



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

SCHOOL COMMITTEE MEETING

1. Call to Order 6:30

PUBLIC HEARING ON SCHOOL CHOICE

Buker Elementary School Thursday, December 1, 2016 6:30 PM
Multi-Purpose Room

2. Vote to adjourn into Executive Session 7:00 PM
- To conduct strategy in preparation for negotiations with nonunion personnel, Superintendent and District Treasurer, and to return to open session, (Executive Session, Section 21, #2)
3. Return to Open Session 7:30

REGULAR SCHOOL COMMITTEE MEETING

Buker Elementary School Thursday, December 1, 2016 7:30 PM
Multi-Purpose Room

1. Pledge of Allegiance 7:30
2. Citizens' Comments 7:35
3. Chair's Report 7:40
4. Superintendent's Report 7:50
5. Consent Agenda 8:00
- a. Field Trip Permission for DECA for the International Conference in Anaheim, CA Exhibit A
 - b. Field Trip Permission for Ski Club: Gunstock & Sunday River (day trips); Sunday River (weekend trip) Exhibit B
 - c. Minutes of November 17, 2016 Exhibit C
 - d. Minutes of Dorothy Presser Workshop-October 20th Exhibit G
6. New Business 8:15
- a. Girls X-C Track
 - b. SEPAC Presentation
 - c. Regional High School DECA program – Students Presenting
 - d. Vote on New Vice-Chair for School Committee
 - e. Vote on participation in the School Choice Program for the 2017-18 school year
 - f. Vote on School Year Calendars for
 - i. 2017-2018 Exhibit D
 - ii. 2018-2019 Exhibit E
7. Assistant Treasurer Position Discussion
8. Delayed Opening Procedure
9. Discussion on Superintendent's Salary
10. Policy Review
- a. Second Reading: School Committee By-Laws Exhibit F
11. Topics for next meeting
12. Vote to Adjourn 9:30

Secretary: Michelle Bailey, HWRSC

dmb

Knowledge • Responsibility • Respect • Excellence

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

Hamilton-Wenham Regional School District

FIELD TRIP REQUEST

School: Hamilton Wenham High School Date Submitted: 11/15/16Faculty Sponsor: Laura Wheeler Position: DECA AdvisorDECA International Career Development Conference + Competition

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: Anaheim California☐ International Trip (extracurricular only) - Destination: _____Departure Date: 4/26/17 Time: TBD Return Date: 5/1/17 Time: TBDNumber of Students Eligible: 8-20 Class/Group: DECAFaculty Sponsor: Laura WheelerOther Faculty/Staff chaperones: Matt Fitzgibbons (tentative, pending)Other chaperones: TBD, depending on number of qualifiersMode of Transportation: air, ground Number: _____Airlines/Flight/Ground Transportation: TBD

II. Estimated Expenses

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

Please see attached

III. Attachments

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

Please see attached

IV. Approvals

Department Chairperson or Field Trip Requestor: Laura B Wheeler Date: 11/15/16
I have read the School Committee Policy H8015 on School Sponsored Field Trips and meet all policy requirementsPrincipal: [Signature] Date: 11/16/16
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.

VOLUNTARY FIELD TRIP FOR QUALIFIED DECA MEMBERS ONLY

DECA International Career Development Conference

April 26—May 1, 2017 | Anaheim, CA

Audience: Open to DECA Members that qualify through competition OR qualify for the Emerging Leaders Leadership Academy

Description: The DECA International Career Development Conference (ICDC) is a competitive conference for DECA members who qualify through competition at the State Career Development Conference or qualify for the Emerging Leaders Leadership Academy. With over 40 categories of competition, there are many pathways for success for DECA members.

18,000 high students, teachers, chaperones and business professionals gather to develop knowledge and skills for college and careers. DECA members demonstrate their college and career ready knowledge and skills by participating in DECA's industry-validated Competitive Events Program, aligned with Career Clusters, National Curriculum Standards and 21st Century Skills in the areas of marketing, finance, hospitality, management and entrepreneurship. More than 1,000 business professionals serve as expert judges to evaluate DECA members' mastery of these concepts.

In addition, thousands of members participate in DECA's Emerging Leader Series, which helps them attain 21st Century Skills in the areas of collaboration and teamwork, communication, critical thinking and problem solving and creativity. One highlight is the involvement of executive mentors who provide college and career advice.

Convention: Anaheim Convention Center
800 W Katella Ave
Anaheim, CA 92802
(714) 765-8950

Lodging: Disneyland Hotel
1150 West Magic Way
Anaheim, CA 92802
(714) 778-6600

Schedule: Tentative Schedule Below is Subject to Change

Wednesday, 4/26	Travel to Anaheim, Opening Sessions
Thursday, 4/27	DECA Competition & Leadership Academy
Friday, 4/28	DECA Competition & Leadership Academy
Saturday, 4/29	DECA Competition & Leadership Academy
Sunday, 4/30	DECA Day at Disney
Monday, 5/1	Travel home

Cost: Estimated cost per student \$1,100 plus meals
Cost includes conference registration, air/ground transportation, hotel, DECA Day at Disney, spirit items, t-shirt, MASS-DECA State Dinner

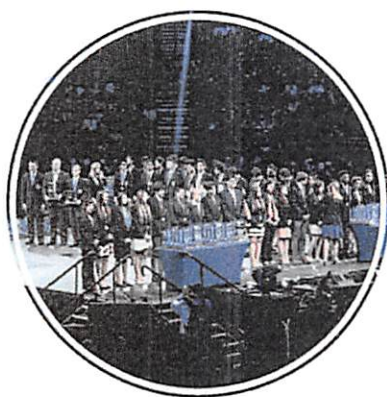
VOLUNTARY FIELD TRIP FOR QUALIFIED DECA MEMBERS ONLY

**DECA International Career Development Conference
April 26—May 1, 2017 | Anaheim, CA**

SECURITY PLAN for DECA ICDC:

- 10 to 1 ratio of students to chaperone as per rules of travel.
- All chaperones will be CORI'd.
- Head chaperone will have a cell phone and be in constant communication with students.
- A strict itinerary/timeline/schedule of events.
- Only approved locations will be permitted including the hotel and convention center.
- Daily check-ins during the day and a nightly room check at bedtime.
- Students and chaperones receive the detailed itinerary, important contact information and list of approved events and locations.
- Parents will receive a detailed itinerary and contact information to reach their child at any time.
- Preparation meetings with chaperones will be held to review expectations and procedures while on the trip.
- All students and their parents will complete the DECA Comprehensive Consent Form allowing medical and emergency services (see attached).
- Parents and the school will be notified immediately of any emergency or violation of rules.

CONFERENCE FACTS



12,000

finalists from 55 chartered associations vying for international honors in DECA's Competitive Events Program.



3,000

DECA members engaging in leadership development activities preparing to be college and career ready.



1,000

business people who will serve as judges for international competition.



100+

exhibitors from a wide variety of colleges and businesses.



2,000

DECA advisors helping their students and attending the Advisor Academy.



**ANAHEIM
CONVENTION CENTER**

800 W Katella Avenue
Anaheim, CA 92802
visitanahaim.org/meetings/acc
(714) 765-8888



#DECAICDC



Visit decadirect.org for previews and highlights.



Join the event at
<http://bit.ly/decaicdc17>



As an integral part of the classroom curriculum, DECA's industry-validated competitive events are aligned with the National Curriculum Standards in the career clusters of marketing, business management and administration, finance, and hospitality and tourism. DECA's flagship evaluation process involves students in both a written component such as an exam or report and an interactive component with an industry professional serving as a judge. DECA's competitive events directly contribute to every student being college and career ready when they graduate from high school.

QUALIFICATIONS FOR ENTERING INTERNATIONAL CONFERENCE COMPETITIVE EVENTS

1. All participants must be active members of DECA with the current year's dues on file with DECA Inc. prior to March 1 of the current school year.
2. All participants and written entries must be approved and authorized for entering competition by their chartered association through official competitive events registration forms.
3. All participants and written entries must meet the specifications set forth for each activity.
4. All participants must have participated in chartered association, district and/or local competition, or qualified through online competition.
5. All entry forms and creative entries must be submitted by the chartered association advisor or designee according to announced deadlines.
6. A participant may enter only one of the competitive events with a participatory component during DECA's international conference.
7. No additions or substitutions may be registered for competition after the deadline set forth by DECA Inc.
8. A written entry may not be entered in more than one international conference competitive event during a given year.
9. Once a written entry is entered in international conference competition, the identical content material may not be entered again in international conference competition.
10. All participants must attend the briefing sessions scheduled for their competitive event during the international conference.
11. Participants are required to follow the official DECA dress code.
12. All written entries must include a signed copy of DECA's Written Event Statement of Assurances and Academic Integrity.
13. Participants must bring a photo ID to all event briefings, testing sessions and presentations. If a photo ID is not available, an advisor must verify the participant's identity.
14. All participants must be housed at the assigned official conference hotel.



DECA COMPETITIVE EVENTS

PRINCIPLES OF BUSINESS ADMINISTRATION EVENTS

Principles of Business Management and Administration **PBM**
Principles of Finance **PFN**
Principles of Hospitality and Tourism **PHT**
Principles of Marketing **PMK**

TEAM DECISION MAKING EVENTS

Business Law and Ethics Team Decision Making **BLTDM**
Buying and Merchandising Team Decision Making **BTDM**
Financial Services Team Decision Making **FTDM**
Hospitality Services Team Decision Making **HTDM**
Marketing Management Team Decision Making **MTDM**
Sports and Entertainment Marketing Team Decision Making **STDM**
Travel and Tourism Team Decision Making **TTDM**

INDIVIDUAL SERIES EVENTS

Accounting Applications Series **ACT**
Apparel and Accessories Marketing Series **AAM**
Automotive Services Marketing Series **ASM**
Business Finance Series **BFS**
Business Services Marketing Series **BSM**
Food Marketing Series **FMS**
Hotel and Lodging Management Series **HLM**
Human Resources Management Series **HRM**
Marketing Communications Series **MCS**
Quick Serve Restaurant Management Series **QSRM**
Restaurant and Food Service Management Series **RFSM**
Retail Merchandising Series **RMS**
Sports and Entertainment Marketing Series **SEM**

PERSONAL FINANCIAL LITERACY EVENT

Personal Financial Literacy **PFL**

BUSINESS OPERATIONS RESEARCH EVENTS

Business Services Operations Research **BOR**
Buying and Merchandising Operations Research **BMOR**
Finance Operations Research **FOR**
Hospitality and Tourism Operations Research **HTOR**
Sports and Entertainment Marketing Operations Research **SEOR**

CHAPTER TEAM EVENTS

Community Service Project **CSP**
Creative Marketing Project **CMP**
Entrepreneurship Promotion Project **EPP**
Financial Literacy Promotion Project **FLPP**
Learn and Earn Project **LEP**
Public Relations Project **PRP**

ENTREPRENEURSHIP EVENTS

Innovation Plan **EIP**
Start-Up Business Plan **ESB**
Independent Business Plan **EIB**
International Business Plan **IBP**
Business Growth Plan **EBG**
Franchise Business Plan **EFB**

MARKETING REPRESENTATIVE EVENTS

Advertising Campaign **ADC**
Fashion Merchandising Promotion Plan **FMP**
Sports and Entertainment Promotion Plan **SEPP**

PROFESSIONAL SELLING AND CONSULTING EVENTS

Financial Consulting **FCE**
Hospitality and Tourism Professional Selling **HTPS**
Professional Selling **PSE**

ONLINE EVENTS

Stock Market Game **SMG**
Virtual Business Challenge Accounting **VBCAC**
Virtual Business Challenge Hotel Management **VBCHM**
Virtual Business Challenge Personal Finance **VBCPF**
Virtual Business Challenge Restaurant **VBCRS**
Virtual Business Challenge Retail **VBCRT**
Virtual Business Challenge Sports **VBCSP**

Not all chartered associations offer all events. Please check with your chartered association advisor for events offered in your chartered association.



RECOGNITION AND AWARDS

DECA's competitive events provide recognition for competitors in a number of different areas. The following list describes the recognition provided at ICDC:

CERTIFICATE OF ACHIEVEMENT: All competitors will receive a Certificate of Achievement recognizing the achievement necessary to qualify to participate in the International Career Development Conference.

CERTIFICATE OF EXCELLENCE: Competitors scoring a combined total score of 70% or better on the competitive event components will earn a Certificate of Excellence.

ACHIEVEMENT AWARDS: For each event with an exam, the highest ten individual scores on the exam will receive a silver-ribbon medallion. For each Principles of Business Administration Event, Team Decision Making Event, Individual Series Event, Personal Financial Literacy Event, Marketing Representative Event and Professional Selling and Consulting Event, participants with top scores in each section of the presentation component will each receive a silver-ribbon medallion. In all events, the top two overall scores in each section will be considered finalists and receive blue-ribbon medallions.

GRAND AWARDS: The top ten finalists will be called to the stage and receive red-white-blue ribboned medallions with first, second and third places receiving trophies.

CASH AWARDS: All competitive event first place winners/teams will receive a minimum of \$100. Several events provide larger awards based on company sponsorship.

SPONSORED EVENTS

DECA gratefully acknowledges the competitive events sponsorship of these generous corporations and organizations.

Unless otherwise noted, each sponsoring organization provides the following awards for international competitors:

1 st Place	\$1,000
2 nd Place	\$500
3 rd Place	\$250
4 th -10 th Place	\$100 each

ACCOUNTING APPLICATIONS SERIES ACT



American Institute of CPAs®

APPAREL AND ACCESSORIES MARKETING SERIES AAM

MEN'S WEARHOUSE®

AUTOMOTIVE SERVICES MARKETING SERIES ASM



CREATIVE MARKETING PROJECT CMP



FASHION MERCHANDISING PROMOTION PLAN FMP



FRANCHISE BUSINESS PLAN EFB



HOTEL AND LODGING
MANAGEMENT SERIES **HLM**



MARKETING COMMUNICATIONS
SERIES **MCS**



PERSONAL FINANCIAL
LITERACY **PFL**



PRINCIPLES OF BUSINESS
MANAGEMENT AND
ADMINISTRATION **PBM**



PRINCIPLES OF HOSPITALITY
AND TOURISM **PHT**



PRINCIPLES OF
MARKETING **PMK**



QUICK SERVE RESTAURANT
MANAGEMENT SERIES **QSRM**



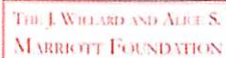
RETAIL MERCHANDISING
SERIES **RMS**



SPORTS AND
ENTERTAINMENT
MARKETING TEAM DECISION
MAKING **STDM**



DECA HOTEL
CHALLENGE **VBCHM**



AWARDS

- 1st Place \$6,000 per team
- 2nd Place \$3,000 per team
- 3rd Place \$1,500 per team
- 4th Place \$900 per team

VIRTUAL BUSINESS
CHALLENGES

ACCOUNTING
VBCAC

PERSONAL FINANCE
VBCPF

RESTAURANT
VBCRS

RETAIL
VBCRT

SPORTS
VBCSP



AWARDS

- 1st Place \$1,000 per team
- 2nd Place \$500 per team
- 3rd Place \$250 per team



EVIDENCE OF STUDENT LEARNING

TRANSCRIPTS

Supporting college and career readiness, DECA's competitive events transcripts express each member's performance rated against National Curriculum Standards identified as essential knowledge and skills and 21st Century Skills. DECA transcripts provide evidence of student learning and achievement through their participation in DECA's Competitive Events Program at the International Career Development Conference.

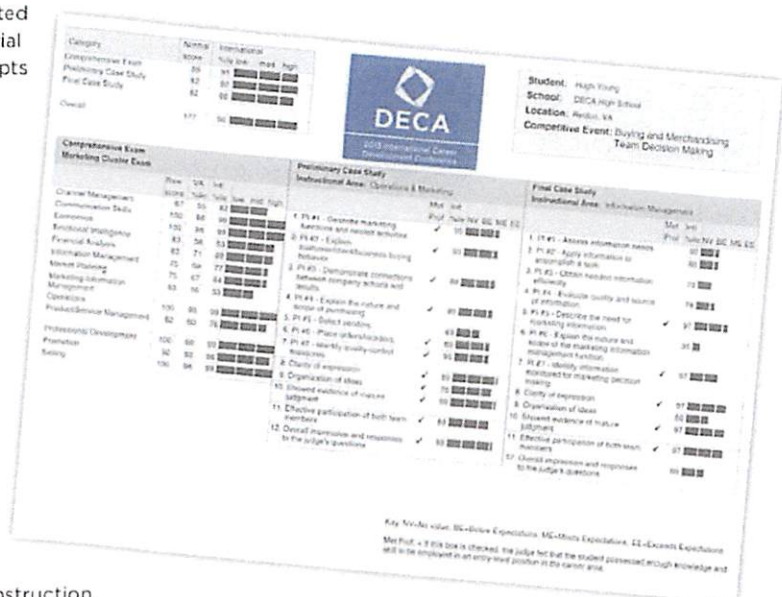
DECA transcripts are an exceptional tool to provide feedback for both advisors and members in helping them assess areas for improvement in course instruction and student learning.

The transcripts provide ranking and performance measures for each instructional area on the career cluster exam and feedback for each performance indicator and/or evaluation criterion that the judge evaluates.

Because of the structure of DECA's competitive events program, all data is normalized to provide this feedback and should be viewed as a snapshot of performance rather than in terms of final competition rankings.

DECA transcripts are yet another tool in demonstrating DECA's commitment to integrating DECA into classroom instruction, applying learning, connecting to business and promoting competition. DECA members may wish to use their DECA transcripts as part of their portfolios when applying for scholarships, to college or for jobs.

Learn more and order transcripts at www.deca.org.



CERTIFICATIONS

Over the past few years, more and more graduation requirements have been placed upon students. One of these common requirements is that students must obtain an industry certification or credential in order to graduate, depending on the diploma the student seeks.

Certified Guest Services Professional (CGSP) Certification through a new partnership with the American Hotel and Lodging Educational Institute (AHLEI). DECA members who take the Hospitality and Tourism Cluster Exam at ICDC and score at least 70% will be eligible for AHLEI's Certified Guest Services Professional Certification. AHLEI's Certified Guest Services Professional Certification will cost DECA members \$20 compared to AHLEI's pricing of \$50 for AHLEI members and \$70 for non-members. Learn more at <https://www.ahlei.org/Certifications/AHLEI-Professional-Certification>.

Chapter advisors can order certifications through the marketplace on the online membership system.





THE DECA EMERGING LEADER SERIES is designed to empower DECA members to provide effective leadership through goal setting, consensus building and project implementation.

Aligned with 21st Century Skills in the areas of critical thinking and problem solving, communication, collaboration and creativity, and innovation, DECA's Emerging Leader Series prepares DECA members to be effective leaders in college and careers. All of these academies are available during the DECA International Career Development Conference, and Elevate and Empower are also available at the DECA Emerging Leader Summit.

 IGNITE	 ELEVATE	 EMPOWER	 ASPIRE	 THRIVE
ULTIMATE MEMBER Ignite your spark for DECA! As an emerging leader, you have great potential to take advantage of all that DECA offers. Now's your time to gain an edge as you learn how you can take your personal DECA experience to the next level and ignite your passion for DECA.	ULTIMATE CHAPTER LEADER Elevate your leadership in DECA by becoming the ultimate DECA chapter leader! Discover your personal leadership style and how you can use that to take your chapter to the next level. Now's your time to elevate your DECA status from member to chapter leader.	ULTIMATE ASSOCIATION OFFICER As a DECA association officer, one of your main responsibilities is to empower the members you serve. Learn how to effectively perform your role as an association leader, design an effective strategic plan and employ empowering communications strategies and methods.	ULTIMATE GRADUATE As you soon graduate, the sky is the limit for your aspirations. Do you know what to expect in college or how to be successful in your career? Learn how to leverage your DECA experience to your advantage in college, interviews and internships. Aspire to get on the fast track to college and career success.	ULTIMATE CHAPTER Now it's time to thrive with other high performing chapters and continue to develop your toolbox of collaboration, communications, critical thinking and creativity skills.

LIFE
University

Participation in DECA's Emerging Leader Series at ICDC is the primary conference activity for members, except for Empower. Empower is limited to chartered association officers, who may also participate in DECA's Competitive Events Program. Register through your chartered association advisor using the name of the academy.

DECA
EMERGING
LEADER
SERIES

MASSACHUSETTS DECA COMPREHENSIVE CONSENT FORM

INFORMATION:

This form, completed with all information and signatures required; must be submitted to the Chapter Advisor by each DECA member attending a DECA activity. It is recommended that a copy of this form be on file in each local school and that it be maintained on file for one calendar year. Additionally, the DECA advisor must bring this form to each area, district, state and national conference. Completion & signing of this document indicates that the student, parent/guardian, and school administrator have read this form and approved its contents. Completion and signing of this document provides consent for:

1. Student attendance at & travel to and from all conference activities.
2. Emergency medical treatment.
3. Student abiding by the Code of Conduct.
4. Student abiding by the Dress Code.

PHILOSOPHY:

It is a privilege and honor for a student to attend area, district, state and international DECA conferences. As such, each student has the unique opportunity to represent his/her high school, community and family as a young business professional. Students are expected to follow all Rules and Regulations stated herein. In cases of uncertainty, the student should confer with his/her advisor or chaperone prior to acting, since ignorance of Rules and Regulations will not be considered an acceptable excuse. Teachers, alumni, chaperones and state staff assume the responsibility of enforcing Rules and Regulations to insure the safety and well-being of the student.

CONFERENCES:

Consent and approval indicated by the signing parties and applicable to the following DECA activities:

1. Fall State Leadership Conference
2. Power Trip (Washington, DC), NY Experience, Sports & Entertainment Conference
3. District Conference
4. MASS-DECA State Career Development Conference
5. International DECA Career Development Conference
6. All workshops, seminars and activities financially sponsored by MASS-DECA

Student Name (please print): _____

DECA Chapter:

Hamilton Wenham

MASSACHUSETTS DECA COMPREHENSIVE CONSENT FORM (continued)

DRESS CODE:

DECA is first and foremost a business organization for students enrolled in Marketing Education. As in business where company policies related to dress and grooming are maintained, DECA has developed its own policies. At any time during the conference while on-site, you must be in casual or business attire. Essentially, proper dress is a matter of exercising good judgment; thus, should a question concerning the Dress Code arise, contact your chapter advisor or refer to this form, prior to making a decision. Help us to build and maintain a positive image of DECA!

ACCEPTABLE BUSINESS ATTIRE:

Competitive events, including tests, general and special sessions, all meals and banquets, state officer testing & interviews, and all workshops.

Males: Dress slacks, dress collared shirt, tie, dress shoes and socks, sweater and/or sports coat. Shirts must be tucked in. DECA Blazers may NOT be worn in front of judges at the State Conference; however, they MUST be worn in front of judges at ICDC. It is strongly advised that facial piercings be removed when in a judge's presence.

Females: Professional business dress (including knit dress), dress slacks, skirt, blazer, dress blouse, collared shirt, coordinating shirt/blouse, dress shoes (pumps, heels or flats). Dresses or skirts must be fingertip length. Nylons are recommended if dresses or skirts are being worn. DECA Blazers may NOT be worn in front of judges at the State Conference; however, they MUST be worn in front of judges at ICDC. It is advised that facial piercings be removed when in a judge's presence.

Dress code violations at the final session will result in not being allowed to go onstage to accept an award.

UNACCEPTABLE BUSINESS ATTIRE:

Low cut fronts, skirts shorter than fingertip length, open sides, see through blouses, open back, sleeveless tops, crop tops, hats, sneakers, hiking, work, army, "Uggs" type boots, spandex, sandals and denim material.

ACCEPTABLE CASUAL ATTIRE:

Travel to/from conferences, dances, and non-conference activities.

Males: Slacks, cords, khakis, golf shirts, tasteful denim (no rips, holes, bagginess), walking shorts, DECA T-shirts and DECA sweatshirts. Clothing must be in good shape and proper size.

Females: Slacks, khakis, cords, skirts, blouses, golf shirts, walking shorts, DECA T-shirts and DECA sweatshirts. Tasteful denim is acceptable (no hole, stains, rips) Clothing must be in good shape and proper size.

*Activities such as swimming or exercising warrant appropriate recreational attire for that activity. Cover-ups and footwear must be worn over swimsuits when en route to and from the pool. A towel is not an appropriate cover-up to walk through a hotel lobby.

UNACCEPTABLE CASUAL ATTIRE:

Sweatpants, pajamas, low cut shirts/blouses, open sides, see through blouses, tube tops, strapless tops, crop tops, clothing containing pictures or statements relating to alcohol, drugs, sex or other items which would be considered inappropriate, shorts, sweatshirts, halter tops, one strap shirts, straps less than 1" wide, hats, sneakers and all spandex, flip-flop sandals, sunglasses.

MASSACHUSETTS DECA COMPREHENSIVE CONSENT FORM (continued)

CONDUCT CODE:

Participation in DECA activities provides an opportunity for students to interact with business professionals, DECA supporters, other DECA members and the general public. As a result of establishing a positive professional image many businesses, civic organizations and other individuals provide financial and human resources to DECA and its student members. Once again, should you have a question concerning what constitutes acceptable behavior, ask your advisor or chaperone prior to making a decision. DECA values its reputation and asks that you help maintain it.

The following Conduct Code has been established and is enforced at all area, district, state, and national DECA conferences and activities.

LEVEL ONE VIOLATIONS:

The following have been identified as extremely serious violations of the MASS-DECA Conduct Code.

1. Violation of any city, state or federal law.
2. Possession, consumption, transporting or purchasing of any alcoholic beverage or illegal drug. Possessing, using, selling, or transmitting paraphernalia associated with drugs, alcohol, or chemical substances in any form at any time or under any circumstances in public or private properties. If alcoholic beverages and/or illegal drugs or evidence of their use are found in a hotel room, offenders in that room shall be subjected to the penalties prescribed below in Level One Penalties.
3. Defacing, damaging, or stealing public or private property (for which responsibility will rest solely with offending individuals and/or their chapters.
4. Throwing or dropping any object from a hotel window or vehicle.
5. Inviting or having non-DECA or unregistered individuals in your hotel room.
6. Repeated violations of a Level Two Code.
7. Violations not mentioned herein, but identified by the advisor or school official.
8. Leaving the conference hotel without the permission of your advisor and/or chaperone.
9. Committing serious violations of curfew regulations.
10. Being in the willful companionship of someone who violates any portion of the conduct code or failing to report direct knowledge, other than hearsay, of conduct code violations.
11. Flashing or indecent exposure.
12. Using your own automobile to attend a conference or riding in an automobile with anyone other than your advisor or adult chaperone. Occasionally, a chapter advisor, under special circumstances, may allow a student to drive or ride in a private automobile to a conference. These students are required to submit the "Permission to use Private Transportation" form to the chapter advisor prior to the conference. Permission to drive/ride applies to transportation of the student named on the form, only to and from the conference site. Once a driving/riding delegate has arrived at the conference site s/he will not be in a private automobile again until leaving the site at the end of the conference. Delegates must be housed at the conference site.

LEVEL ONE PENALTIES:

1. Expulsion from the conference.
2. Notification of parent or guardian and school official.
3. Student and parent/guardian must assume responsibility for & immediately arrange and pay for alternative travel plan to return home.
4. Forfeiture of all awards, scholarships, travel grants and future opportunities to participate in all DECA activities.
5. Other penalties at the discretion of the advisor, chaperone, school official or state staff.

MASSACHUSETTS DECA COMPREHENSIVE CONSENT FORM (continued)

LEVEL TWO VIOLATIONS:

Less serious violations, but if repeated violations occur the student may be subjected to penalties similar to those prescribed for Level 1.

1. Failure to follow the MASS-DECA Dress Code.
2. Failure to wear identification badges during the conference.
3. Being late for curfew and by not being in your assigned room with the door closed until 6:00 a.m..
4. Disturbing other hotel guests by excessive noise, such as door slamming, music, shouting, loud talking or singing, or causing any noise or disturbance audible by anyone in the hallway after curfew time. Making prank phone calls to hotel guests.
5. Other violations not mentioned above but identified by the advisor, chaperone, state staff or school official.
6. Rudeness or insubordination.
7. Failure to attend conference activities, including competitive events, general sessions, and special meetings and leaving sessions prior to the official close.
8. Having or being a member of the opposite sex in a room without the permission of a chapter advisor or chaperone.
9. Failing to meet the professional standards of housing facilities, accruing incidental charges without settling the account prior to check-out, moving furniture from rooms, failing to follow or respect hotel rules and regulations.
10. Smoking cigarettes during any portion of a DECA conference.
11. Being in possession of or using a vapor.

LEVEL TWO PENALTIES:

1. Notification of chapter advisor and state DECA advisor.
2. Verbal and/ or written warning and immediate compliance with conference rules.
3. Repeat violation or another violation of a Level Two Code may result in Level One penalty.

I have read and fully understand the MASS-DECA Comprehensive Consent Form, which includes the Code of Conduct and the Dress Code and agree to comply with these conduct guidelines. Furthermore, I am aware of the consequences that will result from violation of any of the above guidelines.

Signature of delegate: _____ Date: _____

Signature of parent: _____ Date: _____

Signature of Chapter Advisor: Laura B Wheeler Date: 11/14/16

MASSACHUSETTS DECA COMPREHENSIVE CONSENT FORM (continued)
REGISTRATION, PERSONAL AND LIABILITY RELEASE FORM

Complete the entire form. Type or print clearly.

DECA Chapter: Hamilton Wenham

Participant's name: _____ Date of Birth: _____

Participant's home address: _____

Parents/guardians' names: _____

Parents or guardians' telephone numbers: _____

Name of teacher/adult accompanying participant to conference: Laura Wheeler

This is to certify that _____ has my permission to attend all DECA conferences and events during the 2016/2017 school year. On behalf of the above-named student member, we hereby absolve and release the school officials, the DECA chapter/state advisors, the host state or district, from any claims for any personal injuries which might be sustained while s/he is on the way to and from or during such DECA sponsored activities providing that this agreement shall not apply to any injury arising out of sole negligence of the participating parties.

I also understand that the state advisor or district co-chair determines the criteria at the local site for individual students to attend and participate.

I authorize the above named advisor/adult, the MASS-DECA Board of Directors to secure the services of a physician or hospital, and to incur the expenses for necessary services in the event of illness or accident, and I will provide payment for these costs.

Should a conduct code violation occur, law enforcement personnel and/or security may be called to assist, and the Conduct Committee may be called with the ultimate punishment being disqualified and sent home at the delegate's expense and/or being removed from office if in an officer status. Reasonable care shall be exercised to insure a safe, expedient and financially feasible mode of transportation back to the home community of the delegate involved. I have read and agree to abide by the supplied MASS-DECA Conduct Code and am aware of the consequences that will result from violation of any guidelines.

Signature of delegate: _____ Date: _____

Signature of parent: _____ Date: _____

Signature of Chapter Advisor: Laura B Wheeler Date: 11/14/16

MASSACHUSETTS DECA COMPREHENSIVE CONSENT FORM (continued)
MASSACHUSETTS DECA EMERGENCY INFORMATION

Name of Person to Contact in event of emergency: _____

Contact Person's telephone number: _____

Family Physician: _____ Phone number: _____

Do you have any known allergies? If yes, please name:

Do you have a history of allergies, heart condition, diabetes, asthma, epilepsy, rheumatic fever or other existing medical conditions? If yes, please explain:

Are you taking medication? If yes, please list medication and dosage:

Date of last tetanus shot: _____

Do you have any physical restrictions? If yes, please explain:

Name of person responsible for your medical bills (Guarantor): _____

Insurance Company: _____

Insurance plan number: _____

Insurance Group number: _____

I have read and completely understand the Personal Liability and Medical Release Form, the Code of Conduct, and, by signing below, do hereby agree to abide by these in their entirety, accept the conditions of the agreements, and completely release DECA's national and state associations.

Signature of participant Date

Signature of Parent or Guardian (mandatory if under age 18) Date

This completed form must be turned in to the Chapter Advisor or participant will not be allowed to attend. For legal protection, this form must be in the chapter advisor's possession at each conference or activity.

Hamilton-Wenham Regional School District

FIELD TRIP REQUEST

School: Hamilton-Wenham RHS Date Submitted: November 9, 2017
 Faculty Sponsor: Kevan Sano Position: Ski club advisor/ Spanish Teacher / 6-12 Curriculum leader

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: Gunstock Mountain, Gilford, NH
☐ Out-of-State/Domestic Overnight Trip - ☐ Academic ☐ Extracurricular - Destination: Sunday River, Newry Maine
☐ International Trip (extracurricular only) - Destination: _____

Departure Date: Various dates Time: 6 am Return Date: Same days Time: 7:30 pm
 Number of Students Eligible: 50 Class/Group: All grades
 Faculty Sponsor: Kevan Sano
 Other Faculty/Staff chaperones: Prudy Pilkonis, Tate Shippen
 Other chaperones: Liz Shippen, Geof O'Brien (spouses)
 Mode of Transportation: Coach Bus - McGinn Bus Company Number: _____
 Airlines/Flight/Ground Transportation: _____

II. Estimated Expenses ^{Varies}

1. Transportation Cost: <u>\$1350 for Sunday River</u>	6. Financial Assistance Available? Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Admission Charges: <u>\$1170 for Gunstock</u>	7. Other Sources of Funding? Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Lodging & meals cost: _____	8. Amount Available: \$ _____
4. Other (specify): _____	9. Are Student Activity Funds being used? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. Total student cost: <u>\$75 per trip</u>	10. If yes, amount bring used: \$ _____

Ski club funds will be used if we don't have 40 students to cover costs - bus will be subsidized

III. Attachments

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

IV. Approvals

Department Chairperson or Field Trip Requestor: Kevan Sano Date: 11/10/17
I have read the School Committee Policy H8019 on School Sponsored Field Trips and meet all policy requirements

Principal: [Signature] Date: 11/15/16
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: _____

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

Ski Club Permission for Day Trips

**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 **Sunday River, Newry ME or Gunstock, Gilford NH** on _(date will vary)_ __, 2017. It is my/our understanding that **Kevan Sano** (faculty sponsor and head chaperone) as well as other faculty will accompany the group.

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

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

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

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

Name (Adult)

Parent A/Guardian A

Address

Parent B/Guardian B

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

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

Name

Signature

Date

II. Emergency Treatment and Medication Consent

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

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

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

Yes _____

No _____

Will mediation be required during the field trip?

Yes _____

No _____

If yes, please describe:

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

III. Student Contract

1. I agree to follow all Hamilton-Wenham Policies on Student Behavior, Student Handbook rules and regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, and trip rules as specified in Section C.13 regarding student conduct. All rules will apply and be in effect at all times for academic and extracurricular field trips.

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

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

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

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

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

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

Student's Signature

Date

Discipline of Students Section F of Policy H8015

1. All Hamilton-Wenham Policies on Student Behavior, Student Handbook rules and regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, and trip rules as specified in Section C.13 regarding student conduct will apply and be in effect at all times for academic and extracurricular field trips.

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

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

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

Parent A/Guardian A Signature

Date

Parent B/Guardian B Signature

Date

IV. Field Trip Cancellation Release and Agreement

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

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

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

Signature of Parent A/Guardian A *Printed Name* *Date*

Signature of Parent B/Guardian B *Printed Name* *Date*

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

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

Name *Signature*

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

Security Plan for ski trips

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

Why Ski Helmets?

Downhill skiing and snowboarding can be an exhilarating experience, but, as with any sport, safety should come first. Excess speed and loss of control are the primary factors associated with snow skiing fatalities, according to a study reported in *The Physician and Sportsmedicine*, Feb. 1989. The study also states that more than 3/4 of ski-related deaths occurred after collisions with stationary objects, such as trees and lift towers. Head injuries were cited most often as the cause of fatalities. *

Several years ago we had a close call. A student had an accident while snowboarding. He couldn't remember what happened because he blacked out for a period of time. He was taken by ambulance to the hospital where he underwent numerous tests and was later transferred to another hospital with a neurological unit. His head injury could have been prevented had he been wearing a helmet.

After this we adopted a mandatory helmet rule. All participants including chaperones are required to wear helmets. No more close calls, no more excuses.

For more information about helmets, Visit: [www. SkiHelmets.com](http://www.SkiHelmets.com)

*Permission to reprint granted by the National Safety Council, a membership organization dedicated to protecting life and promoting health.

The mission of Hamilton-Wenham Alpine Athletics is:

- ❖ To promote and encourage a positive attitude for the safe participation in a life-long physical activity.
- ❖ To provide opportunities for students to enjoy alpine athletics with their peers within an environment of caring, patience and respect.



What's wrong with this skier?

Not wearing a helmet!

Hamilton-Wenham Regional HS

775 Bay Road

Hamilton, MA 01982

Phone: 978-468-0478

Fax: 978-468-0241

Email: sanok@hwschools.net

Hamilton-Wenham
Regional High School

Alpine Athletics Downhill Skiing And Snowboarding Club

Alpine Athletics Rules

- ❖ **All school rules and penalties will apply on all trips.** School penalties for infractions will be enforced.
- ❖ All participants including chaperones **must wear helmets.**
- ❖ Students must not purchase, consume, possess or be involved with drugs, including alcohol, cigarettes or tobacco products.
- ❖ **Punctuality is a must!!** It is essential that you be on time. Lateness not only causes us anxiety, it holds up the entire group.
- ❖ We expect your **behavior to be exemplary** at all times.
- ❖ At no time are you to go anywhere alone. Always ski with a buddy.
- ❖ **You are responsible for completing school obligations,** if at any time your teachers inform us that you have not completed work or fulfilled obligations due to your participation with this group, you will not be allowed to participate the following trip.
- ❖ Should any of the above rules be broken your continued participation in any HW Alpine Athletics program will be left to the discretion of the chaperones. **If you are asked not to participate you will forfeit the remaining cost of the program.**

The Chaperones
Kevan Sano
Tate Shippen
Prudy Pilkonis



Alpine Offerings

Offered in conjunction with Ipswich HS

All levels, ski or snowboard

- Lift tickets
- Deluxe Coach bus transportation
- **Sunday River Day Trips \$75**

Depart 6:00 am return by 7:30pm

- Jan. 8, 2017
- Jan. 29, 2017
- Feb 12, 2017
- Mar 19, 2017

Sunday River Weekend Trip \$275

Depart 7:00 pm Friday March 3

return by 7:30pm Sunday March 5

- **Gunstock Night Trip \$50**
 - Jan. 13, 2017 MLK weekend
 - Feb. 17, 2017 before Vacation

- Depart 2:30 pm return by 11:00 pm

Make checks payable to HWRSD

Refunds only if able to sell your spot!

Rules of the Slopes

- ❖ When skiing or snowboarding downhill, give moving skiers and snowboarders below the right of way. You should be able to see them: they might not see you.
- ❖ Stop off the side of a run, well out of the way and in view of other skiers and snowboarders.
- ❖ Look both ways and uphill before crossing a trail, merging or starting down the hill.
- ❖ Use a safety device to prevent runaway equipment.
- ❖ Never ski or snowboard alone.
- ❖ Follow all posted signs and rules. Avoid closed trails and out-of-bound areas.*

*Permission to reprint granted by the National Safety Council, a membership organization dedicated to protecting life and promoting health.



Hamilton-Wenham Regional School District

FIELD TRIP REQUEST

School: Hamilton-Wenham RHS Date Submitted: November 9, 2017
 Faculty Sponsor: Kevan Sano Position: Ski club advisor/ Spanish Teacher / 6-12 Curriculum leader

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: Sunday River, Newry Maine
☐ International Trip (extracurricular only) - Destination: _____

Departure Date: March 3, 2017 Time: 7 pm Return Date: March 5, 2017 Time: 7:30 pm

Number of Students Eligible: 50 Class/Group: All grades

Faculty Sponsor: Kevan Sano

Other Faculty/Staff chaperones: Prudy Pilkanis, Tate Shippen

Other chaperones: Liz Shippen, Geof O'Brien (spouses)

Mode of Transportation: Coach Bus - McGinn Bus Company Number: _____

Airlines/Flight/Ground Transportation: _____

II. Estimated Expenses

1. Transportation Cost: \$2700 plus driver's room	6. Financial Assistance Available? Yes No
2. Admission Charges:	7. Other Sources of Funding? Yes No
3. Lodging & meals cost: \$219 pp based on Quads	8. Amount Available: \$
4. Other (specify): \$91 per night	9. Are Student Activity Funds being used? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. Total student cost: \$275 pp	10. If yes, amount bring used: \$ Will Depend on total number of students. The difference will be absorbed by ski club account

III. Attachments

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

IV. Approvals

Department Chairperson or Field Trip Requestor: Kevan Sano Date: 11/10/17
I have read the School Committee Policy H8015 on School Sponsored Field Trips and meet all policy requirements

Principal: [Signature] Date: 11/15/16
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.



November 4, 2016

Ms. Kevan Sano
Hamilton Wenham Regional High School
775 Bay Road
South Hamilton, MA 01982

Dear Ms. Kevan,

We are looking forward to your group visit with us this season. Please read the attached Sunday River Group Contract. If you are in agreement, please sign one copy and return it to the Sunday River Group Sales Office with your \$500 deposit. Space is not reserved for your group until a contract and deposit are received. Sunday River accepts personal checks, money orders, Visa, MasterCard, American Express, and Discover. If paying by check, please make your check payable to SUNDAY RIVER.

Sunday River offers group pricing on breakfast, lunch, social, and dinner menus for group gatherings. We have a variety of promotional items; brochures, trail maps, flyers, etc., to assist you in signing up group members. Please let us know what you need. Questions and comments are encouraged. We want your stay at Sunday River to be exceptional! Our group sales department is here to make planning your trip easy and to help ensure your stay is fun for all. Please let us know what we can do to give you more from your ski vacation! The Group Sales & Service Office can be reached at 800/286-4792.

Sincerely,

Laura Scheidegger
Leisure Sales Manager
(207) 824-5035
lscheidegger@sundayriver.com



Group Contract

Sunday River Group Sales & Service Office
PO Box 4500, Newry, ME 04261
Fax: 207/824-5116

Today's Date: November 4, 2016

File Info:

Group Name: Hamilton Wenham Regional High School

Group Leader: Ms. Kevan Sano

Additional Group Information: Hamilton Wenham HS Inn 2017

Address: 775 Bay Road City: South Hamilton State: MA Code: 01982

Phone: (978) 468-5317 Fax: unknown Email: k.sano@hwschools.net

GROUP TRIP INFORMATION

Group Arrival Date: Friday, March 3, 2017

Group Departure Date: Sunday, March 5, 2017

Number of people: 55

Package Pricing:

2 Night/ 2 Day Package Pricing SNOW CAP INN	
	Adult
Quad Occupancy in a Standard Unit	\$219.00
Triple Occupancy in a Standard Unit	\$223.00
Double Occupancy in a Standard Unit	\$243.00
Single Occupancy in a Standard Unit	\$283.00
Bus Driver Room – per night rate Lodging Only	\$91.00 per night
<i>Check in is guaranteed at 6:00pm, Check out is 10:30am</i>	

2 Night / 2 Day Package Includes:

2 Nights Lodging Accommodations

2 Day Lift Tickets

2 Dorm Breakfast Buffet

1 Dorm Dinner Buffet

Maine State taxes* & resort fees **subject to change per State of Maine current tax rates*

COMPLIMENTARY PACKAGES

- 1:10 comp ratio where the most commonly used package is the complimentary package.
- Please note that the 1:10 comp ratio is determined by dividing the number of full paid packages by 11.

Sunday River Sales Credit Card

Charge Form

Hamilton Wenham Regional High School
Ms.Kevan Sano
775 Bay Road
South Hamilton, MA 01982
Hamilton Wenham HS Inn 2017

Today's Date: 11/4/2016

Group Trip Date: Friday, March 3, 2017 - Sunday, March 5, 2017

Amount to Charge: \$ _____

Credit Card Type: (circle one) VI MC DI AX

Card Number: _____

Expiration Date: _____ Security Code: _____

Cardholder Name: _____
(Please print.)

Cardholder Signature: _____

Your signature above authorizes Sunday River to charge your card for payment.
If your group or conference is tax exempt, please send a photocopy of the credit card.

**Please fax this form back to the Sunday River Group Service Office at
207-824-5116.**

2016-2017 Sunday River Group Clinic and Rental Rates

Perfect Turn Ski and Snowboard Clinics

Guests are required to purchase tickets and book a clinic time in advance. They may not be purchased through Group Sales. For more information or to make a reservation, please call 800-207-2371 or 207-824-5080. Off-season reservation hours are Mon – Fri from 9am – 4pm. Please leave a message and your call will be returned.

If you have booked a lift and lodging package through group sales, and you are age 15 & up, you are eligible for one free daily ski/ride lesson. Please see your check in packet for coupons to be turned in daily. Advanced reservations are required for all group lessons. See details below:

Adult Learn to Ski or Ride Level 1 (First Time Lesson) – Ages 15 & Above with Group Ski & Stay Package

Please provide the name of your group and dates of stay when booking your learn to ski reservation. You will receive a group lift ticket in your check in package. Please bring this ticket to the Discovery Center for your lesson. You do not need to go to the rental shop first, it is including in the lesson process.

NOTE: Learn to Ski /Ride programs are a reservations based program. For guests without an advanced reservation, we will try to accommodate your request, but it may require waiting for an afternoon lesson slot.

Adult Perfect Turn Clinic – Ages 15 & Above

Group Clinics are offered for skiers & riders with ability levels ranging from Green to Black terrain. When you check in a coach will help you select a clinic based on your needs and experience. Our experienced staff is ready to help you take your skiing or riding to the next level and get the most from your time on the hill.

Perfect Turn Clinics are 1.5 hours in duration and offered daily at 10:30am and 1:15pm slope side in front of the South Ridge Base Lodge. Guests are encouraged to check in 15 minutes prior to departure times for clinic selection. Advanced reservations are required. Coupon provided in your arrival packet must be presented at check-in to receive your free lesson.

Private Clinics No group rates offered. Please check our website for current information and rates. Advanced reservations required.

Kids Clinics – Ages 3- 14 years old. No group rates offered. Please check our website for current information and rates. Advanced reservations required.

Group Ski and Snowboard Rentals

Please show your group lift ticket when purchasing a group clinic or rental product to receive the group discounted rate.

	Adult (ages 13+)*	Jr (ages 6-12)*	Adult High Performance*
One Day	\$32	\$23	\$44
Two Day	\$56	\$43	\$82
Three Day	\$76	\$60	\$121
Four Day	\$100	\$78	\$157
Five Day	\$125	\$96	\$195

*Please note an additional \$3 per day damage waiver is optional; however any guests opting out must provide a credit card when renting equipment.

Helmet Rentals: One Day Helmet Rental \$9

CANCELLATIONS

- First Deposit is non refundable.
- Cancellations within 8 weeks and outside of 7 days forfeit the 50% per person deposit.
- Cancellations within 7 days of arrival are subject to 100% cancellation fee.

CHANGES TO GROUP: Any changes to rooming lists or itinerary made within 7 days of arrival are subject to a \$50 per change service charge.

Disclosure Statement: A group is considered 20 people or more. If a group reservation falls below 20 people, Sunday River reserves the right to increase the contracted rate by a minimum of 5% or to the established "retail" price. Sunday River reserves the right to change lodging reservations due to certain circumstances, such as maintenance challenges, sale of a unit, etc. We will make every effort to find similar lodging accommodations and will discuss options with you.

Laura Scheidegger
Leisure Sales Manager

Ms.Kevan Sano
Hamilton Wenham Regional High School

November 4, 2016

____/____/____

Proposed Lodging Block:

This is only a proposed lodging block. Your space is not guaranteed. Actual room blocks will be made once the signed contract and deposit are received.

Sunday River - Hamilton Wenham HS Inn 2017		
	Fri 3/3/2017	Sat 3/4/2017
Inn Standard Unit	18	18

Event & Function Information:

Date	Start Time	End Time	Function	Room	Setup	Agg
2017-03-03 Arrival	9:00 PM		1 BUS	Snow Cap Inn Main Entrance	Valet - NO	
2017-03-04	7:00 AM	7:30 AM	Breakfast Buffet - Dorm	Dormitory Cafeteria	Existing Set Up	55
2017-03-04	8:00 AM	4:00 AM	Lift	Overnight Group		55
2017-03-04	5:30 PM	6:00 PM	Dinner Buffet Dorm	Dormitory Cafeteria	Existing Set Up	55
2017-03-05	7:00 AM	7:30 AM	Breakfast Buffet - Dorm	Dormitory Cafeteria	Existing Set Up	55
2017-03-05	10:30 AM		From Inn	Snow Cap Inn Main Entrance	Valet - NO	
	4:00 PM		After Skiing			

****Food & Beverage Pricing can be guaranteed, though menu is subject to change**

GROUP DEPOSIT INFORMATION

1st Deposit – Space Allocation Deposit of \$500 and this signed contract is required to reserve space for your group. This is a non-refundable deposit. Your group reservation is now considered confirmed.

2nd Deposit – 50% Additional Deposit is due 8 weeks prior to trip.

Sunday River requires a non-refundable 50% per person deposit and a lodging block update 8 weeks prior to the trip. You must submit a rooming list with guest names for each unit held.

Arrangements need to be finalized 3 weeks prior to trip

- Rooming List
- Lift Ticket Order
- All Snow Guarantee Vouchers
- Sunday River Money (at least 50% of total group members must order lift tickets.)
- Food & Beverage functions finalized with Entrée Selections and Guaranteed number of attendees
- Arrival & Departure Arrangements for Individual or Bus arrivals.

Final payment is required prior to arrival in one payment by the group leader.

- An estimate of charges will be created from your 3 week out rooming list.
- Sunday River requires that group participants pay all deposits to the group leader, who will then pay Sunday River with one form of payment. Representatives will discuss the group trip with the GROUP LEADER ONLY – NO INDIVIDUAL CALLS OR PAYMENTS WILL BE ACCEPTED!!
- Sunday River accepts personal checks, MasterCard, Visa, American Express & Discover on group packages. CHECKS MUST BE MADE PAYABLE TO "SUNDAY RIVER".
- A security deposit for each unit is required on arrival. Charges will be incurred for unit damage, excessive cleaning, and/or unreturned keys. NOTE: Pets are not allowed on Sunday River properties.



Sunday River.

GROUP INFORMATION SHEET

1. Your group leader is the liaison between Sunday River and your group. Please contact your leader if you have any questions. We kindly ask that individuals please **DO NOT** call the Group Sales department with your questions or concerns.
2. Your group leader must provide an initial room list eight weeks prior to arrival and a final room list at least three weeks prior to arrival. Please inform your group leader if you have any special rooming requests. **We will do our best to accommodate requests, however, we do not guarantee requests.**
3. If you are a non-skier or a season pass holder paying the full package price, please tell your Group Leader in advance. They will mark you as a non-skier or season pass holder on the rooming list and provide Sunday River money instead of lift tickets in your arrival packet. **This must be arranged in advance. We will not allow participants to trade in lift tickets for Sunday River money upon arrival.** 50% of the people in the group must purchase a lift ticket with their package. There is no mixing and matching Sunday River money and lift tickets. Each guest must get one or the other.
4. **Check-in time is 6:00pm. Check out is 10:30am on the day of departure.** Upon check-in you will be asked to sign a form agreeing to our 10:30am checkout time. In order to accommodate all of our guests, it is imperative that our checkout time is adhered to so that our check-in time may also be kept. For this reason, our security department may need to remove all belongings from any unit that is not vacated by 10:30am on the day of checkout. All belongings will then be placed with Guest Services in the lost and found area in the Welcome Concourse at South Ridge Base Lodge. Units that do not depart by the 10:30am checkout will be subject to a \$25 per hour late fee. Your group leader will coordinate a late check out unit for your group if one is requested and available.
5. Upon check-in, we will provide one packet for each room. This packet will contain Sunday River information; room keys, lift tickets and rental/learn to ski discount coupons. The first person to check into the unit will take the entire packet and is responsible for distributing the materials to the rest of the unit. **A credit card must be provided for each unit at check in, so that a \$300 damage deposit can be authorized. Sorry – no exceptions!**
6. Sunday River properties are all smoke free. An automatic fine of \$300 will be charged for smoking in any unit.
7. **Sunday River has a strict no pets policy in all of our accommodations.** A \$300 fine will be charged for pets in any unit. Failure to remove the pet immediately will result in eviction without refund.
8. **Sunday River has a strict no keg(s) policy in all of our accommodations.** A \$300 fine will be charged per keg in any unit. Failure to remove the keg(s) immediately will result in eviction without refund.
9. **Quiet hours for all Sunday River lodging properties are from 10pm to 7am to ensure a pleasurable experience for our guests.** Please keep noise levels down during these hours and be sensitive to the volume of televisions or radios within your unit. Sunday River Security responds to all calls for noise complaints and will issue a verbal warning on the first call. A second call will result in a \$100 fine to the room, and a third call to a guest room will result in immediate eviction without refund.
10. In your packet, you will find coupons valid for group pricing on rental equipment and adult Perfect Turn products. These coupons entitle you to a group discount and identify you as a group participant. With your coupons you can purchase rental equipment and adult Perfect Turn products at ANY ticket window. We encourage you to book your Children's Lessons products, directly by calling 800/207-2371. Group rate are not offered on Children's Lesson products.
11. Our Group Snow Guarantee policy allows you to turn in your lift ticket prior to 10:00am at Guest Services in the Welcome Center if you are not satisfied with the snow conditions. **We will not trade in lift tickets for snow guarantees after 10:00am. No exceptions will be made. Sunday River money will not be issued in place of a snow guarantee.** Group Snow Guarantee vouchers will expire at the end of the season and are valid only at Sunday River. Group Snow Guarantee Vouchers are valid for a dollar value discount off any full priced retail ticket product. Group Snow Guarantee Vouchers are not valid towards the purchase of a group lift ticket. See Group Snow Guarantee policies below for full details.

By my signature below, I acknowledge that I have read and understand the Group Information Sheet listed above. As the group leader, it is my responsibility to share this information with the members of my group.

Ms.Kevan Sano, Hamilton Wenham High School

_____/_____/_____
Date



Sunday River.

SUNDAY RIVER GROUP SNOW GUARANTEE AND TICKET POLICIES

Our goal is to provide you with the finest alpine recreational experience possible. No other resort in New England makes as much snow as we do, or takes greater care to groom it. Please read our policies carefully, and consult your sales manager if you have any questions.

Sunday River GROUP Snow Guarantee:

There are uncontrollable factors in the alpine environment. Weather and traffic can both result in changes in surface conditions or trail openings. To ensure you the best possible skiing and riding, we have created one of the most comprehensive snow guarantees in history:

- ☐ After testing the snow conditions, if you are dissatisfied, you may request a Group Snow Guarantee Voucher on your lift ticket prior to 10:00am by turning in your lift ticket at the Guest Services window in the Welcome Center or the front desk of the hotels.
- ☐ Group Snow Guarantee Vouchers are valid to the end of the ski season and offer a dollar value discount off any full priced retail product. Adult vouchers will offer a \$79 discount. Junior and Senior vouchers will offer a \$59 discount.
- ☐ Vouchers are NOT valid towards the purchase of a group lift ticket product. Please contact your leisure sales manager if you have any questions.
- ☐ Vouchers are not transferable and not for re-sale.
- ☐ Early and Late Season vouchers will have a lesser value as dictated by retail and group ticket pricing and are subject to change as rates change with expanding/closing terrain.
- ☐ Some limitations apply. Inquire at any Guest Service Desk for a detailed description of the Snow Guarantee Policy.
- ☐ Please note that this is a snow conditions guarantee only. No vouchers will be given for weather or crowd conditions.
- ☐ No cash refunds or Sunday River money will be granted.

Sunday River Ticket Policy:

- ☐ All tickets are non-transferable. Please attach your ticket to your jacket, pants or other large garment. Always use a new ticket zip tie. Please keep the stub at the bottom of the ticket in a safe place, it is your receipt for your ticket. Lost or stolen tickets can only be replaced with the stub. If you mistakenly attach your ticket incorrectly, simply stop at any Guest Services Desk. We'll gladly help you move your ticket to another garment.
- ☐ We cannot honor tickets attached to gloves, hats, goggles, etc. or tickets attached to a large garment by means of a split ring, snap hook or other device which permits tickets to be easily removed or passed.
- ☐ If you wish to change your ticket to another garment, simply go to any open ticket window or Guest Services Desk. We will assist you in removing your ticket and attaching it to another garment. Please do not remove your own ticket. Doing so will invalidate your ticket, and we cannot provide you with a new one.

SUNDAY RIVER MONEY POLICIES

We thank you for your assistance in understanding and abiding by the following Sunday River money policies.

- ☐ Sunday River money will be issued to non-skiers and passholders paying the full group package price only. Adults will receive \$25.00 per day and juniors/seniors will receive \$15.00 per day. 50% of the group must purchase lift tickets as part of their group ski and stay packages.
- ☐ If you are a non-skier or a season passholder, you MUST tell your group leader in advance. Your group leader will mark you as a non-skier/passholder on the rooming list and you will receive Sunday River money instead of lift tickets in your arrival packet.
- ☐ We will not allow group participants to trade in lift tickets for Sunday River money upon arrival.
- ☐ Sunday River money is intended for use by non-skiing group members, and will be honored at the following on-mountain locations: South Ridge, Barker, & North Peak Food Courts, CAMP, Northern Lights Café, Sliders Restaurant, Grand Ave Café, The Foggy Goggle, The Mountain Grocer, Jordan Spa, Grand Summit Spa, Sunday River Sports, and toward the purchase of Sunday River ski or snowboard equipment rentals or lessons. Sunday River money may not be used towards the purchase of a lift ticket.
- ☐ Sunday River money expires at the end of the ski season, and may not be updated.

By my signature below, I acknowledge that I have read and understand the Sunday River Money/Snow Guarantee Policies listed above. As the group leader, it is my responsibility to share this information with the members of my group.

Ms. Kevan Sano, Hamilton Wenham Regional High
School

Date



Dear Group Leader,

Thank you for your interest in Sunday River! Located minutes from Bethel, Maine's most beautiful mountain village, Sunday River is one of the largest mountain resorts in the Northeast. A true four-season destination, the Resort offers eight interconnected peaks of world class skiing and snowboarding, the most slope-side lodging in the East, and golf at the acclaimed Sunday River Golf Club.

SUNDAY RIVER RESORT – WHAT'S NEW

It's hard to improve something that is already great, but Boyne Resorts found a way by investing more than \$40 million in capital improvements since 2007. The marquee element in those improvements was the installation of the first Chondola in the eastern United States and with the new T72 terrain park.

New this year in the Youth Dorm Lodge is brand new mattresses and bedding. Also when you walk in you will be faced with brand new flooring upstairs and downstairs in the common area and each hallway wing. Other improvements around the Resort include increasing the capacity and efficiency of what is already considered one of New England's most powerful snowmaking systems, improved base lodge amenities, and new year-round Zipline courses. New in 2015 were \$5.7 million in capital improvements. Upgrades include continued improvements to our snowmaking system with 60 new energy efficient snow guns, a new conveyor load system for the Spruce Peak Triple Chair, and the new 10 acre "Hollywood" gladed trail. This expansion officially makes Sunday River New England's second largest winter resort.

These investments solidify Sunday River's commitment to providing the best snow and ski experience in New England. You'll be able to plan your trip well in advance with the comfort that our legendary snowmaking and grooming teams are hard at work creating the best conditions possible, no matter what Mother Nature may throw our way. Discover the difference "the most dependable snow in New England" can make for your group.



SUNDAY RIVER AT A GLANCE



Mountain Statistics:

Max Summit Elev: 3,140'
Total Vertical: 2,340'
Skiable Acres: 820
Interconnected Mtn Peaks: 8

Lifts:

Total Lifts: 16
Lift Capacity: 32,000 skiers/hour
High Speed Chondola: 1
High Speed Quads: 4
Fixed Quads: 4
Triples: 4
Doubles: 1
Surface: 2

Terrain:

Named Trails: 135
Green Circle (novice): 45
Blue Square (intermediate): 47
Black Diamond (expert): 25
Double Black Diamond (expert only): 18
Boundary to Boundary Access

Mother Nature:

Avg Annual Snowfall: 155"

Snowmaking:

Terrain Coverage: 92%
Snow gun Arsenal: 1,600

Freestyle Terrain:

Terrain Parks: 6
Superpipe: 1
Mini-Pipe: 1

Time Is On Your Side:

Avg Season: Early November – Late April

SUNDAY RIVER SNOW CAP YOUTH LODGE

At Sunday River, your options for lodging are nearly as infinite as your options on the mountain with a youth dormitory, over 700 condominiums, a comfortable inn and two hotels — all slope-side. An on-mountain trolley system, along with the Mountain Explorer shuttle systems, provides easy access to resort facilities as well as dining and activity venues in the charming village of Bethel.

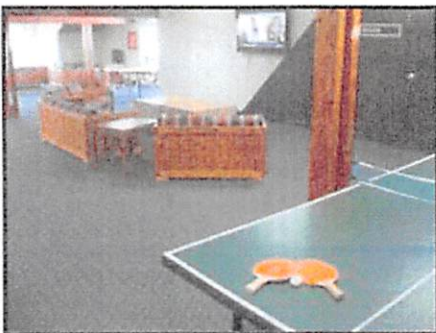


The Snow Cap Youth Lodge is a youth group leader's dream as it features lodging, meals, and activities located all in one building dedicated exclusively to youth and school groups allowing for easy supervision. It is composed of four identical wings, each providing lodging for up to 47 people:

- 5 rooms sleeping (8) people with 2 private baths.
- 2 rooms sleeping (4) people with 1 private bath.
- 1 bus driver unit with a twin bed and private bath.
- Each room features bunk style accommodations with all bed linens and towels provided.

The Youth Lodge, which provides New England's best value in youth group lodging, also includes an in house cafeteria serving the hot meals included in your package along with an upstairs recreation area. The recreation area features multiple LCD TVs with integrated DVD players along with a large 52" unit equipped Satellite TV and DVD player. In addition, youth can enjoy ping pong, foosball, board games, or simply socialize with friends.

To top it all off, the Youth Lodge is located in a safe and secure on mountain location just a short distance to both South Ridge and Barker Mountain base lodges.



SNOW CAP YOUTH LODGE PACKAGES AND PRICING

All packages include the following:

- Lift Tickets
- Meals
- Option to purchase discounted rental equipment and Perfect Turn clinics
- Complimentary On-Mountain Trolley System
- All taxes and resort fees

Two-Day Off Peak

Opening Day - Jan. 10 & March 18 - Close
From \$191 per person

- ❖ 2 Nights Lodging
- ❖ 2 Day Lift Ticket
- ❖ 2 Hot American Buffet Breakfasts
- ❖ 1 Hot Buffet Dinner

Two-Day Peak Season

Jan. 11 - March 17
From \$219 per person

- ❖ 2 Nights Lodging
- ❖ 2 Day Lift Ticket
- ❖ 2 Hot American Buffet Breakfasts
- ❖ 1 Hot Buffet Dinner

The above prices are based on groups of 40 or more paying students. Pricing will vary for groups of 15 - 40 paying students. Please call 800-286-4792 x5035 or email lscheidegger@sundayriver.com for more information.

Custom Packages Available

Long Weekend - Weeklong - Midweek - Single Night.

Call 800-286-4792 x 5035 for more information or to have a custom package built for your group.

Race Teams

Looking for a great place to train? With dependable snow from November through April, Sunday River is perfect for race teams. Special early season rates are available.

ACTIVITIES

At Sunday River you'll find plenty of activities and recreational options in addition to skiing and snowboarding. Below is a list of popular activities and information on venues and outfitters. You can find additional information on the Bethel Chamber's web site at www.bethelmaine.com.

NIGHT SKIING

The Sun never sets in the land of cool. Enjoy riding the Chondola and skiing lighted terrain on North Peak and South Ridge. Tickets can be purchased when booking your package or can be purchased at South Ridge Lodge. A great evening activity!



ICE SKATING

You'll find an ice skating rink at the [White Cap Fun Center](#) open days and evenings, with skate rentals available. Bethel also has a rink on the town common located at the top of Main Street.



FIREWORKS

Fireworks displays are scheduled throughout the season at South Ridge Base Lodge. Best viewing is behind the lodge near the Chondola.

Ziplines

Sunday River offers two very unique year-round experiences ranging from a three hour long tour on 7 separate Ziplines, ranging from 100-750 feet in length, to an hour long experience on our 750 foot parallel Twin Ziplines. Check out:

<http://www.sundayriver.com/EventsActivities/WinterActivities/Ziplines.html> for more information.



SNOWSHOEING

The local area is full of great places for snowshoeing, ranging from hiking trails to open fields to your own backyard. The Sunday River Inn & Cross-Country Center offers snowshoe rentals and has 12k of marked snowshoe trails. For more information, call 207-824-2410.



Sunday River is proud of its' reputation as offering one of the finest youth ski experiences in New England and hopes to make yours' the trip of a lifetime. If you have any questions please don't hesitate to contact Sunday River Group Sales.

Best Regards,
Laura Scheidegger
Leisure Sales Manager
lscheidegger@sundayriver.com
(207) 824-5035

Important Information March 3-5, 2017 Ski Trip

Departure time from HWRHS: Friday March 3 at 7:00 pm sharp

Arrive no later than **6:00pm**. We inspect all of your belongings prior to boarding the bus. You are allowed **one** ski bag, **one** overnight bag and a **SMALL** carry on bag. The bus is full.. You must pack conservatively.

We leave at this time for two important reasons: You have time to complete some of your homework and eat dinner before meeting the bus. The drive up is non-stop.

We are staying at the **Snow Cap Inn at Sunday River, Newry, Maine**

Meals **not** included - Lunch Saturday and Sunday
Dinner Sunday evening

We suggest that you bring some snacks for Saturday and Sunday lunch and while skiing.

We will stop at rest area with a variety of fast food restaurants including Burger King and pizza for dinner Sunday pm.

Packing:

- Warm ski clothes, gloves, hat, goggles, ski or snowboard equipment, etc. Remember to keep your boots and ski wear separate from your equipment so you can bring them into your room. Skis and boards stay loaded on the bus
- Spending money for lunch or snacks
- \$7 for gratuities – **required money will be collected on the way up to Sunday River so bring exact**
- Medications must be in original packaging
- Students ***should not*** bring computers or iPads. Please leave them home.

Return arrival at H.W.R.H.S. - Sunday night 7:30 pm

Please meet your son/daughter at the bus or arrange for their transportation home. There is no phone available at the high school. Students will be reminded to call home when the bus reaches the intersection of Rts 133 and 1 so you will know to pick up your child.

Chaperones

Kevan Sano-O'Brien and Geoffrey O'Brien

Prudy Pilkonis

Tate and Liz Shippen

Schedule at a glance

Friday

Depart HS 7:00pm sharp

Non-stop trip to hotel

Bed check upon arrival

Saturday

6:30 am wakeup

7:30 breakfast

Dinner

Bed check at 10:00

Sunday

6:30 am wakeup

7:30 am ready for room check

3:30 pm leave mountain

Dinner stop on Maine Turnpike

Student Travel and Ski Expectations

This will be our 23rd Sunday River weekend trip. The chaperones have very high expectations for your behavior. To avoid any confusion or problems, our expectations are listed below.

Check-in at the HWRHS staff parking lot / room TBD

When you arrive at the check-in the chaperones will check all your bags. Once your bags have been checked you will load them onto the bus. There is one bin for skis and boards and the other for luggage. A chaperone will help you load your things in the right bins. You will then get on the bus.

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.
- Someone on the bus will collect \$3 per person for the driver's gratuity. This is not an option. Plan accordingly.
- 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 quads. Each room two queen 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.

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

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 WILL 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!

When we arrive at 10 pm, we will check each room and should find **only** those kids assigned to that room. This doesn't mean that we are shooing you out of rooms. You should be ready to settle down for the night. Once we have done the bed check you can stay up, but you are **not** to leave the room. Be sure you have everything you need. YOU DO NOT WANT A CHAPERONE RETURNING TO YOUR ROOM AFTER BED CHECK. If you keep us or any other guest of the hotel up – you will be the first wake up call the next morning.

If you want an earlier bed check – let us know and we will check you in.

Wake up will be 6:30 am whether you eat breakfast or not. When we knock, open the door, acknowledge us with a cheery "Good Morning." Please do not yell.

Check Out

Sunday morning you need to be packed and have your room cleaned and checked by a chaperone you will put your overnight bag on the bus.

Please double check that you have the used towels in the tub and the beds returned to their proper place. Trash bags will be provided if you have a mess. Remember to leave the tip for housekeeping.

In the restaurant

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

Upon arrival we will be greeted by a Sunday River staff. You will receive your lift tickets on the bus.

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

The free storage baskets are located in the lobby and cubbies are available in the lodge.

Ski check outside is an inexpensive way to protect your equipment while in the main lodge. Using the overnight storage makes Sunday morning much easier.

ALWAYS SKI/RIDE WITH A BUDDY. While with your group, if one person needs to go in, that person does not go in alone. Stay together for safety.

If you fall and cannot shake it off, please report to ski patrol to be checked out. Better to be safe than sorry. No heroics. We will have a beeper and will be notified if someone is hurt.

PLEASE NOTE: You must be in school *on time* both the Friday before and the Monday after the trip. Homework assigned over the weekend must be completed. This trip is NOT an excuse for incomplete homework.

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 and their
consequences apply.**

**Don't be stupid or do anything that
you may regret.**

PLEASE RETURN THIS PAGE TO EITHER MS. SANO OR MS. PILKANIS

My signature signifies that I have received the information sheet with rules and expectations sheet for the trip to Sunday River and that I have read and understand what is expected of me. I have also shared this information sheet with my parent(s).

I will be at the HWRHS staff parking lot / room TBD no later then 6:00pm on Friday.

I will bring \$7 for gratuity for the driver and the maid service.

My ride will be at the MRMS parking lot on Sunday waiting for my arrival. (7:30 eta)

I will be leaving a car. Liscense plate number / make and model _____

Student Signature _____ Date _____

Parent Signature _____

Security Plan for ski trips

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

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

Sunday River Ski Weekend

**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 **Sunday River, Newry Maine from March 3 to March 5, 2017**. It is my/our understanding that **Kevan Sano** (faculty sponsor and head chaperone) as well as other faculty will accompany the group.

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

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

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

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

Name (Adult)

Parent A/Guardian A

Address

Parent B/Guardian B

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

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

Name

Signature

Date

II. Emergency Treatment and Medication Consent

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

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

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

Yes _____

No _____

Will mediation be required during the field trip?

Yes _____

No _____

If yes, please describe:

As per the Hamilton-Wenham Regional School District Policy on Medications (H 8010), students may not carry any medication (prescription and non-prescription) on a field trip. If 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 Hamilton-Wenham Regional High School student group. I also agree not to be found in the presences of such substances or I will be found equally at fault.

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

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

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

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

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

Student's Signature

Date

Discipline of Students Section F of Policy H8015

1. All Hamilton-Wenham Policies on Student Behavior, Student Handbook rules and regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, and trip rules as specified in Section C.13 regarding student conduct will apply and be in effect at all times for academic and extracurricular field trips.

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

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

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

Parent A/Guardian A Signature

Date

Parent B/Guardian B Signature

Date

IV. Field Trip Cancellation Release and Agreement

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

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

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

Signature of Parent A/Guardian A

Printed Name

Date

Signature of Parent B/Guardian B

Printed Name

Date

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

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

Name

Signature

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

Alpine Athletics Rules

- ❖ All school rules and penalties will apply on all trips. School penalties for infractions will be enforced.
- ❖ All participants including chaperones must wear helmets.
- ❖ Students must not purchase, consume, possess or be involved with drugs, including alcohol, cigarettes or tobacco products.
- ❖ **Punctuality is a must!!** It is essential that you be on time. Lateness not only causes us anxiety, it holds up the entire group.
- ❖ We expect your **behavior to be exemplary** at all times.
- ❖ At no time are you to go anywhere alone. Always ski with a buddy.
- ❖ **You are responsible for completing school obligations**, if at any time your teachers inform us that you have not completed work or fulfilled obligations due to your participation with this group, you will not be allowed to participate the following trip.
- ❖ Should any of the above rules be broken your continued participation in any HW Alpine Athletics program will be left to the discretion of the chaperones. **If you are asked not to participate you will forfeit the remaining cost of the program.**

The Chaperones
Kevan Sano
Tate Shippen
Prudy Pilkonis



Alpine Offerings

Offered in conjunction with Ipswich HS
All levels, ski or snowboard

- Lift tickets
- Deluxe Coach bus transportation
- Sunday River Day Trips \$75

Depart 6:00 am return by 7:30pm

- Jan. 8, 2017
- Jan. 29, 2017
- Feb 12, 2017
- Mar 19, 2017

Sunday River Weekend Trip \$275

Depart 7:00 pm Friday March 3

return by 7:30pm Sunday March 5

- Gunstock Night Trip \$50
 - Jan. 13- 2017 MLK weekend
 - Feb. 17, 2017 before Vacation

- Depart 2:30 pm return by 11:00 pm

Make checks payable to HWRSD

Refunds only if able to sell your spot!

Rules of the Slopes

- ❖ When skiing or snowboarding downhill, give moving skiers and snowboarders below the right of way. You should be able to see them: they might not see you.
- ❖ Stop off the side of a run, well out of the way and in view of other skiers and snowboarders.
- ❖ Look both ways and uphill before crossing a trail, merging or starting down the hill.
- ❖ Use a safety device to prevent runaway equipment.
- ❖ Never ski or snowboard alone.
- ❖ Follow all posted signs and rules. Avoid closed trails and out-of-bound areas.*

*Permission to reprint granted by the National Safety Council, a membership organization dedicated to protecting life and promoting health.



Why Ski Helmets?

Downhill skiing and snowboarding can be an exhilarating experience, but, as with any sport, safety should come first. Excess speed and loss of control are the primary factors associated with snow skiing fatalities, according to a study reported in *The Physician and Sportsmedicine*, Feb. 1989. The study also states that more than 3/4 of ski-related deaths occurred after collisions with stationary objects, such as trees and lift towers. Head injuries were cited most often as the cause of fatalities. *

Several years ago we had a close call. A student had an accident while snowboarding. He couldn't remember what happened because he blacked out for a period of time. He was taken by ambulance to the hospital where he underwent numerous tests and was later transferred to another hospital with a neurological unit. His head injury could have been prevented had he been wearing a helmet.

After this we adopted a mandatory helmet rule. All participants including chaperones are required to wear helmets. No more close calls, no more excuses.

For more information about helmets, Visit: [www. SkiHelmets.com](http://www.SkiHelmets.com)

*Permission to reprint granted by the National Safety Council, a membership organization dedicated to protecting life and promoting health.

The mission of Hamilton-Wenham Alpine Athletics is:

- ❖ To promote and encourage a positive attitude for the safe participation in a life-long physical activity.
- ❖ To provide opportunities for students to enjoy alpine athletics with their peers within an environment of caring, patience and respect.



What's wrong with this skier?
Not wearing a helmet!

Hamilton-Wenham Regional HS

775 Bay Road
Hamilton, MA 01982
Phone: 978-468-0478
Fax: 978-468-0241

Email: sanok@hwschools.net

Hamilton-Wenham
Regional High School

Alpine Athletics Downhill Skiing And Snowboarding Club

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

HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE MEETING
MINUTES
November 17, 2016
7:36-9:30 PM

Present:

Michelle Bailey ([arrived at 8:12pm](#)),
Jeanise Bertrand,
Deborah Evans,
[Josh Liebow](#),

Stacey Metternick,
David Polito
[Josh Liebow](#)

Also present:

Michael Harvey
Jeff Sands
Nancy Bergner

- I. CALL TO ORDER: Stacey Metternick called the meeting to order at 7:32 pm in the Buker School Multi-Purpose Room.

~~II.~~

~~III. II.~~ 2. Pledge of Allegiance

~~IV. III.~~ 3. Citizens' Comments 7:35

No citizen's comments

~~V. IV.~~ 4. Chair's Report 7:45

- A. Welcome of Josh Liebow, [the new member from Wenham](#). Josh's work experience is in [finance](#). [Dianne Bucco was thanked for coming to swear him in this evening](#).
- B. There are several applicants for the opening for a Hamilton representative for the SC. The deadline is 4 PM on Nov. 18. [A separate meeting is being investigated for meeting the the Hamilton Board of Selectment](#). [Dr. Harvey will be sending out an availability survey](#).
- C. Prior to this meeting there was a joint meeting of the Hamilton and Wenham Finance ~~&ia~~ Advisory Committees with the SC.
- D. December 1 there will be a meeting to ~~discuss~~ [give an update](#) the [negotiations on the](#) Treasurer's contract and the role of Assistant Treasurer.
- E. Friends of Buker had a Spaghetti Supper last night.
- F. Friends of Cutler [will hold](#)~~held~~ their winter equipment sale [this week-end](#).
- G. Friends of Winthrop Holiday Boutique is on Dec. 3.
- H. Nov. 22 The Harvest Concert and Auction will take place to benefit the [vocal](#) music ~~de-~~
[partments](#)~~programs~~.
- I. There will be an update on MSAC later tonight.

5. Superintendent's Report 7:55

Congratulations to All Our Fall Sports Teams

Fall sports are coming to a close. Here are some of the highlights of the season:

Girls Cross Country won the Division 5 Eastern Massachusetts Championship.

Boys Cross Country placed second in the Division 5 Eastern Massachusetts Championship.

Field Hockey qualified for the Division 2 North Tournament.

Golf qualified for the Division 2 North Tournament.

Boys Soccer made the semi-finals of the Division 4 North Tournament.

Girls Soccer reached the semi-final round of the Division 3 North Tournament.

Volleyball reached the semi-finals of the Division 2 North Tournament.

Congratulations to all of our student-athletes!

Social Studies and Wellness Publish Newsletters

The Social Studies and Wellness Department have each published their fall 2016 Newsletters. Both give a great overview of the events happening in their respective curricular areas. The most recent Social Studies Newsletter is available [here](#). The most recent edition of the Wellness Newsletter is available [here](#). Newsletters will be archived in the Curriculum, Assessment and Instruction Page of the HWRSD Website. Thanks to 6-12 Social Studies Curriculum Leader Kristen Borges and 6-12 Wellness Curriculum Leader Prudy Pilkonis for putting these Newsletters together.

Professional Development Day on Thursday, 11/10/16

We had a very successful Professional Development Day last Thursday. Elementary Teachers met at the Buker School to learn about developing curriculum unit development in the Understanding by Design Framework and to work to incorporate the Standards for Mathematical Practice and Transfer Goals into their lessons. Here's a link to their agenda for the day. At the Secondary Level, teachers met as departments to work on developing collaboration skills and to review their curriculum documents to make sure they are aligned vertically from one grade level to the next and horizontally across teachers who teach the same course/or grade level. Thanks to Director of Curriculum, Assessment and Instruction, Peggy McElhinney for putting together a an agenda that allowed teachers time to consider, discuss and plan how to best teach our students.

Future Ready Conference, 11/14-11/15/16

On Monday and Tuesday of this week, Director of Curriculum, Assessment and Instruction Peggy McElhinney, Director of Technology Alan Taupier, Technology Integration Specialist Johanna Wilson, and I attended the Future Ready Summit in Newton, MA. The purpose of the Summit is to give district leadership teams time to develop a vision for student learning, and to develop an action plan for implementing this vision. The Summit taught us how to use the Future Ready Assessment Tool to get a better understanding of where we are as a District in developing, implementing and communicating our vision for student learning. Finally, the Summit gave us the opportunity to network with other local school leaders who are engaged in their own school improvement efforts. Here's a link to the Summit Agenda. For more information, please visit the Future Ready Schools Website.

Open School Committee Seat

The deadline for applying for the Open School Committee Seat is Friday, 11/18/16 at 4:00 PM. Applicants must be a resident of Hamilton. Applications, including a letter of

interest and a current resume, can be sent to m.harvey@hwschools.net, or delivered to the HWRSD Offices at 5 School Street in Wenham. We're currently working with the Hamilton Board of Selectmen to identify a date to interview candidates and elect a new member.

Turf Field Presentation

We are in the process of identifying a date for Gale Associates to present their current design for the turf field project. We're currently planning a joint meeting with the Hamilton and Wenham Boards of Selectmen, rather than three separate presentations.

Congratulations to Catherine Donovan

Congratulations to Catherine Donovan, HWRSD Food Service Director, for attaining her Level 3 Certification in School Nutrition from the Massachusetts School Nutrition Association.

New Edition of the General Consensus

HWRHS' student newspaper, The General Consensus, published its latest edition on November 16th. Congratulations to the editorial team of Pippa White and Abby Mason for putting this edition together. Print editions of the paper are available at HWRHS.

School Cancellation Notification Protocol

School cancellations will be communicated both through the local media and through direct contact via our Connect ED system. Once the decision is made to cancel school, it will be communicated through the following process:

All Media Communications will be sent out as soon as a decision has been made regardless of the time, and at the latest will be before 5:30 AM on the morning of the cancellation.

Twitter [@hwschoolssuper](https://twitter.com/hwschoolssuper) (follow on this page)

WBZ TV (Channel 4) and WBZ Radio 1030 AM. cbsboston.com

WCVB TV (Channel 5) <http://www.wcvb.com>

WHDH TV (Channel 7) whdh.com

WFXT TV (Channel 25) myfoxboston.com

HWRSD Website hwschools.net on the front page under "News."

Direct Contact Communications through Connect ED via telephone calls and email messages will be sent out prior to 8:30 PM if a decision to close school has been reached on the prior evening and at 5:45 AM if a decision is made on the morning of the cancellation.

[Dr. Harvey was asked about when a delayed opening would be possible. At present the District does not have a procedure for delayed openings. Dr. Harvey was asked to investigate the possibility of a delayed opening when deemed possible.](#)

Reminder: School Closing Times for Wednesday, 11/23/16

Schools will be dismissing early for the Thanksgiving Holiday on Wednesday, 11/23/16. The Middle and High Schools will dismiss students at 11:15 and the Elementary Schools will dismiss at 12:45.

44. VI Consent Agenda 8:00

A. Minutes of October 20, 2016

B. Minutes of November 2, 2016

Exhibit A

Exhibit B

MOTION:

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE CONSENT AGENDA WHICH INCLUDES A FIELD TRIP TO THE MINUTES OF OCTOBER 20TH AND NOVEMBER 6. THERE CAN BE NO FURTHER CHANGES TO THE AGENDA.

MOTION by Deb Evans; SECONDED by Jeanise Bertrand

Unanimously approved by 5 members present.

~~VIII~~VII New Business 8:10

A. District Assessment Results Presentation

Exhibit C

Margaret McElhinney, Director of Curriculum, Assessment and Instruction presented.

Ms. McElhinney reported that 98% 10th Graders scored proficient or higher on the ELA PARCC with 70% score advanced. The district is outperforming the state in this area. For the Math PARCC assessment 95% of 10th Graders scored proficient or higher. There were no failures.

Questions were raised regarding Grade 8 scores at the “needs improvement” benchmark. Is there a problem in the curriculum, or are there issues with a particular group of students? The trend is being monitored, and Hamilton-Wenham’s performance as compared with statewide performance should be noted. The 8th grade takes both MCAS and PARCC. Increased rigor and breadth contribute to making these assessments even more challenging. Members expressed the desire to see that responses to potential lower skills would lead to further curriculum development, enhancing instruction as informed by the data gained through these tests. The shift within science standards is toward an emphasis on habits of mind and away from discrete content. 5th grade performance rates are strong as compared to state benchmarks. Differences between the schools are slight, and the small size of each cohort can have a strong impact on discrepancies between schools, and should therefore not be given undue weight.

Ms. McElhinney stated that an item analysis has not been released making it difficult to determine if the lower scores in 8th grade are related to the curriculum. Also, it was noted that the 8th test are historically the most rigorous.

MCAS 2.0 is an untimed, PARCC influenced assessment which is what Massachusetts schools will be using, going forward.

Features of PARCC and strategies for taking the test were discussed for both the paper-based and computer based testing. HW students will need to be prepared for the new testing environment.

Questions were raised concerning the impact of students who were opted out. HW was penalized because of having students sitting for the test below the required threshold. Discussion of whether effort should be made to increase future participation levels, or if the district should wait and see how levels of participation may shift. Because the district is returning to MCAS 2.0, parents who opted their students out of PARCC (not standardized testing in general) may return their children to the classroom for the state-based assessment.

B. October 1st Enrollment Report Mike Harvey presented Exhibit D

Discussion: what factors go into the determination of class size, particularly at Buker, where class sizes are growing. Assignments are historically based on class size, not proximity to particular schools. Dr. Harvey stated that he look into the increases at Buker. Access to necessary services and keeping siblings together are also factors in assignments. The Committee discussed that class-size guidelines were reviewed last year, but no action was taken.

Discussion followed surrounding issues of enrollment at the middle and high school level, as well as distribution of students across particular courses and levels. The principals of the middle and high school did a great job in placing enrolled students. Enrollment in the district went from 1860 to 1815 this year (resident enrollment accounts for 30 students). Concerns about the size of enrollment at the High School were discussed.

C. Friends of Buker Gift \$1,303.70 to support several field trips
Exhibit E

MOTION:

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL
COMMITTEE ACCEPT \$1303.07 FROM THE FRIENDS OF BUKER.**

MOTION by Michelle Bailey; SECONDED by Deborah Evans

Unanimously approved by 6 members present 0 opposed, 0 abstentions.

D. Friends of Winthrop Gift \$ 6,532.00 to support the community garden and River Run

D.

it F

Exhib-

MOTION:

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL
COMMITTEE ACCEPT THE GIFT OF \$6532.00 FROM THE FRIENDS
OF WINTHROP.**

MOTION by Michelle Bailey; SECONDED by Jeanise Bertrand

Unanimously approved by 6 members present 0 opposed, 0 abstentions.

E. Gift to Winthrop from The Patio Co. (Micheal Bryne) \$850.00
Exhibit G

MOTION:

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL
COMMITTEE VOTE ACCEPT THE GIFT FROM THE PATIO CO. IN
THE AMOUNT OF \$850.00 FOR WINTHROP.**

MOTION by Michelle Bailey; SECONDED by Jeanise Bertrand

Unanimously approved by 6 members present 0 opposed, 0 abstentions.

—Jeff will work with Mr. Bryne to ensure all staff complies with school policy requirements (CORI, insurance and prevailing wages)

F. MASC Update

Jeanise Bertrand, Michelle Bailey and Stacey Metternick attended. Information on late start times is available from Stacey. She also attended sessions on the role of chair in School Committees. Michelle attended sessions on OPEB funds and options for managing them. There were options to form a regional multi-employer trust fund. This approach has been taken by some government entities in Plymouth County called PCOT.

She also attended a session on Social/Emotional learning and a session on auditing of the various student ~~and adult centered~~ activity funds within a school. Michelle attended the Late Start session as well.

~~IX.~~ VIII. Committee Reports 9:00

A. Communications

Spotlight went out later than intended this month, but articles have been helpful

B. Planning: no update at this time

C. Policy

1. School Committee By Laws (Second Reading)

Exhibit H

This reading is tabled until the next meeting. ~~Proposed changes should be forwarded to Mike~~ The Policy Working Group changes were not in the document available. They will resend them to Dr. Harvey. This Policy was tabled to the next meeting.

D. Warrant

This was a very busy month with 33 warrants. Summary pages for these will be provided to the School Committee. ~~An important topic for the next meeting are further legal policies surrounding sub-committees.~~ Referenced Warrant Report to keep with public records

It was requested that the warrant reports be put in the SC packet and put on-line.

An important topic for the next meeting are further legal policies surrounding sub-committees in compliance with MGL 71 section 16a.

The need to appoint an Assistant Treasurer is becoming urgent. We need to move forward on this, since, in the event of the loss of our Treasurer, we do not have an experienced, skilled, trained person who can, for instance, release payroll. This is not a unique problem with regional school districts, but it is a problem, nonetheless, which must be addressed and resolved. It is suggested that a separate meeting be scheduled forthwith. However, no date when committee members were available could be identified. There are other issues of similar urgency which should also be addressed. The chair stated that the Assistant Treasurer issue will be discussed on December 1. She and the Superintendent have been working on identifying a process for selecting someone to step-in if the Treasurer is out of the office for an extended time. Deb Evans requested an update on negotiations with the Treasurer. Deb Evans is wanted to go on record with noting her discomfort with the position the Committee has put itself in say this has been handled.

E. Regional Agreement: no update ~~tabled~~

F. Student Rep: no update ~~tabled~~

G. Other-School Liaisons Updates: no update ~~tabled~~

~~X.~~ IX. Other

~~XI.~~ X. Topics for next meeting

- Executive session meeting will be required for appointing assistant treasurer;
- School ~~Ce~~hoice, school calendar, warrant committee, vice chair are among items for next meeting;
- Michelle Bailey requested that an update on the Winthrop Playground be scheduled and it was decided to do so on December ~~the~~ 15th.

| ~~XII~~XI Vote to Adjourn 9:~~28~~30

**MOTION: I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL
COMMITTEE VOTE TO ADJOURN AT 9:28.**

MOTION by Michelle Bailey; SECONDED by David Polito

Unanimously approved by 6 members present 0 opposed, 0 abstentions.

Respectfully Submitted,

Nancy R. Bergner
Clerk, H-WRSC Meeting

Hamilton Wenham



Taylor



- An association of high school students studying marketing, finance, hospitality and management.
- Over 219,000 high school DECA students in 5,000 classrooms across the US, Canada, Germany, Mexico, Puerto Rico and Guam.
- DECA helps students to develop skills for successful careers, build self-esteem, experience leadership and practice community service.
- Co-curricular student organization, meaning that DECA activities are directly related to classroom instruction.



Sam



Formerly: Distributive Education Clubs of America

- No longer an acronym.
- Focus has expanded over the years.
- DECA was officially founded in 1946 at the National level and in 1960 on the state level in Massachusetts.



Hamilton Wenham joins neighboring schools as part of MASS-DECA:

ROCKPORT	GEORGETOWN	MANCHESTER ESSEX
DANVERS	PEABODY	NEWBURYPORT
GLOUCESTER	MASCO	NORTH ANDOVER

Audrey & Taylor



DECA prepares students to be:

- **Academically Prepared**
Ambitious, high-achieving leaders
- **Community Oriented**
People who continually impact and improve their communities
- **Professionally Responsible**
Poised professionals with ethics, integrity and high standards
- **Experienced Leaders**
Empowered through experience to provide effective leadership





What's involved?

Chapter (School) Activities: business speakers, skills training (ie interviewing for job), leadership training, community service

State Activities: competition, leadership training, networking

National Activities: competition, leadership training, networking, scholarships



Competition

- Over **40 categories** of competition in areas of marketing, finance, hospitality and management.
- Students compete at the **District**, **State** and **International** levels.
- Over **600 students** compete at the District Career Development Conference on January 5 at Merrimack College.



State Career Development Conference

Must qualify at District Conference
March 9-11, 2017
Marriott Copley Boston
Over 2,500 attendees



International Career Development Conference

Must qualify at State Conference
April 25-30, 2017
Anaheim, CA
Over 18,000 attendees



At Hamilton-Wenham

What we've been up to in the school

- Attended the Fall State Leadership Conference
- Competed (and placed second) in Sharktank!
- Re-opening the school store
- Sold, organized, and delivered turkey grams to students and teachers for Thanksgiving







Are you Thankful for someone special?
Buy your Turkey Gram Today!

- \$2 Cost
- November 15th - 18th
- Purchase during breakfast, lunch and after school!

Let someone know just how grateful you are for them!

DECA

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

EXHIBIT D

2017-2018 School Calendar

August 2017 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	25	26
27	TW	TW	SR	31		

September 2017 19 Days						
Su	M	Tu	W	Th	F	Sa
					NS	2
3	H	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 2017 21 Days						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	SD	7
8	H	10	11	12	13	14
15	16	17	18	19	20	21
22	23	PTC	25	26	27	28
29	30	PTC				

November 2017 18 Days						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	H	11
12	13	14	15	16	17	18
19	20	21	ED	H	NS	25
26	27	28	29	30		

December 2017 16 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	V	V	V	V	30
31						

January 2018 21 Days						
Su	M	Tu	W	Th	F	Sa
	H	2	3	4	5	6
7	8	9	10	11	12	13
14	H	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



HOLIDAYS & OTHER NO SCHOOL DAYS

- September 1st & 4th No School
- October 6th - No School - Teachers Workshop
- October 9th - No School - Columbus Day
- October 19th & 26th - Parent Teacher Conferences
- November 10th - No School - Veterans' Day
- November 22nd - Thanksgiving Recess - Early Release
- November 25th & 26th No School Thanksgiving Recess
- December 25th - January 1st Winter Holiday Recess
- January 15th - No School - Martin Luther King, Jr. Day
- February 19th-23rd - No School - Presidents' Day & Mid Winter Recess
- March 29th - No School - Staff Development
- March 30th - No School - Good Friday
- April 16th-20th - No School - Patriots' Day & Spring Vacation
- May 28th - No School - Memorial Day

RELIGIOUS OBSERVANCES - SCHOOL IN SESSION

All Jewish Holidays begin @ sundown, the evening prior to the day of the holiday

- September 21st & 22nd - Rosh Hashanah
- September 30th - Yom Kippur
- March 30th - Passover Begins

DISMISSAL TIME

- SD--Staff Workshops - Wednesday's : Elementary 12:45 PM
MS/HS 1:30 PM
- ED--Early Dismissal - No Lunch Served - Elementary 12:05 PM
MS/HS 11:15 AM

Early Dismissal Dates are: November 22nd and last day of school

KEY GUIDE

- ED: Early Dismissal All Levels
- SD: Staff Development - No School
- PTC: Parent/Teacher Conferences Elementary Only 11:15 Dismissal (No Lunch)
- V: Vacation NS: No School H: Holiday ★ Graduation
- TW: Teacher Workshop: No Students LD: Last Day

February 2018 15 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	H	V	V	V	V	24
25	26	27	28			

March 2018 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
25	26	27	28	SD	H	31

April 2018 16 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
29	30					

May 2018 22 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	25	26
27	H	29	30	31		

June 2018 11 + 5 Snow Days						
Su	M	Tu	W	Th	F	Sa
					1	★
3	4	5	6	7	8	9
10	11	12	13	LD	15	16
17	18	19	20	185	22	23
24	25	26	27	28	29	30

July 2018						
Su	M	Tu	W	Th	F	Sa
1	2	3	H	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				

2018-2019 School Calendar

August 2018 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	25
26	<i>TW</i>	<i>TW</i>	<i>SR</i>	30	<i>H</i>	

September 2018 19 Days						
Su	M	Tu	W	Th	F	Sa
						1
2	<i>H</i>	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 2018 22 Days						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	<i>SD</i>	6
7	<i>H</i>	9	10	11	12	13
14	15	16	17	<i>PTC</i>	19	20
21	22	23	24	<i>PTC</i>	26	27
28	29	30	31			

November 2018 19 Days						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	<i>H</i>	13	14	15	16	17
18	19	20	<i>ED</i>	<i>H</i>	<i>V</i>	24
25	26	27	28	29	30	

December 2018 15 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	<i>NS</i>	<i>H</i>	<i>V</i>	<i>V</i>	<i>V</i>	29
30	<i>V</i>					

January 2019 21 Days						
Su	M	Tu	W	Th	F	Sa
		<i>H</i>	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	<i>H</i>	22	23	24	25	26
27	28	29	30	31		

August 27th - Opening Day for Teachers

August 27th & 28th - Teachers Workshops

August 28th-Orientation Grades 6 & 9

August 29th- Opening Day ALL Students Return

Saturday, June 1st-Graduation 10:00 AM

June 19th-Last Day for Teachers & Students
(Includes 5 Snow Days)

HOLIDAYS & OTHER NO SCHOOL DAYS

August 31st & September 3rd - No School

October 5th - No School - Teachers Workshop

October 8th - No School - Columbus Day

October 18th & 25th - Parent Teacher Conferences

November 12th - No School - Veterans' Day

November 21st - Thanksgiving Recess / Early Release

November 22nd & 23rd - No School - Thanksgiving Recess

December 24th - Holiday - No School

December 25th - January 1st - No School - Winter Holiday Recess

January 15th - No School - Martin Luther King, Jr. Day

February 18th - 22nd - No School - Presidents' Day & Mid Winter Recess

March 11th - No School - Teachers Workshop

April 15th - 19th - No School - Patriots' Day & Spring Vacation

May 27th - No School - Memorial Day

RELIGIOUS OBSERVANCES - SCHOOL IN SESSION

All Jewish Holidays begin @ sundown, the eveing prior to the day of the holiday

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September 19th - Yom Kippur

April 19th - Passover Begins

DISMISSAL TIMES

Staff Workshops - Wednesdays - Elementary 12:45 PM

MS/HS 1:30 PM

ED-Early Dismissal-No Lunches Served - Elementary 12:05 PM

MS/HS 11:15 AM

Early Dismissal Date(s) are:

November 21st and Last Day of School

KEY GUIDE

ED: Early Dismissal All Levels

PTC: Parent/Teacher Conferences Elementary Only 11:15 dismissal (No Lunch)

V: Vacation NS: No School H: Holiday TW: Teacher Workshop

LD: Last Day ★ Graduation

February 2019 15 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	<i>H</i>	<i>V</i>	<i>V</i>	<i>V</i>	<i>V</i>	23
24	25	26	27	28		

March 2019 20 Days						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	<i>SD</i>	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019 17 Days						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	<i>V</i>	<i>V</i>	<i>V</i>	<i>V</i>	<i>H</i>	20
21	22	23	24	25	26	27
28	29	30				

May 2019 22 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	25
26	<i>H</i>	28	29	30	31	

June 2019 9 Days + 5 Snow Days						
Su	M	Tu	W	Th	F	Sa
						★
2	3	4	5	6	7	8
9	10	11	<i>LD</i>	13	14	15
16	17	18	<i>185</i>	20	21	22
23	24	25	26	27	28	29
30						

July 2019						
Su	M	Tu	W	Th	F	Sa
	1	2	3	<i>H</i>	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

- BY-LAWS -

ARTICLE I POWERS AND DUTIES

The regional district school committee, hereinafter called the "Committee", shall have the powers, duties and limitations imposed upon it by law and by the District Agreement, which shall take precedence over any inconsistent provisions of these by-laws. The Committee shall at all times be guided by the best interests of the entire District and shall act in a fair and equitable manner. The Committee shall be open to comments and suggestions from and maintain liaison with officials of the towns of Hamilton and Wenham and shall conduct its affairs in an open and ethical manner, being careful not to disenfranchise any member of the Committee or resident of the member towns.

In carrying out its responsibilities, the Committee shall act as a legislative body, delegating executive functions to the Superintendent of Schools. ~~The Committee shall be concerned primarily with matters of policy.~~ It shall act as a committee of the whole. Individual members shall make no commitment for the Committee except when commissioned to do so by the Committee.

ARTICLE II COMMITTEE ORGANIZATION AND OFFICERS

The Committee shall organize in each year at its first regular meeting following the annual district election and shall elect and appoint its officers in accordance with the provisions of the District Agreement. The Committee shall by majority vote make such additional internal appointments and assign responsibilities as it desires. Vacancies among the elected or appointed officials of the Committee may be filled by the Committee at any time. Incapacity shall be determined by a 2/3^{rds} vote of the Committee as a whole.

- A. Chairperson - The chairperson shall be and perform the duties of the chairman as prescribed in Chapter 71, Section 16A of the General Laws and the District Agreement, shall preside at all Committee meetings, shall sign for the District legal documents and contracts which have been authorized by the Committee and shall perform such other duties as the Committee may determine. The chairperson shall be entitled to vote on all matters.

At public presentations and at meetings with town officials or others at which the chairperson is present in his or her official capacity, the chairperson shall not represent or advocate any position other than the majority Committee position.

- B. Vice-Chairperson - The Vice-Chairperson shall exercise the powers and perform the duties of the Chairperson in the absence or incapacity of the Chairperson. Incapacity shall be determined by a 2/3^{rds} vote of the Committee as a whole.
- C. Secretary - ~~The secretary~~The secretary shall be responsible for the accuracy of the record of all School Committee business. However, the actual recording, preparation and distribution of minutes may be delegated to the Clerk for the School Committee. The Secretary shall perform the duties specified in the District Agreement and required by law and shall faithfully attest to the actions of the Committee as required.
- D. Assistant Secretary - The assistant secretary shall exercise the powers and perform the duties of the secretary in the absence or incapacity of the secretary.
- E. Treasurer - The treasurer, who need not be a member of the Committee, shall be appointed annually by the School Committee ~~for a term of three (3) years. The Treasurer shall receive and take charge of all monies paid to the District or the Committee, and shall deposit the same in such banks as authorized by the Committee. He/she shall also pay out money in such amounts as have been approved by the Committee and shall render reports of all receipts and~~

~~disbursements~~The treasurer is responsible for and maintain a general review of the financial activities of the Assistant Superintendent of Finance and Administration including the procedures for the control and accounting of the district's funds. The treasurer shall sign approved bonds and notes of the District as required by law. He/she will perform all duties required by the Regional Agreement. ~~In accordance with general accounting practices, the treasurer shall authorize and sign checks for operating expenses of the district.~~ The treasurer shall countersign along with the assistant treasurer all checks in the amount of \$100,000 or greater^[MH3]. The Treasurer and the Assistant Treasurer may be compensated by the District. ~~The treasurer shall sign approved bonds and notes of the District as required by law.~~ The ~~treasurer~~ Treasurer shall be bonded in accordance with the laws of the Commonwealth of Massachusetts (MGL Chapter 41 Sections 35 and 109A).

F. Assistant Treasurer - The ~~assistant treasurer~~ assistant treasurer, who need not be a member of the Committee, shall act in the absence or incapacity of the treasurer. In accordance with general accounting practices, the assistant treasurer may authorize and sign checks for operating expenses of the district. The assistant treasurer shall countersign along with the treasurer all checks in the amount of \$100,000 or greater^{[MH5][mb6]}. The assistant treasurer shall be bonded in accordance with the laws of the Commonwealth of Massachusetts. In the absence of the treasurer, the assistant treasurer shall perform the duties of the treasurer and shall have the powers and be subject to the requirements and penalties applicable to the treasurer.

~~The term of the assistant treasurer shall be two (2) years, elected in~~

G. Superintendent of Schools - The superintendent of schools shall act as the executive officer of the Committee. In addition to the duties as specified by law and by the position description adopted by the Committee, the superintendent shall maintain the permanent records of the Committee and shall be custodian of the district seal.

ARTICLE III WORKING GROUP ORGANIZATION

Special working groups, which may include non-Committee members, may be organized with the approval of the Committee to advise the Committee but shall not determine policy or act without the authority of the Committee. ~~No w~~Working groups shall be authorized annually ~~without a specific charge and termination date.~~ ~~There shall be no standing working groups~~^[MH7]. Special working groups must comply with the Open Meeting Law, MGL c. 30A, Sec. 18-25.

The appointment of working group members shall be made annually by majority vote of the Committee.

ARTICLE IV MEETINGS

Regular meetings will normally be held on the first and third Thursdays of every month at such times and places as the Committee shall from time to time determine. Regular meetings falling on holidays will not be held unless the Committee votes to do so, in which event the meeting shall be held on a date on which the Committee may lawfully act. Notice of all meetings shall be given in accordance with the provisions of M.G. L. c. ~~3930A~~, Sec. ~~23B18-25~~. In addition to the notice required by law, notice of any change in the time, place or date of regular meeting shall be communicated by the Secretary or designee to any members of the Committee who may have been absent from the meeting at which such change was made. ~~Notice of any change in the time, place or date of regular meetings shall be communicated by the Secretary or designee to any members of the Committee who may have been absent from the meeting at which such change was made.~~

Special meetings may be called by the chairperson and the superintendent acting jointly and shall be called by either of them upon the request of three members. In addition to the notice required by law, a notice of all special meetings shall be given to each member of the Committee at least 48 hours prior to the time scheduled for the meeting. Under emergency situations, special meetings may be held with less than 48 hours notice provided that 2/3~~rds~~ of all the members of the Committee agree and are present at such special meeting.

Notice of every special meeting shall indicate the matters to be considered thereat and no other business shall be acted upon thereat, except by a 2/3~~rds~~ vote of those members present.

The agenda and approved minutes of open sessions of all Committee meetings shall be public documents and open for inspection by the public as required by law and placed on the District's website. They shall be distributed to such other persons as the committee from time to time determines.

All votes taken in Executive Session shall be recorded roll call votes and shall be part of the record of the Executive Sessions. Minutes of Executive Sessions held in compliance with the Open Meeting Law, the recordings or other materials used in the

B2001

EXHIBIT F

preparation of such minutes and all documents and exhibits used at the session, may be withheld from disclosure to the public in their entirety as long as publication may defeat the lawful purposes of the executive session, but no longer. Minutes and related material involving litigation, negotiations, or bargaining position of the School Committee must be disclosed if the litigation, negotiation, or collective bargaining position of the School Committee is no longer jeopardized by the disclosure.

included with Minutes made available to Committee Members at the next regular School Committee Meeting and shall be approved at such meeting, with all copies returned to the Superintendent. The records of any Executive Session shall remain confidential only as long as publication of such records would defeat the purpose of the Executive Session and shall be made available to the public thereafter. At a minimum, all Executive Session minutes shall be reviewed in November and March to determine which, if any, may be made available to the public. The Committee, the Chair or its designee must at reasonable intervals review the executive session meetings to determine if the provisions of Section 30A Section 22 warrant continued non disclosure. The determination as to whether the executive session minutes should remain confidential shall be announced at the School Committee's next meeting and included in the minutes of the public meeting.

If the Committee receives a request to inspect or copy executive session minutes, the Committee must respond to the request within ten (10) days of receipt of the request and shall release the minutes not covered by the confidentiality exemption under Section 21 f. If the Committee or its designee has not reviewed the minutes, the Committee, the Committee Chair or its designee must review the minutes and release the non-exempt minutes or a portion of the minutes within thirty days or the next School Committee meeting whichever occurs first.

Any meeting of the Committee may be adjourned to any succeeding day by vote of a majority of the Committee in attendance of the meeting.

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Comment [ns10]: Is this provision necessary? Has it ever been used?

ARTICLE V

QUORUM

A quorum for the transaction of business shall be a majority of the members of the Committee. A number less than a majority may must adjourn. A meeting may not be

Hamilton-Wenham Regional School Committee By-Laws

Amended: 06.12.78; 08.18. 80; 09.29.80; 10.15.81; 06.05.97; 06.19.97; 04.08.10

Page 6 of 7

Comment [ns11]: You should either refer to or include the remote participation policy B2004 in this section.

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convened without a quorum. When a member participates remotely, a quorum of the body, including the chair or, in the chair's absence, the person authorized to chair the meeting, shall be physically present at the meeting location, as required by M.G.L. c. 30A, sec 20(d).

Comment [mb12]: Per policy working group recommendation: When a member participates remotely, a quorum of the body, including the chair or, in the chair's absence, the person authorized to chair the meeting, shall be physically present at the meeting location, as required by M.G.L. c. 30A, sec 20(d).

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Deleted: Bills and warrants shall be approved by the Treasurer or Assistant Treasurer and two other members of the Committee evidenced by their signatures thereon. If both the Treasurer and Assistant Treasurer are absent or unable to approve them; then the bills and warrants must be approved by a majority of the members of the Committee evidenced by their signature thereon.¶

Deleted: mailed

Deleted: superintendent

Comment [ns13]: Please insert where you post the agenda as a regional school district.

Comment [mb14]: outside the District Office at 5 School Street and on the District website

ARTICLE VI SCHOOL COMMITTEE MEETINGS -- AGENDA, ORDER, AND CONDUCT OF BUSINESS

The agenda and supporting information shall be prepared by the superintendent, in consultation with the chairperson, and shall be provided to each committee member sufficiently in advance of the meeting to allow for study. Any committee member may place an item on the agenda by notifying the Superintendent or Chairperson in advance of its being assembled for distribution.

The agenda must be posted outside the District Office at 5 School Street and on the District website at least 48 hours in advance of the meeting excluding Saturdays, Sundays, and legal holidays. The notice shall be printed in a legible, easily understandable format and shall contain the date, time, meeting location and a listing of topics the chair reasonably anticipates will be discussed at the meeting. In an emergency, the meeting notice may be posted as soon as reasonably possible prior to the meeting.

The agenda shall show all tabled and principal pending items.

The superintendent shall be given the opportunity to make recommendations on all issues to be voted upon by the Committee.

The regular meetings of the School Committee should include:

- Call to Order
- Opportunity for Public Comment
- Reports & Communications
- Old Business
- New Business
- Approval of Minutes
- Adjournment

The chairperson shall have the authority to deviate from the normal order of business in order to give priority time to items and to accommodate guests. Any such decision or other parliamentary decision by the chair may be overruled by a majority of the Committee present.

The minutes of the meeting shall include the Aye and Nay votes and abstentions on the items voted on. Names of those voting in the minority and abstaining shall be so recorded on all main motions and amendments to main motions. There shall be no votes by secret ballot.

The Chair may add to the agenda items that he/she did not reasonably anticipate needed to be discussed at the meeting. No item not on the agenda, except for brief informative comments, may be introduced for Committee action unless agreed to by 2/3^{rds} vote of those present.

Deleted: normal order of business shall be

Deleted: Recognition
2. Statement of Guests

Deleted: 3. Information,

Deleted: A. Subcommittees
B. Financial

Deleted: 4.

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Comment [ns15]: A word of caution. If the agenda contains times when items will be heard, you do not want to hear an item before the interested individuals arrive at the meeting.

Comment [mb16]: The working group would like to keep this item. We feel it would only be used in emergencies which would not have allowed the item to be added 48-hours in advance. We also feel that the 2/3 majority requirement will prevent it from being abused.

Comment [ns17]: This provision could violated the Open Meeting Law unless the Committee could show why the item was not placed on the agenda at the time of posting.

Comment [ns18]: Is this section really necessary?

Robert's Rules of Order shall govern the Committee proceedings except when those rules are in conflict with these by-laws.

ARTICLE VII AMENDMENTS

These By-Laws may be amended by a vote of the majority of the Committee as a whole at a regular or special meeting of the Committee, provided notice in writing of the particular change proposed has been mailed to each member at least seven days prior to the regular or special meeting at which the proposed amendment is to be acted upon.

ARTICLE VIII SEVERABILITY

If any article or section of any article of these by-laws is declared unconstitutional or illegal by any court, or if disapproved by any state authority having jurisdiction, the validity of the remaining provisions of these by-laws shall not be affected thereby.

Adopted: 06.05.97; 06.19.97; 04.08.10

Amended: April 8, 2010

**HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE WORKSHOP
MINUTES
October 20, 2016**

- A. **CALL TO ORDER:** Stacey Metternick called the meeting to order at 6 pm.
Present: Michelle Bailey, Jeanise Bertrand, Hannah Fraley, David Polito
Absent: Deb Evans
Also present: Michael Harvey
Dorothy Presser, Mass. Ass. Of School Committees

Dorothy Presser provided information on the process for preparing the Superintendent's goals.

The Superintendent's goals should address three areas: Professional Practice, Student Learning, and District Improvement. Each goal should be a SMART goal with key actions and benchmarks identified. SMART Goals are

- Specific & Strategic
- Measurable
- Action-Oriented
- Rigorous, Realistic & Result-focused
- Timed & Tracked

Additionally, the goals should be aligned to the Superintendent's Evaluation Rubric from the Department of Elementary and Secondary Education (DESE) in the areas of Instructional Leadership, Management & Operations, Family & Community Engagement, and Professional Culture.

Dr. Harvey presented his proposed goals for the 2016-17 School Year.

Student Learning:

Explore, communicate, and implement the shifts in curriculum, instruction, and assessment necessary in order to meet the District's Mission of preparing our students to be "Future Ready."

District Improvement Goal:

Develop plans to ensure the facilities of the HWRSD support the District's Mission and Strategic Blueprint.

Professional Practice:

Continue to develop the skills of the District Leadership and my own personal leadership skillset to move the District towards its goal of developing an integrated system of curriculum, instruction and assessment.

Each goal was reviewed and suggestions were made as to the types of artifacts the Committee could expect as evidence of progress on the goals. The Committee asked Dr. Harvey to review the goals and identify the specific Standards from the Superintendent's Evaluation Rubric ad-

dressed by each goal. The Superintendent's goals will be reviewed and approved at the next meeting on Nov. 3.

The Committee discussed the need to establish an evaluation cycle. The Committee discussed the pros and cons of a end of school year evaluations (in Sept.) as compared to an evaluation as part of the budget/salary discussion (in Jan.)

MOTION: I move that the Hamilton Wenham Regional School Committee recess and reconvene at the Buker School at 7pm. (Bailey) 2nd (Polito) 5-0-1 (Evans absent.)

Documents Referenced:

Presentation from the MASC – Evaluating The Superintendent – Understanding the New Educator Evaluation System

Draft Goals from Dr. Harvey