variety of food that is both representative of the region they are in, and appeals to students' taste.

Similar care and attention to detail is applied to all of the services WorldStrides provides.

WorldStrides' suppliers (hotels, bus companies, restaurants, etc.) are required to meet local, national, and, where applicable, European Union (or equivalent) standards, and to carry liability insurance. WorldStrides inspects hotels and restaurants and re-evaluates them annually.

Tour Oversight / Support Overseas / Emergency Preparedness

WorldStrides monitors the US Department of State advisories for travelers and follows their recommendations.

Each tour is accompanied by an WorldStrides Tour Director who stays in the same hotel as the group each night and is with them throughout the program. 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.

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.

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

WorldStrides has an established crisis management plan and retains a professional crisis management organization to assist us in such an event.

In addition, we offer comprehensive options to protect students against cancellation fees. The Total Surety Plan enables students to cancel their trip at any time and we strongly recommend it. Details of insurance and the protection plans are included in the Student Enrollment Guide.

Liability

Most of the programs are school-sponsored and WorldStrides International Discovery makes extensive provisions to protect teachers, schools and municipalities from liability. The "Release" (included in the Enrollment Guide and at www.EducationalTravel.com/Enrollment), which is signed by all participants and their parents if they are minors, contains a general release of liability and specifically addresses the issue of the use of school property for holding meetings for trip preparation, and the circumstances under which a trip will be deemed to be sponsored by the school.

WorldStrides carries \$30 million in professional liability coverage, in addition to general liability insurance. Teachers leading groups with WorldStrides International Discovery are automatically covered by this policy.

Financial Security/Bonding and Accreditation

WorldStrides is an active member of the United States Tour Operators Association (USTOA) and has posted a \$1 Million bond in accordance with the terms and conditions of the USTOA Travelers Assistance Program. Additional information is available at www.USTOA.com

WorldStrides is approved for listing and carries the maximum bond with the Airlines Reporting Corporation and the International Airlines Travel Agent Network.

WorldStrides is also a member of the European Tour Operator's Association.

WorldStrides programs are extraordinary learning experiences that help students mature and open their eyes to foreign cultures, so very different from our own and at the same time, so much the same. We hope that your students will be able to benefit from this wonderful opportunity.

Thank you for your interest in our organization. Please do not hesitate to contact me if you would like additional information.

Sincerely,

Justin Sockett
Executive Vice President

BudgetTravel.com

Are You the Ugly American?

Certain actions—whether stemming from ignorance or arrogance—will brand you a jerk. Experts pinpoint the 10 most common faux pas among travelers.

Erin Richards
October 2006 issue
Tuesday, September 19, 2006;

Find the local rhythm

Americans have a hard time adjusting to a pace of life that isn't as fast as their own, says Jacqueline Whitmore, author of *Business Class: Etiquette Essentials for Success at Work*. As a result, they're sometimes labeled as rude and pushy. "In Germany, dinner can take three hours or more," says Whitmore. "It's an experience. You can offend the waitstaff by trying to speed up the process."

Make a good first impression

"In some cultures you hug, in others you shake hands, and in others you kiss," says Cindy Post Senning, a director at the Emily Post Institute. "It's easy to disrespect locals if you aren't familiar with how to greet them, both formally and casually."

Avoid careless judgments

Travelers love to talk about how places are different from home. Unfortunately, says Senning, innocent observations can come across as superior and judgmental, as in: "Your cars are so small here!" or "I can't believe this restaurant doesn't have ice cubes."

Mind your table manners

Educating yourself about local customs is the only way to know that Chileans expect wine to be poured with the right hand, and that the Japanese frown upon sloshing soy sauce on rice. As for those times when you're served food you can't bear to look at, let alone eat, but you don't want to disrespect your host? Smile and eat as much as you can, says Colleen Rickenbacher, author of *Be on Your Best Business Behavior*.

Speak the language

You don't have to be fluent, or even close; you just have to make an effort. "It sends an offensive message when you don't even acknowledge 'good day' in the language," says David Solomons of CultureSmart! Consulting, which publishes country-by-country etiquette guides. "It's total and utter anathema to the French when an American starts a conversation without beginning it with *bonjour*."

Don't overtip

Monica Francois Marcel, of consulting firm Language & Culture Worldwide, says nobody tips as much as Americans (and that isn't always commendable). "It gets at the economics of a country,"

she says. "A taxi driver could easily interpret your tip as flaunting your wealth." Marcel recommends asking a concierge to explain local expectations, and then tipping the concierge the proper amount. Of course, undertipping is never a great idea, either.

Watch your gestures

The wrong move with your head, hand, or foot can be a surefire way to get on a local's nerves, or even pick a fight. "We also fail to do our homework about space relationships," says Roger E. Axtell, author of eight international etiquette guides, including *Do's and Taboos Around the World*. "Latin America and the Middle East have smaller personal 'bubbles,' so you must refrain from stepping away when they move close."

Dress respectfully

Classy everyday attire might have faded in the U.S., but it's always a good idea for tourists to look smart, says Whitmore. Conservative "global colors"—grays, blues, blacks—are generally safe bets. If you're going to a warm climate, avoid the temptation to pack only shorts and sandals. Include slacks and dress shoes, especially if you plan on dining at nice restaurants or visiting houses of worship.

Use clear English

Many people speak English as a *second* language, and it's hard for them to understand when tourists use slang and neglect to speak slowly. "We clutter our speech with jargon and sports and military terminology," says Axtell. "Try to stay away from idioms and slang, and watch for reactions to make sure communication is going well. Americans also forget to avoid phrases like, 'Hi, how are you?' in which we aren't really looking for an honest response."

Be a thoughtful guest

As in the U.S., if you're staying at someone's house or going over for dinner, bring flowers. Souvenirs from home—T-shirts, refrigerator magnets—are appreciated, too. Small gifts can smooth out everyday interactions. Marcel recalls the warm response when she handed out \$1.50 bottles of Jim Beam to Russian officials checking passports on the trains. "It made the process a lot faster, and they looked out for me," she says. Gifts don't have to be expensive; as always, it's the thought that counts.

Don't you love playing with
your favorite toys or using
your favorite pens in class?

*You can share your favorite things with
other children!*

Donate these things to Community to
Community Outreach to make another
student in Peru as happy as you!



**1st Grade: Glue sticks, colored pencils, small
watercolor paint sets!**

2nd Grade: Highlighters, post-its, stickers!

3rd Grade: Pens, pencils, child-safe scissors!

**4th Grade: Compact travel games, Uno, small
calculators!**

5th Grade: Hard candies, socks, underwear!

And any other **small, fun** things that *you love!*

Monthly Meetings for Sí Perú 2016-2017 Power Block

December	7 th	9:00-9:30	room 203	General Info/ Lima Lima
January	11 th	9:00-9:30	room 203	Cuzco
February	8 th	9:00-9:30	room 203	Machu Picchu
March	8 th	9:00-9:30	room 203	Packing / Donations
March	30 th	7:00 – 8:30	library	Parents and student traveler
April	5 th	9:00-9:30	room 203	Final Preparations

Departure April 12th!!

Students – if this schedule conflicts with your athletic schedule, you will need to discuss with your coaches your absence from practice. These meetings are mandatory and are scheduled to prepare you for a school sponsored field trip!

Check list for Peru

- ☐ Passport
- ☐ Spending money in small newer bills
- ☐ Liquids and gels in 1 quart clear bag
- ☐ Prescriptions in original package
- ☐ Carry on packed and not over 20 lbs – remember wear your heaviest things
- ☐ Leave all expensive jewelry at home
- ☐ Snacks for the plane – airport food is VERY expensive
- ☐ Water bottle
- ☐ Great attitude!

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Hamilton-Wenham Friends of the Arts (FOTA)

Our Mission: The Hamilton-Wenham Friends of the Arts is a non-profit organization that supports and advocates for educational fine arts opportunities for all students in the Hamilton-Wenham Regional School District. FOTA assists students and arts faculty across the creative disciplines of vocal and instrumental music, theater, and the visual arts through financial support and volunteerism. The proven value of a strong arts education is our guiding principle.



Current Programs & Priorities:

- | | |
|--|--|
| <p>1. Take-A-Seat Campaign
 www.hwfota.org/seat</p> <p>2. 21st Annual Melody Miles Road Race
 www.melodymiles.org
 Saturday, May 28, 2016</p> <p>3. HWFOTA Endowment
 <i>Established in 2014</i>
 Balance of \$24,400</p> | <p>4. Annual Visual Arts Scholarship – launched in 2014
 Summer art course at Montserrat College</p> <p>5. Supporting Band Fundraisers
 Helping Bands to raise funds for trips
 Support Band concert attire</p> <p>6. Communicating Fine Arts Events / Needs
 Newsletters, Social Media, Event Presence
 Collaborating with Friends Groups, Faculty, etc.
 Recruiting new FOTA volunteers</p> |
|--|--|

Recent Scholarships:

- \$3,000 - student activity support for elementary band & choral participation (2014 & 2015)
- \$1,250 - Annual scholarship for Montserrat Summer Program (2014 & 2015)
- \$1,700 - student participation support of the Band/Chorus trip to Washington, D.C. (2014)
- \$600 - student activity support for the HS Musical (2014)
- \$250 - All-State Visual Arts Program (2014)

Recent Grants:

- \$1,000 – pit orchestra for the HS musical
- \$1,200 – conga drums for the Elementary Music Program
- \$575 – guitars for the Middle School Guitar Club
- \$120 – walkie talkies for HS Theatre Workshop
- \$840 - High School lobby photos
- \$500 - Boston Playwright's Theatre participation
- \$500 - Lyricora All-day Vocal Workshop

Recent Sonja Pryor Fund Grants:

- \$830 – lobby stanchions (2014)
- \$880 - Band parade banner (2013)
- \$1,500 – Ferrini Grand Piano restoration (2011 & 2012)
- \$550 – repair of the Clavinova digital piano (2010)
- \$1,600 – MS music stands (2007 & 2008)

www.hwfota.org – info@hwfota.org



HAMILTON WENHAM EDFUND PROJECT GRANT APPLICATION FORM

Project grants are for projects of \$1,000 or more, and should be designed to influence or advance the school system's interest in areas such as curriculum, technology, teaching methods, special school projects or specific innovative interdisciplinary projects.

Name(s) of Application Contact(s): Bryan Menegoni

Submission date: December 23, 2015 Date approval needed: January 15, 2015

Contact(s) phone number: (978) 468-0488 Email: b.menegoni@hwschools.net

Position or Title of Application Contact(s): Assistant Principal, HWRHS

Grant Title: 21st Century Learning Spaces Pilot (Part II)

School(s): HWRIIS

Grade(s): 9-12

Amount requested: \$25,613.00

Recurring costs: none

Please address the following topics:

1. Has this grant been funded in the past? Yes. If yes, from what source? This grant is a second part to the original 21st Century Learning Space grant. The Edfund has asked that we identify additional learning spaces in the school where a physical re-design can support the development of 21st century skills in our students.
2. Description of project and purpose. This project will build upon the success of the original 21st Century Learning Space grant. Feedback from teachers and students about the mobile classroom furniture was overwhelmingly positive. The furniture has promoted collaboration between students and has allowed teachers to arrange the learning environment to meet evolving learning goals. This segment of the grant will join a new classroom set of mobile furniture with three additional components, all of which will contribute to a more collaborative and fluid classroom environment. The furniture will closely mirror that from the original grant, with the lone exception moving from tables to desks. The first new component of the grant is a next generation Smartboard. The new Smartboard has significantly enhanced visual capabilities over the older versions of the product. In addition, the new technology allows multiple users to interact with the Smartboard at the same time. The second component is the Topcat classroom amplification system. The Topcat system amplifies the teacher's voice, making the classroom a more accessible environment for all students. The Topcat system also can be fully integrated with the many media sources that are already present in the classroom. Topcat also allows the teacher to collaborate remotely with groups of students in the classroom. The third and final component is the Sharewall. Sharewall is a porcelain-coated, steel and aluminum product that can be attached to nearly any surface. Students and teachers can use Sharewall as a whiteboard surface to share thoughts and ideas. Sharewall also is magnetic, which allows for the display of numerous items. The classroom would be outfitted with two Sharewalls (back and one side), giving the teachers and students ample collaboration space.
3. Describe how this grant meets the goals of the Edfund Grants Program (see Edfund Grant Guidelines and Criteria at <http://hwedfund.org/applications-criteria.htm>.) This project will enhance the work that has been done to promote more a creative and collaborative learning environment. Along with the assistance of the Edfund, we have put into the hands of the teachers and students the technology that they need to engage in 21st Century learning. The additional investment in the actual learning spaces will help solidify the expectation that our students will learn together with each other in a collaborative and creative environment.

This project is tightly aligned with the goals of the District. From the Core Beliefs, "We believe successful members of our global economy and engaged citizens of the 21st Century are effective communicators, collaborative, critical thinkers, and problem-solvers." To help our students achieve this, we must place them in environments that foster these skills. A flexible learning space would provide such an environment where students can move quickly between individual, small-group, and large-group instructional situations.

4. Number of students and/or teachers to benefit. 120-140

5. Budget Detail (Please list or attach itemized sheet of all costs for speaker, guest performer, training, consultant, equipment, materials, etc. and include when appropriate, photocopy of catalog page, price list or other documentation of cost). The estimated ratio of dollars spent per student is taken into consideration. See attached.

6. Possible future expenditures linked to this project (i.e. maintenance, parts replacement, professional development, etc.) including timeframes. None.

7. Method of evaluating success of project (i.e. student feedback). This portion of the grant will be evaluated by eliciting student and teacher feedback. The feedback will examine the impact that the redesigned space has had upon the learning experience.

Additional Comments: _____

Signature(s) of Applicant(s): _____

Date: _____

Approval

Please submit grant application to your Principal for approval before sending to Donna Gourdeau at edfundgrants@gmail.com, Edfund Grants Committee Chair with a copy to Assistant Superintendent of Schools for Learning, Dr. Celeste Bowler at c.bowler@hwschools.net.

Principal: _____

Date: _____

Revised 9/14/2012

21st Century Learning Spaces - Part II

Item	cost per unit	units	total cost
Node Chairs	\$235.87	24	\$5,660.88
Verb Triangle Table	\$268.32	24	\$6,439.68
Teaching Station	\$1,012.44	1	\$1,012.44
Smart Flat Panel Display	\$5,000	1	\$5,000
TopCat amplification	\$3,000	1	\$3,000
ShareWall for 2 walls	\$4,500	1	\$4,500
			\$25,613.00



Grant Acknowledgement and Acceptance of Terms

PLEASE COMPLETE AND RETURN BY EMAIL TO THE FOLLOWING:

1. **Edfund-Amy DeSimone at amydesimone12@gmail.com and**
2. **Hamilton Wenham Administration-Vincent Leone at v.leone@hwschools.net**

We accept this grant from the **Hamilton Wenham Education Foundation** and agree to abide by the following associated provisions and obligations:

- 1) The purpose of the grant is to be accomplished as proposed. The project's current budget, as previously submitted to the Edfund with the grant proposal, accurately reflects the grantee's intentions to expend the amount of this grant. Expenses not included in the project budget must be approved in advance by the Edfund.
- 2) Any photos and student feedback will be provided to the Edfund within 30 days of the grant's implementation. If applicable, student feedback can be a handwritten paragraph reviewing their experience.
- 3) Funds not used for the express purposes described in the grant proposal that are not used by the end of the 2015-2016 school year (or a mutually agreed upon date) are to be returned to the Edfund.
- 4) It is not necessary to issue a tax receipt for this donation as the Edfund is a 501 (c) (3) public charity. Also, please keep in mind that public schools do not have to pay a sales tax.

The Grantee's deposit or endorsement of the enclosed check will also constitute its agreement to the terms and conditions set forth above.

School Name: Hamilton-Wenham Regional High School

Name of Contact on the Edfund Grants Subcommittee: Donna Gourdeau

Title of Grant Application: 21st Century Learning Spaces Pilot (Part II)

Grant Amount Approved and Date Requested: \$25,613.00

Grant Requestor's Name: Bryan Menegoni Title: Assistant Principal, HWRHS

Email Address and Phone Number: b.menegoni@hwschools.net

Please attach a detailed budget with payment instructions below for District payment

Check should be payable to:

Please remit check to (contact name):

Address of where check should be sent:

Date by which check should be sent:

Date District requested funds of Edfund for reimbursement:



HAMILTON WENHAM EDFUND PROJECT GRANT APPLICATION FORM

Project grants are for projects of \$1,000 or more, and should be designed to influence or advance the school system's interest in areas such as curriculum, technology, teaching methods, special school projects or specific innovative interdisciplinary projects.

Name(s) of Application Contact(s): Brian O'Donoghue

Submission date: January 19, 2016 Date approval needed: February 26, 2016

Contact(s) phone number: 978-468-5324 Email: b.odonoghue@hwschools.net

Position or Title of Application Contact(s): Buker School Principal

Grant Title: Deepening our Understanding of the Healthy Development of Boys

School(s): Buker (possibility of opening to a larger elementary audience) Grade(s): K-5

Amount requested: \$2,500.00 Recurring costs: none

Please address the following topics:

1. Has this grant been funded in the past? If yes, from what source?

No, this request has not been made in the past to the EdFund or any other funding source.

2. Description of project and purpose.

Through a multiyear analysis of our annual MCAS assessments, the Buker School has identified an achievement gap between our boy and girl students. This gap is most noticeable in the area of literacy. The percentage of our female students achieving the levels of proficient and/or advanced on the ELA assessment is consistently higher than our male student achievement. For the past 2 years, the instructional staff has been focused on narrowing this performance gap. The strategies have included developing specific grade level action plans to address appropriate learning goals and instructional practices at grade levels. In addition, we have contracted with 3 male authors to provide role models for our boys through cultural enrichment and author in residence.

Throughout our learning about the differences between our girls and boys, we have gained a deeper understanding for how these differences potentially impact a boy's elementary school experience. A recent parent survey to gauge their interest on this topic informed us about their willingness to participate in a school community read and book discussion using Raising Cane by Dr. Dan Kindlon and Dr. Michael Thompson. Staff members have also expressed an interest in reading this book and participating in a discussion with parents. We will meet multiple times throughout the winter months and culminate this shared experience with a visit from Dr. Michael Thompson. Dr. Thompson, one of the authors, is available to us for a 2-hour visit to answer questions about his work and provide us with some expert insight into the social and emotional development of boys. The funds from this grant will be used to connect with our parent community and enhance the book discussion experience by providing an expert speaker on this topic.

3. Describe how this grant meets the goals of the Edfund Grants Program (see Edfund Grant Guidelines and Criteria at <http://hwedfund.org/applications-criteria.htm>.)

This grant is consistent with our District core belief that it is our shared responsibility "to develop the whole child, including academic abilities and physical and emotional well-being." All of our boys have the potential to be positively impacted through our school community's deeper understanding of this topic. I am excited to learn of the parent interest in reading this book and welcome this collaboration with them. There is also potential to open this experience up to a larger elementary audience if there is interest at the other schools.

3. Number of students and/or teachers to benefit.

This project has the potential to positively impact our entire boy population as well as the staff members and parents participating in the community read.

5. Budget Detail (Please list or attach itemized sheet of all costs for speaker, guest performer, training, consultant, equipment, materials, etc. and include when appropriate, photocopy of catalog page, price list or other documentation of cost). The estimated ratio of dollars spent per student is taken into consideration.

Dr. Michael Thompson – 2 hours of time on site with travel and expenses = \$2,500.00

6. Possible future expenditures linked to this project (i.e. maintenance, parts replacement, professional development, etc.) including timeframes.

There are no future expenditures for this project planned at this time

7. Method of evaluating success of project (i.e. student feedback).

A parent/staff survey at the conclusion of the experience reading the book, having discussion, and meeting with Dr. Thompson will provide us with feedback on its success. In addition, the longer-term measure of success will be in how our boys engage in the school community and increase their performance academically, socially and emotionally.

Additional Comments: Thank you for considering supporting our project.

Signature(s) of Applicant(s): _____ Date: _____

Approval

Please submit grant application to your Principal for approval before sending to Donna Gourdeau at edfundgrants@gmail.com, Edfund Grants Committee Chair with a copy to Assistant Superintendent of Schools for Learning, Dr. Celeste Bowler at c.bowler@hwschools.net.

Principal: _____ Date: _____

Revised 9/14/2012



Grant Acknowledgement and Acceptance of Terms

PLEASE COMPLETE AND RETURN BY EMAIL TO THE FOLLOWING:

- 1. Edfund-Amy DeSimone at amydesimone12@gmail.com and**
- 2. Hamilton Wenham Administration-Vincent Leone at v.leone@hwschools.net**

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- 3) Funds not used for the express purposes described in the grant proposal that are not used by the end of the 2015-2016 school year (or a mutually agreed upon date) are to be returned to the Edfund.
- 4) It is not necessary to issue a tax receipt for this donation as the Edfund is a 501 (c) (3) public charity. Also, please keep in mind that public schools do not have to pay a sales tax.

The Grantee's deposit or endorsement of the enclosed check will also constitute its agreement to the terms and conditions set forth above.

School Name: Hamilton-Wenham Regional High School

Name of Contact on the Edfund Grants Subcommittee: Jessica Connors

Title of Grant Application: Deepening our Understanding of the Healthy Development of Boys

Grant Amount Approved and Date Requested: \$2,500

Grant Requestor's Name: Brian O'Donoghue Title: Buker School Principal

Email Address and Phone Number: b.odonoghue@hwschools.net

Please attach a detailed budget with payment instructions below for District payment

Check should be payable to:

Please remit check to (contact name):

Address of where check should be sent:

Date by which check should be sent:

Date District requested funds of Edfund for reimbursement:



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

Update on Superintendent's Goals, 2015-2016

Michael M. Harvey, Ed.D.

March 3, 2016

Goal 1: Using Data to Improve Student Learning in the Hamilton-Wenham Regional School District

By the fall of 2016 the HWRSD will see an increase the overall performance of all students and will narrow the proficiency gaps of identified subgroups.

Key Actions

1. Institute a system for Curriculum Renewal through the creation of Transfer Goal, Overarching Essential Questions and Overarching Understanding Documents.
2. Continue the development of Curriculum Documents in English Language Arts and Mathematics at the Elementary Level.
3. Complete Curriculum Documents for grades and courses at the Secondary Level.
4. Use the results of the review of assessment data to implement targeted interventions to improve student performance.

Benchmarks

1. Staff Training on Understanding by Design System.
2. Complete development of Transfer Goal Documents by January 2016.
3. Complete development of Overarching Understandings and Essential Question Documents by June 2016.
4. Develop plan for the creation of Cornerstone Tasks in the 2016-2017 School Year.
5. Interventions implemented to address specifically identified student learning difficulties.

Update on Goal #1

Our work on instituting a system of curriculum renewal through the development of Overarching Transfer Goals, Understandings and Essential Questions is proceeding according to schedule. During the first half of the school year, the Leadership Team led the entire faculty

through the process of developing Overarching Long-Term Transfer Goals for both the District and for each academic area. These Transfer Goals definitively state what we want students to know and be able to do as a result of being educated in the HWRSD. The Transfer Goals were initially drafted by small teams of educators and were reviewed by the entire faculty during our full workshop days. The Transfer Goals were completed by the end of January 2016 and have been published to the HWRSD Website.

The second half of the school year will focus on the development of Overarching Understandings and Essential Questions. The Content-Area Teams met during the month of January to draft Overarching Understandings and met with the full faculty to provide initial feedback on these documents. We are now in the process of planning the morning session of the March 28th Professional Development Day to further refine the draft Understandings and Essential Question Documents. We are on schedule to have completed documents by the end of the school year.

During the late spring of 2016, the Leadership Team will also make plans for the development of "Cornerstone Assessment Tasks." These are assessments that are identified at each grade level that demonstrate student progress towards mastering the Transfer Goals. The actual work of developing these tasks will be the focus of our district-wide staff development for the 2016-2017 school year.

We are also continuing in our work to address deficiencies uncovered in our analysis of standardized testing data. In the elementary schools, our data teams have met monthly to analyze student assessment results and implement improvement strategies to improve student performance. In our elementary schools, we have implemented targeted professional development around student writing in grades 3-5 under the direction of consultant Martha Horne. We have also used professional development time to train staff in developing formative assessments in mathematics.

Goal 2: Implementing the Master Plan

By spring of 2016, the HWRSD will have developed long and short term plans ensure the educational program and facilities of the HWRSD will continue to provide high-quality instruction.

Key Actions

1. Research best practices regarding future trends in school program and facility design.
2. Review the District Mission and Master Plan Document with stakeholders.
3. Develop short-term priorities for school remodeling projects and present these priorities as part of a "5 Year Capital Plan."
4. Work with local constituencies to garner support for the short and long-term facilities needs of the District.

Benchmarks

1. Presentations completed on schedule.
2. 5 Year Capital Plan reflects facilities needs.

Update on Goal #2

Developing short and long-term plans around the implementation of the District's Master Plan is on schedule. During the first half of the 2015-2016 school year, I have completed several presentations to constituents on the District's Master Plan. In November, I presented to the League of Women Voters, and in February to the School Committee. Additionally, I have arranged for the showing of the film, "Most Likely to Succeed" to both the HWRSD Faculty and Parents on March 28, 2016. This screening will be used as an entry point for a discussion around the implementation of the Master Plan.

In addition to these presentations, I have supported teams of staff members in visiting local schools to see the educational innovations they have implemented. Teams have visited O'Maley Middle School in Gloucester, Shore Country Day School in Beverly and Essex Technical High School in Hathorne. Staff has also engaged in dialogues on held during Wednesday Afternoon professional development sessions around the future of educational programming and facilities in the HWRSD.

Along with the Presentation on the Master Plan to the School Committee, we have also developed and presented a working 5-Year Capital Plan. This plan includes the short-term goals

of the Master Plan Projects, namely the renovation of the Middle/High School Media Center, the Elementary School Libraries and Computer Labs and the Computer Labs in the Middle School. The 5-Year Capital Plan also includes funding for the replacement of classroom furniture in our schools. Finally, the FY17 School Committee's Recommended Budget includes \$50,000 to fund design work associated with the Library/Media Center Renovation Projects. Through the second half of the year, we will continue working to increase awareness of the need to re-imagine our educational spaces and to build support for these changes.

Goal 3: (Professional Practice) Improved Communications

Improve Communications regarding District activities with both the School Committee and the larger Hamilton-Wenham Community.

Key Actions

1. Post at least two "Superintendent's Reports to the School Committee" to my HW Schools Blog per month.
2. Continue to write Weekly School Committee Informational Updates.
3. Write blog posts on substantive issues involving the HWRSD as necessary.

Benchmarks

1. Record of approximately 40 messages to SC over course of the year.
2. Record of at least 20 posts to the Superintendent's Blog.

Update on Goal #3

Using my Superintendent's Blog Posts to communicate the Superintendent's Report to the School Committee seems to be working well. As of March 3rd, I've written 17 blog posts. These posts have garnered 5831 views since September. I've tried to use these posts to showcase the Science, Technology, Mathematics and Engineering (STEM) initiatives that are currently underway in the District, as well as publicize the work going on around the development of Transfer Goals, Overarching Understandings and Essential Questions.

One area that I have not been as diligent in lately is in writing updates to the School Committee on off weeks. I think that this area has suffered as I have been required to assume more direct oversight of the curriculum, assessment and instruction work since Dr. Bowler's leaving the District at the end of December.

School Committee/Superintendent Operating Protocols
Hamilton Wenham Regional School District

The primary objective of the School Committee is to improve student achievement. Members of the School will abide by the following protocols as individuals and as a committee.

1. Members of the Committee will make no independent commitments or take any independent actions that relate to the School District. When School Committee members attend meetings of other committees or boards, they will speak as individuals. They may only speak for the Committee when designated to represent the Committee.
2. The Superintendent and the School Committee represent the needs and interests of all students in the district and place the students' interests above all others in their decisions, while remaining within the limitations of a voter-approved budget.
3. School Committee members will establish a vision, create policy, approved a budget and assure accountability to sustain continuous improvement in teaching, learning and facilities. Members agree to leave the day-to-day operations, including business transactions, to the superintendent and staff. Members of the School Committee recognize that authority rests only with the majority in its decisions.
4. School Committee members will channel requests for information, reports and data through the Superintendent and the School Committee Chair rather than to staff. The Superintendent will ensure that each member of the committee has equal access to this information in a timely manner. Recognizing the importance of proactive communication and avoiding surprises, School Committee members will, whenever possible, contact the School Committee Chair and/or the Superintendent in advance of a meeting if they have questions or concerns about an agenda item, or will ask the chair at least 48 hours prior to a meeting that an item be placed on an agenda.
5. School Committee members will attend meetings on time and be well- prepared to discuss agenda items. While at meetings, members will stay focused on the agenda items and will not engage in communication outside of the agenda item being discussed. When making decisions, School Committee members will keep an open mind, utilizing the best information available including: research, best practices, public input and financial considerations. Members will debate issues and not each other. Members will analyze carefully and debate fully, whenever necessary, prior to making decisions.
6. School Committee members will vote according to their convictions will avoid bias and will uphold and support the decisions of the majority of the Committee once a decision has been made. Positions will not be used for personal or partisan gain.
7. All members will maintain the confidentiality of privileged information and will respect the Open Meeting Law.
8. Members will refer constituent concerns and complaints, including issues relating to District personnel, to the Superintendent or the School Committee Chair.

9. A School Committee meeting is a business meeting that is held in public – not a public meeting. The committee values communication between all stakeholders of the community and will make every effort to ensure meetings are effective and efficient. Comments made at a meeting that are not part of the agenda will be tabled to a future meeting.
10. The School Committee recognizes the importance of working collaboratively with town officials and actively seeking their support to improve the District.
11. Recognizing the importance of honoring these protocols, members will respectfully remind each other when they get off track.

Signatures

Stacey Metternick _____

Lawrence Swartz _____

Jeanise Bertrand _____

Deb Evans _____

Dennis Hurley _____

Hannah Fraley _____