



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

SCHOOL COMMITTEE MEETING

Buker Elementary School
Multi-Purpose Room

Wednesday, April 25, 2018

7:00 PM

1. **Call to Order** 7:00
2. **Pledge of Allegiance**
3. **Citizens' Comments**
4. **Chair's Report**
5. **Superintendent's Report**
6. **Consent Agenda**
 - a. Warrants
 - April 11, 2018 Exhibit A
 - b. Field Trip-Grade 8 to Spain 2019 Exhibit B
7. **New Business**
 - a. Hear results of town elections Exhibit C
 - b. Seal of Bi-literacy Presentation by Kevan Sano
 - c. SC Reorganization
 - d. Review SC Protocols and Member Ethics Policy Exhibit D
 - e. Donations Exhibit E
 - EdFund \$3,708.03
8. **Other**
 - a. Topics for next meeting
9. **Vote to Adjourn** into Executive Session to discuss Teacher's Union negotiations (Executive Session Purpose #3) and not to return to open session. 9:30

Secretary: Kerry Gertz, HWRSC

Warrant Working Group
April 11, 2018
Center School, 5 School Street, Wenham, MA

Present: David Polito, Gene Lee, Kerry Gertz
Also present: Don Gallant, HWRSD Treasurer

Meeting Called to order at 4:40 by David Polito

The following warrants were approved:

- | | |
|------------------|---------------|
| 1. Voucher 48: | \$ 13,575.58 |
| 2. Voucher 1089: | \$ 718,935.44 |
| 3. Voucher 2492: | \$ 3,774.90 |
| 4. Voucher 2493: | \$ 14,925.00 |
| 5. Voucher 2494: | \$ 19,962.50 |
| 6. Voucher 2495: | \$ 200.00 |
| 7. Voucher 2496: | \$ 18,503.03 |
| 8. Voucher 2497: | \$ 225,555.40 |
| 9. Voucher 2498: | \$ 67,781.15 |

Rollcall Vote: All approve.

Motion: I move that we approve the minutes of April 11, 2018 as prepared. Motion – Polito,
Second - Gertz, Unanimously Approve.

Move to adjourn: 6:58 pm. Motion - Polito, Second - Lee. Unanimously Approved.

Respectfully submitted,

David Polito

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1089

Voucher Date: 04/13/2018

Prepared By:

Donald E. Gallant

Printed: 04/11/2018 03:23:43 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$718,935.44 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant

Donald E. Gallant

Treasurer

Leslie Davidson

Assistant Treasurer

1

Geena

School Committee Member

2

Al

School Committee Member

3

Kew

School Committee Member

Jeffrey Sands

Assistant Superintendent for
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

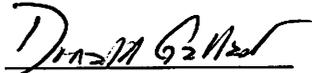
Fund	Amount
001 GENERAL FUND	\$718,935.44
	\$718,935.44

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 48

Voucher Date: 04/13/2018

Prepared By:



Printed: 04/11/2018 03:27:59 PM

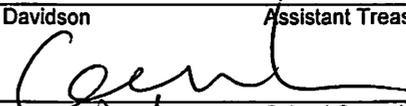
HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$13,575.58 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



Donald E. Gallant
Treasurer

Leslie Davidson
Assistant Treasurer



1 School Committee Member



2 School Committee Member



3 School Committee Member

Jeffrey Sands
Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	\$6,359.17
202	REVOLVING FUNDS	\$522.69
205	ATHLETIC/EXTRA CURR REVOLVING	\$4,278.23
301	TITLE I	\$1,175.75
302	94-142 IDEA 240	\$0.00
304	EARLY CHILDHOOD	\$0.00
402	STATE GRANTS FY EVEN YEARS	\$692.83
701	CAFETERIA FUNDS	\$546.91
		\$13,575.58

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2492

Voucher Date: 04/05/2018

Prepared By:

N. Copozzi

Printed: 04/05/2018 09:33:12 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$3,774.90 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant
Donald E. Gallant Treasurer

Leslie Davidson Assistant Treasurer

Kevin J. ...
1 School Committee Member

C. ...
2 School Committee Member

M. ...
3 School Committee Member

Jeffrey Sands Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
202 REVOLVING FUNDS	\$3,774.90
	\$3,774.90

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2493

Voucher Date: 04/09/2018

Prepared By:



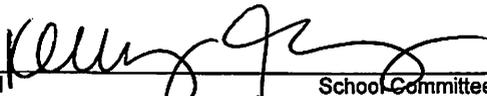
Printed: 04/10/2018 08:25:05 AM

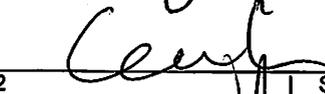
HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$14,925.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

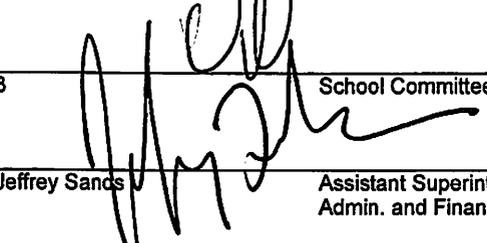

Donald E. Gallant Treasurer

Leslie Davidson Assistant Treasurer

1 
School Committee Member

2 
School Committee Member

3 
School Committee Member


Jeffrey Sands Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund	Amount
003 DEBT SERVICE FUND (GF)	\$14,925.00
	\$14,925.00

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2494

Voucher Date: 04/09/2018

Prepared By: D. Capozzi

Printed: 04/10/2018 08:24:30 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$19,962.50 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant
Donald E. Gallant Treasurer

Leslie Davidson
Leslie Davidson Assistant Treasurer

1 [Signature]
School Committee Member

2 [Signature]
School Committee Member

3 [Signature]
School Committee Member

Jeffrey Sands
Jeffrey Sands Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
003	DEBT SERVICE FUND (GF)	\$19,962.50
		\$19,962.50

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2495

Voucher Date: 04/10/2018

Prepared By:

N. Capozzi

Printed: 04/10/2018 08:29:13 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$200.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant

Donald E. Gallant

Treasurer

Leslie Davidson

Assistant Treasurer

Ken...

1

School Committee Member

Cearl...

2

School Committee Member

Jeffrey...

3

School Committee Member

Jeffrey Sande

Assistant Superintendent for
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL
DISTRICT

Fund	Amount
202 REVOLVING FUNDS	\$200.00
	\$200.00

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2496

Voucher Date: 04/13/2018

Prepared By:

Donald Gallant

Printed: 04/11/2018 12:48:12 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$18,503.03 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant
 Donald E. Gallant Treasurer

 Leslie Davidson Assistant Treasurer

1 *Ken...*
 School Committee Member

2 *Carl*
 School Committee Member

3 *[Signature]*
 School Committee Member

[Signature]
 Jeffrey Sands Assistant Superintendent for
 Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
701	CAFETERIA FUNDS	\$18,503.03
		\$18,503.03

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2498

Voucher Date: 04/13/2018

Prepared By: *Donald Gallant*

Printed: 04/11/2018 12:58:39 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$67,781.15 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant
Donald E. Gallant Treasurer

Leslie Davidson Assistant Treasurer

[Signature]
1 School Committee Member

[Signature]
2 School Committee Member

[Signature]
3 School Committee Member

Vincent Leone
Jeffrey Sands Assistant Superintendent for

Vinny Leone for

~~Admin. and Finance~~
Dir. of Account & Payroll

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	\$56,967.97
202	REVOLVING FUNDS	\$2,444.50
205	ATHLETIC/EXTRA CURR REVOLVING	\$6,869.93
303	TITLE IIA	\$500.00
402	STATE GRANTS FY EVEN YEARS	\$675.00
502	PRIVATE GRANTS & GIFTS	\$323.75
		\$67,781.15

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2497

Voucher Date: 04/13/2018

Prepared By: *Donald Gallant*

Printed: 04/11/2018 12:53:46 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of \$225,555.40 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2017 to June 30, 2018 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald E. Gallant
Donald E. Gallant Treasurer

Leslie Davidson Assistant Treasurer

1 *Kevin J. [Signature]*
School Committee Member

2 *Carol [Signature]*
School Committee Member

3 *[Signature]*
School Committee Member

Jeffrey Sands Assistant Superintendent for
Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	\$220,438.67
100	PRIOR YEAR ENCUMBRANCES	\$3,500.00
202	REVOLVING FUNDS	\$219.74
205	ATHLETIC/EXTRA CURR REVOLVING	\$152.02
301	TITLE I	\$21.84
302	94-142 IDEA 240	\$450.00
502	PRIVATE GRANTS & GIFTS	\$773.13
		\$225,555.40

Hamilton-Wenham Regional School District

FIELD TRIP REQUEST

School: Miles River Middle Date Submitted: April 3
 Faculty Sponsor: Kevan Sano Position: 6-12 World Language Spanish teacher

I. Trip Information:

Check (✓) one:
 Day Academic Field Trip - In-state Out-of-state Destination: _____
 Day Extracurricular Trip - In-state Out-of-state International Destination: _____
 Athletics - Sport: _____
 Overnight Trip - In-state - Academic Extracurricular - Destination: _____
 Out-of-State/Domestic Day Trip - Academic Extracurricular - Destination: _____
 Out-of-State/Domestic Overnight Trip - Academic Extracurricular - Destination: _____
 International Trip (extracurricular only) - Destination: Spain - Burgos / Madrid
 Departure Date: 2/14/19 Time: TBD Return Date: 2/24/19 Time: TBD
 Number of Students Eligible: 12 Class/Group: 8th grade
 Faculty Sponsor: Kevan Sano
 Other Faculty/Staff chaperones: Catherine Frost
 Other chaperones: TBD if needed
 Mode of Transportation: air / bus / train Number: TBD
 Airlines/Flight/Ground Transportation: TBD

II. Estimated Expenses

1. Transportation Cost	6. Financial Assistance Available? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2. Admission Charges:	7. Other Sources of Funding? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3. Lodging & meals cost:	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>\$ 3055</u>	10. If yes, amount bring used: \$

III. Attachments

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

IV. Approvals

Department Chairperson or Field Trip Requestor: [Signature] Date: 4/2/18
I have read the School Committee Policy H8015 on School Sponsored Field Trips and meet all policy requirements
 Principal: [Signature] Date: 4/3/18
I have read the School Committee Policy H8015 on School Sponsored Field Trips and find they meet all requirements

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

Superintendent: _____ Date: _____

HWRSD Committee Action: Vote - Yes _____ No _____ Abstain _____ Date: _____

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

APPROVAL DOCUMENTATION – Domestic and International

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

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

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

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

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

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

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.
2. Description of the process that will be used to determine student eligibility.
3. Estimated number of students expected and percentage of eligible students participating.
4. Cost per student (if applicable).
5. Mode of transportation and schedule.
6. Ratio of chaperones/teachers to students
(Recommended ratio – HS 1:10; MS 1:10 min.; Elementary 1:10 min.; International 1:6)
7. Description of arrangements for meals and lodging (if applicable). Accommodations will include enough rooms so that no chaperones are rooming with students.
8. Description of security features for transportation and accommodations.
9. Means of financing.
10. Draft copy of any contract and refund policies associated with the trip.
11. Draft copy of the letters to be sent to parents and guardians referencing the specifics of the trip including all of the above and any rules specific to the trip which are in addition to the HWRSD student conduct policies, student handbook rules or regulations, and the MA Interscholastic Athletic Association (MIAA) rules and regulations. For international
12. Discipline of Students & Field Trips (F) Section must be included in all field trips.

HWRHS 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.

February 2019, Trip to Spain 8th graders

Proposed by Kevan Sano for MRMS

Educational Goals

The field trip to Spain in February of 2019 is designed to provide the students with a reciprocal homestay and the opportunity to experience the history and culture of Spain. This trip will be the capstone for our 8th graders as they complete their middle school foreign language experience. Every site visited and activity enhances the curriculum taught at the middle school in our 6th, 7th and 8th grade foreign language class. Students interested in this trip would need to complete an application process, be in good standing academically and have a verbal recommendation from their foreign language teacher. The trip would be limited to 12 students with a student teacher ratio of 1:6. If there was more interest, students would be added in groups of 6 with one additional adult.

We expect the student participants of the spring trip to Spain 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 Spanish culture and everyday life
4. First-hand experience of some of the sites important to Spain and Spanish history, literature and art.

In addition to skills that are directly applicable to their foreign language 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.
4. Interdisciplinary connections in other areas

For some students this will be a unique experience, for others it will be only 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 – February 14 – 24, 2019. We are proposing February school vacation because the costs are typically cheaper during the winter months.

Student Eligibility – Every site visited and activity planned directly relates to the curriculum taught at the middle school. Therefore I propose the following requirements:

Successful Completion of 7th grade Spanish and a recommendation from his/her language teacher
Students must be willing to host a student from Spain for 2 weeks from August 30th – September 16, 2018

Space will be limited to no more than 12 student participants with 1 adult chaperone for every 6 students. Beyond the eligibility requirements, **student participation** is based on ability to pay and is voluntary. Cost to student is approximately: \$3055

Upon approval we will hold an informational meeting for interested students and their parents. We will then begin to enroll students. All students must meet eligibility requirements before enrolling.

Additionally, we will have meetings beginning in June and again in August to prepare students for hosting and their reciprocal experience.

Chaperones:

Kevan Sano, Catherine Frost and other teacher TBD if needed

Miles River Middle School
787 Bay Road
S. Hamilton, MA 01982

Dear Parents:

Your son or daughter has expressed an interest in traveling to Spain with the Spanish teachers from Miles River Middle School in February of 2019. The trip itinerary has been designed specifically for Miles River students. Each site has been chosen for its educational value as well as to meet the interests of the students. The proposed dates for the trip are February 14-24th, 2019. This trip is different in that it will be a reciprocal homestay in Burgos, Spain with a 2 day trip to Madrid. Our students will have the opportunity to host in August/September and go in February. The projected cost will be \$3055; payable in three installments:\$250 due May 1, 2018, \$1200 due September 1, 2018 and the balance due November 1, 2018.

The program fee includes:

- Round trip airfare
- overnight accommodations including 7 night homestay with families and 2 nights in Madrid
- All meals
- sightseeing excursions
- transfers and inter-city transportation
- guide services
- Comprehensive Traveler's Health Insurance

Not included:

Transportation from Hamilton -Wenham to and from the airport
Spending money for souvenirs, gifts and lunches (suggested \$250)

We are planning an educational trip for a group of students who will be serious about wanting to experience the history and culture of Spain. The tour will be an "on site" enhancement of the Spanish curriculum taught at the middle 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. Pending school committee approval we will begin to accept applications. Our group size will be limited to 12 participants with priority given to those students willing to host a student from August 30th to September 15, 2018.

Please indicate your response by tearing off the bottom portion of this letter and return it to your 7th grade Spanish teacher no later than Friday, April 13th, 2018. Please don't hesitate to send an email if you have any questions. k.sano@hwschools.net

Muchas gracias.

My son / daughter _____
_____ is planning to complete the application process for travel to Spain in February of 2019.
_____ is very interested but cannot make a definite commitment until _____.
_____ cannot be a part of this trip.

Signed _____

My student has a valid passport with an expiration date later than December of 2019 yes no



QUOTE

Name of School:	Miles River Middle School
Destination:	Burgos, Spain
Travel Dates:	February 14 – 24, 2019
Travel Days:	11
Travel Nights:	10

Paying Students	Free Chaperones	Price
15	2	\$2,799.00
12	2	\$3,055.00
10	2	\$3,345.00

Sample Itinerary:

- Day 1:
 - Overnight flight to Spain
- Day 2:
 - Arrive in Spain and have a transfer to your host community in Burgos
- Days 3-4:
 - Spend the weekend with your host families
- Day 5:
 - Spend the day in school with your host student
- Day 6:
 - Enjoy a day trip to Leon
- Day 7:
 - Take a day trip to Bilboa and San Sebastian
- Day 8:
 - Spend the day touring Salamanca
- Day 9:
 - Travel to Madrid
 - Meet your guide and tour the city
 - See the Royal Palace
 - Stroll through Plaza Mayor
- Day 10:
 - Walk through Retiro Park
 - Visit the Reina Sofia Museum
 - Visit the National Museum del Prado
 - Enjoy a flamenco show with dinner
- Day 11:
 - Transfer to the airport for your flight home

Price Includes:

- Transportation:
 - Round-trip flights between the USA and Spain
 - Round-trip airport transfers in the USA and Spain
 - All ground transportation in Spain
- Meals: All Meals
- Accommodations:
 - One overnight flight
 - Seven-night homestay with families
 - Two nights in a Madrid hotel or hostel
- Personnel:
 - One guide for two days in Madrid
 - Tour escort to accompany the group on excursions
 - 24-hour on-call support
- Admissions: All admissions as specified on final itinerary
- Insurance: Comprehensive Traveler's Health Insurance
- Other:
 - All taxes, fees, and tips
 - Handling and processing of student applications and payments

Not Included:

- Insurance: Trip cancellation insurance is recommended

Payment Schedule:

Due Date	Amount
May 1, 2018	\$250.00
September 1, 2018	\$1,200.00
November 1, 2018	Balance

Please note: The price of the trip will change if any of the parameters above are modified. Price does not include any fuel surcharges or excess baggage if applicable. If this price agreement meets your approval, we will send a contract with our terms and conditions. All venues are subject to availability. All payments are non-refundable – trip cancellation is recommended.

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

Reciprocal Homestay in Burgos Spain

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 **Miles River Middle 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 **Madrid and Burgos from February 14th to February 24, 2019**. 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

I, _____ (print name), a student at Miles River Middle 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 medication is necessary, school personnel must carry the medication and dispense it to the student. Written instruction signed by the student's physician must be on file with the school. These instructions must include the diagnosis, name of medication, dosage, and time of administration. Medication must be in the original labeled container.

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 Miles River Middle 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 Miles River Middle School group from _____ to _____ (insert dates). As a representative of the Miles River Middle 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 Miles River 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

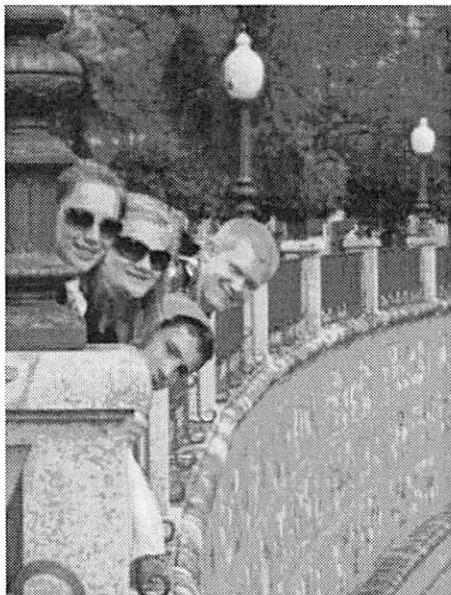
Note: It is strongly recommended that parents/guardians purchase trip cancellation insurance.



Invitation to Host



Introduction



For 25 years, Carousel Student Tours has successfully run thousands of educational tours and homestay programs world-wide. Our commitment to providing premium student travel ensures the quality of all our student trip.

We offer countless international programs and USA tours for students and teachers, including student trips to France, Spain, Germany, Italy, and the United Kingdom, as well as ecological tours to Costa Rica and Puerto Rico.

Whether you want to provide your students with a homestay experience or take your lesson plan outside of the classroom with a custom student tour, we can help you create an itinerary that will enrich your curriculum.

Our goal is to create an educational experience for every traveler that they will never forget. Our student trips are designed to provide a passion for learning that extends well beyond the classroom.

When you travel with us, you won't be given a pre-planned itinerary. Our staff of knowledgeable associates will help you create custom educational tours or homestay programs that will meet your needs.

We are also proud of our honest, all-inclusive pricing. When your students travel with us, they will not be burdened with hidden costs or fees. Find out what separates us from other student travel companies and why teachers and students all over the world continue to travel with us.

“The people who work at Carousel Tours are genuinely interested in me and my students. I never felt as if my tour were the one they were planning, but it often seemed that way. Every question, every phone call, and every concern of the parents of my students were handled carefully and professionally. I would travel anywhere on earth with Carousel Tours.”

~ Teacher: R. Smith





Carousel Student Tours, Inc.

January 8, 2018

Ms. Kevan Sano
Hamilton-Wenham Middle & High School
Wenham, MA

Dear Ms. Sano,

This is a formal letter inviting Hamilton-Wenham to participate in a Spanish Exchange/hosting opportunity this Fall:

Burgos Spain
August 30-September 16, 2018
age of travelers: 14-17 years old
2 days at School/week; weekends with host families; 3 day trips/week

The Spanish group will be co-hosted by two schools: Gloucester High School and one other. The visiting teachers will be responsible for supervising their students while they are traveling. During the program, students and teachers would stay with families in your school community. On the next page, you will find a preliminary sample schedule for the program.

Carousel Student Tours will be responsible for making all the travel arrangements for the group. To minimize disruption to your teachers and lessons, we assign a representative to supervise and accompany group throughout their program. These exchanges are carefully planned and offer more than just a visit to another school. Although the students attend school with their hosts on two of these days, activities and excursions outside of the classroom maximize the value of the trip, and minimize disruptions within the host school. This is a true cultural and language immersion with great benefit to both hosts and visitors.

Thank you for your consideration to open your school to this program. We are confident the group will return to their school with an enriched perspective of life in the United States and that your students will benefit from a cultural exchange that will provide them with a life-long friend with someone abroad. If interested, the school can reciprocate hosting your group over dates of your choosing.

If you have any further questions or comments, please call, 978-835-0133 or write anytime, hostandgo@charter.net.

Sincerely,

Suzanne Boswell



Spanish Group ~ Aug 30-Sep 16, 2018

SAMPLE ITINERARY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				Aug 30 Arrive in host community	Aug 31 Day with Host Family	Sep 1 With Host Family
Sep 2 With Host Family	3 Labor Day with Host Family	4 Beach Day	5 Boston	6 Cambridge	7 Day in School	8 With Host Family
9 With Host Family	10 Day in School	11 Outlet Shopping	12 Boston	13 Apple Picking	14 Day in School	16 Departure

Please note: if they proposed day in school conflicts with your school's schedule, we can change that date to accommodate your school's request.



January 4, 2018

BINDER

Fax: 5085644878

Carousel Student Tours Inc.
674 County Road, Box 1404
Pocasset, MA 02559

Re: Insured: Carousel Student Tours Inc.

We are pleased to advise that coverage has been secured through our program as follows:

Insurer: **Steadfast Insurance Company**
Type: **Form No. U-TAP-120-B-CW (03/06) Occurrence Form
Travel Agents and Tour Operators Professional Liability**
New Policy Number: **EOL5331551-13**
Policy Period: **December 31, 2017 to December 31, 2018**
Limit of Liability: **\$5,000,000 per occurrence / \$5,000,000 policy aggregate
Fire Legal Liability Limit \$50,000 Occurrence Form**
Deductible: **\$10,000 (Defense and Indemnity)**

Annual Premium:
Excess and Surplus Lines
Taxes and Fees:
State Fees:
Terms and Conditions: See Below

- Coverage A: **Bodily Injury and Property Damage (except automobile)**
- Coverage B: **Bodily Injury and Property Damage for hired and non-owned automobile**
- Coverage C: **Professional Errors and Omissions**
- Coverage D: **Personal Injury**

kwhitman

Aon Affinity is the brand name for the brokerage and program administration operations of Affinity Insurance Services, Inc. (TX 13695); (AR 100108022); in CA & MN, AIS Affinity Insurance Agency, Inc. (CA 0795465); in OK, AIS Affinity Insurance Services Inc.; in CA, Aon Affinity Insurance Services, Inc., (CA 0694493), Aon Direct Insurance Administrators and Berkely Insurance Agency and in NY, AIS Affinity Insurance Agency. Affinity Insurance Services is acting as a Managing General Agent as that term is defined in section 626.015(14) of the Florida Insurance Code. As an MGA we are acting on behalf of our carrier partner.

Aon Affinity Travel Practice | 900 Stewart Avenue, P. O. Box 9366 | Garden City, NY 11530
toll-free: (800) 803-1213 | fax: (516) 294-1821 | AonTravelPro.com

References

Here is a list of references

Kim Vitchkoski
Nashua High School South
36 Riverside St
Nashua, NH
vitchkoskik@nashua.edu
603-589-4311

Catherine Healey
Methuen High School
I Ranger Road
catheals87@hotmail.com
617-921-9610

Kim Lauzon
Paramus High School
99 East Century Road
Paramus NJ
Klauzon@paramus.k12.nj.us
201-261-7800

Alice Simonson
Shore Regional High School
132 Route 36
West Long Branch, NJ
asimonson@shoreregional.org
732-222-9300

Leslie Anton
Nashua High School North
10 Chuck Druding Dr
Nashua, NH 03063
antonl@nashua.edu
603-589-6400

Evelyn Ross
Billerica Memorial High School
35 River Street
Billerica, MA 01821
jetkmross@comcast.net
978-436-9324





QUOTE

Name of School: Miles River Middle School

Destination: Burgos, Spain

Travel Dates: February 14 – 24, 2019

Travel Days: 11 Travel Nights: 10

Paying Students	Free Chaperones	Price
15	2	\$2,799.00
12	2	\$3,055.00
10	2	\$3,345.00

Sample Itinerary:

- Day 1:
- Overnight flight to Spain
- Day 2:
- Arrive in Spain and have a transfer to your host community in Burgos
- Days 3-4:
- Spend the weekend with your host families
- Day 5:
- Spend the day in school with your host student
- Day 6:
- Enjoy a day trip to Leon
- Day 7:
- Take a day trip to Bilboa and San Sebastian
- Day 8:
- Spend the day touring Salamanca
- Day 9:
- Travel to Madrid
 - Meet your guide and tour the city
 - See the Royal Palace
 - Stroll through Plaza Mayor
- Day 10:
- Walk through Retiro Park
 - Visit the Reina Sofia Museum
 - Visit the National Museum del Prado
 - Enjoy a flamenco show with dinner
- Day 11:
- Transfer to the airport for your flight home

Price Includes:

- Transportation:
- Round-trip flights between the USA and Spain
 - Round-trip airport transfers in the USA and Spain
 - All ground transportation in Spain
- Meals: All Meals
- Accommodations:
- One overnight flight
 - Seven-night homestay with families
 - Two nights in a Madrid hotel or hostel
- Personnel:
- One guide for two days in Madrid
 - Tour escort to accompany the group on excursions
 - 24-hour on-call support
- Admissions: All admissions as specified on final itinerary
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- Other:
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November 1, 2018	Balance

Please note: The price of the trip will change if any of the parameters above are modified. Price does not include any fuel surcharges or excess baggage if applicable. If this price agreement meets your approval, we will send a contract with our terms and conditions. All venues are subject to availability. All payments are non-refundable – trip cancellation is recommended.

[Travel.State.Gov](#) > [Travel Advisories](#) > [Spain Travel Advisory](#)

Spain Travel Advisory

Travel Advisory
January 10, 2018

Spain – Level 2: Exercise increased caution



Exercise increased caution in Spain due to **terrorism**.

Terrorist groups continue plotting possible attacks in Spain. Terrorists may attack with little or no warning, targeting tourist locations, transportation hubs, markets/shopping malls, local government facilities, hotels, clubs, restaurants, places of worship, parks, major sporting and cultural events, educational institutions, airports, and other public areas.

Read the Safety and Security section on the [country information page](#).

If you decide to travel to Spain:

- Be aware of your surroundings when traveling to tourist locations and crowded public venues.
- Follow the instructions of local authorities.
- Monitor local media for breaking events and adjust your plans based on new information.
- Enroll in the [Smart Traveler Enrollment Program \(STEP\)](#) to receive Alerts and make it easier to locate you in an emergency.
- Follow the Department of State on [Facebook](#) and [Twitter](#).
- Review the [Crime and Safety Report](#) for Spain.
- U.S. citizens who travel abroad should always have a contingency plan for emergency situations. Review the [Traveler's Checklist](#).

Travel Advisory Levels

- 1 Exercise normal precautions
- 2 Exercise increased caution
- 3 **Reconsider travel**
- 4 Do not travel

Assistance for U.S. Citizens

U.S. Embassy Madrid
Calle Serrano, 75
28006 Madrid, Spain

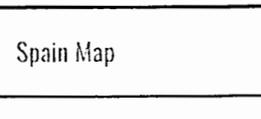
Telephone
(34) 91-587-2240

Emergency
(34) 91-587-2200
Ask to speak to the duty officer if you need emergency assistance outside business hours

Fax
(34) 91-587-2303

Email
askacs@state.gov

Website
[U.S. Embassy Madrid](#)





Search for Travel Advisories

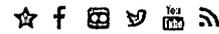
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All Alerts and Messages

- [Demonstration Alert – U.S. Embassy Madrid, Spain, U.S. Consulate General Barcelona, Spain \(March 26, 2018\)](#)
- [Demonstration Alert – U.S. Embassy Madrid, Spain \(March 23, 2018\)](#)
- [Demonstration Alert – U.S. Embassy Madrid, Spain \(March 22, 2018\)](#)
- [Alert: Unauthorized Demonstrations in Madrid March 16, 2018](#)
- [Message to U.S. Citizens: Improvements to Safety and Security Information](#)
- [Security Message for U.S. Citizens: Worldwide Caution, December 7, 2017](#)
- [Security Message for U.S. Citizens: Personal Security Reminder](#)
- [Security Message for U.S. Citizens: European Travel Alert November 17, 2017](#)
- [Security Message for U.S. Citizens, October 27, 2017](#)

U.S. EMBASSY IN SPAIN

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U.S. EMBASSY

U.S. Embassy Madrid

Calle de Serrano, 75

28006 Madrid, Spain

Phone: (+34) 91-587-2200

Fax: (+34) 91-587-2303

U.S. CONSULATE GENERAL

U.S. Consulate General Barcelona

Paseo Reina Elisenda de Montcada, 23

08034 Barcelona, España

Phone: (+34) 93 280 22 27

Fax: (+34) 93 280 61 75

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**TOWN OF HAMILTON
TOWN HALL
PO Box 429
HAMILTON, MASSACHUSETTS 01936
978-468-5570 X3
*Andrea J. Carlson, Town Clerk***

April 13, 2018

The following is a certified copy of the vote of the H-W Regional School District Committee taken at the Town of Hamilton Annual Town Election held on April 12, 2018 from 7:00 AM until 8:00 PM at the H-W Recreation Gymnasium with 1058 ballots cast.

H-W Regional School District Committee

Vote for two for a three year term.

Blanks	703
Stacey L. Metternick	701
Peter Alan Wolczik, Jr.	702
Write-ins	10

A TRUE COPY: ATTEST:

**Andrea J. Carlson
Town Clerk**



TOWN OF WENHAM

WWW.WENHAMMA.GOV
138 MAIN STREET, WENHAM, MA 01984
OFFICE OF THE TOWN CLERK

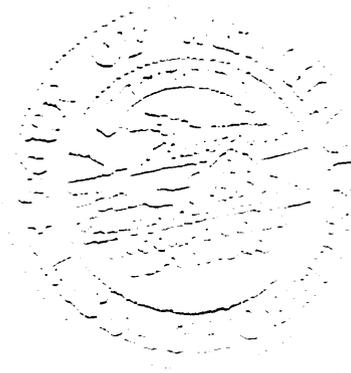
April 13, 2018
Hamilton Wenham Regional School District
5 School Street
Wenham, MA 01984

Below are the official results of the Wenham Town Election on April 6, 2017.

Regional SCHOOL Committee	3 year term
Stacey L. METTERNICK	311
Peter Alan WOLCZIK, Jr.	287
WRITE IN	8
BLANK	236
TOTAL	842

Thank you,

Dianne K. Bucco



Dianne K. Bucco

978-468-5520x1
www.facebook.com/WenhamTownClerk

dbucco@wenhamma.gov

2018-2019 School Committee Protocols
School Committee/Superintendent Operating Protocols
Hamilton Wenham Regional School District

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

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

- All members will maintain the confidentiality of privileged information and will respect the Open Meeting Law.
- Members will refer constituent concerns and complaints, including issues relating to District personnel, to the Superintendent or the School Committee Chair.
- A School Committee meeting is a business meeting that is held in public – not a public meeting. The committee values communication between all stakeholders of the community and will make every effort to ensure meetings are effective and efficient. Comments made at a meeting that are not part of the agenda will be tabled to a future meeting.
- The School Committee recognizes the importance of working collaboratively with town officials and actively seeking their support to improve the District.
- The School Committee will demonstrate professional and collegial relations with one another. To this end, members will work to maintain trust and mutual respect between and among each other, the Superintendent and the administration by treating everyone with dignity and respect, even in time of disagreement.
- Recognizing the importance of honoring these protocols, members will respectfully remind each other when they get off track.

Signatures

Stacey Metternick _____

David Polito _____

Jeanise Bertrand _____

Keri Gertz _____

Gene Lee _____

Joshua Liebow _____

Michelle Bailey _____

Michael Harvey _____

Jeffrey Sands _____

SCHOOL COMMITTEE MEMBER ETHICS

The acceptance of a code of ethics implies the understanding of the basic organization of School Committees under the Laws of the Commonwealth of Massachusetts. The oath of office of a School Committee member binds the individual member to adherence to those state laws, which apply to School Committees, since School Committees are agencies of the state.

This code of ethics delineates three areas of responsibility of School Committee members in addition to that implied above:

1. Community responsibility
2. Responsibility to school administration
3. Relationships to fellow Committee members

A School Committee member in his/her relations with his/her community should:

1. Realize that his/her primary responsibility is to the children.
2. Recognize that his/her basic function is to be policy making and not administrative.
3. Remember that he/she is one of a team and must abide by, and carry out, all Committees decisions once they are made.
4. Be well informed concerning the duties of a Committee member on both a local and state level.
5. Remember that he/she represents the entire community at all times.
6. Accept the office as a Committee member as means of unselfish service with no intent to "play politics," in any sense of the word, or to benefit personally from his/her Committee activities.

A School Committee member in his/her relations with his/her school administration should:

1. Endeavor to establish sound, clearly defined policies, which will direct and support the administration.
2. Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.
3. Give the chief administrator full responsibility for discharging his/her professional duties and hold him/her responsible for acceptable results.
4. Refer all complaints to the administrative staff for solution and only discuss them at Committee meetings if such solutions fail.

A School Committee in his/her relations with his/her fellow Committee members should:

1. Recognize that action at official meetings is binding and that he/she alone cannot bind the Committee outside of such meetings.
2. Realize that he/she should not make statements or promises of how he/she will vote on matters that will come before the Committee.
3. Uphold the intent of executive sessions and respect the privileged communications that exists in executive sessions.
4. Not withhold pertinent information on school matters or personnel problems, either from members of his/her own Committee or from members of other Committees who may be seeking help or information on school problems
5. Make decisions only after all facts on a question have been presented and discussed.

SOURCE: Massachusetts Association of School Committees, 5/22/64

DONATIONS

SC Meeting 4.25.18

- Ed Fund \$3,708.03
- Cutler elementary – DREAMS Grant



Grant Acknowledgement and Acceptance of Terms

PLEASE COMPLETE AND RETURN BY EMAIL TO THE FOLLOWING:

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

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

- 1) The purpose of the grant is to be accomplished as proposed. The project's current budget, as previously submitted to the Edfund with the grant proposal, accurately reflects the grantee's intentions to expend the amount of this grant. Expenses not included in the project budget must be approved in advance by the Edfund.
- 2) Any photos and student feedback will be provided to the Edfund within 30 days of the grant's implementation. If applicable, student feedback can be a handwritten paragraph reviewing their experience.
- 3) Funds not used for the express purposes described in the grant proposal that are not used by the end of the 2018-2019 school year (or a mutually agreed upon date) are to be returned to the Edfund.
- 4) It is not necessary to issue a tax receipt for this donation as the Edfund is a 501 (c) (3) public charity. Also, please keep in mind that public schools do not have to pay a sales tax.

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

School Name: Cutler

Name of Contact on the Edfund Grants Subcommittee: Dana Allara

Title of Grant Application: DREAMS Grant

Grant Amount Approved: 3708.03 Date Requested:

Grant Requestor's Name: Dolly McIlvaine Title: School Counselor

Email Address and Phone Number: d.mcilvaine@hwschools.net

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

Check should be payable to:

Please remit check to (contact name):

Address of where check should be sent:

Date by which check should be sent:

Date District requested funds of Edfund for reimbursement:

Signature of grant recipient _____

Cutler School DREAMS Grant Application

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

This grant has not been funded in the past. This is a new and innovative idea that began in the fall of 2017. It is innovative in that this is not a typical grant submitted by a staff member to the Hamilton Wenham Education Fund. In the spring of 2017, Cutler School principal Ms. Clifford, engaged the staff in reading the book **The Leader In Me** as a summer professional development opportunity. After reading this book and sharing ideas amongst the Cutler Staff, Mrs. McIlvaine, Cutler School Counselor, had an idea that she wanted to bring forward. She realized that several students at each recess, did not choose to participate in the typical recess activities or competitive sports that frequently occupy many students, i.e. soccer, football, wall ball etc. She was wondering if there might be other non-competitive activities that we could bring to the Cutler School that would encourage all students to explore, play and interact. In essence, the idea was to shift the social structure at recess to support healthy social emotional development for all students. Using the premise of the book, Mrs. McIlvaine's idea was to engage student leaders in this project as the benefits would be many. Students would learn leadership skills; they would have ownership in the project and thus hopefully work hard to make it successful; and they would have better first hand knowledge of what would interest children.

2. Description of project and purpose.

We began this project in early October of 2017 and have been meeting once a week during our lunch and recess time. After several initial brainstorming sessions, we decided to call our project DREAMS: Designing Recess Experiences and Magical Spaces.

The DREAMS leadership team is made up of nine 4th grade students working with Mrs. McIlvaine. We are working on a two year leadership project to re-imagine the social structure of recess at Cutler School to support healthy social-emotional development for all students. During the first year, our goal has been to identify alternative recess activities of a non competitive nature and to then secure money to purchase any needed supplies and equipment. Each activity proposed will not only have value to the student body of Cutler School in and of themselves, but collectively will create a shift in the current tone of recess to support the social and emotional growth of all students in a non competitive environment.

The second year of the project will involve the DREAMS team continuing to meet as a leadership group to oversee this re-imagining of the social structure that these new activities will bring to Cutler School. During an All School Meeting early in the school year, the DREAMS Team will provide instruction to all students and staff, explaining how each activity is to be used to insure the materials are used appropriately; are treated with respect and are secured in a storage space when school is not in session. During the course of the year, the DREAMS

leadership team leaders will be responsible to ensure that all materials are being used properly and then stored properly after each use, as well as overseeing the maintenance needs of each activity to extend their life span at our school. Additionally, the DREAMS leadership team will meet to assess the effectiveness of these activities.

Our group first began by learning the 8 habits of leadership which is a new and innovative approach to help students identify their own leadership skills, with the belief that anyone can be a leader. The habits we learned are: ***Be Proactive; Begin with the End in Mind; Put First Things First; Think Win/Win; Seek First to Understand then to be Understood; Synergize; Sharpen the Saw and Find Your Voice.*** We have learned how to work together and to be great leaders. Together we have brainstormed ideas about non-competitive activities for our school. Then, we created a survey for teachers to share with their students and asked each class to list their top three choices for alternative recess activities. The activities that got the most choices were: a Climbing Station, a Lifesize Chess/Checker Game, a Lego Wall, a Nature Station, a Matchbox Track, and a Run Across America activity.

Mrs. McIlvaine then invited a series of special guests to meet with us to talk about the grant process and how we could best move forward to accomplish our goals. We met with Mrs. Hebert, Library Tech Teacher who has written many successful grants; Mrs. Clifford, School Principal, Mrs. Allara and Ms. Gasiorowski from the Hamilton/Wenham Ed Fund grants committee, and Mr. Jason Waldron, Director of Facilities from the Hamilton/Wenham Regional School District. Mrs. McIlvaine also had conversations with Joe Ryan, Scoutmaster of Troop 35 in Hamilton and the O'Connor family as both have agreed to support the installation and creation of our project.

After carefully considering the input from our guests, we decided to focus on the following activities: Lifesize Chess/Checker game; Matchbox Tracks, a Nature Station, a Lego Wall and a Run Across America activity. Even though the Climbing Station activity got the most votes, we decided not to work on the Climbing Station as it is not original nor innovative.

A description of each activity is listed below:

Chess/Checkers Games for Large Playground

This activity will consist of a large nylon mat and durable chess and checker game pieces that are stored away when not in use. This activity would be for use on the larger playground which is used mostly for grades 2-5. We would like to include a garden bench so that classmates could sit and watch while waiting their turn. This activity would engage students in games of strategy while being fun and different. This may be used by classroom teachers to support math and critical thinking skills.

The links are listed below:

<https://www.chesshouse.com/products/rolly-toys-giant-checker-set>

<https://www.chesshouse.com/products/rolly-toys-giant-chess-set-25in>

<https://www.chesshouse.com/products/9-ft-quickfold-nylon-chessboard-for-25-giant-chess>

Matchbox Tracks for both the Large and Small Playgrounds

This activity will bring hours of fun as students play with match box cars and trucks with a track built right into the ground. As students of all ages would enjoy this, our goal is to build a track for both the front and back playground. This project would require digging into the ground at approved locations, pouring concrete or hot top tracks, painting road lines and creating a secured storage container to keep the cars and accessories. It would be our hope that this track might also be used in various science classes when students are studying speed, velocity, simple machines and units on pushing and pulling. We are hoping to receive funding to purchase the materials for this project however we are also looking into various possibilities that would be free of charge for installation. We are exploring the installation of these tracks as a possible Eagle Scout project from Troop 35 in Hamilton possibly a High School community service project.

A sample track is listed in the link below:

<http://www.woohome.com/diy-2/backyard-diy-race-car-tracks-your-kids-will-love-instantly>

Nature Station - Small Back Playground

If funding is approved for this project, we hope to create a magical space where young students can explore nature and let their imaginations run wild. With the help of the O'Connor family, a Cutler family who will be volunteering their time and expertise, we plan to design and build a nature area complete with a "Mud Kitchen", a rain barrel with an old fashioned water pump and creative work space for hours of exploring nature and imaginary play. This Mud Kitchen will be placed on the small back playground in the garden area where there are already several raised garden beds. We plan to stock this area with a beautiful garden bench, nature books, magnifying glasses, wind chimes, drawing supplies, a rain barrel/pump, butterfly bushes and other fun things. Students will be able to garden, build fairy houses and explore insects, leaves, butterflies, etc. We envision that this area will also be used by different grade levels as they explore flowers, plants and conservation in their science lessons. Our music teacher also thought she might use this area when studying bird songs and creating wind chimes.

Ideas for Mud Kitchens can be found at the following link:

[https://www.pinterest.com/search/pins/?rs=ac&len=2&q=mud%20kitchens%20for%20kids&eq=mud%20kitchens&etslf=6088&term_meta\[\]=mud%20kitchens%20for%20kids%7Cautocomplete%7Cundefined](https://www.pinterest.com/search/pins/?rs=ac&len=2&q=mud%20kitchens%20for%20kids&eq=mud%20kitchens&etslf=6088&term_meta[]=mud%20kitchens%20for%20kids%7Cautocomplete%7Cundefined)

Run Across America - Large Playground

This activity would encourage all students to become active by running and would be a great team building activity for the whole school! Running is good for your body, health and it is fun too! For this activity, we would measure off a running course on the large playground and include markers for the start, $\frac{1}{4}$ mile, $\frac{1}{2}$ mile and the end. Students participating in this activity would keep track of how far they run and at the end of the recess, would record their mileage on tracking sheets we will have available. The tracking sheets would then be placed in a box where they will be counted by student leaders at the end of the week. The student leaders would then total all tracking sheets and mark the distance collectively ran by all students on a large laminated map of the United States that will be hung inside the school. This would engage the entire school in a physical education goal and will also help everyone to stay in shape! This activity would also benefit students in learning geography, social studies and math skills, including fractions. Perhaps it may also be used by physical education classes. It is our hope that the installation of mile markers will be completed as an Eagle Scout project from Troop 35 in Hamilton.

The link to the map is listed below:

https://www.amazon.com/United-States-USA-Classic-Laminated/dp/B00LEXOY3Q/ref=sr_1_4?ie=UTF8&qid=1520277845&sr=8-4&keywords=large+laminated+map+of+the+united+states

Lego Wall - Small Back Playground

For this project, we would securely place lego wall tiles to an approved outside wall on the small back playground. These wall tiles are plastic and will not rust in the rain. We would then have large tubs of legos that can be stored safely away when not in use that the students can take out for each recess. Who doesn't love playing with legos!!! This activity would support math and art classes as students make patterns and designs. It would also support collaborative play and imagination. Installation of this project would be also hopefully be completed as an Eagle Scout project from Troop 35 in Hamilton.

<https://www.amazon.com/Peel-Stick-Baseplates-Adhesive-Compatible/dp/B01CO2NPKS>

In re-envisioning our current recess, we feel it is important to have things for all kids to do so they don't feel left out and sad. The goals of recess are to have fun and take a break. Our

group doesn't like to see kids left out and lonely. Our hope is that all students at Cutler School will benefit from these additional activities.

We are also confident that the activities proposed will be used in various classes to enrich lessons in all curriculum areas. Mrs. Goodchild has stated the following: *The Nature Station compliments the STEMScopes plant unit. I could also see building Fairy Houses which would be a literacy connection. The Matchbox Tracks fits with the STEMScopes Push Pull unit, Speed Direction unit. The Run Across America benefits all kids by growing healthy and strong and falls in line with the research on the benefits of outdoor recess. Mrs. Adamik has stated the following: The Nature Station fits into our study of plants, nature sketching, labeling, and perhaps erosion. The Matchbox Tracks and The Run Across America could support our unit on mapping. She also felt The Run Across America could be helpful in the study of geography and also the health standards. Additionally, she felt students could create math word problems based on distance. She stated the Chess/Checker set would be helpful in teaching to the mathematical standards, specifically seeing patterns and using strategy. Music Teacher, Mrs. Clark felt she would use the Nature Station in her work with bird songs and creating wind chimes.*

Community residents may enjoy some of these activities during non school hours.

We hope that you will support our request for these activities so that we can make our DREAMS come true.

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

Unlike most grants the Ed Fund receives, this grant is being written, submitted, and presented by a group of nine fourth grade students which makes it innovative and creative. Since this is a unique grant request from students learning to identify and use their own leadership skills, the DREAM team students have listed below some of their thoughts about this process and wanted to share them with you.

Anand - "Through different activities we did while learning the 8 habits, we have learned to wait until different people are done speaking before we speak."

Gracie - "I learned how to write and submit a grant."

Hailey - "I loved learning about the 8 habits of leadership and writing the grant."

Robert - "Voting together helped us to decide what was the best... We learned to work together as a group or a team."

Zachary - "I learned that it is better to work together than to do it all by yourself."

Cameron - "I had fun working with my friends, my classmates and Mrs. McIlvaine."

Andreas - "I learned about the 8 habits of leadership."

Abi - "I liked doing the games we did to learn more about the 8 habits of leadership."

Abigail - "I learned what a grant is and I also learned about the 8 habits of leadership."

We feel Cutler would truly benefit from additional recess activities/equipment that can be used by all students. The recess activities that we are proposing are new and different from our current recess equipment. Instead of competitive sport games, these playground activities will encourage students to interact with each other in a playful and cooperative way.

If this grant request is funded, we would be more than willing to share the process with any members of the Hamilton Wenham Regional School District who would be interested in learning more about our efforts. We will specifically reach out to the other elementary school counselors and principals to share our project with them.

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

There are currently 290 students and 30 teachers at Cutler School who all would benefit from this grant. There are also an unknown number of community members who use the playground during non school hours and might have access to activities when they are not securely stored for safekeeping.

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

See attached

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

Future expenditures may include replacing lost or stolen items such as matchbox cars, lego pieces, supplies for the nature station and mud kitchen. We hope to fund these expenses by either asking the Friends of Cutler or requesting donations from the Cutler community.

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

During the first meeting of this group, Mrs. McIlvaine had each of the students complete a self reflection of their leadership strengths and weaknesses. After this project is complete, she will reassign this same self reflection to assess individual growth. She will also seek input from parents and teachers to assess the impact that participation in this group has had on each student.

Many teachers have embraced the concepts presented in the book *The Leader in Me* and have been presenting the 8 habits to their students. As a staff, we have expressed how we can continue to support leadership development in all students. Mrs McIlvaine will share her experience of this project with the staff during a staff meeting in the future to discuss how we as a staff can build upon the momentum of this project. She has already expressed that she

wishes she could have extended this opportunity to more students as many other 4th grade students have appeared interested in watching this group gather weekly.

This grant has been submitted to Peggy McElhinney, Director of Curriculum. The grant has the approval of the Cutler School Principal, Jenn Clifford.

We look forward to meeting with you to talk more about our proposal.

Respectfully submitted:

Anand Gourley
Hailey Ireland
Robert Hambelton
Abi Ward
Abigail Freire
Gracie Needham
Cameron Taylor
Zachary Isaac
Andreas Moreira
Ann Creilson, School Counselor Intern
Dolly McIlvaine, School Counselor



Dear Families of the Class of 2018,

We are proud to announce that beginning this year Hamilton-Wenham Regional High School will offer the opportunity for students to earn the **Seal of Biliteracy** on their diplomas. The **Seal of Biliteracy** is a national movement to recognize graduates who speak, listen, read and write proficiently in both English and another language.

In order to earn the **Seal of Biliteracy**, students must demonstrate proficiency in English and a second language. MCAS scores are used to demonstrate English proficiency. Students will need to demonstrate proficiency in the second language. Currently we have 36 seniors who qualify for the Seal and have demonstrated proficiency in Spanish by scoring 3,4 or a 5 on the AP Spanish exam given in the spring of 2017. If you believe your senior might qualify for the Seal, either via a high school language preparation or other circumstances, we can help facilitate a proficiency exam for most languages. Seniors wishing to be tested for proficiency should see Ms. Sano no later than April 27th to ensure time to schedule testing. The cost of testing is \$20 and tests will be given on a Saturday in mid May.

By offering the **Seal of Biliteracy** to our students, we hope to honor the biliterate student community at Hamilton-Wenham Regional and encourage more students to pursue foreign language proficiency. Bilingualism is a critical 21st century skill that recipients of the **Seal of Biliteracy** can highlight in both college and job applications.

If you have any questions about how your child can participate in the Seal of Biliteracy program, please contact Kevan Sano. K.sano@hwschools.net

Sincerely,

Ms. Kevan Sano
6-12 Curriculum Coordinator World Languages



Seal of Biliteracy is a national movement to recognize graduates who speak, listen, read and write proficiently in another language in addition to English at high school graduation. MA Seal of Biliteracy legislation was signed by Governor Baker on November 22, 2017, as part of a comprehensive bill to open up the restrictive one-size-fits-all SEI mandate for districts. It is a strong statement to support and develop multilingualism in the state.

Why Should Hamilton-Wenham Regional Participate in the Seal of Biliteracy?

The Seal of Biliteracy provides an asset-based mindset for the district's multilingual students and encourages schools to develop foreign language programs that focus on proficiency-oriented goals. It encourages students to pursue long-term language native, heritage or foreign language study and develop higher levels of proficiency as well as documenting achievement in biliteracy, and producing a biliterate, multicultural workforce.

What Is Involved in Earning the Seal of Biliteracy?

The Seal of Biliteracy places the focus on what students can do with languages. For English Language Learners, the Seal rewards students who attain biliteracy in English and their native language. For foreign language learners, the Seal rewards proficiency in a language rather than focusing on grades or on how many years they have studied it.

English proficiency is documented through a proficient or higher score in the state's MCAS exam. The native or foreign language is documented through the AAPPL test (<https://www.languagetesting.com/aappl/>) or the STAMP test (<https://avantassessment.com/stamp4s>) that aligns the students' proficiency in speaking, reading, writing and listening to a nationally understood language learning scale called the ACTFL Proficiency Guidelines (<https://www.actfl.org/publications/guidelines-and-manuals/actfl-proficiency-guidelines-2012>) which measures ability from novice, intermediate, advanced, superior to distinguished and with sub-levels of low, mid and high. The tests are given by computer and cost about \$20 per student.

What are the Benefits of Having the Seal in Our District?

MA is increasingly a global state. The Seal of Biliteracy provides nationally recognized evidence to universities and businesses that our students have attained this critical 21st century skill. This not only involves learning another language, but learning how to communicate effectively with people from other cultures. It encourages students to pursue biliteracy and honors those who do, giving them the ability to highlight this skill in college and job applications.

Acknowledgments Adapted from www.sealofbiliteracy.org, Seal of Biliteracy Approved Guidelines March 2015, and Santa Clara County of Education (CA) Educating for Global Competence, The Value of Multilingualism by the Seal of Biliteracy Workgroup, of the Language Opportunity Coalition

How would you talk about a taco?

If you talk about a taco using just a few simple words, you know

beef, lettuce, cheese, yum!

that's an example of using language in our lowest measured proficiency level,

novice low

How about adding in some repetitive phrases?

beef, cheese on top, lettuce on top, no hot sauce, eat every day
now you've moved up to performing with some language in our next level,

novice mid

When you can put some sentences together (still simple!)

I like tacos. Tacos, beef and I like beef. I put cheese. My friend John, no
cheese. He doesn't like cheese.

congrats, you've graduated to performing some tasks in our goal for level 1:

novice high

Where are we going next?

We're adding connectors and more vocabulary and creating with language:

My family eats tacos a lot, often, because we all love the tacos. My mom
makes amazing the tacos. She finds recipes on some web site and makes
best tacos with different ingredients. Do you want you come to my house to
try my mom's tacos?

WHOA - that's a performance in a whole new level called

intermediate

and it's divided into low, mid, and high too!

In our class we talk about all our work by figuring out two
things:

- 1) What *proficiency level* am I showing here?
- 2) How can I work on *moving to the next level*?

Because when we ask these questions, what we're really
asking is

- 1) *How can I connect with more people today?*
- 2) *How can I connect with them tomorrow?*

Enjoy the journey.



Can you talk tacos?

Hey, welcome to my Spanish class,
which is a language class
and so we want to learn all about
language without using it to talk to
anyone. :^O

JUST KIDDING!

Talking to people is what our class
is all about!

We are on a journey to

1) communicate &

2) connect

with real people who speak real language.

We're charting our journey by talking a lot
about THE TWO BIG Ps:

performance & proficiency.

What's proficiency?

Proficiency helps us stop talking about grades
that don't really tell us how we're doing and
instead talk about

levels that tell us what we can do and where we're headed next.

Quick rundown here:

Novice Low → Novice Mid → Novice High → Intermediate Low → Intermediate
Mid → Intermediate High → Advanced Low...

Performance is doing stuff with language -
it's how we show the language from our proficiency level on a topic or topic(s).

How about an example?

Flip the page!

