



HUDSON PUBLIC SCHOOLS  
155 Apsley Street  
Hudson, Massachusetts 01749  
978.567.6100

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**HUDSON SCHOOL COMMITTEE MEETING**  
**September 25, 2018**  
**155 Apsley Street – Administration Building**  
**7:00 p.m.**

AGENDA

**I. Call the Meeting to Order**

**II. Minutes of the Following Meeting Presented for Approval:**

Regular Meeting: September 11, 2018

**III. Public Participation:**

*In order to efficiently conduct the business of the School Committee and provide for public input, please keep in mind the following:*

- *Speakers should address their issues and concerns, and avoid personal attacks;*
- *Persons addressing the Committee should refrain from reading long statements. If such statements are considered necessary for background material, then these statements should be furnished to the Committee prior to the meeting; and*
- *Persons addressing the Committee should limit their statements to approximately two minutes.*

**IV. Reports**

1. Report of the Superintendent: Student Enrollment
2. Subcommittee Reports (if needed)
3. Student Report (if any)

**V. Matters for Discussion:**

1. First Reading of Proposed Description of Subcommittees and Other School Committee Responsibilities
2. Sub-Committees: Strategic Goals - Action Steps

**VI. Matters for Action:**

1. Approval of Contract with Needham Electric Supply in the Amount of \$14,015.14 for the J.L. Mulready Elementary School Electrical Service Replacement Materials: Funding source is Warrant Article #3325
2. Approval of Hudson High School Grade 9 Overnight Field Trip to Washington D.C. April 23-27, 2019
3. Approval of Reclassifications of Funds (if needed)



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4. Items of Interest to the School Committee

**VII. Executive Session/Adjournment:**

To conduct negotiations with non-union personnel whereas discussion in an open session may have a detrimental effect on the legal position of the Committee.

To conduct negotiations with union personnel (Hudson Education Association) whereas discussion in an open session may have a detrimental effect on the legal position of the Committee.

The Agenda reflects topics that the Chairperson reasonably anticipates will be discussed.

**Hudson School Committee  
Open Session Minutes**

**Meeting Date:** September 11, 2018

**Location:** 155 Aspley Street

Members present: Glenn Maston, Steven Smith, George Luoto, Elizabeth Hallsworth, Adam Tracy, Nina Ryan and Matthew McDowell

Members absent: None

Others present: Dr. Marco C. Rodrigues, Superintendent  
Annamarie O'Donnell, Recording Secretary

**I. Call the Meeting to Order – 7:01 p.m.**

The meeting was called to order by Committee Chair, Glenn Maston.

**II. Approval of Minutes:**

Regular Meeting: August 21, 2018

A motion to approve the minutes of August 21, 2018 was made by Mr. Smith and seconded by Mr. Luoto. On a vote of 7-0, the motion passed.

**III. Public Participation:**

None.

**IV. Reports:**

**Report of the Superintendent**

Dr. Rodrigues presented the School Opening Report which highlighted following:

1. Challenges due to the hot weather and the lack of air conditioning –  
Dr. Rodrigues thanked the staff and the facilities department for their work in maneuvering classes around the buildings and noted the important work of the District's Capital Improvement Plan which continues to prioritize the needs of the District.
2. 78 new hires completed
3. 468 staff transfers/changes, resignations, retirements
4. 244 new registrations completed
5. Curriculum Mapping update
6. FY19 grants – to date 16 grants have been awarded totaling \$1,915,090
7. Technology maintenance update

8. Aspen SIS update
9. Transportation - 72 % of the students in the District are eligible for transportation. Dr. Rodrigues reported that while the number of busses have remained the same, there have been fewer issues this year compared to last year.
10. New Food Service Provider – Chartwells has made many improvements to all Food Service Areas. Dr. Rodrigues reported that the preliminary count of Free and Reduced applications is now at 36% of the students in the District.
11. Facilities improvements and preparations
12. School Safety Protocols - All teachers have completed ALICE Training. The middle and high school students will participate in the training this week.
13. Summer Leadership Institute - Dr. Rodrigues updated the Committee on the progress of the action steps development of the District Improvement Plan.
14. General assembly
15. Communication includes:
  - Creating Connections
  - Parent Forums
  - Student Advisory Council
  - Weekly Cabinet Meetings
  - Principals Meetings
  - Delta Meetings
  - ELEVATE Meetings

Dr. Rodrigues presented the ‘What is New in the Hudson Public Schools 2018-2019 Report’. He reported on the new programs and services which have been put into place as a result of looking at the budget and the continued efforts to ensure all expenditures are aligned to the needs of the District.

### **Student Report**

None.

### **Subcommittee Reports**

- V. Mr. Smith noted that the Policy Subcommittee will meet on September 25, 2018.

### **Matters for Discussion:**

1. Discussion of Opening Communication Negotiations on Contracts with the Hudson School Secretarial Association and the American Federation of State, County, and Municipal Employees, AFL-CIO, Council 93, Hudson School Custodians

Dr. Rodrigues reported to the Committee that the District would begin contract negotiations with the Hudson School Secretarial Association and the American Federation of State, County, and Municipal Employees, AFL-CIO, Council 93, Hudson School Custodians.

Discussion ensued.



VI.

**Matters for Action:**

1. Approval of 2018-2019 School Calendar Update to Include MCAS Testing Dates Released by Department of Elementary and Secondary Education

Dr. Rodrigues updated the Committee that the change to the calendar was the addition of the MCAS testing dates provided by Department of Elementary and Secondary Education.

A motion to approve the 2018-2019 School Calendar update to reflect the addition of the MCAS testing dates provided by the Department of Elementary and Secondary Education was made by Mr. Luoto and seconded by Ms. Hallsworth. On a vote of 7-0 the motion passed.

2. Vote on a 3-Year Employment Contract for Dr. Marco Rodrigues to Serve as Superintendent of Schools for the Period Commencing July 1, 2018

Mr. Matson shared that following Dr. Rodrigues' strong review, and as discussions ensued, the Committee proposed a 1% salary increase and the idea of offering a one-year extension of the contract to Dr. Rodrigues.

Mr. Matson also highlighted the very strong first year that Dr. Rodrigues had, noting that he did so within the budget, aligning the District resources while adding new support programs, delivery of services, enrichment to the curriculum and course offerings, reorganization and improvement of professional development, successful contract negotiations, putting in place a new food service company, among other accomplishments, and has made the District stronger in every area.

Mr. Matson further explained that it would be fair to allow Dr. Rodrigues the time to work through the entire 3-year District Improvement Plan.

Additionally, Mr. Matson noted that the Committee would have an extra year of data to evaluate Dr. Rodrigues' performance.

Discussion ensued with Committee members complimenting Dr. Rodrigues on the work he has accomplished as well as looking forward to continue improvements in the District.

A motion to approve the 3-year employment contract for Dr. Rodrigues to serve as Superintendent of Schools for the period commencing July 1, 2018 was made by Mr. Maston and seconded by Mr. Tracy. On a vote of 7-0 the motion passed.

**Reclassifications:**

A motion to approve the reclassification of funds No.1, as presented, was made by Mr. Luoto and seconded by Mr. Smith. On a vote of 7-0, the motion passed.

*Not Approved*

A motion to approve the reclassification of funds No. 2, as presented, was made by Mr. Luoto and seconded by Mr. Smith. On a vote of 7-0, the motion passed.

**Items of Interest to the School Committee:**

Mr. Luoto again expressed his interest in having a Policy requiring a Committee member to be a part of the District hiring process for key positions.

Mr. Luoto explained that he has received phone calls regarding class size and would like to see class size lists for Quinn Middle School and Hudson High School.

Mr. Luoto also requested that the Policy Manual include all District-wide job descriptions, not just new positions for Committee review.

Dr. Rodrigues shared that many of the job descriptions are outdated, and the work to update them is currently underway. Dr. Rodrigues will provide the Committee job descriptions for those positions that have been completed to date.

Ms. Hallsworth also inquired about the class size at Hudson High School. Dr. Rodrigues will report on the class size data at the next scheduled School Committee meeting on September 25<sup>th</sup>.

Discussion ensued.

- VII. Mr. Smith thanked and congratulated the Forest Home and School Association on the new playground that was installed.

**Executive Session/Adjournment**

At 8:08 p.m., Committee Chair, Glenn Maston, noted that Executive Session was not needed.

A motion to adjourn was made by Mr. Luoto and seconded by Mr. Smith. On a vote of 7-0, the motion passed.

Respectfully submitted,

Elizabeth Hallsworth, Secretary  
Hudson School Committee

## **IV Reports**

- 1. Report of the Superintendent**



SEPTEMBER 25, 2018

# Hudson Public Schools

## REPORT OF THE SUPERINTENDENT


MARCO C. RODRIGUES, ED.D.

SUPERINTENDENT EVALUATION RUBRIC

Standard I: Indicator E

Standard II: Indicators B, C

Standard IV: Indicators A, C



### STUDENT ENROLLMENT

Student enrollment is a major focus in the District and it has a significant impact on funding, programs, service delivery, class size, and resource allocation. The Administration monitors student enrollment regularly and makes adjustments to programs, services, and class sizes accordingly.

According to the Department of Elementary and Secondary Education’s 2016-2017 School Attending Children Report, 96.4% (2,658 students) of the school age children in Hudson attended the Hudson Public Schools. The remaining 3.7% (439 students) were enrolled in vocational technical schools, charter schools, parochial schools, home school, collaboratives, and out-of-district placements.

The chart below indicates the trend in student enrollment, grades K – 12, from FY13 to FY19 school year. The FY19 reflect the September 18<sup>th</sup> student enrollment. The highlighted areas below indicate the drop in enrollment in student cohort from grade 5 to 6 and from grades 8 to 9, mostly as a result of students transferring to AMSA and Assabet Valley Regional.

Grade	FY13	FY14	FY15	FY16	FY17	FY18	FY19
K	201	216	180	197	199	210	191
1	223	242	226	186	209	199	211
2	231	221	231	229	184	210	192
3	202	227	227	227	220	190	206
4	213	215	222	231	225	216	194
5	235	223	228	226	229	230	220
6	223	236	212	209	204	210	211
7	227	229	243	214	205	209	216
8	209	230	234	229	221	209	217
9	220	192	207	209	197	168	164
10	188	214	171	196	190	186	162
11	200	188	208	159	189	188	189
12	208	193	179	190	146	182	187
<b>Total</b>	<b>2780</b>	<b>2826</b>	<b>2768</b>	<b>2702</b>	<b>2618</b>	<b>2607</b>	<b>2560</b>

<b>Assabet Valley Regional Technical High School</b>							
<b>Grade</b>	<b>FY13</b>	<b>FY14</b>	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>
<b>9</b>	48	41	44	49	53	62	<b>54</b>
<b>10</b>	45	47	44	42	58	53	62
<b>11</b>	42	41	45	43	41	58	53
<b>12</b>	29	40	39	39	42	37	58
<b>Total</b>	<b>164</b>	<b>169</b>	<b>172</b>	<b>173</b>	<b>194</b>	<b>210</b>	<b>227</b>

<b>AMSA Charter School</b>							
<b>Grade</b>	<b>FY13</b>	<b>FY14</b>	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>
<b>6</b>	14	12	13	14	21	19	<b>25</b>
<b>7</b>	13	14	13	13	17	27	19
<b>8</b>	12	12	15	13	12	16	27
<b>9</b>	11	6	12	13	24	8	16
<b>10</b>	7	11	7	12	15	9	8
<b>11</b>	11	6	11	6	6	14	9
<b>12</b>	5	3	6	11	5	9	14
<b>Total</b>	<b>34</b>	<b>64</b>	<b>77</b>	<b>82</b>	<b>100</b>	<b>102</b>	<b>118</b>

The unofficial number of students who transferred to Assabet Valley Regional Vocational High School and to the Advanced Math and Science Academy in FY19 were 54 and 25 respectively. Official enrollment data will be certified by the Department of Elementary and Secondary Education in January 2019.

### **Distribution of Student Enrollment – Per School and Grade Level**

<b>School</b>	<b>PK</b>	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>SP</b>	<b>Total</b>
<b>OOD/Hubert</b>	30	0	0	1	0	2	2	5	4	2	5	5	10	3	13	<b>82</b>
<b>Farley Elem.</b>	9	76	84	77	82	82	0	0	0	0	0	0	0	0	0	<b>410</b>
<b>Forest Ave Elem.</b>	0	62	84	68	75	67	0	0	0	0	0	0	0	0	0	<b>356</b>
<b>Mulready Elem.</b>	12	53	43	46	49	43	0	0	0	0	0	0	0	0	0	<b>246</b>
<b>Quinn Middle</b>	0	0	0	0	0	0	218	206	212	0	0	0	0	0	0	<b>636</b>
<b>Hudson High</b>	0	0	0	0	0	0	0	0	0	215	159	157	179	184	0	<b>894</b>
<b>Total</b>	<b>51</b>	<b>191</b>	<b>211</b>	<b>192</b>	<b>206</b>	<b>194</b>	<b>220</b>	<b>211</b>	<b>216</b>	<b>217</b>	<b>164</b>	<b>162</b>	<b>189</b>	<b>187</b>	<b>13</b>	<b>2624</b>

(Enrollment data as of 09-18-18)

## School Choice Program

The District participates in the School Choice Program and accepts the enrollment of students who do not reside in Hudson. Per School Committee policy, the School Choice Program accepts students in grades 5 through 11.

The student enrollment in the School Choice Program effective September 21, 2018 is as follows:

School	Grade Level	Enrollment
Quinn Middle School	5	1
	6	10
	7	8
Hudson High School	8	4
	9	13
	10	15
	11	14
	12	16
<b>Total</b>		<b>81</b>
<b>Districts of Origin:</b>		
Ashby, Berlin, Bolton, Chelmsford, Clinton, Fitchburg, Leominster, Marlborough, Natick, Northborough, Rutland, Shrewsbury, Stow, West Boylston, Worcester.		

## Class Size

### Elementary Level

2017-2018																										
School	PK	Kindergarten					Grade 1					Grade 2					Grade 3					Grade 4				
Farley	14	20	22	22	23	17	20	18	15	16	19	17	17	17	16	20	19	18	21	22	23	22	20	19		
Forest Ave		21	21	21	21	22	23	22			19	21	19	18		23	23	23		21	23	21				
Mulready	14	21	21			16	16	16			18	16	15			15	14	17		15	15	13				
TOTAL	28	213					201					212					193					214				
2018-2019																										
School	PK	Kindergarten					Grade 1					Grade 2					Grade 3					Grade 4				
Farley	9	19	19	19	19	21	21	21	21		19	19	19	20		21	21	20	20	20	20	21	21			
Forest Ave		20	21	21		21	21	21	21		22	23	23			18	19	19	19	22	22	23				
Mulready	12	18	18	18		22	21				15	15	16			16	16	17		21	22					
TOTAL	21	192					211					191					206					192				

## Middle School Level

### Average Class Size in the Core Content Areas

	2017-2018	2018-2019	
Course / Grade	Average	Average	Difference
ELA-5	16.16	20.7	4.54
ELA-6	16.33	19.4	3.07
ELA-7	16.5	20.2	3.7
MATH-5	17.54	21.2	3.66
MATH-6	15.83	19.6	3.77
MATH-7	16.83	19.8	2.97
SCIENCE-5	16.91	21.5	4.59
SCIENCE-6	17.16	20.5	3.34
SCIENCE-7	17.41	21.1	3.69
SOCIAL STUDIES-5	16.91	21.5	4.59
SOCIAL STUDIES-6	17.16	20.5	3.34
SOCIAL STUDIES-7	17.41	21.4	3.99

### Average Class Size in the Core Content Areas – Student View

2017-2018	Course / Grade	2018-2019	Difference
16.16	ELA-5	20.7	
16.33	ELA-6	19.4	3.24
16.5	ELA-7	20.2	3.7
17.54	MATH-5	21.2	
15.83	MATH-6	19.6	2.06
16.83	MATH-7	19.8	2.97
16.91	SCI-5	21.5	
17.16	SCI-6	20.5	3.59
17.41	SCI-7	21.1	3.94
16.91	SS-5	21.5	
17.16	SS-6	20.5	3.59
17.41	SS-7	21.4	4.24

The chart above depicts the enrollment difference students are experiencing this year as compared to last year. For example: A grade 5 student last year had an average class size in ELA of 16.16 students. This year, as a grade 6 student, the average class size in ELA is 19.4 students. On average, the grade 6 student has an additional 3.24 students in his/her ELA class this year.



### Average Class Size in the Related Arts Courses

2017-2018	COURSE/GRADE	COURSE/GRADE	2018-2019	DIFFERENCE
<b>229 STUDENTS</b>	<b>Related Arts Grade 5</b>	<b>Related Arts Grade 5</b>	<b>219 STUDENTS</b>	<b>5.55</b>
229/3 TEAMS - 76.33	<i>Topaz, Sapphire, Emerald</i>	<i>Balsam, Magnolia</i>	219/2 TEAMS - 109.5	
Average Class Size	<i>Drama, Art-1, Tech, Engin</i>	<i>Drama, Art-1, PE, Art-2, PLTW</i>	Average Class Size	
<b>19.08</b>	<i>PE-1, Health, PE-2, Art-2</i>	<i>STEM, Health, Humanities, Comp-Sci</i>	<b>24.63</b>	
<b>210 STUDENTS</b>	<b>Related Arts Grade 6</b>	<b>Related Arts Grade 6</b>	<b>209 STUDENTS</b>	<b>3.09</b>
210/3 TEAMS - 70.0	<i>Ruby, Onyx, Jade</i>	<i>Oak, Maple</i>	209/2 TEAMS - 104.5	
Average Class Size	<i>Drama, Art-1, Engin</i>	<i>Drama, Art-1, PE, Art-2, PLTW</i>	Average Class Size	
<b>20.41</b>	<i>PE-1, Health, PE-2, Art-2</i>	<i>STEM, Health, Humanities, Comp-Sci</i>	<b>23.51</b>	
<b>211 STUDENTS</b>	<b>Related Arts Grade 7</b>	<b>Related Arts Grade 7</b>	<b>212 STUDENTS</b>	<b>3.33</b>
211/3 TEAMS - 70.33	<i>Pearl, Amber, Coral</i>	<i>Spruce, Bonsai</i>	212/2 TEAMS - 106	
Average Class Size	<i>Drama, Art-1, Engin</i>	<i>Drama, Art-1, PE, Art-2, PLTW</i>	Average Class Size	
<b>20.51</b>	<i>PE-1, Health, PE-2, Art-2</i>	<i>STEM, Health, Humanities, Comp-Sci</i>	<b>23.85</b>	

### Average Class Size in the Related Arts Courses – Student View

2017-2018	COURSE/GRADE	COURSE/GRADE	2018-2019	DIFFERENCE
<b>229 STUDENTS</b>	<b>Related Arts Grade 5</b>	<b>Related Arts Grade 6</b>	<b>209 STUDENTS</b>	<b>4.43</b>
229/3 TEAMS - 76.33	<i>Topaz, Sapphire, Emerald</i>	<i>Oak, Maple</i>	209/2 TEAMS - 104.5	
Average Class Size	<i>Drama, Art-1, Tech, Engin</i>	<i>Drama, Art-1, PE, Art-2, PLTW</i>	Average Class Size	
<b>19.08</b>	<i>PE-1, Health, PE-2, Art-2</i>	<i>STEM, Health, Humanities, Comp-Sci</i>	<b>23.51</b>	
<b>210 STUDENTS</b>	<b>Related Arts Grade 6</b>	<b>Related Arts 7</b>	<b>212 STUDENTS</b>	<b>3.43</b>
210/3 TEAMS - 70.0	<i>Ruby, Onyx, Jade</i>	<i>Spruce, Bonsai</i>	212/2 TEAMS - 106	
Average Class Size	<i>Drama, Art-1, Engin</i>	<i>Drama, Art-1, PE, Art-2, PLTW</i>	Average Class Size	
<b>20.41</b>	<i>PE-1, Health, PE-2, Art-2</i>	<i>STEM, Health, Humanities, Comp-Sci</i>	<b>23.85</b>	

The chart above depicts the enrollment difference students are experiencing this year as compared to last year. Example: A grade 5 student last year had an average class size in a Related Arts class of 19.08 students. This year, as a grade 6 student, the average class size in Related Arts class is 23.51 students. On average, the grade 6 student has an additional 4.43 students in his/her Related Arts classes this year.

### High School Level

The high school schedule is a complex task that unfolds for months prior to the start of the school year. Many adjustments are made in the first few weeks of school as particular student's needs change or are identified.

Hudson High School has 895 students enrolled to date. These students generated 7,916 course requests, of which 7,581 (95%) were met. Hudson High is currently running 258 courses with a total of 538 sections.

The administration seeks to create a master schedule that is maximized to meets the needs of all students. With over 150 electives for grades 8-12, Hudson High offers a robust Program of Studies, full of options and learning opportunities for diverse student interest and performance levels.

Comparison of Class Enrollment with 25 or More Students (Excluding Wellness Sections)

2017-2018				2018-2019			
Description	Total	Code	Department	Description	Total	Code	Department
H Eng 12 (Dystopian)	30	FY	English	H. US World His II	30	FY	Social Science
H. US/World History III	29	FY	Social Science	Algebra 2	28	FY	Math
World Cultures Africa/Latin Am	29	S1	Social Science	Current World Issues 8/9	28	S1	Social Science
H. Spanish 4	29	FY	World Language	Soc Sci 8	28	FY	Social Science
AP Psychology	28	FY	Social Science	AP Gov't & Politics	28	FY	Social Science
H. Statistics	27	FY	Math	H. US World His II	28	FY	Social Science
Sociology	27	FY	Social Science	Spanish 3	28	FY	World Language
AP Psychology	27	FY	Social Science	English G10	27	FY	English
H Spanish 5	27	FY	World Language	Algebra 1	27	FY	Math
H Geometry	26	FY	Math	English 8	26	FY	English
AP Gov't & Politics	26	FY	Social Science	Algebra 2	26	FY	Math
Contemporary Legal Issues	26	S1	Social Science	Soc Sci 8	26	FY	Social Science
H English G12	25	FY	English	H English G12	25	FY	English
US World His II	25	FY	Social Science	English G12	25	FY	English
Soc Sci 8	25	FY	Social Science	Functions & Operations	25	FY	Math
Intro to Marketing	25	S2	Technology	H Pre-Calculus	25	FY	Math
Personal Finance	25	S1	Technology	Soc Sci 8	25	FY	Social Science
H. Spanish 4	25	FY	World Language	Soc Sci 8	25	FY	Social Science
				H. US/World History III	25	FY	Social Science
				Adobe Illustrator	25	S1	Technology
				Personal Finance	25	S1	Technology
				Spanish IB	25	FY	World Language

Comparison of Class Enrollment with 10 or Fewer Students (Excluding Advanced Placement (AP) and Special Education classes that have 10 or fewer students enrolled)

2017-2018				2018-2019			
Description	Total	Code	Department	Description	Total	Code	Department
Art History	9	S1	Fine Arts	Sociology	9	FY	Social Science
H. Anatomy & Physiologoy 2	9	FY	Science	Video Game Design	9	FY	Technology
Readers Writers Workshop	8	S1	English	World Cultures Middle East/Asia	9	FY	Social Science
Creative Writing 1	8	S1	English	Computer Design	9	FY	Technology
Creative Writing 2	8	S2	English	Web Page Development	9	FY	Technology
Linguistics	8	S2	English	Sociology	8	FY	Social Science
Drama I	7	S2	Fine Arts	Psychology	8	FY	Social Science
Video Game Design II	7	S2	Technology	Athletic Training	8	FY	Science
Drama 2	6	S1	Fine Arts	Video Animation	8	FY	Technology
Photography 2	6	S2	Fine Arts	Video Game Design	8	FY	Technology
Advanced TV News	6	S2	Technology	Drama III	8	FY	Fine Arts
Principles of Engineering	5	FY	Technology	Digital Electronics	7	FY	Technology
Academic Literacy 8	4	S2	English	TV News	6	FY	Technology
Drama II	3	FY	Fine Arts	Chorus	5	S1	Music
Music History	3	S1	Music	Drama III	5	FY	Fine Arts
Wind Ensemble	3	S2	Music	Drama IV	5	FY	Fine Arts
Drama IV	2	FY	Fine Arts	Adv. TV News	4	FY	Technology
				Stylist Art Movements	4	FY	Fine Arts
				Intermediate Guitar/Keyboard	4	FY	Music
				Chorus	3	S2	Music
				Honors Engineering Development	2	FY	Technology

### **Constraints and Drivers:**

When building a master schedule, school administrators rely on parameters (school and district priorities) to craft the best possible schedule. A constraint refers to any limitation placed on the schedule, i.e. specifically assigned rooms, teachers maximum teaching periods in a row, lunch and preparation periods, specialized services, specialized programs, etc. The more constraints added to the schedule, the less flexibility it will be to satisfy student requests.

A schedule driver can also be a constraint, but it reflects the deliberate decisions made by the schedule builder to deliver the desired scheduling result. For example, double block periods, common planning time, etc.

In essence, building a master schedule, at any level, requires the understanding and pre-determination of specific parameters and variables to ensure that optimal class sizes are maintained, student requests are met, program and service delivery are in compliance, and contractual obligations are observed and met.

The Hudson Public School Administration will continue to monitor the master schedule and individual students' schedule to ensure that we address particular needs, make adjustments as needed, and to plan for next year.

## **V Matters for Discussion**

1. **First Reading of Proposed Description of Subcommittees and Other School Committee Responsibilities**

# HUDSON PUBLIC SCHOOLS

## SCHOOL COMMITTEE MEMBERS ASSIGNMENTS

2018-2019

### Sub-Committees:

1. Budget: All Committee Members
2. Policy: Steve Smith, Liz Hallsworth, Matt McDowell
3. Strategic Goals: Adam Tracy, Glenn Maston, Liz Hallsworth
4. Superintendent's Evaluation: Glenn Maston, Nina Ryan, George Luoto

### Negotiation Teams:

1. Teachers: Adam Tracy, Steve Smith
2. Paraeducators: Glenn Maston, Nina Ryan
3. Secretaries: George Luoto, Matt McDowell
4. Custodians: Liz Hallsworth, Adam Tracy

### School Councils:

1. Hudson High School: George Luoto
2. Quinn Middle School: Matt McDowell
3. Farley: Liz Hallsworth
4. Forest Ave: Glenn Maston
5. Mulready: Nina Ryan

### Other Responsibilities:

1. Teacher Sick Bank: George Luoto, Nina Ryan
2. Special Education Parent Advisory Council (SEPAC) Liaison: Steve Smith
3. CHAPS Board Representatives: Nina Ryan, Steve Smith

# Description of Subcommittees and Other School Committee Responsibilities

## Subcommittees

**Description:** Small committees are setup to address specific areas of importance to the School Committee. Generally, 2 or 3 School Committee members are part of each Subcommittee with the Subcommittee working through specific topics and making recommendations for the full School Committee to adopt.

### 1. Budget

**Description:** All School Committee members are part of this Subcommittee. The goal of the Subcommittee is to work through the annual budget details with the Superintendent and the District Leadership Team. The final budget is voted on during School Committee meetings and ultimately presented to the Selectmen and Finance Committee before it is presented at Town Meeting for approval.

**Schedule:** Subcommittee meetings normally occur periodically from October through December.

### 2. Policy

**Description:** Work with the Superintendent to review the District Policies and determine which policies should be updated, introduced, and/or removed. Once the desired changes are identified, the Superintendent and/or Subcommittee draft and review the changes, which are ultimately presented to the full School Committee for approval.

**Schedule:** Meeting schedule and frequency can vary, but would average about once per month and meetings normally occur right before a standard School Committee meeting.

### 3. Strategic Goals

**Description:** Develop recommendations related to strategic topics identified by the School Committee. This can include things such as the School Committee strategic goals, action items related to the strategic goals, and facilitating meetings with the community related to some topics being addressed by the Subcommittee.

**Schedule:** Meeting schedule and frequency can vary but would average about once per month and community sessions would occur as needed.

### 4. Superintendent's Evaluation

**Description:** Oversee the annual Superintendent evaluation process, which includes developing goals for the coming year and evaluating performance against the prior year's goals. Present this information each year to the full School Committee for approval.

**Schedule:** Subcommittee meets more during September/October and May/June timeframes.

# Description of Subcommittees and Other School Committee Responsibilities

## Negotiation Teams

Description: As contracts are scheduled to be renewed, work with the district negotiating team to develop strategy for negotiations and participate in negotiation sessions with the union.

Schedule: Number of sessions, timing, and frequency will vary depending on the specific negotiations and will be determined by the union and District negotiating team.

1. Teachers – (current contract: August 28, 2018 – August 27, 2021, pending ratification)
2. Paraeducators – (current contract: September 1, 2018 – August 31, 2021)
3. Secretaries (current contract: July 1, 2016 – July 1, 2019)
4. Custodians – (current contract: July 1, 2016 – June 30, 2019)

## School Councils

Description: Be a liaison between the School Committee and the School Council. The Councils are made up of the principal, one community member who does not have a student at the school, two teachers and two parents who have students attending the school. The purpose of this Council is to assist the principal in the identification of the educational needs of the students attending the school, review the annual school budget, review the Student/Parent Handbook and formulate an annual school improvement plan.

Schedule: There is generally 1 meeting every month during the school year.

1. Hudson High School
2. Quinn Middle School
3. Farley Elementary
4. Forest Ave Elementary
5. Mulready Elementary

## Other Responsibilities

1. Teacher Sick Bank

Description: Work with the administration team to approve any sick bank requests.

Schedule: Typically handled on an ad hoc basis through phone and/or email.

2. Special Education Parent Advisory Council (SEPAC) Liaison

Description: Be the liaison between SEPAC and the School Committee. Attend SEPAC meetings and listen to parent ideas/concerns to help facilitate Special Education improvements with the Superintendent. Work with the SEPAC President to help move key initiatives forward.

Schedule: SEPAC meeting occur monthly (don't necessarily have to attend all and may require some meetings outside of the standard monthly SEPAC meetings).

3. CHAPS Board Member

Description: Participate as a CHAPS Board member by attending board meetings and providing input from the perspective of the Hudson Public Schools.

Schedule: Typically includes 2 to 3 meetings per year that occur in the October and May time periods.

## **V Matters for Discussion**

### **2. Sub-Committees: Strategic Goals - Action Steps**



# HUDSON PUBLIC SCHOOLS

## SCHOOL COMMITTEE GOALS

2018-2021

### Goal 1

Achieve continuous improvement in the academic and social growth of ALL students.

### Goal 2

Provide a safe and supporting environment for our students and staff.

### Goal 3

Promote a collaborative relationship with the community and all stakeholders through effective communication and transparency.

### Goal 4

Encourage progressive development and innovation in our professional practice at all levels within the district.

### Goal 5

Develop a financially stable and fiscally responsible budget that is responsive to the needs of the district.

## **VI Matters for Action**

1. Approval of Contract with Needham Electric Supply in the Amount of \$14,015.14 for the J.L. Mulready Elementary School Electrical Service Replacement Materials: Funding source is Warrant Article #3325

**HUDSON PUBLIC SCHOOLS**  
Office of the Superintendent of Schools  
155 Apsley Street  
Hudson, Massachusetts 01749

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**Funding Source:** \_\_\_\_\_

**Account  
Number:** \_\_\_\_\_

**Contract for Mulready Electrical Service Change Materials**

**Company  
Information:**

**Company Name:** NEEDHAM Electric Supply

**Address:** 5 Shawmut Rd., Canton, MA 02021

---

**Federal Tax Identification #04-2275354**

**Terms of Contract:**

A. The contractor warrants that (1) the goods sold are merchantable, (2) that they are fit for the purpose for which they are being purchased, (3) that they are absent any latent defects and (4) that they are in conformity with any sample which may have been presented to the Town.

B. The Contractor guarantees that upon inspection, any defective or inferior goods shall be replaced without additional costs to the Town. Contractor will assume any additional costs accrued by the Town due to the defect or inferior goods.

C. The Contractor guarantees all goods for a period of one (1) year provided that if any express or implied warranties exist of a term greater than one (1) year, then such warranties will supersede the one (1) year warranty specified herein.

D. The contractor shall maintain all necessary insurances for the purpose of liability.

\*

**Description of Items Purchased and Prices**

**The Individual Contractor/Agency agrees to provide and deliver the following products to the Hudson Public Schools:**

All fixtures and materials as listed in the quote for Mulready Elementary School dated July 27, 2018 by Jeremy Walters for one - Automatic Transfer Switch, two – Switchboards w/Main breaker and one – Panel board

**TOTAL Contract Amount - \$14,015.14**

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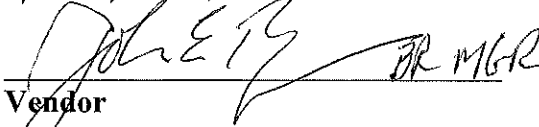

**Payment Schedule:** The Town agrees to faithfully pay the Contractor, when due and payable, and under the terms of all such incorporated documents and instruments to this agreement, all such contracted sums.

**Termination:** 1. Termination for Cause: If through any cause, one party shall fail to fulfill in timely and proper manner, its obligations under this Agreement, or if one party shall violate one

of the covenants, agreements, or stipulations of this Agreement, the other party shall thereupon have the right to terminate this Agreement hereunder by giving written notice of such termination. In case of termination, all finished and unfinished documents shall become the property of the Town.

In the event of termination, the Contractor shall be compensated payment of an amount equal to the services or goods provided by the Contractor as of the date of termination.

2. Termination for Convenience: The Town may terminate this Agreement at any time for any reason, upon submitting to Contractor thirty (30) days prior written notice of its intention to terminate. Upon receipt of such notice, Contractor shall immediately cease to incur expenses pursuant to this Agreement unless otherwise directed in the termination notice. Contractor shall promptly notify the Town of costs incurred to date of termination and the Town shall pay all such reasonable and supportable costs which payment shall not exceed the unpaid balance due on this Agreement.

NEEDHAM ELECTRIC  
  
Vendor  
  
Date

\_\_\_\_\_  
Hudson Public Schools, School Committee Chr.  
\_\_\_\_\_  
Date



## Bill of Materials

Proposal: UA3-00018003

Name: Mulready School

Date: 9/19/2018

Item #	Qty	Description
1	1	<b>Automatic Transfer Switch, ZTG, ZTG000A00040E</b>
	1	Automatic Transfer Switch, ZTG, ZTG000A00040E General Purpose Commercial and Industrial Automatic Transfer Switch 400 A, 3 Pole, 120/208 V, 3 phase, 4 wire, 60 Hz (ZVC40) ZTG - Open Transition Operation Utility to Generator-Auto Transfer Application NEMA 1 Enclosure (ZEC0CCGF) Destination - North America Region, United States UL 1008 listed up to 480VAC at 50/60Hz CSA C22.2 No. 178.1 certified up to 600 VAC at 50/60Hz CCC certified Seismic certified to IEEE-693-2005 at HIGH level with 2.5 amplification factor Seismic certified to IBC-2009 at Ip=1.5 for z/h less than or equal to 1 ISO 9001 certified manufacturing plant <b>Option Package: Exercisor-Open Transition (MEXE000G)</b> Exercisor Package - Open Transition - Utility to Generator Auto Transfer Aux Contact-Source 2-Emergency position-Qty-2 (A3) Aux Contact-Source 1-Normal position-Qty-2 (A4) Microprocessor activated calibration feature (CAL) Programmable exerciser daily, 7-14-28-365 days user- selectable, with or without load (CD/P) Engine start relay - S.P.D.T. (E) Event log of last 16 events (EL/P) Adjustable under frequency sensor Source 2-Emerg (J1E) Frequency indication-on the controller (K/P) LED Source 2 (Emergency) position indication (L1) LED Source 1 (Normal) position indication (L2) LED Source 1 (Normal) source availability indication (L3) LED Source 2 (or Emergency) source availability indication (L4) Engine start timer P1-adjustable up to 6s (P1) Peak shave/remote load test/area protection-Relay S.P.D.T.-specified voltaged displayed below (Q2) Under voltage sensing-single-phase Source 2-Emergency (R2E) In Phase Monitor between Source 1-Normal and Source 2-Emergency to allow transfer-with enable/disable (R50) Microprocessor activated Commit/no commit on transferring to emergency source-with enable/disable (S13/P) Retransfer to normal adjustable time delay (T) Engine stop/cool adjustable cool down timer (U) Voltage imbalance between phases-applies to 3-phase only (VI) Adjustable time delay on transfer to emergency source (W) Bypass transfer timer function-soft switch in controller (YEN/P)

Item #	Qty	Description
		Test Switch - maintained Programmable in microprocessor (6/P) Remote Load Test (Q2-120V)
2	1	<b>Switchboard, Spectra Bolt-On AV1 MDP</b>
		<b>1 Section(s)</b>
		Estimated Shipping Weight:571 lbs
		3P4W/208/120V/60Hz
		1200A 65 kAIC Fully Rated
		Incoming Feed: Top
		Incoming Left Feeding Right
		Type 1 Enclosure
		Front Only Access
	1	Spectra Switchboard Lineup
		Estimated total factory connected wiring points for the lineup 0
	1	MLO Panel Section 35W 25D 90H (Est.) lbs 571
	1	Bus Bracing 65000 AIC
	1	Fully Rated Aluminum Bus 750 A/Sq. in.
	1	Ground: Equipment U/L With Lugs
	1	Bottom Floor Plate
		<b>1200A Main Lug Only</b>
	16	Compression (2 Hole) CU Lugs
		<b>Feeders</b>
	2	100A 3 Pole TEY SPACE
	2	Manually Operated
	2	Mounting Hardware
	2	50A 3 Pole TEY (100A Frame)
	2	Manually Operated
	2	Mechanical AL Load Lugs
	2	400A 3 Pole SGDA4 (400A Frame)
	2	Manually Operated
	4	Mechanical AL Load Lugs
	2	225A 3 Pole SFHA (250A Frame)
	2	Manually Operated
	2	Mechanical AL Load Lugs
		<b>Others</b>
	8	Engraved Nameplates
	8	Screw-On Nameplates
		Others
	1	Lifting Brackets
	1	Spectra Bolt-On (C/B feeders only) 28X
	2	3P SGDA4 Single BR Module
	1	6P SFHA Double BR Module
	2	6P TEY Double BR Module
	4	Neutral Lugs
	2	Neutral Lugs
	2	Neutral Lugs

Item #	Qty	Description
	14	Equipment Ground Lugs
	1	Ground Lug
<b>3</b>	<b>1</b>	<b>Switchboard, Spectra Bolt-On AV2</b>
		<b>MAIN BREAKER</b>
		<b>2 Section(s) Service Entrance</b>
		Estimated Shipping Weight:1138 lbs
	1	Service Entrance Labeling
		3P4W/208/120V/60Hz
		1200A 10 kAIC Fully Rated
		Incoming Feed: Bottom
		Incoming Right Feeding Left
		Type 1 Enclosure
		Front Only Access
	1	Spectra Switchboard Lineup
		Estimated total factory connected wiring points for the lineup 24
	1	Split Panel Main Section 40W 30D 90H (Est.) lbs 653
	1	Hot Utility Section 35W 30D 90H (Est.) lbs 485
	2	Bus Bracing 65000 AIC
	2	Fully Rated Aluminum Bus 750 A/Sq. in.
	2	Ground: Equipment U/L With Lugs
	2	Full Height Side Barriers
	2	Bottom Floor Plate
		<b>Utility</b>
	1	1200A Utility Compartment - NATIONAL GRID - MASS ELECTRIC MA.
	16	Compression (2 Hole) CU Line Lugs
		<b>Main Breaker</b>
	1	1200A 3 Pole SKLC12 (1200A Frame)
		Manually Operated MAIN
		Programmer(MET) LSIG
	1	Junction Box and Cable
	1	RELT
	1	PADLOCK PROVISION
		<b>Monitoring/Control Devices</b>
	1	Power Supply Plate
		<b>Others</b>
	1	Engraved Nameplates
	1	Screw-On Nameplates
		Others
	1	Lifting Brackets
	1	Spectra Bolt-On (C/B feeders only) 28X
	1	3P SKLC12 Single /Main Module
	1	Bonding Jumper
	4	Equipment Ground Lugs
	1	Ground Lug
<b>4</b>	<b>1</b>	<b>Lighting Panelboard, AQ</b>

Item #	Qty	Description
		<b>EMERGENCY PANEL</b>
		1 Section(s), Nema 1 Enclosure
		400 Amps, 3 Phase 4 Wire 208Y/120V, 50/60 Hz
		Minimum Interrupt Rating: 10kA Fully Rated
		Incoming Feed: Bottom
		Surface Mounted
		12 Circuits
		UL67 Certified
		Height: 55.5 Inches; Width: 20 Inches; Depth: 5.75 Inches
1		400 Amps Main Lugs
		1-lug/phase 1-cable/lug #4 -600 kcmil
		Or 1-lug/phase 2-cable/lug 1/0 -250 kcmil
		<b>Main Option Details</b>
1		Aluminum Bus Heat Rated
2		Ground-Box bonded TGL2
1		Ground main lug TGL20
1		100% Rated Neutral
1		NEMA 1 Enclosure
		<b>Feeders</b>
1		Breaker Device 225 Amps 3 Poles TQD
1		Breaker Space Device 225 Amps 3 Poles TQD
1		Breaker Device 100 Amps 3 Poles THQB
1		Breaker Space Device 100 Amps 2 Poles THQB
		<b>Modifications</b>
1		Front Hinged To Box
1		Nameplates
1		National Lk-Corbin 60 Key
1		Interior: AQF3124MBX AXQ6
1		Box: AB55B
1		Front: AF55SDJN



**VI. Matters For Action:**

2. Approval of Hudson High School Grade 9 Overnight Field Trip to Washington D.C.  
April 23-27, 2019



# Hudson High School

69 Brigham Street · Hudson, Massachusetts 01749 · 978.567.6250  
www.hudson.k12.ma.us



Hudson Public Schools  
Achievement & Character

Jonathan Bourn, Principal  
Daniel R. McAnespie, Assistant Principal  
Danica Johnston, Assistant Principal

## Request for Overnight Field Trip

<b>Staff Member(s) Making the Request</b>	Liz Nockles		
<b>Name of Team, Organization, or Class</b>	Freshman Class		
<b>Title of Trip (be sure to include destination)</b>	Washington D.C.		
<b>Departure Date and Time</b>	Tuesday, April 23, 2019 – 8:00am		
<b>Return Date and Time</b>	Saturday, April 27, 2019 – 6:00am		
<b>Estimated Number of Student Participants</b>	120 +/-		
<b>Number and Names of Chaperones</b>	12 +/- Chaperones (based on # of participants)		
<b>Cost Per Student</b>	Tiered cost based on # of participants (\$879.00 - \$925.00)		
<b>Check One or Both</b>	Curricular	<input checked="" type="checkbox"/>	Extra-Curricular

Please answer the questions below. If a question does not pertain to your trip, please indicate that the question is “not applicable.”

### 1. Please describe the trip.

April 2019 Freshman Class overnight trip to Washington D.C. to experience all the fun and excitement that Washington D.C. has to offer while viewing the most popular sights.

### 2. Please describe how the trip connects to the curriculum or to the purpose of your club or organization.

Freshmen at Hudson High School study the foundations of democracy and functioning of our federalist system in US and the World I, their core Social Studies course. The trip to D.C. allows students to discover the nation's capital up close, supplementing and reinforcing many of the themes explored in this course.

**3. What classroom activities will you employ in preparation for and immediately following the trip that will strengthen the connection to the curriculum?**

In the winter and spring, students will have learned about the foundations of our democratic system. They will have taken part in simulations on the Constitutional Convention and studied in some depth how our federalist system functions. This provides students with a common framework for understanding so many of the sites and museums on this trip.

**4. Please provide a detailed itinerary.**

Preliminary sample included

**5. If fundraising activities will be included, please list and describe such activities.**

We will be holding a dinner fundraiser on October 22, 2018 at Mooyah in Hudson. Students and families can have dinner between 5 and 7 PM. Part of the proceeds will be given to us, and this will be provided to Hemisphere as a means to decrease everyone's overall balance.

**6. If school days must be missed to accommodate this trip, please indicate the number of days missed and the reason why the request includes missed school days (i.e. conference or program only occurs during the specified date range).**

Four school days will be missed

**Please attach copies of the following if you have them:**

X	Permission slip
X	Informational letters, brochures, fliers, etc.
X	Medical forms

  
\_\_\_\_\_  
Signature of Staff Member Making Request

9/20/18  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Principal's Signature

9/20/18  
\_\_\_\_\_  
Date

<b>Date of School Committee Approval:</b>	
---	--

# WASHINGTON DC 2019

## IMPORTANT DUE DATES

Please complete each step in this process by the outlined due date. It is important to keep the planning process on track.

To create your account, make payments and submit health forms:

[www.hemisphere.com](http://www.hemisphere.com)

HHS ID # 19TA12999

✓	Item	Where will you find this? Where will you submit to?	Deadline
	Online enrollment	online	10/18/18
	HHS eligibility form	Blue form to E204 or T103	10/18/18
	Hemisphere Health Form	online	10/18-18
	Payment 1	online	10/18/18
	Mooyah Fundraiser	Hudson Commons	10/22/18
	Payment 2	online	11/29/18
	Payment 3	online	1/24/19
	FINAL PAYMENT	online	2/21/19
	HHS Health Form	Yellow form WITH any medications to nurse	2/27/19
	<b>SAVE THE DATE!</b> <b><u>MANDATORY</u> INFORMATION MEETING</b> <b>WEDNESDAY, APRIL 10th at 6:30 PM</b> <b>This meeting is mandatory for the student AND a parent</b>		4/10/19

Questions?

Liz Nockles [lnockles@hudson.k12.ma.us](mailto:lnockles@hudson.k12.ma.us)

Kris Langan [kelangan@hudson.k12.ma.us](mailto:kelangan@hudson.k12.ma.us)

Washington, D.C.  
Overnight Field Trip  
April 23 – April 27, 2019

Page

1

→→ ELIGIBILITY REQUIREMENTS ←←

We have instituted certain expectations for all students who will be attending this trip. Grades and behavior will both play a role in each student's ability to have the *privilege* of participating on this trip as the year progresses. Students who sign up for this trip represent Hudson High School and our community and are expected to demonstrate the level of responsibility and maturity required to make this a successful venture. If for any reason the guidelines below are not met by your child, his or her participation in this year's trip may not occur. The decision to remove your child from the trip will be made by the administration.

In order for students to be eligible to attend this trip the following criteria **MUST** be met:

1. **Academic eligibility:** In order to be eligible to for this trip, a student must secure a passing grade of 60 (D-) or better in four major courses (4-credit classes) **plus** a passing grade in one semester-based elective course (2-credit class) **during quarter 3**. An incomplete grade is not considered a passing grade. Students not meeting these eligibility requirements at the time of the distribution of the 3<sup>rd</sup> quarter report card will be officially removed from the trip permanently.
2. **Behavior:** Students must be in good standing with respect to behavior in order to be eligible to participate. Students with disciplinary infractions may be determined to be ineligible by the administration.
3. Any violation of school **drug, alcohol or tobacco** policies will result in immediate loss of eligibility.
4. Any student with **excessive absences or tardiness** will lose eligibility. This applies to each class.

Refunds for trip removal will be issued according to the contract from **Hemisphere Travel**. The trip includes a **travel insurance policy** from *Travel Insured International* that will reimburse 75% of Hemisphere's penalty amount for situations other than emergencies such as grades, behavior or change of plans. The policy will pay 100% of the amount you have paid *for certain emergency situations*. Travel Protection Insurance referenced on the blue handout included in the Hemisphere Educational Travel Participant Packet. More details can be found at [www.hemispheretravel.com](http://www.hemispheretravel.com).

→→ PLEASE KEEP THIS PAGE ←←

SIGN AND RETURN **PAGE 2** TO MS. NOCKLES IN E204 or MR. LANGAN IN T103.

**Eligibility Requirement Signature Form  
Washington, D.C. Overnight Field Trip  
April 23 – April 27, 2019**

**Student Name:** \_\_\_\_\_  
(Please print CLEARLY)

**Parent/Guardian Name:** \_\_\_\_\_  
(Please print CLEARLY)

**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_

**Parent/Guardian Email Address (REQUIRED-important notifications will be communicated via email):**

\_\_\_\_\_  
(Please print CLEARLY)

**Student Participant Email:** \_\_\_\_\_ 2022@student.hudson.k12.ma.us  
(Please print CLEARLY)

**Parent/Guardian phone number(s): Please check the best number to reach you during the day.**

**Work:** \_\_\_\_\_

**Home:** \_\_\_\_\_

**Cell:** \_\_\_\_\_

➔ Our signatures below indicate that we have read the eligibility requirements and understand that a student can be removed from the trip for not meeting all eligibility requirements. We have also read and understand Hemisphere's refund policy.

\_\_\_\_\_  
Parent Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

➔ **This form must be completed and returned to Ms. Nockles in E204 or Mr. Langan in T103 before you will be added to the tour list.**



1375 E Woodfield Road #530  
Schaumburg, IL 60173  
(800) 323-6439 Fax (847) 619-0240  
www.hemispheretravel.com

## Washington DC Tour Parent Letter

Hudson High School

April 23-27, 2019

(5 Day / 3 Night Motorcoach Tour)

### Transportation Included:

- Deluxe Motorcoaches equipped with air conditioning, reclining seats, lavatory and TV's / DVD
  - Group will have exclusive use of Motorcoach for duration of tour
  - Driver's Hotel Accommodations, Meals, and Gratuities are included

### Lodging & Meals Included:

- 3 nights hotel accommodations at a hotel similar to the Marriott Fairview Park located in Washington, DC area. (Occupancy Types: Quad= 4 people per room sharing 2 beds, Triple= 3 people per room sharing 2 beds, Double= 2 people per room with 2 beds, Single= 1 person per room)
- 11 total meals included
  - 3 breakfasts (Full Buffet Breakfast at the hotel)
  - 4 lunches (1 Meal Voucher, 3 Meal Money Allowance)
  - 4 dinners (2 Student Friendly Casual Restaurants 1 Meal Money Allowance at the Ballpark, 1 Medieval Times Dinner & Tournament)

### Washington, DC Sites (\*sites requiring appointments are based on availability):

- Memorials including Lincoln, Vietnam, Korean, FDR, World War II, Iwo Jima, MLK, Pentagon & Einstein Statue
- Smithsonian Institution Museums
- Arlington National Cemetery
- Capitol Building\*, Library of Congress and Supreme Court
- White House Photo-Stop
- Medieval Times Dinner and Tournament
- United States Holocaust Museum\*
- Baseball game - \$15.00 Ticket Allowance
- Newseum
- Air & Space Museum
- National Museum of African American History

### Other Components Included:

- Night security guard at the hotel hired specifically for your group (10pm to 5am)
- Licensed Professional Step On Guide to accompany group (hours based on itinerary)
- All taxes and gratuities included
- All tour planning and coordinating.
- Travel Insurance is provided by Travel Insured International and has been purchased on your behalf by Hemisphere Educational Travel– Please refer to the 2<sup>nd</sup> page of the Group Tour Participation form for inclusions.
- Comprehensive Accident/Illness Medical Coverage, Professional Tour Operator's Liability Insurance and consumer protection policies for the duration of the tour
- Access to online payment services for individual participants
- Each participant will receive a luggage tag and a lanyard containing 24 hour emergency contact information
- Each participant will receive a Hemisphere drawstring backpack
- Hemisphere has active memberships in SYTA (Student and Youth Travel Association), ABA (American Bus Association) and NTA (National Tour Association), requiring a standard for financial stability and industry ethics.



1375 E. Woodfield Road; Suite 530  
Schaumburg, IL 60173  
Toll Free: 800-323-6439 Fax: 847-619-0240  
www.hemispheretravel.com

Hudson High School Washington, DC Tour

## SAMPLE ITINERARY

### DAY 1 Tuesday, April 23, 2019

**8:00 AM Deluxe Motorcoach**

*Deluxe motorcoach equipped with air conditioning, reclining seats, lavatory, and TVs and DVD player. Group will have exclusive use of the motorcoach for the duration of the tour. \*Please note your motorcoach may or may not be equipped with Wi-Fi, and power outlets. If you require these features, please inform your Account Executive as we will attempt to accommodate your request. There may be an additional charge.*

**12:00 PM Free Time at Liberty State Park**

**Lunch- \$10 of Meal Money Included**

*Rest Stop En Route*

**6:30 PM Dinner- Student Friendly Restaurant**

*Bubba Gump Shrimp Company*

**8:00 PM Depart for the Hotel**

**9:30 PM Washington, DC Area Hotel**

*Accommodations at a hotel similar to the Marriott Fairview Park located in the Washington, DC area. Please note that we do not hold hotel space for a group without a tour commitment; therefore, tour pricing is subject to change in the event that availability changes at the hotel.*

**10:00 PM Private Overnight Hotel Security for 7 Hours**

*Private Security Guard to sit on the floor the group occupies from 10:00 PM to 5:00 AM.*

### DAY 2 Wednesday, April 24, 2019

**7:00 AM Breakfast- Full Buffet Breakfast at the Hotel**

*Hot Buffet Breakfast may include the following: eggs, pancakes, french toast, or waffles, breakfast potatoes, breakfast meats (bacon, sausage) along with fresh fruit, breakfast breads, etc. Buffet Menus may vary depending on location.*

**9:00 AM Capitol Hill Tour**

*The Capitol Hill Tour includes a Capitol Building Tour (pending availability), the outside of the US Capitol Building, Capitol Visitor Center, Supreme Court, and the Library of Congress. Groups can view the outside of the buildings on Capitol Hill. If time permits, they may enter the Supreme Court, where they will have access to the Great Hall that features marble busts of the Chief Justices. Groups may also have time to explore the Library of Congress, the largest library in the world, with millions of books, recordings, photographs, maps and manuscripts in its collections.*

**11:00 AM Lunch- \$15 of Meal Money Included**

*Capitol Visitors Center Cafeteria*

**12:00 PM Library of Congress**

*Group to explore the Library of Congress, the largest library in the world, with millions of books, recordings, photographs, maps and manuscripts in its collections.*



## Hudson High School Washington, DC Tour

### SAMPLE ITINERARY

**1:30 PM National Museum of African American History and Culture**

*The National Museum of African American History and Culture is a place where all Americans can learn about the richness and diversity of the African American experience, what it means to their lives and how it helped us shape this nation. A place that transcends the boundaries of race and culture that divide us, and becomes a lens into a story that unites us all.*

*\*Pending Availability\**

**3:30 PM Smithsonian Museums on the Mall**

*Visit the Smithsonian Institute Museums on the National Mall, home of over 140 million objects collected from around the world. Highlights include the Wright Brothers' biplane at the National Air and Space Museum, the Hope diamond at the Museum of Natural History and the original Star Spangled Banner at the American History Museum.*

**7:00 PM Baseball Game- \$15 ticket allowance**

*Group to spend the evening at a Baseball Game for either the Washington Nationals or Baltimore Orioles, pending final schedules and availability.*

**Dinner- \$20 of Meal Money Included**

*Ball Park Concessions*

**10:00 PM Return to the Hotel**

**10:00 PM Private Overnight Hotel Security for 7 Hours**

*Private Security Guard to sit on the floor the group occupies from 10:00 PM to 5:00 AM.*

## DAY 3 Thursday, April 25, 2019

**7:00 AM Breakfast- Full Buffet Breakfast at the Hotel**

*Hot Buffet Breakfast may include the following: eggs, pancakes, french toast, or waffles, breakfast potatoes, breakfast meats (bacon, sausage) along with fresh fruit, breakfast breads, etc. Buffet Menus may vary depending on location.*

**9:00 AM Newseum**

*The Newseum is the world's most interactive museum, where five centuries of news history meets up-to-the-second technology in the heart of Washington, DC. The Newseum's 15 major galleries and 15 theaters will immerse you in the world's greatest news stories — the people, the places and the times.*

**12:00 PM Lunch- \$15 of Meal Money Included**

*Newseum Cafeteria*

**1:30 PM Holocaust Museum Permanent Exhibit**

*The Museum's Permanent Exhibition presents a narrative history using more than 900 artifacts, 70 video monitors, and four theaters that include historic film footage and eyewitness testimonies of the Holocaust, the world's greatest genocide.*

*\*Pending Availability\**

**3:30 PM FDR Memorial**

*Located along the famous Cherry Tree Walk on the Western edge of the Tidal Basin, this is a memorial not only to FDR, but also to the era he represents!*

**SAMPLE ITINERARY****Martin Luther King Jr. National Memorial**

*The Martin Luther King Jr. Memorial is conceived of as an engaging landscape experience. The composition of the memorial utilizes landscape elements to powerfully convey three fundamental and recurring themes of Dr. King's life: justice, democracy and hope. The circular geometry of the memorial, juxtaposed within the triangular configuration of the site, engages the Tidal Basin and framed views to the water.*

**World War II Memorial**

*The World War II Memorial honors the 16 million who served in the armed forces of the U.S., the more than 400,000 who died, and all who supported the war effort from home.*

**5:30 PM Dinner- Student Friendly Restaurant**

*Uno Chicago Grill*

**7:00 PM Lincoln Memorial**

*"In this temple, as in the hearts of the people for whom he saved the Union, the memory of Abraham Lincoln is enshrined forever." Beneath these words, the 16th President of the United States—the Great Emancipator and preserver of the nation during the Civil War—sits immortalized in marble. As an enduring symbol of freedom, the Lincoln Memorial attracts anyone who seeks inspiration and hope.*

**Vietnam Memorial**

*The Vietnam Wall honors members of the U.S. armed forces who fought in the Vietnam War and who died in service or are still unaccounted for. The Memorial Wall, designed by Maya Ying Lin, is made up of two black granite walls. The memorial also includes the Three Soldiers Memorial and the Vietnam Women's Memorial.*

**Korean Memorial**

*Here, one finds the expression of American gratitude to those who restored freedom to South Korea. Nineteen stainless steel sculptures stand silently under the watchful eye of a sea of faces upon a granite wall—reminders of the human cost of defending freedom. These elements all bear witness to the patriotism, devotion to duty, and courage of Korean War veterans.*

**Einstein Statue**

*Located in a grove of trees near the southwest corner on the grounds of the National Academy of Sciences, the Albert Einstein Memorial honors one of the greatest minds in history. Students may climb on the statue making it an ideal group photo opportunity.*

**8:30 PM Jefferson Memorial**

*Visit the presidential memorial dedicated to our third president on the Potomac River Tidal Basin. The memorial's design references the Roman Pantheon and Jefferson's own design for the Rotunda at the University of Virginia.*

**9:00 PM Return to the Hotel****10:00 PM Private Overnight Hotel Security for 7 Hours**

*Private Security Guard to sit on the floor the group occupies from 10:00 PM to 5:00 AM.*



1375 E. Woodfield Road; Suite 530  
Schaumburg, IL 60173  
Toll Free: 800-323-6439 Fax: 847-619-0240  
www.hemispheretravel.com

Hudson High School Washington, DC Tour

**SAMPLE ITINERARY**

**DAY 4 Friday, April 26, 2019**

**7:00 AM Breakfast- Full Buffet Breakfast at the Hotel**

*Hot Buffet Breakfast may include the following: eggs, pancakes, french toast, or waffles, breakfast potatoes, breakfast meats (bacon, sausage) along with fresh fruit, breakfast breads, etc. Buffet Menus may vary depending on location.*

**9:00 AM Arlington National Cemetery**

*Walk among the headstones that chronicle American History and honor our nation's war heroes. View or participate in a Wreath Ceremony at the Tomb of the Unknown Soldier and witness the Changing of the Guards. Make sure to also visit the Kennedy Grave Sites and the Challenger Memorial. **Wreath laying ceremonies are first come first served and book 365 days out from tour date.***

**11:00 AM Iwo Jima Memorial**

*One of the first objectives of the Battle of Iwo Jima in the attack was capturing Mount Suribachi, the highest point on the island. On February 23, 1945, a flag was raised by five Marines and a Navy corpsman. The raising was witnessed by news photographer Joe Rosenthal whose Pulitzer prize winning picture of the flag-raising would become a symbol of the war in the Pacific. This event is immortalized through the Iwo Jima Memorial.*

**11:30 AM Pentagon Memorial**

*The Pentagon Memorial park consists of 184 memorial units, each of which are dedicated to an individual victim by its unique placement within the collective field. The field is organized as a timeline of the victims' ages, spanning from the youngest to the oldest. This memorial provides a place for future generations to remember and reflect on September 11, and its significance for us and our nation.*

**12:30 PM Lunch- Food Coupons Included**

*L'Enfant Plaza*

**2:00 PM White House- Photo Stop Only**

*The White House is the official residence and principal workplace of the President of the United States. Group to stop for photos in front of the most famous house in America. Make sure to look for secret service agents on the roof!*

**3:00 PM National Air and Space Museum**

*This museum contains many icons of flight history and space exploration, like the Wright Flyer and the Apollo 11 lunar module, along with hundreds of historic aircraft, rockets, spacecraft, engines and pieces of flight equipment on display.*

**7:30 PM Medieval Times Dinner and Tournament**

*Inside the stone walls of an 11th century-style castle, Medieval Spain comes to life as six knights, donning authentic armor, clash in a jousting tournament for the title of King's Champion.*

**9:30 PM Motorcoach Departs for School**

*Group to sleep overnight on coach*

**DAY 5 Saturday, April 27, 2019**

**6:00 AM Approximate Arrival at School**



1375 E. Woodfield Road; Suite 530  
 Schaumburg, IL 60173  
 Toll Free: 800-323-6439 Fax: 847-619-0240  
 www.hemispheretravel.com

## GROUP TOUR PARTICIPATION AGREEMENT

The undersigned Participant agrees to participate in the following tour subject to the following "Tour Terms and Conditions/ Release Form" on page 5 & 6, and subject to the Tour Contract executed with the Tour Leader:

**WEB CODE / ACCOUNT #: 19TA12999**

**GROUP NAME:** Hudson High School Washington DC Trip

**TOUR DATE(S):** Tuesday, April 23, 2019 until Saturday, April 27, 2019, 5 Days and 3 Nights

**TOUR Leader:** Elizabeth Nockles

### PER PERSON PRICING\* (Quad = 4 Students Sharing 2 Beds, Triple = 3 Students Sharing 2 Beds, etc)

110-114 Paid Participants Per 3 Coaches: Quad: \$879.00

105-109 Paid Participants Per 3 Coaches: Quad: \$895.00

100-104 Paid Participants Per 3 Coaches: Quad: \$909.00

95-99 Paid Participants Per 3 Coaches: Quad: \$925.00

\*Registration is on a first come first served basis. A wait list will be formed if you tour reaches the maximum capacity listed above.

\*Prices are based on current taxes and fuel prices. In the event of a tax increase or fuel surcharge, participant will be responsible for the increase in cost.

\*Cost per participant is based upon the number of paid participants listed above at the final payment deadline date. If the minimum is not met, the price per person will increase on a pro-rata basis as provided in the Tour Contract executed with the Tour Leader.

\*Adults are responsible for single occupancy if they do not have a roommate.

### PAYMENT SCHEDULE (payment and forms must be received to be registered):

DEPOSIT #1 DUE: 10/18/2018      AMOUNT: \$215.00 PER PERSON

DEPOSIT #2 DUE: 11/29/2018      AMOUNT: \$215.00 PER PERSON

DEPOSIT #3 DUE: 1/24/2019      AMOUNT: \$215.00 PER PERSON

FINAL PAYMENT: 2/21/2019      AMOUNT: BALANCE DUE. Please refer to Statement for payment amount.

TO REGISTER ONLINE AND PAY BY CREDIT CARD - VISIT [www.hemispheretravel.com](http://www.hemispheretravel.com);

1. Click on the Account Login button at the top of our home page.
2. Click here to register or make a payment for a tour.
3. First time users click on the 'First time users click here' link OR enter your login information if you have previously set up an online account.
4. Enter your Web Code - YOUR HEMISPHERE WEB CODE IS 19TA12999. Proceed to enter in the requested information.
5. Once information is completed, you will receive a confirmation email.
6. Your confirmation email will provide a link for you to fill out the Permission for Medical Treatment form online.
7. You may log into your account by using your email and password to make future payments.

IF PAYING BY CHECK: All checks/money orders must indicate the participant's name, school name and Your Tour Web Code, 19TA12999 on the lower left portion. Please make checks or money orders payable to "HEMISPHERE" and SEND TO: 1375 E. Woodfield Road, Suite 530, Schaumburg, IL 60173. Hemisphere processes all checks immediately. No post-dated checks accepted. The Tour Terms and Conditions Form and Medical Form must be mailed in with your payment.

### FOR GROUPS TRAVELING BY AIRPLANE:

- **Checked baggage fees are not included in the above price.** Details will be distributed at the final parent meeting before your tour.
- Passengers under the age of 18 are not required to have any photo ID with domestic travel. Passengers under the age of 18 must provide full legal name, including middle name, and date of birth.
- Passengers 18 years and older must register with the name that appears on your driver's license or government issued photo identification.
- Flight deviations from the group's flight schedule will be assessed a \$200 service fee plus any difference in the fare (per ticket). There will be a \$150 name change fee per ticket and any other changes will be subject to additional fees.

## **HEMISPHERE OFFERS OPTIONAL TRAVEL PROTECTION:**

The Student Protection Plan with Cancel for Any Reason Benefit policy has been purchased on your behalf. Refer to your Plan Document for complete plan details and benefits. Plans offer benefits for Trip Cancellation/Interruption and more!

TRAVEL INSURANCE coverage is 75% of the nonrefundable trip cost. Trip cancellation must be 48 hours or more prior to schedule departure. TRAVEL INSURANCE must be purchased at the time of plan purchase and with, or before your final payment. This benefit is not available to residents of New York State.\*

Hemisphere strongly suggests that all participants purchase travel protection to help protect your trip and your investment, as we are not responsible for scenarios that result in tour cancellation and circumstances beyond our control.

Travel Insurance is provided by Travel Insured International and has been purchased on your behalf by Hemisphere Educational Travel. The Travel Protection Insurance is non-refundable. Hotel Supplements must be paid by the final payment due date.

**This product is administered by Travel Insured International Inc.**

**If you need to file a claim or have any questions about this coverage, please contact  
Travel Insured at 1-844-440-8113 - REFER TO GROUP # 93326**

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WHETHER YOU ACCEPT OR DECLINE THIS PROTECTION PLAN, HEMISPHERE'S CANCELLATION POLICIES WILL APPLY AS OUTLINED BELOW AND ON THE TOUR TERMS AND CONDITIONS FORM, PARAGRAPH 5.

**PARTICIPANT CANCELLATION**- Cancellations must be submitted to Hemisphere in writing before any refund will be considered. All refund checks will be mailed to the issuer within thirty (30) days after the scheduled Tour Date. If payments come from multiple issuers, refund will be issued in the participant's name. If a participant is cancelled from the tour by the group's tour leader for any reason, all cancellation charges will still apply. Cancellations received after business hours will be processed on the next business day.

E. If a Participant shall cancel his or her reservation at least seventy-one (71) days prior to the Tour Date, the Participant will be entitled to a refund of the deposits made, less a fifty (\$50.00) dollar administrative service charge and less any non-refundable deposits and expenses paid on the Participants behalf as provided pursuant to the Tour Contract governing the Tour.

F. If the Participant shall cancel his or her reservation seventy (70) days to forty-six (46) days prior to the Tour Date, the participant shall be assessed a cancellation charge of 25% of the tour cost plus any non-refundable deposits and expenses made on the participants behalf as provided pursuant to the Tour Contract governing the Tour.

G. If a Participant shall cancel his or her reservation forty-five (45) days or less prior to the scheduled Tour Date, the participant shall be responsible for 100% of the tour cost as provided pursuant to the Tour Contract governing the Tour.

H. All cancellations must be submitted to Hemisphere in writing before any refund will be considered.





# STUDENT

## GROUP TRAVEL PROTECTION PLAN

### SCHEDULE OF INSURANCE COVERAGE AND OTHER NON-INSURANCE SERVICES

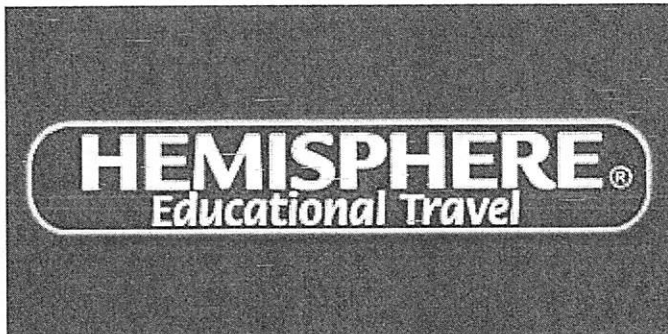
Trip Cancellation**	Trip Cost*
Trip Interruption**	150% of Trip Cost*
Travel Delay – 6 hours	\$750 (\$150/day)
Missed Connection – 3 hours	\$500
Baggage/Personal Effects	\$1,500
Baggage Delay – 24 hours	\$300
Non-Medical Emergency Evacuation	\$150,000
Accident & Sickness Medical Expense	\$25,000
Emergency Evacuation & Repatriation	\$100,000
Cancel for Any Reason (CFAR)***	75% of Trip Cost*
Non-Insurance Worldwide Emergency Assistance Services	Included

Coverages may vary and not all coverage is available in every jurisdiction.

\* Up to the lesser of the Trip Cost paid or the limit of Coverage for which benefits are requested and the appropriate plan cost has been paid. Maximum limit of \$10,000

\*\* For \$0 Trip Cost, there is no Trip Cancellation and Trip Interruption is limited to \$500 return air only

\*\*\* CFAR coverage is 75% of the nonrefundable trip cost. CFAR is optional and available for individuals or your entire group. Trip cancellation must be 48 hours or more prior to scheduled departure. CFAR must be purchased with or before the final payment for your trip. This benefit is not available to residents of New York State.



Travel Insured International  
844-440-8113  
groups@travelinsured.com  
www.travelinsured.com

## GENERAL LIMITATIONS AND EXCLUSIONS

**Insurance benefits are not payable for any loss due to, arising or resulting from:** 1. suicide, attempted suicide or any intentionally self-inflicted injury of You, a Traveling Companion, Family Member or Business Partner booked to travel with You, while sane or insane; 2. an act of declared or undeclared war; 3. participating in maneuvers or training exercises of an armed service, except while participating in weekend or summer training for the reserve forces of the United States, including the National Guard; 4. riding or driving in races, or speed or endurance competitions or events; 5. mountaineering (engaging in the sport of scaling mountains generally requiring the use of picks, ropes, or other special equipment); 6. participating as a member of a team in an organized sporting competition; 7. participating in bodily contact sports, skydiving or parachuting, hang gliding or bungee cord jumping; 8. piloting or learning to pilot or acting as a member of the crew of any aircraft; 9. being Intoxicated, or under the influence of any controlled substance unless as administered or prescribed by a Legally Qualified Physician; 10. the commission of or attempt to commit a felony or being engaged in an illegal occupation; 11. normal childbirth or pregnancy (except Complications of Pregnancy) or voluntarily induced abortion; 12. dental treatment (except as coverage is otherwise specifically provided); 13. amounts which exceed the Maximum Benefit Amount for each coverage as shown in the Schedule of Benefits; 14. due to a Pre-Existing Condition, as defined in the Policy. The Pre-Existing Condition Limitation does not apply to the Emergency Medical Evacuation or return of remains coverage; 15. medical treatment during or arising from a Trip undertaken for the purpose or intent of securing medical treatment; 16. a mental or nervous condition, unless hospitalized for that condition while the Policy is in effect for You; 17. due to loss or damage (including death or injury) and any associated cost or expense resulting directly from the discharge, explosion or use of any device, weapon or material employing or involving chemical, biological, radiological or similar agents, whether in time of peace or war, and regardless of who commits the act and regardless of any other sequence thereto.

**The following limitation applies to Trip Cancellation:** All cancellations must be reported to the Travel Supplier within 72 hours of the event causing the need to cancel. If the event delays the reporting of the cancellation beyond the 72 hours, the event should be reported as soon as possible. All other delays of reporting beyond 72 hours will result in reduced benefit payments.

**Additional Limitations and Exclusions Specific to Baggage and Personal Effects:** Benefits are not payable for any loss caused by or resulting from: breakage of brittle or fragile articles; wear and tear or gradual deterioration; confiscation or appropriation by order of any government or custom's rule; theft or pilferage while left in any unlocked or unattended vehicle; property illegally acquired, kept, stored or transported; Your negligent acts or omissions; or property shipped as freight or shipped prior to the Scheduled Departure Date; or electrical current, including electric arcing that damages or destroys electrical devices or appliances.

### **Purchase Up to Final Trip Payment for Pre-existing Condition Waiver!**

The pre-existing condition exclusion will be waived if the protection plan is purchased before final trip payment for the trip, for the full non-refundable cost of the trip and the booking for the covered trip is the first and only booking for this travel period and you are not disabled from travel at the time you pay the premium.

**PLEASE REFER TO THE PLAN DOCUMENTS FOR A COMPLETE DESCRIPTION OF COVERAGE.**

This document contains highlights of the plan. The plan contains insurance benefits underwritten by the United States Fire Insurance Company. C&F and Crum & Forster are registered trademarks of United States Fire Insurance Company. The Crum & Forster group of companies is rated A (Excellent) by AM Best Company 2016. The plan also contains non-insurance Travel Assistance Services that are provided by an independent organization, and not by United States Fire Insurance Company or Travel Insured International. Coverages may vary and not all coverage is available in all jurisdictions.

## TOUR TERMS AND CONDITIONS / RELEASE FORM – MULTI-DAY TOURS

**This form must be approved during your online registration or returned to Hemisphere by Oct 18, 2018**

1. **NO RESPONSIBILITY FOR LOSSES OR DELAYS.** Hemisphere Travel, Inc. d/b/a Hemisphere Educational Travel ("Hemisphere") acts only in the capacity as agent for the Participant. Hemisphere does not own or operate any ships, airplanes, busses, trains, autos and shall not be liable for any delay, loss or accident occasioned by fault or negligence of any carrier or other person or company obligated to perform transportation services, furnish accommodations, or otherwise in connection with the Tour. Specifically, but not by way of limitation, Hemisphere shall not be responsible for any loss, expense or inconvenience caused by late arrivals and departures or ships, airplanes, busses, trains, autos, or any change of schedule, acts or inaction of carriers, hotels other third parties or other events or occurrences beyond the reasonable control of Hemisphere. Hemisphere shall also not be liable for loss or damage to baggage or any other article of personal property of Participant. The airline tickets issued by the airline shall constitute the sole contract between the airline and the Participant in the Tour relating to transportation. Hemisphere and the transportation company shall have no liability to Participants who are late for departure or who otherwise miss scheduled departures. In most cases, airline tickets are non-refundable, and Hemisphere shall not be held liable if a group or individual loses their tickets. In the event the Tour Group of which Participant is a member shall breach the Tour Contract, all payments made by Participant shall be retained by Hemisphere to be applied to damages incurred by Hemisphere; provided further, that such retention of payment shall not prevent Hemisphere from seeking recovery of additional damages from the Tour Group caused to it by reason of any such breach.
2. **RATE CHANGES, CHANGES TO ITINERARY.** Rates quoted are based on current taxes, tariffs and fuel costs in effect at the present time & are subject to change without notice. In the event of a tax increase or fuel surcharge, participant agrees to pay the additional cost. If participant chooses to cancel due to the increase in cost, all cancellation penalties will apply as listed below in #5. Although no revisions to the itinerary are anticipated, Hemisphere reserves the right to make any changes, with or without notice, that may become necessary, and Participant agrees to pay any additional expenses or costs attributable to such changes in the itinerary.
3. **RULES APPLICABLE TO TOUR PARTICIPANTS.** Tour leaders, chaperones or school administration have the right to remove a tour participant anytime prior to the tour if the tour participant does not meet school's or group's eligibility or code of conduct requirements and all cancellation penalties will apply. Authorization is hereby given to the tour leaders/chaperones to act on behalf of any participant who shall require hospital, surgical or medical treatment in any situation deemed an emergency by such chaperone. Tour leaders/chaperones are hereby authorized to give non-prescription pain killing remedies to Participants upon request if, in the tour leaders'/chaperones' opinion, such is deemed reasonably necessary. Any medications or medicines a Participant will be taking on Tour, must be submitted to the tour leaders/chaperones prior to commencement of the Tour. The tour leaders/chaperones are to be notified by the Participant of any known allergies to medication. Participant agrees to fully and completely comply with all rules and regulations of various governmental and commercial agencies and that any violation of such rules and regulations, as well as any behavior deemed by the tour leaders/chaperones to be detrimental to the Tour Group, will, at the sole discretion of the tour leaders/chaperones, subject the Participant to immediate suspension and/or dismissal from the Tour. No refunds shall be made in any such event and the Participant, or the parent/guardian of the Participant, will be financially responsible for any costs (including transportation costs) to return the participant and a chaperone home. If the Tour Leader permits the use of iPod's or MP3 players on the Tour, they shall be used with headphones only. Use of drugs, alcohol, possession of explosives, firearms, or any other articles of an illegal nature shall subject the Participant to immediate dismissal from the Group. The Participant is to notify the tour leaders/chaperones of any specific items of food or beverages brought on the Tour to determine whether such items are acceptable. Participant agrees to be responsible for all damages caused by the Participant to the applicable hotel, any hotel room, any motor coach, or any other property. Hemisphere is not responsible or liable for any items lost or stolen while on the tour. The signature below indicates that the participant is permitted to go swimming only with School board approval (if applicable) and only in the presence of their assigned tour leaders or chaperones. Hemisphere, the School, or the tour leaders/chaperones, shall not be liable for any injury/death as a result of swimming (at hotel pool or other water activity on the tour).
4. **DEPOSITS AND PAYMENTS**
  - A. The 1st deposit requested by Hemisphere, must be received by Hemisphere according to the date indicated on the Payment Schedule.
  - B. All deposits shall be sent to Hemisphere (unless otherwise indicated in your tour paperwork.)
  - C. Fund Raising monies will be accepted by Hemisphere prior to the "Final Deposit Due" Date. The Tour Leader will provide a check with the total Fund raising amount and a list of the students' names indicating how much to credit each. An updated "cash received" report to reflect these credits will be sent to the Tour Leader. It is the Tour Leader's responsibility to inform all participants the fundraising amounts they have earned. If participant cancels from tour, all fundraising amounts earned by that participant will be returned to the issuer of the fundraising check less any applicable penalties.
  - D. All Tours must be paid in full by the deadline date listed on the Tour Leader Contract/Group Tour Participation Agreement. A payment made after the final payment deadline date must be in the form of a credit card, money order, cashier's check or cash. No personal checks will be accepted after the final payment deadline date.
  - E. Transfer of money from Participant to Participant in any circumstance is not permitted.
  - F. Deposit dates Indicated on Payment Schedule must be adhered to. NO EXCEPTIONS.
  - G. If the final deposit is not made by the due date, the Participant will be canceled from the Tour and all charges below will apply.
  - H. NSF checks and Credit Card Chargebacks will be charged \$35.00 and replacement must be by Cashier's Check or Money Order.
5. **REFUND POLICY, NON-REFUNDABLE PAYMENTS, & CHARGES.** Participant agrees to the following refund policy and non-refundable payments.

**GROUP CANCELLATION-** all cancellations must be submitted to Hemisphere in writing before any refund will be considered. All refund checks will be issued and mailed to the issuer(s) within thirty (30) days after the scheduled Tour Date. Cancellations received after business hours will be posted on the next business day.

  - A. If Tour Group cancels due to lack of participation, the group has until 2 weeks after the first scheduled deposit date to cancel without penalty. Lack of participation is defined as a number of paid participants that is less than the lowest tiered pricing indicated on the Group Tour Participation Agreement.
  - B. If Tour Group cancels the Tour at least seventy-one (71) days prior to the Tour Date, due to lack of participation or unforeseen circumstances, Hemisphere will refund an amount equal to the deposits made, less all non-refundable deposits and expenses made on behalf of the group, and less a fifty dollar (\$50.00) per person administrative service charge, as provided in the Tour Contract governing the Tour.
  - C. If Tour Group cancels the Tour seventy (70) days to forty-six (46) days prior to the Tour Date, Tour Group shall be assessed a cancellation charge of 25% of the tour cost plus any non-refundable deposits and expenses made on behalf of the group, as provided pursuant to the Tour Contract governing the Tour.
  - D. If a Tour Group cancels the Tour forty-five (45) days or less prior to the scheduled Tour Date, the Tour Group shall be responsible for 100% of the tour cost as provided pursuant to the Tour Contract governing the Tour.

Emergency Cancellation by Hemisphere. Hemisphere may cancel a Tour by reason of any event or occurrence which it deems to create a concern for travel safety, or if any major component of a Tour (i.e., transportation or accommodations) shall be canceled as a result of any such event. In such event, Hemisphere's sole liability to Participant shall be to refund to Participant such amount as Hemisphere receives as a refund from its vendors applicable to Participant's participation in the Tour, less such administrative fee as it deems necessary to cover Hemisphere's costs to the date of such cancellation in connection with such Tour.

**PARTICIPANT CANCELLATION-** Cancellations must be submitted to Hemisphere in writing before any refund will be considered. All refund checks will be mailed to the issuer within thirty (30) days after the scheduled Tour Date. If payments came from multiple issuers, refund will be issued in the participant's name. If a participant is cancelled from the tour by the group's tour leader for any reason, all cancellation charges will still apply. Cancellations received after business hours will be posted on the next business day.

  - E. If a Participant shall cancel his or her reservation at least seventy-one (71) days prior to the Tour Date, the Participant shall be entitled to a refund of the deposits made, less a fifty (\$50.00) dollar administrative service charge and less any non-refundable deposits and expenses paid on the Participants behalf as provided pursuant to the Tour Contract governing the Tour.
  - F. If the Participant shall cancel his or her reservation seventy (70) days to forty-six (46) days prior to the Tour Date, the Participant shall be assessed a cancellation charge of 25% of the tour cost plus any non-refundable deposits and expenses made on the participants behalf as provided pursuant to the Tour Contract governing the Tour.
  - G. If a Participant shall cancel his or her reservation forty-five (45) days or less prior to the scheduled Tour Date, the Participant shall be responsible for 100% of the tour cost as provided pursuant to the Tour Contract governing the Tour.
  - H. All cancellations must be submitted to Hemisphere in writing before any refund will be considered.

Tour Participant Replacement Policy (must be approved by Hemisphere Travel and Tour Leader). If a tour participant cancels with a same day replacement less than 45 days prior to the scheduled tour date, the canceling participant shall be entitled to a refund of the deposits made, less a \$100 administrative service charge plus applicable airline ticket name change fees and any additional hotel room charges if an extra hotel room is needed due to the replacement. The refund for the cancelled tour participant will not be issued until the new tour participant is paid in full. The replacement participant will not be charged a \$50 late add fee.
6. **TOUR COSTS- TOUR PRICING IS LOCKED AT FINAL PAYMENT DATE** specified on Tour Leader Contract or Group Participation Agreement (with the exception of any fuel surcharges). Any late cancellations or additions will not affect the final established price at the final payment date. Any new tour participants that sign up for the tour after the final payment deadline date will be charged an additional \$50 fee, plus any additional airfare cost if applicable. The cost of the Tour is based on a certain minimum number of Participants per sightseeing coach, based on the preferred occupancy selected, and is subject to change if less than the stated numbers of Participants agree to participate. In such event, Participant agrees to pay any applicable additional charge as Hemisphere reasonably determines, or in the alternative, Participant may cancel its participation in the Tour and may receive a refund of the deposit, less any applicable charges as above provided. The costs stated herein are for student Participants only. Costs for adult Participants will be greater and will be quoted on request. For Air tours, once the airline reduction date has passed, a new participant will be responsible for any additional airfare to obtain an additional seat, if available.



Authorized FREE tour leaders/chaperones cannot be divided between more than one participant and cannot be redeemable for cash or the reduction in other tour participant's tour costs. The tour leader is considered the First Authorized FREE chaperone. It is the Tour Leader's Responsibility to provide the Chaperone needs indicated on the Tour Leader Contract (Or a minimum of 1 adult for every 15 students).

7. **INSURANCE COVERAGE.** Hemisphere agrees to provide the following insurance coverage for the duration of the Tour: American Income Life Insurance Company-Illness and Accident Policy, covers all Tour Participants for the duration of the Tour for \$5,000.00 for loss of life, \$1,000.00 for illness, \$500.00 Dental caused by accidents, and \$5,000.00 for Medical Expense caused by accidents. Optional Travel Protection may be available to Participant for an additional charge. It is important to note that if a medical emergency prevents the student and chaperone to travel back with the group, it will be up to the parents to pay any additional transportation expense for the student and chaperone to return home. By signing this release, I give permission for my child to travel home with the chaperone (without the group). The insurance included as part of the tour package only covers medical expenses and transportation expenses only for an ambulance to the hospital; it does not cover any other form of transportation or lodging expense related to an accident. The Optional Travel Protection offers benefits for accident and sickness medical expense and more.
8. **PROMOTIONAL MATERIAL RELEASE.** The undersigned hereby irrevocably consents to the unrestricted use by Hemisphere, its successors and assigns, of Participant's name and likeness in any and all photographs or video footage of Participant taken on the tour for all advertising purposes, promotional purposes, or purposes of trade in any and all mediums, including social media, and the undersigned waives any right to compensation therefore and any right to inspect or approve such pictures, video footage, advertising, material or promotional material used in connection therewith.
9. **Acceptance, release and indemnification.** in consideration of Hemisphere's acceptance of the below-named participant for participation in the tour, the undersigned hereby agrees to the foregoing tour terms and conditions and waives and releases on behalf of himself or herself and his or her heirs and successors, and agrees to indemnify, Hemisphere Travel, inc., the tour sponsor and the tour leader participating in the tour, their successors and assigns and their shareholders, directors, officers, employees and agents, as applicable, from, any and all manners of action, suit, debts, damages, claims and demands whatsoever, in law, in admiralty or in equity, which said participants may have or may hereafter acquire by reason of death or injury as a participant of said tour, loss or damage to property, or otherwise arising out of or in connection with participation in said tour, including, but not limited to, any and all damages claimed for delays and other causes beyond hemisphere's reasonable control. Specifically, but not by way of limitation, neither Hemisphere, the tour sponsor, or any tour leader shall be liable for any death or injury resulting from any participant who goes swimming (at hotel pool or other water activity on the tour) while on the tour. In addition, Hemisphere assumes no responsibility and shall not be liable for any videos shown on any motor coach which have not been supplied by Hemisphere. The deposit of the participant's initial payment by Hemisphere shall constitute acceptance of the above named participant for participation in the tour.
10. This Agreement shall be governed by the laws of the State of Illinois. The parties agree that any claims or other actions arising out of this Agreement may be litigated in the federal or state courts in Cook County, Illinois, and each party hereby submits to the jurisdiction of such courts. Any claims asserted against Hemisphere shall be litigated exclusively in such courts.

This form must be approved during your online registration or returned to Hemisphere by Oct 18, 2018  
Hudson High School Washington, DC Tour (ACCOUNT# 19TA12999)

PRINT PARTICIPANT'S First Name \_\_\_\_\_ Middle Name(Required) \_\_\_\_\_ Last Name \_\_\_\_\_  
Provide name as it appears on your driver's license or passport (if minor, provide legal name)

TOUR PARTICIPANT'S DATE OF BIRTH (REQUIRED): \_\_\_/\_\_\_/\_\_\_ TOUR PARTICIPANT'S GENDER: MALE OR FEMALE (CIRCLE ONE)

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell / Secondary Phone: \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone # \_\_\_\_\_

E-MAIL address (Used for payment reminders & tour updates only) \_\_\_\_\_

IF PARTICIPANT IS UNDER 18 YEARS OF AGE – PRINT PARENT OR GUARDIAN NAME: \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE or ADULT PARTICIPANT SIGNATURE \_\_\_\_\_

By signing above you agree to all terms and conditions of the two page document entitled 'Tour Terms and Conditions / Release Form-Multi Day Tours'

**EACH PARTICIPANT MUST FILL OUT THIS SECTION AND MAKE 1ST DEPOSIT TO BE REGISTERED**

1. **SELECT YOUR ROOM PREFERENCE** (subject to change based on final room assignments made by your tour leader):  
\_\_\_ QUAD (4 People Sharing 2 Beds)

2. **YOUR FIRST DEPOSIT OF \$215.00 IS DUE BY Oct 18, 2018** (payment must be made with this form to be registered)



1375 E. Woodfield Road; Suite 530  
Schaumburg, IL 60173  
Toll Free: 800-323-6439 Fax: 847-619-0240  
www.hemispheretravel.com

**PERMISSION FOR MEDICAL TREATMENT - Fill Out Online in Your Online Account**

If no online account, sign & return to Hemisphere by Oct 18, 2018, via info@hemispheretravel.com, fax or mail

SCHOOL / GROUP NAME: Hudson High School

DESTINATION and DATES: Washington, DC Tuesday, April 23, 2019 until Saturday, April 27, 2019, 5 Days and 3 Nights

PARTICIPANT'S FULL LEGAL NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_/\_\_\_/\_\_\_ PARENT / GUARDIAN NAME: \_\_\_\_\_

HOME PHONE NUMBER: \_\_\_\_\_ CELL/SECONDARY PHONE: \_\_\_\_\_

EMERGENCY CONTACT OTHER THAN PARENT/GUARDIAN \_\_\_\_\_ PHONE# \_\_\_\_\_

PHYSICIAN'S NAME: \_\_\_\_\_ PHYSICIAN'S PHONE: \_\_\_\_\_

LIST FULLY ANY MEDICAL CONDITIONS AND/OR PHYSICAL LIMITATIONS PARTICIPANT MAY HAVE:

Since the group's tour leader will not receive these forms until just prior to the tour departure, please also personally inform the group's tour leader of such conditions and/or limitations, as it may require special arrangements which may alter tour components (i.e. wheelchair accessible motorcoach, food allergies, etc...)

Please note that this trip involves considerable walking at times) \_\_\_\_\_

LIST ANY ALLERGIES PARTICIPANT HAS, IF NONE, PLEASE INDICATE SO : \_\_\_\_\_

LIST ANY MEDICATIONS PARTICIPANT MUST TAKE, INCLUDING TIME SCHEDULE: \_\_\_\_\_

We recommend placing students' medications in a plastic bag, marked with name and given to the tour leader)

The accident insurance included as part of the tour package covers medical expenses and transportation expenses only for an ambulance to the hospital. IF MEDICAL TREATMENT SHOULD BE REQUIRED FOR A NON-TOUR RELATED INCIDENT, I AUTHORIZE THE USE OF OUR FAMILY MEDICAL INSURANCE POLICY. (A copy of the insurance card is not necessary)

INSURANCE COMPANY NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

POLICY HOLDER NAME: \_\_\_\_\_ POLICY #: \_\_\_\_\_

It is understood and agreed that the tour sponsors and chaperones will exercise reasonable care with respect to the health and physical well-being of each participant. This permission also authorizes chaperones to observe students who must take any such medications as Tylenol, Anti-diarrhea medication or medications designed for relief of minor problems as they become necessary. I have read the foregoing and agree to the stipulations there in: I hereby authorize any medical treatment necessary & the transfer of the student or participant to any reasonably accessible hospital, pursuant to the foregoing conditions:

**Parent/Guardian or Adult Participant Signature** \_\_\_\_\_

Should a medical emergency prevent the tour participant (and a chaperone if the participant is under 18 years old) from traveling back with the group, I hereby give my permission for the tour participant to travel with that designated chaperone (without the group) once the participant has been released from the place where medical attention was given. For minors; the mode of return travel for a student will be determined by the both the Chaperone in charge and the Parent/Guardian of the participant. I also understand that I will be responsible for the travel expense for both the tour participant and the Chaperone if the participant is under 18 years old) to return home. If you purchase Optional Travel Protection Insurance, part of this expense may be covered. If the Optional Travel Protection Insurance was not offered to your group, please contact Hemisphere to see what insurance coverage would be available for the type of tour you are taking.

**Parent/Guardian or Adult Participant Signature** \_\_\_\_\_

**SWIMMING AND OTHER PHYSICAL ACTIVITIES:** AS A PARENT/GUARDIAN OR TOUR PARTICIPANT, I ACKNOWLEDGE THAT IN CONNECTION WITH SWIMMING AND OTHER PHYSICAL ACTIVITY I HAVE FULLY ADVISED THE TOUR LEADER OF ALL LIMITATIONS THAT MY CHILD OR MYSELF MAY HAVE IN PARTICIPATING IN THE TOUR ACTIVITIES. I UNDERSTAND THAT SWIMMING, WITH OR WITHOUT A LIFEGUARD PRESENT, ARE AT ONE'S OWN RISK. I HEREBY RELEASE HEMISPHERE EDUCATIONAL TRAVEL, THE GROUP, THE TOUR LEADERS AND CHAPERONES FROM ANY RESPONSIBILITY FOR PERSONAL INJURY OR OTHER LOSS WHICH MIGHT OCCUR WHILE ENGAGING IN SWIMMING OR OTHER TOUR ACTIVITY UNLESS SUCH INJURY OR LOSS IS CAUSED BY THE GROSS NEGLIGENCE OF HEMISPHERE EDUCATIONAL TRAVEL OR THE CHAPERONES. PLEASE CHECK WITH YOUR TOUR LEADER TO SEE IF SWIMMING IS PART OF YOUR GROUP'S ITINERARY.

I HEREBY AGREE TO ALL OF THE TERMS ASSOCIATED WITH THIS RELEASE FORM.

Parent/Guardian OR Adult Participant Name (please print) \_\_\_\_\_

Parent/Guardian OR Adult Participant Signature \_\_\_\_\_ DATE \_\_\_\_\_

EVERY TOUR PARTICIPANT (STUDENTS AND ADULTS) MUST SIGN AND RETURN A SEPARATE FORM TO HEMISPHERE. THE TOUR LEADER WILL HAVE THIS FORM IN THEIR POSSESSION WHILE ON TOUR FOR EMERGENCY PURPOSES.

Online and call-in orders do not apply to fundraiser.

# Homework Assignment: EAT AT MOOYAH

BURGERS • FRIES • SHAKES

Please join us for a Fundraiser

LOCATION: Highland Commons

DATE: Monday, October 22, 2018

TIME: 5:00 - 7:00 pm

A portion of the proceeds will be  
donated when you mention:

HHS Washington  
D.C. Trip!

Visit MOOYAH.COM to request your own fundraiser

Online and call-in orders do not apply to fundraiser.

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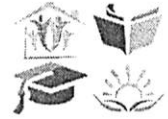
HHS Washington  
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# Hudson High School

69 Brigham Street · Hudson, Massachusetts 01749 · 978.567.6250  
www.hudson.k12.ma.us



Hudson Public Schools

Jonathan S. Bourn, Interim Principal  
Danica A. Johnston, Assistant Principal  
Daniel R. McAnespie, Assistant Principal

October 3, 2018

Dear Parent/Guardian of 2019 Washington D.C. Participant:

Enclosed, please find two (2) forms that require careful thought and consideration as you complete them. Please understand that preparing for such a school trip involves much time, effort and thought by school personnel to ensure that your child remains safe, that his/her medication needs are met and medications are safely administered. **All medications require a written medication order signed by your child's physician. Medications need to be brought in by an adult, not a student.** Send the Physician Medication Order and Parent Consent form to the physician **NOW** and return both completed forms to the Health Office **along with any medication** by **WEDNESDAY, FEBRUARY 27, 2019.**

The following directions will require your attention and cooperation:

1. At the **discretion of the School Nurse**, and with physician orders/approval and parental permission, students may carry and self-administer Epi-pens and inhalers. The student will be held responsible for the safe use of this medication.
2. All medication must be in the original pharmacy or manufacturer's container. **Expired medications will not be accepted.**

We hope your child finds his/her overnight field trip experience a valuable opportunity for continued personal and academic growth!

Sincerely,

Sue Bowen, RN, BSN, NCSN  
978-567-6250 ext. 13145  
[sbowen@hudson.k12.ma.us](mailto:sbowen@hudson.k12.ma.us)

Pat Emmons, RN, BSN, NCSN  
978-567-6250 ext. 13144  
[pemmons@hudson.k12.ma.us](mailto:pemmons@hudson.k12.ma.us)

Health Office Fax: 978-567-6284

# Hudson High School

Overnight Field Trip to: WASHINGTON, D.C. Tuesday, April 23 – Saturday, April 27, 2019

**THIS FORM MUST BE COMPLETED AND RETURNED TO THE HHS HEALTH OFFICE!!  
THIS IS THE HIGH SCHOOL HEALTH FORM—DO NOT SEND THIS TO HEMISPHERE TRAVEL!!**

Student Name: \_\_\_\_\_ DOB \_\_\_\_\_

Address: \_\_\_\_\_ Tel: \_\_\_\_\_

Physician's Name: \_\_\_\_\_ Tel: \_\_\_\_\_

**HEALTH HISTORY:** Please note any of the following conditions, which apply to your child:

Seasonal/Environmental Allergies: \_\_\_\_\_

Circle serious allergies: INSECT STINGS, FOOD \_\_\_\_\_, DRUG \_\_\_\_\_, OTHER \_\_\_\_\_

State exactly your child's type of reaction: \_\_\_\_\_

State the treatment you wish to have implemented: \_\_\_\_\_

Is EPI-PEN required? Yes  No

My child is able to administer his/her own Epi-Pen: Yes  No  Comments: \_\_\_\_\_

Is Benadryl required? Yes  No  Comments: \_\_\_\_\_

Asthma

Emotional/Anxiety

Homesickness

Seizure Disorder

Diabetes

Headaches

Motion Sickness

Stomach Aches

Ear Infections

Heart Condition

Muscular/Skeletal

Other

Date of last tetanus (Td/Tdap) shot: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Please list any medical restrictions or limitations to your child's physical activities: \_\_\_\_\_

Please list any dietary restrictions: \_\_\_\_\_

List Emergency Telephone numbers where you can be reached and the hours that you would be available at these numbers:

Mother: \_\_\_\_\_ Father: \_\_\_\_\_

Home No: \_\_\_\_\_ Hours: \_\_\_\_\_ Home No: \_\_\_\_\_ Hours: \_\_\_\_\_

Work No: \_\_\_\_\_ Hours: \_\_\_\_\_ Work No: \_\_\_\_\_ Hours: \_\_\_\_\_

Other No: \_\_\_\_\_ Hours: \_\_\_\_\_ Other No: \_\_\_\_\_ Hours: \_\_\_\_\_

Please notify the following in the event that I cannot be reached in an emergency:

Name: \_\_\_\_\_ At ( ) \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ At ( ) \_\_\_\_\_ Relationship: \_\_\_\_\_

The health information listed is accurate to the best of my knowledge. My child has permission to engage in all activities except as noted on this form.

### Medical Release

I, \_\_\_\_\_ Legal Guardian of \_\_\_\_\_ grant to the adult chaperones of HHS, the right to obtain emergency medical treatment for my child, \_\_\_\_\_ during the period of the Washington D.C. trip. Payment for any and all medical treatment is the financial responsibility of the parent/guardian.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Medical Insurance Information

Insurance Company \_\_\_\_\_ Policy Number \_\_\_\_\_

Subscriber's Name/Relationship \_\_\_\_\_ Insurance Co. 800 No. (800) \_\_\_\_\_



