



# HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

## SCHOOL COMMITTEE MEETING AMENDED: December 3, 2014 @ 2:07 PM

Buker Elementary School  
Multi-Purpose Room

Thursday, December 4, 2014

7:00 PM

1. **Call to Order** 7:00
2. **Pledge of Allegiance**
3. **Citizens' Comments** 7:05
4. **Chair's Report** 7:30
5. **Superintendent's Report** 7:45
  - a. Review
  - b. Announcements
6. **Consent Agenda** 7:55
  - a. Minutes of November 20, 2014 Exhibit A
  - b. Hamilton Conservation Commission Donation Exhibit K
  - c. Ski Field Trip Request Exhibit U
8. **Old Business** 8:15
  - a. 2<sup>nd</sup> Reading of Policies
    - Retirement of Capital Assets Exhibit B
    - Student Fundraising Activities Exhibit C
    - Student Involvement in Decision-Making Exhibit D
    - Student Publications Exhibit E
    - Students Rights & Responsibilities Exhibit F
  - b. Rescind Policy
    - Educational Services in Home or Hospital Exhibit W Added
7. **New Business** 8:30
  - a. X-C Girls and Coach Sawyer Recognition
  - b. 9C Cut Letter to Legislature Exhibit G
  - c. Q1 Financial Report Exhibit H
  - d. Review of Business Office & Operational Priorities Exhibit I
  - e. Special Education Program Presentation Exhibit J
  - f. Ed Topic: iPad Update Exhibit L
  - g. Policies 1<sup>st</sup> Reading
    - Curriculum Development Exhibit M
    - Curriculum Adoption Exhibit N
    - English Language Learners Exhibit O
    - ~~Evaluation of Instructional Programs~~ Exhibit P Removed
    - ~~Entrance Age~~ Exhibit Q Removed
    - Promotion & Retention of Students Exhibit R
    - ~~Homeless Students: Enrollment Rights/Services~~ Exhibit S Removed
    - ~~Home Schooling~~ Exhibit T Removed
    - Wellness Exhibit V
    - Graduation Requirements Exhibit X Added
8. **Vote to Adjourn** 9:30

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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.

**MEMORANDUM**

Date: November 20, 2014

To: School Committee Members

From: Michael Harvey, Superintendent of Schools

Re: Thursday, November 20, 2014

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**CALL TO ORDER:** Sheila MacDonald called the **PUBLIC HEARING ON SCHOOL CHOICE** meeting to order at 6:35 pm in the Buker Elementary School Multi-Purpose Room.

**Present:** Larry Swartz, Barbara Lawrence, Sheila MacDonald, Deb Evans, Stacey Metternick, and Jeanise Bertrand; William Dery arrived at 7:41 pm.

**Absent:** William Wilson, Roger Kuebel

**Others Present:** Michael Harvey, Celeste Bowler, Jeffrey Sands and student representative Dana Valletti

- Michelle Bailey (Remington Rd., Wenham) spoke asking if the decrease in school choice students would have a prolonged difference in future revenue; has the district evaluated why they were not able to attract the number of choice students projected?; is it possibly due to the tone of discussions held?
- The public hearing remained open for other comments.
- Sheila MacDonald closed the public hearing on school choice at 7:01

**CALL TO ORDER:** Sheila MacDonald called the **REGULARLY SCHEDULED SCHOOL COMMITTEE** meeting to order at 7:01 pm in the Buker Elementary School Multi-Purpose Room.

**PLEDGE OF ALLEGIANCE:** All rose for the Pledge of Allegiance

**CITIZENS COMMENTS:**

- Michelle Bailey (Remington Rd., Wenham) encouraged the committee to read the *Hamilton-Wenham Chronicle* and potentially respond to inaccuracies in letter on editorial page.

**CHAIRS'S REPORT:** (Bill Wilson absent; reported by Sheila MacDonald)

- Tuesday night (11/18/2014) meeting of two towns and the school for preliminary talks on budget; it was effective and good. Mike Harvey and Jeff Sands were in attendance.

**SUPERINTENDENT'S REPORT:** presented in order of strategic plan

A. Instructional Core

- Girls' XC state champ D2 Saturday; five girls finish in top 50; scored 94 team points; arrange with coach Sawyer to have team come to future meeting for in-person congratulations
- Congratulations to cast and crew of "Working"; the show was deep and had wonderful individual and ensemble performances

- Third consecutive year that HW has been named to the College Board AP Honor Roll (out of 547 districts) for increasing participation in AP while maintaining or increasing scores of 3 or higher.
- B. Human Resources & HR Development
  - Eric Tracy and Brian Menegoni presented to over 700 educators at the EdTech Teacher iPad summit in Boston. They will present at the 12/4/14 meeting with an update on iPad implementation and their presentation.
  - Danielle Petrucci (MRMS) was awarded a \$1000.00 scholarship from the MA Association of Health, Physical Education, Recreation, and Dance (MAHPERD) at 85<sup>th</sup> annual convention.
- C. Operational Support
  - 9C cuts announced by Governor Patrick due to projected revenue shortfall for FY2015
  - Regional transportation appropriation- our district had been at \$51M for FY14; had been increased for FY15 to \$70.2M; now knocked back to FY14 level. We had budgeted at the FY14 level and thought the FY15 appropriation would be excess, but that's gone.
  - On 11/18/2014 the Department of Revenue notified us the E&D balance was certified at \$1,277,879 as Powers & Sullivan submitted.
  - Jeff Sands, Bill Wilson, and Mike Harvey met with the joint HW Finance committees Tuesday 11/18/14 as a kickoff to FY16 budget process; it was a foundational talk of where we see the district and where we want to move things. The meeting is available on HW Cam.
  - Jason Waldron has been hired as new Director of Facilities. He is a Hamilton resident and will assume this new role 12/15/14. His first task is to hire a maintenance team; we have advertised for three technicians.
  - Mid-year retirements: Connie Hoar (HWRHS) will retire 12/1/14 and Cathy Butler (Winthrop) will retire 12/23/14. They will be recognized in June with the rest of the retirees this year.

### **CONSENT AGENDA**

- A. MINUTES OF OCTOBER 30, 2014
  - Larry Swartz moved that the words "for first reading" be deleted from the Chairs report (first bullet related to school committee protocols). The motion to amend the minutes as requested was passed 6-0.
  - Deb Evans moved that the HW Regional School Committee accept the minutes as amended for 10/30/14; approved 6-0

### **COMMITTEE REPORTS**

- A. AUDIT
- B. COMMUNICATIONS- Stacey Metternick
  - The second monthly newsletter, "SC Spotlight" is available on the district website.
  - The foundation budget review met Monday; 150 were in attendance. She has spoken with Brad Hill who would like to get some testimony from us within four weeks.
- C. FACILITIES—Larry Swartz
  - Larry and Barbara met and put together a draft list of objectives; next meeting 12/2/14. Jim Farnum will not be able to serve. We will discuss potential other candidates for appointment; someone in the construction trade would have the beneficial skills to serve.
- D. NEGOTIATIONS—Deb Evans
  - The negotiations team met Tuesday morning with the objective of touching on three things: 1). the teachers' contract; 2). the clerical contract; 3). the custodial contract. We have open items with all three of those. Next meeting 12/2/14.
  - The committee on scheduling will be done on 12/1/14
- E. POLICY- Barbara Lawrence
  - We will be presenting some policies for first reading; our next meeting is 12/2/14.
- F. WARRANT- Sheila MacDonald
  - Everything is great with the warrant.

**NEW BUSINESS** \* Change in order of agenda; starting new business with school choice (item C)

A. SCHOOL COMMITTEE PROTOCOLS ADOPTION

Deb Evans moved that the Hamilton-Wenham Regional School Committee vote to approve the protocols adoption as presented tonight and referred to as exhibit B. Larry Seconded. (Discussion opened).

- Larry Swartz requested the following edits be made to items 2, 4, and 5 for clarification:
  - #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.
  - #4 final sentence: Recognizing...School Committee members will contact the School Committee Chair **[and/or]** Superintendent in advance of a meeting**[, whenever prudent,]** if they have questions or concerns about an agenda item or will ask **[the chair at least 72 hours prior to a meeting]** that an item be placed on an agenda.
  - #5 final sentence: Members will analyze carefully and debate fully**[, whenever necessary,]** prior to making decisions.
- William Dery stated he had many changes that were long and substantive. Sheila asked if he submitted them in writing. Bill responded he asked to have a meeting but was refused. After discussing the protocols were out of "Lenin's playbook" as it attempts to limit what a school committee member can or cannot say or do under the guise of protocol, he had seven changes. Final changes after committee discussion are presented below.
  - #1 Members of the Committee will make no independent commitments or take any independent actions that **[relate to the School District]**.
  - #3. School Committee members will establish a vision, create policy, **[approve a budget]**, and assure accountability to sustain continuous improvement in teaching, learning and **[facilities]**.
- Deb Evans moved that the Hamilton-Wenham Regional School Committee amend the protocols adoption as outlined in Exhibit B as discussed by Larry Swartz; Barbara Lawrence seconded. Approved 7-0-0
- Deb Evans moved that the Hamilton Wenham School Regional Committee amend the protocols adoption as outlined in Exhibit B as made by William Dery in items #1 and #3; Larry Swartz seconded. (See above changes in bold). Approved 7-0-0.

Deb Evans moved that the Hamilton-Wenham Regional School Committee vote to approve the amended protocols adoption as presented tonight and referred to as exhibit B. Larry Swartz seconded. Approved 6-1-0.

B. PRESENTATION OF K-12 MATHEMATICS & LITERACY PROGRAMS

- See exhibit C slide presentation
- Christine Fichera presented the Elementary Math Curriculum overview.
  - The new 2011 MA Frameworks for Mathematics have new standards for shifts in "Focus, Coherence, Clarity and Rigor." Standards are grouped in five strands and grouped in domains; goals are for students to make sense of a problem and persevere in problem solving.
  - Units of study are created using Understanding by Design; In 2014-15 we have full implementation of new units; pre- and post-assessments (DDMs); use of math journals K-5; focus on higher-order thinking; using data to inform instruction. The task force is large and deserves thanks. The work has been invigorating for teachers. The curriculum is constantly changing; we are keeping up with best practices and resources; reflect on them; continually improve.
  - Larry Swartz queried how long the units are, are they implemented consistently and how they are measured; Christina responded that most grades (2-5) have eight units per grade and they last different lengths; K has mini-units with more informal assessments and observations. There is pacing flexibility. Some teachers embrace change; there is new value in solving things in multiple ways.
  - Our goal is to improve student achievement and understanding. At the instructional core there is a student, teacher, and content component. It is a multi-faceted look.

- Deb Evans asked how pre-testing (DDM before we teach them) impacts a student's confidence; Christina stated it is a best practice for differentiating instruction and is research-based. We are setting a culture that it's ok to not recognize or understand things you haven't seen before.
- Bill Dery stated new math was just set theory. He asked if the new system taking away old "rules" of math. Christina said we still use standard algorithms. We value drawing a picture of the problem and understanding place value. Students can memorize but don't know what the steps mean. It's part of a balance.
- Tony Walsh presented the 6-12 Mathematics Curriculum
  - There are two pathways, College Preparatory and Accelerated/Honors. New this year is a 7<sup>th</sup> grade accelerated math and 12<sup>th</sup> grade Advanced Algebra with Trigonometry if Pre-calculus is too challenging. Students have opportunity for movement between paths. College Prep 7<sup>th</sup> graders have option to test into 8<sup>th</sup> grade accelerated program; 10<sup>th</sup> graders can "double-up" in order to take Calculus in 12<sup>th</sup> grade.
  - There are numerous mixed ability electives including AP Statistics, AP Computer Science, and the Mathematics of Finance. There is also a strong MA Mathematics League teams at both MRMS and HWRHS.
  - DDMs look for a problem (like slope) through the curriculum year over year. We also look at responses to the same problem year over year to show growth. The math department is designing curriculum maps through UbD. One change is statistics at every level. Each teacher has worked through the PARCC exam at his/her grade level. Teachers are getting used to teaching more critical thinking and less rote.
  - The math department has led technology as key participants in the 1:1 iPad program; Khan Academy; "flipped" classroom, 3D printers, etc. We are using the CK12 cloud-based textbook that can be modified by teacher. He later explained in response to Larry Swartz's question that teachers are working in teams on the textbooks, they are not left to their own devices.
  - Bill Dery expressed concern about pushing topics further down to earlier grades; are students just be taught a "survey" course? Tony responded it is too much curriculum for a percentage of children in our district. The teacher looks at what students must know and leaves off some of the rest.
  - Barbara Lawrence inquired is the hope that students will be prepared for this upper level thinking as they move from the elementary, through middle and high school? Tony replied it is the hope. Tony expects there will be some pulling back from the excessive rigor. Only 71 (24%) of MA high schools are taking the PARCC.
  - Larry Swartz asked how to determine successful elements-- is it the kid's ability and development, the curriculum, or the teaching methods or the teacher? Tony responded that the DDM's help answer that. Teachers look at data, 90% of the midterm is the same and teachers participate in cooperative grading where they will grade other teacher's exams. We'll look at the results and see what worked, what didn't work.
- Dawn Kraunelis presented the Elementary English Language Arts Curriculum
  - The entry plan focused on needs assessment, creating maps where there haven't been any; and looking at the research behind the standards. On the DESE website Appendix A gives all of the research behind the Frameworks.
  - The priorities are consistent training on writing instruction, choosing a core writing resource, and creating curriculum maps with common assessments. Grade 4 MCAS long compositions shows relative weakness. We need to have other stops along the way for assessing writing.
  - The shift in the Frameworks is in valuing evidence; students must wade through and critique evidence. We are incorporating more informational text in content knowledge. We are teaching how to approach and read nonfiction text.

- Curriculum maps are being updated (UbD), core resources are being reviewed and a decision will be made in the spring. There is a 12 person curriculum team across all schools pre-K – 5. Next steps include continued professional development in writing.
- Bob Hickey presented the 6-12 English Language Arts Curriculum
  - We ask two key questions: What are the most important skills and what are the best lessons and assessments to assure students will display those skills independently?
  - Skill #1: Reading a variety of texts closely and with increasing independence
    - Students read both fiction and informational text; they look at patterns, arguments, and critique the text, not just summarize it. DDMs focus on close reading.
  - Skill #2: Writing convincingly for various purposes and audiences
    - Reinforce throughout 6-12 writing arguments, informative essays, and narratives.
  - Skill #3: Speaking and listening effectively
    - All careers require the ability to communicate ideas.
  - Skill #4: The central role language plays in our lives
    - How do we help students feel more confident with grammar and conventions and acquire new vocabulary?
  - The curriculum mapping continues to be theme and essential questions based rather than a specific text. This allows us to ask why are we teaching this book? We engage students in big ideas and many different texts; teachers are creative in this rigorous work and provide student choice to test out their skills. Teachers attend ongoing professional development.
  - We are starting to make interdisciplinary connections- how can we foster a love of reading and writing; the open response writing template and rubric is used across disciplines; possibly move 11<sup>th</sup> grade American Literature to line up with American History.
- Barbara Lawrence inquired for a future time to hear student representative Dana Valletti's perspective on the curriculum presentations tonight.

#### C. VOTE OF SCHOOL CHOICE FOR 2015-2016 SCHOOL YEAR FOR GRADES 9-12

- Deb Evans moved that the HW Regional School Committee vote to approve school choice for grades 9-12 in the 2015-2016 school year.
- Sheila MacDonald reviewed last year's decision to limit the number of school choice students to fill up existing classes and not add a new section. We are planning to do the exact same thing this year.
- Deb Evans clarified what was being voted- to accept school choice using the same agreement as last year (to not add new sections). Deb shared the answers to citizen M.Bailey's questions to remind the committee what information they were voting on.
  - Last year's school choice program had a target of 15-20 9<sup>th</sup> grade openings to fill up existing class sections; all of the school choice numbers are available in the handouts (Exhibit D slides) from the 10/30/14 school committee meeting. There is a total of 98 choice students at the high school, nine are in the freshman class.
  - With the choice process, students are offered a spot through a lottery, but they don't have to take it; there is no deposit required.
  - We budgeted for 100 choice students and we have 98.
  - Barbara Lawrence stated there are 401 districts in MA and fewer than half (172) accept choice students. It is a good accommodation to accept choice but not increase staff or sections. We are making a responsible choice. Population is decreasing on the north shore. That is part of the reason it is harder to get students.
  - Sheila MacDonald confirmed we continue to call applicants as spaces open up; we can accept students as sophomores.
  - Larry Swartz stated the issue bears continued vigilance to see what the impacts are.
- Vote on the motion: approved 6-0-0

- Applications for school choice will be posted on the high school website; the lottery will be held in early February 2015.
- D. REVIEW & APPROVAL OF NORTHSHORE EDUCATION CONSORTIUM ARTICLES OF AGREEMENT (Exhibit E)
- Mike Harvey stated every school committee on the list (page 2) has to approve the new articles of agreement due to changes in state laws regarding collaboratives. The agreement has been wholesale re-written.
  - It is the same cost, \$10,000 for membership; Larry pointed out that the Consortium can retain up to 33% of excess every year, as part of the law.
  - Deb Evans moved that the Hamilton-Wenham Regional School Committee vote to approve the Northshore Educational Consortium Articles of Agreement as presented and referred to as Exhibit E. Approved 7-0-0.
- E. POLICIES (1<sup>ST</sup> READINGS)
1. STUDENT INVOLVEMENT IN DECISION-MAKING
  2. STUDENT PUBLICATIONS
  3. STUDENT RIGHTS & RESPONSIBILITIES
  4. RETIREMENT OF CAPITAL ASSETS
  5. STUDENT FUNDRAISING ACTIVITIES
- Barbara Lawrence invited the committee to read the policies carefully and send comments to Mike Harvey. We will have a second reading and a vote.

#### **ADJOURNMENT**

Bill Dery moved that the Hamilton-Wenham regional School Committee vote to adjourn. Numerous seconds. Approved 6-1-0.



**TOWN OF HAMILTON  
Conservation Commission**

November 24, 2014

Dr. Celeste Bowler, Assistant Superintendent of Schools for Learning  
HWRSD

By email attachment

**RE: Mass Audubon/HWRSD 2014-2015 Environmental Education Program**

Dear Dr. Bowler:

At the Hamilton Conservation Commission's regularly scheduled and publicly posted meeting held on November 20, 2014, with a quorum present (Chair Richard Luongo, Robert Cronin, Keith Glidden and George Tarr) the Commission unanimously voted to authorize expenditure of funds from the Hamilton Conservation Fund to cover the Hamilton share of costs for the 2014-2015 Mass Audubon environmental education program as described in a document from HWRSD dated 11/5/14 and entitled "**Hamilton-Wenham Environmental Education Proposal 2014-2015**".

The budgeted cost for Hamilton listed in that document is \$4,947.65.

After the vote the Commission indicated that they would entertain further discussion and review of the budget dependent on the outcome of informal discussions with Wenham Conservation Commission.

Very truly yours,

A handwritten signature in black ink, appearing to read "James M. Hankin". The signature is fluid and cursive, with a large initial "J" and "H".

James M. Hankin  
Hamilton Conservation Commission Coordinator



## Hamilton-Wenham Regional School District

## FIELD TRIP REQUEST

School: Hamilton Wenham Date Submitted: 12/2/14  
 Faculty Sponsor: Kevin Snow Position: Spanish 6-12  
Ski Club Advisor

## I. Trip Information:

Check (✓) one:

- ☒ Day Academic Field Trip - ☐ In-state ☒ Out-of-state Destination: Multiple dates  
☒ Day Extracurricular Trip - ☐ In-state ☒ Out-of-state ☐ International Destination: NH / Maine  
☐ Athletics - Sport: Jan 29 / Feb 5, 12, 26 Jan 2, 18  
☐ Overnight Trip - In-state - ☐ Academic ☐ Extracurricular - Destination: Feb 7  
☐ Out-of-State/Domestic Day Trip - ☐ Academic ☐ Extracurricular - Destination: \_\_\_\_\_  
☐ Out-of-State/Domestic Overnight Trip - ☐ Academic ☐ Extracurricular - Destination: \_\_\_\_\_  
☐ International Trip (extracurricular only) - Destination: \_\_\_\_\_

Departure Date: First Jan 2/15 Time: 6 am Return Date: Jan 2/15 Time: 6/8 pm  
 Number of Students Eligible: 50 Class/Group: all  
 Faculty Sponsor: Kevin Snow  
 Other Faculty/Staff chaperones: Late Shepper, Steve Sofronas, Prudy  
 Other chaperones: Joe Maher, Loretta Jurek  
 Mode of Transportation: bus Magnolia Bus Number: \_\_\_\_\_  
 Airlines/Flight/Ground Transportation: \_\_\_\_\_

## II. Estimated Expenses

|   |   |
|---|---|
| 1. Transportation Cost: <u>See attached</u> | 6. Financial Assistance Available? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>        |
| 2. Admission Charges: _____                 | 7. Other Sources of Funding? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>              |
| 3. Lodging & meals cost: <u>on own</u>      | 8. Amount Available: \$ _____   |
| 4. Other (specify): _____                   | 9. Are Student Activity Funds being used? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. Total student cost: <u>varied</u>        | 10. If yes, amount bring used: \$ <u>2000 approx</u>  |

to subsidize transport

## III. Attachments

|   |   |
|---|---|
| 1. Copy of Parent Letter with meeting date: <u>NO</u>           | 5. Travel Costs & Refund Policy: <u>Varied</u>                |
| 2. Itinerary: <u>attached</u>                                   | 6. Travel Insurance Policy (if applicable): <u>Cost: NO</u>   |
| 3. Security features for transportation & accommodations: _____ | 7. Pre and Post Trip Activities: <u>Meeting with students</u> |
| 4. Arrangements for meals and lodging: <u>None</u>              | 8. Other Descriptive Information: _____                       |

## IV. Approvals

Department Chairperson or Field Trip Requestor: Kevin Snow Date: 12/2/14  
I have read the School Committee Policy H8015 on School Sponsored Field Trips and meet all policy requirements

Principal: [Signature] Date: 12-2-14  
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: \_\_\_\_\_

I would like to propose four weeks of night skiing at

Gunstock in Gilford New Hampshire

Thursday nights Jan 29, Feb 5, Feb 12 and Feb 26.

Bus each trip is \$850 Price is figured with a minimum of 40 people

Lift \$32 \$200 all 4 weeks

Cost to student would be \$200 for all weeks.

We would leave the high school at 2:30 and would be back around 10:30. I successfully ran this program for years but have not had enough interest in the past years. I am hoping I can partner with Ipswich.

I would also like to try to run 3 different day trips: Day trips would depart HW at 6am sharp and return between 7pm and 8pm that same day. Depending upon the success of the Jan trips I might propose additional trips in Feb and March.

The ski club has funds to subsidize the bus thus making the ticket more affordable for the students.

Bus \$1315 per trip \$515 of this amount will be from Ski Club account

Student rates vary depending on the date.

Jan 2 to Sunday River – Friday \$45

Jan 18 to Sunday River –Sunday \$52

Feb 7 to Sunday River – Saturday \$49

The cost per day trip would be \$70 per trip or all 3 for \$210

Additional funds would be used to give the driver a gratuity and buy snacks for the bus.

#### Security Plan for ski trips

- A 10 to 1 ratio of chaperones/teachers to student as per rules
- All chaperones are CORI'd.
- Check in with ski patrol upon arrival at mountain
- One of the chaperones is a trained in CPR
- All chaperones are advanced skiers and we ski as a group!
- Students are advised to ski/board in groups no smaller than 4
- All skiers/ boarders wear helmets
- A strict itinerary/timeline/ schedule of events
- Check in at lunch time
- Students and chaperones receive trail maps and share contact info
- Preparation meeting with chaperones to review expectations and procedures while on ski trips

### Part III

1. We do not host a parent meeting but will hold student meetings and information will be posted on Aspen.
2. Itinerary is attached.
3. McGinn Bus Company provides the charter bus. Their drivers have all been Cori checked. We also request the same driver we have worked with for the past 5 years.
4. Students are responsible for their meals while on the mountain
5. Cost to student is \$200 for 4 Thursday trips (encouraged to do all 4)
6. Cost to student for day trips is \$70 per trip
7. Pre and post trip activities
  - a. Students pay in advance for program. Refunds given only if a replacement is found.
  - b. Meeting with students to review expectations for trip will be held the week before the first night trip.
8. Other descriptive information: available upon request

## Ski Rules

Your chaperones are taking on a tremendous responsibility by bringing you on weekly ski trips . In order for everyone to enjoy the program and to avoid misunderstandings, we ask you to observe the following rules while on weekly ski trips.

1. All school rules and penalties will apply on weekly trips. School penalties for infractions will be enforced.
2. Students must not purchase, consume, possess or be involved with drugs, including alcohol, cigarettes or tobacco products.
3. Punctuality is a must!! It is essential that you be on time. Lateness will not only cause us anxiety, it will hold up the entire group. Each student should wear a watch or be with someone who does.
4. We expect your behavior to be exemplary at all times.
5. At no time are you to go anywhere alone especially while skiing. Always ski with a buddy.
6. You are responsible for completing all homework and school obligations. If at any time your teachers inform me that you have not completed work or fulfilled obligations due to your skiing with this group, you will not be allowed to participate the following week.
7. Should any of the above rules be broken your continued participation in the 4 week program will be left to the discretion of the chaperones. If you are asked not to participate you will forfeit the remaining cost of the program.

Please remember that these rules are based on experience and are intended to help everyone have an enjoyable and memorable time skiing.

I have read and understand the above. \_\_\_\_\_



# HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

## Field Trip Consent & Release Form

### I. Consent to Participate in Voluntary Field Trip

I, the undersigned \_\_\_\_\_ parent/legal guardian of \_\_\_\_\_ (student),  
a minor do hereby consent to my child's participation in a voluntary Field trip sponsored by the Hamilton-Wenham  
Regional School District. I am aware that my child will be traveling to

Gunsback on Jan 29 2015 at 2:30 - 10:30 pm  
(Location) Gilford NH (Days) Feb 5, 12, 26 (Times)

The mode of transportation for this field trip will be: \_\_\_\_\_ (Please List)

My child has my permission to participate in this voluntary field trip.

I agree to release and hold harmless the Hamilton-Wenham Regional School District, the members of the School Committee and its officers, agents, and employees (herein referred to as "District") from any and all liability for personal injuries to my son/daughter or other damage to personal or property that might result in any way from his/her voluntary participation in the activity and fully release the "District" and its employees from any liability in connection with those decisions.

### II. Emergency Treatment & Medication Consent

I, \_\_\_\_\_ parent/legal guardian, give permission to the  
(Please Print)

Hamilton-Wenham Regional School District staff or chaperones to act on my behalf for \_\_\_\_\_  
(Student's Name Print)

in the event of a medical emergency.

Are there any changes, or new information needed to the Emergency Contact Form that the School District has on file? Yes \_\_\_ No \_\_\_

If Yes (new information) \_\_\_\_\_

Will medication be required during the field trip? Yes \_\_\_ No \_\_\_

Please Describe Below:

As per the Hamilton-Wenham Regional School District Policy on Medications (H8010), students may not carry any medication (prescription and non-prescription) on a field trip. If medication 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.

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.

Updated 10.10.14



# HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

## Field Trip Consent & Release Form

Consent to Participate in Voluntary Field Trip

I, the undersigned \_\_\_\_\_ parent/legal guardian of \_\_\_\_\_ (student),  
a minor do hereby consent to my child's participation in a voluntary Field trip sponsored by the Hamilton-Wenham  
Regional School District. I am aware that my child will be traveling to

Sunday River on Jan 2, 2015 at 6 AM - 8 PM  
(Location) Newbury ME (Dates) (Times)

The mode of transportation for this field trip will be: Coach bus McGinn (Please List)

My child has my permission to participate in this voluntary field trip.

I agree to release and hold harmless the Hamilton-Wenham Regional School District, the members of the School Committee and its officers, agents, and employees (herein referred to as "District") from any and all liability for personal injuries to my son/daughter or other damage to personal or property that might result in any way from his/her voluntary participation in the activity and fully release the "District" and its employees from any liability in connection with those decisions.

### II. Emergency Treatment & Medication Consent

I, \_\_\_\_\_ parent/legal guardian, give permission to the  
(Please Print)

Hamilton-Wenham Regional School District staff or chaperones to act on my behalf for \_\_\_\_\_  
(Student's Name Print)

In the event of a medical emergency.

Are there any changes, or new information needed to the Emergency Contact Form that the School District has on file? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes (new information) \_\_\_\_\_

Will medication be required during the field trip? Yes \_\_\_\_\_ No \_\_\_\_\_

Please Describe Below:

As per the Hamilton-Wenham Regional School District Policy on Medications (H8010), students may not carry any medication (prescription and non-prescription) on a field trip. If medication 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.

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.

Updated 10.10.14



# HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

## Field Trip Consent & Release Form

I. Consent to Participate in Voluntary Field Trip

I, the undersigned \_\_\_\_\_ parent/legal guardian of \_\_\_\_\_ (student),  
a minor do hereby consent to my child's participation in a voluntary Field trip sponsored by the Hamilton-Wenham  
Regional School District. I am aware that my child will be traveling to

Sunday River on Jan 18, 2015 at 6<sup>am</sup> - 8<sup>pm</sup>  
(Location) (Dates) (Times)

The mode of transportation for this field trip will be: \_\_\_\_\_ (Please List)

My child has my permission to participate in this voluntary field trip.

I agree to release and hold harmless the Hamilton-Wenham Regional School District, the members of the School Committee and its officers, agents, and employees (herein referred to as "District") from any and all liability for personal injuries to my son/daughter or other damage to personal or property that might result in any way from his/her voluntary participation in the activity and fully release the "District" and its employees from any liability in connection with those decisions.

II. Emergency Treatment & Medication Consent

I, \_\_\_\_\_ parent/legal guardian, give permission to the  
(Please Print)

Hamilton-Wenham Regional School District staff or chaperones to act on my behalf for \_\_\_\_\_  
(Student's Name Print)

in the event of a medical emergency.

Are there any changes, or new information needed to the Emergency Contact Form that the School District has on file? Yes \_\_\_ No \_\_\_

If Yes (new information) \_\_\_\_\_

Will medication be required during the field trip? Yes \_\_\_ No \_\_\_

Please Describe Below:

As per the Hamilton-Wenham Regional School District Policy on Medications (H8010), students may not carry any medication (prescription and non-prescription) on a field trip. If medication 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.

Knowledge • Responsibility • Respect • Excellence

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Updated 10.10.14





# HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

## Field Trip Consent & Release Form

### I. Consent to Participate In Voluntary Field Trip

I, the undersigned \_\_\_\_\_ parent/legal guardian of \_\_\_\_\_ (student), a minor do hereby consent to my child's participation in a voluntary Field trip sponsored by the Hamilton-Wenham Regional School District. I am aware that my child will be traveling to

Sunday River on Feb 7 2015 at 6 AM - 8 PM  
(Location) Newbury ME (Date) (Times)

The mode of transportation for this field trip will be: \_\_\_\_\_ (Please List)

My child has my permission to participate in this voluntary field trip.

I agree to release and hold harmless the Hamilton-Wenham Regional School District, the members of the School Committee and its officers, agents, and employees (herein referred to as "District") from any and all liability for personal injuries to my son/daughter or other damage to personal or property that might result in any way from his/her voluntary participation in the activity and fully release the "District" and its employees from any liability in connection with those decisions.

### II. Emergency Treatment & Medication Consent

I, \_\_\_\_\_ parent/legal guardian, give permission to the  
(Please Print)

Hamilton-Wenham Regional School District staff or chaperones to act on my behalf for \_\_\_\_\_  
(Student's Name Print)

in the event of a medical emergency.

Are there any changes, or new information needed to the Emergency Contact Form that the School District has on file? Yes \_\_\_ No \_\_\_

If Yes (new information) \_\_\_\_\_

Will medication be required during the field trip? Yes \_\_\_ No \_\_\_

Please Describe Below:

As per the Hamilton-Wenham Regional School District Policy on Medications (H8010), students may not carry any medication (prescription and non-prescription) on a field trip. If medication 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.

Knowledge

Responsibility

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Excellence

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Updated 10.10.14



# HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

## III. Consent & Release

I further affirm that I have read this Consent & Release Form and that I understand the contents of the form. I understand that my child's participation on this trip is voluntary and that my child and I are free to choose not to participate in said field trip. By signing this form, I grant permission for school personnel to administer medication to my child as prescribed by his/her physician. I also affirm that I have decided to allow my child to participate in the voluntary school-sponsored field trip with full knowledge and acceptance of the provisions of this consent and release form. In signing this form I fully release the Hamilton-Wenham Regional School District Committee and its officers, agents, and employees (hereafter referred to as "District") from any liability in connections with those decisions and provisions:

1. That the Hamilton-Wenham Regional School District Policy on Medications will apply to a student who needs to be administered medication while on a field trip.
2. That Hamilton-Wenham Regional School District policies on student behavior and Student Handbook Rules & Regulations apply to all PK-12 field trips.
3. That the School Committee reserves the right to cancel a trip up to the departure date or to recall a trip in progress due to safety concerns or any other reason deemed appropriate by the School Committee
4. That a parent/guardian may lose any and/or all of the funds he/she/they have expended for the voluntary trip.
5. The District shall be forever held harmless for remuneration of any and/or all costs associated with this voluntary trip; and
6. The District will not be liable to anyone for personal injuries, property damage, or financial loss my child or I may suffer in voluntary Hamilton-Wenham Regional School District field trip programs.

---

*Parent/Legal Guardian Signature*

*Printed Name*

*Date*

---

*Parent/Legal Guardian of (Student's Name)*

**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.

Updated 10.10.14

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

**APPROVAL DOCUMENTATION – Domestic and International**

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

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

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

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

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

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

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT  
WENHAM, MA

F6003

RETIREMENT OF CAPITAL ASSETS

Property Records and Disposal of Capital Assets

The Superintendent shall ensure that property records and inventory records on all land, buildings and physical property under the control of the District are maintained and appropriately updated. The Superintendent shall establish procedures for disposal of books, equipment, furniture or other property for which there is no further foreseeable use.

Legal Reference:  
MGL30B: 15, 16

Policy Review: 1<sup>st</sup> Reading: November 20, 2014  
2<sup>nd</sup> Reading: December 4, 2014

Policy Adopted:

Vote:

Chairperson, HWRSD School Committee: William Wilson  
(Original Signature on file in the Superintendent's Office)

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT  
WENHAM, MA

H8037

STUDENT FUNDRAISING ACTIVITIES

All fundraising by any student organization directed by a Faculty Advisor, the Athletic Director, or the Coach of an athletic team shall operate under the authority of the School Committee and be conducted in accordance with the following provisions:

1. The nature of the fundraising and the manner in which it is conducted should reflect favorably upon the District.
2. Prior to the event, the student organization must notify the Principal in writing as early as possible (preferably at least two weeks in advance) of the nature and purpose of the fundraising activity. The Principal shall respond in a timely manner.
3. Each organization is accountable for funds it receives and may control the use of funds raised, as long as it is noted that the Faculty Advisor or Athletic Director and the Principal are ultimately responsible for any decision regarding the money's disbursement. All funds must be deposited and accounted for by procedures approved by the Superintendent and the Treasurer.
4. Violations of this policy may result in sanctions against the organization's right to operate fundraising activities and/or the individual's right to participate in the organization.

LEGAL REF: M.G.L. 71:47

Policy Review: 1<sup>st</sup> Reading: November 20, 2014  
2<sup>nd</sup> Reading: December 4, 2014

Policy Adopted:

Vote:

Chairperson, HWRSD School Committee: William Wilson  
(Original Signature on file in the Superintendent's Office)

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT  
WENHAM, MA

EXHIBIT D

H8034

STUDENT INVOLVEMENT IN DECISION-MAKING

As appropriate to the age of students, class or school organizations and school government organizations, such as student councils, may be formed to offer practice in self-government and to serve as channels for the expression of students' ideas and opinions.

The Committee will take into consideration student opinions in establishing policies that directly affect student programs, activities, privileges and other areas of student sensitivity.

Students will be welcomed at School Committee meetings and granted privileges of speaking in line with the privileges extended to the general public.

Student Advisory Committee:

As required by state law, the Committee will meet at least once every other month while school is in session with its student advisory committee, which is composed of five students elected by the high school student body. The chair of the student advisory committee shall be an ex-officio nonvoting member of the School Committee without the right to attend executive sessions unless such right is expressly granted by the School Committee.

LEGAL REF.: M.G.L. 71:38M

SOURCE: MASC

Policy Review: 1<sup>st</sup> Reading: November 20, 2014

2<sup>nd</sup> Reading: December 4, 2014

Policy Adopted:

Vote:

Chairperson, HWRSD School Committee: William Wilson  
(Original Signature on file in the Superintendent's Office)

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT  
WENHAM, MA

H8035

## STUDENT PUBLICATIONS

Within the school setting, students enjoy the constitutional right of freedom of expression, including the right to express their views in student publications, provided such expression does not cause, or threaten to cause by reasonable forecast by school officials, any disruption or disorder in the school. Additionally, such constitutional right of freedom of expression does not include expression which is obscene, defamatory, or advocates violence or illegality where such advocacy is imminently likely to incite the commission of such acts to the detriment of school security, or which can reasonably be forecast to cause substantial disruption or material interference with school activities.

The School Committees will at least annually review their support of student publications, and encourage student publications not only because they offer an educational activity through which students gain experience in reporting, writing, editing, and understanding responsible journalism, but also because they provide an opportunity for students to express their views subject to the limitations as contained in this policy.

Student publications will be encouraged to comply with the rules for responsible journalism. Students shall affix their names to all articles or editorials written by or contributed to by them. The Superintendent will establish guidelines that are in keeping with this policy and provide for review of student publications prior to their distribution, to address matters that are not protected forms of expression.

Each student publication shall contain the following: "Pursuant to state law, no expression made by students in the exercise of such rights shall be deemed to be an expression of school policy and no school officials shall be held responsible in any civil or criminal action for any expression made or published by the students."

Distribution of Literature

The time, place and manner of distribution of literature will be reasonably regulated by the Principal.

LEGAL REF.: M.G.L. 71:82

SOURCE: MASC

Policy Review: 1<sup>st</sup> Reading: November 20, 2014  
2<sup>nd</sup> Reading: December 4, 2014

Policy Adopted:

Vote:

Chairperson, HWRSD School Committee: William Wilson  
(Original Signature on file in the Superintendent's Office)

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT  
WENHAM, MA

H8036

STUDENT RIGHTS AND RESPONSIBILITIES

The School Committee believes that as part of the educational process students should be made aware of their rights and responsibilities and of the legal authority of the School Committee to make, and delegate authority to its staff to make, rules regarding the orderly operation of the schools. Students have the right to know the standards of behavior that are expected of them, and the consequences of misbehavior.

Among these rights and responsibilities are the following:

1. Civil rights, including the rights to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others;
2. The right to attend free public schools, the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school,
3. The right to due process of law with respect to suspension, expulsion, and decisions the student believes injure his/her rights,
4. The right to free inquiry and expression, responsibility to observe reasonable rules regarding these rights, and
5. The right to privacy, which includes privacy in respect to the student's school records.

The rights and responsibilities of students, including standards of conduct, will be made available to students and their parents through handbooks distributed annually.

LEGAL REFERENCES: M.G.L. 71:37H; 71:82 through 71:86

Policy Review: 1<sup>st</sup> Reading: November 20, 2014  
2<sup>nd</sup> Reading: December 4, 2014

Policy Adopted:

Vote:

Chairperson, HWRSD School Committee: William Wilson  
(Original Signature on file in the Superintendent's Office)



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT  
WENHAM, MA

H8017A

EDUCATIONAL SERVICES IN HOME OR HOSPITAL

The home or hospital education program is designed for a student who, based upon the receipt of a physician's written order, must remain at home or in a hospital on a day or overnight basis, or any combination of both, for medical reasons for a period of not less than fourteen (14) school days in any school year. The student's physician must complete a Department of Education Form 28R/3 (or equivalent signed statement) and submit it to the student's building principal.

Students with chronic illness who have recurring home/hospital stays of less than fourteen (14) consecutive school days, when such recurrences have added up to or are expected to add up to more than fourteen (14) school days in a school year, are so eligible for home or hospital education services if they are required and the medical need is documented by the physician.

The program designed for each student is determined by his/her program of study and medical needs and is coordinated by the regular/special education teacher(s) and the home instruction teacher. The home/hospital program must include the same academic content as that provided in the student's regular school-based program. Tutors who provide home/hospital instruction to Hamilton-Wenham Regional School District students must coordinate the instructional content, approach, and student progress with the student's teachers at school.

Home and hospital educational services will:

1. Provide instructional support for a student assigned to the Home/Hospital Education Program.
2. Coordinate instructional content, approach and student progress with student's teachers at school.
3. Provide the schools and the classroom teacher(s) with periodic reports of student progress.
4. Implement the designed program of study with the intent of returning the student to the regular school program at the earliest possible time.
5. A maximum of ten (10) hours of instruction per week.

Originally Adopted: March 17, 2005

Policy Review: February 10, 2005

Approved: March 17, 2005

Vote: 8-0-0

Chairperson, HWRSD School Committee: Catherine A. Harrison

(Original Signature on file in the Superintendent's Office)

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT  
WENHAM, MA

**II. Policy Review and Revision**

Review and revision of these policies and procedures shall occur as needed, but at least every two years.

**III. Legal References**

Educational Services in the Home or Hospital 603 CMR 28.03(3)(c) and 28.04(4)

Originally Adopted: March 17, 2005

Policy Review: February 10, 2005

Approved: March 17, 2005

Vote: 8-0-0

Chairperson, HWRSD School Committee: Catherine A. Harrison

(Original Signature on file in the Superintendent's Office)

EXHIBIT G

To: MARS Superintendents  
From: Stephen Hemman, Executive Director  
Massachusetts Association of Regional Schools (MARS)  
Phone: 978-821-2890 (cell) Office: 978-874-0385  
Re: 9c Cuts

MARS is recommending that Superintendents place an **agenda item** on their December School Committee meeting to discuss the 9c cuts as it pertains to the law passed in 2010.

As you know, the Governor used 9c to cut Regional Transportation. The Governor through A and F have used the 9c method to cut the total increase of \$18,730,563 so that for FY2015 the Regional Transportation amount is back to the FY2014 level of \$51,521,000. The Governor asked outside agencies to take a 1.5% cut while he did a 27% cut to regional transportation. Why did he cut the increase completely? He could have cut half but he chose to cut it all.

**The following law was passed in 2010:**

Section 15 of Chapter 15 of the acts of 2010 states:

Notwithstanding any general or special law to the contrary, regional school transportation payments made by the state in any fiscal year through the general appropriations act shall not be lowered by a greater percentage than any reduction made to state chapter 70 payments in that fiscal year

In FY2012 there were 9c cuts to regional transportation. We pointed out to A and F this law. Their response was:

*Dear Mr. Hemman,*

*Secretary Gonzalez asked me to respond to your message. He certainly understands the importance of the regional school transportation program to the Commonwealth and its school districts. Unfortunately, because tax revenues are falling behind projections, we needed to make difficult choices about limiting funding for some programs.*

*As to your legal point, we are aware of St. 2010, c. 12, sec. 15. It is not clear to us what this statute means, but it seems unlikely that it limits the*

*Governor's authority under G.L. c. 29, sec. 9C, because Section 9C clearly cannot be used to reduce "chapter 70 payments". See Town of Brookline v. The Governor, 407 Mass. 377 (1990).*

*We will continue to consider your concerns as we construct our budget for the next fiscal year. Thank you for writing.*

*David E. Sullivan*

*General Counsel*

*Executive Office for Administration and Finance*

I again spoke to David Sullivan on Thursday, Nov. 20, 2014 and again he stated the same position. It seems that the Governor interprets the law differently than was the purpose of the law.

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By placing this as an agenda item, this will result in a conversation concerning regional transportation and why did the Governor 9c cut the funding considering the 2010 law. This is the third time that the Patrick Administration has 9c cut regional transportation.

**We also would like your school committee to consider contributing to a legal fund to MARS for the purpose of hiring a law firm to interpret the 2010 law and provide assistance in considering appropriate actions to take concerning protecting regional transportation reimbursement. The amount would be \$500 to \$1,000. For smaller districts would suggest the \$500 amount.**

We also urge district to continue to send emails or letters to the

Governor, Secretary of A and F, and your local legislators. Attached you will find an email sent by the Gateway Superintendent.

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Below are some of the talking points:

The email address for your Representative can be found at the following:

<https://malegislature.gov/People/House>

The email address for your Senator can be found at the following:

<https://malegislature.gov/People/Senate>

The email address to reach the Governor

is: [governor.schedule@state.ma.us](mailto:governor.schedule@state.ma.us)

The email address Glen Shor is: [glen.shor@state.ma.us](mailto:glen.shor@state.ma.us)

## Talking points:

1. The cut to Regional Transportation is \$18,000,000 which is a much higher percentage than other 9c cuts

2. In 2010 the following:

Section 15 of Chapter 15 of the acts of 2010 states:

Notwithstanding any general or special law to the contrary, regional school transportation payments made by the state in any fiscal year through the general appropriations act shall not be lowered by a greater percentage than any reduction made to state chapter 70 payments in that fiscal year

Chapter 70 is not being cut so why is Regional Transportation being cut?

3. The Patrick Administration has encouraged regionalization but by cutting regional transportation the wrong message is being sent.

4. Regional Transportation funds are used to reduce the assessment to it member towns.

5. Why is the Governor not consistent with the law that says regional transportation cannot be cut unless Chapter 70 is cut?

6. Individual District effect of this cut is important to mention.

7. Anything else you want to state especially why has the Governor hit regional transportation every time there are 9c cuts

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**Also, to let you know, MARS is reaching out to the incoming Baker Administration concerning the 9c cuts. We will keep you informed concerning responses from the Governor Elect.**



HAMILTON-WENHAM  
REGIONAL SCHOOL DISTRICT

*FY15 Budget Transfers & FY15 Forecast*  
*November 25, 2014*

*For Presentation to the School Committee on December 4, 2014*

Prepared by:

Jeffrey D. Sands, Assistant Superintendent for Finance & Administration

Vincent Leone, District Accountant



# FY15 Budget Transfers Overview

- **Background:**
  - The Approved FY15 Operating Budget did not include COLA adjustments, etc.
  - District Leadership committed to developing a Staffing Reorganization Plan that would yield savings sufficient enough to cover the costs of COLAs, etc.
  - District Staffing Reorganization Plan was implemented May - August 2014
  - A 1 Year Agreement with the Teachers Union was approved in September 2014 which included COLAs, etc.
  - Office Personnel & Custodial Union negotiations are currently on-going
- **District Staffing Reorganization Plan included several components:**
  - Non-renewals
  - Reductions-in-Force
  - Internal Transfers
  - Replacement of Voluntary Terms and Retirements at lower annual Salaries
  - Over 80 staffing transactions were monitored and analyzed

RESULT: \$345,000 in savings (vs Approved Budget) have been identified and earmarked for “transfer” to cover the cost of COLAs and other related costs.





# FY15 Budget – Proposed Transfers

## Summary by Budget Category

|   | FY15         | FY15            | FY15        |
|---|--------------|-----------------|-------------|
| By DESE Category                                    | Budget (1)   | Adj. Budget (2) | Change      |
| Administration                                      | \$1,002,071  | \$1,070,491     | \$68,420    |
| Capital, Operations, Maintenance                    | \$2,028,150  | \$2,084,573     | \$56,423    |
| Guidance, Counseling, Testing                       | \$1,069,287  | \$1,071,636     | \$2,349     |
| Inst. Materials                                     | \$860,923    | \$860,923       | (\$0)       |
| Instructional Leadership                            | \$2,511,579  | \$2,666,352     | \$154,773   |
| Insurance, Retirement, Other                        | \$3,804,356  | \$3,842,397     | \$38,041    |
| Other Teaching Services                             | \$2,279,488  | \$2,264,110     | (\$15,378)  |
| Prof. Dev.  | \$147,752    | \$147,752       | \$0         |
| Pupil Services                                      | \$1,710,783  | \$1,737,019     | \$26,236    |
| Teachers  | \$11,325,557 | \$10,994,694    | (\$330,863) |
| Tuitions  | \$1,680,117  | \$1,680,117     | (\$0)       |
| Grand Total   | \$28,420,063 | \$28,420,063    | (\$0)       |
|   |              |                 |             |
| (1) Original SC Approved FY15 Budget                |              |                 |             |
| (2) Recommended Adjusted FY15 Budget as of 11/25/14 |              |                 |             |



# FY15 Budget Transfers

## Proposed Transfers by Category

- 1.) Transfer \$68,420 from "Teachers" to "Administration"
- 2.) Transfer \$56,423 from "Teachers" to "Capital, Operations, Maintenance"
- 3.) Transfer \$2,349 from "Teachers" to "Guidance, Counseling, Testing"
- 4.) Transfer \$154,773 from "Teachers" to "Instructional Leadership"
- 5.) Transfer \$38,041 from "Teachers" to "Insurance, Retirement, Other"
- 6.) Transfer \$10,858 from "Teachers" to "Pupil Services"
- 7.) Transfer \$15,378 from "Other Teaching Services" to "Pupil Services"

REQUEST: School Committee vote to approve FY15 Budget Transfers as recommended herein.



# FY15 Forecast – Actuals as of 11/21/14

## Overview & *Key Assumptions*

- Salary Costs
  - Incorporates Actual Costs through 11/21/14 plus all known encumbrances.
  - Includes forecasted values for all Costs not automatically encumbered through June 30, 2015 including; long term substitutes, daily substitutes, overtime, etc.
- Operating Costs
  - Incorporates Actual Costs through 11/21/14 plus all known encumbrances.
  - Includes estimated values for all Costs not automatically encumbered through June 30, 2015 including; school discretionary spending; transportation, out-of-district tuition, maintenance, technology, etc.

Our current Projection assumes that Special Education costs for Out-of-District Tuition will exceed budget by \$450,000 in FY15.

The Forecast assumes that \$125,000 will be covered by the FY15 Operating Budget and \$325,000 will be covered by available Circuit Breaker funds.

The Forecast assumes that Healthcare Costs will end the year \$125,000 favorable to budget due to a decrease in active enrollment rates.



# FY15 Forecast – Actuals as of 11/21/14

## Summary by Budget Category

|   | FY15         | FY15            | FY15         | FY15        |
|---|--------------|-----------------|--------------|-------------|
| By DESE Category                                    | Budget (1)   | Adj. Budget (2) | YE Forecast  | Change      |
| Administration                                      | \$1,002,071  | \$1,070,491     | \$1,070,491  | \$0         |
| Capital, Operations, Maintenance                    | \$2,028,150  | \$2,084,573     | \$2,084,573  | \$0         |
| Guidance, Counseling, Testing                       | \$1,069,287  | \$1,071,636     | \$1,071,636  | \$0         |
| Inst. Materials                                     | \$860,923    | \$860,923       | \$860,923    | \$0         |
| Instructional Leadership                            | \$2,511,579  | \$2,666,352     | \$2,666,352  | \$0         |
| Insurance, Retirement, Other                        | \$3,804,356  | \$3,842,397     | \$3,717,397  | (\$125,000) |
| Other Teaching Services                             | \$2,279,488  | \$2,264,110     | \$2,264,110  | \$0         |
| Prof. Dev.  | \$147,752    | \$147,752       | \$147,752    | \$0         |
| Pupil Services                                      | \$1,710,783  | \$1,737,019     | \$1,737,019  | \$0         |
| Teachers  | \$11,325,557 | \$10,994,694    | \$10,994,694 | \$0         |
| Tuitions  | \$1,680,117  | \$1,680,117     | \$1,805,117  | \$125,000   |
| Grand Total   | \$28,420,063 | \$28,420,063    | \$28,420,063 | \$0         |
|   |              |                 |              |             |
| (1) Original SC Approved FY15 Budget                |              |                 |              |             |
| (2) Recommended Adjusted FY15 Budget as of 11/25/14 |              |                 |              |             |

**Jeff Sands**

**Assistant Superintendent for Finance and Administration, HWRSD**

**Development of FY15 Goals, Objectives and Priorities for J Sands and Team**

**Discussion with Superintendent Mike Harvey – Revised 10/29/14**

**Prioritized in conjunction with Superintendent's and School Committee's Goals for FY15**

**Assistant Superintendent's Initial List of Projects Prioritized as High, Medium or Low for FY15:**

***HIGH:***

1. Develop Districtwide FY16 Budget, including enhancements and process improvements
2. Establish and Operationalize a Districtwide Maintenance Team, including personnel, equipment and technology
3. Develop Initial Districtwide 3 Year Capital Improvement Plan
4. Actively Manage & Support MSBA Projects at Winthrop & Buker Schools
5. Winthrop School Sprinkler Retrofit, including research, procurement, and planning
6. Annual Audit Support, including Student Activities Accounts Audit & Athletic Accounts Audit
7. Complete Management Letter Remediation activities for FY13 and FY14
8. Complete DESE and other reporting requirements, including FY14 EOYR for DESE
9. Collective Bargaining, including Teachers, Office Personnel and Custodians
10. Transition to GIC effective July 1, 2015

***MEDIUM:***

1. Develop Districtwide 5 Year Technology Plan, including Asset Replacement program/schedule
2. Develop Districtwide Facilities Maintenance Plan, including Preventative Maintenance program
3. Review and revise Districtwide Human Resources Practices and Procedures, including Hiring protocol
4. Conduct Districtwide review of all Stipends, including contractual and other
5. Review and make recommendations to revise District SC Policies, including all Accounting, Finance, and Operational Policies specifically including E&D Policy
6. Review Districtwide Transportation Practices and Procedures, including Routes and School Specific Processes particularly as it relates to Kindergarteners and Elementary Transfer Students
7. District's Master Plan (SMMA) – Assess, recommend & integrate into District Planning initiatives
8. Conduct In depth review of all Revolving Accounts
9. Review Payroll Practices and Procedures, including treatment of Vendors and Self Employed Contractors
10. Review Districtwide Procurement Procedures including existing Contracts and Svc Agreements
11. Conduct Districtwide review of Food Service Program, including financial and operations model.
12. Grants Management (e.g., Green Communities, CIC Grant), including writing FY15 Grant for Districtwide Energy Management Systems
13. Operational Audit Support
14. Review, revise and enhance Districtwide Security Programs, including Crisis Response Manual
15. Conduct Districtwide review of User Fees, including Athletic and non-Athletic. Establish standardized methodology and Pricing Model Template for setting User Fees on consistent Districtwide basis
16. Lead Districtwide Data Validation Initiative (e.g., payroll, BudgetSense, X2, Certifications)

17. Perform detailed review of Teachers Assistant (TA) roles and responsibilities across District, including compensation and potential restructuring of function in general and special education
18. Review and recommend revisions to District Building Use Policies including Fee structure, etc

***LOW:***

1. Develop Chain of Command/Communication Document for Key Operational Areas within the District (e.g., Transportation, C&I, Medical, Athletics, etc.)
2. Gale Associates Athletic Complex Master Plan Project
3. Establish Service Level Agreement with Towns to assume responsibilities for IT Services
4. Review existing School Picture Contracts with individual Schools, consider transitioning to single preferred provider for FY16
5. Review District Cell Phones Program, including Allocation (current and proposed)
6. Develop Districtwide Security Drills Calendar
7. Review Central Administration Office Space including exploration of alternative office space and location in the future

NOTE: This list DOES NOT include day-to-day responsibilities of the Assistant Superintendent

11/14/2014

Hamilton Wenham Regional School District

## Special Education 2014-2015

Katherine Harris, Director of Student Services

Presentation  
to the  
HW Regional School Committee  
November 20, 2014

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### Mission

- To provide individualized educational programming that is accessible and meaningful to students requiring special education services.
- To ensure that special education state and federal regulations are implemented consistently and with equity for all students in all settings.
- To be mindful of programmatic and fiscal responsibility in the determination and provision of services.

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### Core Beliefs

All special education students

- Are capable of learning
- Are educated in a productive and positive learning environment where they can make effective progress
- Are educated in the least restrictive environment to the greatest extent possible
- Are afforded opportunities to increase their independence so that personal and career goals can be achieved

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**"To minimize the impact of disability and to maximize the opportunity to participate"**

~Thomas Hehir

link to Dr. Hehir's report to the state:  
<http://www.doe.mass.edu/speo/2012/0412speo.html>

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**District Specialized Programs**

- **Language Based Learning Disabilities Program (LBLD)**
  - Currier Elementary School
    - Specialized training for all staff
    - Intensive Professional Development
  - Miles River Middle School
    - Intensive reading and written language
- **Intensive Learning Programs (ILP)**
  - Winthrop Elementary School
- **Integrated Pre School**
  - Winthrop Elementary School
- **Student Support Centers-(therapeutic)**
  - Miles River Middle School
  - STRIDES-HW Regional High School
- **Learning Skills Program**
  - Miles River Middle School
  - HW Regional High School

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**All Schools**

- Academic Support
- Counseling
- Speech and Language Therapy
- Occupational Therapy
- Physical Therapy
- Behavior Consultation and Support
- Specialty Consultation
  - Orientation and Mobility Training

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11/14/2014

| Special Education Demographics      |                       |
|-------------------------------------|-----------------------|
| Disability Category                 | Percent of Population |
| Autism                              | 12%                   |
| Communication                       | 7%                    |
| Developmental Delay (ages 3-9 only) | 9%                    |
| Emotional                           | 5%                    |
| Health                              | 30%                   |
| Intellectual (ages 9 and above)     | 2%                    |
| Multiple Disabilities               | 6%                    |
| Neurological                        | 5%                    |
| Physical                            | <1%                   |
| Sensory/Hard of Hearing or Deaf     |                       |
| Sensory/Vision Impairment or Blind  |                       |
| Sensory-Deaf-Blind                  |                       |
| Specific Learning Disability        | 23%                   |

As of October 1, 2014

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| Special Education Students Served In District |                                 |
|---|---------------------------------|
| School  | Percentage of school population |
| Winthrop Elementary                           | 13%                             |
| Cutler Elementary                             | 11%                             |
| Baker Elementary                              | 10%                             |
| Miles River Middle School                     | 15%                             |
| HW Regional High School                       | 12%                             |
| Services Only (not enrolled)                  | 2%                              |

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| Out of District |         |         |         |
|-----------------|---------|---------|---------|
| Level           | 2012-13 | 2013-14 | 2014-15 |
| Elementary      | 1       | 1       | 4       |
| Middle School   | 7       | 5       | 6       |
| High School     | 15      | 16      | 19      |
| PG              | 3       | 4       | 4       |

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## Current School Year: changes

- Elementary and Secondary Coordinators
  - Administrative position
  - Building consistency in practice and process
  - Improving compliance with state and federal regulations
  - Direct administrative oversight of staff and programs

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## Current School Year: Changes

- Assistive Technology Coordinator
  - In house provision of screening and evaluation
  - Improved management of district resources
  - Vertical and horizontal alignment of process and procedures
  - Direct service to students
  - Direct consultation and training to professional staff
  - Improved ability to assess student performance and data track performance
  - Identification and procurement of grant opportunities

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## Enrichment programs

- Best Buddies-Miles River Middle School
  - International Organization
  - Creating meaningful 1:1 relationships and friendships through shared activities beyond the school day
  - 20 student members/ 2 faculty advisors
  - Fall Saturday outdoor activity
  - Lunch Bunch
  - Socializing and Games

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## MRMS Best Buddies




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## Enrichment continued

- HS Learning Skills
  - Diversified Learning student volunteers
    - Approximately 10 students during year
    - Support LS students in varied settings within the HS
- iPals
  - Subgroup of INTERACT club
  - HS peers and LS students
  - Monthly meetings
    - Community activities- coat drive, food drive, etc
    - Just hangin' out

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## iPals




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## Extended Year Program 2014

- Extended School Year Services
  - 49 students
  - 5-6 week programming
  - Determined by student's TEAM
  - Special educators and related service providers
  - Academic, therapeutic and behavioral

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## Goals and Focus Areas

- To continue to support districts' efforts in building capacity to differentiate instruction and assessment
- To support and assist in the implementation of effective IST process in all schools
- To develop and consistently implement special education practice and procedures in accordance with state and federal regulations
- To continue to develop working relationship with SEPAC
  - Evaluate and review Transition Planning process

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## Goals and Focus Areas

- To provide quality professional development and training for Teaching Assistants
- To continue to build and maintain quality district programs that meet the needs of our special education student population

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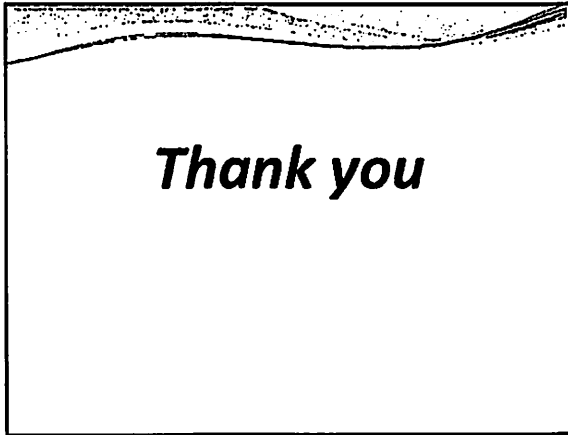
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# 1:1 Learning Update

December 4, 2014

## Participation

### Ninth Grade

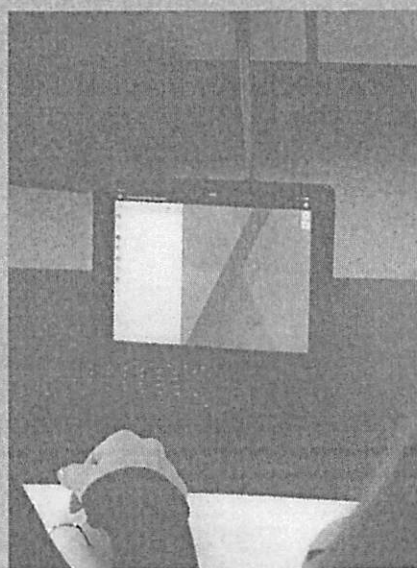
- 118 iPads leased through school
- 21 BYO-iPad

### Tenth Grade

- 123 iPads leased through school
- 34 BYO-iPad

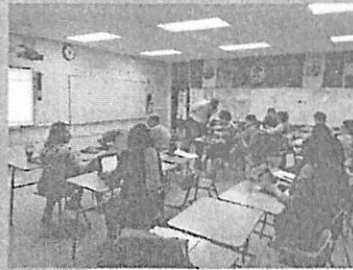
### Mixed-Grade Classes

- BYOD
- Borrow iPad from library
- Paper



# Important Events

- Professional development
  - Last year, summer, this year
- Device distribution
  - Students - August
  - Teachers - July and August
- Digital citizenship curriculum
  - 9th and 10th grade wellness
- Parent technology events
  - Once per quarter



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HAMILTON-WENHAM REGIONAL HIGH SCHOOL - 1:1 LEARNING UPDATE - DECEMBER 4, 2014

## Goals of the 1:1 Program

*This is an integral component of the learning experience for our students*

1. To provide access for all learners to high expectations and authentic, meaningful learning experiences that prepare them for independence and success in the 21st century
2. To provide students with the experiences they will need to develop the skills of communication, collaboration, curation, and creation
3. To encourage learning that can happen anywhere, anytime
4. To provide students with opportunities to create authentic and meaningful learning products that are shared with a global audience

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HAMILTON-WENHAM REGIONAL HIGH SCHOOL - 1:1 LEARNING UPDATE - DECEMBER 4, 2014



# Survey Data - From Teachers, Students, Parents

## Successes

- Organization
- Note-taking
- Access to the internet
- Collaboration
- Use of learning spaces (mobility)
- Creativity
- Leadership opportunities

## Challenges

- Technology issues
- Variability in use
- Distractibility

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HAMILTON-WENHAM REGIONAL HIGH SCHOOL - 1:1 LEARNING UPDATE - DECEMBER 4, 2014

# Next Steps

- Prepare for next group of 9th grade students
- Continue professional development
- Further integrate technology into curriculum
- Continue parent outreach
- Develop workflows - efficiency
- Extending our influence beyond the campus

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HAMILTON-WENHAM REGIONAL HIGH SCHOOL - 1:1 LEARNING UPDATE - DECEMBER 4, 2014



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT  
WENHAM, MA

Curriculum Development

Continuous and development of the curriculum is necessary if the District is to meet the needs of the students in its schools. To be successful, curriculum development must be a collaborative enterprise involving staff and administrators utilizing their professional expertise.

The School Committee expects its faculty and administration to evaluate regularly the education program and to institute modifications of practice and changes in curriculum content.

Source: MASC

Legal Ref: M.G.L. 69:1E  
603 CMR 26:05

Policy Review: 1<sup>st</sup> Reading: December 4, 2014  
2<sup>nd</sup> Reading

Policy Adopted:

Vote:

Chairperson, HWRSD School Committee: William Wilson  
(Original Signature on file in the Superintendent's Office)

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT  
WENHAM, MA

Curriculum Adoption

The School Committee will rely on the District's professional staff to design and implement instructional programs and courses of study that will forward the educational mission of the District.

The Superintendent will have authority to approve new programs and courses of study after they have been thoroughly studied and found to support educational goals. The School Committee will consider and officially adopt new programs and courses when they constitute an extensive alteration in instructional content or approach.

Source: MASC

Legal Ref: M.G.L.; 69:1E

Policy Review: 1<sup>st</sup> Reading: December 4, 2014  
2<sup>nd</sup> Reading

Policy Adopted:

Vote:

Chairperson, HWRSD School Committee: William Wilson  
(Original Signature on file in the Superintendent's Office)

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT  
WENHAM, MA

English Language Learners

The District shall provide suitable research-based language instructional programs for all identified English language learners in grades Kindergarten through 12 in accordance with the requirements of state and federal statutes and Massachusetts Department of Elementary and Secondary Education regulations and guidance.

The District shall identify students whose dominant language may not be English through a home language survey that identifies primary home language other than English (PHLOTE), intake assessments and recommendations of parents, teachers and other persons. Identified students shall be assessed annually to determine their level of proficiency in the English language.

The District shall certify to the Massachusetts Department of Elementary and Secondary Education each year those students whose dominant language is not English, including specification of the number of non-English languages identified as dominant languages and the number and percent of students who speak each non-English language as their dominant language.

The District shall provide additional information as required by the Massachusetts Department of Elementary and Secondary Education to comply with the No Child Left Behind Act.

Source: MASC 2006

Legal Refs.: 20 U.S.C. 3001 et seq. (language instruction for limited English proficient and immigrant students contained in No Child Left Behind Act of 2001)

42 U.S.C. 2000d (Title VI of the Civil Rights Act of 1964)

603 CMR 14:00

Policy Review: 1<sup>st</sup> Reading: December 4, 2014  
2<sup>nd</sup> Reading

Policy Adopted:

Vote:

Chairperson, HWRSD School Committee: William Wilson  
(Original Signature on file in the Superintendent's Office)

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT  
WENHAM, MA

Promotion and Retention of Students

The District is committed to the continuous development of each student. The professional staff is expected to place students at the grade level best suited to them academically, socially, and emotionally.

In evaluating student achievement, each teacher will make use of all available information, including results of teacher-made tests and other measures of skill and content mastery, standardized tests results, and teacher observation of student performance. The Principal will direct and aid teachers in their evaluations and review grade assignments in order to ensure uniformity of evaluation standards.

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interests of the students involved. Exceptions will only be made after prior notification and explanation to each student's parents/guardians, but the final decision will rest with the building Principal.

Source: MASC

Policy Review: 1<sup>st</sup> Reading: December 4, 2014  
2<sup>nd</sup> Reading

Policy Adopted:

Vote:

Chairperson, HWRSD School Committee: William Wilson  
(Original Signature on file in the Superintendent's Office)

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT  
WENHAM, MA

E5001

**Wellness**

**A. Introduction**

The Hamilton-Wenham Regional School District (HWRSD) is committed to providing a school environment that enhances learning and development of lifelong wellness practices. Driven by the District's Core Value to develop the whole child, including academic abilities and physical and emotional well-being guided by the district's strategic plan, and the Massachusetts Coordinated School Health Program and in accordance with the Child Nutrition and WIC Reauthorization Act of 2004 a local Wellness Policy has been developed with input from teachers, administrators and community members.

**B. Health Education**

HWRSD will implement a planned, sequential; preK-12 curriculum that addresses the physical, mental, emotional and social dimensions of health and that is aligned with the Mass Health and PE Frameworks and existing district policies. Standards for nutrition education will be included within the preK-12 health education curriculum.

**C. Physical Activity**

HWRSD will implement a planned, sequential, preK-12 physical education curriculum that addresses the physical, social, emotional and cognitive development of all students. This program will provide a variety of developmentally appropriate activities that are interwoven with sound standards, benchmarks, and assessments to focus on student learning. Opportunities for learning experiences in a variety of activity areas, including physical education, teams and sports clubs, and co-curricular activities will be provided. Daily directed physical movement will be promoted at all levels.

**D. Healthy Eating**

HWRSD will:

- Provide reimbursable student meals that meet state and federal guidelines;
- Offer a variety of nutritious, affordable and appealing foods that accommodate the health and nutrition needs of all students;
- Develop nutrition guidelines for all foods available on each school campus during the school day, with the objective of promoting student health and reducing childhood obesity;
- Monitor foods available on all school campuses to assure adherence to these guidelines;
- Make nutritional recommendations for foods served in school-related activities beyond the school day.

Originally Adopted: June 15, 2006

Policy Review: May 18, 2006

Approved: June 15, 2006

Vote: 8-0-0

Chairperson, HWRSD School Committee: Donald E. Gallant

(Original Signature on file in the Superintendent's Office)

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT  
WENHAM, MA

**E. Health Promotion for Staff**

HWRSD will identify and recommend informal opportunities and resources that support school staff as they model healthy wellness practices within the district

**F. Healthy School Environment**

HWRSD will promote safe, healthy, well-maintained surroundings that support a culture of caring, respect and responsibility.

**G. Family/Community Involvement**

HWRSD will make efforts to gather resources, define services, provide programs and respond to the health needs of HWRSD students and families. In addition, the district may also support other broad-based groups that promote wellness as they are created within our communities.

**II. Policy Review and Revision**

This policy and its procedures will be reviewed every two years for compliance with state and federal law. Review and revision of these policies and procedures shall occur as needed, but at least every two years.

**III. Legal References**

Child Nutrition and WIC Reauthorization Act of 2004

Richard B. Russell National School Lunch Act

Child Nutrition Act of 1996

Healthy, Hunger-Free Kids Act of 2010

Massachusetts General Laws:

c.71 s.3 (physical education)

c.69 s.1c (nutritional standards and food services in public school)

c 71 s. 2a (tobacco, student use)

c.71, 337h (tobacco, use on school grounds)

Originally Adopted: June 15, 2006

Policy Review: May 18, 2006

Approved: June 15, 2006

Vote: 8-0-0

Chairperson, HWRSD School Committee: Donald E. Gallant

(Original Signature on file in the Superintendent's Office)

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT  
WENHAM, MA

Graduation Requirements

In order to graduate from Hamilton Wenham Regional High School, a student must have earned at least 95 credits and complied with all state accountability requirements. Course requirements are the following:

All Students are required to earn 24 credits in order to graduate. A semester course receives .5 credits; a year-long course received 1 credit.

|   |                                 |
|---|---------------------------------|
| English:                                  | 4 credits                       |
| History:                                  | 3 credits                       |
| Science:                                  | 3 credits (must be lab science) |
| Mathematics:                              | 4 credits                       |
| Wellness:                                 | 2.75 credits                    |
| Foreign Language:                         | 2 credits                       |
| Fine/Applies Arts:                        | .5 credits                      |
| Engineering Technology:                   | .5 credits                      |
| Additional semester of either: .5 credits |                                 |

The Massachusetts Department of Education also requires that all students pass English, Math, and Science MCAS competency testing to be eligible for a high school diploma. Students in the classes of 2015, 2016 and 2017 must also complete a Regional Exit Portfolio as a requirement of graduation. Students in the class of 2018 must successfully complete a Regional Exit Portfolio, an independent study project, an internship, or a capstone project. In addition, students in the class of 2018 must complete 50 hours of community service, as follows:

|                         |          |
|-------------------------|----------|
| 9 <sup>th</sup> grade:  | 10 Hours |
| 10 <sup>th</sup> grade: | 10 Hours |
| 11 <sup>th</sup> grade: | 15 Hours |
| 12 <sup>th</sup> grade: | 15 Hours |

**Credit for Foreign Study:** Students who are away for a term or year to participate in a student exchange program or otherwise study abroad may receive credits toward high school graduation when (1) study plans are approved by the school administration in advance; and (2) the institution where the study occurred submits a record of the student's work. In these instances, the Principal and student's guidance counselor will evaluate the work and assign credit for it according to standards prevailing in Hamilton Wenham Regional High School.

Source: MASC

Policy Review: 1<sup>st</sup> Reading: December 4, 2014  
2<sup>nd</sup> Reading

Policy Adopted:

Vote:

Chairperson, HWRSD School Committee: William Wilson  
(Original Signature on file in the Superintendent's Office)