



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

Buker Elementary School
Multi-Purpose Room

Thursday, June 19, 2014

7:00 PM

1. **Call to Order** 7:00
2. **Pledge of Allegiance**
3. **Citizens' Concerns** 7:05
4. **Chair's Report** 7:30
5. **Superintendent's Report** 7:45
 - a. Introduction of Mr. Craig Hovey
6. **Consent Agenda** 7:55
 - a. Minutes of June 5, 2014 Exhibit A
 - b. Field Trip to Austria 2015 Exhibit B
 - c. School Calendar 2014-15 with PTC added Exhibit C
7. **Committee Reports** 8:00
 - a. Audit
 - b. Facilities
 - c. Negotiations
 - d. Policy
 - e. Warrant
 - f. Student Rep.
 - g. Legislative
8. **Old Business** 8:15
 - a. Policies 2nd Reading
 - Recyclable Materials Exhibit D
 - Transportation for Student Eligible for Special Education Services Exhibit E
9. **New Business** 8:45
 - a. Approval of the BAN Sale Exhibit F
 - b. PARCC or MCAS Vote Exhibit G
 - c. Recreation Department presentation on Turf field at HWRHS
10. **Vote to Adjourn** 9:30

Knowledge • Responsibility • Respect • Excellence

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

Hamilton-Wenham Regional School District Committee

June 5, 2014

Minutes

**CALL TO ORDER AND
PLEDGE OF ALLEGIANCE:**

Bill Wilson opened the meeting at 7:10 p.m. in the Buker Multipurpose Room. The Committee and others present rose for the Pledge of Allegiance.

PRESENT:

Jeanise Bertrand, Bill Dery, Deb Evans, Barbara Lawrence, Stacey Metternick, Larry Swartz, Bill Wilson

ALSO PRESENT:

Dr. Michael Harvey, Superintendent; Dr. Celeste Bowler, Assistant Superintendent for Learning; Jeff Sands, Assistant Superintendent for Finance and Administration

ABSENT:

Roger Kuebel, Sheila MacDonald

PRESENTATION OF RETIREES:

Principals spoke appreciatively of district staff who are to retire at the close of this school year: Winthrop secretary Adelaide Liporto, MRMS teaching assistant Althea Cranton, HWRHS teacher Wendy Campbell, and Cutler Elementary teacher Dede Johnson. Three of the departing staff members reflected on their years in the district; the fourth was unable to attend.

CITIZENS' CONCERNS:

Michelle Bailey (Remington Rd., Wenham) asked questions to which B. Wilson said the Committee would respond at a later date. She asked why the 2014-15 school calendar does not list dates for elementary school parent-teacher conferences; whether team teaching would be implemented at the middle school; whether middle school parent-teacher conferences are under consideration; and how many choice students the district is in the process of accepting for 2014-15, and if the number accepted is lower than projected, how the revenue shortfall would be made up.

CHAIR'S REPORT:

B. Wilson said he would circulate a schedule to Committee members within a week and a half proposing goals, priorities, and dates for summer meetings, which might include a Committee retreat in July.

He noted that some members of the Committee attended a state-sponsored conference the day before this meeting about the PARCC test; he encouraged members to actively seek out further information to educate themselves before the Committee votes in late June about whether to participate in that test in the coming year.

SUPERINTENDENT'S REPORT:

Moratorium on NEASC Activities,

Dr. Harvey briefed the Committee on advocacy by a group of

visit in 2016

Massachusetts district superintendents for changes in the NEASC accreditation process, which this ad hoc group considers too time-consuming and expensive; Dr. Harvey said he has attended meetings of this group and agrees with its position. He asked members to read a letter and statement that the Committee received prior to this meeting (which are appended to these minutes). HWRSD is scheduled for a NEASC accreditation visit in 2016; Dr. Harvey said it would require the administrative team to set aside other projects for much of a year to prepare for the accreditation process. Discussion touched on topics including the optional nature of NEASC accreditation; whether opting out of the process would have an impact on students' college applications; and the high profile of the districts whose superintendents have signed the statement critical of the existing NEASC process.

Graduation

He congratulated the 181 graduates of the class of 2014 who graduated from HWRHS on the weekend prior to this meeting.

Master Planning Presentation

Dr. Harvey noted that Committee members have received copies of the final report of the master plan steering committee; after it is proofread and corrected it is to be posted on the district website. The next step is for the steering committee to plan how to act on the recommendations. He said the Committee would later vote on whether to accept the report.

CONSENT AGENDA:

Minutes of May 15, 2014

DEB EVANS MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE ALL OF THE REMAINING ITEMS ON THE CONSENT AGENDA. THERE CAN BE NO FURTHER DISCUSSION OR AMENDMENT OF THIS MOTION. BARBARA LAWRENCE SECONDED THE MOTION. THE MOTION PASSED 7-0-0-2.

OLD BUSINESS:

Policies 2nd Reading

B. Lawrence said the only policy changed from the version presented for a first reading at a previous meeting was the Recycled Product Procurement Policy; she distributed copies of the updated, shortened version of that draft policy.

Bonded Employees & Officers

DEB EVANS MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE BONDED EMPLOYEES & OFFICERS POLICY AS PRESENTED. LARRY SWARTZ SECONDED THE MOTION. THE MOTION PASSED 7-0-0-2.

Energy Conservation

DEB EVANS MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE ENERGY CONSERVATION POLICY AS PRESENTED. STACEY METTERNICK SECONDED THE MOTION. THE MOTION PASSED 7-0-0-2.

Food Service Management

DEB EVANS MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE FOOD SERVICE MANAGEMENT POLICY AS PRESENTED. LARRY SWARTZ SECONDED THE MOTION.

B. Lawrence said the Committee could change this policy in the future if it wished to outsource this function.

THE MOTION PASSED 7-0-0-2.

Food Service Program

DEB EVANS MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE FOOD SERVICE PROGRAM POLICY AS PRESENTED. STACEY METTERNICK SECONDED THE MOTION. THE MOTION PASSED 6-0-1-2. (B. Dery abstained.)

Free & Reduced Cost Lunch

DEB EVANS MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE FREE & REDUCED COST LUNCH POLICY AS PRESENTED. STACEY METTERNICK SECONDED THE MOTION. THE MOTION PASSED 6-0-1-2. (B. Dery abstained.)

Passing Buses on School Property

DEB EVANS MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE PASSING BUSES ON SCHOOL PROPERTY POLICY AS PRESENTED. STACEY METTERNICK SECONDED THE MOTION.

B. Dery said there is no practical purpose to enactment of district policies that restate existing laws. Discussion touched on topics including why this policy was proposed, unsafe practices the administration recently took steps to correct, and J. Sands' opinion that such a policy would do no harm.

THE MOTION PASSED 6-1-0-2. (B. Dery voted no.)

Recycled Product Procurement

DEB EVANS MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE THE RECYCLED PRODUCT PROCUREMENT POLICY AS PRESENTED. LARRY SWARTZ SECONDED THE MOTION.

B. Dery asked for clarification of the draft policy's reference to "reasonable prices and terms." B. Lawrence said this would be relative; J. Sands responded to B. Dery's questions about what price differential for recycled products he would consider unreasonable. J. Sands said he had not seen this version of the draft policy before and that he did not know how he would be able to police it and ensure the Committee that the district was in compliance. Committee members suggested viewing the policy as stating a goal, on which guidelines could be based. The

Committee deferred action to allow time for J. Sands to review the draft language and suggest revisions if appropriate.

NEW BUSINESS:

Presentation PARCC/MCAS Choice

Dr. Harvey gave a PowerPoint presentation about the PARCC test, which two classes at Winthrop Elementary took during this school year in place of the MCAS, and the Committee's upcoming choice of whether to have all students take the PARCC or MCAS in 2014-15. (The PowerPoint slides are appended to these minutes.) He said state education officials plan to retire the MCAS and will either replace it with PARCC, or adopt another standardized test to replace the MCAS, following a 2014-15 "test drive" of the PARCC. His presentation touched on topics including administration of the test on paper versus by computer; PARCC test components and testing dates for 2014-15; and the timeline for this Committee's decision about which test to use in HWRSD in 2014-15. He discussed students' and staff members' opinions about the PARCC versus the MCAS; HWRSD administrators' reaction to test questions they answered on a sample basis; whether HWRSD is ready to implement a new test given other initiatives already underway; and complaints about the test agency's help line and other issues. He displayed sample test questions onscreen, detailed the prompts, and commented on the questions' process and goals and how they compare to MCAS questions.

Discussion touched on topics including whether the test challenges high-achieving students; how the PARCC would be scored and how test results would be reported; how individual students' PARCC scores would be aggregated into cohorts and tracked grade-to-grade to measure growth, and how that differs from procedures for MCAS; PARCC's emphasis on non-fiction reading; districts' ability to customize data analysis; whether to ask state officials to arrange for specialists to make a regional presentation on how content testing differs between the two tests' approaches; students' facility with computers and ability to navigate online testing processes; the comparative costs of the tests; testing of students receiving special education services; and how to gather public opinion within the district.

B. Wilson invited public comment. M. Bailey asked what it would cost to train the teachers to administer the test, and the opportunity cost; she also expressed concerns about test-taking by special education students and issues around accommodations and IEPs. She said if curriculum directors say they prefer to continue with the MCAS for the coming year, the Committee should give great weight to their recommendations.

Policies 1st Reading *Recyclable Materials*

B. Lawrence said this policy would encourage recycling, and encourage teachers to integrate lessons on recycling into the core curriculum when appropriate. D. Evans suggested that because state policies may change

over time, the policy draft be revised to state that the district will comply with current policy, rather than specifying details of policies as they now stand.

*Transportation for Student Eligible
for Special Education Services*

This policy would state existing practice, and indicate that a team will assess and decide about individual students' transportation needs.

Subcommittee changes—SEPAC,
Facilities, Communications

B. Wilson said J. Bertrand requested reassignment from the facilities subcommittee; he recommended appointing L. Swartz to fill the facilities vacancy. B. Dery asked to be removed from that subcommittee. Brief discussion touched on the need, as the Committee reduces from 9 to 7 members, to appoint community members to serve on subcommittees alongside School Committee members. B. Wilson said membership on subcommittees could be readjusted during the upcoming year as needs for specific expertise arises.

DEB EVANS MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO MAKE THE FOLLOWING SUBCOMMITTEE CHANGES FOR THE 2014-15 SCHOOL YEAR; THE SEPAC LIAISON TO BE BILL WILSON; THE FACILITIES COMMITTEE TO BE CHANGED TO ADD LARRY SWARTZ, REMOVE BILL DERY, REMOVE JEANISE BERTRAND, AND ADD JIM FARNHAM; THE COMMUNICATIONS COMMITTEE TO BE CHANGED TO ADD JEANISE BERTRAND; AND THE LEGISLATIVE COMMITTEE BE CHANGED TO ADD BILL DERY. JEANISE BERTRAND SECONDED THE MOTION. THE MOTION PASSED 7-0-0-2.

VOTE TO ADJOURN:

B. DERY MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO ADJOURN. LARRY SWARTZ SECONDED THE MOTION. THE MOTION PASSED 7-0-0-2.

The meeting adjourned at 10:02 p.m.

**DOCUMENTS AND EXHIBITS
USED AT THIS MEETING:**

Letter from Brookline Superintendent of Schools William Lupini to NEASC dated March 17, 2014 (1 page)
"NEASC's Niche" statement by Ad Hoc NEASC Reform Committee (undated) (3 pages)
Draft policies: Bonded Employees and Officers; Energy Conservation; Food Service Management; Food Service Program; Free and Reduced Cost Lunch; Passing a School Bus on School Property While It Is Loading Students; Recycled Product Procurement (7 pages)
PARCC/MCAS PowerPoint presentation dated 6/5/2014 (19 slides)

Respectfully submitted,
Ann Sierks Smith

Hamilton-Wenham Regional School District

EXHIBIT B

FIELD TRIP REQUEST

School: HWRHS Date Submitted: 6/4/14Faculty Sponsor: K Sano Position: Spanish teacher Alpine Athletics

I. Trip Information:

Check (✓) one:

☐ Day Academic Field Trip - ☐ In-state ☐ Out-of-state Destination: _____☐ Day Extracurricular Trip - ☐ In-state ☐ Out-of-state ☐ International Destination: _____☐ Athletics - Sport: _____☐ Overnight Trip - In-state - ☐ Academic ☐ Extracurricular - Destination: _____☐ Out-of-State/Domestic Day Trip - ☐ Academic ☐ Extracurricular - Destination: _____☐ Out-of-State/Domestic Overnight Trip - ☐ Academic ☐ Extracurricular - Destination: _____☒ International Trip (extracurricular only) - Destination: Austria - Innsbruck - MunichDeparture Date: Feb 13, 2015 Time: 9:45 pm Return Date: Feb 21 Time: 5:30 pmNumber of Students Eligible: 12 Class/Group: JR/SRFaculty Sponsor: K SanoOther Faculty/Staff chaperones: Prudy P. Kassis

Other chaperones: _____

Mode of Transportation: air - bus Number: 53LX 62LXAirlines/Flight/Ground Transportation: Swiss Air

II. Estimated Expenses

| | |
|---------------------------------------|---|
| 1. Transportation Cost: <u>\$2500</u> | 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 type="checkbox"/> |
| 3. Lodging & meals cost: _____ | 8. Amount Available: \$ _____ |
| 4. Other (specify): _____ | 9. Are Student Activity Funds being used? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| 5. Total student cost: <u>\$2500</u> | 10. If yes, amount being used: \$ <u>5000</u> |

lodging meals, lift tickets

and defer costs to cover expenses.

III. Attachments

| | |
|---|---|
| 1. Copy of Parent Letter with meeting date: _____ | 5. Travel Costs & Refund Policy: <u>only if purchases ins</u> |
| 2. Itinerary: _____ | 6. Travel Insurance Policy (if applicable): <u>Cost: based on trip cost</u> |
| 3. Security features for transportation & accommodations: _____ | 7. Pre and Post Trip Activities: <u>meetings</u> |
| 4. Arrangements for meals and lodging: <u>ski 93</u> | 8. Other Descriptive Information: <u>Edmodo page</u> |

IV. Approvals

Department Chairperson or Field Trip Requestor: K Sano Date: 6/4/14I have read the School Committee Policy H8015 on School Sponsored Field Trips and meet all policy requirementsPrincipal: [Signature] Date: 6/5/14I 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: _____

Field Trip Procedures:

Teachers planning field trips must speak with the principal and obtain permission before making any arrangements. The following steps must be followed in finalizing arrangements for a school field trip.

1. Discuss plans with the Curriculum Coordinator of your Department, obtain verbal permission.
2. Discuss plans with the Principal and obtain verbal permission, complete the Field Trip Request form and return it to the Principal
3. Principal's Secretary will get quotes from the bus company and let you know the cost of the bus(es). ***Please do not call the bus company***
4. Email all staff to let them know about your field trip. Give teachers information including date and time and student names
5. At least two weeks before your field trip, collect money, submit paperwork necessary to the Principal's Secretary for deposit and she will then be able to cut a check to pay for necessary field trip expenses
6. Take your list of students to the nurses office to obtain the emergency card information on each student.
7. 2-3 days before your field trip, email staff the names of the students going on the trip once again.
8. On the day of the field trip, take attendance using your email list, make any changes based on student absences and return the list to the Assistant Principal's Secretary. Please be sure she has your cell phone number in case of an emergency.

No field trips may be scheduled during the last week of the 1st and the 3rd marking period and two weeks prior to the end of a semester. See Appendix G for more information on field trip approval procedures.

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

June 2, 2014

Dear Dr. Harvey,

I realize I may be considered crazy for even entertaining the idea of another ski weekend or ski trip but I believe that the student body and the chaperones should not be punished for the bad choices made by a group of senior boys. I have successfully organized several student tours and this past year was an experience I do not wish to repeat. What I took from the experience is an increased need for repeated communication with both students and parents with regards to the expectations of any trip and the consequences of making bad choices. The underclassmen are very much aware of what those consequences are and I feel they deserve the opportunities to participate in the weekend ski trip and other trips. With this being said, I would like to start the process for a ski Austria trip in 2015 as well as approval to organize the weekend trip in March and other single day trips. Approval of this international trip is time sensitive as I need to secure reservations with Ski 93 before the end of the month.

I would like to propose the following international trip:

2015 February –Ski Austria –Ski 93 Feb. 14-22, 2015 School vacation
Limited to expert skiers (I have a list of interested students)
Lead Chaperones Kevan Sano and Prudy Pilkanis

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

Students who participate in this field trip will gain considerable benefits directly related to LEARN. Some of these include:

1. Live as Lifelong Learners by developing a sense of personal independence and ability—dealing with officials, exchanging money, making decisions.
2. Respect self and others by learning to make group decisions and adapt to others
3. Navigate a variety of communities by examining and learning to overcome language/ cultural barriers including opportunities to speak a different language over an extended time period while observing a different culture and their daily life.

Promotional Video for last approved trip that did not run because of insufficient student enrollment.

<http://animoto.com/play/WepBpkxBtqwGpIFlqkCYbw>

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

Sincerely,



Kevan Sano-O'Brien



SKI 93 TRIPS
TOUR & TRAVEL

A Full Service Tour & Travel

Agency

June 4, 2014

Hamilton Wenham High School
Kevan Sano
775 Bay Road
Hamilton, MA 01982

Dear Kevan,

Thank you again for working with Ski 93 Trips for your trip to Innsbruck and Munich. Below, I have listed all of the final details of the trip. If you have any questions, please call at 1-603-345-2300.

Innsbruck

Dates: February 13 - 21, 2015

Package Includes:

- *Round trip airfare from Boston to Munich via Swiss Air
- *All Round trip transfers from airports to hotels
- *6 nights lodging at Hotel Grauer Bar **** - Innsbruck
- *1 Night lodging at the Regent Hotel**** - Munich
- *7 European breakfasts and 6 dinners
- *Guided Tour of Munich
- * Local escort (Angelika)
- *tax and services, hotel
- * 2 complimentary package(@double occupancy) with 12 or more paying guests

Price Per Person:

- \$2029.00 Triple Occupancy
- \$2079.00 Double Occupancy
- \$2299.00 Single Occupancy

I have built in additional monies to buy lift tickets, excursions and other meals

This package was based on 12 or more paying and 2 complimentary packages at double occupancy.

Airline tax and the fuel surcharge are not included. The rate is approximately \$295.00.

for group.

Options: Alpine and Cross-Country skiing Tickets average 30 to 50 Euros per day
Daily excursions - built in to my

Deposits: \$250.00 per person June 25, 2014
\$600.00 per person October 15, 2014
FINAL PAYMENT due by December 15, 2014

student cost.

my price is
\$2500

per
student.

Present Schedule

Swiss Air Boston (Seats Pending)

P.O. Box 382 ~ Raymond NH 03077
603-665-9650 ~ 800-451-1830 ~ Fax: 603-665-9655



SKI93 TRIPS
TOUR & TRAVEL

A Full Service Tour & Travel

Agency

| | | |
|----------------|---------|---------------------------------------|
| 2/13/15 53LX | 9:45pm | 11:00am Boston to Zurich, Switzerland |
| 2/14/15 1104LX | 12:15pm | 1:10pm Zurich to Munich Germany |
| 2/21/15 1105LX | 2:05pm | 3:00pm Munich to Zurich, Switzerland |
| 2/14/15 52LX | 5:30pm | 8:05pm Zurich to Boston |

Baggage with Swiss Air - 2 Bags allowed per person up to 50lbs per bag + one carry on
(1 bag is equal to a boot bag with boots & Helmet and a set of skis or snowboard and second bag for clothing)

Penalties and Cancellation Policies:

Airline Penalties:

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

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

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

Land Penalties: apply if a traveler cancels without a replacement

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

Rates are subject to change due to fuel surcharges, currency exchange fluctuations and airline security/taxes. Please share the Travel Insurance information with all guests. People can get all the information from the our WEBSITE www.ski93trips.com and click on travel guard. (Please reference our agency # 30551533)

Once again, we appreciate your interest working with Ski 93 Trips, Tour ~ Travel. Should you have any questions or concerns, please contact me at 1-603-345-2300.

Sincerely,

Trish LaBarre
V.P. Ski 93 Trips

P.O. Box 382 ~ Raymond NH 03077
603-665-9650 ~ 800-451-1830 ~ Fax: 603-665-9655

Dear Parents:

Your son or daughter has expressed an interest in traveling to Innsbruck, Austria with Ms. Sano, coordinator of the Alpine Athletics Club. The trip itinerary has been designed specifically for Hamilton - Wenham students. For several years, student skiers and boarders have asked that we run a European Ski/boarder trip; here is your opportunity to ski/board at the Stubai Glacier and other world renowned ski resorts located within minutes of the Olympic city of Innsbruck. The proposed dates for the trip are February 13 - 21, 2015. The projected cost will be \$2500; payable in three installments, \$500 to be paid with completed permission form and submitted before June 25th 2014, \$500 to be paid by October 15th, 2014 and the balance to be paid by December 1st, 2014. You may make monthly installments as well.

The program fee includes:

- Round trip airfare on Swiss Air flights from Boston to Munich
- 6 nights lodging at Hotel Grauer Baer**** <http://grauer-bar-innsbruck.hotel-rn.com/?l=gg1>
- 4 days of skiing/ boarding at local ski areas
- 1 Excursion traveling through the Benner pass to the northern province of Tyrol
- Tyrolean Party
- 1 night lodging at the Regent Hotel**** in Munich, Germany
- Guided tour of Munich
- 7 European breakfasts (buffet) and 6 dinners daily (Dinners are multi-course gourmet meals)
- transfers and inter-city transportation
- full-time guide services Gratuities for guides included

Not included:

Transportation from Hamilton -Wenham to and from the airport (\$30 to provide coach bus for group)
Lunches and snacks while skiing
Spending money for souvenirs, gifts and lunches (suggested \$300)

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

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

| | | |
|----------------|---------|---------------------------------------|
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| 2/14/15 52LX | 5:30pm | 8:05pm Zurich to Boston |

Baggage with Swiss Air - 2 Bags allowed per person up to 50lbs per bag + one carry on

(1 bag is equal to a boot bag with boots & Helmet and a set of skis or snowboard and second bag for clothing)

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

If a ticket has been issued and needs to be cancelled, there is a \$200.00 penalty.

Any deviations are charged a minimum of \$50.00.

Land Penalties: apply if a traveler cancels without a replacement

90 to 30 days prior to travel: \$250.00 per person

30 to 15 days prior to travel: \$400.00 per person

15 to 0 days prior to travel: \$600.00 per person

Rates are subject to change due to fuel surcharges, currency exchange fluctuations and airline security/taxes. For travel insurance you can get all the information from the WEBSITE www.ski93trips.com and click on travel guard.

Agency#30551533

Excursions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Winter Wonderland (Evening Activity) 47 Euros

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

Skiing Excursions

St. Anton & Kitzbuehel 40 Euros

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

SPECIAL PERMISSION FORM FOR AUSTRIA

I am aware that the Hamilton Wenham Alpine Athletics will be traveling to Innsbruck, Austria on February 13-24, 2015. My child has permission to participate in this activity.

Due to the nature of this trip, there may be the opportunity for your child to participate in a variety of sports and other outdoor activities * including: please circle

| | | |
|--------------|------------------------|-----------------------------|
| Bob Sledding | Yes I give permission. | No I don't give permission. |
| Swimming | Yes I give permission. | No I don't give permission. |
| Hiking | Yes I give permission. | No I don't give permission. |

These activities will be available to the participants under two conditions.

If, (1) we, the chaperones feel that the vendor offering the activity is reputable and (2) you, the parent, have given permission. As the adults on the trip all such activities must be approved through us first.

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

Student's Signature

Date

Parent's Signature

Date

* These activities are not included in the tour price.

Guide to Safety Tips

1. **Swim Near A Lifeguard:** USLA statistics over a ten year period show that the chance of drowning at a beach without lifeguard protection is almost five times as great as drowning at a beach with lifeguards. USLA has calculated the chance that a person will drown while attending a beach protected by USLA affiliated lifeguards at 1 in 18 million (.0000055%).
2. **Learn To Swim:** Learning to swim is the best defense against drowning. Teach children to swim at an early age. Children who are not taught when they are very young tend to avoid swim instruction as they age, probably due to embarrassment. Swimming instruction is a crucial step to protecting children from injury or death.
3. **Never Swim Alone:** Many drownings involve single swimmers. When you swim with a buddy, if one of you has a problem, the other may be able to help, including signaling for assistance from others. At least have someone onshore watching you.
4. **Don't Fight the Current:** USLA has found that some 80% of rescues by USLA affiliated lifeguards at ocean beaches are caused by rip currents. These currents are formed by surf and gravity, because once surf pushes water up the slope of the beach, gravity pulls it back. This can create concentrated rivers of water moving offshore. Some people mistakenly call this an undertow, but there is no undercurrent, just an offshore current. If you are caught in a rip current, don't fight it by trying to swim directly to shore. Instead, swim parallel to shore until you feel the current relax, then swim to shore. Most rip currents are narrow and a short swim parallel to shore will bring you to safety.
5. **Swim Sober:** Alcohol is a major factor in drowning. Alcohol can reduce body temperature and impair swimming ability. Perhaps more importantly, both alcohol and drugs impair good judgement, which may cause people to take risks they would not otherwise take.
6. **Leash Your Board:** Surfboards and bodyboards should be used only with a leash. Leashes are usually attached to the board and the ankle or wrist. They are available in most shops where surfboards and bodyboards are sold or rented. With a leash, the user will not become separated from the floatation device. One additional consideration is a breakaway leash. A few drownings have been attributed to leashes becoming entangled in underwater obstructions. A breakaway leash avoids this problem.
7. **Don't Float Where You Can't Swim:** Nonswimmers often use floatation devices, like inflatable rafts, to go offshore. If they fall off, they can quickly drown. No one should use a floatation device unless they are able to swim. Use of a leash is not enough because a non-swimmer may panic and be unable to swim back to the floatation device, even with a leash. The only exception is a person wearing a Coast Guard approved life jacket.
8. **Life Jackets = Boating Safety:** Some 80% of fatalities associated with boating accidents are from drowning. Most involve people who never expected to end up in the water, but fell overboard or ended up in the water when the boat sank. Children are particularly susceptible to this problem and in many states, children are required to be in lifejackets whenever they are aboard boats.
9. **Don't Dive Headfirst, Protect Your Neck:** Serious, lifelong injuries, including paraplegia, occur every year due to diving headfirst into unknown water and striking the bottom. Bodysurfing can result in a serious neck injury when the swimmer's neck strikes the bottom. Check for depth and obstructions before diving, then go in feet first the first time; and use caution while bodysurfing, always extending a hand ahead of you.
10. **At Home, You're the Lifeguard:** Drowning is the leading cause of accidental death in many states for children age one and two. A major reason for this is home pools, which can be death traps for toddlers. Many of these deaths occur in the few moments it takes a parent to answer a telephone or doorbell. NEVER leave a child alone anywhere near a pool. Make sure it is completely fenced, that the fence is locked, and that there is no access from the home to the pool. Don't let your child or a neighbor's child get into the pool when you're not there.

Important Information Austria Feb. 13-21

Departure time from HWRHS: end of school go home, go to airport be there by 5:30

Arrive no later than 5:30 pm.

We are staying at the Grauer Bar/ Le Regent Innsbruck, Austria

Available for our use: indoor pool, game room, hot tub

Packing:

- Warm ski clothes, gloves, hat, goggles, ski or snowboard equipment, etc.
- Bathing suit
- Medications must be in original packaging

On the bus

- Choose your seat and stay there for the ride.
- Do not get up out of your seat unless it is to use the rest room. Keep feet off the seats.
- All luggage is stored either below in the bins or above your seat.
- Please keep the bus neat – put trash in the bags that we will provide. Keep your space neat. The bus driver's job is to drive - not clean up after you. Nor is it the job of the chaperones.
- No loud music (use head phones) or cameras with flash are allowed on the bus. If we can hear your music, then it is too loud. Camera flashes are a dangerous distraction to the driver. We will provide movies for the ride up and back.
- Once we arrive at our destination either the hotel or the mountain, everyone helps to unload the bus. Don't wait for your bag – grab one on the top and set it down. Remember NEVER lean skis or boards against the bus!

At the hotel

Rooms have been assigned based on gender, your friends and your grade level. I have tried to make groupings based on the information you wrote on the permission slip. Not every request for roommates can be granted due to the number of rooms and available space.

Rooms are doubles, triples or quads. Each room has either one or two double beds. It is expected that you share the bed. If you have issues with this, be creative. Sleep head to toe, under sheets, on top of sheets. No one should be sleeping on the floor.

Keep your rooms neat – there is maid service that will make up your beds daily. Do not make their job any more difficult by throwing things all over the place. For your own safety do not leave valuables or cash in plain sight.

When we leave the hotel on Sunday morning you are expected to leave your room the way you found it Friday night. Beds back together, dirty towels in the tub, all trash cleaned up and put outside door in larger bags if it doesn't fit in your trash can.

Tipping for maid service – Each person should leave at least \$4 (\$2 per day)

Swim time – the hotel has an indoor pool available for our use. Swim time will be after dinner and most likely from 7-8:30. You must wear appropriate pool attire and follow all pool rules. The hot tub has a capacity of 10 – **PLEASE FOLLOW ALL RULES!** You may not use the pool or the health club after our scheduled time.

It is okay to be in each other's room **if invited** – only HW students. Window shades and curtains (outside rooms) and doors (inside rooms) need to be opened wide until bed check. This allows us to chaperone without intruding on your socializing. **YOU MAY NOT BE IN ANY OTHER ROOMS OTHER THEN HW STUDENTS AND ONLY HW STUDENTS CAN BE IN YOUR ROOM. IF THIS HAPPENS YOU MAY BE SENT HOME!** You are responsible for the behavior of those you invite into your room.

Bed Check and Wake Up Calls

Bed check times and wake up times are set by us and are set with your safety in mind. Bed check on Friday will be upon our arrival so that you can get a decent night's sleep before a full day on Saturday. Saturday night bed check will be at 10 pm. Be in your rooms ready for bed check at 10, **NOT** heading to your room at 10. After a full day at the mountain and a full day ahead, it is important that everyone have the opportunity for a good night's sleep. This includes the chaperones!

In the restaurant

We have established a sterling reputation with this hotel, and it is our intention to keep it. This starts with how you are dressed. **No hats, no PJ bottoms, flannel pants or visible underwear – you must wear clothes.** If you do wear a hat to the restaurant, please remove it when you enter. This also goes for our trip home. Even though the rest stop is not the classiest restaurant, good manners and appropriate street clothes are still required.

Meals are buffet - only take what you will eat - you can always go back for more.

Bus your own table when you are finished – don't leave your plates, cups etc behind.

On the mountain

HELMETS MUST BE WORN AT ALL TIMES – no helmet = no ticket.

We will ski as a group! No whining about the group going too slow or needing a rest. We are skiing as a group for safety reasons! There will be no discussion or complaints. We are a group!

Remember the rules of the slopes and that you represent Hamilton-Wenham. This is a school trip. Inappropriate behavior at the hotel, on the bus, in the restaurant or on the mountain **will not** be tolerated. **All school rules their consequences apply.** Don't be stupid or do anything that you may regret.

Packing list

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

| | |
|------------------------------|--|
| Sunglasses (eye ties) | Protects your eyes from the intense sun glare while highlighting objects & terrain. |
|------------------------------|--|

| | |
|------------------------|---|
| After Ski Boots | Keeps you comfortable, warm and dry when you are not skiing. |
|------------------------|---|

| | |
|-----------------------------|--|
| Lip Balm / Sunscreen | Skin protection prevents skin problems and damage due to extreme weather. |
|-----------------------------|--|

| | |
|-----------------------------|--|
| Hand and Toe Warmers | Up to 10 hrs. of warmth; place 1 in each pocket, glove or shoe. Make your skiing experience more enjoyable! |
|-----------------------------|--|

| | |
|--------------------------|---|
| Luggage / Bags | |
| Ski/Snowboard Bag | Protects your skis and snowboard and also gives you extended packing areas for other gear. |

| | |
|----------------------------------|--|
| Boot Bag | |
| Wheeled Luggage or Duffle | Ski/Snowboard apparel is big & bulky. Wheels make it easier to carry. |

| | |
|-------------------------------|---|
| Pack-It Folders, Cubes | Using pack-it folders & cubes increases luggage space by 25% |
|-------------------------------|---|

Comfort / Convenience

| | |
|--------------------------------|--|
| After Ski Gloves | Helps keep your hands warm after a long |
| Boot Warmer & Dryer | Removes moisture from your boots |
| Ski Lock | Make sure they are still there after |

| | |
|--|--|
| Footbeds | Provides extra support & performance |
| Swimsuit | Be prepared to jump into that heated pool |
| Flip Flops | Be prepared to jump into that heated pool |
| Hydration Pack (insulated) / water bottle | Keep hydrated to avoid altitude sickness |

Equipment

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

#3

Security Plan for travel to Austria

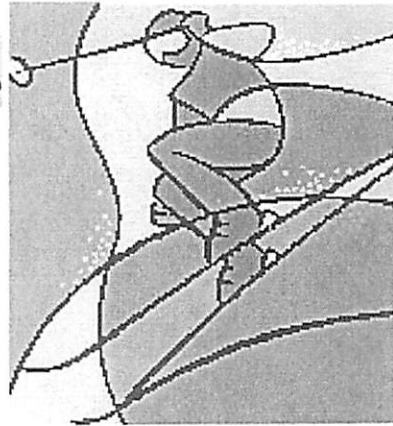
- A 6 to 1 ratio of chaperones/teachers to student as per rules of international travel
- All chaperones are CORI'd.
- Bilingual Ski 93 tour guide with us 24/7 from arrival until departure
- Head chaperone will have an international cell phone
- One of the chaperones is a trained in CPR
- All chaperones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

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

SKIER SKILL LESSON-LEVELS USED 2013-2014 AT VAIL RESORTS SKI SCHOOLS (including Keystone, Breckenridge, Vail, Beaver Creek/Arrowhead, Heavenly Valley, Northstar, and Kirkwood)

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

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



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

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SEARCH

Alerts and Warnings

Travel Warnings

We issue a Travel Warning when we want you to consider very carefully whether you should go to a country at all. Examples of reasons for issuing a Travel Warning might include unstable government, civil war, ongoing intense crime or violence, or frequent terrorist attacks. We want you to know the risks of traveling to these places and to strongly consider not going to them at all. Travel Warnings remain in place until the situation changes; some have been in effect for years.

• Travel Alerts

We issue a Travel Alert for short-term events we think you should know about when planning travel to a country. Examples of reasons for issuing a Travel Alert might include an election season that is bound to have many strikes, demonstrations, or disturbances; a health alert like an outbreak of H1N1; or evidence of an elevated risk of terrorist attacks. When these short-term events are over, we cancel the Travel Alert.

Refine by Destination

Austria

GO

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Type

Date

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Refine by Destination

Germany

GO

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1 Day in Munich

Type

Date

Location

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Refine by Destination

Switzerland

GO

Clear Results

Type

Date

Location

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possible day trip

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Possible day trip

Refine by Destination

Italy

GO

Clear Results

Type

Date

Location

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**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 Austria and Germany from February 13, 2015 to February 21, 2015. It is
my/our understanding that Kevan Sano (faculty sponsor and head chaperone) as well as
Prudence Pilkonis, 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

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 Kevan Sano (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.

7. DISCIPLINE OF STUDENTS AND FIELD TRIPS –Domestic and International

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 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 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 February 14 to February 23 . 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.

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 **Kevan Sano** (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.

7. DISCIPLINE OF STUDENTS AND FIELD TRIPS –Domestic and International

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 rules or regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, trip rules as specified in Section D-11, or otherwise misbehaves while on a field trip, the student will be immediately suspended from the field trip and sent back to school or home, as appropriate, by the faculty sponsor at the parent's/guardian's expense. In addition to being sent home, the individual will be subject to the consequences for the action/infraction upon his/her return to school as defined by the aforementioned student conduct policies, student handbook rules and regulations, and MA Interscholastic Athletic Association (MIAA) rules and regulations.
3. Hamilton-Wenham Policies on Student Behavior, Student Handbook rules and regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, and trip rules as specified in Section D-11 regarding student conduct will be given to chaperones. Chaperones shall agree to implement and enforce them; failure to do so will result in not being able to chaperone future school sponsored trips.

I 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 **February 14 to February 23** . 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

Part 3 # 7

Ski Austria Parent Meeting January TBD, 2015

COUNTDOWN 2? DAYS

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

<http://www.massport.com/logan/default.aspx>

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

7. Flight info.

- Round trip airfare on flights from Boston to Munich (Lufthansa)
- 6 nights lodging at Hotel Grauer Bar
<http://www.innsbruck-hotels.at/hotel-grauer-baer/das-hotel/index.php?lang=en>
- 1 night lodging at the Regent Hotel**** in Munich, Germany
<http://www.hotelregentmunich.com>

Possible Skiing <http://www.stubaier-gletscher.com>
<http://www.axamer-lizum.at/en/>

Possible excursions

Salzburg, Austria <http://www.salzburg.info/en/>

Venice, Italy

Bolzano, Italy <http://www.bolzano.net/english/>

St. Moritz, Switzerland

Fuessen, Bavaria Neuschwanstein Castle <http://www.neuschwansteincastle.net/>

8. Behavior on the slopes, at the hotel and everywhere else.

a. No Whining!!!!

9. Rules - All School Rules apply

10. Credit Card consent form – required by district

11. Questions and Answers

12. IF YOU ARE INTERESTED IN TRIP INSURANCE WWW.TRAVELGUARD.COM

PLEASE REFERENCE # 3055153

HAMILTON-WENHAM RSD 2014-15

| August 2014-2 Days | | | | | | |
|--------------------|-----------|-----------|-----------|----|-----------|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | TW | TW | 27 | 28 | NS | 30 |
| 31 | | | | | | |

| September 2014-21 Days | | | | | | |
|------------------------|----------|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | H | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

| October 2014-22 Days | | | | | | |
|----------------------|----------|----|----|------------|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | H | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | PTC | 24 | 25 |
| 26 | 27 | 28 | 29 | PTC | 31 | |

| November 2014-16 Days | | | | | | |
|-----------------------|----|-----------|-----------|----------|-----------|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | | | 1 |
| 2 | 3 | TW | 5 | 6 | 7 | 8 |
| 9 | 10 | H | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | ER | H | NS | 29 |
| 30 | | | | | | |

| December 2014-17 Days | | | | | | |
|-----------------------|----------|----------|----------|----------|----------|----|
| Su | M | Tu | W | Th | F | Sa |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | V | H | V | 27 |
| 28 | V | V | V | | | |

| January 2015-19 Days | | | | | | |
|----------------------|----------|----|----|----------|----------|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | H | V | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | H | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

August 25th - Opening Day Teachers
 August 26th - Teacher Workshop
 August 26th - Orientation for Grades 6 & 9
 Student Only
 August 27th - Opening Day ALL Students
 June 7th - Graduation 12:00 Noon @
 Gordon College Chapel
 June 22nd - Last Day for Teachers &
 Students (includes 5 snow days)

HOLIDAYS & OTHER NO SCHOOL DAYS

August 29th - No School
 September 1st - No School - Holiday
 October 13th - No School - Columbus Day
 November 4th - No School - Teacher Workshop
 November 11th - No School - Veterans' Day Observed
 November 26th - Thanksgiving Recess - Early Release
 November 27th-28th - No School - Thanksgiving Recess
 December 23rd-January 2nd - Winter Holiday Recess - School
 Closes at regular time
 January 19th - No School - Martin Luther King Day
 February 16th-20th - No School - Presidents' Day & Mid-winter
 Vacation
 March 9th - No School - Teacher Workshop
 April 3rd - No School - Good Friday
 April 20th-24th - No School Patriots' Day & Spring Vacation
 May 25th - No School - Memorial Day

RELIGIOUS OBSERVANCES - SCHOOL IN SESSION

All Jewish Holiday begin at sundown, the evening prior to the day of the holiday
 September 25th & 26th - Rosh Hashanah
 October 4th - Yom Kippur
 April 4th-5th - Passover Start
 April 10th-11th - Passover End

DISMISSAL TIMES

Staff Workshops - Wednesdays: Elementary 12:45 PM / MS & HS
 1:30 PM
 ER- Half Day -No Lunch-Elementary 11:15 AM / MS & HS 12:05 PM

Key Guide

ER: Early Release All Levels
 TW: Teacher Workshop/No Students
 PTC: Parent/Teacher Conferences Elementary Only 11:15 Dismissal
 (No Lunch)
 V: Vacation NS: No School H: Holiday ★ Graduation

Approved March 6, 2014

| February 2015-15 Days | | | | | | |
|-----------------------|----------|----------|----------|----------|----------|----|
| Su | M | Tu | W | Th | F | Sa |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | H | V | V | V | V | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |

| March 2015-21 Days | | | | | | |
|--------------------|-----------|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | TW | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| April 2015-16 Days | | | | | | |
|--------------------|----------|----------|----------|----------|----------|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | 1 | 2 | H | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | H | V | V | V | V | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

| May 2015-20 Days | | | | | | |
|------------------|----------|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | H | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| June 2015 11+5 Snow Days | | | | | | |
|--------------------------|-----------|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| ★ | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | LD | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

| Jul-15 | | | | | | |
|--------|----|----|----|----|----------|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | 1 | 2 | H | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

EXHIBIT D

Recyclable Materials Policy

In order to conserve natural resources and promote environmental responsibility, District Schools will recycle materials that would otherwise become waste, including paper, cardboard, bottles and cans from school buildings and grounds. This policy supports the Massachusetts Department of Environmental Protection's waste ban, which prohibits disposal of recyclable paper, cardboard, and paperboard, glass and metal containers and single-resin, narrow-necked plastic.

The implementation of this policy is the responsibility of everyone in the school community and all District personnel are expected to support recycling efforts throughout the schools.

The District encourages teachers to include educational lessons on recycling in the curriculum where appropriate.

Policy Review: 1st Reading: June 5, 2014
2nd Reading

Policy Adopted:

Vote:

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

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

EXHIBIT E

Transportation for Students Eligible for Special Education Services

The Office of the Director of Student Services coordinates Special Education students' transportation needs and services. The determination about transportation and services is part of a special education student's annual Team Meeting. The Team will make all decisions in full compliance with state and federal regulations for specific requirements of team transportation determination.

The Superintendent shall seek reimbursement for transportation costs from the Commonwealth to the full extent allowed by law.

Legal Reference: 603 CMR 28.05(5)

Policy Review: 1st Reading: June 5, 2014

2nd Reading

Policy Adopted:

Vote:

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

Hamilton-Wenham Regional School District, MA

\$1,640,000 General Obligation Bond Anticipation Notes

Sale Date: 6/11/2014
Dated Date: 6/27/2014
Delivery Date: 6/26/2015
Due Date: 6/26/2015
Days Per Year: 360
Day Count: 359
Bank Qualified: Yes
Rating: SP-1+



| Bidder | Principal | Coupon Rate | Premium | Interest | Net Interest | NIC | Prorata Premium | Prorata Interest | Award | Reoffering Yield |
|---------------------|-------------|-------------|-------------|-------------|--------------|---------|--------------------|--------------------|--------------------|------------------|
| Eastern Bank | \$1,640,000 | 1.00% | \$11,955.10 | \$16,354.44 | \$4,399.34 | 0.2690% | \$11,955.10 | \$16,354.44 | \$1,640,000 | |
| TD Securities | \$1,640,000 | 1.00% | \$11,578.40 | \$16,354.44 | \$4,776.04 | 0.2920% | | | | |
| Jefferies LLC | \$1,640,000 | 1.00% | \$10,908.00 | \$16,354.44 | \$5,446.44 | 0.3330% | | | | |
| Century Bank | \$1,640,000 | 0.40% | \$0.00 | \$6,541.78 | \$6,541.78 | 0.4000% | | | | |
| Oppenheimer & Co. | \$1,640,000 | 0.75% | \$5,388.00 | \$12,265.83 | \$6,877.83 | 0.4205% | | | | |
| Award Totals | | | | | | | \$11,955.10 | \$16,354.44 | \$1,640,000 | |

Weighted Average Net Interest Cost: 0.2690%

MUNICIPAL PURPOSE LOAN

Hamilton-Wenham Regional School District, MA

\$1,840,000 General Obligation Bond Anticipation Notes

Sale Date: 6/11/2014
 Dated Date: 6/27/2014
 Delivery Date: 6/28/2015
 Due Date: 6/28/2015
 Bank Qualification: Yes



| Purpose | Vote Date(s) | Reference | Amount Authorized | Previous Issues | Bonds, Grants, and/or Payments | Renewed This Issue | New This Issue | Total This Issue | Balance Unissued | Original Issue Date | Prorate Interest | Prorate Premium | |
|--|--------------|----------------|--------------------|-----------------|--------------------------------|--------------------|--------------------|--------------------|--------------------|---------------------|--------------------|--------------------|--------|
| Wentrop School Heating System and Window Replacement | 10/24/2013 | Ch.71, s.16(d) | \$2,240,000 | \$0 | \$0 | \$0 | \$835,000 | \$835,000 | \$1,405,000 | 6/27/2014 | \$8,326.81 | \$8,036.90 | EXEMPT |
| Baker School Heating System Replacement | 10/24/2013 | Ch.71, s.16(d) | \$930,000 | \$0 | \$0 | \$0 | \$605,000 | \$605,000 | \$125,000 | 6/27/2014 | \$8,027.84 | \$5,868.20 | EXEMPT |
| Totals | | | \$3,170,000 | \$0 | \$0 | \$0 | \$1,840,000 | \$1,840,000 | \$1,830,000 | | \$16,354.64 | \$11,955.10 | |

RatingsDirect®

Summary:

Hamilton-Wenham Regional School District, Massachusetts; General Obligation; Note

Primary Credit Analyst:

Apple Lo, Boston (1) 617-530-8316; apple.lo@standardandpoors.com

Secondary Contact:

Timothy W Little, New York (1) 212-438-7999; timothy.little@standardandpoors.com

Table Of Contents

Rationale

Outlook

Related Criteria And Research

Summary:

Hamilton-Wenham Regional School District, Massachusetts; General Obligation; Note

Credit Profile

US\$1.64 mil GO BANs dtd 06/27/2014 due 06/26/2015

Short Term Rating

SP-1+

New

Hamilton-Wenham Regl Sch Dist GO rfdg sch bnds of 2009

Long Term Rating

AAA/Stable

Upgraded

Rationale

Standard & Poor's Ratings Services has raised its long-term rating on Hamilton-Wenham Regional School District, Mass.' general obligation (GO) bonds to 'AAA' from 'AA+'. The outlook is stable.

We based the upgrade on the very strong credit characteristics and financial profiles of the two member towns: Hamilton and Wenham.

At the same time, Standard & Poor's has assigned its 'SP-1+' short-term rating to the district's series 2014 GO bond anticipation notes (BANs).

The short-term note rating reflects our high investment-grade rating on Hamilton-Wenham Regional School District and its low market risk profile. Securing the BANs will be the district's GO pledge. The district holds the legal authority to issue long-term GO bonds to take out the notes, and is a frequent issuer that regularly provides ongoing disclosure to market participants.

We understand that district officials plan to use BAN proceeds to finance various capital projects throughout the district.

The bonds and BANs are a GO pledge and payable from sums annually apportioned to Hamilton and Wenham, in accordance with the district agreement. Massachusetts school districts do not have the ability to levy taxes directly. Under the district agreement, the regional district committee annually adopts a maintenance and operating budget for the ensuing fiscal year, including debt service costs. The amount of the budget, after netting out anticipated state aid, is then apportioned to the member towns according to the agreement provided by the Massachusetts Education Reform Act. Once the budget is voted on and approved at each town's respective town meeting, the budget becomes final and the communities are then responsible for paying their assessment on a timely basis.

Since the district's primary revenues are apportioned costs received by the member towns, we base the long-term rating largely on the creditworthiness of the member towns.

Factors that support our assessment of the rating include:

Summary: Hamilton-Wenham Regional School District, Massachusetts; General Obligation; Note

- The very strong credit characteristics of the two member towns, Hamilton and Wenham;
- The district's stable financial position with consistent general fund results and good cash reserves; and
- The district's low overall net debt burden, and limited capital needs.

Hamilton-Wenham Regional School District provides kindergarten to grade 12 educational services to Hamilton and Wenham students. The district operates three elementary schools, a middle school, and a high school, and has a yearly student enrollment of about 1,900. It derives 71% of its revenues from assessments apportioned to both member towns for capital and operating costs. Historically speaking, Hamilton bears close to 70% of capital and operating costs, while Wenham's share is about 30%.

The district serves two suburban communities (Hamilton and Wenham) approximately 24 miles north of Boston. Residents enjoy good access to downtown Boston via a commuter rail line, and are also near Interstate 95, which provides access to other regional employment centers. Overall, economic indicators are strong for the district. Unemployment remains below state and national averages, and wealth indicators are very strong, in our opinion, with median household income at 202% of the national level and market value per capita at about \$153,000.

The district relies somewhat on state aid appropriations, which account for about 29% of its general fund revenues. The balance of revenues is made up of the apportionment of the district's costs to the member towns. State policy limits the unassigned general fund balance to no more than 5% of expenditures; when a district's undesignated reserve funds exceed the 5% limit, it must use the funds to lower its member towns' assessments for the following fiscal year. The district adopted a balanced budget for fiscal 2015 without any free cash appropriation for operation. Management projects to close fiscal 2014 with an operating surplus of \$900,000 due to savings from its health care contract. As of June 30, 2013, the total fund balance was \$2.3 million, equivalent to 6.7% of expenditures.

We consider the district's financial management practices "standard" under Standard & Poor's Financial Management Assessment, indicating that the district maintains adequate policies in most, but not all, key areas.

At the close of this issue, the district will have \$8.5 million in overall net debt outstanding, including its proportionate share of overlapping debt for both member towns. In our opinion, the district's debt burden is low at approximately \$1,700 per capita, and 1% of estimated market value. Principal amortization is rapid with district officials planning to retire 100% of principal in 10 years. Debt service carrying charges are also low, averaging 6% of expenditures for the most recent five years. Management indicates the district plans to issue an additional \$1.5 million within the next two years for additional capital projects and renovations. We do not believe the additional issue will have a material impact on the debt ratios; the district will apply for Massachusetts School Building Authority reimbursement from the state.

The district contributes to the Essex Regional Retirement System, which is currently funded at 52%. It also administers a postemployment benefits plan on a pay-as-you-go (PAYGO) basis. The total pension annual required contribution and OPEB PAYGO was about \$1.6 million or 5% of total governmental expenditures in fiscal 2013. Total pension and OPEB unfunded liabilities were about \$33 million.

For additional information on the town of Hamilton, please see the report published on May 12, 2014; for the town of Wenham, please see report published June 5, 2014; both articles are on RatingsDirect on the Global Credit Portal.

Outlook

The stable outlook reflects what we view as the strong, diverse property tax base and strong economic fundamentals of the district's respective member towns. We believe the district will maintain an adequate financial position by keeping general fund reserves at commonwealth-mandated levels as historically demonstrated. We also expect the debt burden to remain low due to limited capital needs and rapidly amortizing debt. As such, we do not expect to change the rating in the two-year parameter of the outlook period.

Related Criteria And Research

Related Criteria

- USPF Criteria: Local Government GO Ratings Methodology And Assumptions, Sept. 12, 2013
- Ratings Above The Sovereign: Corporate And Government Ratings—Methodology And Assumptions, Nov. 19, 2013
- USPF Criteria: State Credit Enhancement Programs, Nov. 13, 2008
- USPF Criteria: GO Debt, Oct. 12, 2006

Related Research

- S&P Public Finance Local GO Criteria: How We Adjust Data For Analytic Consistency, Sept. 12, 2013

Complete ratings information is available to subscribers of RatingsDirect at www.globalcreditportal.com. All ratings affected by this rating action can be found on Standard & Poor's public Web site at www.standardandpoors.com. Use the Ratings search box located in the left column.

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HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

To: Hamilton-Wenham Regional School Committee

From: Michael M. Harvey, Ed.D.

Date: 6/16/14

Re: Decision of PARCC or MCAS for 2015

After much discussion, consideration and reflection, I recommend that the Hamilton-Wenham Regional School District continue to administer the MCAS to students in all tested grades for the 2014-2015 school year.

I have come to this conclusion after weighing the potential benefits and drawbacks to switching to the PARCC assessment and have decided that although our students may derive some benefit from an early exposure to the PARCC test, the potential disruptions to student learning through interrupting our progress to date in improving the programs and operations of the District outweigh any potential benefit. In order to ensure both staff and students are adequately prepared to experience the new assessment, students would need to spend instructional time learning how to take the PARCC, rather than mastering the curriculum, and staff would need to devote already scarce professional development time to learning to administer the PARCC rather than writing curriculum and developing lessons.

Likewise, our Technology Department would need to devote a significant amount of time to prepare our infrastructure and equipment to be able to administer the PARCC in its online format. Given that the Technology Department will be in the middle of implementing several new initiatives next year, including the 1:1 Program at HWRHS, it does not seem reasonable to expect that we would be able to manage these initiatives effectively and add the PARCC administration. In addition to the investment in human capital that implementing the PARCC in 2014-2015 will require, the District will also need to commit financial resources. Conservative estimates place the cost of technology expenditures at \$20,000-\$25,000 in order to implement PARCC in the HWRSD. None of these expenses were contemplated in the development of the FY15 District Budget.

Delaying the implementation of PARCC in the Hamilton-Wenham Regional School District will also allow for more clarity from the Department of Elementary and Secondary Education on several issues. The first of which is whether the PARCC will actually become the official assessment of the Commonwealth of Massachusetts at all? This question is scheduled for a vote by the State Board of Education in the fall

of 2015. An unfavorable vote from the BOE after implementing the PARCC in 2015 would mean potentially administering three different assessments to students in consecutive years (MCAS in 2014, PARCC in 2015 and then ??? in 2016). Continuing with MCAS for next year lessens this possibility of multiple tests in a short timeframe.

Delaying implementation of the PARCC will also hopefully help to clear up other questions relative to the PARCC Administration and reporting. The 2014 PARCC Field Test Districts reported a large amount of technical glitches with the PARCC testing interface and dissatisfaction with Pearson's Technical Support. Another area of concern regarding PARCC administration is that some special education accommodations that were allowed under MCAS currently have no counterpart in the PARCC. Finally, the DESE proposed practice of using "Equi-percentile Rankings" between the PARCC and MCAS to determine the Student Growth Percentiles necessary for conducting teacher evaluations would benefit from further study. Hopefully, by waiting an extra year, the HWRSD will be able to benefit from the extra year and avoid some of these potential issues.

In closing, while I do not believe the HWRSD should administer the PARCC test in spring of 2015, I do believe that the next generation of student performance assessments is rapidly coming upon us. In meetings I have attended with Commissioner Chester, it was made more than clear that the current paper and pencil version of the MCAS is going to be phased out in favor of more performance-based online student assessments. In order to help prepare our students for this, I have asked our leadership team to strategize methods to assist faculty in incorporating more technology-based assessment activities into our daily instruction. I expect that this initiative will be incorporated into our District Improvement Plan for 2014-2015.