



# HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

## SCHOOL COMMITTEE MEETING

Buker Elementary School  
Multi-Purpose Room

Thursday, February 12, 2015

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
6. **Consent Agenda** 7:55
  - Field Trip to Hartford, CT Exhibit H
  - Field Trip to World Trade Center Boston Exhibit I
7. **Old Business** 8:15
  - Vote to adopt HWRSD FY16 Budget Exhibit B
  - 2<sup>nd</sup> Reading of Policies
    - a. Domestic Violence Leave Exhibit C
    - b. Communicable Diseases Exhibit D
    - c. Health Ed Exhibit E
    - d. Inoculation of Students Exhibit F
    - e. Physical Examination of Students Exhibit G
8. **Committee Reports** 8:45
  - a. Audit
  - b. Communications
  - c. Facilities
  - d. Negotiations
  - e. Policy
  - f. Warrant
  - g. Student Rep.
  - h. Other
9. **New Business** 9:00
  - Enter into Executive Session for the purpose of conducting a strategy session in preparation for negotiations with the Superintendent and not to return to Open Session. (Executive Session Purpose #2)
10. **Vote to Adjourn** 9:30

**Knowledge • Responsibility • Respect • Excellence**

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



# Wellness Department



January 2015 Vol. 2

6-12 Wellness Curriculum Coordinator: Prudy Pilkanis

Follow us on twitter: @hwsrd\_wellness

## Middle School Physical Education:

Kim Adsit, Josh Wedge



Quarter 2 began with students completing their Fall fitness tests. Prior to the Fall tests, students went through three weeks of fitness training and learned a variety of new exercises and strategies for training, while preparing to do their best on their Fall test. Overall, the results far exceeded the minimum expectations of the tests, and once again our students showed how physically fit they are compared to national averages. The students ended quarter 2 with volleyball and badminton, and are looking forward to beginning quarter 3 with our climbing unit.

## Middle School Health:

Danielle Petrucci



The second quarter Life Skills' classes have been action packed. Follow Mrs. Petrucci on twitter to check out student centered service-learning projects, hydroponic gardening, and the great topics students are researching. Follow the excitement at [www.twitter.com/MRMS\\_LifeSkills](http://www.twitter.com/MRMS_LifeSkills) or @MRMS\_LifeSkills. As always, we love parent and student feedback, contact Mrs. Petrucci at anytime through [d.petrucci@hwschools.net](mailto:d.petrucci@hwschools.net).

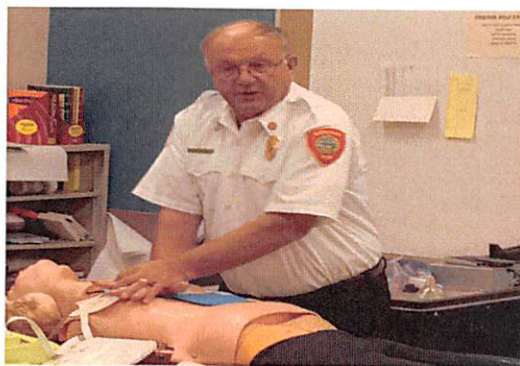
\*\*\*Students in photo made blankets for Cape Ann Animal Aid.



As the semester wrapped up, collaborating with the Early Childhood Partners / Coordinated Family Community Engagement (CFCE) and the Wenham Museum, students from Child Development ran Dinosaur Fun Night, a fantastic event offered to the community. The Child Development class presented an evening of stories, games, arts, crafts and fun for families and children, aged 0-8 as part of all students learning to become skilled 21st century learners and early childhood educators. The CFCE provides support for families and children to access comprehensive services, child development information, and educational opportunities to parents.

By Julia Witzig, Family Consumer

As part of the district's Mission statement "to educate our children to become young adults who are of good character" the Wellness department provides students with a myriad of learning opportunities to develop these skills and become citizens of the 21st Century. The article on page two, written by Mary Joens, a senior, is an example of one of the many innovative learning experiences students participate in while in Wellness classes.



**Good-bye to Connie Hoar** who retired in December. **Welcome to Tawny Palmieri** our new Wellness teacher.

**Grade 9:** Students are utilizing iPads to film and analyze movement.

Students were explaining proper form and technique to create a safe learning environment in the fitness room

**Grade 10:** Thank you to the **Wenham Fire Department, Chief Robert Blanchard, Captain Jeff Baxter and Jake Kreyling** for all their time and expertise teaching CPR to all our 10<sup>th</sup> grade students.

Students completed a written and practical exam to become certified in CPR. In February the **Hamilton Police Department** is coming in to lead students in conversations on substance abuse, what happens when arrested for possession of an illegal substance and the impact drug abuse on the

Hamilton-Wenham community.

**Grade 11: Yoga/Pilates:** Thank you to **Eliza Campbell** from the **North Shore Rape Crisis Center, Lynn YWCA** for working with the students during three classes to discuss healthy relationships, signs of an unhealthy relationship and how to get help for themselves or others if they are in an abusive relationship. Students created their own personal yoga and Pilates routines and had a great experience teaching their routines to their peers.

**Grade 11: Competitive Games/Fitness:** Students are learning to create, develop, and practice their own fitness routines as well as utilize valuable teamwork skills in an enjoyable competitive environment.

**9-12 Wellness Teachers:** Matt Gauron, Jim LaSelva, Tawny Palmieri, Prudy Pilkanis



## Project Adventure by Mary Joens,

Every tenth-grade student at Hamilton-Wenham spends their year engaged with Project Adventure, an experiential-learning adventure course hosted on-site at the school. However, most students don't know the history of the program, or the philosophy behind the activities they complete throughout the year – or that the now-international program started, quite literally, in the school's own backyard.

Earlier this year, I had the opportunity to speak with Dick Prouty, the CEO of Project Adventure, about the company's origins, mission, and connection to HWRHS.

When asked about the origins of the program, Prouty explained that the central philosophy of Project Adventure was inspired by Kurt Hahn's Outward Bound program. Hahn started the outdoor adventure program based on his experiences in World War I, hoping to improve the survival rates of seamen by teaching them "confidence, tenacity, and perseverance" through his ten principles of expeditionary learning (these principles included self-discovery, taking responsibility, success and failure, etc.).

Prouty went on to explain that the central idea of Project Adventure was to bring the teachings of Outward Bound to the level of high-school curricula. There were five attempts to bring outdoor adventure education to HWRHS, which were finally successful in the face of evidence that such education raised levels of confidence, self-control, and perseverance – especially for female students. According to Prouty, this was in a time when women were still largely excluded from sports, and thus did not get the same benefits of athletic involvements that boys often got from a young age. Project Adventure allowed them to gain these benefits in a noncompetitive atmosphere.

So, finally, the Project Adventure program took root at HWRHS in 1971. There were only three elements at the time, and the program safety was very different from how it is today (true to its paramilitary roots, there were no belays in use – later, self-tied rope belays were the norm. The safety features that are a huge part of PA today evolved during the 1990s). In collaboration with the HWRHS health staff, PA created several new elements, some of which are still present in HWRHS' challenge course. Today, there are over 100 challenge course elements, and Project Adventure has spread to over 5000 schools – though only a small handful have their own permanent challenge courses like HWRHS. Most have programs with no course, traveling to nearby challenge course locations or utilizing portable, smaller challenge courses.

The Project Adventure mission is largely the same today as when it was founded – it is a nonprofit organization dedicated to spread the philosophy of outdoor adventure education and provide assistance necessary for teaching confidence, resilience, and improving academic progress via gaining new personal qualities. However, the company has expanded significantly since it began at Hamilton-Wenham. It is



(Mary Joens interviewing Dick Prouty, CEO with Prudy Pilkonis)

popular not only in schools, but for workplace team-building excursions and other. The program also "outgrew" its home base at HWRHS, and is now headquartered at Moraine Farm in Beverly.

Many commercial vendors have copied the Project Adventure model, but according to Prouty, they are not as successful because the core of PA is the philosophy – and most companies seeking a profit forget about the philosophy, focusing instead on the physical challenges. Project Adventure, he says, is in it for the education and commitment to spreading active learning.

Ultimately, research shows that the Project Adventure method is effective – much more so than textbook/passive learning – in teaching students core values and learning methods. Hamilton-Wenham took a huge risk by trusting in the Project Adventure method before the research could solidly back it up, but it has paid off tremendously. Its interdisciplinary focus has allowed students to take on real projects and real responsibilities with confidence. The school district noticed a significant uptick in student involvement after the institution of the Project Adventure program, which it continues to benefit from today. So, as tenth graders go out every day to conquer their fears on the challenge course, they are benefiting from an over forty-year legacy of active learning.

## Hamilton-Wenham Regional School District

6 FEB 2015 AM 9:51

## FIELD TRIP REQUEST

School: HW RHTS Date Submitted: 1.15.15Faculty Sponsor: A Frost Position: Teacher

## I. Trip Information:

Check (✓) one:

- ☒ Day Academic Field Trip - ☐ In-state ☒ Out-of-state Destination: Hartford, CT  
☐ Day Extracurricular Trip - ☐ In-state ☐ Out-of-state ☐ International Destination: \_\_\_\_\_  
☐ Athletics - Sport: \_\_\_\_\_  
☒ Overnight Trip - In-state - ☐ Academic ☐ Extracurricular - Destination: \_\_\_\_\_  
☐ Out-of-State/Domestic Day Trip - ☐ Academic ☐ Extracurricular - Destination: \_\_\_\_\_  
☒ Out-of-State/Domestic Overnight Trip - ☐ Academic ☐ Extracurricular - Destination: \_\_\_\_\_  
☐ International Trip (extracurricular only) - Destination: \_\_\_\_\_

Departure Date: 3.15.15 Time: 8a Return Date: 3.16.15 Time: 9pNumber of Students Eligible: 39 Class/Group: HarmonyFaculty Sponsor: A FrostOther Faculty/Staff chaperones: TBAOther chaperones: TBA Fred Shepard + Marya PlaceMode of Transportation: Deluxe Motorcoach Number: \_\_\_\_\_

Airlines/Flight/Ground Transportation: \_\_\_\_\_

## II. Estimated Expenses

1. Transportation Cost: <u>100</u>	6. Financial Assistance Available? Yes _____ No _____
2. Admission Charges: _____	7. Other Sources of Funding? Yes _____ No _____
3. Lodging & meals cost: <u>115</u>	8. Amount Available: \$ _____
4. Other (specify): _____	9. Are Student Activity Funds being used? <input checked="" type="checkbox"/> Yes _____ No _____
5. Total student cost: <u>225 - fundraising</u>	10. If yes, amount being used: \$ <u>5000</u>

= 100

## III. Attachments

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

## IV. Approvals

 Department Chairperson or Field Trip Requestor: Rita Josee Date: 1/20/15  
I have read the School Committee Policy H8015 on School Sponsored Field Trips and meet all policy requirements

 Principal: [Signature] Date: 2/4/15  
I have read the School Committee Policy H8015 on School Sponsored Field Trips and find they meet all requirements

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

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

HWRSD Committee Action: Vote - Yes \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_ Date: \_\_\_\_\_

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

**APPROVAL DOCUMENTATION – Domestic and International**

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

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

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

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

## **Harmony Hartford CT Field Trip - Mar 15-16, 2015**

### **Dear families -**

Harmony has a unique opportunity to perform in a festival in our backyard - in Hartford, CT. Pending School Committee approval, we will meet on Tues, Feb 3 for a parent meeting at 8pm in the Middle School chorus rm.

### **Eligibility**

All 34 students enrolled in Harmony are eligible to attend.

Estimated 100% participation.

### **Itinerary**

#### **Sun, Mar 15**

7:30a	Meet at HW
8a	Depart HW on 1 deluxe motor coach for Hartford, CT
10:30a	Arrive Hartford, perform at UU or UCC church service TBA
12:30p	Lunch
6p	Dinner @ Maggie McFly's
8p	Hartford Symphony concert (Saint-Saens, Brahms)
10p	Check into hotel

#### **Mon, Mar 16**

8a	Buffet Breakfast at hotel
Time tba	Participate in Hartford Choral Festival at Hartt School
5p	Board coach for HW
8p	Arrive HW

### **Security Plan**

Students are supervised at all times, either by chaperones or myself. Students are never alone, and we travel as a large group at all times. We will have one chaperone 1 for each 10 students. Chaperones will be CORled and fingerprinted. Current chaperones are: Abby Frost, 2 more tba. We also will have a tour guide for the whole experience.

### **Procedure for any emergency/concern**

- 1) Students, chaperones, I will connect by cell phone (I will carry my phone and charger at all times)
- 2) We will set up meeting places wherever we go - travel in families with chaperones, meet and take attendance at each stop.

### **Phone #'s**

Abby Frost 651-442-3233

### **Cost**

Transportation, 2 meals, 1 night in hotel = \$225 per student.

Harvest Concert and Auction yielded \$121 profit per student

ACTUAL COST per student = \$100

Scholarships are available.

Checks to HWRSD, memo line Hartford Trip due Feb 1

No refunds after Feb 15. All refund requests must be made in writing.

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

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

Please e-mail with questions or concerns.

Many thanks,

Abby Frost  
a.frost@hwschools.net

## Harmony Hartford CT Field Trip - Mar 15-16, 2015

### Dear families -

Harmony has a unique opportunity to perform in a festival in our backyard - in Hartford, CT. Pending School Committee approval, we will meet on Tues, Feb 3 for a parent meeting at 8pm in the Middle School chorus rm.

### Eligibility

All 34 students enrolled in Harmony are eligible to attend.

Estimated 100% participation.

### Itinerary

#### Sun, Mar 15

7:30a	Meet at HWRHS
8a	Depart HW on 1 deluxe motor coach for Hartford, CT Bag breakfast on route, courtesy of FOTA
10:30a	Arrive Hartford, perform at St James Catholic Church, Manchester, CT
12:30p	Lunch @ Rocco's Pizza and Grill, Manchester, CT (on your own)
Afternoon	TBA
6p	Dinner @ Maggie McFly's (included)
8p	Hartford Symphony concert (Saint-Saens, Brahms)
10p	Check into hotel

**Courtyard Hartford Manchester**  
**225 Slater Street**  
**Manchester, CT 06042**

#### Mon, Mar 16

8a	Buffet Breakfast at hotel (included) Swim, pack up at hotel, get dressed for festival
noon	Lunch at University of Hartford Dining Services (on your own)
1pm	Participate in Hartford Choral Festival at Hartt School
6p	Board coach for HW Fast food dinner en route
9p	Arrive HW

### Security Plan

- a ratio of 10:1 (students:chaperones) as per HWRSD field trip guidelines
- all chaperones are CORId and fingerprinted
- all chaperones and students have cell phones with all group members numbers saved and accessible
- students are divided into chaperone "families"
  - students check in with their assigned family and chaperone every time the group moves, transitions, or need to disperse information.
- students travel in groups no smaller than 4
- each chaperone is apprised of health concerns in his/her group
- a strict itinerary/schedule of events
- daily check-ins during the day and nightly room check at bedtime
- students, chaperones, parents receive detailed itinerary, name of hotel, and important contact info
- meeting to prepare students/chaperones for travel and what to expect



- health records from the school nurse
- preparation meeting with chaperones to review expectations and procedures while on tour.

#### **Security features of transportation**

We will travel on one bus, so it will be easy to keep track of everyone. Students must stay seated one to a seat, never laying on the floor. Chaperones will monitor student behavior and safety as they take trips up and down the bus.

#### **Security features of accommodations**

Students are not allowed in other students' rooms of either gender. There will be a bed check at 10p and lights out at 10:30p.

Chaperones will monitor hallways throughout the night. Students' doors will be "taped" at 10:30 to ensure that students remain in their assigned room until breakfast at 7a.

Students will be housed 4 to a room. Chaperones share a room with another chaperone, but never with a student.

### **Procedure for any emergency/concern**

1) Students, chaperones, I will connect by cell phone (I will carry my phone and charger at all times), gather in families, make contingency plan.

In case emergency does occur: 1. Plan with the school nurse 2. Render first aid for minor emergencies (include first aid kit) 3. Call 911 4. Notify parent/guardian 5. Contact school 6. Provide written notice upon return

### **Phone #'s**

Abby Frost 651-442-3233

### **Cost**

Transportation, 2 meals, 1 night in hotel = \$225 per student.

Harvest Concert and Auction yielded \$121 profit per student

**ACTUAL COST** per student = \$100 Scholarships are available.

### **Checks to HWRSD, memo line Hartford Trip due Feb 5**

No refunds after Feb 15.

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

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

Please e-mail with questions or concerns.

Abby Frost

a.frost@hwschools.net

# **HWRHS Student Field Trip Contract**

## **Harmony Trip - Hartford, CT - Mar 15-16, 2015**

I, \_\_\_\_\_, wish to participate in this educational experience and my parent and/or guardian and I agree to abide by the stipulations outlined below. We understand that I will not be permitted to participate unless this form is signed and all of these stipulations are met. We further understand that if any deposits have already been made and these stipulations are not met we may forfeit the deposits.

### **Academic Conditions & Eligibility Requirements**

- Students may not be suspended from school for any reason, at any time.
- Students may not have any incompletes in any course during the school year.
- Students may not fail any course within the Fine Arts Department.
- Students must arrange to complete all missing work for Monday, Mar 16 BEFORE leaving on the trip.

### **Standards of Conduct**

While on the trip, students will agree to abide by all HWRSD policies regarding field trips, all HWRHS rules, and any special rules that are implemented for this trip by the instructors. Students understand that, in effect, they are in school 24 hours a day for the entire trip. These rules include, but are not limited to the following:

- The use of drugs, tobacco, and alcohol is strictly prohibited by both students and adult participants.
- Stay with the group at all times.
- No boys in girls' rooms or girls in boys' rooms. EVER.
- Because of our hectic schedule, students must get ample sleep. Curfew (lights out) will be strictly enforced.
- Crankiness because of lack of sleep will be dimly viewed and result in your being assigned "special" chaperone attention.
- You have not paid \$100.00 to go on this trip, then sit out because you are too tired to carry on.
- To be early is to be on time, to be on time is to be late, and to be late is unacceptable.
- We have high expectations for all members of the traveling party and students are expected to follow all instructions in preparation for, and during this educational experience.

### **Financial Terms**

- Payments must be received by the due date outlined in the payment schedule.
- Full reimbursement for trip cancellation will not be available for students or chaperones who cancel after Feb 15.
- Please contact Mrs. Frost if you have any difficulties following the prescribed payment plan.
- Payments (checks made payable to HWRSD are accepted) are to be sealed in an envelope, correctly labeled, and placed in the deposit box in the music room.
- If a student is unable to participate, for any reason, the instructors must be immediately notified in writing of the change.
- If a student is deemed ineligible to participate, or has to withdraw for any reason, reimbursement is not guaranteed. -Reimbursement after Feb 15 will be addressed on a case-by-case basis and may be available only after the group has completed the trip.

At the discretion of the instructors, students who violate the behavioral standards during the trip may be sent home immediately at their parent's expense.

I, \_\_\_\_\_ (student), agree to:

- Abstain from the use of any drugs, tobacco or alcohol
- Participate enthusiastically in all parts of the trip
- Absorb occasional disappointments
- Make my best effort in understanding and working with others
- Push myself beyond my normal "comfort zone"
- Abide by all rules and guidelines as defined by the instructors

Please circle Grade: 9 10 11 12      Student Cell Phone Number (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Texting? Yes No

**We have read and agree to abide by these stipulations. Further, we understand that this is an educational experience and behavior is expected to be that which is conducive to a good learning environment at all times.**

---

**student name printed**

---

**student name signed**

---

**date**

---

**parent/guardian name printed**

---

**parent/guardian name signed**

---

**date**

**Hamilton-Wenham Regional School District**

**FIELD TRIP REQUEST**

All State **EXHIBIT I**  
Chorus

6 FEB 2015 AM 9:51

School: HWRS Date Submitted: 2.4.15  
Faculty Sponsor: A Frost Position: Teacher

**I. Trip Information:**

Check (✓) one:

- ☒ Day Academic Field Trip - ☐ In-state ☐ Out-of-state Destination: \_\_\_\_\_  
☐ Day Extracurricular Trip - ☐ In-state ☐ Out-of-state ☐ International Destination: \_\_\_\_\_  
☐ Athletics - Sport: \_\_\_\_\_  
☒ Overnight Trip - ☒ In-state ☐ Academic ☐ Extracurricular - Destination: World Trade Center Boston  
☐ 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: Th 3-19-15 Time: 7:30a Return Date: Sat 3-21-15 Time: 4p  
 Number of Students Eligible: 3 Class/Group: Harmony  
 Faculty Sponsor: A Frost  
 Other Faculty/Staff chaperones: \_\_\_\_\_  
 Other chaperones: AK  
 Mode of Transportation: MBTA Number: \_\_\_\_\_  
 Airlines/Flight/Ground Transportation: ✓

**II. Estimated Expenses**

1. Transportation Cost: <u>12</u>	6. Financial Assistance Available? Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Admission Charges: <u>200</u>	7. Other Sources of Funding? Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Lodging & meals cost: _____	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>✓</u>	10. If yes, amount bring used: \$ <u>900</u>

**III. Attachments**

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

**IV. Approvals**

Department Chairperson or Field Trip Requestor: Rita Zelle Date: 2/4/15  
I have read the School Committee Policy H8015 on School Sponsored Field Trips and meet all policy requirements

Principal: [Signature] Date: 2/4/15  
I have read the School Committee Policy H8015 on School Sponsored Field Trips and find they meet all requirements

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

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

HWRSD Committee Action: Vote - Yes \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_ Date: \_\_\_\_\_



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

**APPROVAL DOCUMENTATION – Domestic and International**

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

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

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

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

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

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

# All-State Chorus 2015

Dear families -

4 Feb 2015

Congratulations! Your student has been selected as one of the best-of-the-best to perform at Symphony Hall!

## Eligibility

All 3 students selected by the Jan 31 All-State audition are eligible to attend. Estimated 100% participation.

## Itinerary

### Th Mar 19

- 7:30a Meet at HW Commuter Rail Station
- 7:37a Take Commuter Rail into N Station
- 8:32a Orange -> Red -> Silver Line to World Trade Center
- 8:51a Check in/register

**Location:** Seaport Boston Hotel and World Trade Center, 200 Seaport Boulevard, Boston, MA 02210

See attached Chorus itinerary for details for Fri and Sat - rehearsals, meals, evening entertainment, all supervised and sponsored by the Festival. **Students (and chaperones) are required to stay in hotel, cost is covered by student activity funds**

### Sat Mar 22

Morning rehearsal, students are bussed to Symphony Hall for dress reh

- 1p Concert at Symphony Hall
- 1:30p Concert ends, students connect with parents who transport them home.

## Security Plan

<b>Students:</b>	Katelyn McCarthy	978-578-1698
	Nate Shepard	978-412-5587
	Dennis van Maaren	no cell

<b>Chaperone:</b>	Abby Frost	651-442-3233
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### **Parents:**

Lisa McCarthy	Sean McCarthy
978-500-3957	978-500-3956

Sue Savarese Shepard	Fred Shepard
978-395-1050	978-394-1809

Karen McConomy	Jan Paul van Maaren
508-932-3321	978-495-2635

**Students are supervised at all times, either by Festival chaperones or myself. I am staying in the Seaport as well, in a different room, and will check in with students as frequently as possible. I will attend many of their rehearsals, and I will be in close proximity at all times, attending the concurrent conference sponsored by the National Association for Music Educators, also in the World Trade Center.**

## Security Plan

- all chaperones are CORIed and fingerprinted
- all chaperones and students have cell phones with all group members numbers saved and accessible
  - each chaperone is apprised of health concerns in his/her group
- a strict itinerary/schedule of events (attached)
- daily check-ins during the day and nightly room check at bedtime
- students, chaperones, parents receive detailed itinerary, name of hotel, and important contact info
- meeting to prepare students/chaperone for travel and what to expect
- health records from the school nurse

### Security features of transportation

We will travel together on the MBTA, so it will be easy to keep track of everyone. I will accompany students every moment of the journey.

### Security features of accommodations

Students are not allowed in any other students' rooms. There will be a bed check at 10p. Students will be housed 4 to a room. Mrs. Frost is staying in the Seaport Hotel (where students are) so she is only a phone call away at all times.

### Procedure for any emergency/concern:

- 1) Students and I will connect by cell phone (I will carry my phone and charger at all times)
- 2) We will convene at the top floor of the convention center, or outside if there is an evacuation

## Cost per student

\$300 registration

\$11.15 MBTA fare

Financed by Student Activities Fund (raised at Harvest, Hearts and Flowers)

No payments = no refunds

## Contract

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

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

If you have questions or concerns, please let me know ASAP. Again, congratulations!!

Abby Frost

a.frost@hwschools.net

# **2015 MASSACHUSETTS MUSIC EDUCATORS ASSOCIATION 61<sup>ST</sup> ALL-STATE MUSIC FESTIVAL FESTIVAL INFORMATION PACKET**

Shrewsbury High School  
Saturday, January 24, 2015  
Snow Date: January 25, 2015

The Seaport Hotel, Boston  
Rehearsals  
March 19-20, 2015

Symphony Hall, Boston  
Concert  
March 21, 2015

## **WELCOME!**

On behalf of the members of the Massachusetts Music Educators Association, I welcome you to the 2015 Massachusetts All-State Music Festival. We hope that this festival will give our MMEA All-State students an opportunity to demonstrate their artistry and to create new friendships. We are fortunate in Massachusetts to have dedicated students, music educators, school administrators, and parents supporting this festival. Please find important information pertaining to the rules, expectations, and general schedules to ensure a successful festival for all involved. Thank you, and enjoy the Festival!!

Sincerely,  
**Christopher Martin**  
All-State Concert Chairperson  
Westborough Public Schools

## **CONTACT INFORMATION**

*Christopher Martin, Concert Chair*  
Westborough Public Schools  
martinc@westboroughk12.org  
*Christopher Noce, Assistant Concert Chair*  
Concord Public Schools  
cnoce@colonial.net  
*Alyson Greer Espinosa, Chorus Manager*  
Westborough Public Schools  
agreer@handelandhaydn.org  
*Richard Labedz, Jazz Band Manager*  
Newton Public Schools  
richard\_labedz@newton.k12.ma.us

Boston Seaport Hotel, (800) 440-3318

*Phaedre Sassano, Orchestra Manager*  
Hingham Public Schools  
psassano@hinghamschools.org  
*Daniel McKenzie, Concert Band Manager*  
Taunton Public Schools  
dmackenzie@tauntonschoools.org  
*Reagan Paras, Housing Manager*  
Tantasqua Public Schools  
parasr@tantasqua.org  
*Margaret McKenna, Conference Equipment Manager*  
Boston Public Schools  
mmckenna5@bostonpublicschools.org  
*Kevin Webb, Concert Equipment Manager*  
kevinwebbmusic@gmail.com  
Renaissance Boston Waterfront Hotel, (617) 338-4111



## ALL-STATE INFORMATION AND POLICIES

- Schools are responsible for providing transportation to and from the All-State Festival for All-State students. No student is permitted to drive to the festival, nor may they drive or be driven by another student at any time during the festival.
- Students may not leave the designated hotels or Symphony Hall for any reason until after their concert performance.
- Students will be expected to be respectful and cooperative with the conductors, festival chairpersons, managers, staff, and hotel personnel at all times.
- Students will be required to wear their MMEA issued name badges at all times during the festival.
- Students will be served breakfast, lunch, and dinner at the Seaport hotel during the festival and at Symphony Hall prior to the performance. Students may not go out to eat or order other foods to be brought in.
- Symphonic Band, Orchestra, and Jazz Band students participating in the All-State Festival will be housed at The Boston Seaport Hotel. Chorus students will be housed at the Renaissance Boston Waterfront Hotel. Accommodations will be quad occupancy with two double beds per room (four students total per room). Students may not change rooms once a room has been assigned. All ensemble rehearsals and activities will be held in the Seaport World Trade Center or the Boston Seaport Hotel.
- Students must adhere to all curfews. Students may return to their rooms only after the last activity scheduled for the evening. Students may not return to their rooms at any time during the day, unless accompanied by an adult chaperone.
- Students will not be permitted to enter anyone else's hotel room under any circumstance, nor should students be in any non-designated areas of the hotel, which includes all hotel amenity areas without specific permission from the Concert or Assistant Concert Coordinator.
- Students will be transported to Symphony Hall by commercial bus provided by MMEA. Students may not take alternate forms of transportation and must remain with their All-State Ensemble.
- Students are required to participate in all scheduled daily rehearsals, performances, meals, and organized activities during the Festival. It is the personal responsibility of the student to be aware of the daily All-State Festival and Concert schedules and to be on time.
- At least one adult chaperone designated by the school district must accompany students to the Festival. This chaperone must be registered at either the Seaport or Renaissance from March 19-21. It is preferable if the chaperone stays at the hotel where more of their students will be housed.
- Students participating in the MMEA All-State ensembles are not permitted to purchase, possess, consume, or be under the influence of alcohol, illegal drugs or illegal substances at any time. Violators will be subject to stringent disciplinary action and sent home at their or their family's expense.
- Smoking is not permitted at any time or in any location during All-State Festival and Concert.
- If a student is found responsible for theft, vandalism, or other illegal activities, the student and his/her parents will be expected to pay all damages. Violators will be subject to stringent disciplinary action and sent home at their expense.
- The student's school rules apply for the duration of the festival and their school's designated chaperone will be responsible for enforcing those rules.
- In the event that an All-State student fails to adhere to policies and expectations, student may be removed from the festival and sent home at their parent's expense.
- Cell phone use is not permitted during rehearsals.

All-State Students and their Parent(s)/Guardian(s) have previously signed in agreement to the above stated policies.

### ALL-STATE CONCERT ATTIRE

#### ALL WOMEN:

Long (Ankle-length) Black Skirts or Black Dress Slacks  
(Orchestra members must wear slacks).

White, Long-sleeved Blouses.

No bare midriff or low neckline (ERR ON THE SIDE OF MODESTY).

Black Hose. Flat, Black Shoes. (No High Heels.)

#### MEN IN THE SYMPHONIC BAND/JAZZ BAND/CHORUS:

Dark Suits, Dark Ties, Dark Shoes, Dark Socks

White, Long -sleeved, Collared Shirts

#### MEN IN THE ORCHESTRA:

Tuxedos, White Tux Shirt, Bow-tie

Black socks, Black Shoes

## FESTIVAL SCHEDULE

*THE REHEARSAL / MEAL SCHEDULE IS APPROXIMATE, AND MAY BE SUBJECT TO CHANGE.*

**THURSDAY, MARCH 19, 2015 ♪ BOSTON SEAPORT HOTEL AND WTC**

Students dress in comfortable school dress clothes.

7:30 – 9:30 a.m. Directors / Chaperones will register students at Concert Registration in the Seaport Hotel Plaza Ballroom lobby. Students will proceed to their rehearsal room and leave their luggage in the assigned area.

### SYMPHONIC BAND

10:00am – 12:00pm	Rehearsal	Cityview Ballroom (World Trade Center)
12:00 – 12:30pm	Lunch	Seaport Ballroom (Seaport Hotel)
12:30 – 3:00pm	Rehearsal	Cityview Ballroom (World Trade Center)
3:00 – 3:20pm	Break	
3:20 – 5:45pm	Rehearsal	Cityview Ballroom (World Trade Center)
5:45 – 6:30pm	Dinner	Seaport Ballroom (Seaport Hotel)
6:30 – 8:15pm	Rehearsal	Cityview Ballroom (World Trade Center)
8:15 – 9:00pm		Key Distribution/Hotel Rooms/Luggage
9:30pm		All students to rooms (Seaport Hotel)
10:00pm		Bed Check

### ORCHESTRA

10:00am – 12:00pm	Rehearsal	Lighthouse I (Seaport Hotel)
12:00 – 12:30pm	Lunch	Seaport Ballroom (Seaport Hotel)
12:30 – 3:00pm	Rehearsal	Lighthouse I (Seaport Hotel)
3:00 – 3:20pm	Break	
3:20 – 5:45pm	Rehearsal	Lighthouse I (Seaport Hotel)
5:45 – 6:30pm	Dinner	Seaport Ballroom (Seaport Hotel)
6:30 – 8:15pm	Rehearsal	Lighthouse I (Seaport Hotel)
8:15 – 9:00pm		Key Distribution/Hotel Rooms/Luggage
9:30pm		All students to rooms (Seaport Hotel)
10:00pm		Bed Check

### JAZZ BAND

10:00am – 12:45pm	Rehearsal	Liberty Room (Seaport Hotel)
12:45 – 1:15pm	Lunch	Seaport Ballroom (Seaport Hotel)
1:15 – 3:20pm	Rehearsal	Liberty Room (Seaport Hotel)
3:20 – 3:40pm	Break	
3:40 – 6:45pm	Rehearsal	Liberty Room (Seaport Hotel)
6:45 – 7:30pm	Dinner	Seaport Ballroom (Seaport Hotel)
7:30 – 8:30pm	Rehearsal	Liberty Room (Seaport Hotel)
8:30 – 9:00pm		Key Distribution/Hotel Rooms/Luggage
9:30pm		All students to rooms (Seaport Hotel)
10:00pm		Bed Check

### CHORUS

10:00am – 12:45pm	Rehearsal	Amphitheatre (World Trade Center)
12:45 – 1:15pm	Lunch	Seaport Ballroom (Seaport Hotel)
1:15 – 3:20pm	Rehearsal	Amphitheatre (World Trade Center)
3:20 – 3:40pm	Break	
3:40 – 6:45pm	Rehearsal	Amphitheatre (World Trade Center)
6:45 – 7:30pm	Dinner	Seaport Ballroom (Seaport Hotel)
7:30 – 8:30pm	Rehearsal	Amphitheatre (World Trade Center)
8:30 – 9:00pm		Key Distribution/Hotel Rooms/Luggage
9:30pm		All students to rooms (Renaissance Hotel)
10:00pm		Bed Check

**FRIDAY, MARCH 20, 2015 ♪ BOSTON SEAPORT HOTEL AND WTC**

Students dress in comfortable school dress clothes.

### SYMPHONIC BAND

8:45 – 9:15am	Breakfast	Seaport Ballroom (Seaport Hotel)
9:15 – 10:30am	Rehearsal	Cityview Ballroom (World Trade Center)
10:30 – 10:45am	Break	
10:45 – 12:15pm	Rehearsal	Cityview Ballroom (World Trade Center)
		Percussion and wind sectionals
12:15 – 12:30pm	Rehearsal	Cityview Ballroom (World Trade Center)
		Percussion returns/winds continue
12:30 – 12:45pm	Rehearsal	Cityview Ballroom (World Trade Center)
12:45 – 1:30pm	Lunch	Seaport Ballroom (Seaport Hotel)
1:30 – 3:20pm	Rehearsal	Cityview Ballroom (World Trade Center)
3:20 – 3:40pm	Break	
3:40 – 6:10pm	Rehearsal	Cityview Ballroom (World Trade Center)
6:10 – 6:30pm		Pack up equipment
6:30 – 7:15pm	Dinner	Seaport Ballroom (Seaport Hotel)
7:30 – 9:30pm	Activity	Evening Activity (Plaza Ballroom Seaport)
10:00pm		Bed Check

### ORCHESTRA

8:45 – 9:15am	Breakfast	Seaport Ballroom (Seaport Hotel)
9:15 – 10:30am	Rehearsal	Lighthouse I (Seaport Hotel)
10:30 – 10:45am	Break	
10:45 – 12:45pm	Rehearsal	Lighthouse I (Seaport Hotel)
12:45 – 1:30pm	Lunch	Seaport Ballroom (Seaport Hotel)
1:30 – 3:20pm	Rehearsal	Lighthouse I (Seaport Hotel)
3:20 – 3:40pm	Break	
3:40 – 6:30pm	Rehearsal	Lighthouse I (Seaport Hotel)
6:30 – 7:15pm	Dinner	Seaport Ballroom (Seaport Hotel)
7:30 – 9:30pm	Activity	Evening Activity (Plaza Ballroom Seaport)
10:00pm		Bed Check

### JAZZ BAND

8:00 – 8:30am	Breakfast	Seaport Ballroom (Seaport Hotel)
8:30 – 10:00am	Rehearsal	Liberty Room (Seaport Hotel)
10:00 – 10:15am	Break	
10:15 – 11:45am	Rehearsal	Liberty Room (Seaport Hotel)
11:45 – 12:30pm	Lunch	Seaport Ballroom (Seaport Hotel)
12:30 – 3:00pm	Rehearsal	Liberty Ballroom (Seaport Hotel)
3:00 – 3:20pm	Break	
3:20 – 5:30pm	Rehearsal	Liberty Room (Seaport Hotel)
5:30 – 6:15pm	Dinner	Seaport Ballroom (Seaport Hotel)
6:15 – 7:00pm	Rehearsal	Liberty Room (Seaport Hotel)
7:00 – 7:30pm		Pack up equipment
7:30 – 9:30pm	Activity	Evening Activity (Plaza Ballroom Seaport)
10:00pm		Bed Check

### CHORUS

8:00 – 8:30 am	Breakfast	Seaport Ballroom (Seaport Hotel)
8:30 – 10:00am	Rehearsal	Amphitheatre (World Trade Center)
10:00 – 10:15am	Break	
10:15 – 11:45am	Rehearsal	Amphitheatre (World Trade Center)
11:45 – 12:30pm	Lunch	Seaport Ballroom (Seaport Hotel)
12:30 – 3:00pm	Rehearsal	Amphitheatre (World Trade Center)
3:00 – 3:20pm	Break	
3:20 – 5:30pm	Rehearsal	Amphitheatre (World Trade Center)
5:30 – 6:15pm	Dinner	Seaport Ballroom (Seaport Hotel)
6:15 – 7:15pm	Rehearsal	Amphitheatre (World Trade Center)
7:30 – 9:30pm	Activity	Evening Activity (Plaza Ballroom Seaport)
10:00pm		Bed Check

## FESTIVAL SCHEDULE

SATURDAY, MARCH 21, 2015 ♪ SYMPHONY HALL, BOSTON  
 Students dress in Concert Attire

### SYMPHONIC BAND

5:30 – 6:30am	Breakfast	Seaport Ballroom (Seaport Hotel)
6:30 – 6:45am		Load buses. Bring all personal belongings.
		Leave hotel keys in your room.
6:45 – 7:00am		Depart hotel for Symphony Hall
7:00 – 7:30am		Unload buses. Bring cases and luggage to Rabb and Golberg Conference Rooms (second floor of Cohen Wing)
7:30 – 8:15am		Dress Rehearsal (Symphony Hall Stage)
8:15 – 10:30am		Watch other ensembles in dress rehearsal. Silence is mandatory.
10:30 – 12:00pm	Lunch	Last minute preparations for concert.
2:00 – 2:30pm		Warm-up
2:30 – 3:00pm		Performance (Symphony Hall Stage)
3:00pm		Clean up after concert

### JAZZ BAND

7:15 – 8:15am	Breakfast	Seaport Ballroom (Seaport Hotel)
8:15 – 8:30am		Load buses. Bring all personal belongings.
		Leave hotel keys in your room.
8:30 – 8:45am		Depart hotel for Symphony Hall
8:45 – 9:00am		Unload buses. Bring cases and luggage to Miller Room (first floor of Cohen Wing across from Symphony Shop)
9:00 – 9:30am		Watch other ensembles in dress rehearsal. Silence is mandatory while
9:30 – 10:15am		Dress Rehearsal (Symphony Hall Stage)
10:15 – 11:15am		Watch other ensembles in dress rehearsal. Silence is mandatory.
11:15 – 12:15pm	Lunch	Last minute preparations for concert.
12:30 – 1:00pm		Warm-up
1:30 – 2:00pm		Performance (Symphony Hall Stage)
2:00pm		Return to Cohen Wing

### ORCHESTRA

6:15 – 7:15am	Breakfast	Seaport Ballroom (Seaport Hotel)
7:15 – 7:30am		Load buses. Bring all personal belongings.
		Leave hotel keys in your room.
7:30 – 8:00am		Depart hotel for Symphony Hall
8:00 – 8:30am		Unload buses. Bring cases and luggage to Chorus Room (basement of Cohen Wing)
8:30 – 9:15am		Dress Rehearsal (Symphony Hall Stage)
9:15 – 10:30am		Watch other ensembles in dress rehearsal. Silence is mandatory.
10:30 – 12:00pm	Lunch	Last minute preparations for concert.
1:30 – 2:00pm		Warm-up
2:00 – 2:30pm		Performance (Symphony Hall Stage)
2:30pm		Return to Chorus Room

### CHORUS

7:30 – 8:30am	Breakfast	Seaport Ballroom (Seaport Hotel)
8:30 – 9:15am		Load buses. Bring all personal belongings.
		Leave hotel keys in your room.
9:15 – 9:30am		Depart hotel for Symphony Hall
9:30 – 9:45am		Unload buses. Bring cases and luggage to Higginson Hall (first floor Cohen Wing)
9:45 – 10:30am		Line up and warm up
10:30 – 11:15am		Dress Rehearsal (Symphony Hall Stage)
11:15 – 12:15pm	Lunch	Last minute preparations for concert.
12:15 – 12:45pm		Line up
12:55pm		Enter stage
1:00 – 1:30pm		Performance (Symphony Hall Stage)
1:30pm		Return to Cohen Wing

### DRESS REHEARSAL ORDER

Symphonic Band (7:30 – 8:15am)  
Orchestra (8:30 – 9:15am)  
Jazz Band (9:30 – 10:15am)  
Chorus (10:30 – 11:15am)

### CONCERT ORDER

General Announcements and Speeches (12:45 – 12:55pm)  
Chorus (12:55pm chorus enters; 1:00 – 1:30pm)  
Jazz Band (1:30 – 2:00pm)  
Orchestra (2:00 – 2:30pm)  
Symphonic Band (2:30 – 3:00pm)



# HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

*FY16 Budget  
School Committee Presentation  
February 12, 2015*

Prepared by:

Dr. Michael Harvey, Superintendent of Schools

Jeffrey D. Sands, Assistant Superintendent for Finance & Administration





# FY16 Budget

## *Superintendent's Recommendation*

Level Service Budget as presented on 12/18/14

PLUS

an additional \$150,000 to fund the resources necessary  
to fully implement a Middle School Teaming Model

The NET result is an increase in Total Expenditures of  
\$923,050 or 3.25% versus FY15 BUDGET.



# FY16 Budget – Net Assessment

## *Superintendent's Recommendation*

Total Expenses						
	FY14 ACT	FY14 BUD	FY15 BUD	FY16 BUD	Difference	
General Operating Expense (Before Offsets)	\$ 27,311,370	\$ 28,293,786	\$ 28,420,061	\$ 29,343,112	\$ 923,050	3.2%
Expense Offsets	\$ 1,264,538	\$ 1,171,200	\$ 987,200	\$ 1,013,510	\$ 26,310	2.7%
General Operating Expenses (After Offsets)	\$ 26,046,832	\$ 27,122,586	\$ 27,432,861	\$ 28,329,602	\$ 896,740	3.3%
Debt Service Expense	\$ 1,841,735	\$ 1,841,735	\$ 1,970,392	\$ 1,993,488	\$ 23,096	1.2%
TOTAL EXPENDITURES	\$ 27,888,567	\$ 28,964,321	\$ 29,403,253	\$ 30,323,089	\$ 919,836	3.1%
Total Funding Sources						
	FY 14 ACT	FY 14 BUD	FY15 BUD	FY16 BUD	Difference	
Revenues						
Chapter 70-Base Aid	\$ 3,370,416	\$ 3,370,416	\$ 3,413,341	\$ 3,413,341	\$ -	0.0%
MSBA Debt Service Reimbursement	\$ 1,132,065	\$ 1,132,065	\$ 1,132,065	\$ 1,132,065	\$ -	0.0%
State Transportation Reimbursement	\$ 318,440	\$ 251,000	\$ 290,000	\$ 290,000	\$ -	0.0%
Medicaid Reimbursement	\$ 118,945	\$ 85,000	\$ 85,000	\$ 85,000	\$ -	0.0%
Interest Income	\$ 3,438	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	0.0%
Prior Year Unexpended Encumbrances	\$ 25,395	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Other Non-recurring Income	\$ 73,928	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Total Revenues	\$ 5,042,627	\$ 4,842,481	\$ 4,924,406	\$ 4,924,406	\$ -	0.0%
Transfers In From Other Funds						
Excess and Deficiency	\$ 2,115,920	\$ 2,115,920	\$ -	\$ 395,781	\$ 395,781	#DIV/0!
Total Transfers	\$ 2,115,920	\$ 2,115,920	\$ -	\$ 395,781	\$ 395,781	#DIV/0!
Total Funding Sources	\$ 7,158,547	\$ 6,958,401	\$ 4,924,406	\$ 5,320,187	\$ 395,781	8.0%
Total Expenditures	\$ 27,888,567	\$ 28,964,321	\$ 29,403,253	\$ 30,323,089	\$ 919,836	3.1%
Less Total Funding Sources	\$ 7,158,547	\$ 6,958,401	\$ 4,924,406	\$ 5,320,187	\$ 395,781	8.0%
NET ASSESSMENT including Debt Service	\$ 20,730,020	\$ 22,005,920	\$ 24,478,847	\$ 25,002,902	\$ 524,054	2.1%
Total Town Assessments						
	FY 14 ACT	FY 14 BUD	FY15 BUD	FY16 BUD	Difference	
Hamilton	\$ 15,181,864	\$ 15,181,864	\$ 16,867,884	\$ 16,991,972	\$ 124,088	0.7%
Wenham	\$ 6,824,056	\$ 6,824,056	\$ 7,610,963	\$ 8,010,930	\$ 399,967	5.3%
NET ASSESSMENT including Debt Service	\$ 22,005,920	\$ 22,005,920	\$ 24,478,847	\$ 25,002,902	\$ 524,055	2.1%

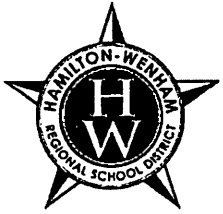


# FY16 Budget – Summary by DESE Category

## *Superintendent's Recommendation*

The chart below depicts the allocation of our FY16 Gross Operating Expense Budget, by DESE Category.

				Change: FY15B to FY16B	
Summary by DESE Category	Sum of FY14 Budget	Sum of FY15 Budget	Sum of FY16 Budget	\$	%
Administration	\$ 1,093,916	\$ 1,070,491	\$ 1,110,289	\$ 39,799	3.64%
Capital, Operations, Maintenance	\$ 1,725,331	\$ 2,084,573	\$ 2,086,511	\$ 1,938	0.11%
Guidance, Counseling, Testing	\$ 1,045,832	\$ 1,071,636	\$ 1,083,836	\$ 12,200	1.17%
Inst. Materials	\$ 722,033	\$ 860,923	\$ 862,226	\$ 1,303	0.18%
Instructional Leadership	\$ 2,179,264	\$ 2,666,352	\$ 2,761,900	\$ 95,548	4.38%
Insurance, Retirement, Other	\$ 4,569,318	\$ 3,842,397	\$ 3,674,250	\$ (168,147)	-3.68%
Other Teaching Services	\$ 2,520,659	\$ 2,264,110	\$ 2,315,311	\$ 51,201	2.03%
Prof. Dev.	\$ 132,899	\$ 147,752	\$ 161,752	\$ 14,000	10.53%
Pupil Services	\$ 1,605,120	\$ 1,737,018	\$ 1,844,779	\$ 107,761	6.71%
Teachers	\$ 11,179,124	\$ 10,994,694	\$ 11,467,723	\$ 473,030	4.23%
Tuitions	\$ 1,510,290	\$ 1,680,117	\$ 1,974,534	\$ 294,417	19.49%
Grand Total	\$ 28,293,786	\$ 28,420,061	\$ 29,343,112	\$ 923,050	3.26%



# FY16 Budget

## Motions for School Committee Budget Vote

### **Motion for Budget Vote:**

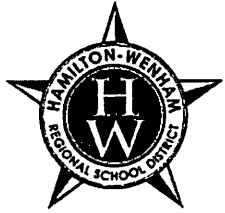
Motion: The Hamilton-Wenham Regional School Committee approves a FY16 Total General Fund Expenditures Budget of \$30,323,089. This amount includes General Fund Operating Expenses (after Offsets) in the amount of \$28,329,602 and General Fund Debt Service Expenses in the amount of \$1,993,488. There are no General Fund Capital Expenditures included in the FY16 Budget.

Furthermore, the Gross Operating Expenses of the District (before Offsets) have been allocated to the DESE-defined Accounts according to the “Summary by DESE Category” chart on page 4 of this Budget Presentation dated 2/12/2015.

### **Motion for the FY15 Budget Assessment:**

Motion: The Hamilton-Wenham Regional School Committee votes to assess the towns of Hamilton and Wenham a combined total of \$25,002,902 as the amount necessary to operate and maintain the District, as well as pay debt service, for FY16. The District Treasurer shall determine the amount apportioned to each town, and shall certify such amount to the respective treasurers of each town within 30 days of this date.





# FY16 Budget Timeline

- December 15, 2014: Superintendent's FY16 Budget Book Distributed
- December 18, 2014: Superintendent's FY16 Budget Presentation
- January 8, 2015: FY16 Budget Discussion Continued
  - Middle School Teaming Model
  - High School Schedule Revised
  - School Committee Adopts Tentative FY16 Budget
- January 9, 2015: Mail Tentative FY16 Budget to Towns
- January 15, 2015: FY16 Budget Meeting #2 with Town Officials
- January 22, 2015: Public Hearing on School Committee's FY16 Budget
- January 22, 2015: FY16 Budget Discussion Continued
  - Priority Overlays, Tiers 2 & 3
  - Maintenance and Facilities
  - Technology
- February 5, 2015: FY16 Budget Discussion Continued
  - Special Education
  - Athletics
  - HWRSD 3 Year Forecast Model (FY16 – FY18)
- February 12, 2015: FY16 Budget Discussion Concluded
- February 12, 2015: School Committee votes to Adopt FY16 Budget
- **April 11, 2015: Hamilton and Wenham Annual Town Meetings**

**HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT  
WENHAM, MA**

**EXHIBIT C**

**DOMESTIC VIOLENCE LEAVE POLICY**

It shall be the policy of the school district to permit an employee to take up to 15 days of domestic violence leave from work in any 12 month period. In order to be eligible for said leave:

- (i) the employee , or a family member of the employee must be a victim of abusive behavior;
- (ii) the employee must be using the leave from work to seek or obtain medical attention, counseling , victim services or legal assistance; secure housing; obtain a protective order from court; appear before a grand jury; meet with a district attorney or other law enforcement official; or attend child custody proceedings or address other issues directly related to the abusive behavior against the employee or family member of the employee; and
- (iii) the employee must not be the perpetrator of the abusive behavior against such employee's family member.

The fifteen days of leave shall be paid. An employee seeking such leave shall not need to exhaust all annual or vacation leave, personal leave and sick leave available to the employee, prior to requesting or taking domestic violence leave.

Except in cases of imminent danger to the health or safety of an employee, advanced notice of domestic violence leave shall be required. If such imminent danger exists the employee shall notify the employer within 3 workdays that the leave was taken. The notification may be communicated to the employer by the employee, a family member of the employee or the employee's counselor, social worker, health care worker, member of the clergy, shelter worker, legal advocate or other professional who has assisted the employee in addressing the effects of the abusive behavior. If an unscheduled absence occurs, an employer shall not take any negative action against the employee if the employee, within 30 days from the unauthorized absence or within 30 days from the employee's last unauthorized absence in the instance of consecutive days of unauthorized absences, provides any of the documentation found in (1) to (7) below. An employer may require documentation that the employee or employee's family member has been a victim of abusive behavior and that the leave is consistent with clauses (i) to (iii) as above referenced; provided, however, that an employer shall not require an employee to show evidence of an arrest, conviction or other law enforcement documentation for such abusive behavior. The documentation shall be provided to the employer within a reasonable period after the employer requests it.

An employee shall satisfy this documentation requirement by providing any one of the following documents to the employer:

- (1) a protective order, order of equitable relief or other documentation issued by a court of competent jurisdiction as a result of abusive behavior against the employee or employee's family member;
- (2) a document under the letterhead of the court, provider or public agency which the employee attended for the purposes of acquiring assistance as it relates to the employee or family member;

Policy Review: 1<sup>st</sup> Reading: February 5, 2015  
2<sup>nd</sup> Reading: February 12, 2015

Policy Adopted:

Vote:

Chairperson, HWRSD School Committee: William Wilson

**HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT  
WENHAM, MA**

- (3) A police report or statement of a victim or witness provided to police documenting the abusive behavior;
- (4) documentation that the perpetrator of the abusive behavior has admitted to sufficient facts to support a finding of guilt ; or has been convicted of , or has been adjudicated a juvenile delinquent by reason of any offense constituting abusive behavior;
- (5) medical documentation of treatment as a result of the abusive behavior;
- (6) a sworn statement, signed under the penalties of perjury, provided by a counselor, social worker, health care worker, member of the clergy, , shelter worker, legal advocate or other professional who has assisted the employee in addressing the effects of the abusive behavior;
- (7) a sworn statement, signed under the penalties of perjury, from the employee attesting that the employee has been a victim of or is a family member of a victim of abusive behavior.

All information related to the employee's leave shall be kept confidential and shall not be disclosed, except to the extent that disclosure is:

- (i) requested or consented to, in writing, by the employee;
- (ii) ordered to be released by a court of competent jurisdiction;
- (iii) otherwise required by applicable federal or state law;
- (iv) required in the course of an investigation authorized by law enforcement, including, but not limited to, an investigation by the Attorney General; or
- (v) necessary to protect the safety of the employee or others employed at the workplace.

The Superintendent shall ensure that notice is provided to all employees in the next school year and beyond by appropriately amending the district's employee handbooks, by whatever title they may be known, or by direct notice about the Domestic Violence Law and securing the employees signature acknowledging receipt of the handbook/notice. The Superintendent shall be responsible for notifying all current employees, unless they have been notified through the handbook, of this policy in a manner that he/she deems appropriate.

No employer shall coerce, interfere with, restrain or deny the exercise of, or any attempt to exercise, any rights provided herein or to make leave requested or taken contingent upon whether or not the victim maintains contact with the alleged abuser. No employer shall discharge or in any other manner discriminate against an employee for exercising the employee's rights under law. The taking of domestic violence leave shall not result in the loss of any employment benefit accrued prior to the date of such leave. Upon the employee's return from such leave, he/she shall be entitled to restoration to the employee's original job or to an equivalent position. Definitions of "abuse, abusive behavior, domestic violence, employees and family members" may be found in the laws referenced below.

SOURCE: MASC October 2014

LEGAL REF.: M.G.L. 149:52E; Section 10 Chapter 260 of the Acts of 2014

Policy Review: 1<sup>st</sup> Reading: February 5, 2015  
2<sup>nd</sup> Reading: February 12, 2015

Policy Adopted:

Vote:

Chairperson, HWRSD School Committee: William Wilson

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT  
WENHAM, MA

**EXHIBIT D**

**COMMUNICABLE DISEASES**

The District is required to provide education services to all school age children who reside within its boundaries. By law, however, admission to school may be denied to any child diagnosed as having a disease where attendance could be harmful to the welfare of other students and staff, subject to the District's responsibilities to handicapped children under the law.

The School Committee recognizes that communicable diseases which may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases such as Acquired Immune Deficiency Syndrome (AIDS).

Management of common communicable diseases shall be in accordance with Massachusetts Department of Health guidelines. A student who exhibits symptoms of a communicable disease or who is susceptible to a vaccine preventable disease in the event of an outbreak may be temporarily excluded from school attendance. The District reserves the right to require a physician's statement authorizing the student's return to school.

The Educational placement of a student who is medically diagnosed as having a life-threatening communicable disease shall be determined on an individual basis on accordance with this policy and accompanying administrative procedures. Decisions about the proper educational placement shall be based on the student's behavior, neurological development, and physical condition; the expected type of interaction with others in school setting; and the susceptibility to other diseases and the likelihood of presenting risks to others. A regular review of the placement decision shall be conducted to assess changes in the student's physical condition, or based on new information or research that may warrant a change in a student's placement.

In the event a student with a life-threatening communicable disease qualified for services as a handicapped child under state and federal law, the procedures for determining the appropriate education placement in the least restrictive environment shall be used in lieu of the procedures designated above.

Neither this policy nor the placement of a student in any particular program shall preclude the administration from taking any temporary actions including removal of a student from the classroom as deemed necessary to protect the health, safety, and welfare of the student, staff, and others.

In all proceedings related to this policy, the District shall respect the student's right to privacy. Only those persons with a direct need to know shall be informed of the specific nature of the student's condition. The determination of those who need to know shall be made by the Superintendent.

Revised: January 18, 1996

Revised: January 22, 2013

LEGAL REF.: M.G.L. 71:55, 76:55A, 111:6, 76:15, 105 CMR 220.00

Policy Review: 1<sup>st</sup> Reading: February 5, 2015  
2<sup>nd</sup> Reading: February 12, 2015

Policy Adopted:

Vote:

Chairperson, HWRSD School Committee: William Wilson

**HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT  
WENHAM, MA**

**EXHIBIT E**

**Health Education**

The School Committee is committed to a sound, comprehensive health education program as an integral part of each student's general education. The health education program will emphasize a contemporary approach to the presentation of health information, skills, and the knowledge necessary for students to understand and appreciate the functioning and proper care of the human body. Students also will be presented with information regarding complex social, physical and mental health problems, which they might encounter in society. In an effort to help students make intelligent choices on alternative behavior of serious personal consequence, health education will examine the potential health hazards of social, physical and mental problems existing in the larger school-community environment.

LEGAL REF.: M.G.L. 71:1

Revised: 9/3/2013

Policy Review: 1<sup>st</sup> Reading: February 5, 2015  
2<sup>nd</sup> Reading: February 12, 2015  
Policy Adopted:  
Vote:  
Chairperson, HWRSD School Committee: William Wilson

**HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT  
WENHAM, MA**

**EXHIBIT F**

**INOCULATIONS OF STUDENTS**

Parents of students entering a district school for the first time, whether at kindergarten or through transfer from another school system, will be required to present a physician's certificate attesting to immunization against diphtheria, whooping cough, poliomyelitis, tetanus, measles, varicella and such other communicable diseases as required by the Department of Public Health, in keeping with Massachusetts General Law. The only exception to these requirements will be made upon receipt of a written statement from a doctor that immunization would not be in the best interests of the child, or by the student's parent or guardian providing a written, signed statement that vaccination or immunization is contrary to the religious beliefs of the student or parent. Parents attesting to exemption based on religious belief or medical need must also submit a completed 'Request for Immunization Exemption' form annually.

Established by law

SOURCE: MASC

LEGAL REF.: M.G.L. 76:15

Policy Review: 1<sup>st</sup> Reading: February 5, 2015  
2<sup>nd</sup> Reading: February 12, 2015

Policy Adopted:

Vote:

Chairperson, HWRSD School Committee: William Wilson

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT  
WENHAM, MA

**PHYSICAL EXAMINATIONS OF STUDENTS**

The Hamilton-Wenham Regional School District will comply with 105 CMR 200 regarding the Physical Examination of Students

M.G.L. Ch. 71§57 and 105 CMR 200.000-200.920 require physical examinations of school children within one year prior to entrance to school or within 30 days after school entry and at intervals of either three or four years hereafter.

The Hamilton-Wenham Regional School District strongly encourages the performance of mandated physicals by the family's own physician whenever possible. The school physician or the family physician shall promptly notify the student's parent(s) or legal guardian(s) of any disabilities or medical conditions found during physical examinations of a student that would impact a student's learning.

**Periodic Examination**

A physical exam is required for a preschool student, kindergarten, grade 4, grade 7 and grade 10; parents/guardians are required to submit a copy of the physical completed during each noted grade year to the school. The exact grade designation may change as long as the interval number of years does not exceed four years. The requirement for grades preschool and kindergarten may not be changed.

The Hamilton-Wenham Regional Schools have designated required subsequent physicals in grades 4, 7, and 10.

**Transfer Students**

A student transferred from another school system shall be considered as an entering student. Health records transferred from the student's previous school may be used to determine compliance with this requirement.

**Employment Certificates**

Students under 16 and over 14 years of age requesting employment certificates must have a updated physical on file with the health office/school.

**Athletic Physicals**

Students must have a physical on file with the health office/school prior to participation in competitive athletics, on an annual basis.

*Chapter 1 Massachusetts Interscholastic Athletic Association (MIAA) Rule 56.1 Student Eligibility: Physical Examinations:*

*All students must pass a physical examination prior to participation in middle school and high school athletics. A physical examination must be performed by a duly registered physician, physician's assistant, or nurse practitioner.*

Policy Review: 1<sup>st</sup> Reading: February 5, 2015  
2<sup>nd</sup> Reading: February 12, 2015

Policy Adopted:

Vote:

Chairperson, HWRSD School Committee: William Wilson



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT  
WENHAM, MA

**Other Circumstances**

The Superintendent shall ensure that a student is referred and examined by the student's primary care provider for the following situations:

1. Frequent absences due to unexplained illness;
2. Known or suspected physical disabilities or medical conditions that require appraisal;
3. Referral by the school nurse;
4. At any time to determine the presence or absence of communicable or contagious diseases.

If the child does not have a primary care physician, the school nurse will consult with the school physician and provide the parent/guardian with referral sources to fulfill the mandated requirement.

LEGAL REFS.: M.G.L. 105 CMR 200, MIAA 56.1

Revised: January 18, 1009

Revised: August 20, 2014

SOURCE: MASC Policy

LEGAL REFS.: M.G.L. 71:53, 71:54, 71:56, 71:57

Policy Review: 1<sup>st</sup> Reading: February 5, 2015  
2<sup>nd</sup> Reading: February 12, 2015

Policy Adopted:

Vote:

Chairperson, HWRSD School Committee: William Wilson