



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

Buker Elementary School
Multi-Purpose Room

Thursday, March 19, 2015

7:00 PM

1. **Call to Order** 6:30
2. **Vote to enter into executive session for the purpose of discussing to conduct strategy sessions in preparation for negotiations with nonunion personnel (Executive Session Purpose #2) and to return to open session.**
3. **Pledge of Allegiance** 7:00
4. **Citizens' Concerns** 7:05
5. **Chair's Report** 7:30
 - a. Open Meeting Law Violation: Email from W. Wilson to School Committee "Bill W's View" sent March 5, 2015 at 4:50 PM. Remedy: Acknowledgement of unintentional violation and release of email. Exhibit F
 - b. Brad Hill, State Representative - Update on State Financing
6. **Superintendent's Report** 7:45
 - a. Boys Basketball
 - b. National History Day
 - c. HWRHS Dramafest
 - d. Read Across America Week
7. **Consent Agenda** 7:55
 - a. Minutes of February 5, 2015 Exhibit A
 - b. Minutes of February 12, 2015 Exhibit B
 - c. Minutes of March 5, 2015 Exhibit C
 - d. Field Trip – Cuba Exhibit D
 - e. Field Trip – Italy Exhibit E
8. **Committee Reports** 8:00
 - a. Audit
 - b. Facilities
 - c. Negotiations
 - d. Policy
 - e. Warrant
 - f. Communications
 - g. Legislative
 - h. Student Rep.
 - i. Other-School Liaisons Updates
9. **New Business** 8:15
 - a. Superintendent's Contract
10. **Old Business** 8:45
 - a. Master Plan Update
 - b. Class Size Policy Exhibit G
11. **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.

Friday, March 13, 2015 at 9:50:06 AM Eastern Daylight Time

Subject: Bill W's view

Date: Thursday, March 5, 2015 at 4:50:40 PM Eastern Standard Time

From: Wilson, William

To: Harvey, Michael, MacDonald, Sheila B., Stacey Metternick, Lawrence D. Swartz, Lawrence, Barbara, Deborah Evans, Jeanise Bertrand, Kuebel, Roger

Team,

A note from my phone in the Buffalo airport.

Because I don't completely agree with Gordon's statement of Life and conduct I have struggled with my decision but feel it's time to communicate with you since I can't be at our meeting.

Going into tonight, without being influenced by what will be said, my vote would be to NOT change the venue from Gordon. My logic is that no Gordon policy has changed but it has been vocalized.

For the last 20 years they have been a friendly neighbor and host to the school and our Towns. Historically in no way have they pushed their religious beliefs on our students or guests of the College. I am unaware of any prior complaint by a student being mistreated or threatened while at Gordon. They simply provide a comfortable building for candle light and graduation. I don't think we can replicate that experience at the High School. Especially candlelight with the dimming of the lights.

If an actual example of discrimination is identified or an existing policy of the school clearly prohibits us from doing business with Gordon my position WOULD be changed.

Otherwise they are a good neighbor, a faith based private institution with different beliefs. Beliefs that as far as I know don't prohibit hiring and admission of students. Seems we all need to find ways to co exist together with respect and kindness.

As an example of being part of the community Gordon donated and the town of Wenham accepted a brand new cruiser. I passed it this week and on the back it says "donated by Gordon". It seems the Town of Wenham is tolerant with Gordon's religious beliefs - shouldn't we?

For your information I have received approximately 30 emails in the last few weeks on this topic and 86% expressed an interest in keeping graduation at Gordon.

Good luck tonight. You all have been diligent in this process. People can disagree with the final vote but they can't fault us for the process we brought it through.

Wish I were there and I will support the final decision you agree on.

Bill

On Mar 5, 2015, at 3:20 PM, Wilson, William <w.wilson@hwschools.net> wrote:

I am sorry to say I am still here and my only two options are to drive 7 hours or a late flight through Jfk arriving in Boston at 11:50pm. I've tried every airline here but weather in NY is backing everything up.

Thoughts on how I can help ?

Bill

On Mar 5, 2015, at 1:13 PM, Wilson, William <w.wilson@hwschools.net> wrote:

I've been at the buffalo airport for 3 hours. Flight delayed and they are saying until 5. Only an hour twenty minute flight so should be home with time to spare. Jet blue flight 2016.

I will be there!

Bill

EXHIBIT A

Hamilton-Wenham Regional School District
Office of the Superintendent
Wenham, Massachusetts 01984

Date: February 4, 2015
To: School Committee Members
From: Michael Harvey, Superintendent of Schools
Re: Thursday, February 5, 2015

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

Present: Bill Wilson (arrived at 7:54 p.m.), Larry Swartz, Barbara Lawrence, Sheila MacDonald, Deb Evans, Stacey Metternick and Jeanise Bertrand

Absent: Roger Kuebel,

Others Present: Michael Harvey, Celeste Bowler, and Jeffrey Sands

PLEDGE OF ALLEGIANCE all rose for the Pledge of Allegiance

CITIZENS COMMENTS:

Andrew Beckwith (5 Batchelder Park, Wenham) thanked the Policy Subcommittee for working with homeschool parents on the policy being voted on tonight. As a Gordon College graduate he has been following the discussion and had two questions related to the upcoming decision on holding graduation at Gordon College. At the 12/18/14 meeting Principal Tracy was charged with gathering more specific information from students who may be concerned and uncomfortable with Gordon's faith and conduct policy. When will the results be reported to the public and school committee? Has there been or will there be meetings between the school and the college to discuss and address the concerns prior to the 3/5/15 meeting to prevent a contentious and divisive vote at the public forum? He hopes the college will be given the opportunity to work with the school and school committee rather than the devastating loss of severing the relationship.

John Mulvihill (40 Arbor St, Wenham) stated how impressed he is with Jeff Sands' clear, concise and helpful budget presentations. Jeff received a round of applause from all members of the School Committee.

(Chair's report moved down agenda to accommodate Bill Wilson's arrival)

SUPERINTENDENT'S REPORT:

Snow-Mike thanked the custodial staff and the Hamilton and Wenham DPW for their incredible work of cleaning up two weeks of an historic snowfall. He empathizes with parents and their frustration over closing school; the primary concern is to keep student safety at forefront of decision. They are working to keep main roads clear and also have to look at conditions of sidewalks and side streets. We have used all 5 of our allotted snow days; the present release date is Monday, June 22. Dr. Harvey's current plan would be to extend the school year during that week of June if necessary; he has no plans to hold school during April vacation.

Welcome our exchange students from Donglu Middle School in Shanghai, China who spent day at school attending classes and are staying with host families from Hamilton and Wenham. There are more activities planned tomorrow such as a cultural exchange assembly tomorrow afternoon and students will attend our Middle School dance. They have 28 students and 6 teachers/principal here. After their visit to Hamilton-Wenham, they will travel to New York, Philadelphia, and Washington D.C.

Congratulations to the Boston Globe Scholastic Art Award winners. Kirsten Losee reports our students won three gold keys, 10 silver keys, and six Honorable Mentions. The Gold Key artwork will be exhibited in the Boston 808 Commonwealth Ave gallery at Boston University. Information and pictures are available at HWFinearts.blogspot.com.

Governor Baker- announced a new round of 9C cuts this week; Chapter 70 remains unchanged. The effect that filters down is to the circuit breaker (about \$200K statewide). MARSD has asked the Attorney General to rule on the legality of the actions related to transportation. We didn't budget for the original increase so we are not affected by the cut in regional transportation.

CONSENT AGENDA

A. MINUTES OF JANUARY 22nd SCHOOL COMMITTEE MEETING (Exhibit A)

Discussion: Name and address corrected on minutes.

B. FIELD TRIP TO NYC (Exhibit B)

Discussion: The field trip will be open to all Spanish 4 and 5. There is an error on the letter to parents related to the 40 available slots for students that will be fixed. There is no money being asked for from District funding. The cost to fingerprint chaperones (\$35.00) is built into the per student cost of the trip. At a future School Committee meeting, there should be a discussion on fingerprinting volunteers, funding of fingerprinting, and consistency across all school buildings.

Deb Evans moved that the Hamilton-Wenham Regional School Committee approve the minutes of the January 22 school committee meeting as amended by Stacey's communication with Donna Bunk. Approved 6-0-0.

Deb Evans moved that the Hamilton-Wenham Regional School Committee approve the field trip request to NYC on March 11, 2015. Approved 6-0-0.

OLD BUSINESS:

A. BUDGET (Exhibit C)

- Jeff provided a review of the Superintendent's recommended budget presented 12/18/14. It is a level service budget plus Priority 1 overlay to fully fund the MRMS teaming model net result increase in total expenditures of \$923,050.00 or 3.25% versus FY15 budget. As a continuation of the priority overlays in the six specific DESE areas covered in previous weeks (Maintenance, IT, Educational Programming), tonight we'll talk about Special Education and Athletics.
- Special Education- Kathy Harris Director of Special Education and Jeff reviewed the budget recommendations. The FY16 Budget of \$29,343,112 is the largest of the components (23.2% FY16 of Gross Operating Budget). It is a level service budget with modest increases based on COLA and Step increases. The budget is represented by each school in the district and the District Office increase of

\$312,345 is related to Out of District tuition and transportation. There is a staff of 88 teachers and Teaching Assistants. Some of the FTE number changes are more of an accounting change than a personnel change, except at Cutler where there is an increase of a T.A. There is a schedule of the approximately 33 students Out of District.

- Sheila asked would it be cost effective to have some of the programs here in light of the \$3.1M cost of OOD tuition and transportation? Kathy said it is always a consideration when the placement determination is made. There's a wide array of students' needs (significant medical, cognitive, multi-disabilities), sometimes it's not cost effective to educate a student in-district with highly specialized intensive services; sometimes two students may meet the criteria for a substantially separate program, but it might not be in the students' best interest to be in a program of just two students. We are working toward discussions with area districts who face similar situations and we will discuss building and sharing programs; parents need to be willing to allow their children to attend school in a different community. We consistently review all programs and students' needs; when it is fiscally responsible and in the student's best interest, we will have that program. The reality is it is often difficult to bring students back into the district once they leave. We are driven to include students; Kathy reflects on programs and insists that it will not be "inclusion by illusion." It must be a meaningful educational experience.
- Barbara asked about most of the OOD placements and if the programs are private or are any public? Kathy responded North Shore Educational Consortium (NSEC) is a public program collaborative; most of the private schools are approved by state and public funds can be used. There are occasions where students can be placed in programs that are not approved, such as out of state programs, we seek sole source funding- legal agreement for settling a placement dispute. With approval from the state, we can apply that tuition to our circuit breaker funding.
- Larry asked if staff, service providers, administrative staff, assistive technology etc. is included in the \$3.16M Budget line as well as tuition. Tuition is largest piece of \$3.1M but it does include salaries, etc. They made \$90K in cuts- go to district wide special education P&L page you can see that information in the budget book published a few weeks ago. Larry confirmed the district has created programs to keep students in district and accepted students from other districts; Kathy responded in the past three years, we have two students who tuition in; adding a student is good for a small program and the child is part of the community. We will continue to look for those opportunities as long as it doesn't put undue burden on our program. H-W has a marketable name; we've worked to refine our programs, but have not made a concerted marketing effort. Kathy anticipates over time look at programs for our own kids and wants to ensure the programs can be sustained over time. Barbara asked about bringing students in to district program whether the same principle as choice applies, to accept students but not increase staff. Kathy confirmed, absolutely. We

have to be mindful of that cost benefit. Startup costs for a new program can be difficult in trying to maintain a budget with that 3% increase.

- Deb discussed trends and the FY15 district budget \$2.848M and wasn't that insufficient to our needs? Jeff is projecting fairly significant overrun (particularly in the OOD tuition and transportation). What we were expected to receive would more than cover the cost and we will be on budget for the year for total FY15 budget. Circuit breaker funds were used to offset the increases in Out Of District costs. Circuit Breaker offsets have run from 45% to 75%- we don't know what the new governor is going to do. Even if reimbursement rate lowers and we are spending more on Out of District Tuition, we have been conservative and should be ok.
- Stacey inquired about Out of District Special Education students moving out of the country and later returning. Kathy responded if they don't reside in the district, we do not track them. If they were to return to reside in the district, we would revisit and start the process again for placement. We don't hold a placeholder for tuition in the budget.
- Jeff and Athletic Director Craig Genuardo presented the Athletics Budget Recommendations. The district only funds a portion of the athletic budget; the rest is funded through user fees. The Total Gross Operating Budget is roughly flat year over year at \$333,000 or 1.1% of the total budget. Jeff reviewed the total athletic budget of \$668,000, which is split 50% district/ 50% user fees in FY16. In the budget book handed out a few weeks ago, Craig listed sport-by-sport costs.
- In the fall, the district covers 20% of user fees; as the season continues and a student plays an additional sport, the district covers an additional 10%; there is a family cap as year goes on, all told about 30% covered. The superintendent's recommendation for the FY16 budget is level service, without an increase in district paid user fees.
- Priority funding for athletics is funding assistant coaches in nine sports. Every varsity team should have the benefit of an assistant coach for safety, teaching, and supervision; years back the district eliminated assistant coaches to reduce user fees when fees were 100%. We do ask for volunteers who have a rigorous process of CORI, CPR certified, concussion test, etc. It is difficult to ask someone to come in to practice every day for no money. It makes more sense to have uniformity of district assistant coaches.
 - Barbara has followed the town teams up through high school level- does the funnel get too narrow with Varsity and JV; maybe a student isn't at Varsity or JV level- could we increase the program that way? Craig responded where participation warrants it we will have a freshman team as well. Some sports are no cuts (track) and 95-96% kids who come out for team make it. What percentage of students participate in athletics? Single athlete- over 2/3- which is an extraordinary number. Last year it was 69.2%.
 - Bill is a fan of robust athletic program- how do we compare to like districts? Craig answered we have an incredible portfolio. We added boys' JV ice hockey, girls' softball- which is not going to take away from girls' lacrosse or track. Related to user fees, we are still the highest in the Cape Ann league

and Northeast conference; we have to look at how the administrative budget is calculated at other schools. Our district funds a lower portion of traditional athletic budgets; but it is better funded than the "word on the street"- it is funded 50-50. The \$666K number is well funded and we fund less of it than other schools. Craig would like to see less burden on parents for the hidden costs- so the user fee is the user fee, and the district covers more cost.

- On the Athletic Budget priority list, the cost for nine assistant coaches would be approximately \$25K. The district does not fund any game uniforms (this is a hidden cost to parents). We want quality uniforms where everyone looks the same, but it doesn't have to be fancy. Deb clarified, generally speaking, 80% of the cost of the sports program is on parents. She would like to see less burden on parents for user fees. We could do that as a conscious decision in the budget. It's important to gather accurate information before we compare ourselves to other districts. Booster clubs' fundraising still comes from parents. Deb would like to see game uniforms included in our programs. Mike said we're going to put all teams on a replacement cycle in a reasonable way. It will cost about \$7500/year on a rotating schedule.
- Barbara said it is important to look at the cap for families for extracurricular and athletics. Ten years ago Lynnfield had a \$200 cap for families. Mike responded the extra \$10K last year for scholarships was put into the \$154K for user fee relief. This is applied to offset user fees, not on needs basis.
- Larry felt it was odd from accounting perspective that the \$333K doesn't include the revenues from user fees. Jeff has been doing it this way since he got here 16 months ago; they received a good audit from Powers and Sullivan who concur the way we account for it is good. Larry made a comment to the committee- everybody would like to reduce user fees, provide TAs for Kindergarten, etc. We've got a budget that has risen by 3.5%-- the Superintendent and Assistant Superintendent have not recommended them- so if we want these, we have to be prepared to cut elsewhere. Bill agrees, we need to look at it holistically. He is surprised it didn't come in at a higher priority.
- Deb said if we are going to have any traction on the Tier 2 overlay assistant coaches in this budget cycle, we need to discuss it. Jeff concluded Mike is not recommending in this year's budget cycle. Barbara suggested the committee revisit it next year.
- 3-year Financial Forecast Model- Jeff explained the organization of the slide and key points of data. Key indicators and drivers at bottom: Enrollment is declining at fairly rapid pace at 25 students per year; we need to build a strategy for how we're going to deal with it. Net Operating Budget per student; Student to Teacher Ratio; and Student to Teacher +TA Ratio are all highlighted. Jeff has also added FTEs headcount such as Professional Staff, Other is technology teams, etc. who don't necessarily fit into categories. Column C is the FY16 budget recommended. We've taken a dynamite step in meeting the challenges with the 3.3% increase.
 - We looked at projections and are forecasting continued enrollment decline. The most recent NESDEC report shows the line of decrease was not as steep.

A decline of 25 seemed like the right number based on what we've seen in the past. Over a 4-year span enrollment will be down over 100 students. We take action with respect to enrollment and staffing by continuously rightsizing and are forecasting staffing headcount to proportionally decrease. Jeff has made assumptions related to operating costs, for example Transportation is coming up for bid, utility costs have increased.

- Barbara has read that the same projections hold true for other areas of north shore; are you finding this population shift from Hamilton to Wenham to be the same in other areas? Mike responded the answers are outside the people in this room, but the dynamic of the communities is shifting; people are retiring in place, not as many young families are moving in.
- Bill asked how we compare to our cohorts on the teacher: student ratio. The district is in the 70th percentile for teacher:student ratio; what would it take to get to get to 55th-60th percentile? Would the metric change with two buildings rather than three for elementary? The master plan recommends a two school district but that cost has a 50-year payback. There are things we have to live with based on our models. We haven't gotten to that level of school by school at MS and HS ratios. As enrollment continues to decline we need to continuously right size and improve the district.
- Deb stated the FY14 actual number 10.3 student:teacher ratio is a disturbing number- how do we get class sizes (example 22 students in Kindergarten) and a ratio of 10.3? Jeff answered the formula was all students divided by teachers. What is the ratio if we strip out all Special Education students? Jeff responded with time and effort we can get that number. Last year we reviewed every position, every staff. We will do it again. Jeff views the district as a business and our students are our product. We need to deliver a superior product at an affordable price. What does it look like classroom by classroom? Mike stated these numbers say we are very well staffed, but we keep hearing- we need more staff. How do we justify that? Are we deploying the resource in the most effective manner possible? We are adding staff for MS teaming (2 positions). We cut staff 5.0- which allows us to fund the MS team model and COLAs.
- School is roughly around 70% of town budget; generally 2/3 of every town's budget.
- Jeff reviewed schedule/calendar for the School Committee FY16 budget vote on 2/12/15. He and Mike stand by the recommendation of the 1/18 meeting. They have received good feedback from FinComs. The other priority overlays are not to be considered in this budget, they are for the future.
- The snow removal budget has utilized four service providers (Hamilton and Wenham DPWs, the custodial/maintenance staff, and a private contractor who is on a fixed rate for this winter). We're fine.

CHAIR'S REPORT:

A. ORGANIZATION OF MARCH 5TH MEETING

With budget behind us we will discuss holding graduation at the Gordon chapel. The agenda for the 3/5/15 meeting held at Buker will be outlined as start the meeting - could be only topic; give overview;

Mike and Eric could speak and provide updates; allow Dr. Lindsay the opportunity to speak; and give the public an opportunity to speak. Set the ground rules allowing 2 minutes per person to speak; ask that people not restate things, but reiterate support (as is protocol); then we'll discuss as committee. The committee will participate in deliberation (but not back and forth with public) and possibly make a decision at end. Barbara likes that public will have opportunity to speak after substantive information has been provided by Dr. Lindsay. Larry wants to be clear- the public input is for opinion, not for making inquiry of committee or Dr. Lindsay. Deb commented we need to stay focused on facts. Will Eric, Mike, Dr. Lindsay, etc. have the opportunity to clarify or correct (not deliberate, not argue) misinformation? Barbara stated if they want to respond at end of public comment (not required) they should be able to. Think of it like a debate with a summation at the end. We should post the ground rules on the website; part of the communications subcommittee role and the deadline hasn't passed. The venue will be Buker with the sole purpose of the meeting on this topic.

We should have a potential motion ready; the preference is to make a decision, but if something comes up we may need more information. We must be mindful of our role and boundaries. It's an important decision and we want to put closure on this ASAP.

Previously the committee was questioned on reading policies verbatim. Bill spoke with counsel and we do not need to read them verbatim, but the policies must be available on the website or hard copies.

B. 2ND READING OF POLICIES

· RESERVE FUNDS: EXCESS & DEFICIENCY (Exhibit D)

Sheila MacDonald moved that the HW Regional School Committee vote to approve the **RESERVE FUNDS: EXCESS & DEFICIENCY POLICY AS PRESENTED**

Discussion: this is the policy Jeff and Mike support; it is acceptable to both Boards of Selectmen and it is acceptable to them. The only challenge Bill has received is once you know there is an excess, why not give it back immediately? Everyone understood it was due to 9C cuts coming at any time. There were no edits from first reading. Approved: 6-0-0 (Larry stepped away).

· HOME EDUCATION (Exhibit E)

Sheila MacDonald moved that the HW Regional School Committee vote to approve the **HOME EDUCATION POLICY AS PRESENTED**

Discussion: Barbara said the policy group had 10-12 citizen participants who made useful, helpful and thoughtful comments. The group made changes, mainly in the opening paragraph that makes it much more friendly. The policy confirms the Superintendent has final authority to allow student in a class. Everyone seemed pleased with the changes. They are all district kids whether they are home schooled or in class. District Counsel reviewed the policy and also approves. The policy only covers students under 16-- attendance is not compulsory over 16. Jeanise pointed out that her high school schedule classes did not meet the same time each day, so logistics may be difficult. Approved 6-0-1 abstained

· **TITLE I SUPPLEMENT NOT SUPPLANT (Exhibit F)**

Sheila MacDonald moved that the HW Regional School Committee vote to approve the **TITLE I SUPPLEMENT NOT SUPPLANT POLICY AS PRESENTED**

Discussion: This policy comes right from USDOE; Celeste looked it over. We had a good discussion last time. Not much to discuss, this is the law. Approved 7-0-0

C. REPORT ON CLASS SIZE POLICY DISCUSSION (Exhibit G) (no motion tonight)

Discussion: We heard from the community that they wanted a number in the class size policy. We need to schedule a public meeting for more input. It was a first reading; we'd like to have a full school committee meeting following procedure where the public comes to offer comment. After public comment and school committee discussion, the policy subcommittee will go back to draft the policy. We have two policies: the current policy available on line; and the second proposed policy presented by Mike which puts the responsibility on the school committee to evaluate the superintendent based on class sizes reflecting the goals and culture of the district. Larry stated there's a lot advice out there to districts that says don't put a number in the policy. Bill asked if it is a contractual issue for teachers. Mike responded any number in the current policy is a recommendation-- when fiscally possible. It illustrates a desire. It is not desirable for a class size of 26-30 at the high school. Larry pointed out that's the danger of setting the number- if your class size is up to 30- why is your budget for 22? Jeff encouraged the committee to create flexibility in the policy and tie it closely to the financial model and controlling per pupil expenditures. Barbara said the numbers have crept up to surpass where most people will be comfortable. We have two approaches with the same goal- how to reach that goal. The policy supersedes individuals in the Superintendent role. It will be on the March 19th agenda.

NEW BUSINESS

A. VOTE TO RATIFY AGREEMENT WITH CUSTODIAL UNION FOR 2014-15 SCHOOL YEAR

Sheila MacDonald moved that the HW Regional School Committee vote to **RATIFY THE AGREEMENT WITH THE CUSTODIAL UNION FOR THE 2014-2015 SCHOOL YEAR**

Discussion: This is a 1-year agreement for the current year. It would be effective retroactively to July 1, 2014. It includes a retroactive 2% COLA to July 1, 2014; add Good Friday as paid holiday (equitable with all other district workers); resolve the issue of the shift differential rate provision 66A where head custodian shall be paid no less than 10% higher than others. When we did the math it was only +8.5% (.34/hour) but was not grieved. All costs are covered in budget. Now we need to work on a three-year agreement. Approved: 7-0-0

B. 1ST READING OF POLICIES

· **DOMESTIC VIOLENCE LEAVE (Exhibit H)** We don't have a policy on this. New state law requires organizations with over 50 employees need to have some type of policy. Most is standard language from MASC. The second paragraph gives the school committee some leeway and decision making related to the leave being paid and the employee needing to use personal leave or sick leave. The support of our staff outweighs the financial impact to the district for the 15 days. There is documentation the employee will provide. Jeff stated in the corporate world he has seen rules for using some of your sick time first. Larry said the in the rules of parental leave you need to use sick time first. Sheila commented the Domestic

Violence Policy is specific to employees who are victims. We'd like to start the policy this way and hope that we never need to use it. It can be revisited in the future.

- COMMUNICABLE DISEASES (Exhibit I) is related to the education of children with a communicable disease. We don't have a policy at this time. Please review and have questions or discussion sent to policy group or Mike for 2nd reading. Typos will be fixed.
- HEALTH EDUCATION (Exhibit J) We need a policy stating the school committee's commitment to health education. We have a program, but not a policy. Policies will be backed up by procedures.
- INOCULATION OF STUDENTS (Exhibit K) Again, we don't have a policy on the books. This policy is very close to MGL 76:15 and includes opt out.
- PHYSICAL EXAMINATION OF STUDENTS (Exhibit L)
It's best for students to have their physical examinations by their own doctor, but if that isn't possible, we have this policy. Stacy asked about students needing an exam for working papers, you have to have one within the year. The best practice is an annual exam. We don't require it annually. We employ a physician for this purpose. The budget includes this a local physician on the books, a very small amount- perhaps \$2500?

End of new policies. That's it for our review. Excellent work.

Adjournment:

Sheila MacDonald moved that the HW Regional School Committee move to adjourn at 9:58 pm. Approved 7-0-0

MEMORANDUM

Date: February 11, 2015
To: School Committee Members
From: Michael Harvey, Superintendent of Schools
Re: Thursday, February 12, 2015

CALL TO ORDER: Bill Wilson called the meeting to order at 7:05 in the Buker Elementary School
Multi-Purpose Room.

Present: Bill Wilson, Larry Swartz, Barbara Lawrence, Sheila MacDonald, Deb Evans, Stacey
Metternick and Jeanise Bertrand

Absent: Roger Kuebel

Others Present: Michael Harvey, Celeste Bowler, and Jeffrey Sands

PLEDGE OF ALLEGIANCE: All rose for the Pledge of Allegiance

CITIZENS COMMENTS:

There were no citizens' comments.

CHAIR'S REPORT:

There are two openings for the School Committee in the upcoming April election; papers are available in the Administration Building, 5 School St., Wenham

On March 5th there will be a public hearing related to HWRHS Graduation location. Bill has been gathering emails and comments; anyone who wishes to send their thoughts, please send to Bill's email.

Town of Wenham requires the SC members to read and sign the conflict of interest law- send back to Donna Bunk at Administration; or Dianne Bucco at Town Clerk Wenham. Bill will check with Hamilton.

SUPERINTENDENT'S REPORT:

SNOW- Mike just posted in his blog (<https://hwschoolssuper.wordpress.com/>) plans to meet the required 180 days. Currently with the seven snow days, the last day of school will be

Wednesday, June 24. We can extend through Friday, 6/26 if we need to; he will also look at holding classes on March 9 (currently a teacher in-service day); or we could use Good Friday (4/3/15 and excuse those with religious obligations to attend to). If more than 4 additional snow days occur, we would look to use some of April Vacation, but Dr. Harvey doesn't think we will need to do this. Mike responded to a question about Saturdays that it is one of many possibilities. Because we started before Labor Day, we are in better shape than some of our neighbors. The district calendar for 2015-16 with five snow days has a last day of 6/28/16. Starting before Labor Day is the commissioner's recommendation.

Thanks to the DPW, entire custodial and facilities staff, and private contractors who have been moving piles from the school buildings- it's hard work and we only lost two days this week. Heavy equipment will be brought in during vacation week to move and clear snow. They will continue to work on roofs, including snow blowing before the next storm. Jeff will visit again with the building inspectors. We're ahead of it. Regarding the snow removal budget- we'll be ok. We don't have a choice. In response to a question why can't hours be added to the day- the state law says 180 days in session; however, it doesn't mean you have to have a full day. In Burlington they used "Blizzard Bags" of work to be completed during snow days. Districts had to get the plans approved back in October, so we can't do a digital teaching day. This might be something to look at for next year.

Kudos to Kevan Sano, our curriculum coordinator for Foreign Languages, who was featured in The Language Educator Magazine for her team's work with performance standards in foreign language proficiency.

The Wellness Dept. newsletter was published and is also on the district website:

http://www.hwschools.net/uploaded/faculty/Newsletter_Jan_15.pdf

Cynthia Kiley submitted her resignation; the Human Resources and Benefits Administrator position has been posted.

Consent Agenda:

A. FIELD TRIP TO HARTFORD, CT (Harmony Festival) (Exhibit H)

B. FIELD TRIP TO WORLD TRADE CENTER, BOSTON (All State Chorus) (Exhibit I)

Sheila MacDonald moved that the HW Regional School Committee approve all of the remaining items on the consent agenda. Approved 7-0-0

OLD BUSINESS

VOTE TO ADOPT HWRSD FY16 BUDGET (Exhibit B)

Motion for Budget Vote:

Sheila MacDonald motioned that The Hamilton-Wenham Regional School Committee vote to approve 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.

Discussion/Presentation: Jeff reviewed that this budget was first presented as the Superintendent recommendation on 12/18/14. It is a level service budget plus an additional \$150,000 to fund the Middle School teaming model. He presented slides on total expenses and funding sources. Net assessment is 2.1%. Governor Baker is presenting his budget in March; our FY16 budget uses numbers based on FY15 funding. Stacey will set something up with Brad Hill after the Governor presents his budget. The budget presented depicts the allocation of our FY16 Gross Operating Budget by DESE categories. Mike and Jeff recommend the SC approve the budget as presented.

Larry discussed the language of the motion related to capital expenditures. Capital expense projects will continue, they are part of the operating budget. The statement has been in the budget language for the past three years. Jeff stated he was comfortable striking the sentence. Larry moved to amend the motion to strike the sentence "There are no General Fund Capital Expenditures included in the FY16 Budget."

Amendment Approved 7-0-0

The amended motion passes unanimously 7-0-0

Motion for the FY15 Budget Assessment:

Sheila MacDonald moved that The Hamilton-Wenham Regional School Committee vote 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.

Discussion: The School Committee should consider in the future moving to a 5-year average of enrollment instead of three. It will be an agenda item on 3/19/15.

Multiple members of the School Committee repeated expressions of thanks for the straightforward, transparent, and clear presentation of the budget.

Approved: 7-0-0

On April 11, 2015 Hamilton and Wenham will vote on the budget at annual town meetings.

2. SECOND READING OF POLICIES

1. DOMESTIC VIOLENCE LEAVE (Exhibit C)

Sheila MacDonald moved that the HW Regional School Committee vote to approve the DOMESTIC VIOLENCE LEAVE POLICY AS PRESENTED

Discussion: This policy is required; we have clarified some language; the discretionary piece we have is the leave is paid. Approved 7-0-0

2. COMMUNICABLE DISEASES (Exhibit D)

Sheila MacDonald moved that the HW Regional School Committee vote to approve the COMMUNICABLE DISEASES POLICY AS PRESENTED

Discussion: This next four policies are essential, required policies related to health. Mike circulated the health policies to the district nurses for review. Approved: 7-0-0

3. HEALTH EDUCATION (Exhibit E)

Sheila MacDonald moved that the HW Regional School Committee vote to approve the HEALTH EDUCATION POLICY AS PRESENTED Approved 7-0-0

4. INOCULATION OF STUDENTS (Exhibit F)

Sheila MacDonald moved that the HW Regional School Committee vote to approve the INOCULATION OF STUDENTS POLICY AS PRESENTED

Discussion: An additional sentence stating parents choosing exemption must submit a completed 'Request for Immunization Exemption' form annually. Approved 7-0-0

5. PHYSICAL EXAMINATION OF STUDENTS (Exhibit G)

Sheila MacDonald moved that the HW Regional School Committee vote to approve the PHYSICAL EXAMINATION OF STUDENTS POLICY AS PRESENTED

Discussion: Confirmed that in grades 4, 7, and 10, students submit documentation they have an updated physical exam. Approved 7-0-0

COMMITTEE REPORTS

A. AUDIT: (N/A)

B. COMMUNICATIONS: Stacey said the new February SC Spotlight newsletter is published; look under HWSchools.net front page; Brad Hill will come on March 19 to discuss the Governor's budget, Chapter 70, and some legislation he sponsored for Special Education funding of transportation. The February Spotlight mentioned the upcoming graduation discussion on 3/5; the link to Eric Tracy's blog also included the meeting, we should add it to the Superintendent blog. This will be common practice to mention the SC Spotlight going forward. We should be mindful of those in town who are interested but might not have students in school. It was mentioned in The Chronicle. The committee might want to consider contacting the COA and Patch to direct readers where to find the correct, original source of the newsletter.

C. FACILITIES- committee meeting cancelled due to snow

D. NEGOTIATIONS met last night

E. POLICY- April 5th will do a summary to hand over the binders

F. WARRANT- all set

F. STUDENT REPRESENTATIVE (absent)

G. OTHER- we never hear from the school liaisons related to Friends groups. Many events other committee members might be interested in. We can add a bullet.

NEW BUSINESS & ADJOURNMENT

Sheila MacDonald MOVED THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO 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)

Bill Wilson: Yes

Larry Swartz: Yes

Barbara Lawrence: Yes

Sheila MacDonald: Yes

Deb Evans: Yes

Stacey Metternick: Yes

Jeanise Bertrand: Yes

Meeting adjourned at 8:15 pm

Date: March 2, 2015
To: School Committee Members
From: Michael Harvey, Superintendent of Schools
Re: Thursday, March 5, 2015

CALL TO ORDER: Sheila MacDonald called the meeting to order at 7:03 in the Buker Elementary School Multi-Purpose Room.

Present: Larry Swartz, Barbara Lawrence, Sheila MacDonald, Deb Evans, Stacey Metternick and Jeanise Bertrand

Absent: Bill Wilson, Roger Kuebel

Others Present: Michael Harvey, Celeste Bowler, and Jeffrey Sands; and student representative Erin Mason.

PLEDGE OF ALLEGIANCE: All rose for the Pledge of Allegiance

NEW BUSINESS:

1. **OVERVIEW OF GRADUATION LOCATION ISSUE** – Sheila reviewed the meeting when Principal Eric Tracy brought the issue to the school committee. She thanked the public for letters and emails as the committee appreciates hearing from the citizens.

2. **UPDATE/FEEDBACK ON WORK DONE TO ADDRESS AND UNDERSTAND STUDENT CONCERNS – MICHAEL HARVEY & ERIC TRACY**

Eric Tracy, Principal HWRHS, was asked to find a way to gather more information from students. He went back to each senior homeroom and spoke about the two issues: 1. related to Supreme Court case (WI 7th circuit) regarding holding graduation in a church; 2. Having graduation at Gordon College in response to the letter to President Obama signed by Dr. Lindsay. Students took time to meet and discuss the issues and opinions fell on both side of the fence. Students have the family connection and tradition of graduating at the Gordon chapel, yet kids were concerned with the stance of Gordon College and what their beliefs stand for. Students also wrote emails; Eric had eight direct communications from students. The School Committee student representative created a survey, again with results on both sides. There was nothing dramatic; some students are uncomfortable for their friends who might be uncomfortable with the venue. Tracy asked them to come talk to him because homeroom is only 10 minutes long. A kid might not be comfortable speaking in front of peers on this issue.

Deb Evans asked- how fact based- how accurate were students concerns? Eric responded, there was a lot of emotion on both sides- family connection and this is what I know, this is what I believe. Some of the kids had a very solid understanding of the issue; they researched the letter and made their own decision. Deb stated the majority of kids didn't respond. Eric further explained the student survey had three choices: Yes, No, or Don't care either way - and the survey results were divided evenly.

Mike Harvey said even prior to the Lindsay letter, Eric and he had concerns related to the Wisconsin 7th circuit court decision and asked counsel's opinion on the issue. Mike contacted former high school principal John Elwell for his recollection of why the venue was changed to Gordon College. It was based on tickets. This was before the new MRMS and new larger gym construction and the gym was the current library space. President of Gordon

made offer at the time to use the chapel and not have to limit number of guests. Mike also thanked all who wrote. He confirmed we are only discussing graduation and candlelight. We are not talking about cutting any ties with Gordon College (e.g. swim, Buker student teachers).

Larry asked did anything change during the time of information gathering? Eric stated the initial issue is still there and kids have stayed focused on it. Barbara expressed concerns about logistics; is it possible to host graduation at our own facilities? Yes, the current seating in the gym is about 800 with additional seating on the floor; even with six guests with every graduate, there is still plenty of room to run graduation inside or out. When asked about the cost, Mike responded we pay whatever police detail costs; Gordon provides the venue at cost. Deb stated we need to make a decision based on the merits of this discussion.

3. CITIZENS COMMENTS ON GRADUATION LOCATION

1. Jane Powers Burnam Rd Wenham- Gordon's building is a building, I don't look at it as a church. It is unique and spectacular. If we cut ties with Gordon for graduation, it's a slippery slope - we have to cut all ties. Pool space is at a premium.
2. Norm Kramer Forest St Hamilton- Respect others and their culture no matter what. Gordon College discriminates against LGBT. We want our children to grow up respecting others; our school district will not tolerate discrimination of any kind.
3. Peter Fisher Greenbrook Rd So Hamilton- Love thy neighbor. Concerned [moving graduation] would close the door on our relationship. We can discuss details and differences as long as the door is open. The clause that excludes Faith-Based organizations was left off the Obama legislation . The same exclusion was in the Senate bill- signed by Obama and both our state senators.
4. Jenny Beauregard Moulton St Hamilton- The struggle for LGBT rights is the civil rights struggle of our kids' generation. Gordon has the right to their policies; however, we are a public institution. This is a contrast we cannot ignore; we must decide the ethical thing to do, even if we have no gay students. She proposed a compromise- have graduation at Gordon, make difference-- have rainbow flag prominently displayed on stage. Ask my church to borrow the flag, or 1st church Wenham.
5. IeIa Ziegenhals school choice student from Essex- I cannot speak to legality or on the LGBT issues. It would be a shame to cut ties for graduation as it would set a precedent. There is a conflict between freedom of religion and freedom of speech. We need to live in community with others even with our differences.
6. Bobby Grinnell Martell Rd Hamilton. HW must maintain its relationship with Gordon. We are using Gordon College as a facility. regarding Gordon's policies, graduates have enjoyed cigars as form of celebration- yet Gordon maintains a policy of no smoking. We also use Gordon for the pool. Would this decision end swimming and practices? The swim team won 2nd in the past two years and won CAL open last year. It would be catastrophic to end ties with Gordon.
7. Remy Beauregard Hamilton Ave Hamilton- I am an openly gay student and am accepted by teachers and peers. I've had very positive experiences with Gordon. I went to camp at Gordon, I've been a camp counselor for two years. Never have I heard a condemnatory comment. I've been asked to explain myself and what it means to be gay and have had fruitful conversations. We have strong family ties to Gordon and it would be a shame to cut ties. However, graduation is a very specific celebration. As an organization that has publically stated it is against complete tolerance in hiring, it is discriminatory. Having graduation as it is now, would be a

sign that this intolerance is not important enough to make a statement to the students; we should come to a compromise. The entire high school needs to be taken into consideration, not just seniors.

8. Carrie Jelsma Hilltop Dr. Wenham- according to the CDC, gay youth are four times more likely to commit suicide than their straight peers; 2.5 times more likely to hurt themselves after being victimized. How does a gay youth feel accepted and protected? Connected family, feeling safe at school, and having a community of caring adults surrounding them. Agreeing to have graduation at Gordon is tacitly accepting Gordon's institutionalized discrimination, or at best remaining neutral. Desmond Tutu stated, "if you are neutral in situations of injustice, you have chosen the side of the oppressor". Let's choose to celebrate our gay youth who are perfect the way they are.
9. Peter Nawoichick Maple Ave Hamilton- all HWRSD and now Gordon. Worked at camp at Gordon. If we stop this one (graduation) afternoon from happening, it will divide community.
10. Neil Hubacker Village Lane S Hamilton- pastor at the Harbor church in Beverly, which is attended by 30-80 Gordon students and faculty and members from Hamilton and Wenham. Who loses when exclusionary decisions are made? Look at what happened in Lynn- their schools are now deprived of quality education and mentoring and student teaching from Gordon's education majors. Who will lose if the district charts a course that distances itself from Gordon? He shared an anecdote about sharing with his neighbors.
11. Iris Antonucci Stanton St Wenham- Who are the oppressors and who are the victims? It flips. It seems Gordon is the victim with character defamation. If any business was under this kind of attack, it would seem wrong and unfair. Would we withhold business from them? The high school does hold things at churches, like concerts. I hope this relationship will last.
12. John Tobey Whipple Rd Hamilton- 3 children went through HW system. We've seen much evidence of the cooperative spirit between HW and Gordon College. At the time graduation was held at the gym; it was hot, overcrowded, and an unpleasant experience. I urge the school committee to uphold the tradition of holding graduation ceremony at Gordon. We live in a world of conflict, violence, and confrontation. The school committee can provide a tangible example to our students of agreeing to work together in respect even if we don't agree on every issue.
13. Andrew Beckwith Batchelder Park Wenham- As an officer in the military and an attorney, I swore an oath to uphold and defend the constitution; I was troubled to see Dr. Lindsay receiving ostracism, even punishment for exercising his first amend rights. He used his free speech to petition govt for freedom of religion; there is also a right, freedom of press to disparage Gordon and Dr. Lindsay over the past eight months. It would be something entirely different if school committee, an elected body, were to punish a community of faith because they disagree with that faith. The 7th circuit court decision shouldn't apply. You can't discriminate against people based on their faith. It would brand everyone in the Gordon community as a second class citizen. I ask you not to cut ties with Gordon.
14. Dan Dark Norman Rd So Hamilton- The committee should consider the vote at stake may not lean toward a protest against Gordon College. I teach at Gordon College- I have gay students. Some face some challenges. There are minority instances where they feel uncomfortable. Do not sever the ties with Gordon College. How will that speak to how we are perceived? We are not homophobic. We teach that gays are

made in the image of God. We should meet on a mutual ground. If some students feel threatened, real or perceived, we should reassure them to create accommodations for them. There is internal dialogue at Gordon College on how we create conditions that make LGBT feel welcome. We are a community that is robust in making all students feel welcome.

15. Julie Kerhoulas Essex st. I'd like to offer personal insight in favor of maintaining the strong bond. Will Hamilton-Wenham be an example where we acknowledge our differences and work together or will it be example where we let this one decision lead to a long decline to the detriment of our community? We are intertwined in work and play. Gordon College and Wenham coexist and share resources; we provide economic vitality, preservice teachers to the benefit of our children. We live in a pluralistic society. What is the benefit to our children if we sever ties? It could lead to a long slippery slope. Are we being a good model to our children?
16. Dr. Miguel Martinez Grapevine-- 6 children received great education; 5 graduated at the Gordon College chapel. I fail to see the harm to our children from Gordon's unconditional grace to use their facility. Please do not deny our daughter (8th grade) and future classes the relationship and opportunity of candlelight and graduation day at Gordon College.
17. Michael Zagami Birch Rd So Hamilton. I have a unique experience to share. I like to think about Gordon as an institution growing children (alum 2004). Hired by lesbian, simply because I went to Gordon. Gordon graduates students who interact with others and understand compassion. It would be a disservice to the area to create a perception that Gordon doesn't graduate students or conduct itself in a manner of compassion.
18. Tom Star Pleasant St Wenham- My concerns go back before this issue. It's a fundamental question should graduation be held in any place of worship. I have no particular issue with Gordon College. You would have some students be uncomfortable regardless of court case or actual legalities.
19. Charlie Peppler Meyer Rd Hamilton- I hold a classic christian worldview. We say the Pledge of Allegiance to the Republic, which constitutes many documents, under God, with liberty and justice for all. I want to contrast that to a separate document as a warning, *Animal Farm* by George Orwell, some animals are more equal than others. If you take one view point and raise it above all the others, you tend to fight against the original principle.
20. Abraham Liew Gordon College So Hamilton. Before I came here two years ago, I was under house arrest for two years in China. I enjoy my freedom here. I am amazed here you say one nation, you face the flag here and talk the topic (facing opposite). I am learning the "Spirit of America". In a Christianity culture, there are logistics. It is a core issue-- what is your brain thinking; what is your spirit thinking? I stand not just for Gordon College, but stand for the nation. What we are fighting for in China is the spirit you need to protect. The Christian culture is your foundation. If today's vote changes the facility, that's a shame.
21. Peter Smith Linden St. Hamilton- I have no official relationship with Gordon. The overarching goal of education is growing students to their full potential: physically, emotionally, socially, intellectually and morally. It is your responsibility to authorize this growth in our schools. It happens best in environments that expose students to a diversity of ideas and experiences; students expand their grasp of the world and respond to its challenges, successfully engaging in overlapping communities as citizens in a pluralistic society. For years Hamilton-Wenham has fulfilled this

inclusive and virtuous educational mandate in an exemplary way; now, however, I am concerned that the school committee is making a decision regarding the district's relationship with Gordon College that will mark a departure from free inquiry, openness and inclusion. Curtailing the district's relationship with Gordon College is not sound educational policy. First, such actions would diminish opportunities for growth that flow from mutual respect, agreement and learn and discover; second, Gordon College enriches the learning environment available to Hamilton-Wenham students offering valuable resources; finally, it sets the stage for greater misunderstanding. We are neighbors; assume the best about each other. Keep talking to them.

22. Mark Cannister Lois St Hamilton-- I am a Gordon faculty member for 23 years, I am here as a citizen not employee. When my kids entered kindergarten here at Buker, the school committee ensured they learn to respect and accept the differences. They were taught empathy and compassion in the framework of accepting those who hold different beliefs. I ask that you model the same. Regardless of your feelings about the college's policies, I would implore you refrain from religious discrimination tonight. For those who feel uncomfortable in chapel, this is a great opportunity to understand the lessons of religious tolerances that you've worked so hard on in K-12. It's ironic on the district's agenda letterhead at the bottom it says the district does not engage in discrimination based on religion. Don't enter into the discrimination; two wrongs don't make a right. Let's find a compromise and a way to make the chapel acceptable to the community.
23. Gary Shearer Maple Ave So Hamilton- We had five sons graduated all the way through Hamilton-Wenham. I have high standards of expectations. We expect the schools to stand up to high standards. Graduation: it's a difference of holding a cock fight in a gymnasium vs. an opera house. It's about quality. The first thing I saw in this room was the red banner that says, "understand and celebrate differences". Why doesn't that apply to everyone? Not just one side.
24. Elizabeth Mulley Whipple Rd So Hamilton- current senior. I think about tolerance-recognizing we all have differences and living in a community and having dialogue with each other. What if this had happened the other way around? What if Gordon came to us and said we're not going to send our student teachers to you because we don't agree with your hiring policy. People would be upset. It doesn't make sense that we don't have graduation at Gordon because we don't agree with their hiring policy. That would be cutting dialogue.
25. Mary Shearer Maple Ave Hamilton- 3 of our sons graduated from Gordon; I'm going to talk about something no one has mentioned--sweat. Graduation in the gym - my mother was appalled.-Disrespectful kids running around with ping pong balls. The gym is great for basketball, not graduation. Gordon pulled our graduation out of the mire.
26. Meirwyn Walters Veranda Circle Hamilton- Grew up in Hamilton; teaches business law at Gordon; speaking personally tonight. My favorite class was Critical Thinking with Kevin O'Reilly where we were taught to dissect arguments, challenge assumptions and conclusions, engage with ideas- even ones we vehemently disagree. My diploma was a pledge they had prepared me to go into the world and engage in ideas, even with ones we disagree. Moving graduation will be sending message to the students that there are ideas to be feared and that you have not prepared them to engage with ideas they may disagree.

27. Michelle Bailey Remington Rd. Wenham- You've hit on a hot topic- identity, religion, and community. This is an important decision- not because where we're going to hold it-- the kids are going to graduate no matter where they graduate. Flags at BUKER state Be your best; Understand and Celebrate Differences; Keep the School Neat and Clean; Encourage others; Respond with Kindness. That's what we need to do. We need to engage in dialogue with people who think differently than us with kindness. I encourage you to vote to have relationship and graduation at Gordon; I also encourage you to ask why choralfest was moved from Gordon and sports relationships.
28. Tracy Mayer Fox Run Rd. Hamilton- I'm a writer and editor so I look at this from a language point of view. What if we were saying as a community we're going to have graduation in a Muslim mosque, or a Jewish temple, a Buddhist ashram. Those thoughts might seem more radical than what we are saying; a lot of people may be comfortable with Christianity, so if you change the words around. The public school is supposed to be separated church and state. Instead of talking about LGBT and gay people, what if we were saying people with disabilities, or African Americans, women, labor people? Those are all people who gained their civil rights in the 20th century. The 21st century civil rights issue is LGBT. Graduation is one day. This issue is going to go on much longer. What are we going to say when asked what did you do during the civil rights movement of the 21st century? Is the answer, nothing, we just went back to that lovely air conditioned building? Or did we do something outside our comfort zone that is part of a bigger project, not just this community?
29. Merrill Darko Norman Rd So Hamilton-I'd like to speak about practical and philosophical things. Practical: who attends graduation? Family members. The gym bleachers are not comfortable; not ADA accessible; and acoustics are noisy. In a comparison we have a college in town that makes the chapel available. Who loses? Basic environment is uncomfortable. Philosophy: These banners represent the district schools' value system; through the antibullying campaign they have learned the message. Some are trying to accuse Gordon of being the bully; they are not. Their hiring policies are based on faith; let religious organizations have parameters of hiring practices.
30. Dave Ketcham Old Cart Rd Hamilton- graduated H-W in 196; have 3 children all graduated at the chapel. At the time, Principal John Elwell was having meetings about the new venue; he kept repeating, "and it's air conditioned." I have experienced nothing but wonderful things with Gordon; I think you should continue talking and having a good relationship with Gordon College.
31. Joel Whitman 180 Main St Wenham--; I'm not a minority, the US was made for me as a white Christian man. In Massachusetts, marriage equality law passed 10 years ago. The school committee represents a public school district in the state of MA that holds a graduation ceremony at Gordon. I'm not gay, no one in my family is gay, so no one was inconvenienced holding a ceremony in a place that made them unwelcomed. A college is making a decision about what you can and cannot do in your marital chambers. The state of MA says its ok. We should not be celebrating graduation there. Every kid and every family member should be treated equally. I would not mind the 90 minutes of a little sweat if everyone else there is comfortable and welcomed.
32. Mariah Gross Berrywood Lane S Hamilton- HW grad now at Gordon. I support Gordon and not ending dialogue.. When we look back, did we encourage our students

to promote uniformity of opinion? Or are we accepting differences and maintaining a loving neighborly relationship?

33. Bailey Grinnell Martell Rd. So Hamilton- HWRHS 2012, now at Gordon. I'm a representative of both communities; I love these towns and I love Gordon College; it breaks my heart to see this conflict and division. It also helps to look at it from a biological perspective. In the biological world a mutualistic relationship both species benefit. Gordon benefits being in our school community; HW benefits from community involvement and use such a beautiful facility. I hope you continue to support this relationship.
34. Kaitlin McCarthy Homestead Circle Hamilton- I wanted to go back to an earlier point when Choralfest moved from Gordon College. I don't want that to happen to seniors. Regarding performances we've given throughout the years at First Church in Wenham- those places could have the same standpoint as Gordon.
35. Sarah Henkles Kimball Ave Wenham- HW 2012 grad and current Gordon student but I don't hold the same beliefs on human sexuality as the college. The way Gordon has been presented in the media is very different than my own experience. Gordon's campus is a space where we can have open conversations with people whose opinions differ. I've never felt any pressure to conform to Gordon's stance, nor have I ever been insulted, bullied, or belittled for my beliefs. I don't agree with Gordon's stance, but that hasn't prevented me from seeing all the good that Gordon has done in this community.

4. STATEMENT FROM GORDON COLLEGE AND QUESTIONS FROM SCHOOL COMMITTEE – DR. LINDSAY, PRESIDENT GORDON COLLEGE

We are grateful for the significant work you do on behalf of our kids. I am Gordon president and a parent and am grateful for the high quality educational excellence here. I am here tonight because Gordon College deeply values the relationship with the school community. This is not a vote about a graduation venue. The reason you have all these people here tonight is because we care deeply about being a good neighbor. Part of our faith commands us to seek the peace and prosperity of the cities where we live. If our neighbor prospers, we too will prosper. We want Hamilton Wenham to flourish. Over the last decade there have been about 90 Hamilton Wenham students who have become Gordon College students. Scores of our employees have their families in these communities. More of our alumni are deeply connected to Hamilton Wenham. We are a significant part of the constituency that you are helping to serve. We want this relationship to be a deep, strong partnership. We don't all think alike, even at Gordon College. It's important to have honest, serious dialog; you can't have dialogue if you don't have a relationship. One of the reasons we want to have this opportunity to serve the high school community is because we see it as a public symbol of a much deeper relationship. Our chapel is the largest meeting space north of Boston. It's a beautiful facility. If you decide you don't want to hold graduation at Gordon this year, we will continue to have it reserved for you so that you have a rain location available. We care deeply about this relationship, much more deeply than a single vote. It is an important symbol how you work together across differences. Behind you is a map of the world. We must prepare students to go out into that world and work across differences and disagreements. How will young people be able to serve in various communities if they can't even with folks two miles down the road from them. America was founded on freedom of thought and freedom from religious persecution. I recognize not everyone here or on campus

agrees with our policies. We have lots of disagreement and dialogue; it doesn't mean we can't work together to advance the common good. My main hope as you deliberate is that you will be reminded of the important work we do in helping to shape the horizons of the next generation. One of the key things we can figure tonight is a way to share a partnership to advance the common good.

Sheila thanked Dr. Lindsay for speaking and being a great neighbor. This is a huge decision. Barbara had some concerns and reservations, and believes in working them out. What might you suggest to find compromise for those who see things differently? Dr. Lindsay responded we'd be happy visit with students, families; he's not really sure what the concerns are. He doesn't believe it's about safety, it's really about politics. I'm willing to hear what would be the concern, that by coming to graduation on our campus it would be endorsing our convictions. We would not have a problem having a flag up on our stage We would not be providing it. Use the facility at cost. We want to be good neighbors. We are willing to figure out a way that students would feel comfortable at Gordon.

Larry commented there was a discussion this summer at Gordon to examine the behavior standards. On the Stand With Gordon Facebook page it states you're going to stay with the standards as they are. Dr. Lindsay responded that the college changing its theological position is not really up for grabs. We have to think about how do we best care for our students. We have gay students, gay employees. This conversation has brought to my attention that we have alumni for whom we didn't live up to our ideals. We can be a place that is more loving. The key thing Gordon is trying to do is be a place full of grace and truth. We're an evangelical institution, a Billy Graham kind of Christianity. Over the past eight or nine months we've been thinking about how we can better serve all of students where everyone would feel comfortable and welcome. Larry said from the school committee's perspective we read the letter, but might not have understood what the behavioral standards were. We've come to educate ourselves on what the standard does say. Larry quoted the Life and Conduct behavioral standards, " Those words and actions which are expressly forbidden in Scripture, including but not limited to ... sexual relations outside marriage, and homosexual practice, will not be tolerated in the lives of Gordon community members, either on or off campus." Larry asked about employees and Dr. Lindsay responded they don't have anyone in a gay marriage employed at Gordon. Dr. Lindsay continued that we're not asking you to endorse our behavioral standards. Larry clarified that he was not suggesting Gordon not be allowed to do exactly what they want to do. We have a responsibility to our students and what they may be feeling in terms of what it means to graduate on the campus of Gordon in the context of those behavior standards. Dr. Lindsay said Larry hit upon the essential educational point. All of our students will encounter individuals who may disagree with them. The very fact that you would make a decision based on the voluntary moral commitments of a place that would host something feels significant. We reached out to Principal Tracy to hear what the students would be concerned about. We're happy to have that conversation. We want them to feel comfortable. We're here because we want to be good neighbors and we gently ask you to reciprocate that. We value our relationship. For the school committee to decide to not hold graduation at Gordon will feel like a referendum on our institution.

Barbara has been troubled by the feeling I've gotten through emails- I don't see it as a referendum; Gordon has been a wonderful neighbor. There are many ways in which these communities can support each other. I see graduation being able to be back at Hamilton

Wenham as really what should be; students have been going to schools in Hamilton-Wenham since Kindergarten. I was amazed that it was at the chapel and not on school campus. The facilities problems have been corrected; we are a public institution and that's where should our kids graduate from. It has nothing to do with severing ties with Gordon.

Deb responded that she disagrees why we're having this conversation. There wasn't a genesis of people who wanted to bring graduation back to the high school. Barbara agreed it was not the reason the conversation has been teed up now.

5. SCHOOL COMMITTEE DELIBERATION AND VOTE

Jeanise commented she attended candlelight and graduation at Gordon; it's not appropriate; it's what they use for a church; it's not where you hold a public school graduation. She was corrected that Gordon doesn't hold church service at the chapel. This is not a conversation about severing all ties; it is specifically about graduation- we should hold it at the high school.

Stacey stated she has gone back and forth on both sides. Gordon College is a very good neighbor; she walks her dog through the campus. We are talking about this as a graduation site. Kids have some concerns; I think we may be able to get past some of them. I don't know the concerns, whether it's a civil rights conversation, but it is a beautiful place. I keep going back and forth.

Deb said this is not a moratorium for the committee or individual thoughts on religion, sexuality, societal issues of our time not to be resolved no matter what happens here. What is our responsibility? To our children. The questions surrounding the issue tonight and the graduation venue- is it a church? There are no church services on Sundays. Students encouraged to go out into the community to the denominations of their choices. It's a chapel built in the meeting house style of New England. By using that location, nobody is asking anyone to subscribe to values we don't want to have. There are no hymnals in the pews and the cross gets covered. There is no proselytizing. I am very comfortable with Gordon as a venue. The questions were there students who felt uncomfortable? I can't judge that. The piece that brought this to the limelight is the hiring practice; we've heard no one is being asked to conform from our student body. Being good neighbor and doing the right thing for our kids is the same thing. Continuing that dialog and perhaps making some of the modifications discussed tonight to make it a more inclusive place. It's a very limited number of hours and we can make it ours. The other piece of being a good neighbor is continuing the conversation. Putting the brakes on by changing the venue would put an end to the conversation. We can keep dialogue going.

Barbara said that in no way does she see this as a referendum; I ran for school committee on the slogan "kids and community." I care about that. We are a public institution and have the obligation to follow requirements and laws of the state. This is an opportunity to bring graduation back to school where it was. That's what we should do for our own students. It's an important issue and it's important to keep talking about it. Graduation is actually quite limited in our commonality with the college. I believe graduation should be at the high school.

Larry commented we all have different perspectives. My initial thought was to do a survey to see if we had a majority of kids who wanted to stay at the high school. The more that I heard of the students through voices of Eric and Mike that emanated from the behavior standard that basically says you cannot participate in homosexual practice on or off campus. They're our students; the administrators brought it to our attention rightly. The seniors were

concerned. It's an issue centered on graduation, nothing to do with swim team or student teaching. Students who identify as gay or LGBT may feel uncomfortable and unwelcome graduating at the Gordon chapel for simply being who they are. This is not a minor issue. This goes to the essence of their being. We have an obligation to provide an environment that is consistent with whom our students are- just as Gordon does, correctly and rightfully, provide their views for their community. I feel the obligations of the two communities conflict and we should move graduation from the Gordon chapel.

Sheila stated she has a personal side and a School Committee side with an obligation to do the best what we can do. First, to be very clear, we are discussing graduation only; at no time are we discussing cutting communication with Gordon, we would never do that. We are not asking Gordon College to change any policy; we are a public school and we have to do what's right for our kids. We're talking about liberty and justice for all. All kids, including our homosexual, LGBT kids. We've talked about the freedom from religious persecution, but no one talked about the freedom of sexual identity for our kids. Every argument I've heard could have been turned around completely for the other side. I don't see that Gordon would be punished in any way for not having graduation there; our students would be punished by our continuing to have it there. It's hard to have our differences and truly have what we see to be discrimination and take no action. That's what it finally came down for me. We also have a Commonwealth of Massachusetts regulation that says, "No school shall sponsor or participate in the organization of outside extracurricular activities conducted at such school that restrict student participation on the basis of race, color, sex, gender identity, religion, national origin or sexual orientation." (603 CMR 26.06). When I read that, was shown that, it was the final decision for me. We have been charged my Massachusetts to make sure that doesn't happen.

Deb said what Sheila read doesn't jibe with Gordon and their practices. I have read their behavioral practices and standards. They aren't filtering their students based on sexual orientation. Their premise is that there should be no sexuality outside of marriage, gay or straight. I'm not seeing this discrimination.

Larry this regulation was introduced at the end of the discussion. It influenced Sheila's opinion, I don't know if it impacted anyone else's opinion. It's not productive to analyze what that says; it's the first time I'm hearing it.

Deb responded, I understand the hiring piece, that's not what we're here about. From a student support perspective, what I heard are heterosexual and homosexual students are both supported on that campus.

I don't see it as discriminatory.

Larry replied, it's not a relevant discussion. How will the students react and feel whether they feel comfortable and welcome? That's what's relevant.

Deb asked what if they didn't have the facts right? Larry answered Principal Tracy pointed them in the direction where they could find that information. Barbara added I tried to do my best; I talked to people associated with Gordon, some who were reluctant to be public with their concerns. How can we continue good relationships with Gordon? We are a public institution and we need to honor what we are. We need to graduate our kids from our own high school and we can do that now.

Deb prepared to read the motion, and clarified it could be worded either for or against. She asked procedurally, do we have to vote tonight? Mike answered if someone makes a motion to vote, yes; or we can make a motion to adjourn. Deb asked if procedurally someone would

be sharing Bill Wilson's point of view, which she would do. Sheila responded that if he's not there he can't. They have a quorum of members at the table.

Larry MOVED THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE to move the high school graduation from the Gordon chapel to the high school. Jeanise seconded the motion.

Deb feels Bill Wilson has been working closely with Mike and he isn't here to vote. We're doing ourselves a disservice to make a significant decision, binding for this year, without the benefit of his thinking. Deb is not comfortable about that at all.

Stacey added that she would like to see Bill's information. Deb said he's done a lot of background work with Mike and getting Dr. Lindsay here. She feel his insight is missing; he doesn't have a voice in the vote. He emailed from Buffalo. His perspective was not to move, unless he was swayed by something new tonight.

Larry said there was a practical issue. Four members have indicated they want to move graduation; Bill's vote wouldn't change the outcome. Deb responded it would change the discussion. Barbara felt it would be useful to find out what the vote would be. We've all struggled with this. We need to move forward one way or the other. The Leadership Team needs to get to work. Eric Tracy and the students need to get to work. Traditions- there can be new traditions- there will be an impact on students- want them to have as much time as possible, to make it their own. There's nothing we can do about Bill. I don't know if it would be useful to have a straw count of the vote.

Jeanise asked Mike if we were to push the decision two weeks, would the administration be able to pull it together? Mike answered it's getting close, that's why I asked to have a decision tonight.

Larry added it's an act of nature none of us can control that Bill can't be here.

Deb stated it wasn't set in stone that a vote was going to happen tonight. Barbara responded we postponed it because of budget season. I feel we're really late already.

Stacey stated our precedent is, if someone's not here, we still take a vote. We put a motion out; it was seconded it; I feel we take a vote.

Deb went on record to say she completely disagrees. Bill has played such a critical role as the head of this committee working with Dr. Lindsay and Mike; he might have information that informed his decision.

Vote: 4 in favor (Larry, Barbara, Sheila, Jeanise); 2 against (Stacey and Deb)

Motion carries.

Adjournment

**Deb MOVED THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO
ADJOURN**

6-0-0

9:36pm

To: Eric Tracy

I have been a Spanish teacher at Hamilton Wenham now for 23 years and have been the Foreign Language department head/ curriculum coordinator for the last 17 years. I can say that I have taught every level Spanish except for Spanish AP and I have been influential in writing the curriculum we use at HW beginning in the 6th grade. Our curriculum is taught using a cultural context. In the middle school our program is written around a trip to Spain. Grammar, vocabulary and culture are all tied to the central theme of a "Trip to Spain". In Spanish 2 we study Mexico and Central America. In Spanish 3H and Spanish 4 the cultural context includes South America in semester one and Cuba, Puerto Rico and the Dominican in Semester 2.

One of the strengths within our department is that our teachers have all traveled extensively through out the Spanish-speaking world with the exception of Cuba. Unlike other countries what we know about Cuba has been learned through books or other media sources. We do not have first hand experiences or realia that can capture and engage the students. From the perspective of a teacher, anecdotes, pictures and personal stories are what capture the attention of today's learner. This trip to Cuba would allow me the opportunity to have first hand experiences, collect authentic realia from Cuba and to share with my students what makes Cuba unique. I always look for ways to connect the culture to the daily life of my students. Our students read "The Old Man and the Sea" in English class. In history they study the "Bay of Pigs" and the Cuban Embargo. They listen to Latin music from Gloria Estefan, Celia Cruz and other famous Cubans. No matter what class, English, History, Art or Spanish, I feel that what they know about Cuba has been highly controlled and one-sided. I would be honored to have the opportunity to share with my students what I observe to be the "Real Cuba" and the best way to do that is people-to-people contact and travel to Cuba.

For all the reasons above, I would like to put forth a proposal for a Learning trip to Cuba in 2016.

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

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

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

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

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

Proposed Dates – April school vacation 2016. Travel would be Saturday to Sunday

Student Eligibility – Every site visited and activity planned enhances the curriculum taught at the high school in our Upper level Spanish classes. Therefore I propose the following requirements:
Successful Completion of Spanish 3 H class or Spanish 4 CP

April 2016 Field Trip to Cuba
Verbal recommendation from his/her Spanish teacher
Seniors will be given priority
Juniors and then sophomores if space is available

Proposed by Kevan Sano

2

Space will be limited to no more than 24 student participants with 1 adult chaperone for every 6 students.

Estimated cost per student

Total: \$3629 per person if enrolled on or before 4/30/15

This price includes round trip transportation on major scheduled airlines from US to Cuba, 4 nights lodging in Havana, 1 nights in Cienfuegos and 2 nights in Trinidad, and most meals: guaranteed 2 meals a day, breakfast and one other depending on day's schedule.

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

Timeline for payment

\$300 initial deposit on or before 4/30/15

Balance can be paid in monthly installments of \$277.42

Final payment due December 1st, 2015

Final payment Deadline with Total Surety Plan due January, 2016

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

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

There is a website to promote the trip and as a means of communication as well as an Edmodo page. I will have monthly meetings beginning in September 2015 to prepare students for this adventure.

Other – Entry requirements

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

Vaccinations and medications - typhoid vaccinations are required

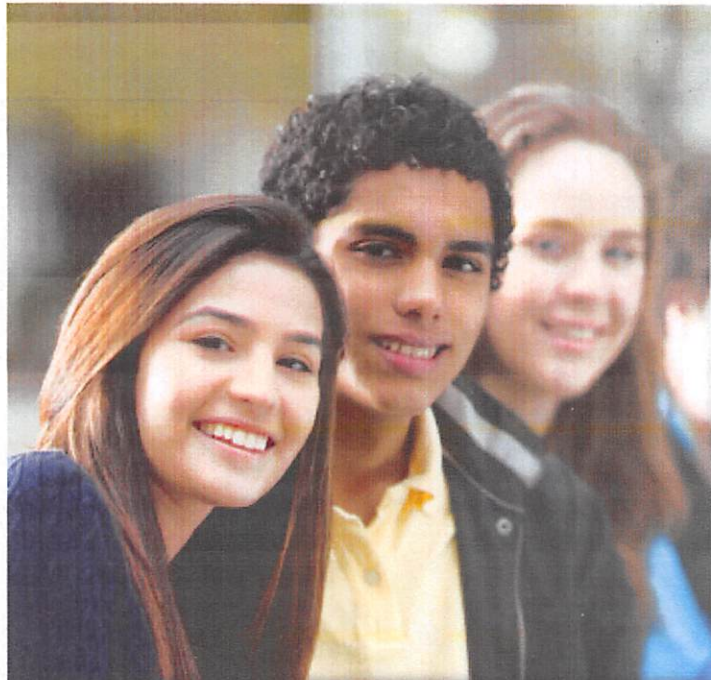
Consult – www.cdc.gov for current immunization recommendations / requirements

Good physical health recommended due to considerable walking required

Why WorldStrides?

Everything revolves around LEAP! **Learning by Exploring and Actively Participating**. Mindful that there are different types of learners, WorldStrides Tour Directors make information available in a variety of exciting ways. Culture and history come alive, with the students as active participants in a spectacular learning experience. They are opportunities for students to earn college credits if they choose to enroll in a special program. Professional Development points are offered to teachers. There is

also a financial aid program. Finally we have a long history with WorldStrides(formally NETC) and we have NEVER been disappointed with the quality, safety or arrangements made by WorldStrides.



The Experience of a Lifetime

Trip Details

Trip Name: Hola Cuba
 Group Leader: Mrs. Kevan Sano-O'Brien
 Departure Date: Saturday, April 16, 2016
 Departure City: Boston, MA
 Group Username:
 Group Password:

Login at www.EducationalTravel.com/Login

An Enriched Educational Experience

WorldStrides International Discovery programs offer unrivaled travel experiences to more than 60 countries on six continents. For more than three decades we've leveraged personal service, uncompromised quality, expert craftsmanship, and an unwavering focus on educational value to inspire and enrich the lives of our travelers. Our unique LEAP program uses creative and fun contemporary teaching methods to maximize the learning experience. LEAP engages students, making them active learners who translate information into knowledge and understanding.

Why Quality Matters

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

Safety

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

Included in the Trip Cost

Transportation

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

Travel Insurance

- Traveler Assistance
- Medical Insurance
- Travel Insurance

Hotel Accommodations & Meals

- Centrally located three- and four-star hotels for 8 nights
- Daily breakfast to start the day energized and ready to go
- Appetizing, hearty three-course dinner daily

Tour Director & Local Guides

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

Trip Cost

Total Cost

\$3629

Using EZpay Plan

12 Payments of \$277.42

Based on enrollment today with deposit of \$300 and then 12 payments of \$277.42

Cost Breakdown

| | |
|---|--------|
| Tuition (Valid through 03/31/15) | \$3839 |
| Weekend Supplement | \$90 |
| Early Enrollment Savings (Valid through 03/31/15) | -\$300 |

Itinerary

DAY 1 FLY TO MIAMI. Fly to Miami and spend the night. Rest up for your trip to Cuba tomorrow!

DAY 2 FLY TO CUBA. Board a flight to Cuba. Welcome to Havana, the country's capital! As you'll discover, Havana is a lively city with an energy that is contagious. From palaces, to museums, to music and dance, there's something new to discover around every corner. Begin exploring with your Tour Director. Discover the Gran Teatro de la Habana, home to the Cuban National Ballet. Continue on a guided tour of the Nacional Hotel and see the largest cannon ever built in colonial Cuba, as well as the underground shelter built during the Cuban Missile Crisis. This evening, enjoy a performance at the Gran Teatro.

DAY 3 HAVANA. This morning, join a local guide on a morning walking tour of Old Havana, La Habana Vieja, declared a UNESCO World Heritage Site in 1982. Meet with residents and architects to discuss the revitalization of this historic center – a treasure trove of superb colonial architecture. In the afternoon, get your bearings with an orientation drive through Vedado, Miramar and Cubanacan with stops at the Plaza de la Revolucion and Callejon de Hamel to meet with residents and artists, and walk through the Colon Cemetery which represents for many Cuban families the long and painful legacy of family separation. After dinner, watch the canon ceremony, which historically marked the time when the city gates were officially closed.

DAY 4 HAVANA. Begin your day at the lavish Presidential Palace, now the Revolutionary Museum. Walk to the Granma Memorial, which preserves the vessel that brought Fidel Castro, Che Guevara and other revolutionaries from Mexico to Cuba in 1956. Visit a local school for a round table discussion with faculty and students for your **Cuban School Visit**. Visit Ernest Hemingway's home, restored to just the way he left it. Meet for discussions with religious communities to explore religious freedom and expression. Tonight, participate in **Musica Cubana** to listen to, speak with and perhaps join local musicians.

DAY 5 CIENFUEGOS. Visit the Bay of Pigs Museum and talk with residents who remember the invasion. Stand in the very spot where, in 1962, about 1,300 heavily armed CIA-trained Cuban exiles came ashore fully equipped to provoke a counterrevolution to topple the Castro regime. Continue on to Cienfuegos. Explore the area around the Parque Marti, the central square. Admire the lavish Cathedral and the town theater that was built with materials and craftspeople sent from Europe. Meet with students from the Beny More School of Music. Enjoy a round table discussion with owners of a paladar – a private restaurant.



DAY 6 TRINIDAD. Before departing for Trinidad, visit the Harvard University Botanical Gardens, which houses one of the best collections of palms in the world, and talk with botanists about Cuba's flora. Arrive in Trinidad in the afternoon and visit a local hospital to speak with patients and staff. Explore the city founded by Diego de Velásquez in 1514 as a base for expeditions into the New World. Visit the Plaza Mayor and explore the surrounding Cathedral, the largest church in Cuba, renowned for its acoustics. This evening roll up your sleeves and cook Cuban cuisine with local chefs during **Cocina Cubana**.

DAY 7 TRINIDAD. Walk through this World Heritage site accompanied by an expert and explore the Museo de Arquitectura. Stop at the local library to meet with the librarians and learn more about the role of libraries in Cuba. Bring along your favorite novel to donate! Learn about the local art scene in a round table discussion with a local artist and his associates at their studio. Drive to the Valle de los Ingenios to see the remains of sugar plantations and spectacular landscape. After dinner head into town to enjoy live Cuban music.

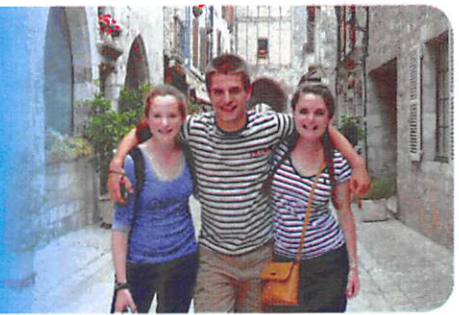
DAY 8 HAVANA. Travel back to Havana today, stopping at Santa Clara to visit the Monument and Museum dedicated to Che Guevara. Enjoy a special farewell dinner this evening.

DAY 9 RETURN JOURNEY TO THE UNITED STATES. The final program may vary in order and content to accommodate the schedules of the people we wish to meet with, to take advantage of additional opportunities for people to people exchange and for operational reasons.



**WORLDSTRIDES®
INTERNATIONAL
DISCOVERY
PROGRAMS**

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



WorldStrides Cost Worksheet Specially Prepared For Kevan Sano-O'Brien

Total Cost

\$3629

Using EZpay Plan

12 Payment(s) of \$277.42

Based on enrollment today with deposit of \$300 and then 12 payment(s) of \$277.42

Cost Breakdown

| | | |
|-------------------------|---------|--|
| Tuition | \$3839 | Valid for enrollment on or before 03/31/2015 |
| Weekend supplement | \$90 | |
| Basic Travel Insurance | \$0 | |
| Early Enrollment Credit | - \$300 | Valid for enrollment on or before 03/31/2015 |
| Twin Room Supplement | \$400 | |

Trip Overview

| | |
|----------------|--------------------------|
| Itinerary | Hola Cuba |
| Trip length | 9 days |
| Departure date | Saturday, April 16, 2016 |
| Departure city | Boston, MA |

Cancellation Protection

Cancellation Protection Plus

\$225

Individual rate. A reduced rate of \$20/day applies when all group members select this option. *Recommended*

Refer to the Agreement in the WorldStrides Enrollment Guide for terms and conditions.

Proposed dates – April 16, 2016 – April 26, 2016

Student Eligibility – Every site visited and activity planned enhances the curriculum taught at the high school in our Spanish 3 Honors class and our Spanish 4 CP, Spanish 5 CP/H classes.

Therefore I propose the following requirements:

Successful Completion of Spanish 3 H class or Spanish 4 CP

Verbal recommendation from his/her Spanish teacher

Seniors will be given priority

Juniors and then sophomores if space is available

Ideal group size is 24 with 4 adults

Cost per student \$3629 with early enrollment *\$3929 after*

Transportation will include a bus to the airport round trip and air from Boston to Miami and Havana, Cuba

Student teacher ratio; 1:6

Means of Financing: Students voluntarily choose to participate

Scholarship available for need based up to \$600

Part III

1. Typically a parent meeting is set when a trip is approved. I will host an informational travel night in the spring. Earlier in the school year we had the privilege of talking with traveling Cuban softball players. This opportunity to hear first hand accounts of life in Cuba was inspiring and several students asked if we could travel to Cuba. There is interest by both student and parents for this opportunity.
2. Itinerary is set by Worldstrides .
3. Worldstrides uses only approved hotels and transportation. Each vendor has been approved by Worldstrides.
4. Breakfast and either lunch or dinner is included. In some instances both lunch and dinner are included however it will very depending upon our itinerary.
5. Cost to student is \$3629 but will change after 5/15/15. No monies will be collected unless the school committee approves the trip.
6. Travel insurance is offered by Worldstrides.
7. Pre and post trip activities
 - a. Pre trip – parent/student meeting to enroll in trip
 - b. Meeting with students enrolled to review expectations for travel
 - c. Monthly meeting to inform and prepare students to travel
 - d. Organization and planning of Community to community outreach
 - e. Plan with other chaperones ways to connect across disciplines
 - f. Sound Off or Chronicle article about opportunity to travel to Cuba
 - g. While on tour – updates via Twitter / blog posting etc when ever possible
 - h. Upon return – presentations to community about our experience
 - i. Additional press
 - j. Other ideas...there are many!
8. Other descriptive information : available upon request

Security Plan for travel to Cuba

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

Draft

Hamilton Wenham Regional High School

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

February 13, 2015

Dear Parents:

Your son or daughter has expressed an interest in traveling to Cuba with teachers from the Spanish department in April of 2016 pending school committee approval. Each site has been chosen for its educational value as well as to meet the interests of the students. In the past, our trips have sold out and many participants go on to write about their experiences in college applications. The proposed dates for the trip are April 16 - 26, 2016. The projected cost will be \$3629 if enrolled on or before 5/15/2015. After this date the price will then be \$3929 payable with a \$300 deposit then 14 payments of \$279.57

The program fee includes:

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

Not included:

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

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

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

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

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

**Muchas gracias,
Ms. Sano**

My son / daughter _____ is planning to travel to Cuba in April of 2016.

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

_____ can not be a part of this trip.

Signed _____

I have been a Spanish teacher at Hamilton Wenham now for 23 years and have been the Foreign Language department head/ curriculum coordinator for the last 17 years. I can say that I have taught every level Spanish except for Spanish AP and I have been influential in writing the curriculum we use at HW beginning in the 6th grade. Our curriculum is taught using a cultural context. In the middle school our program is written around a trip to Spain. Grammar, vocabulary and culture are all tied to the central theme of a "Trip to Spain". In Spanish 2 we study Mexico and Central America. In Spanish 3H and Spanish 4 the cultural context includes South America in semester one and Cuba, Puerto Rico and the Dominican in Semester 2.

One of the strengths within our department is that our teachers have all traveled extensively through out the Spanish-speaking world with the exception of Cuba. Unlike other countries what we know about Cuba has been learned through books or other media sources. We do not have first hand experiences or realia that can capture and engage the students. From the perspective of a teacher, anecdotes, pictures and personal stories are what capture the attention of today's learner. This trip to Cuba would allow me the opportunity to have first hand experiences, collect authentic realia from Cuba and to share with my students what makes Cuba unique. I always look for ways to connect the culture to the daily life of my students. Our students read "The Old Man and the Sea" in English class. In history they study the "Bay of Pigs" and the Cuban Embargo. They listen to Latin music from Gloria Estefan, Celia Cruz and other famous Cubans. No matter what class, English, History, Art or Spanish, I feel that what they know about Cuba has been highly controlled and one-sided. I would be honored to have the opportunity to share with my students what I observe to be the "Real Cuba" and the best way to do that is people-to-people contact and travel to Cuba.

For all the reasons above, I would like to put forth a proposal for a Learning trip to Cuba in 2016.

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

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

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

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

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

Proposed Dates – April school vacation 2016. Travel would be Saturday to Sunday

Student Eligibility – Every site visited and activity planned enhances the curriculum taught at the high school in our Upper level Spanish classes. Therefore I propose the following requirements:

Successful Completion of Spanish 3 H class or Spanish 4 CP

Verbal recommendation from his/her Spanish teacher

Seniors will be given priority

Juniors and then sophomores if space is available

Space will be limited to no more than 24 student participants with 1 adult chaperone for every 6 students.

Other

To the Editor;

This isn't at all about politics.

It is an open letter to parents and teachers about the importance of young people who participate in foreign study exchange programs understanding how critical it is they follow all the guidelines set out by the teachers and chaperones who accompany them on these trips.

Such trips are wonderful things. They can also be fraught with danger, even tragedy, if young people choose to make poor decisions and not obey the guidelines and rules of the programs in which they participate.

Such was the case here in Costa Rica recently on two separate occasions.

One occurred last spring, the other in August a few weeks before my return.

In the first instance, an American high school boy decided, along with a couple of his buddies, to sneak out of the cabin colony they were staying at in the country's Central Valley region. They waited until well after midnight, when they knew the teachers and chaperones would be asleep.

They set out for the nearby town. A few hours later, knowing they needed to get back before dawn to avoid discovery, they headed back. In the process, they attempted to cut through private property where they were confronted, at a distance, by the night watchman. Afraid of getting in trouble, the boys ran.

The night watchman, in the dark, assumed they were thieves and fired. The young man I mentioned in the paragraph above fell dead.

It was a genuine tragedy for all involved, including the night watchman.

In the second instance, a group of exchange students had come here to the Caribbean for their last week in Costa Rica after attending a summer program at a school in the capital.

The students had unsupervised free time during the day, but were expected to remain on the grounds of the resort they were staying at after night fall.

As with the boys last spring, a group of girls waited until the teachers and chaperones were asleep. After midnight, they set out on their bicycles to Puerto Viejo center, about three miles from where they were staying.

Now, the road runs parallel to the Caribbean. It is a beautiful bike ride during the day, but not after midnight. In fact, I will not ride my bike or scooter on that road any later than nine PM. It's just too risky.

The girls made it to town, however, and proceeded to get rip roaring drunk at Jonnie's Place, a beachfront. hard partying discotheque popular with young people from all over the world.

About an hour before dawn, the girls attempted to make it back to their hotel so as not to be discovered by the teachers and chaperones.

Two of the girls were so intoxicated they could not manage to ride their bicycles. They decided to walk them. The others in the group went on ahead without of them, leaving them alone, and very drunk, on a dark and very dangerous stretch of road.

A car pulled up with four men in it. They attempted to force the girls into the car. One managed to break away and run, the other did not.

She was driven nearly thirty miles away, brutally gang raped, and then left alone at the crack of dawn on an isolated stretch of road to fend for herself.

Fortunately, she was not killed. But she will no doubt be traumatized for a very long time to come.

I share these sad and frightening stories not to discourage participation in such wonderful programs, but rather to get people, parents, teachers, and students alike, to understand the importance of making safety a paramount priority.

And, for young people, that means recognizing the rules and guidelines you are given when you choose to participate in a foreign study program exist for a reason, and failure to follow them can have some very dire, even deadly, consequences indeed.

Michael Cook
Puerto Viejo de Limon, Costa Rica
&
Conomo Point, Essex

Ray, I hope you can run in this in its entirety. I think it is an important message. People forget that Natalie Holloway was on a chaperoned high school graduation trip and that she and her friends snuck out late to go to a bar called Carlos and Charlie's, which has only one purpose in life, to get people as drunk and messed up as the bartenders can. And we know what fate befell her.

Are You the Ugly American?

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

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

Find the local rhythm

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

Make a good first impression

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

Avoid careless judgments

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

Mind your table manners

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

Speak the language

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

Don't overtip

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

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

Watch your gestures

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

Dress respectfully

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

Use clear English

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

Be a thoughtful guest

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

**HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
Wenham, Massachusetts**

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

I. Permission to Participate in Voluntary Field Trip

I/We, the undersigned _____ (print name) of _____ (town of residence) parent/guardian of _____ (print student name), a minor who is a student at **Hamilton-Wenham Regional High School**, hereby grant permission to the Hamilton-Wenham Regional School District School Committee, the Towns of Hamilton and Wenham, and its employees and agents for our minor child to participate in a voluntary school-sponsored trip to **Cuba:Havana, Cienfuegos and Trinidad from April 16th to April 26th , 2016**. It is my/our understanding that **Kevan Sano** (faculty sponsor and head chaperone) as well as other faculty will accompany the group.

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

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

1. Space will be reserved on the next available train/bus/plane flight returning to Boston, and my/our child will be placed on such train/bus/plane flight.
2. I/We shall be totally responsible for reimbursing any and all expenses for such transportation.
3. Upon notification of such decision, I/we agree to meet and be responsible for my/our minor child upon his/her arrival.

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

Name (Adult)

Parent A/Guardian A

Address

Parent B/Guardian B

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

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

Name

Signature

Date

II. Emergency Treatment and Medication Consent

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

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

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

Yes _____

No _____

Will mediation be required during the field trip?

Yes _____

No _____

If yes, please describe:

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

III. Student Contract

1. I agree to follow all Hamilton-Wenham Policies on Student Behavior, Student Handbook rules and regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, and trip rules as specified in Section C.13 regarding student conduct. All rules will apply and be in effect at all times for academic and extracurricular field trips.
2. I agree not to be in possession of or utilize drugs, tobacco, and/or alcohol while traveling with the Hamilton-Wenham Regional High School student group. I also agree not to be found in the presences of such substances or I will be found equally at fault.
3. I agree to abide by the curfew rules set. At the appointed time, I will go to my room and observe quiet. I understand that bed checks may occur after curfew to ensure that students are there they are supposed to be.
4. I agree to uphold all laws and regulations as dictated by local governments. I agree to respect the property of others and to pay for any losses and/or damages for which I am held responsible.
5. I agree never to leave the hotel/host family without the permission of my chaperone. Should I be granted permission to leave, I will be accompanied at those times by other members of my group.
6. I understand that I am under the direct responsibility and authority of _____ (name of faculty sponsor/head chaperone) and the assigned chaperones and will follow and abide by any rules and/or decisions made by these persons.

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

Student's Signature

Date

Discipline of Students Section F of Policy H8015

1. All Hamilton-Wenham Policies on Student Behavior, Student Handbook rules and regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, and trip rules as specified in Section C.13 regarding student conduct will apply and be in effect at all times for academic and extracurricular field trips.
2. If a student violates any Hamilton-Wenham student conduct policies, student handbook HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT rules or regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, trip rules as specified in Section D-11, or otherwise misbehaves while on a field trip, the student will be immediately suspended from the field trip and sent back to school or home, as appropriate, by the faculty sponsor at the parent's/guardian's expense. In addition to being sent home, the individual will be subject to the consequences for the action/infracton upon his/her return to school as defined by the aforementioned student conduct policies, student handbook rules and regulations, and MA Interscholastic Athletic Association (MIAA) rules and regulations.

3. Hamilton-Wenham Policies on Student Behavior, Student Handbook rules and regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, and trip rules as specified in Section D-11 regarding student conduct will be given to chaperones. Chaperones shall agree to implement and enforce them; failure to do so will result in not being able to chaperone future school sponsored trips.

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

Parent A/Guardian A Signature

Date

Parent B/Guardian B Signature

Date

IV. Field Trip Cancellation Release and Agreement

1. The Hamilton-Wenham Regional School District will sponsor domestic/international field trips. All school-sponsored domestic/international trips must be approved by the principal, superintendent, and school committee in accordance with specifics set forth in the District policy H8015 - School-Sponsored Field Trips.
2. The Hamilton-Wenham Regional School District Committee reserves the right to cancel domestic and/or international trips up to departure and recall trips in progress, if they believe there is a potential danger to students or for any other reason deemed appropriate by the School Committee. In making this decision, the School Committee will take into consideration information from (a) U.S. Department of State Advisory; (b) Homeland Security Advisory (alert status); and (c) Declaration of War or armed conflict. Additionally, the critical judgment of the School Committee with input from the Superintendent, Principal, and Faculty Sponsor will be taken into consideration.
3. In the event that the Hamilton-Wenham Regional School District Committee cancels the trip, I/we understand that I/we may lose any and/or all of the funds that I/we have expended for the voluntary trip.
4. In the event that the Hamilton-Wenham Regional School District Committee cancels the trip, I/we understand that the Hamilton-Wenham Regional School District and the Towns of Hamilton and Wenham, shall be forever held harmless for remuneration of any and/or all costs associated with this voluntary trip.
5. The Hamilton-Wenham Regional School District will not be liable to anyone for personal injuries, property damage, or financial loss my/our child or I/we may suffer in the Hamilton-Wenham Regional School District sponsored, voluntary field trip programs.

I/we affirm that I/we have read the above Release and Agreement and understand that the Hamilton-Wenham Regional School District Committee reserves the right to cancel or recall a school-sponsored domestic/international trip. I/we acknowledge and affirm that I/we may lose any and/or all of the funds expended for the trip. I agree to release the Hamilton-Wenham Regional School District, the Towns of Hamilton and Wenham, its agents and employees from and not to hold such parties responsible for and instead to hold such parties harmless with respect to any loss of funds resulting from the recall or cancellation of any school-sponsored domestic/international trip. By signing this Release and Agreement, I/we grant permission for

school personnel to administer medication to my/our child as prescribed by his/her physician. I/we also affirm that I/we have decided to allow my/our minor child to participate in the voluntary school-sponsored field trip with full knowledge and acceptance of the provisions of this consent and release form.

Signature of Parent A/Guardian A

Printed Name

Date

Signature of Parent B/Guardian B

Printed Name

Date

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

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

Name

Signature

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

To Whom It May Concern:

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

Reputation / Education / Safety

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

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

Hotels / Restaurants / Other Trip Services

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

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

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

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

Tour Oversight / Support Overseas / Emergency Preparedness

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

Each tour is accompanied by an WorldStrides Tour Director who stays in the same hotel as the group each night and is with them throughout the program. Tour Directors undergo background/criminal checks as applicable in their countries of residence and are rigorously trained. They are supported on tour 24/7 by our overseas and US staff.

WorldStrides can be reached 24 hours a day, both in the United States and overseas, in the event of an emergency. Every WorldStrides participant is covered by an international network that provides emergency services including medical referral, medical translation, medical monitoring, repatriation, and much more.

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

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

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

Liability

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

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

Financial Security/Bonding and Accreditation

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

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

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

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

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

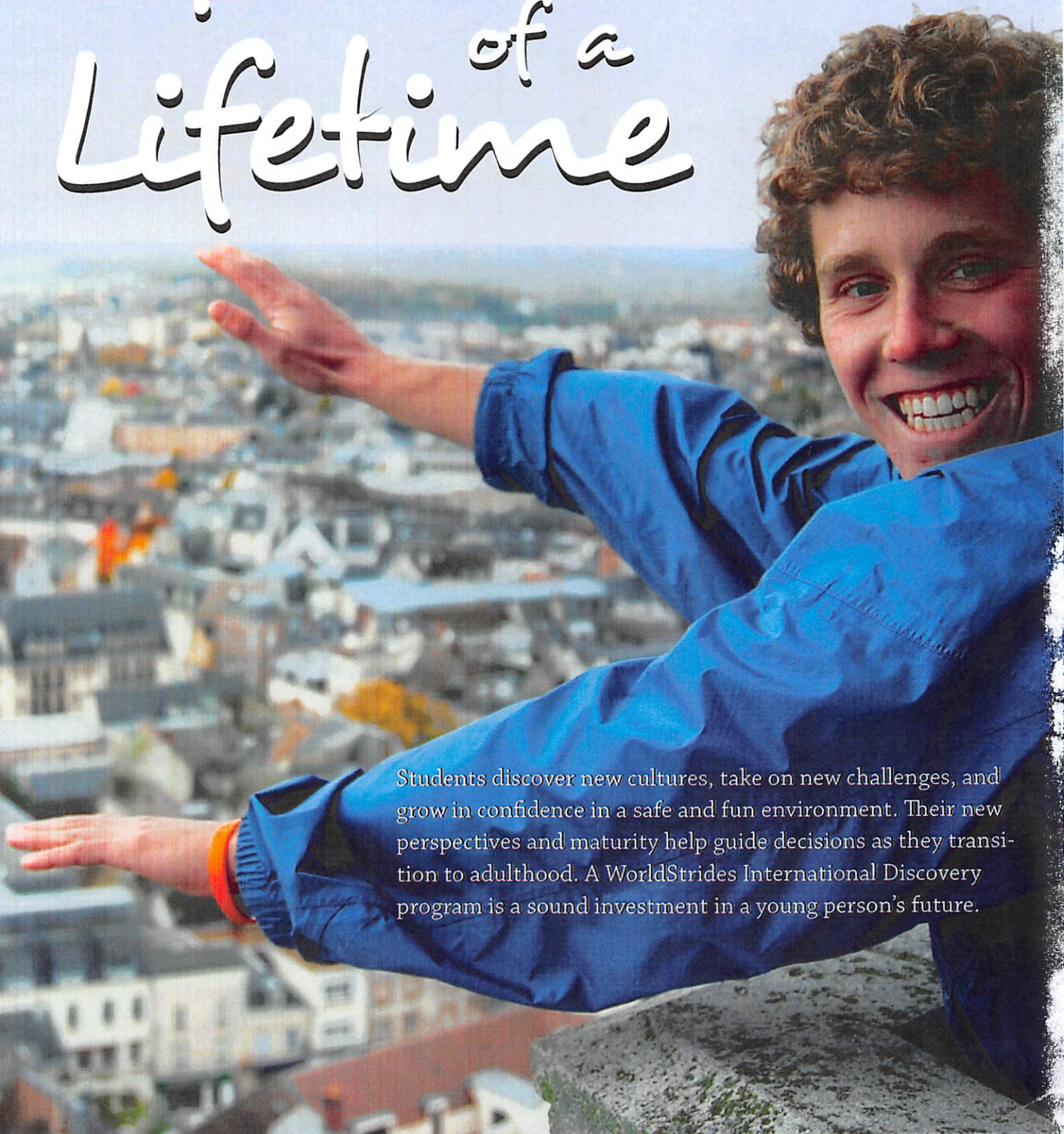
Sincerely,

Justin Sockett
Executive Vice President

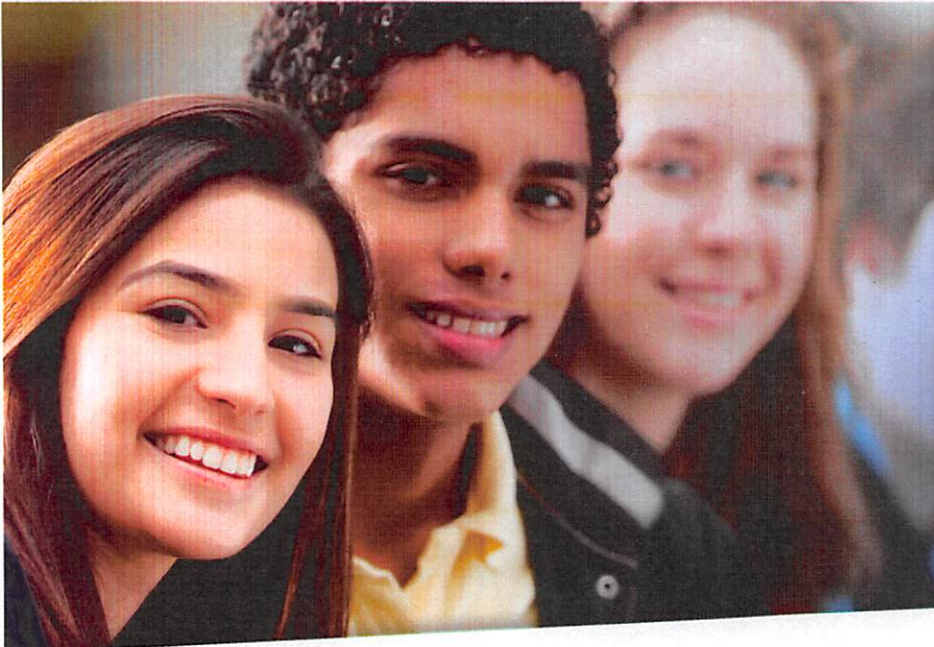


WORLDSTRIDES®
INTERNATIONAL
DISCOVERY
PROGRAMS

The Experience of a Lifetime



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



The Experience of a Lifetime

An Enriched Educational Experience

WorldStrides International Discovery programs offer unrivaled travel experiences to more than 60 countries on six continents. For more than three decades we've leveraged personal service, uncompromised quality, expert craftsmanship, and an unwavering focus on educational value to inspire and enrich the lives of our travelers. Our unique LEAP program uses creative and fun contemporary teaching methods to maximize the learning experience. LEAP engages students, making them active learners who translate information into knowledge and understanding.

Why Quality Matters

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

Safety

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

Why Send Students Abroad?

Enhance College & Job Applications

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

Personal & Intellectual Development

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

Become Better Citizens

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

Academic Credit

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

Included in the Trip Cost:

Transportation

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

Travel Insurance

- Traveler Assistance
- Medical Insurance
- Travel Insurance

Hotel Accommodations & Meals

- Centrally located three- and four-star hotels
- Daily breakfast to start the day energized and ready to go
- Appetizing, hearty three-course dinner daily

Tour Director & Local Guides

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

Tuition Includes...

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

Cancellation Protection Plus

WorldStrides International Discovery programs strongly recommends Cancellation Protection Plus

What you get:

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

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

EZpay Plan:

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

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

Enrolling with EZpay

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

Additional Expenses You Will Incur

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

THIS INFORMATION IS IMPORTANT. PLEASE READ IT CAREFULLY.

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

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

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

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

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

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

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

Medical Release: If participant becomes ill or incapacitated, their teacher/group leader, or International Discovery may take such actions as they

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

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

PRICE AND PAYMENT INFORMATION

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

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

Reservations are not transferable at any time. Frequent flyer miles are not available to participants. All programs must be paid in full by the final payment deadline as stated on your registration letter or your account will be subject to cancellation. Your program space is not guaranteed if you do not adhere to the terms of the required payment plan(s).

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

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

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

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

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

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

Damage or injury caused deliberately or by carelessness to International Discovery property, or to any property or individual without limitation must be paid for by the person responsible for such damage.

All program participants are responsible for their own food intake while overseas and understand that language differences may impede their understanding of certain ingredients contained in various recipes and that neither my International Discovery Tour Director nor other staff can provide reliable translation, or make any special arrangements for me. I understand that neither International Discovery nor my Institution will be liable for any incident that arises as a result of my allergy. I also understand that I will not be compensated for any uneaten meals. I agree that I am fully responsible for any costs arising from the damage, loss or theft of any of my personal property during the Program, including my airline ticket. I understand that each airline has its own procedures for dealing with lost tickets and that if I lose my airline ticket, I may be required to purchase from the airline a full fare replacement ticket. I accept that in these circumstances it is entirely my own responsibility to pursue any refund directly from the airline.

Participants understand that Program Leaders and chaperones receive support for their work through discounted travel with their group, opportunities for additional educational and professional development, the ability to provide scholarships for needy and deserving students, and/or through salary or stipends. Annual price increases may be limited by multiple-year commitments.

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

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

Young Travelers: Parent/guardian agrees that WorldStrides can use participant email and/or cell phone contact information in the context of this program. Registration for children under the age of 11 is subject to individual review by International Discovery. The decision to allow participation in a trip is at the sole discretion of International Discovery.

Travel Documentation: Every participant must have the required documentation necessary to participate in the trip prior to the date of departure, including needed identification that fully matches the name provided to International Discovery for inclusion on travel documentation and airline tickets, and must meet any other applicable compliance requirements issued by the Transportation Security Administration or related agencies.

International Discovery provides online and customer service means for keeping the program participant's information current and it is the participant's sole responsibility to assure that this information is fully up to date no later than 110 days prior to the group's departure date. If changes occur after that date, the participant must contact customer service and additional change fees might apply. Visit the Transportation Security Administration website at www.tsa.gov for more information.

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

If a participant is unable to travel due to the lack of a proper identification, passport or visa, or necessary inoculations, the standard cancellation policy will apply.

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

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

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

International Discovery's published Program Fee is based on student discounted rates. Participants 24 years and older (on the last day of the program) are required to pay \$50 per hotel night twin supplement. In the event that a twin room is not available on a given night and you are required to share a triple, the twin supplement will be refunded upon receipt of a written request to International Discovery within 10 days of your return to the United States. This refund applies to hotel and cruise nights only. Single and Double accommodations are not available on trains and ferries. If at the time you enroll you do not have a companion with whom you can share a double room, you will be required to pay a single-room supplement of \$130 for each hotel night. If you are subsequently able to find a roommate, at least 75 days prior to your departure, the single supplement will be refunded.

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

Change in departure date, but not to exceed 2 days on a program leaving between November 1 and April 30. International Discovery is not responsible for individual arrangements that conflict with a date reassignment. Changes in itinerary, including reversing the itinerary, and changes to the order in which cities or countries are visited, the duration of the stay in each city, addition and omission of cities or countries. Participants, including those enrolled in Cancellation Protection Plus, will be charged the Program Fee applicable to the revised itinerary.

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

CANCELLATIONS

Cancellations: All cancellations must be made in writing by or on behalf of the person listed on the registration form to International Discovery Tours and must be postmarked prior to the group's departure, and must include account number, registrant's name, and complete address. Refunds are only issued to the person listed on the account. The refund process takes approximately four to six weeks. There will be no refunds for unused services or program features.

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

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

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

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

In the event that the trip is canceled as a result of or following an act of God,

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

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

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

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

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

Seller of Travel Numbers:

California Seller of Travel Registration No: 2041618-20

Lakeland Tours, LLC DBA: International Discovery is registered with the state of Florida as a Seller of Travel - Registration No: ST24541

Hawaii TARS-5388; IA 568; and WA 601 887 646, 602 011 744.

Rev. 12/12

2014 Application



Apply Online to Enroll with EZpay

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

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

PARTICIPANT

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

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

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

MAILING ADDRESS

CITY STATE ZIP

MOBILE PHONE MOBILE PHONE CARRIER HOME PHONE

E-MAIL ADDRESS

DATE OF BIRTH: MONTH DAY YEAR GENDER: MALE ☐ FEMALE ☐ DEPARTURE DATE: MONTH DAY YEAR

US CITIZEN: Yes ☐ No* ☐ *It is your responsibility to obtain ALL required travel documents, including transit visas.

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

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

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

TEACHER/GROUP LEADER

FIRST NAME OF GROUP LEADER LAST NAME OF GROUP LEADER

Group Leader's signature

Date

PARENT/GUARDIAN INFORMATION

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

FIRST NAME LAST NAME

HOME PHONE WORK PHONE EXTENSION

MOBILE PHONE MOBILE PHONE CARRIER RELATIONSHIP

E-MAIL ADDRESS

Cancellation Protection Plus

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

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

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

Payment

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

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

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

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

☐ Payment in full

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

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

OFFICE USE 2014

AMT

CHK#

Batch #

RECD/DEP

SIGNATURE REQUIRED ON REVERSE

QUESTIONS ABOUT THE AGREEMENT?

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



FLAG Scholarships:

Bringing International Travel within Reach

WorldStrides International Discovery believes that every child, regardless of background, should have access to the benefits of educational travel. To support this vision, more than \$1 million in FLAG Scholarship funding is available for qualifying families with an annual adjusted gross income (AGI) of up to \$85,000. Last year, thousands of families benefited from the FLAG scholarship program.

Families are invited to complete a confidential, simple application to receive travel assistance funds. Scholarships are available in amounts up to \$600. You must apply for the FLAG scholarship within 45 days of enrolling for a WorldStrides International Discovery program.

Steps for more information and to apply:

1. **Call our Customer Service team at 1-800-468-5899.**
2. **Inform the representative that you are traveling on a WorldStrides International Discovery program.**
3. **If you are already enrolled, provide your Traveler ID Number.**
4. **If you are not yet enrolled, request an estimate of scholarship funds based on your International Discovery program.**



www.educationaltravel.com



STUDENT PROTECTION PROGRAM

This pamphlet contains information
on Sickness/Accident
and Trip Insurance

Comprehensive Insurance Package
for WorldStrides Participants

Program underwritten by:
ACE American Insurance Company

2014 Travel

SUMMARY OF COVERAGE

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

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

SCHEDULE OF BENEFITS

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

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

EXCESS INSURANCE PROVISION

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

PART A

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

ACCIDENTAL DISMEMBERMENT: (\$10,000 Principal Sum) If injury to the Insured Person shall result, within 365 days of the covered accident, in any one of the losses specified below, ACE American Insurance Company will pay the Accidental Dismemberment Benefit indicated in the percentage below:

| <u>Loss of</u> | <u>Percentage of Principal Sum</u> |
|---|---|
| Life | 100% |
| Two or more members | 100% |
| One member | 50% |
| Thumb and Index Finger of the Same Hand | 25% |

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

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

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

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

PART B

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

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

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

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

PART C

EMERGENCY MEDICAL BENEFITS:

(Up to \$10,000) ACE American Insurance Company will pay benefits for expenses incurred for emergency medical services to treat an Insured Person if the Insured Person: 1) suffers a Medical Emergency during the course of a trip and is traveling outside of his or her Home Country of Permanent Assignment. Covered Expenses Include:

1. Medical Expense Guarantee: expenses for guarantee of payment to a medical provider.

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

1. The charges incurred are Medically Necessary and do not exceed the charges for similar treatment, services or supplies in the locality where the expense is incurred; and

2. Do not include charges that would not have been made if there were no insurance. Benefits will not be payable unless ACE American Insurance Company authorizes in writing, or by an authorized electronic or telephonic means, all expenses in advance, and services are rendered by Europ Assistance USA.

PART D

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

Covered expenses are:

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

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

2. Dispatch of a Doctor or Specialist: the Doctor's or specialist's travel expenses and the medical services provided on location, if based on the information available, a Covered Person's condition cannot be adequately assessed to evaluate the need for transport or evacuation and a doctor or specialist is dispatched by Europ Assistance USA to the Covered Person's location to make the assessment.
3. Return of Dependent Child(ren): expenses to return each Dependent child who is under age 18 to his or her principal residence if a) the Covered Person is age 18 or older; and b) he or she is the only person traveling with the minor Dependent child(ren); and c) he or she suffers a Medical Emergency and must be confined in a Hospital.
4. Escort Services: expenses for an Immediate Family Member or companion who is traveling with the Covered Person to join him or her during his or her emergency medical evacuation to a different hospital, treatment facility or his or her place of residence.

Benefits for these covered expenses will not be payable unless:

1. The doctor ordering the Emergency Medical Evacuation certifies the severity of the Covered Person's medical emergency requires an Emergency Medical Evacuation;
2. All transportation arrangements made for the Emergency Medical Evacuation are by the most direct and economical conveyance and route possible;
3. The charges incurred are medically necessary and do not exceed the charges for similar transportation, treatment, services or supplies in the locality where the expense is incurred; and
4. The expenses do not include charges that would not have been made if there were no insurance.

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

PART E

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

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

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

Benefits will not be payable unless ACE American Insurance Company authorizes in writing, or by an authorized or electronic or telephonic means, all expenses in advance, and services are rendered by Europ Assistance USA.

PART F

TRIP CANCELLATION – OTHER: (\$300 Maximum) ACE American Insurance Company will reimburse the Insured if the Insured Person is prevented from taking his/her trip due to death or the unforeseen sickness or injury of the Insured Person or an immediate family member or traveling companion. ACE American Insurance Company will reimburse the non-refundable money the Insured Person paid for the trip, subject to a maximum of \$300. The injury or sickness must be so disabling as to reasonably cause a trip to be interrupted

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

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

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

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

PART G

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

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

EXCLUSIONS

The Policy does not cover any loss or injury that is caused by or results from: 1) alcoholism, drug addiction or the use of any drug or narcotic except as prescribed by a doctor; 2) intentionally self-inflicted injury; suicide or attempted suicide; 3) piloting or serving as a crewmember or riding in any aircraft except as a fare-paying passenger on a regularly scheduled or charter airline; or flight in any aircraft owned or leased by WorldStrides; 4) active participation in a riot, or insurrection or commission of, or attempt to commit, a felony; 5) war or any act of war; riot, civil commotion or police action; or 6) motorcycling; scuba diving; jet, snow, or water skiing; mountain climbing (where ropes or guides are used); sky diving; amateur racing; piloting an aircraft; bungee jumping; spelunking; whitewater rafting; surfing; and parasailing. 7) sickness, disease, bodily or mental infirmity, bacterial or viral infection, or medical or surgical treatment thereof, except for any bacterial infection resulting from an accidental external cut or wound or accidental ingestion of contaminated food (Applicable to accident benefits only).

In addition to the exclusions above, ACE American Insurance Company will not pay Medical Expense Benefits for any loss, treatment or services resulting from or contributed to by: 1) routine physicals; 2) routine dental care and treatment; 3) cosmetic surgery, except for reconstructive surgery needed as the result of an injury; 4) eye refractions or eye examinations for the purpose of prescribing corrective lenses or for the fitting thereof; eyeglasses, contact lenses, and hearing aids; 5) services, supplies, or treatment including any period of hospital confinement which were not recommended, approved and certified as necessary and reasonable by a Doctor; or expenses which are non-medical in nature; 6) injury or sickness covered by Workers' Compensation, Employer's Liability Laws or similar occupational benefits; 7) treatment or service provided by a private duty nurse; 8) treatment by any immediate family member or member of the Insured Person's household; 9) any expenses covered by another employer or government sponsored plan for which, and to the extent that the Insured is eligible for reimbursement. 10) routine nursery care. 11) expenses incurred during travel for purposes of seeking medical care or treatment, or for any other travel that is not in the course of the Participating Organization's activity (unless Personal Deviations are specifically covered). 12) custodial Care. 13) services or expenses incurred in the Covered Person's Home Country. 14) elective treatment, exams or surgery; elective termination of pregnancy. 15) expenses for services, treatment or surgery deemed to be experimental and which are not recognized and generally accepted medical practices in the United States. 16) expenses payable by any automobile insurance policy without regard to fault. 17) organ or tissue transplants and related services.

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

HOW TO FILE A CLAIM

Submit your claim form directly to ACE American Insurance Company, A&H Claims, P.O. Box 5124, Scranton, PA 18505-0556; phone: 1-800-336-0627 (inside USA) or 1-302-476-6194 (outside USA); 1-302-476-7857 (facsimile for claims or inquiries) within 30 days from returning home. For emergencies overseas, please contact Europ Assistance USA at 1-800-243-6124 or 1-202-659-7803 (call collect—dial 0, ask for an international operator, inform the international operator that you would like to make a collect call). A claim form must accompany every claim incident that is being filed for processing. In order to avoid delaying the processing of a claim, the form must be completed in its entirety. ACE American Insurance Company will notify you in writing requesting additional information if necessary. Include a complete copy of your WorldStrides invoice(s) showing your tour name, group leader, trip code and tour date. Please return all unused transportation/airline tickets to WorldStrides.

HOSPITAL AND MEDICAL EXPENSES

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

TRIP CANCELLATION AND INTERRUPTION

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

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

MEDICAL EVACUATION AND REPATRIATION

All claims will be handled directly with Europ Assistance USA. They will instruct you on how to proceed at the time of service. Please call 1-800-243-6124 or 1-202-659-7803 collect (outside the U.S.—dial 0, ask for an international operator and inform the international operator that you would like to

GENERAL INFORMATION

1. Payments are made directly to the Provider unless otherwise arranged for in advance.
2. For questions regarding this policy, please contact:

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

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

Europ Assistance USA

Toll Free from within USA and Canada
1-800-243-6124

From France 0800-901-570;
Germany 0800-817-6080; Italy 800-877-145;
UK 0800-894-035

Outside the USA or Canada call direct or collect:
202-659-7803

Refer to: Policy #GLM N0 11 71 90 2

Europ assistance USA #01AH585

IMPORTANT NOTICE

Insurance policies providing certain health insurance coverage issued or renewed on or after September 23, 2010 are required to comply with all applicable requirements of the Patient Protection and Affordable Care Act ("PPACA"). However, there are a number of insurance coverages that are specifically exempt from the requirements of PPACA (See §2791 of the Public Health Services Act). ACE maintains this insurance is short-term, limited duration insurance and is not subject to PPACA.

ACE continues to monitor federal and state laws and regulations to determine any impact on its products. In the event these laws and regulations change, your plan and rates will be modified accordingly.

Please understand that this is not intended as legal advice. For legal advice on PPACA, please consult with your own legal counsel or tax advisor directly.

DEFINITIONS

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

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

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

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

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

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

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

Medically Necessary – means a treatment, service or supply that is: 1) required to treat an injury or sickness; prescribed or ordered by a doctor or furnished by a Hospital; 2) performed in the least costly setting required by the Insured's condition; and 3) consistent with the medical and surgical practices prevailing in the area for treatment of the condition at the time rendered. Purchasing or renting 1) air conditioners; 2) air purifiers; 3) motorized transportation equipment; 4) escalators or elevators in private homes; 5) eye glass frames or lenses; 6) hearing aids; 7) swimming pools or supplies for them; and 8) general exercise equipment are not medically

necessary. A service or supply may not be medically necessary if a less intensive or more appropriate diagnostic or treatment alternative could have been used. ACE American Insurance Company may consider the cost of the alternative to be the covered expense.

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

SUBROGATION

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

TERM OF COVERAGE

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

EUROP ASSISTANCE USA

PRE-DEPARTURE SERVICES

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

LOST BAGGAGE / PASSPORT

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

-EVACUATION AND REPATRIATION

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

TRAVEL MEDICAL EMERGENCY SERVICES

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

MEDICAL REFERRALS

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

REPLACEMENT OF MEDICATION AND EYEGLASSES

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

LEGAL ASSISTANCE

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

EMERGENCY CASH

Europ Assistance USA will deliver emergency funds to Eligible Customers provided there is satisfactory guarantee of reimbursement. The method of delivery of

emergency funds will vary according to the Eligible Customer's need in a given situation. A satisfactory guarantee of reimbursement is the ability to debit an Eligible Customer's card and then arrange for the delivery of the advance.

EMERGENCY TRAVEL ARRANGEMENTS

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

GENERAL ASSISTANCE

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

EMERGENCY MESSAGE CENTER

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

*This is a brief description of your Europ Assistance USA. For a more detailed description please call **1-800-243-6124** (U.S.A.) or **1-202-659-7803** collect (outside the U.S.A.). To call collect from anywhere else in the world contact an AT&T International Operator.*

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

IMPORTANT NOTICE

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

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

Earn academic credit while gaining a global perspective!

About the plan...

Be the teacher who gives your students a competitive edge for their future! WorldStrides International Discovery programs offer students the chance to earn high school or college credit, setting them apart from their peers and helping them achieve at a higher level in high school and beyond. We're an accredited travel study school which means your tour is centered on a structured curriculum that meets state and national standards. Our Tour Directors are trained in our LEAP methodology (Learning through Exploration and Active Participation), and use hands-on, interactive lessons to bring curriculum to life and engage students in the world around them. They avoid lectures in favor of constructivist teaching that is inclusive and varied, and stimulates critical thinking.

**One
free college
credit to every student
on every trip!***

High school students can earn college credit from one of our university partners on any WorldStrides International Discovery program and we offer one college credit to every student on every trip – FREE! All coursework will be completed online using our Schoology platform, assessed by college professors, and transcripts are issued from our partner institutions. Beyond the first free credit,

students can choose to earn an additional two, with completion of all pre-tour, on-tour, and post-tour coursework.

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

Students can earn free high school credit too!

Middle school and high school students can earn FREE high school credit on any WorldStrides International Discovery program. For high school credit, students must complete all pre-tour, on-tour, and post-tour coursework. Once completed, work will be evaluated and students will receive an official transcript that should be recognized by the majority of schools across the U.S.

Offer your students a global perspective

Our courses focus on global perspectives and issues, and are designed to move students through awareness, understanding, appreciation, interaction, and experience in a foreign country. Forces behind global thinking – like technology, social-mindedness, politics, environment, ecology, economy, and culture – will all feature prominently in the courses. We believe that strong global thinking leads to success in citizenship, stewardship, and leadership.

Each day, your Tour Director will facilitate activities designed to ignite a desire for change and to cultivate a hope for the future. The lessons provide students with the ability to understand other traditions, cultures, viewpoints, and global issues; they position students to take an active role in society.



What's Included in Every Academic Credit Program

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

Carefully Designed Programs

- We offer over 300 carefully designed, age-appropriate itineraries.
- Choose from thematic programs that span the entire curriculum, or customize any of our catalog programs to meet your exact needs.
- Custom-design a program from scratch to any of our worldwide destinations.

Destinations in over 60 countries, including:

- | | | | |
|-------------|------------------|---------------|----------------|
| ▪ France | ▪ Costa Rica | ▪ China | ▪ Mexico |
| ▪ Italy | ▪ Ireland | ▪ Scotland | ▪ Portugal |
| ▪ Spain | ▪ Germany | ▪ Australia | ▪ Senegal |
| ▪ Argentina | ▪ Czech Republic | ▪ Ecuador | ▪ South Africa |
| ▪ Peru | ▪ Denmark | ▪ India | ▪ Austria |
| ▪ Greece | ▪ Canada | ▪ Switzerland | ▪ Japan |
| ▪ England | ▪ Iceland | ▪ Kenya | ▪ Croatia |

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

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

Richmond office
5101 Cox Road
Glen Allen, VA 23060
1-804-200-0171

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

id.educationaltravel.com





Colorado State University-Global Campus
Special Topics: Global Perspectives for International Travelers
ORG491ES
1 Undergraduate Credit

Instructors:

Wendy Amato, PhD

p: 434.951.5013

wendya@worldstrides.org

Catherine Taylor, M.S.

p: 434.982.8665

catherinet@worldstrides.org

Kiersten Kaufman, MEd

p: 434.982.8600

kierstenk@worldstrides.org

Course Description and Objectives

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

Course Objectives:

Students will **understand:**

- their own individual culture and identity as it fits into a dynamic and equitable fabric of human experience’
- the complex – both positive and negative – relationships of the past and present global community
- that technology provides a new emerging lens to study the interconnected world

Students will **know:**

- the meanings of terms related to global studies, including: global readiness, global leadership, global interdependence, and global community
- sets of cultural values in other countries and their resulting cultural identities
- basic concepts within various topics related to global education, including language, geography, customs, food and economics

- the historic origins and past patterns of present concerns and conditions that face the global community

Students will **be able to**:

- cultivate awareness, open-mindedness and resistance to stereotyping in the interaction with new cultures
- develop an inclination to empathize rather than pontificate; to seek greater understanding of unknown precepts rather than to seek validation of personal beliefs
- appreciate that our global community requires stewardship
- experience the full richness of a foreign culture while applying the skills of awareness, empathy, and appreciation



Course Units

- 1) Population and Technology
 - a. Essential Question: How has modern internet technology changed the interaction we have with our fellow global citizens?
- 2) A World to Behold
 - a. Essential Question: How did the rich variety of nations and cultures develop in our world and what are some of their key features?
- 3) National Identity
 - a. Essential Question: How does having an American identity influence the way other cultures are experienced?
- 4) Global Identity
 - a. Essential Question: What are the major themes of the conversation about global studies?
- 5) Stewards of the Earth (Unit Includes a two-week project)
 - a. Essential Question: What are our shared and individual challenges as global citizens?
- 6) Summative Assessment

- a. Essential Question: How can we synthesize our understanding of technology, culture, identities and responsibility as they relate to a global perspective?

Instructional Methods and Activities:

Pre-Trip Coursework

Prior to travel, students choose a book OR a film related to their travel destination and/or subject matter to read, view, and review in an opinion paper. (A list of suggestions is provided in the course's 'Introduction' portion.) This assignment is designed to activate students' prior knowledge, spark interest in new material, and sharpen students' attention to detail, while preparing them for what they may see and experience on their trip.

Online Interactive Lessons

A series of site-specific readings and activities must be completed to enable students to synthesize what they experienced on their trip. Course content is aligned to national standards and is presented in a variety of ways to promote student engagement including online discussions, media analysis, webinars, etc. Questions are designed to help students formulate and support their responses into organized statements, while also preparing them for the essay assessment and final project.

Sample Unit Materials and Assignments- Unit 2: A World to Behold:

Reading: Global Leaders' Responses to US President Obama's 2009 Nobel Peace Prize

Discussion: Global Leaders' Perspectives (Students share reactions to global leaders' responses)

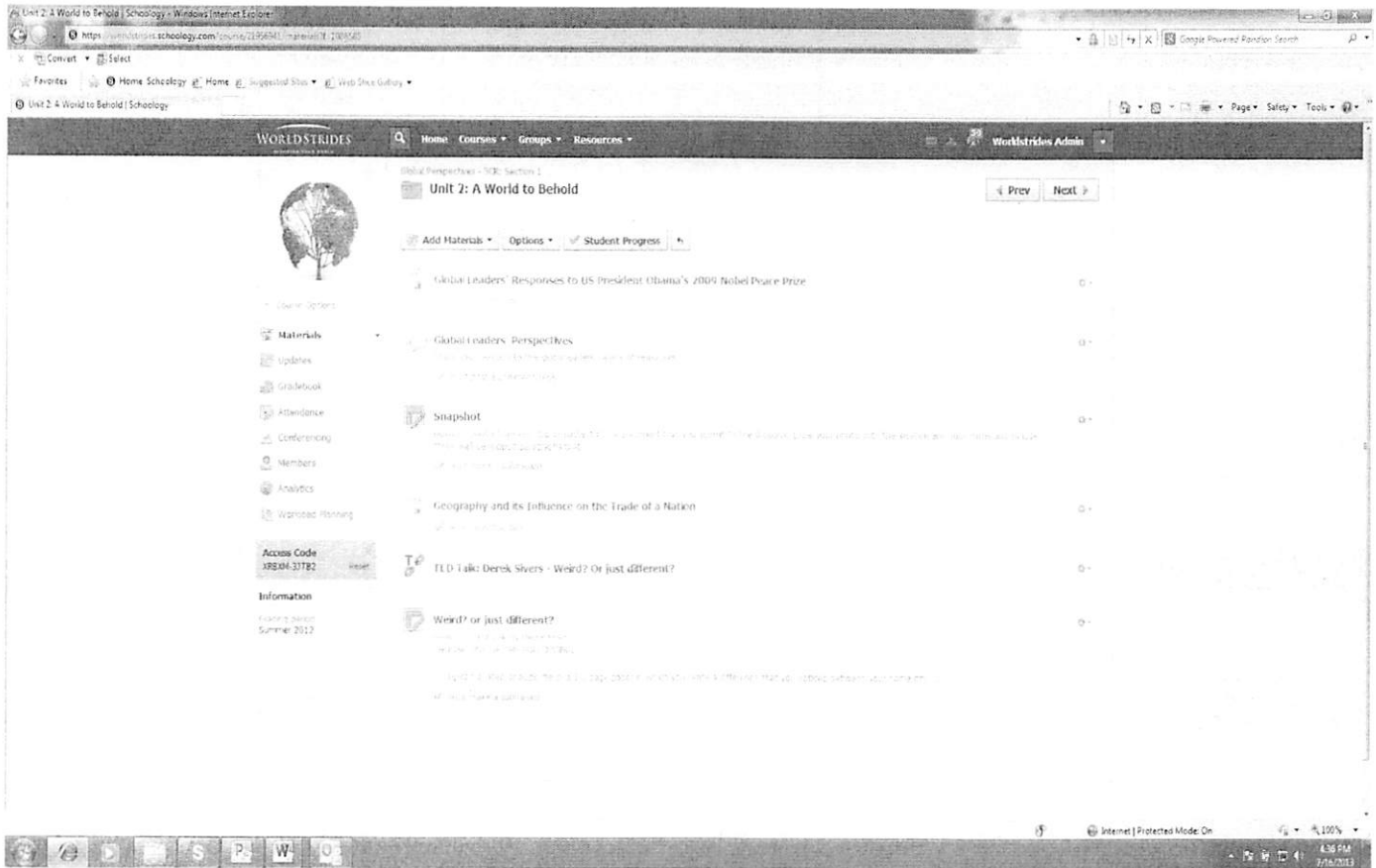
Assignment: Snapshot! – Students upload photos from the trip or paste them into a document submitted to the dropbox. Students label photos with the location and name and include three well-developed paragraphs to analyze and explain.

Reading: Geography and Its Influence on the Trade of a Nation – Students explore the rich relationship between geography and national industry.

Video: TED Talk by Derek Seivers – 'Weird or just Different?'

Assignment: Weird or Just Different? Students choose to upload either a recorded response (audio or video) or two-page written paper to respond to prompts that draw upon the accompanying readings and videos.

Unit View Screen Shot:



Assessments for Learning

Once students have completed the travel experience, they complete the online interactive lessons. Assessments fall in one of three categories, differentiated by Bloom's taxonomy (Gunter et. al, 2007): activities that call upon remembering/understanding functions, mini-projects that demonstrate applying/analyzing skills, and large projects and/or essays that build from the evaluating/creating domains.

Essay Assessment

This open-ended assessment will ask students to call upon knowledge gained on-trip and from their online coursework to answer one of a choice of questions in a well-written, 2-4 page minimum essay (single-spaced, size 12 standard font, 1.25" margins). Students are expected to research and appropriately document their sources in formulating their thoughts (APA or MLA format for citing sources). A grading rubric is available in the full assignment instructions accessible to currently enrolled students.

Final Project

Students will be given a choice of assignments specifically relevant to their site and course. The project is designed to allow students to express their creativity while providing evidence of content they have mastered. Students are encouraged to think about this project as they progress through the program, so that they have ample time to prepare their work. A grading rubric is available in the full assignment instructions accessible to currently enrolled students, as well as instructions for submission.

Final Project Description: Synthesize and Apply your Global Thinking!

Your final assessment is an opportunity for you to demonstrate the lasting effects of the experiences you had on your international trip. Your work should reflect thoughtful consideration of the following elements:

1. technology (for example: transportation, communication, media,...)
2. culture (for example: fine arts, sports, food, economy, customs and traditions, religion, role of family,...)
3. identities (for example: beliefs, stereotypes,...)
4. responsibility (for example: government, civic duty, stewardship of resources, employment,...)

Your work should incorporate a contrast between "you" in the future informed as a global thinker and "you" in the future informed only by local thinking.

The format of your work may be any of the following:

Essay -- 3-5 pages. Times New Roman font, standard margins, double-spaced (*Please note that this option is in addition to the already required paper. It can focus on similar issues/topic/themes, but cannot be a simple extension of the other paper.)

OR

Fictional Narrative - 4-6 pages, Times New Roman font, standard margins, double-spaced: may include dialogue and director's notes.

OR

Photo Journal with detailed captions - 20 or more photos (not more than a third from your home setting--photos should emphasize travel experiences) displayed in slide show or other presentation format accompanied by insightful commentary.

Submit your final assessment to the dropbox.

Final Project Rubric

| ASSIGNMENT ELEMENT | EXPECTED HIGH QUALITY | ACCEPTABLE | UNACCEPTABLE |
|---|---|--|--|
| Work shows consideration of each: Technology Culture Identities Responsibility (Up to 45 points) | <p>Each category is addressed. Discussions are robust. Specific examples support the discussions.</p> <p>Up to 45 points</p> | <p>Each category is addressed. Discussions show evidence of original thinking but may need additional development. Examples may not accurately support the discussions but are related.</p> <p>Up to 37 points</p> | <p>Not all categories are addressed. Discussion is superficial. Examples are missing or unrelated to the discussion.</p> <p>27 points or below</p> |
| Contrast between “global you” and “local you.” (Up to 35 points) | <p>Both perspectives are developed and connections are made between the two. Discussion shows evidence of understanding the impact of thinking globally.</p> <p>Up to 35 points</p> | <p>Both perspectives are developed but connections between the two may need to be strengthened. Discussion considers thinking globally but does not convey understanding.</p> <p>Up to 28 points</p> | <p>Perspectives are not developed or connections are not made. Discussion does not include global thinking.</p> <p>20 points or below</p> |
| Adherence to format (Up to 20 points) | <p>ESSAY is 2-4 pages and follows directions for format. FICTIONAL NARRATIVE is 4-6 pages and follows directions for format. PHOTO JOURNAL includes 20 or more photos and is displayed according to directions.</p> <p>Up to 20 points</p> | <p>Work may be short but adequately addresses content requirements.</p> <p>Up to 10 points</p> | <p>Work does not fully address the content elements of the assignment.</p> <p>Less than 10 points</p> |

Evaluation:

Final course grades will be calculated as follows:

| | |
|---|-----|
| 1. Pre-Trip Coursework | 10% |
| 2. Online Interactive/Choose-your-own-Assessments | 40% |
| 3. Essay Assessment | 20% |
| 4. Final Project | 30% |

| | | |
|---|---|---------|
| A | = | 90-100% |
| B | = | 80-89% |
| C | = | 70-79% |
| D | = | 60-69% |

Grades 59 or below will result in failure.

Communication

Students may message the course instructor directly through the learning management system.

Students are expected to enroll in the online course platform. Online discussion posts and assignment submissions will take place through the online platform.

Honor System

All work must be completed honorably. The instructor will indicate which assignments and activities are to be done individually and which permit collaboration. The following pledge should be written out at the end of all submitted work: "I pledge that I have neither given nor received help on this assignment (paper, quiz, exam, etc.)." The pledge must be signed by the student. Digital signatures are accepted.

Special Needs

It is our policy to accommodate students with disabilities in accordance with federal and state laws. Any student with a disability who needs accommodation (e.g., extended time) should contact the instructor upon enrollment in the course and provide the appropriate medical or psychological documentation of his/her condition. Once accommodations are approved, it is the student's responsibility to follow up with the instructor about logistics and implementation of accommodations.



If students have difficulty accessing any part of the course materials or activities for this class, they should contact the instructor immediately.

Recommended Textbooks/Readings/Other Materials

Resources may vary to maintain timeliness and accuracy. (All are made available online after registration).

Coursework and syllabus may change as we review and revise assignments.

Hamilton-Wenham Regional School District

FIELD TRIP REQUEST

School: HW RHS Date Submitted: 3/1/15
 Faculty Sponsor: Johann Knets, Kristen Borges 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: Rome, Florence
☐ 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: 2/18/16 Time: TBD Return Date: 2/18/16 Time: TBD
 Number of Students Eligible: 12-30 Class/Group: _____
 Faculty Sponsor: Johann Knets & Kristen Borges
 Other Faculty/Staff chaperones: TBD
 Other chaperones: _____
 Mode of Transportation: Flight, bus, public transportation Number: TBD
 Airlines/Flight/Ground Transportation: TBD

info will be available w/in months of travel (45 days)

II. Estimated Expenses

| | |
|---------------------------------------|---|
| 1. Transportation Cost: | 6. Financial Assistance Available? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| 2. Admission Charges: | 7. Other Sources of Funding? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| 3. Lodging & meals cost: | 8. Amount Available: \$ |
| 4. Other (specify): | 9. Are Student Activity Funds being used? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| 5. Total student cost: <u>\$13319</u> | 10. If yes, amount bring used: \$ |

III. Attachments

| | |
|---|--|
| 1. Copy of Parent Letter with meeting date: <u>Attached</u> | 5. Travel Costs & Refund Policy: <input checked="" type="checkbox"/> |
| 2. Itinerary: <u>Attached</u> | 6. Travel Insurance Policy (if applicable): <input checked="" type="checkbox"/> Cost: <u>200</u> |
| 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: |

IV. Approvals

Department Chairperson or Field Trip Requestor: Kristen Borges Date: 3/1/15
I have read the School Committee Policy H8015 on School Sponsored Field Trips and meet all policy requirements

Principal: [Signature] Date: 3/6/15
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: _____

D. APPROVAL DOCUMENTATION- Domestic and International

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

- ☐ 1. Proposed dates and itinerary.

Included with trip materials.

- ☐ 2. Description of the process that will be used to determine student eligibility.
There is no set process for student eligibility, all current HWRHS students are welcome to enroll.
A student would become ineligible if they are not in good academic standing or have discipline issues that would prevent them from participating in any school activities.

- ☐ 3. Estimated number of students expected and percentage of eligible students participating.

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

- ☐ 4. Cost per student (if applicable).

Attached with Cost Worksheet.

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

- ☐ 6. Ratio of chaperones/ teachers to students
(Recommended ratio- HS 1:10; MS 1:10 min.; Elementary 1:10 min.; International 1:6)
As mentioned a 1:6 Chaperone to Student ratio will be used.

- ☐ 7. Description of arrangements for meals and lodging (if applicable). Accommodations will include enough rooms so that no chaperones are rooming with students.
No chaperones will be rooming with students, but Chaperones will be on the floors near or adjacent to student rooms. Breakfast and dinner will be provided each day on the trip. Breakfast will be at the hotel and dinner will be at authentic Italian restaurants. Lunch and snacks will be expected to be purchased by students.

- ☐ 8. Description of security features for transportation and accommodations.
Security plan is included, see attached packet. World Strides' Code of Conduct is also attached. This is a general guideline of their conduct procedures that will apply, with the detail added that no students will be allowed to drink alcohol for the duration of the trip.

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

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

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

- ☐ 11. Draft copy of the letters to be sent to parents and guardians referencing the specifics of the trip including all of the above and any rules specific to the trip which are in addition to the HWRSD student conduct policies, student handbook rules or regulations, and the MA Interscholastic Athletic Association (MIAA) rules and regulations.

Include, see attached.

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

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



HAMILTON-WENHAM REGIONAL HIGH SCHOOL

775 Bay Road
Hamilton, MA Tel. 978-468-0400 ♦ Fax 978-468-0241

John J. Hughes
Interim Principal

Bryan Menegoni
Associate Principal

Frank Sullivan
Guidance Director

Donald Doucette
Athletic Director

February 23, 2015
Dear Dr. Harvey,

Please find in the attached packet, a proposal for a school-sponsored trip to Italy to take place during the February break in 2016. This trip has run every two years since 2008, initially led by Vincent Bucci, and in combination with Kristen Borges. I have also personally led two trips to London/Edinburgh, and London Paris in 2010 and 2012, as well as attending this Italy trip last February. This packet includes the cost per student, itinerary, security plan and information about the chosen tour group World Strides (formerly known as NETC) including the organization's cancellation and insurance policies.

The goal of this trip is to expose students to international travel with a primary focus on historical topics including ancient Rome and the Renaissance, as well as connections to Fascist Italy. It has been the experience for both Kristen Borges and myself that World Strides provides quality educational trips where students are engaged during the tour in experiential learning. Students who have participated in our past trips have returned to Hamilton-Wenham with a greater appreciation and understanding of the various cultural, religious, linguistic and civic traditions. It is our hope to continue to offer this opportunity for students to travel to another country as part of an enriching educational program. If possible, we wish to request to be put on the school-committee meeting agenda sometime in March. If approved, we would like to begin the application process with students by the end of March in order to qualify for some of the discounts that World Strides offers. If more information is needed regarding this trip, please do not hesitate to contact either of us.

Thank you for considering this proposal and helping with the approval process.

Johann Knets & Kristen Borges

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

Italy Trip informational Meeting

Who: Ms. Kristen Borges and Mr. Johann Knets (Social Studies Department) are running this trip. Ms. Borges has taken students on this exact trip to Italy four times over the past eight years, including being the lead teacher in 2014. Mr. Knets has led two trips to Europe, one to London/Edinburgh in 2010 and the other to London/Paris and Northern France in 2012.

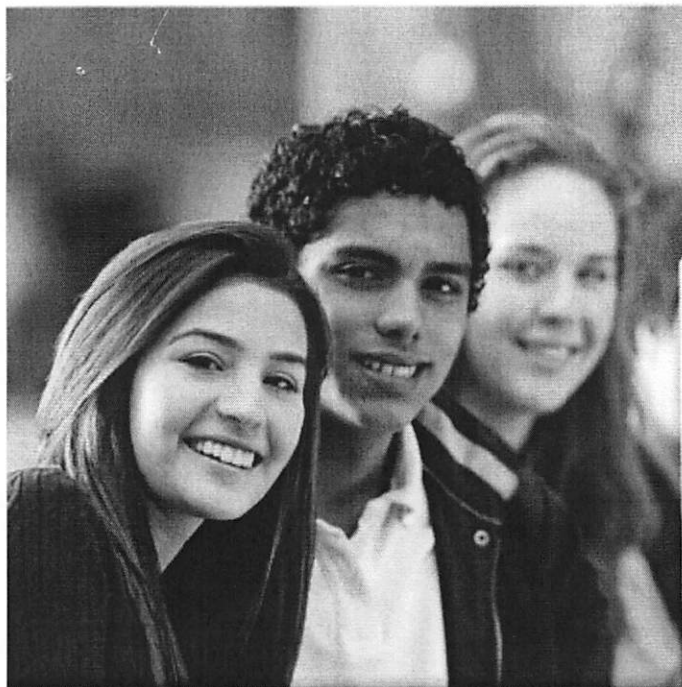
When: February vacation, 2016. We will depart on Thursday February, 11 and return on Thursday, February 18, 2016.

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

Travel Agency: World Strides
50 Franklin Street
Boston, MA 02110
800.771.2323 x2638
www.id.educationaltravel.com
Travel Tour Consultant: Paul Lopes

Cost: Approximately \$3229.00
Included in this cost is roundtrip airfare from Boston, 6 nights in 3 or 4 star hotels, a World Strides tour guide who is with us for the entire trip, admissions to selected museums and historical sites, bus transportation throughout Italy, breakfast and dinner each day. The price does not include lunch each day, beverages at dinner (excluding water), tips for the bus driver and tour guide (allow for about 30 Euros for this), admission fees to extra sites we will visit (allow for about \$60 for this), bus transport to Logan airport (if needed) on our departure date (about \$20), snacks, souvenirs, and the optional insurance plans described on the attached sheet. The Total Surety Plan is strongly recommended. It costs \$200.

Expectations: This trip is group travel. You are part of a group and we do things as a group. All students will participate in all scheduled activities. There are no exceptions to this. Not all activities are included in the tour price. Students should allow for \$60 in admission fees. The activities involve visits to churches, museums and places of historical, cultural and architectural importance. If you are not interested in visiting these types of places then this is not the tour for you. Our days are full. A typical day starts with a wakeup call around 7:00am, breakfast at 7:30, sightseeing from 8:00am until 12:00pm, lunch from 12:00 – 2:00pm, more sightseeing or an educational activity from 2:00 – 5:00pm, dinner, followed by a guided walk or another educational activity. We then return to the hotel, have bed check, and do it all over again the next day.



The Experience of a Lifetime

Trip Details

Trip Name: A Room with a View
Group Leader: Kristen Borges
Departure Date: Thursday, February 11, 2016
Departure City: Boston, MA
Group Username: Borges&Knets
Group Password: Italy2016

Login at www.EducationalTravel.com/Login

An Enriched Educational Experience

WorldStrides International Discovery programs offer unrivaled travel experiences to more than 60 countries on six continents. For more than three decades we've leveraged personal service, uncompromised quality, expert craftsmanship, and an unwavering focus on educational value to inspire and enrich the lives of our travelers. Our unique LEAP program uses creative and fun contemporary teaching methods to maximize the learning experience. LEAP engages students, making them active learners who translate information into knowledge and understanding.

Why Quality Matters

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

Safety

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

Included in the Trip Cost

Transportation

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

Travel Insurance

- Traveler Assistance
- Medical Insurance
- Travel Insurance

Hotel Accommodations & Meals

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

Tour Director & Local Guides

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

Trip Cost

Total Cost

\$3229

Using EZpay Plan

10 Payments of \$292.90

Based on enrollment today with deposit of \$300 and then 10 payments of \$292.90

Cost Breakdown

Tuition (Valid through 04/04/15) \$3529
Early Enrollment Savings (Valid through 04/04/15) -\$300

Itinerary

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

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

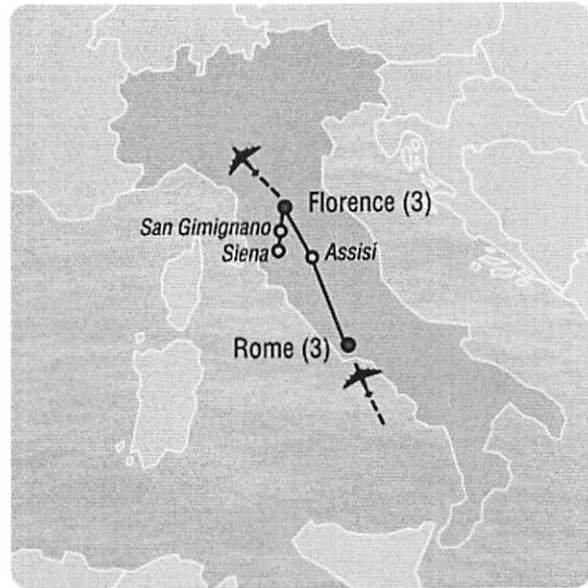
DAY 4 VATICAN CITY. Discover the artistic legacy of Catholicism in the Vatican City. View the famous works of religious art in the Sistine Chapel and St. Peter's Basilica, the world's largest Christian church. Opt to meet local students during a Student Connection in Rome.

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

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

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

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



**Limited time
only!**

\$199/month*

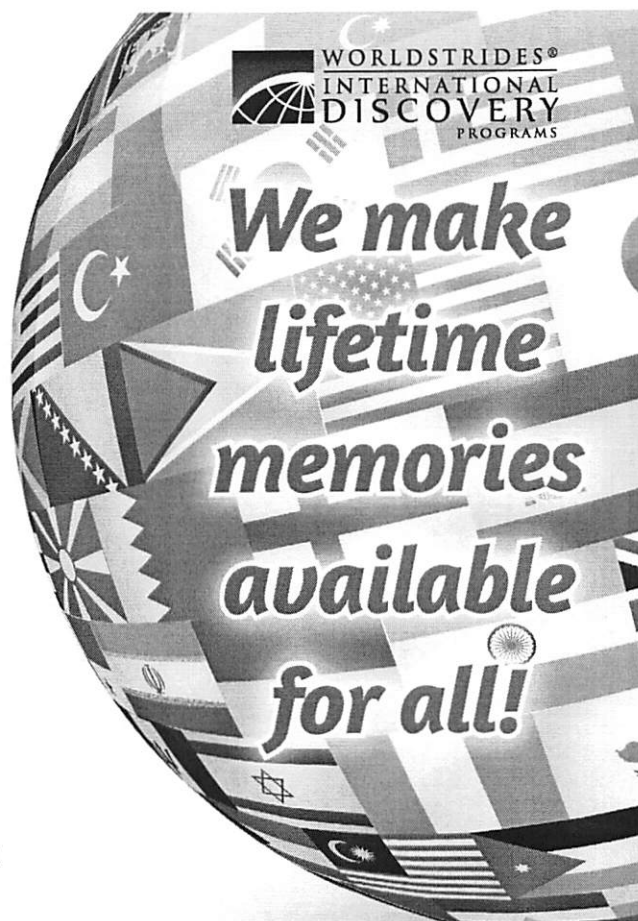
*Your students can enjoy the best experience
from the leader in educational travel*

*Introducing our new
Advantage Payment Plan!*

*Call us today at
1-855-556-5980 for details*

****About the plan...***

- Teacher must have agreed to lead the program by 2/20/15
- ▶ Students must have signed up for the trip by 3/31/15
- Students must have completed travel by 8/31/16
- Payment continues on a monthly basis until the invoice has been paid in full



**Limited time
only!**

\$199/month*

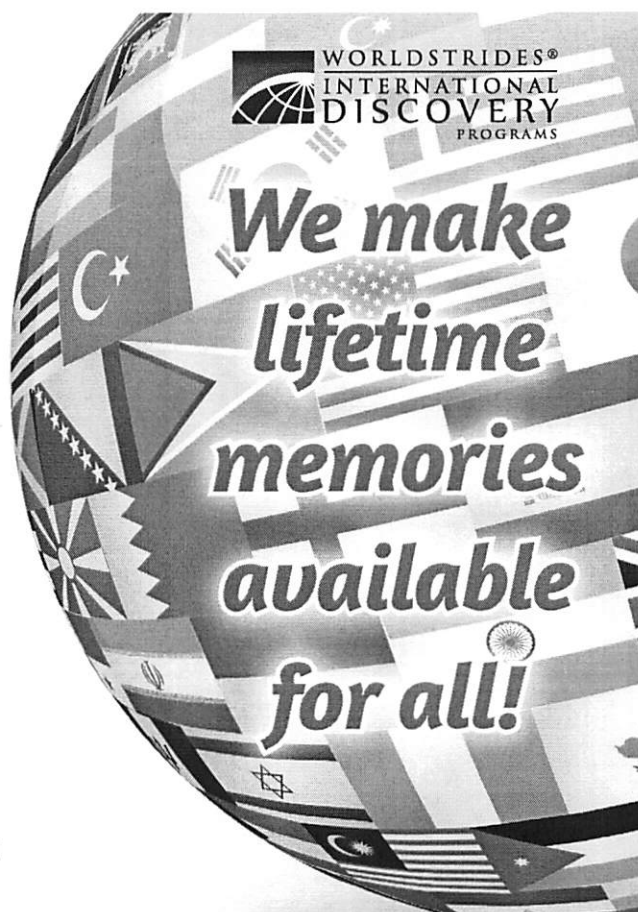
*Your students can enjoy the best experience
from the leader in educational travel*

*Introducing our new
Advantage Payment Plan!*

*Call us today at
1-855-556-5980 for details*

****About the plan...***

- Teacher must have agreed to lead the program by 2/20/15
- ▶ Students must have signed up for the trip by 3/31/15
- Students must have completed travel by 8/31/16
- Payment continues on a monthly basis until the invoice has been paid in full



Security Plan for Italy International Trip

Kristen Borges and Vincent Bucci

- Bilingual NETC tour guide will be with our group 24/7 from arrival at the airport until our departure at the airport.
- A 6 to 1 ration of chaperones/teachers to student ratio
 - Students will be assigned into “families” and will be assigned to a specific chaperone.
 - Everytime we move, transition, or need to discuss future plans, student will check in with their chaperone as a “family”.
 - Students are strictly instructed to always remain in groups.
- All chaperones are high school staff members.
- Chaperones have international cell phones and numbers have been shared with the students and parents.
- Strictly enforced curfew will take place each evening.
- Nightly bed checks are done after curfew at hotels.
- NETC contact number will be provided to all parents.
- Name of each hotel and information will be provided to parents.
 - Students are provided with hotel information including phone numbers and address on a card that they must carry with them at all times.
 - US embassy information will also be provided to students.
 - In case of emergency, NETC has 24/7 staff that can be immediately reached overseas and in the United States. We will also contact the US embassy.



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

Sexual Harassment, Dangerous/Threatening or Offensive Behavior.

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

Alcohol Consumption

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

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

Drugs or Weapons

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

Curfew and Behavior in Hotels

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

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

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

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

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

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

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

Punctuality and Attendance at Meals and Other Activities

.....

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

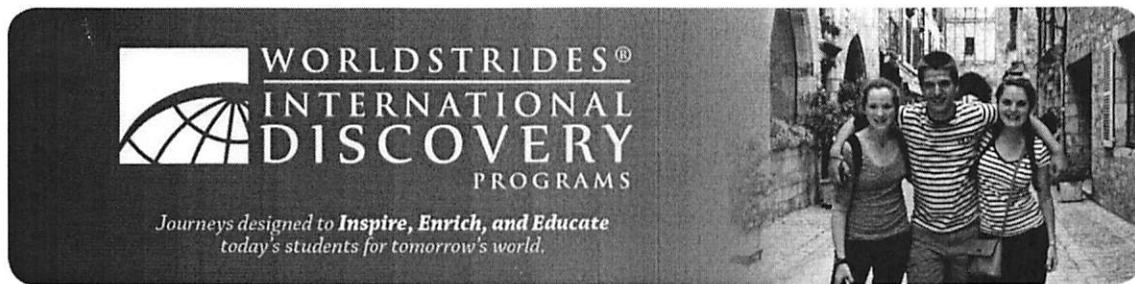
Teacher/Program Leader. WorldStrides International Discovery suggests that the Teacher/Program Leader makes attendance at all scheduled activities mandatory for their students.

Unstructured Time

.....

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

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



Cancellation Coverage with and without the upgraded Cancellation Protection Plus

Cancelling Without Cancellation Protection Plus

181 or more days prior to departure: \$300 Cancellation Fee
111 to 180 days prior to departure: \$500 Cancellation Fee
91 to 110 days prior to departure: The Cancellation Fee is 50% of the tuition
61 to 90 days prior to departure: The Cancellation Fee is 75% of the tuition
Within 60 days of departure there is no refund

Cancelling With Cancellation Protection Plus

Cancelling for any reason other than illness, injury, or death in the family:

181 or more days prior to departure: You will receive a \$300 Travel Voucher and the rest in cash
111 to 180 days prior to departure: You will receive a \$500 Travel Voucher and the rest in cash
Within 110 days prior to departure: You will receive a \$1500 Travel Voucher and the rest in cash

You may cancel up to the date of departure for a refund

In the case of illness, injury, or death in the family, you will receive a full cash refund, no Travel Voucher.



STUDENT PROTECTION PROGRAM

This pamphlet contains information
on Sickness/Accident
and Trip Insurance

Comprehensive Insurance Package
for WorldStrides Participants

Program underwritten by:
ACE American Insurance Company

2014 Travel

SUMMARY OF COVERAGE

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

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

SCHEDULE OF BENEFITS

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

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

EXCESS INSURANCE PROVISION

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

PART A

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

ACCIDENTAL DISMEMBERMENT: (\$10,000 Principal Sum) If injury to the Insured Person shall result, within 365 days of the covered accident, in any one of the losses specified below, ACE American Insurance Company will pay the Accidental Dismemberment Benefit indicated in the percentage below:

| <u>Loss of</u> | <u>Percentage of Principal Sum</u> |
|---|---|
| Life | 100% |
| Two or more members | 100% |
| One member | 50% |
| Thumb and Index Finger of the Same Hand | 25% |

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

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

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

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

PART B

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

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

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

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

PART C

EMERGENCY MEDICAL BENEFITS:

(Up to \$10,000) ACE American Insurance Company will pay benefits for expenses incurred for emergency medical services to treat an Insured Person if the Insured Person: 1) suffers a Medical Emergency during the course of a Trip, and is traveling outside of his or her Home Country of Permanent Assignment. And is traveling outside of his/her Home Country or Country of Permanent Assignment. Covered Expenses Include:

1. Medical Expense Guarantee: expenses for guarantee of payment to a medical provider.

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

1. The charges incurred are Medically Necessary and do not exceed the charges for similar treatment, services or supplies in the locality where the expense is incurred; and

2. Do not include charges that would not have been made if there were no insurance. Benefits will not be payable unless ACE American Insurance Company authorizes in writing, or by an authorized electronic or telephonic means, all expenses in advance, and services are rendered by Europ Assistance USA.

PART D

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

Covered expenses are:

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

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

2. Dispatch of a Doctor or Specialist: the Doctor's or specialist's travel expenses and the medical services provided on location, if based on the information available, a Covered Person's condition cannot be adequately assessed to evaluate the need for transport or evacuation and a doctor or specialist is dispatched by Europ Assistance USA to the Covered Person's location to make the assessment.
3. Return of Dependent Child(ren): expenses to return each Dependent child who is under age 18 to his or her principal residence if a) the Covered Person is age 18 or older; and b) he or she is the only person traveling with the minor Dependent child(ren); and c) he or she suffers a Medical Emergency and must be confined in a Hospital.
4. Escort Services: expenses for an Immediate Family Member or companion who is traveling with the Covered Person to join him or her during his or her emergency medical evacuation to a different hospital, treatment facility or his or her place of residence.

Benefits for these covered expenses will not be payable unless:

1. The doctor ordering the Emergency Medical Evacuation certifies the severity of the Covered Person's medical emergency requires an Emergency Medical Evacuation;
2. All transportation arrangements made for the Emergency Medical Evacuation are by the most direct and economical conveyance and route possible;
3. The charges incurred are medically necessary and do not exceed the charges for similar transportation, treatment, services or supplies in the locality where the expense is incurred; and
4. The expenses do not include charges that would not have been made if there were no insurance.

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

PART E

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

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

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

Benefits will not be payable unless ACE American Insurance Company authorizes in writing, or by an authorized or electronic or telephonic means, all expenses in advance, and services are rendered by Europ Assistance USA.

PART F

TRIP CANCELLATION – OTHER: (\$300 Maximum) ACE American Insurance Company will reimburse the Insured if the Insured Person is prevented from taking his/her trip due to death or the unforeseen sickness or injury of the Insured Person or an immediate family member or traveling companion. ACE American Insurance Company will reimburse the non-refundable money the Insured Person paid for the trip, subject to a maximum of \$300. The injury or sickness must be so disabling as to reasonably cause a trip to be interrupted

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

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

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

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

PART G

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

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

EXCLUSIONS

The Policy does not cover any loss or injury that is caused by or results from: 1) alcoholism, drug addiction or the use of any drug or narcotic except as prescribed by a doctor; 2) intentionally self-inflicted injury; suicide or attempted suicide; 3) piloting or serving as a crewmember or riding in any aircraft except as a fare-paying passenger on a regularly scheduled or charter airline; or flight in any aircraft owned or leased by WorldStrides; 4) active participation in a riot, or insurrection or commission of, or attempt to commit, a felony; 5) war or any act of war; riot, civil commotion or police action; or 6) motorcycling; scuba diving; jet, snow, or water skiing; mountain climbing (where ropes or guides are used); sky diving; amateur racing; piloting an aircraft; bungee jumping; spelunking; whitewater rafting; surfing; and parasailing. 7) sickness, disease, bodily or mental infirmity, bacterial or viral infection, or medical or surgical treatment thereof, except for any bacterial infection resulting from an accidental external cut or wound or accidental ingestion of contaminated food (Applicable to accident benefits only).

In addition to the exclusions above, ACE American Insurance Company will not pay Medical Expense Benefits for any loss, treatment or services resulting from or contributed to by: 1) routine physicals; 2) routine dental care and treatment; 3) cosmetic surgery, except for reconstructive surgery needed as the result of an injury; 4) eye refractions or eye examinations for the purpose of prescribing corrective lenses or for the fitting thereof; eyeglasses, contact lenses, and hearing aids; 5) services, supplies, or treatment including any period of hospital confinement which were not recommended, approved and certified as necessary and reasonable by a Doctor; or expenses which are non-medical in nature; 6) injury or sickness covered by Workers' Compensation, Employer's Liability Laws or similar occupational benefits; 7) treatment or service provided by a private duty nurse; 8) treatment by any immediate family member or member of the Insured Person's household; 9) any expenses covered by another employer or government sponsored plan for which, and to the extent that the Insured is eligible for reimbursement. 10) routine nursery care. 11) expenses incurred during travel for purposes of seeking medical care or treatment, or for any other travel that is not in the course of the Participating Organization's activity (unless Personal Deviations are specifically covered). 12) custodial Care. 13) services or expenses incurred in the Covered Person's Home Country. 14) elective treatment, exams or surgery; elective termination of pregnancy. 15) expenses for services, treatment or surgery deemed to be experimental and which are not recognized and generally accepted medical practices in the United States. 16) expenses payable by any automobile insurance policy without regard to fault. 17) organ or tissue transplants and related services.

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

Name of Group: WorldStrides
Policy Number: GLM NO 11 71 90 2

HOW TO FILE A CLAIM

Submit your claim form directly to ACE American Insurance Company, A&H Claims, P.O. Box 5124, Scranton, PA 18505-0556; phone: 1-800-336-0627 (inside USA) or 1-302-476-6194 (outside USA); 1-302-476-7857 (facsimile for claims or inquiries) within 30 days from returning home. For emergencies overseas, please contact Europ Assistance USA at 1-800-243-6124 or 1-202-659-7803 (call collect—dial 0, ask for an international operator, inform the international operator that you would like to make a collect call). A claim form must accompany every claim incident that is being filed for processing. In order to avoid delaying the processing of a claim, the form must be completed in its entirety. ACE American Insurance Company will notify you in writing requesting additional information if necessary. Include a complete copy of your WorldStrides invoice(s) showing your tour name, group leader, trip code and tour date. Please return all unused transportation/airline tickets to WorldStrides.

HOSPITAL AND MEDICAL EXPENSES

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

TRIP CANCELLATION AND INTERRUPTION

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

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

MEDICAL EVACUATION AND REPATRIATION

All claims will be handled directly with Europ Assistance USA. They will instruct you on how to proceed at the time of service. Please call 1-800-243-6124 or 1-202-659-7803 collect (outside the U.S.—dial 0, ask for an international operator and inform the international operator that you would like to

GENERAL INFORMATION

1. Payments are made directly to the Provider unless otherwise arranged for in advance.
2. For questions regarding this policy, please contact:

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

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

Europ Assistance USA

Toll Free from within USA and Canada
1-800-243-6124

From France 0800-901-570;
Germany 0800-817-6080; Italy 800-877-145;
UK 0800-894-035

Outside the USA or Canada call direct or collect:
202-659-7803

Refer to: Policy #GLM N0 11 71 90 2

Europ assistance USA #01AH585

IMPORTANT NOTICE

Insurance policies providing certain health insurance coverage issued or renewed on or after September 23, 2010 are required to comply with all applicable requirements of the Patient Protection and Affordable Care Act ("PPACA"). However, there are a number of insurance coverages that are specifically exempt from the requirements of PPACA (See §2791 of the Public Health Services Act). ACE maintains this insurance is short-term, limited duration insurance and is not subject to PPACA.

ACE continues to monitor federal and state laws and regulations to determine any impact on its products. In the event these laws and regulations change, your plan and rates will be modified accordingly.

Please understand that this is not intended as legal advice. For legal advice on PPACA, please consult with your own legal counsel or tax advisor directly.

DEFINITIONS

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

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

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

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

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

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

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

Medically Necessary – means a treatment, service or supply that is: 1) required to treat an injury or sickness; prescribed or ordered by a doctor or furnished by a Hospital; 2) performed in the least costly setting required by the Insured's condition; and 3) consistent with the medical and surgical practices prevailing in the area for treatment of the condition at the time rendered. Purchasing or renting 1) air conditioners; 2) air purifiers; 3) motorized transportation equipment; 4) escalators or elevators in private homes; 5) eye glass frames or lenses; 6) hearing aids; 7) swimming pools or supplies for them; and 8) general exercise equipment are not medically

necessary. A service or supply may not be medically necessary if a less intensive or more appropriate diagnostic or treatment alternative could have been used. ACE American Insurance Company may consider the cost of the alternative to be the covered expense.

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

SUBROGATION

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

TERM OF COVERAGE

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

EUROP ASSISTANCE USA

PRE-DEPARTURE SERVICES

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

LOST BAGGAGE / PASSPORT

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

-EVACUATION AND REPATRIATION

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

TRAVEL MEDICAL EMERGENCY SERVICES

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

MEDICAL REFERRALS

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

REPLACEMENT OF MEDICATION AND EYEGLASSES

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

LEGAL ASSISTANCE

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

EMERGENCY CASH

Europ Assistance USA will deliver emergency funds to Eligible Customers provided there is satisfactory guarantee of reimbursement. The method of delivery of

emergency funds will vary according to the Eligible Customer's need in a given situation. A satisfactory guarantee of reimbursement is the ability to debit an Eligible Customer's card and then arrange for the delivery of the advance.

EMERGENCY TRAVEL ARRANGEMENTS

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

GENERAL ASSISTANCE

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

EMERGENCY MESSAGE CENTER

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

*This is a brief description of your Europ Assistance USA. For a more detailed description please call **1-800-243-6124** (U.S.A.) or **1-202-659-7803** collect (outside the U.S.A.). To call collect from anywhere else in the world contact an AT&T International Operator.*

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

IMPORTANT NOTICE

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

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

**HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
Wenham, Massachusetts**

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

I. Permission to Participate in Voluntary Field Trip

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

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

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

1. Space will be reserved on the next available train/bus/plane flight returning to Boston, and my/our child will be placed on such train/bus/plane flight.
2. I/We shall be totally responsible for reimbursing any and all expenses for such transportation.
3. Upon notification of such decision, I/we agree to meet and be responsible for my/our minor child upon his/her arrival.

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

Name (Adult)

Parent A/Guardian A

Address

Parent B/Guardian B

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

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

Name

Signature

Date

II. Emergency Treatment and Medication Consent

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

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

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

Yes _____ No _____

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

If yes, please describe:

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

III. Student Contract

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

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

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

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

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

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

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

Student's Signature

Date

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

Parent A/Guardian A Signature

Date

Parent B/Guardian B Signature

Date

IV. Field Trip Cancellation Release and Agreement

1. The Hamilton-Wenham Regional School District will sponsor domestic/international field trips. All school-sponsored domestic/international trips must be approved by the principal, superintendent, and school committee in accordance with specifics set forth in the District policy H8015 - School-Sponsored Field Trips.
2. The Hamilton-Wenham Regional School District Committee reserves the right to cancel domestic and/or international trips up to departure and recall trips in progress, if they believe there is a potential danger to students or for any other reason deemed appropriate by the School Committee. In making this decision, the School Committee will take into consideration information from (a) U.S. Department of State Advisory; (b) Homeland Security Advisory (alert status); and (c) Declaration of War or armed conflict. Additionally, the critical judgment of the School Committee with input from the Superintendent, Principal, and Faculty Sponsor will be taken into consideration.
3. In the event that the Hamilton-Wenham Regional School District Committee cancels the trip, I/we understand that I/we may lose any and/or all of the funds that I/we have expended for the voluntary trip.
4. In the event that the Hamilton-Wenham Regional School District Committee cancels the trip, I/we understand that the Hamilton-Wenham Regional School District and the Towns of Hamilton and Wenham, shall be forever held harmless for remuneration of any and/or all costs associated with this voluntary trip.
5. The Hamilton-Wenham Regional School District will not be liable to anyone for personal injuries, property damage, or financial loss my/our child or I/we may suffer in the Hamilton-Wenham Regional School District sponsored, voluntary field trip programs.

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

Signature of Parent A/Guardian A

Printed Name

Date

Signature of Parent B/Guardian B

Printed Name

Date

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

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

Name

Signature

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

Class Size Policies:

CURRENT HWRSD CLASS SIZE POLICY

For the purpose of this policy, the District has been divided into grade categories for specific recommendations: Preschool; K; Grades 1-2; Grades 3-5; Grades 6-8; Grades 9-12.

Effective class size is meant to be used constructively. They are not intended to restrict the flexibility of the system to react creatively in meeting the needs of the district.

Setting reasonable limitations on class size is essential to creating the needed opportunities for learning for all students, as well as to creating a learning environment within each class that is conducive to effective teaching and learning.

Where class sizes go above appropriate ranges, additional adult support for the primary teacher (e.g., Teaching Assistant, SPED assistant, tutor, intern, etc.) may be appropriate.

Decisions regarding class size will be based on the Core Values, Mission Statement and Budget Priorities established by the School Committee. The intent of this policy on class size is that it be applied to cover the Grades Prekindergarten-12.

The research on class size and student achievement varies. Other factors, however, must be considered as they have enormous impact on the learning experiences of students. The age of students, their capacity and learning styles, individual needs, appropriate instructional methods; teacher responsibilities and physical limitations of facilities are all important considerations.

The age of the students, their learning styles and capacity affect the class composition and size. The diversity of learning profiles within a class necessitates a reasonable class size in order for a teacher to reach and teach each child. All students, by law, are to be placed in the least restrictive environment in order to meet their potential. This means classes today are more diverse than they ever have been before.

Concepts, content and skills to be taught and mastered by students also affect the composition and class size. Inquiry based science; small group flexible grouping, learning centers and active engagement of all students in their learning processes influence the maximum number of students in a class.

In our Preschool Sped Program, a maximum of 8 is recommended. In Kindergarten, a maximum of 18 is recommended. Students in Kindergarten need more intervention and support as they transition to a world of being one of many competing for an adult's undivided attention. In grades 1 and 2, a maximum of 20 is recommended. Acquisition of

basic language skills of reading, listening, speaking and writing as well as understanding of number sense necessitates small class sizes.

In grades 3-5, a range of 20-22 is recommended for a class size. Students are heterogeneously grouped. The classroom teacher is responsible for language arts, reading, math, science and social studies, and integration of the arts. The teacher works to link learning experiences so that the students learn to view their acquisition of concepts, content and skills as a whole rather than separate subjects.

In Middle School (Grades 6-8), the recommendation is a class size range of 20-22 for major subject areas. At this level, course work is exploratory, students receiving basically the same non-elective curriculum. Teachers at this level are responsible for specialized areas of instruction and scheduling is by blocks of time. Possible exceptions to this guideline are classes with space and equipment limitations such as Life Skills and Technology Education. When possible, Language Arts and World Language class size should be at the low end of class size range.

Recommendations for the High School (Grades 9-12) class size must cover the diversity of course offerings and specific requirements. Class size range of 20 -22 is recommended as applicable to most courses. However course objectives, level of instruction, existing facilities and the sequential development of courses may necessitate smaller classes. For example, some Applied Technology classrooms have a capacity of 16. English and World Language class size should, when possible, fall below so to promote more written work in these disciplines.

Courses which develop a logical sequence in a department, although not enrolled to capacity, cannot be dropped without interrupting students' programs. While a recommended minimum of 12 students must sign up for a sequential course during initial class sign up period, it is recognized that scheduling conflicts may result in unpredictable class size fluctuations.

Six major criteria will be taken into account in determining class size. These criteria are:

1. Numbers
2. Educational Philosophy
3. Psychological and Behavioral Concerns
4. Facility Constraints
5. Financial Constraints
6. Logical Sequence of Department Courses

Each year during the budgetary process, each school principal, working with on-site staff, will develop and recommend to the Superintendent of Schools, staffing needs consistent with this policy.

When the number of students in a grade does not comply with the desirable class size range for that grade or when financial or facility constraints do not allow the following of this policy, an in depth review process will take place. This in depth review process will

consider the six major criteria listed above. Input from on-site teachers and administrators will be sought to get the necessary information relative to these criteria to arrive at an informed decision. If any class exceeds the optimum range of students, the principal, working with staff on site, will make recommendations to the Superintendent of Schools as to what additional support is necessary to best meet the needs of the students. In addition, when conditions during the school year impact on implementing the policy adopted, the principal will develop and recommend a plan of action to the Superintendent of Schools. This plan of action will incorporate the weighing of the six major criteria and input from on-site teaching staff.

Class Size Recommendations

A review of our current practice suggests the following class size recommendations. These class size recommendations are more in line with our Cores Values and current staffing class size practices. The class sizes below are provided in a range format. The preferred range is strongly recommended:

| CLASS SIZES | Preferred | Optimum |
|------------------|-----------|---------|
| Preschool (SPED) | 8 | |
| Kindergarten | 15 | 18 |
| Grade 1-2 | 20 | 20 |
| Grade 3-5 | 20 | 22 |
| Grade 6-8 (MS) | 20 | 22 |
| Grade 9-12 (HS) | 20 | 22 |

Unless otherwise reduced due to conditions in the criteria adjustments where equipment, or labs, or program require lower numbers.

II. Policy Review and Revision

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

Amendment to the HWRSD Class Size Policy (H 8004) As voted by the HWRSD School Committee on February 5, 2009

Modified Class Size through FY 12 – Voted February 5, 2009

| | |
|-------------|-------------|
| Preschool | 15 Students |
| Grades K-5 | 22-24 |
| Grades 6-8 | 24-28 |
| Grades 9-12 | 26-30 |

Modified Class Size for 2008-2009 - Voted March 31, 2008

| | |
|------------------|--|
| Preschool | 8-10 |
| Kindergarten | 19-20 |
| Grades 1-2 | 20-22 |
| Grades 3-4 | 20-22 |
| Grades 6-8 [sic] | 22-24 |
| Grades 9-12 | 22-24 (including English and Foreign Language) |

Official Class Size Policy – Voted: 1999

| | |
|---------------------------------|----------------|
| Preschool | 8-10 students |
| Kindergarten | 15-18 students |
| Grades 1-2 | 18-20 students |
| Grades 3-12 | 20-22 students |
| HS English and Foreign Language | 18-20 students |

Proposed Policy from 1/7/15 SC Meeting

The Hamilton-Wenham Regional School Committee recognizes that class size is an important factor in good education and will, whenever possible, subject to space availability and all other educational considerations, ensure that class size is of the most effective nature for both teacher and pupil. Special attention to class size will be given to special situations such as shop areas, drawing areas, or laboratory areas. The Superintendent shall be responsible for the routine review of this policy and will annually report on the status of class sizes in the District to the School Committee.

Example #1 (Belmont)

The Belmont Public Schools will maintain class sizes that ensure effective instruction and efficient use of personnel. Class sizes will be determined by the nature of the subjects taught, student needs and abilities, teacher availability, equity of workload and contractual agreements.

Example #2 (Concord-Carlisle)

The School Committees will maintain class sizes that ensure effective instruction and efficient use of personnel. Class sizes will be established in accordance with student needs and abilities, equity of staff load, contractual agreements, and health and safety standards.

Example #3 (Framingham)

The School Committee recognizes that class size is an important factor in good education. Within the constraints of space availability and budget limitations, the School Committee will seek to maintain class sizes appropriate for sound instructional practices and for student learning. For this purpose, the following class size guidelines have been established.

In implementing these guidelines, the Superintendent, in consultation with principals, may take into consideration the number of special education and/or English language learners who will be scheduled into regular classes for portions of the school day.

ELEMENTARY

Kindergarten 19 (plus or minus 3)

Grade 1-2 20 (plus or minus 4)

Grades 3-5 21 (plus or minus 4)

Classroom aides may be assigned to classes in Kindergarten and First Grade which reach the maximum of the guidelines for their level if the budget permits. Classes over the maximum will be redlined and no new students will be added to those sections.

If all classes at a particular grade level within the district reach the maximum of the class size guidelines, the administration will (1) look at space available to open an additional classroom and (2) determine whether or not the school district has the financial resources to fund an additional teaching position. If space and funding are not available, students will be added one at a time to every classroom throughout the district to equalize class size.

Example #4 (Lynnfield)

The Lynnfield School Committee is committed to favorable class sizes at all grade levels as an important element of the learning experience for students. Thus, the School Committee will maintain reasonable class sizes, to the extent possible, in all classrooms throughout the school system.

Recommended class sizes are listed below, with the understanding that these are guidelines rather than absolute limits requiring strict, literal adherence:

| <u>Grade Level</u> | <u>Class Size</u> | <u>Optimal Number</u> |
|--------------------|-----------------------|-----------------------|
| K – 1 | 18 – 22 | 18 |
| 2 – 3 | 20 – 23 | 20 |
| 4 – 6 | 20 – 24 | 20 |
| 7 - 12 | Reasonable Class Size | |

In the event a class size exceeds the guidelines, it will be the prerogative of the superintendent of schools in consultation with the building principal to investigate changes that they may deem necessary. If, in the judgment of the superintendent, it is necessary to take action that would affect the budget, such as increasing professional staffing, a recommendation will be brought to the school committee for formal approval.

Adopted: May 19, 1992

Adopted: December 2, 2003

Example #5 (Scituate)

In order to provide proper conditions for teaching and learning a permitted and desired maximum and minimum number of pupils in each class in grades K-12 shall be determined by the School Committee upon the recommendation of the Superintendent.

Class enrollment in all grades shall be allowed to rise above established upper limits where a desirable organizational pattern within existing classroom space required or permits such an enrollment. Class enrollment in all grades shall be allowed to fall below established lower limits in the case of a course needed to complete a desirable sequence or pattern of courses.

Enrollment in classes which are clearly designed as experimental may be allowed to fall below established lower limits for a predetermined period, after which the results of the experiment shall be ascertained and a new decision made concerning any further experimentation.

In recommending an additional course the Superintendent must have a definite expectation that enrollment in such a course will rise to the established lower limit within a period of four successive years from the time the course was offered.

The foregoing is predicated upon a full daily schedule for all students in grades 1 to 12, inclusive.

Adopted: 12/20/1965

Revised: 09/06/1979

02/14/2005

Other Districts consulted:

Beverly—no policy found

Gloucester—no policy found

Groton-Dunstable RSD—no policy found

King Phillip Regional District—no policy found

Manchester-Essex—no policy found

Masconomet—no policy found

Medway—no policy found

Newburyport—no policy found

Norwell—no policy found

Rockport—no policy found

Triton—no policy found

Tri-Town—no policy found

Tyngsboro—no policy found