

# SCHOOL ADMINISTRATIVE UNIT THIRTY-NINE

Amherst, Mont Vernon, and Souhegan Cooperative School Districts

ADAM A. STEEL  
Superintendent of Schools

CHRISTINE M. LANDWEHRLE  
Assistant Superintendent

MARGARET A. BEAUCHAMP  
Director of Student Services



## Souhegan Cooperative School Board Meeting

Tuesday, February 19, 2019 – 6:00 PM

Souhegan High School  
412 Boston Post Road  
Amherst, NH 03031

Agenda Item	Time	Desired Action	Backup Materials
Call to Order	6:00 PM		
Pledge of Allegiance	6:00 PM		
Public Input	6:05 PM		
Superintendent Report	6:15 PM	FY 19-20 School Calendar Draft	Draft Calendar
Principal's Report	6:30 PM	None	Principal's Report
Public Input	6:35 PM		
<b>Consent Agenda Approval</b>	6:40 PM	1. Approve Minutes of January 28, 2019 2. Approve Treasurer's Report 3. Accept Unanticipated Revenue \$3,000 4. SHS Field Trip Approval for Feb-March 2020	1/28/19 Draft Minutes
			12/18 Treasurer's Report
			Unanticipated Revenue
			Field Trip Explanation Field Trip Explanation 2 Field Trip Approval Form
<b>Deeper Learning</b>	7:00 PM	None	Mastery Transcript Consortium Presentation
			<i>Christine Landwehrle, Assistant Superintendent to update Board on the Mastery Transcript Consortium</i>
<b>School Culture &amp; Climate</b>	7:10 PM	None	CC Proposal
			<b>Community Council</b> to Present Proposal to Board
<b>Learner/Student Growth</b>	N/A		
<b>Learner Agency</b>	N/A		
<b>Operational Effectiveness</b>	N/A		
<b>Non-Public Session</b>	7:20 PM	91- A:3 II ( c )	
<b>Meeting Adjourned</b>	7:45 PM		

## **Future School Board Meeting Dates**

Date	Day	Time	Meeting Type	Location
March 12, 2019	Tuesday	6:00 AM to 8:00 PM	Voting	Souhegan Gym
March 25, 2019	Monday	6:00 PM	Regular	Souhegan
April 16, 2019	Tuesday	6:00 PM	Regular	Souhegan
May 28, 2019	Tuesday	6:00 PM	Regular	Souhegan
June 11, 2019	Tuesday	6:00 PM	Regular	Souhegan

# 2019-2020 School Year Calendar

Amherst, Mont Vernon & Souhegan School Districts

**DRAFT - NOT FOR PUBLICATION**

JULY 2019				
M	T	W	Th	F
1	2	3	X	X
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

AUGUST 2019				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

20

SEPTEMBER 2019				
M	T	W	Th	F
X	3	4	5	6
9	10-L	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

21

OCTOBER 2019				
M	T	W	Th	F
	1	2	3	4
7	8-L	9	10	11
X	X	16	17	18
21	22	23	24	25
28	29	30	31	

16

NOVEMBER 2019				
M	T	W	Th	F
				X
4	5	6	7	8
X	12-L	13	14	15
18	19	20	21	22
25	26	X	X	X

15

DECEMBER 2019				
M	T	W	Th	F
2	3	4	5	6
9	10-L	11	12	13
16	17	18	19	20
X	X	X	X	X
X	X			

DATE	EVENT
7/4/19	Independence Day - Offices Closed
7/5/19	Offices Closed
8/26/19	Registration Day - All Schools
8/27/19	Staff Welcome Back Day
8/28/19	Staff In-Service Day
9/2/19	Labor Day - No School
9/3/19	First Day of School Except K (at C-W) and 10, 11
9/10/19	Late Start. AMS Open House
9/11/19	AMS Open House
9/16/19	CW Open House- Grades PK, K, 1, & 2
9/17/19	CW Open House- Grades 3-4. MVVS Open House
9/18/19	Souhegan Open House
10/8/19	Late Start
10/14/19	Columbus Day - No School
10/15/19	Staff In-Service Day - No School
11/1/19	Conference Day - No School
11/11/19	Verterans Day - No School
11/12/19	Late Start
11/27/19	Thanksgiving Recess - No School
11/28/19	Thanksgiving Recess - No School
11/29/19	Thanksgiving Recess - No School
12/9/19	Late Start - SHS Only
12/10/19	Late Start
12/23/19	Holiday Break Begins - No School
1/2/20	First Day Back to School
1/14/20	Late Start
1/20/20	Martin Luther King Jr. Day - No School
1/21/20	Primary Election Day - No School*
2/11/20	Late Start
2/24/20	February Vacation
3/10/20	Late Start
4/14/20	Late Start
4/27/20	April Vacation
5/7/20	Late Start - SHS Only
5/12/20	Late Start
5/25/20	Memorial Day - No School
6/2/20	Late Start
6/5/20	Souhegan Graduation
6/11/20	Projected Last Day of School*

20

JANUARY 2020				
M	T	W	Th	F
		X	2	3
6	7	8	9	10
13	14-L	15	16	17
X	X	22	23	24
27	28	29	30	31

15

FEBRUARY 2020				
M	T	W	Th	F
3	4	5	6	7
10	11-L	12	13	14
17	18	19	20	21
X	X	X	X	X

22

MARCH 2020				
M	T	W	Th	F
2	3	4	5	6
9	10-L	11	12	13
16	17	18	19	20
23	19	20	21	22
30	31			

18

APRIL 2020				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14-L	15	16	17
20	21	22	23	24
X	X	X	X	

19

MAY 2020				
M	T	W	Th	F
				X
4	5	6	7	8
11	12-L	13	14	15
18	19	20	21	22
X	26	27	28	29

9

JUNE 2020				
M	T	W	Th	F
1	2-L	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

\* Subject to change

**DRAFT - NOT FOR PUBLICATION**



Souhegan High School  
412 Boston Post Road Amherst, NH  
Inspiring Students to Create Futures with No Limits



### What's Happening?

Website: <https://www.sau39.org/shs>

### Newsletter:

<https://sau39.sharepoint.com/SHS/Admins/Shared%20Documents/SHS%20Parent%20Feb.%201.pdf>

### Highlights/Recognitions:

- Feb 11 Poetry Out Loud
- Feb 12 Wintercession Parent Night
- Feb 20 NCAA Informational Night
- Feb 18-23 Fang Fest

[Program of Studies](#) (New Format)

### Student Agency/Extended Learning Opportunity American Philosophical Association (APA)



Students from Ethics Forum HYPE presented at the APA conference Jan 9 in New York. Their presentation, titled, "Introducing 'HYPE': Hosting Young Philosophy Enthusiasts," Chris Brooks, University of New Hampshire Durham, Kelli Braley and students, outlined the student experience and involvement in developing the HYPE conference. The students participating: Kate Eastland, Sloan Facques, Bill Drake. Ian Lewis.. Abbv Keenev. Annalise Poisson. Daria Dzen.

### ***What does it mean to develop effective communication skills for the 21st Century?***

*The evolution of digital media has created emerging markets in digital publication and varying forms of communication. SaberDigital Magazine incorporates 21st century digital storytelling tools to create internet content for [The Claw](#), our online digital magazine .*

*(Excerpted from Program of Studies)*

We have made great investment in developing authentic student learning experiences-opportunities that engage outside expertise and extended learning opportunities. Many of these new opportunities occur in our SaberDigital course.

To kick off the new year, [The Claw](#) has a terrific opportunity to work with professional journalists from around the state. The [Granite State News Collaborative](#) has invited our students to help tackle some rather salient issues affecting adolescents and adults. The issues of mental health and opioid addiction are trending in the state/national news cycle, but many of the published stories focus on the tragedy that comes with these issues and not necessarily potential solutions.

The [Granite State News Collaborative](#) is looking to change that narrative by bringing more in-depth coverage to New Hampshire's mental health resources and opioid addiction by reporting on who is providing help and the best methods for tackling these growing problems.

The Collaborative is composed of 11 state news outlets . *The Claw* is the first high school news outlet to join the collaborative and is tasked with providing a teenager's perspective on these issues. Essentially, there is strong potential for *The Claw's* reporting to be spread across the state and featured across the multiple news outlets.

Additionally, the collaborative has teamed up with [Solutions Journalism Network](#) and [Purple States](#); two nationally recognized journalism programs, to train our Claw staff in investigative reporting, podcasting and video journalism.

This is a terrific opportunity for students to gain real-world journalistic experience and to use their voice to bring positive social change to our community. Below are a list of events and trainings that will be happening.

1/22- Solutions Journalism training from 10-2 (lunch Provided)

1/23- (news coverage) CAST Town Hall Meeting 6:00-8:30 pm

1/25- (news coverage) Wellness Day

2/19- (Training) NH Listens Training- "How to hold difficult conversations"

3/1- Mental Health Awareness Video for Magnify Voices due date.

3/14- (Showcase) HYPE EVENT-UNH Durham- participate in a panel discussing the importance of media.

3/22- (Showcase) Showcase our work to our peers and hold a discussion on mental health. (video tape it)

4/ 5 - Dartmouth Hitchcock Youth Summit- Present our work to students from across the state.

5/2-Journalism Bootcamp-Train students how to report from around the state.

**Productive Partnership:  
New Hampshire Learning Initiative (NHLI)**

Pilot School District Invitation For Future Learning Pathways

Why this work?

To explore what it truly means to have all students graduate high school prepared for their future.

NHLI is looking to assist school districts with building their vision for career and college pathways in their schools. By elevating and amplifying the ongoing and existing work by groups across the state, NHLI hopes to help districts to invest in College and Career Pathways.

NHLI is looking to partner with schools and examine this work through the lens of the student.

A group of teachers and administrator from Souhegan High School will begin this research and training.

[Agenda](#)

[Info Sheet](#)

**School Culture/Climate**

**Magnifying Voices (sponsored by NH Children’s Behavioral Health Collaborative):**

Sheeu Joshi Flegal, school Social Worker, is working with students to submit a short 2 min video on an issue related to mental health. The idea for the Film and Writing Contest arose out of the need to highlight the current inadequate system serving youth and families in NH. It is the Collaborative’s hope that student voices will shine a light on the necessary changes needed to ensure socially and emotionally healthy youth in the Granite State.

<https://sites.google.com/view/magnifyvoices/home>

**Youth Summit (sponsored by Dartmouth Hitchcock):**

Sheelu is working with students from the Claw to cover the [DH Youth Summit](#) occurring on April 5<sup>th</sup>-6<sup>th</sup>. The Friday date is for high school students to discuss daily issues that are impacting them. Sheelu will also be a speaker at event.

1 Souhegan Cooperative School Board Meeting

2 Monday, January 28<sup>th</sup>, 2019

3 Meeting Minutes-Not Approved

4 Administrative Team: Adam Steel- Superintendent, Christine Landwehrle- Assistant  
5 Superintendent, Brad Freeman- Network Administrator, Natalie Berger- Dean of Faculty and  
6 Karen Chininis- Director of Guidance.

7 Souhegan Cooperative School Board: Jim Manning- Chair, Pim Grondstra- Vice Chair, Howard  
8 Brown, Amy Facey, Steve Coughlan and Dwayne Purvis.

9 Minute Taker: Danae Marotta

10 Public: Shannon Hargreaves- SHS Student Videographer, Michael J. Campo, CPA – Director,  
11 Plodzik and Sanderson, Professional Association, Concord NH, Tony Labranche- SHS  
12 Student/CC Liaison and Community Members

13 I. Call to Order

14 **Mr. Jim Manning, Chair of the SCSB, called the meeting to order at 6:03PM.**

15 II. Public Input

16 No Public Comment

17 III. Board Conduct

18 *Moved to the End of the Agenda.*

19 IV. Principal's Report

20 Principal, Mr. Rob Scully remarked that they have a substitute shortage. If you are interested in  
21 being a sub, please contact Maureen DeGrenier at [mdegrenier@sprise.com](mailto:mdegrenier@sprise.com)

22 The SHS PTSA 80's Night Scholarship Fundraiser is Saturday, 2/2/19 at the Amherst Country  
23 Club starting at 8 pm until midnight. Tickets are \$20 pp and are on sale at The Homestead,  
24 Moulton's, SHS and at the door. All proceeds benefit the PTSA Scholarship Fund. Any  
25 questions, please contact Lisa Eastland at [eastland@comcast.net](mailto:eastland@comcast.net)

26 SHS Student, Ms. Arielle Zlotnick, has received an appointment to the U.S. Military Academy in  
27 West Point, NY. We are very proud of her.

28 The Saber Girls Hockey Team were recognized for their season.

29 In an effort to enhance the student experience in music, ensemble coaches are working with  
30 students on a bi-weekly basis during period 6 and after-school. This partnership with outside  
31 professionals provides their students access to specialists on instruments including flute, clarinet,  
32 drums, trumpet, trombone. The students experience a more in depth training on their instruments.

33 They have established a new partnership with Hitchiner Manufacturing, Last spring, Hitchiner  
34 announced a capital investment in the area including construction of a new facility. The addition  
35 of new jobs will require the creation of training videos for potential employees.

36 Mr. Tim Cotreau, ELO Coordinator and Mr. Adam Theriault, video production teacher, worked  
37 closely with Hitchiner to design and develop an extended learning opportunity. Students will  
38 collaborate with Hitchiner to conceptualize, design and produce training videos.

39 Hitchiner has been fantastic and you will hear more in the future.

40 Wellness Day 2019, went really well with pausing as a community to practice self-care and find  
41 balance in a world that can sometimes feel chaotic and overwhelming with the Theme of self-  
42 care. They might ask Dean of Students, Ms. Kelly Driscoll to come back they used the Advisory  
43 program to and the students responded very well. He wanted to highlight this under School and  
44 Climate.

45 Mr. Brown asked if this was in lieu of a day of classes.

46 Principal Scully explained that they moved to a semester and it was a nice transition for a day for  
47 student mental wellness, they had therapy dogs, mindfulness, etc. (link is included).

48 Mr. Brown asked if everyone attended the ANGST presentation.

49 Principal Scully replied, yes, all grades.

50 Mr. Manning asked the Board for any questions.

51 The Board had no further questions and thanked Principal Scully.

## 52 V. Superintendent's Report

53 Superintendent, Mr. Adam Steel, also highlighted Wellness Day 2019 noting that it was a great  
54 event.

### 55 Strategic Planning

56 He further discussed that their most important work over the next 6 months regarding Strategic  
57 Planning will begin at SHS on Wednesday, January 30<sup>th</sup> at 6:30PM. It is 6 months of work and is  
58 open to everyone.

59 He then encouraged all to attend.

### 60 Math Evaluation

61 If you remember, the Board authorized administration to hire an outside consultant to review  
62 their math program. They did get the first phase of the report back and it gave them important  
63 insights so far. They are still continuing their work and it will be great to see their  
64 recommendations and what they need to do. There will be more to come.

65 Mr. Manning asked the Board for any questions.

66 Ms. Facey asked when are they going to get the final results.



67 Ms. Christine Landwehrle, Assistant Superintendent, replied that they are still working on the  
68 survey for teachers and students and hope to send them out in Feb.

69 Ms. Facey replied, what about March.

70 Ms. Landwehrle replied, yes, they will send out the final report when they receive it.

71 The Board thanked Superintendent Steel and Assistant Superintendent Landwehrle.

72 VI. Consent Agenda

73 Mr. Dwayne Purvis pulled the 1. Minutes of December 17, 2018.

74 *He noted the change from “Lynn Copeland” to “Lynn Briggs” on lines 8, 326 and 345.*

75 **Ms. Amy Facey motioned to accept the Consent Agenda items 1. Minutes of December 17,**  
76 **2018, as amended, 2. Minutes of January 9, 2019 3. Treasurer’s Report 11/2018 4. Accept**  
77 **Unanticipated Revenue #1 \$600 and 5. Accept Unanticipated Revenue #2 \$1,500. Mr. Steve**  
78 **Coughlan seconded the motion. The vote was unanimous, motion passed.**

79 VII. FY 18 Audit Presentation

80 Mr. Michael J. Campo, CPA – Director, Plodzik and Sanderson, Professional Association,  
81 Concord NH, discussed that it is a pleasure to come and handed them a copy of the Independent  
82 Auditor’s Report.

83 He then noted that the first two pages is the Opinion Letter and they found no significant  
84 deficiencies.

85 If you go to page 43, this is a breakdown of your General Fund Revenues vs. your Budget. Cat  
86 Aid came in a little higher than projected and in total was \$82,646 higher than projected.

87 Page 44 shows the Appropriations vs. Expenditures. You can see that you have substantial  
88 savings in the area of Instruction. Typically, it is the benefits associated with the teachers or  
89 because you have an existing higher salaried teacher being replaced with a new hire. This is not  
90 uncommon.

91 Page 45, shows the Unassigned Fund Balance. You started the year with about \$660,000 and  
92 through activity are ending with \$596,532 to return to the taxpayers.

93 Page 8 is the Government Wide Financial Statements. He then noted that they have \$19M of  
94 liabilities. This results in an unrestricted net position of \$14M.

95 Page 23, is 2C GASB included a new statement under GASB 75, OPEB.

96 He remarked that he would be happy to answer any questions.

97 Mr. Campo concluded his report by adding that he works with numerous school districts and the  
98 SCSD employs a very special group of people. What they have is not typical and it is a pleasure  
99 to work with the staff.

100 The Board thanked Mr. Campo.

- 101 VIII. Deeper Learning-World Language and ELA Curriculum.
- 102 Assistant Superintendent, Ms. Christine Landwehrle noted that they should be budgeting for the  
103 textbooks for next year. She then added that Mr. Chen had a few questions that she had asked  
104 through email.
- 105 Mr. Manning asked Ms. Landwehrle what were the questions that Mr. Chen had asked.
- 106 Ms. Landwehrle noted that Mr. Chen asked about the AP Spanish Language and Culture and  
107 how the culture questions are asked on the AP Exam. She explained that the questions are not  
108 multiple choice. She further discussed that in regards to Honors Challenge, students get more  
109 flexibility in what they are completing. That is why it is not specifically outlined in the  
110 curriculum.
- 111 Ms. Facey asked Ms. Landwehrle how she feels with this curriculum being aligned to the  
112 standards.
- 113 Ms. Landwehrle replied that she feels like they are tightly aligned to standards and they worked  
114 with outside consultants to help develop this curriculum. They did a double check of the rubric  
115 this summer getting ready for standards based grading. The ELA needed to be revised and they  
116 have looked at updating resources.
- 117 Ms. Facey asked, this is curriculum rather than the grading.
- 118 Ms. Landwehrle replied, yes, this is for the curriculum.
- 119 Mr. Coughlan asked about standards regarding world language.
- 120 Ms. Landwehrle replied that they do have ACTFL for World Languages (American Center on  
121 the Teaching of Foreign Languages). The work around the standards started with the consultants.  
122 She added that they are much broader standards.
- 123 Mr. Purvis asked in regards to Latin 3 and 4, how many classes are there.
- 124 Ms. Landwehrle replied that they are taught as one class.
- 125 Mr. Purvis asked how many Latin 3 and 4 classes do they have this year.
- 126 Principal Scully replied, just one.
- 127 Mr. Purvis asked about French I, is there was any new interest.
- 128 Ms. Landwehrle replied that she is thinking that the students that take French in the middle  
129 school switch to Spanish when they come to the high school. She then explained that it can be  
130 easy to offer French I. The curriculum and the content are the same no matter what language.
- 131 Mr. Manning asked why the languages that they offer.
- 132 Ms. Landwehrle replied, that it was how it was always offered and it can be expanded through  
133 VLACS.
- 134 Mr. Manning commented that it is important to ask what students are interested in.

135 Mr. Purvis asked about competencies.

136 Ms. Landwehrle replied that there are a lot of strands with in ELA, such as Speaking and  
137 Listening and Public Speaking.

138 Mr. Purvis asked about ELA and Public Speaking and where is it built in.

139 Ms. Landwehrle replied that one of the competencies is Speaking and Listening.

140 Principal Scully replied that 9<sup>th</sup> and 10<sup>th</sup> grade does deep work in that area.

141 **Ms. Amy Facey motioned to approve the World Language and ELA Curriculum as**  
142 **presented. Mr. Steve Coughlan seconded the motion. The vote was unanimous. Motion**  
143 **passed.**

144 Superintendent Steel asked if they can go back to the Community Council Report

145 Mr. Tony Labranche, SHS Student and CC Liaison, remarked that they do not have a report at  
146 this time.

147 The Board thanked Ms. Landwehrle.

148 IX. School Culture & Climate

149 Principal Scully will give the Board an update on the SHS Constitution and the CC Bylaws.

150 He noted that he linked the document and the relevant passages are from Article I: Sections 3,4  
151 and 5.

152 With Article V: Section 3, There is an Interpretation Committee:

- 153 • 1 Student member elected by entire student body
- 154 • 1 Faculty/staff elected by the entire faculty/staff
- 155 • 1 Member of Administrative Team chosen by administration
- 156 • 1 Member of Community Council chosen by Community Council
- 157 • 1 Member of the School Board chosen by the School Board

158 Their function is to resolve disputes regarding interpretation of Constitution.

159 If there is a dispute regarding interpretation of the Constitution the Committee will hold a Public  
160 Hearing in which both sides have the opportunity to present their case.

161 If there is a proposed change, the committee will review the proposed change and hold a Public  
162 Hearing to solicit feedback on whether the change is a clarification or an amendment.

163 If the Interpretation Committee determines that the change is a clarification, it may be  
164 immediately added to the Constitution.

165 If the Committee determines that the change is an amendment, it must follow the ratification  
166 procedure outlined in Article V Section 2.

167 He then reviewed the current status.

168 He then reviewed the Community Council Bylaws: Article II-Purpose and Article III- Authority.

169 He then reviewed the summary:

170 A student-led representative body responsible for:

- 171 • governing all school affairs;
- 172 • making decisions in the best interest of the Souhegan community;
- 173 • serving as a link between the students and faculty/staff of Souhegan High School, the Souhegan  
174 Cooperative School Board, and the communities of Amherst and Mont Vernon.

175

176 Principal Scully noted the areas of focus and noted that the Proposal Form link is included.

177

178 He finalized by reviewing the timeline.

179 Mr. Manning asked the Board if there are any questions.

180 Mr. Purvis asked where is the School Board in the approval process.

181 Principal Scully replied that the Board should be hearing the proposals and should have final say.

182 There is also a Board representative.

183 Mr. Manning added that he is looking at the flow cart.

184 Principal Scully remarked that it is a draft.

185 Mr. Manning commented that the school board is responsible for governance and the budget. CC  
186 is not responsible of the budget and setting the policy. He is looking for CC to have real  
187 accountability.

188 Mr. Purvis echoed Mr. Manning.

189 Principal Scully remarked that it needs to be revisited and that chart reflects what is there now.

190 Superintendent Steel mentioned under Principal Scully's direction work with Community

191 Council, to come up with a revision of the Constitution and Bylaws.

192 The Board was in agreement.

193 SHS Student and CC Liaison, Mr. Tony Labranche, added that he agreed with a lot that was said.

194 A lot of students have been disinterested and there was a lot of tension with students thinking

195 that they will be overruled by the School Board.

196 The Board thanked Principal Scully.

197 X. Learner/Student Growth

198 Ms. Landwehrle then noted that she will be giving an update on grading and reporting work.

199 First, she gave the Board an overview, reviewing the strategic wide plan, NH standards for  
200 school approval, college and career ready standards, the Home-School Connection, and need for  
201 consistency in grading practices.

202 She then reviewed what is changing and what is staying the same.

203 She noted that they always had competencies or (ALE's) Academic Learner Expectations. 9<sup>th</sup>  
204 and 10<sup>th</sup> grade team teachers have started scoring against specific academic standards, there are  
205 common rubrics for WSP and academic standards are used, scoring scale of 1-4 used on all  
206 assessments (even quizzes and tests) and rolling grades and trendlines for on team courses. She  
207 further explained that you have greater opportunity to show what you have mastered.

208 She added that it was a lot of information and paused for comment.

209 Mr. Purvis asked about achievement is measured.

210 Ms. Landwehrle replied that achievement is measured with content standard. What level they are  
211 currently, growth is looking at student scores over time and seeing how it is changing.

212 Mr. Purvis asked about more advanced students.

213 Ms. Landwehrle explained that they should be able to move on with more challenging work.  
214 They also have Honors Challenge, and have been working hard on developing that. They are  
215 definitely looking at making the work more challenging.

216 She then clarified the learning process and scoring. When they are starting a new unit or  
217 presenting a new concept, teachers present an introductory piece. As students progress, they are  
218 offered more complex material and tasks. They then continue working until they reach a target of  
219 3. The SAU #39 Mastery Learning System allows students to go beyond the target of 4.

220 She then reviewed the Traditional Versus Standards Based Report Cards. It is breaking each  
221 content area apart and really the habits, they have not made that change yet. They still have the  
222 traditional report cards but the teachers can share the information with the students on a deeper  
223 level.

224 There is a link in the upper right hand corner to bring you to a PDF of a Report Card.

225 This is an overview and a link in the blue box for more information. There really isn't one  
226 typical/traditional type of transcript out there, with homeschool, and international students. She  
227 then noted that you have to look at the school profile. Additionally, colleges want to see the work  
228 habits and it is outlined in here. It is critical that the Board has this, it is the general consensus  
229 from colleges.

230 Ms. Landwehrle then reviewed the training for teachers and students.

231 Mr. Brown gave his support for the training for the teachers and students. He then asked what is  
232 going on for the education for the parents.

233 Ms. Landwehrle responded that they held a Fall Grading Forum for the parents with good  
234 attendance. They will do more parent forums in the Spring.

235 Mr. Brown noted that he would be interested to know how past students felt, if they were  
236 prepared for college.

237 Ms. Landwehrle, agreed and it will also help with the ongoing math discussions.  
238 The Board thanked Assistant Superintendent Landwehrle.  
239 Mr. Manning asked if anyone would like to speak for the Public Comment.  
240 There was no Public Comment.  
241 XI. Learner Agency  
242 None  
243 XII. Operational Effectiveness  
244 Mr. Manning added that they would polish up the slides and send them out to the Board.  
245 Mr. Purvis added that they did have one dissenter.  
246 Mr. Coughlan noted that they do owe it to the public to explain where the difference is.  
247 Mr. Manning remarked that he will give Mr. Purvis time to explain his position.  
248 Mr. Purvis replied, probably just a slide.  
249 Superintendent Steel replied that there needs to be a careful distinction.  
250 Mr. Manning noted that they are looking for best practice and the accommodations for that.  
251 Mr. Grondstra added he has seen it from the stage.  
252 Mr. Coughlan mentioned that they should give the public both points of view.  
253 Mr. Manning remarked with respect to Mr. Purvis, it is transparency.  
254 Mr. Purvis added that it is “dissenting opinion” and that is the more appropriate term. He added  
255 that he will send over a slide.  
256 Mr. Grondstra asked when will they be sending over the final slides.  
257 Superintendent Steel replied, later this week.  
258 Ms. Facey reminded the public that the Deliberative Session is Monday, Feb 4<sup>th</sup> 7:00PM at the  
259 SHS Auditorium, with Moderator, Mr. George Bower.  
260 XIII. Board Conduct  
261 Mr. Manning noted that even in meetings that is are Working Sessions, they are still public  
262 meetings. The Souhegan Six is a good place to start.  
263 He then concluded that they should always show each other respect and asked for further  
264 questions or comments.  
265 The Board had no further questions or comments.  
266 XIV. Non-Public Session- 91- A:3 II

267 None

268 XV. Meeting Adjourned

269 **Ms. Amy Facey motioned to adjourn the meeting at 7: 50 PM. Mr. Howard Brown**  
270 **seconded the motion. The vote was unanimous, motion passed.**

271

272

273

# Souhegan Cooperative School District Treasurer Report

## December-2018

Souhegan Cooperative School District		
Monthly Report of the Treasurer		
as of 12/31/2018		
Cash on hand	12/1/2018	\$1,899,834.34
Deposits		\$1,483,078.39
AP-PR		(\$1,390,931.34)
Balance on hand	12/31/2018	\$1,991,981.39

Capital Checking		
as of 12/31/2018		
Cash on hand	12/1/2018	\$16,957.38
Deposits		\$3.67
AP-PR		(\$8,896.72)
Balance on hand	12/31/2018	\$8,064.33

Field Maintenance Checking		
as of 12/31/2018		
Cash on hand	12/1/2018	\$21,414.72
Deposits		\$8,896.72
AP-PR		\$0.00
Balance on hand	12/31/2018	\$30,311.44

Filename: 2018-12-SCSD Treasurer Report.xlsx  
Month 12/1/2018



Souhegan Cooperative School District  
 Monthly Reconciliation Report  
 Combined Accounts

	Peoples United	Peoples United	Peoples United	
	*1925	*9527	*5661	TOTAL
	Cash Management	Municipal Checking	Municipal Savings	
<b>December-18</b>				
12/31/2018	\$488,079.30	\$68,000.00	\$1,922,057.26	\$2,478,136.56
<b>Outstanding Checks: (subtract)</b>				
a) Accounts Payable		\$(124,754.14)		
b) Payroll		\$(361,401.03)		
c) Payroll Direct Deposit & IRS				
<b>Total Outstanding</b>		<b>\$(486,155.17)</b>		<b>\$(486,155.17)</b>
<b>Reconciled Book Balance</b>				<b>\$1,991,981.39</b>
<b>Balance from Treasurer's Journal</b>				<b>\$1,991,981.39</b>
				\$-00.00

**Souhegan Cooperative School District  
Treasurer's Cash Journal**

Date	Deposits Description	Amount	Deposit Total	Date	Expenditures Description	Amount	Balance
12/1/2018	<b>Beginning Balance</b>						<b>\$1,899,834.34</b>
12/3/2018	Town of Amherst	\$1,051,040.00	\$1,051,040.00	12/11/2018	Payroll Direct Deposit pp12 v6095	(\$262,805.07)	\$2,688,069.27
12/4/2018	State of NH Tuition and Transport	\$2,026.80	\$2,026.80	12/11/2018	Payroll Direct Deposit 403b pp12 v6096	(\$44,899.18)	\$2,645,196.89
12/10/2018	State of NH **Erroneous deposit**	\$10.00	\$10.00	12/17/2018	Payroll ACH Return	\$1,735.06	\$2,646,941.95
12/10/2018	State of NH Project Reimbursement	\$18,657.18	\$18,657.18	12/18/2018	Payroll ACH Reissue	(\$1,735.06)	\$2,663,864.07
12/19/2018	State of NH DOE USDA Meal Programs	\$1,243.45	\$1,243.45	12/24/2018	Payroll Direct Deposit pp13 v6100	(\$226,683.46)	\$2,438,424.06
12/31/2018	State of NH Special Education	\$199,084.52	\$199,084.52	12/24/2018	Payroll Direct Deposit 403b pp13 v6101	(\$39,964.22)	\$2,597,544.36
12/10/2019	Deposit: Misc	\$253.63	\$253.63	12/13/2018	Payroll IRS pp12 v6098	(\$50,170.05)	\$2,547,627.94
12/12/2018	Deposit: ASD Tuition	\$492.88	\$492.88	12/27/2018	Payroll IRS pp13 v6103	(\$38,169.71)	\$2,509,951.11
12/17/2018	Deposit: Mont Vernon Tuition, SAU39	\$189,029.39	\$189,029.39	12/14/2018	Payroll 457 pp12 v6097	(\$4,124.34)	\$2,694,856.16
12/26/2018	Deposit: ASD Tuition, NH Medicaid	\$2,383.80	\$2,383.80	12/28/2018	Payroll 457 pp13 v6102	(\$4,086.57)	\$2,693,153.39
				12/27/2018	Payroll Mass DOR v6105	(\$701.64)	\$2,692,451.75
				12/28/2018	Payroll Maine DOR v6106	(\$841.00)	\$2,691,610.75
				12/13/2018	Payroll pp12 v13 ck3067147-3067169	(\$17,413.47)	\$2,674,197.28
				12/27/2018	Payroll pp13 v14 ck3067292-3067304	(\$5,958.64)	\$2,668,238.64
				12/13/2018	Payroll pp12 v6099 ck3067170-3067171	(\$1,100.00)	\$2,667,138.64
				12/27/2018	Payroll pp13 v6104 ck3067305-3067306	(\$1,100.00)	\$2,666,038.64
				12/31/2018	Payroll v6107 ck3067307-3067310	(\$353,178.25)	\$2,312,860.39
							\$2,312,860.39
				12/13/2018	A/P v1713 ck3067172-3067253	(\$246,230.19)	\$2,066,630.20
				12/20/2018	A/P v1714 ck3067254-3067291	(\$93,658.32)	\$1,972,971.88
				12/14/2019	A/P VOID ck3066373	\$517.74	\$1,973,489.62
							\$1,973,489.62
12/31/2018	Credit Card transactions	\$10,200.00	\$10,200.00				\$1,983,689.62
12/31/2018	Food Service	\$6,580.30	\$6,580.30				\$1,990,269.92
				12/3/2018	Credit Card exchange fees November	(\$137.21)	\$1,990,132.71
12/31/2018	Interest - Cash Management	\$192.74	\$192.74	12/4/2018	Authorize.net Credit Card Fees November	(\$18.00)	\$1,990,307.45
12/31/2018	Interest - Municipal Savings	\$1,883.70	\$1,883.70	12/11/2018	Merchant Services November	(\$209.76)	\$1,991,981.39
							\$1,991,981.39
12/31/2018	<b>Ending Balances</b>	<b>\$1,483,078.39</b>	<b>\$1,483,078.39</b>			<b>(\$1,390,931.34)</b>	<b>\$1,991,981.39</b>
					Payroll Debits	(\$672,445.24)	
					Payroll Checks	(\$378,750.36)	
					AP Checks	(\$339,370.77)	
					Other Debits	(\$364.97)	

SCSD Treasurer's Report  
Unreconciled Check Register

Uncleared Transactions  
SCSD Checking 9527

Num	Date	Payee	C Memo Category	Amount
<b>Expense Categories</b>				
<b>Payroll Ded</b>				
3067307	12/31/2018	HAMPSHIRE HILLS	6107 Payroll Ded	(\$1,575.49)
3067308	12/31/2018	HEALTHTRUST, INC.	6107 Payroll Ded	(\$190,048.39)
3067309	12/31/2018	MONY LIFE INSURANCE COMPANY OF A	6107 Payroll Ded	(\$4,014.35)
3067310	12/31/2018	NEW HAMPSHIRE RETIREMENT SYSTEM	6107 Payroll Ded	(\$157,540.02)
<b>Total Payroll Ded</b>				<b>(\$353,178.25)</b>
<b>Payroll</b>				
3066961	11/1/2018	Carbery, Isabel	9 Payroll	(\$16.75)
3067051	11/29/2018	Paul, Margaret B.	12 Payroll	(\$66.95)
3067155	12/13/2018	Pittera, Alex J	13 Payroll	(\$1,248.81)
3067156	12/13/2018	Thibodeau, Daniel	13 Payroll	(\$925.05)
3067165	12/13/2018	Morton, Grace M	13 Payroll	(\$63.61)
3067167	12/13/2018	Sullivan, Claire M	13 Payroll	(\$46.86)
3067292	12/27/2018	Biedrzycki, Jocelyn R	14 Payroll	(\$887.23)
3067293	12/27/2018	Kingery, Serge E.	14 Payroll	(\$69.26)
3067294	12/27/2018	Krawiecki, Andrew W	14 Payroll	(\$207.79)
3067296	12/27/2018	Marotta, Danae A.	14 Payroll	(\$161.61)
3067298	12/27/2018	Chistolini, Jacqueline O	14 Payroll	(\$66.95)
3067299	12/27/2018	Conley, Lynda A.	14 Payroll	(\$1,242.16)
3067300	12/27/2018	Morton, Grace M	14 Payroll	(\$46.86)
3067301	12/27/2018	Plante, Kurt A	14 Payroll	(\$320.77)
3067302	12/27/2018	Sullivan, Claire M	14 Payroll	(\$63.61)
3067303	12/27/2018	Tom, Vincent J.	14 Payroll	(\$668.19)
3067304	12/27/2018	Whelan, Sean M	14 Payroll	(\$2,120.32)
<b>Total Payroll</b>				<b>(\$8,222.78)</b>
<b>Expense!</b>				
3066205	6/14/2018	SCHMIDT, KRYSTAL	1697 Expense!	(\$34.05)
3066246	6/26/2018	GORDON, JOAN	1698 Expense!	(\$40.00)
3066562	8/30/2018	STRAIGHT #A# ACADEMY	1704 Expense!	(\$140.00)
3066670	9/27/2018	BERNA, THERESA	1706 Expense!	(\$24.59)
3067097	11/29/2018	LIGHTHOUSE SCHOOL, INC.	1712 Expense!	(\$8,434.86)
3067110	11/29/2018	OPPORTUNITY NETWORKS INC	1712 Expense!	(\$6,252.00)
3067125	11/29/2018	Sutherland, Leah J.	1712 Expense!	(\$33.68)
3067129	11/29/2018	THE BOSTON SAX SHOP	1712 Expense!	(\$170.00)
3067174	12/13/2018	AUTISM BRIDGES	1713 Expense!	(\$210.00)
3067175	12/13/2018	BELIVEAU, MICHAEL	1713 Expense!	(\$406.79)
3067209	12/13/2018	J.W. PEPPER & SON, INC.	1713 Expense!	(\$612.42)
3067211	12/13/2018	JP PEST SERVICES, INC	1713 Expense!	(\$200.00)
3067218	12/13/2018	MOBILE MINI, INC.	1713 Expense!	(\$105.28)
3067222	12/13/2018	NATIONAL ASSOCIATION OF WOMENS	1713 Expense!	(\$20.00)
3067224	12/13/2018	NEW HAMPSHIRE SCHOOL COUNSELORS	1713 Expense!	(\$480.00)
3067234	12/13/2018	RYAN, SCOTT	1713 Expense!	(\$101.66)
3067237	12/13/2018	SOUHEGAN HIGH SCHOOL-AF	1713 Expense!	(\$19,141.50)
3067248	12/13/2018	TOWN OF AMHERST- DEPT. OF PUBLIC	1713 Expense!	(\$151.33)
3067254	12/20/2018	APPLE COMPUTER, INC.	1714 Expense!	(\$79.00)
3067255	12/20/2018	AUTISM BRIDGES	1714 Expense!	(\$140.00)
3067257	12/20/2018	BELLAVANCE BEVERAGE COMPANY, INC	1714 Expense!	(\$316.40)
3067258	12/20/2018	BOOTHBY THERAPY SERVICES. LLC	1714 Expense!	(\$132.30)

SCSD Treasurer's Report  
Unreconciled Check Register

3067259	12/20/2018 BRALEY, KELLI	1714 Expense!	(\$1,634.80)
3067260	12/20/2018 BROWN BOOKSTORE	1714 Expense!	(\$35.95)
3067261	12/20/2018 BUTLER'S BUS SERVICE, INC.	1714 Expense!	(\$28,152.51)
3067262	12/20/2018 DEMOULAS SUPERMARKETS, INC.	1714 Expense!	(\$218.58)
3067263	12/20/2018 DUDE SOLUTIONS INC	1714 Expense!	(\$1,662.66)
3067264	12/20/2018 ELECTRICAL SUPPLY OF MILFORD	1714 Expense!	(\$200.65)
3067265	12/20/2018 GRANFORS, JOHN G.	1714 Expense!	(\$47.00)
3067266	12/20/2018 HILLYARD-MANCHESTER	1714 Expense!	(\$33.00)
3067267	12/20/2018 HUDSON SCHOOL DISTRICT- SAU #81	1714 Expense!	(\$517.74)
3067268	12/20/2018 JEFFERSON SOLUTIONS, INC.	1714 Expense!	(\$2,300.00)
3067269	12/20/2018 JP PEST SERVICES, INC	1714 Expense!	(\$112.40)
3067270	12/20/2018 Knox, Elisa G.	1714 Expense!	(\$165.20)
3067271	12/20/2018 LAVALLE BRENSINGER ARCHITECTS	1714 Expense!	(\$21,000.00)
3067272	12/20/2018 LIGHTHOUSE SCHOOL, INC.	1714 Expense!	(\$6,659.10)
3067273	12/20/2018 LIGHTSPEED TECHNOLOGIES INC.	1714 Expense!	(\$182.00)
3067274	12/20/2018 LOWE'S	1714 Expense!	(\$115.11)
3067275	12/20/2018 MUSIC & ARTS CENTERS	1714 Expense!	(\$756.25)
3067276	12/20/2018 NATIONAL COUNCIL FOR THE SOCIAL	1714 Expense!	(\$1,145.00)
3067277	12/20/2018 NATIONAL SPORTS PRODUCTS	1714 Expense!	(\$422.00)
3067278	12/20/2018 NATIVE MAINE PRODUCE AND SPECIAL	1714 Expense!	(\$367.54)
3067279	12/20/2018 NHASEA	1714 Expense!	(\$195.00)
3067280	12/20/2018 NORTH STAR TIMING	1714 Expense!	(\$250.00)
3067281	12/20/2018 ONE SOURCE SECURITY AND AUTOMATI	1714 Expense!	(\$232.50)
3067282	12/20/2018 PERFORMANCE FOOD GROUP	1714 Expense!	(\$2,255.78)
3067283	12/20/2018 SAU#39	1714 Expense!	(\$2,188.42)
3067285	12/20/2018 SOUHEGAN HIGH SCHOOL - SHS ACTIV	1714 Expense!	(\$6,500.00)
3067286	12/20/2018 SOULE, LESLIE, KIDDER	1714 Expense!	(\$72.00)
3067287	12/20/2018 SPEEDPRO IMAGING SOLUTIONS	1714 Expense!	(\$1,791.63)
3067288	12/20/2018 STERLING ROPE COMPANY, INC.	1714 Expense!	(\$1,125.46)
3067289	12/20/2018 STREIFER, PHILIP A	1714 Expense!	(\$4,400.00)
3067290	12/20/2018 TISDELL TRANSMISSION INC	1714 Expense!	(\$2,790.00)
Total Expense!			(\$124,754.14)
Total Expense Categories			(\$486,155.17)
Grand Total			(\$486,155.17)

Souhegan Cooperative School District  
Field Maintenance Checking

**Souhegan Cooperative School District  
Field Maintenance Checking (\*\*9145)**

Date	Type	Check #	Description	Credit	Debit	Balance
<b>3/1/2017</b>	<b>Opening Balance</b>					<b>\$-00</b>
3/27/2017	Deposit		Town of Amherst, Field use, Fall Winter 16/17	\$8,901.27		\$8,901.27
3/31/2017	Closing Balance					\$8,901.27
4/30/2017	Closing Balance					\$8,901.27
5/31/2017	Closing Balance					\$8,901.27
6/14/2017	Deposit			\$300.00		\$9,201.27
6/30/2017	Closing Balance					\$9,201.27
7/31/2017	Closing Balance					\$9,201.27
8/17/2017	Transfer to Capital Checking		Deposited to the wrong account		(\$300.00)	\$8,901.27
8/31/2017	Closing Balance					\$8,901.27
9/30/2017	Closing Balance					\$8,901.27
10/31/2017	Closing Balance					\$8,901.27
11/1/2017	Deposit			\$6,952.18		\$15,853.45
11/30/2017	Closing Balance					\$15,853.45
12/31/2017	Closing Balance					\$15,853.45
1/31/2018	Closing Balance					\$15,853.45
2/28/2018	Closing Balance					\$15,853.45
3/1/2018	Deposit		Town of Amherst Field Use	\$5,561.27		\$21,414.72
3/31/2018	Closing Balance					\$21,414.72
4/30/2018	Closing Balance					\$21,414.72
5/31/2018	Closing Balance					\$21,414.72
6/30/2018	Closing Balance					\$21,414.72
Jul-18	Closing Balance					\$21,414.72
Aug-18	Closing Balance					\$21,414.72
Sep-18	Closing Balance					\$21,414.72
Oct-18	Closing Balance					\$21,414.72
Nov-18	Closing Balance					\$21,414.72
12/3/2018	Transfer from Capital Checking		Amherst Field Use	\$8,896.72		\$30,311.44
12/31/2018	Closing Balance					\$30,311.44

Souhegan Cooperative School District  
Capital Funds Checking

**Souhegan Cooperative School District  
Capital Funds Checking**

	<b>Date</b>	<b>Type</b>	<b>Check #</b>	<b>Description</b>	<b>Credit</b>	<b>Debit</b>	<b>Balance</b>
FY17	6/30/2017	Closing Balance					\$10,723.41
FY18	6/30/2018	Closing Balance					\$8,040.63
FY19	7/31/2018	interest			\$3.53		\$8,044.16
FY19	7/31/2018	Closing Balance					\$8,044.16
FY19	8/31/2018	interest			\$3.42		\$8,047.58
FY19	8/31/2018	Closing Balance					\$8,047.58
FY19	9/28/2018	Interest			\$3.08		\$8,050.66
FY19	9/30/2018	Closing Balance					\$8,050.66
FY19	10/31/2018	Interest			\$3.64		\$8,054.30
FY19	10/31/2018	Closing Balance					\$8,054.30
FY19	11/5/2018	Deposit		Amherst field usage	\$8,896.72		\$16,951.02
FY19	11/30/2018	Interest			\$6.36		\$16,957.38
<b>FY19</b>	11/30/2018	Closing Balance					\$16,957.38
<b>FY19</b>	12/3/2018	Transfer out		Move previous deposit to Field Acct		(\$8,896.72)	\$8,060.66
	12/31/2018	Interest			\$3.67		\$8,064.33
	12/31/2018	Closing Balance					<b>\$8,064.33</b>

# MEMO



School Administrative Unit 39  
1 School Street  
P.O. Box 849  
Amherst, NH 03031  
Phone: 603-673-2690  
Fax: 603-672-1786

---

**Date:** 02/19/2019  
**To:** James Manning, Souhegan Cooperative School Board Chair  
**From:** Sarah Jardim-Lee, Accountant  
**Re:** Unanticipated Revenue

---

Unanticipated revenue in the amount of \$3,000.00 has been received by the Souhegan Cooperative School District this month.

### Requested Board Actions

1. Motion: To accept a donation in the amount of \$3,000.00 from Monarch International to be used for the First Robotics Team. These funds shall be accepted into the Student Activity Fund.

SOUHEGAN HIGH SCHOOL  
Student Activity Fund  
Credit Voucher

6440

Date: 1/25/19

Club/Activity: first robotics

Contact Person: Athletic

Amount deposited to account: 3000 -

Fund Source: check

Notes: Monarch in strumeny  
DONATIONS

ORIGINAL DOCUMENT PRINTED ON CHEMICAL REACTIVE PAPER WITH HEAT SENSITIVE INK HAND ICON AND MICROPRINTED BORDER

MONARCH INTERNATIONAL INC.  
18 COLUMBIA DRIVE  
AMHERST, NEW HAMPSHIRE 03031-2305

TO BANK  
America's Most Convenient Bank

54-7114

DATE

AMOUNT

58180

PAY THREE THOUSAND AND XX / 100

TO THE ORDER OF Souhegan H.S. First Robotics  
P.O. Box 1152  
Amherst, NH 03031

1/22/2019 \*\*\*\*\*3,000.00\*

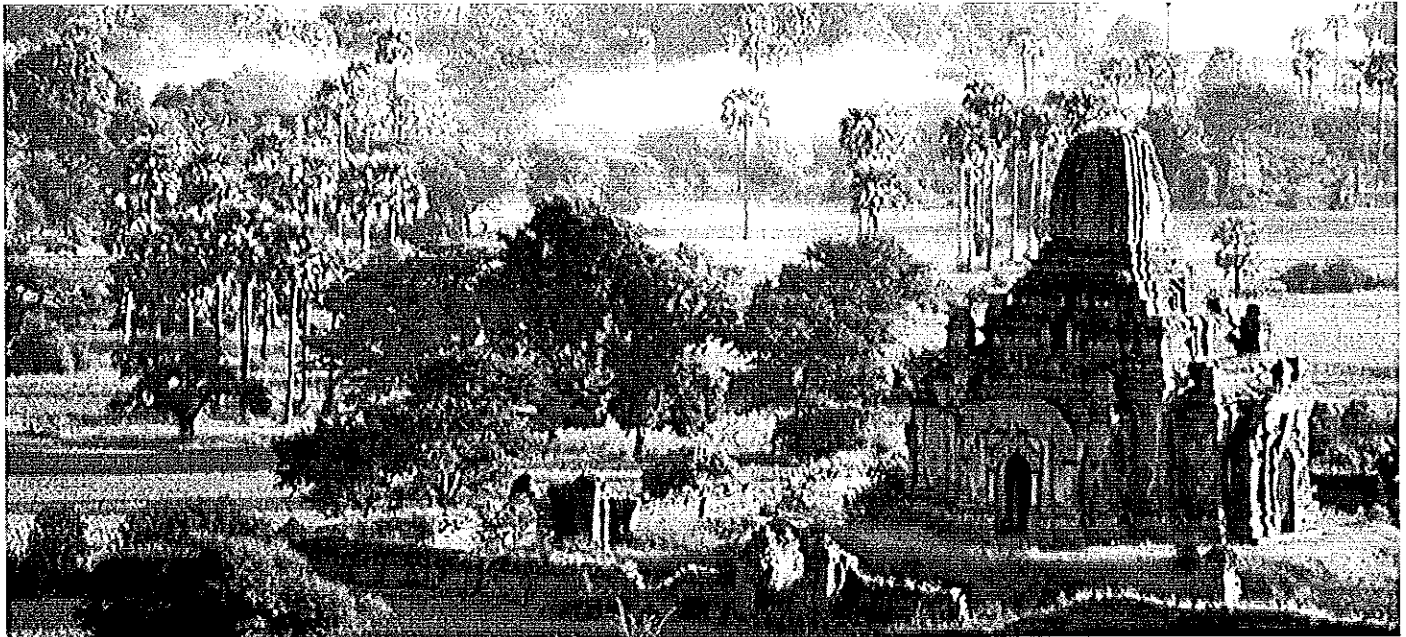
*Kenneth W. [Signature]*  
AUTHORIZED SIGNATURE

SECURITY FEATURES INCLUDED

⑈058180⑈ ⑆011400071⑆ 9245831923⑈

Katie -  
please add to SB agenda  
thanks  
pam





## Vietnam, Cambodia & Thailand

[explorica.com/Gibbons-5668](http://explorica.com/Gibbons-5668)

February 22 - March 02, 2020

### Day 1 Start tour

### Day 2 Chào ông Ho Chi Minh City

Arrive late on day 2 or early on day 3

### Day 3 Ho Chi Minh City landmarks

Meet your tour director and check into hotel  
Vietnam War Cu Chi Tunnels visit  
Ho Chi Minh City guided sightseeing tour : War Remnants Museum visit, Reunification Palace, Saigon Notre-Dame Basilica, City Hall

### Day 4 Mekong Delta

Thoi Son Island visit  
Mekong River jungle cruise

### Day 5 Ho Chi Minh City--Siem Reap

Fly to Siem Reap  
Tonlé Sap Lake cruise  
Floating villages visit  
Phnom Bakheng Hill  
View sunset at Angkor Wat

### Day 6 Angkor Wat

Angkor Wat guided sightseeing tour  
Angkor Thom visit  
Ta Prohm Temple visit  
Bayon Temple visit  
Old Market visit

### Day 7 Siem Reap--Bangkok

Travel to Bangkok via Poipet & Aranyaprathet

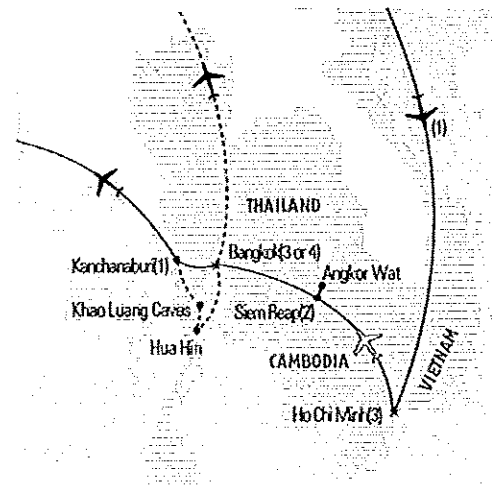
### Day 8 Bangkok landmarks

Bangkok guided sightseeing tour : Grand Palace visit, Emerald Buddha, Temple of Dawn, Wat Pho  
Chao Phraya River dinner cruise

### Day 9 Kanchanaburi

Travel to Kanchanaburi via Nakhon Pathom  
Phra Pathom Chedi visit  
Kanchanaburi guided sightseeing tour: War Cemetery visit, Thailand-Burma Railway Center, the River Kwai bridge

### Day 10 End tour



# Reserve your Spot!



Tour Center ID: Gibbons-5668  
Registration deadline: November 15, 2018

## What's included

We provide everything you need for a remarkable trip:

- Round-trip airfare
- 8 overnight stays (10 with extension) in hotels with private bathrooms
- Breakfast daily
- Dinner daily
- Full-time services of a professional Tour Director
- Guided sightseeing and city walks as per itinerary
- Visits to select attractions as per itinerary
- Tour Diary™
- Note: On arrival day only dinner is provided; on departure day, only breakfast is provided
- Note: Tour cost does not include airline-imposed baggage fees, or fees for any required passport or visa. Please visit our Fees FAQ page for a full list of items that may not be included in the cost of your tour.

## Tour investment

Students (travelers under the age of 23): \$3,374  
Adults (age 23 and over): \$3,859

Price reflects savings of \$200 scholarship. Sign up by 11/15/2018 and enter code 2020earlybird in order to take advantage of this limited-time offer!

### Automatic monthly payment plan

Pay just \$50 upon enrollment and the balance will be divided into equal monthly payments, charged automatically to your credit card or checking account. As of October 22, 2018, your monthly payment would be just \$237.43.

Manual plan also available; learn more on [explorica.com/paymentplans](http://explorica.com/paymentplans).

## Travel protection

Most Explorica travelers protect their investment with one of our trusted plans, starting from just \$12 per day. To learn more, visit [explorica.com/cfar](http://explorica.com/cfar).

Enroll online,  
by phone, or by mail



[explorica.com/Gibbons-5668](http://explorica.com/Gibbons-5668)



1.888.310.7121



Download and complete  
a paper application on  
[explorica.com/resources](http://explorica.com/resources)



145 Tremont Street  
Boston, MA 02111

**BROWSE TOURS** Call Us! (tel: 18883107120)

(/)

**TEACHERS** +

**STUDENTS** +

Log Out > (/my-account.aspx?logout=true&redirect=true)

**PARENTS** +

**MY ACCOUNT**

## Travel Protection Plan

**Learn more about** Explorica's Travel Protection Plan

**CALL US**

(TEL: 18883107120)

**CONTACT US**

(/CONTACT-US.ASPX)

### EXPLORICA'S TRAVEL PROTECTION PLANS

**SIGN UP / SIGN**

**UP / SIGN**

Through Trip Mate, our third-party travel protection plan provider, four out of five Explorica travelers protect their tours with our travel protection plans. Explorica offers two great plans that help protect your educational travel investment.

#### EXPLORICA'S TRAVEL PROTECTION PLAN

Our standard travel protection plan covers you for the following events:

- A traveler's injury, sickness, or death of a family member
- Theft of passport or visas
- Flight cancellations due to strike or bad weather
- Loss of luggage and personal effects
- Trip cancellation or trip interruption due to covered reasons such as a covered sickness, illness, injury or death
- Trip cancellation or trip interruption due to terrorist acts, as defined

#### EXPLORICA'S TRAVEL PROTECTION PLAN PLUS

Along with providing you the same benefits as our standard Travel Protection Plan, the Explorica Travel Protection Plan Plus also includes our exclusive Cancel For Any Reason Waiver Benefit.

With our Cancel For Any Reason Waiver Benefit, if you cancel your trip for any reason not otherwise covered by this policy, we will reimburse you for 75% of the non-refundable cancellation fees which apply to your trip, provided:

- 1) Payment for this plan is received by Explorica within 14 days of your initial deposit/payment for your trip; and
- 2) You cancel your trip thirty (30) days or more before your scheduled trip departure date.

This Cancel For Any Reason Waiver Benefit does not cover: 1) penalties associated with any air or other travel arrangements not provided by Explorica; or 2) the failure of Explorica to provide the bargained-for travel arrangements due to cessation of operations for any reason.

The Cancel For Any Reason Waiver Benefit is provided by Explorica and is not an insurance benefit underwritten by United States Fire Insurance Company and must be purchased within 14 days of your initial payment for your trip.

## **TRAVEL PROTECTION PLAN BENEFITS**

The following benefits apply to both of Explorica's high-quality Travel Protection Plans:

### **TRIP INTERRUPTION**

If you have to interrupt your Explorica trip after departure due to a covered injury, sickness, or death (your own or that of a traveling companion or a family member) or for other covered reasons such as: cancellation of arrangements by an airline due to strike or bad weather; a documented theft of passports or visas; or a terrorist incident which occurs in a city which is listed on the itinerary of your trip and within 30 days prior to your scheduled departure date for your trip, as defined, you will be reimbursed up to the trip cost for the unused, non-refundable land or water arrangements and the additional transport charges paid to return home or to rejoin your trip (limited to economy one-way airfare, or first class if your original tickets were first class).

### **TRAVEL DELAY**

Reimburses up to \$100 per day (maximum of \$500) for reasonable accommodation and traveling expenses until travel becomes possible if you are delayed for 12 hours or more due to a covered reason such as a common carrier delay; injury, sickness, or death of you or your traveling companion; quarantine; loss of passport, travel documents, or money; or natural disaster.

### **MEDICAL EXPENSE/EMERGENCY ASSISTANCE**

Provides reimbursement up to \$25,000 for reasonable and customary medical expenses incurred while on your trip; emergency dental treatment received during your trip, up to \$750; the costs for emergency transport to home or an appropriate hospital, including escort expense (both, if deemed necessary by the attending physician), for a covered injury or sickness which occurs while on your trip; or the cost of homeward carriage if deceased, up to \$50,000.

### **BAGGAGE & PERSONAL EFFECTS**

Coverage up to \$2,000 for direct physical loss or damage to your baggage, passports, or visas while on your trip. A \$600 maximum limit applies to jewelry, gems, watches, cameras and camera equipment, and furs; a \$300 per article limit applies to all other items. If, while on your trip, your baggage is delayed for more than 24 hours, we will reimburse you up to \$100 for the purchase of necessary additional clothing and personal articles.

### **PRE-EXISTING CONDITIONS WAIVER**

The plan exclusion for pre-existing conditions is waived if you purchase the plan within 14 days of your initial deposit/payment for your trip.

A "Certificate of Coverage" which provides complete details of the plan, including conditions, exclusions, and limitations, is available to you on our website under the Travel Protection Plan or is available to you at any time by request.

View Trip Mate's complete Travel Protection Plan details and current Travel Insurance Certificate (<http://www.tripmate.com/wpA433E>)

**The Explorica Travel Protection Plan benefits are administered by: Trip Mate, Inc. (In CA, dba Trip Mate Insurance Agency), 9225 Ward Parkway, Suite 200, Kansas City, Missouri 64114; tel. 1.800.888.7292.**

The Explorica Travel Protection Plan is underwritten by Arch Insurance Company, Jersey City, NJ.

The cost for Explorica's Travel Protection Plan is \$12 per day of your tour, maximum \$180. This plan should be purchased at the time of enrollment, and cannot be refunded once selected.

The cost for Explorica's Travel Protection Plan Plus is \$18 per day of your tour, maximum \$270. This plan should be purchased at the time of enrollment, and cannot be refunded once selected.

## **HOW TO SUBMIT A CLAIM**

Before you submit a claim to Trip Mate through your Travel Protection Plan, there are a few things you'll need to have ready:

- Your Plan Number: A433E
- The departure and return date of your trip
- Depending on the reason for the claim, Trip Mate may indicate further documentation is required.

Claims may be reported to Trip Mate by any of the following methods:

- Online - visit <https://www.travelclaimsonline.com>  
(<https://www.travelclaimsonline.com/>)
- Phone - call to 1.800.888.7292 during business hours.
- Fax - 1.816.523.3379
- Mail - Trip Mate, Inc.  
9225 Ward Parkway  
Kansas City, MO 64114

If you choose to submit your claim online, you will be prompted to enter your plan number (noted above). Make sure to only fill in the fields marked with asterisks.

**Please note once finished with the online form, you must print, sign, and send it to Trip Mate.**

## **RESOURCES**

destination information > (</resources/destination-information.aspx>)

travel protection plan



[SITE MAP \(/SITEMAP.ASPX\)](/SITEMAP.ASPX) [PRIVACY POLICY \(/PRIVACY-POLICY.ASPX\)](/PRIVACY-POLICY.ASPX) [TERMS OF USE \(/TERMS-OF-USE.ASPX\)](/TERMS-OF-USE.ASPX)

Explorica Inc. 145 Tremont St., 6th Floor, Boston, MA 02111  
Teachers: 1.888.310.7120  
Travelers: 1.888.310.7121

IICA Form 7  
(current policy application)

Souhegan High School Extended Field Trip Application

Make no commitment to parents or students about any trip until the trip has been approved.

Please complete the following:

1. Name, address, and telephone number of the agency organizing, running and providing services for the planned activity.

Explobrica  
145 Tremont Street  
Boston, Mass  
688-310-7120  
ATTENTION  
CARA BOUN

2. Describe the cost and payment schedule and the deadlines for payment.

Total 3,874.00 or 13 payments of 255.69 with  
a 50 dollar deposit.

3. State the cancellation and refund policy and procedure. Please make this known to the parents who will fund the activity.

see attached

4. Provide a detailed itinerary, including information on how to reach students and chaperones on a daily basis.

see attached Vietnam, Cambodia and  
Thailand.

5. State the inclusive dates of the extended field trip and specific departure from school including classes missed.

February 22<sup>nd</sup> - March 2<sup>nd</sup> 2020

6. Provide the names and trip experience of the chaperones. Please keep in mind that the ratio of 12 students to one (1) chaperone is necessary.

Aimee Gibbons and Kathy Madduck have  
had numerous trips for Souhegan students  
Cuba, Namibia, Tanzania, Nicaragua,  
West Africa, South Africa.

7. Clearly state the educational objectives of the trip. Please also state your plans for meeting with the parents and students about the trip. If you meet in the high school, it is important to fill out an application for use of school facilities (Form 8) if you are meeting after school.

① This trip aligns with goals in the World Studies World Literature curriculum. particularly ~~the~~ or unit on Asia.

② Will meet with parents for informational meetings 3 times. at school in room 131

8. Specify transportation vendor and plans (bus, van, airline, etc.)

flightline to Logan and flights booked after enrollment.

9. Verify that the parental permission form and behavioral contract will be used and that the behavioral expectations sheet will be signed by both parent and student.

Yes

10. Describe the health/accident insurance and method for acquiring health information on your students. Give the school nurse the list of students and receive back details about health issues.

Yes

11. Indicate any employee liability (Has Verification of Insurance, Form 5 been completed?).

N/A

12. Read and review student behavioral expectations (Contract) and review the early return of students at parental expense clause.

Yes

13. List any remuneration (service / payment / compensation) that you or any member of your family will receive in connection with this trip.

N/A



14. Describe your plans to inform students of their responsibility to complete make-up work that was missed during the trip.

students will miss one day of school and will be instructed to check in with

15. List your experience and background as the trip coordinator, chaperone, etc.

I have served as a chaperone for twenty years for winter sessions and ten years for international trips. I am an experienced traveler.

16. Describe plans to inform parents/guardians of their responsibilities to assume all costs arising from the need to evacuate (remove) their child for medical or behavioral reasons. List parent meeting dates prior to the trip.

Yes

**Addendum to the Extended Field Trip Policy**

**Reminder: No advertising of the trip should occur before approval.**

How many days of school will you and your chaperones miss during this trip?

1 day

Approximately how many classes will you and your chaperones miss during this trip?

2 classes each or four depending on the schedule.

What classes will chaperones miss while gone? For example if two staff members are chaperoning a trip and missing 4 days each, what classes would they normally be teaching in those four days?

We will both miss one day.  
(my classes will be covered by my teaching partner + intern)

How do you anticipate those classes will be covered? (Teaching partner, intern, learning specialist, or substitute)

To the best of your ability please describe the curriculum that your students at Souhegan will receive during the time that you will miss.

They will receive the same instruction as if I were there and I teach with my partner 100% in film and 80% in work.

Are you or your chaperones approved for any other extended field trips during the school year that this trip is scheduled for? If so please indicate the total number of days each chaperone is already approved for.

NO

Please explain how this trip connects to the curriculum of your classes.

This trip connects most closely to the religion and beliefs portion of World Lit + World Studies.

APPROVED: \_\_\_\_\_

DATE: \_\_\_\_\_

## Tour Overview

<b>Group Organizer</b> Ms. Michelle Castell	<b>Tour Name</b> Paris to the French Riviera
<b>Departure Date</b> 4/23/2020	<b>Return Date</b> 5/1/2020
<b>Departure City</b> Boston, MA	<b>Free Spot Ratio</b> 1 free spot for every 6 payees

## Price Breakdown

**\$3666**  
**\$238 / month**

<b>Program Cost</b>	\$3866
	-\$200 Early Enrollment Discount until March 15, 2019
<b>Total Cost</b>	\$3666
<b>E-Z Monthly Payments</b>	\$238

## What You Get



### Accommodations

Accommodations in centrally-located three-star or four-star hotels. Rooming on a triple basis. Optional double rooms: \$280 per person.



### Transportation

Round-trip airfare on scheduled airline. Paris-Visite Metro Pass for Two Consecutive Days (zones 1-3).



### Meals

All breakfasts. All dinners.



### Tour Director

Services of a specially-trained **passports** Tour Director throughout.



### Travel Protection

**passports** provides and pays for a Post-Departure Travel Protection Plan that provides coverage for Trip Interruption, Trip Delay, Baggage Loss or Delay, Medical Expense and Evacuation and more.

## Optional Add-ons

- \$99 Eiffel Tower Summit (subject to availability)
- \$99 Dinner on the Eiffel Tower \*\*
- \$49 Estimated Tour Director Tip
- \$140 Include double rooms for your entire group at 50% off  
*Save \$140 per person!*

\*\*Entire group must include. Contact **passports**.

## Private Tour

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### This is a Private Tour Based on 15 Payees

This tour is private and will not be combined with other groups. If you have fewer than 15 participants enroll, your group may be offered the option to combine with others, to travel on an alternate or modified program, or to keep your group private with the addition of a supplement. Enrolling more than 15 participants will reduce your price!

-\$270 per payee with 25-29 payees

-\$140 per payee with 20-24 payees

## The Fine Print

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### Final Payment Deadline

Program cost is valid for those who pay in full before the Final Payment Deadline. Final payment is due 1/4/2020 or, with E-Z Pay, 3/24/2020.

### Double Rooms and Adults

Adults 24 years or older are automatically charged for double rooms. With doubles, total price is \$3,946.

### Include Tour Director Tip

You can opt to include tipping for your Tour Director directly into the Program Cost for \$49 per paying participant. Passports will hold this amount in escrow and disperse funds after the completion of the tour.

## EASY ENROLLMENT



### Online Application

To enroll online, participants can visit [passports.com/enroll](http://passports.com/enroll) and enter your group's Tour ID: **MCATELL2020-2**



### Paper Application

To enroll with a paper application, participants can fill out the application and mail it along with the initial deposit to the **passports** office:

7 Midstate Drive, Suite 102, Auburn, MA 01501

## MAKING PAYMENTS



### E-Z Pay Plan

Participants enrolled on E-Z Pay will have monthly payments automatically deducted from their checking accounts on a specified date. The final payment deadline is 30 days prior to departure, 3/24/2020.



### Convenience Billing Plan

Participants not enrolled on E-Z Pay will be sent a suggested monthly payment statement each month, equal to the remaining balance divided by the number of months until the final payment deadline. Participants can pay when they choose, as long as they are paid in full by the final payment deadline. The final payment deadline is 110 days prior to departure, 1/4/2020.



# Paris to the French Riviera

Group Organizer: Ms. Michelle Castell

## Tour Includes

### Departure Date

April 23, 2020

### Overnights

Paris 2 • Avignon 2 • Nice 3

### Accommodations

Accommodations in centrally-located three-star or four-star hotels. Rooming on a triple basis. Double rooms: \$280 per person.

### Transportation

Round-trip transportation on scheduled airline. Paris-Visite Metro Pass for Two Consecutive Days (zones 1-3).

### Meals

All breakfasts. All dinners.

### Tour Director

Services of a specially-trained **passports** Tour Director throughout.

### Travel Protection

**passports** provides and pays for a Post-Departure Travel Protection Plan that provides coverage for Trip Interruption, Trip Delay, Baggage Loss or Delay, Medical Expense and Evacuation and more.

## Investment

Program Cost \$3866  
- \$200 Early Enrollment Discount  
Total \$3666

E-Z Payments \$238 monthly after \$95 deposit

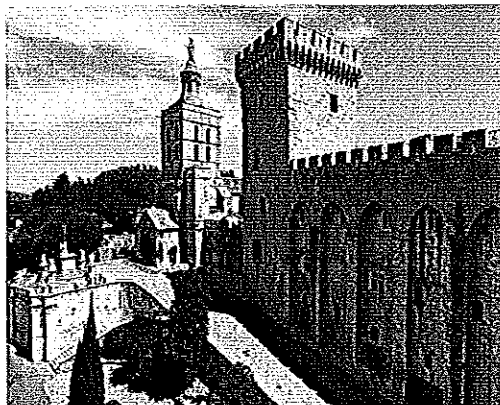
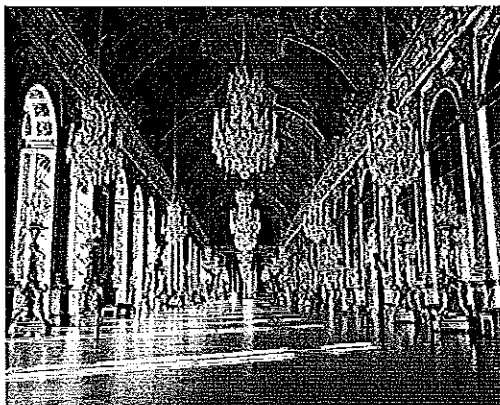
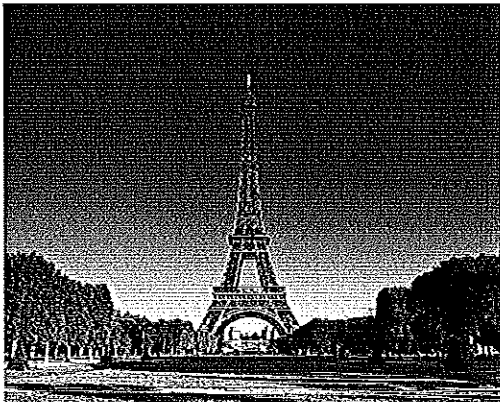
*Early Enrollment Discount expires March 15, 2019. Final payment is due 1/4/2020 or, with E-Z Pay, 3/24/2020. Tour cost is based on a group size of 15 participants. Departure from Boston, MA. Adults 24 years or older are automatically charged for double rooms. With doubles, total price is \$3,946.*

## Enroll Today!

- 1 Visit our website  
[passports.com/enroll](https://passports.com/enroll)
- 2 Enter Tour ID  
**MCASTELL2020-2**

# Paris to the French Riviera

Departs: April 23, 2020



## Days 1-2: Home - Paris

Arrival transfer

Visit to Notre-Dame Cathedral

## Day 3: Paris

Paris City Sightseeing: Local Guide

Visit to the Rodin Museum's Permanent Collections and Garden of Sculptures

Catacombs

Eiffel Tower Level Two: Optional Eiffel Tower Summit (subject to availability), Optional Dinner on the Eiffel Tower

## Day 4: Paris - Avignon

Departure transfer, TGV train Paris-Avignon, Arrival transfer

Tour director-led walking tour in Avignon

## Day 5: Avignon

Excursion to the Pont du Gard and Nîmes: Visit to the Pont du Gard Roman aqueduct, Tour director-led walking tour in Nîmes, Visits to the Roman Amphitheater and the Maison Carrée

## Day 6: Avignon - Nice

Tour director-led walking tour in Aix-en-Provence

## Day 7: Nice

Excursion to Monaco and Èze: Visit to the Fragonard perfume factory in the hilltop village of Èze

## Day 8: Nice

Tour director-led walking tour along the 'Promenade des Anglais' in Nice

## Day 9: Departure

Departure transfer

# Detailed Itinerary

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## Thursday 4/23 - Friday 4/24

### Home - Paris

Arrival transfer

Visit to Notre-Dame Cathedral

Meals included: Dinner

Overnight: Paris

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## Saturday 4/25

### Paris

Paris City Sightseeing: Local Guide

Visit to the Rodin Museum's Permanent Collections and Garden of Sculptures

Catacombs

Eiffel Tower Level Two: Optional Eiffel Tower Summit (subject to availability), Optional Dinner on the Eiffel Tower

Meals included: Breakfast, Dinner  
Optional: Dinner on the Eiffel Tower  
Overnight: Paris

### Days 1-2: Arrival, Notre-Dame Cathedral

Weeks, or even months of preparation come to fruition at last as you board your airplane bound for Europe and the glittering jewel at her heart, Paris, the "City of Light." *Bienvenue!*

Settle into your hotel, then set out to explore one of the world's most beautiful capital cities.

Time permitting, you may want to head to Montmartre, Paris' highest hill and its most celebrated bohemian district. Artists still flock to the charming *Place du Tertre*, as they did when Toulouse-Lautrec painted the French Cancan dancers at the famous *Moulin Rouge* cabaret. Visitors enjoy panoramic views of the city as they make their way to the *Sacré-Coeur*, the white-domed basilica that anchors the Parisian skyline.

### Visit to Notre-Dame Cathedral

Enter *Notre-Dame de Paris*. This cathedral has presided over centuries of glorious and somber French history, from its construction in the Middle Ages to its desecration during the French Revolution, and the coronation of Napoléon Bonaparte in 1804. Admire its bas-reliefs, statuary, gargoyles, and remarkable rose windows.

### Day 3: Paris City Sightseeing, Rodin Museum, Catacombs, Eiffel Tower

#### Paris City Sightseeing

Set out on a coach tour of the city. On the Right Bank of the River Seine, see Napoléon's *Arc de Triomphe*, the *Champs-Élysées*, the *Place de la Concorde*, and the exuberant *Opéra Garnier*. On the Left Bank, you'll drive by the Eiffel Tower, the Invalides, the Latin Quarter, the Luxembourg Gardens, and *Saint-Germain-des-Prés*.

A local guide, well-educated and specially-trained on the history and culture of Paris, will accompany your group.

#### Visit to the Rodin Museum's Permanent Collections and Garden of Sculptures

Make your way to the elegant *Hôtel Biron*, where Auguste Rodin once lived and worked. The estate now houses the *Musée Rodin*, with artwork on display in the house and in the garden, in particular the famous sculptures titled *The Kiss* and *The Thinker*.

#### Catacombs

Visit the Catacombs, a section of a maze of tunnels below the city which was transformed in an ossuary in the 18th century for bones from reclaimed graveyards. Nearby tunnels served as hiding places for members of the French Resistance during World War II. Please note that the Catacombs visit is not for the faint of heart since the one-way-only circuit through dark, narrow tunnels lined with human bones takes no less than one hour, with no turning back possible, and no Catacombs staff available underground.

#### Eiffel Tower Level Two

Take an elevator to the *deuxième étage* of the most famous cast iron structure ever built, *la Tour Eiffel*, for an unforgettable panorama of Paris.

*Optional Eiffel Tower Summit (subject to availability)*

Ascend to the third level of the tower.

*Optional Dinner on the Eiffel Tower*

Enjoy a three-course dinner at the restaurant 58 Tour Eiffel located on the first level of the Eiffel Tower.

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## Sunday 4/26

### Paris - Avignon

Departure transfer, TGV train Paris-Avignon,  
Arrival transfer

Tour director-led walking tour in Avignon

Meals included: Breakfast, Dinner  
Overnight: Avignon

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## Monday 4/27

### Avignon

Excursion to the Pont du Gard and Nîmes:  
Visit to the Pont du Gard Roman aqueduct,  
Tour director-led walking tour in Nîmes,  
Visits to the Roman Amphitheater and the  
Maison Carrée

Meals included: Breakfast, Dinner  
Overnight: Avignon

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## Tuesday 4/28

### Avignon - Nice

Tour director-led walking tour in Aix-en-  
Provence

Meals included: Breakfast, Dinner  
Overnight: Nice

## Day 4: Train to Avignon, Avignon Walking Tour

Today, there's the excitement of a ride on a *Train à Grande Vitesse* (no clackety-clacks on these smooth rails) all the way down to Avignon, *au coeur de la Provence*.

Enjoy a walking tour led by your courier. See the imposing fortress-like Palace of the Popes. Other landmarks include the *Cathédrale Notre-Dame des Doms*, the Saint-Bénézet Bridge (*le fameux Pont d'Avignon!*), the central *Place de l'Horloge*, and the charming *rue des Teinturiers*.

## Day 5: Excursion to the Pont du Gard and Nîmes

### Excursion to the Pont du Gard and Nîmes

Marvel at the Romans' engineering genius at the *Pont du Gard*, an aqueduct constructed in 19 BC which delivered 44 million gallons of water each day to the Roman city of *Nemausus* (Nîmes).

On a walk through the city's historic center, you will see impressive ruins such as the *Porte d'Auguste*, a Roman gate built at the entrance to the *Via Domitia* when *Colonia Nemausus* was founded by the Romans in 28 BC.

Visit the *Maison Carrée* (a Roman temple which Thomas Jefferson used as a model for Virginia's State Capitol Building), and the Roman amphitheater, which is better preserved than Rome's Colosseum.

Your combination ticket also allows entrance, if time permits, to the Roman ruins known as the *Tour Magne*, built in the 1st century BC.

You may take a stroll in town, and perhaps shop for local specialties such as fragrant perfumes, fine olive oils, or the attractive fabrics called *tissus provençaux*. Nîmes also gave us the less colorful but ubiquitous blue cloth known as "denim," a deformation of the name of the fabric first woven in this city and called *serge de Nîmes*.

## Day 6: Aix-en-Provence, Nice

Today, depart Avignon and head toward the familiar silhouette of *la Montagne Sainte-Victoire*, often featured in Cézanne's paintings.

### Tour director-led walking tour in Aix-en-Provence

Discover the historic district of the "City of a Thousand Fountains" as you stroll along its best-known avenue, the *Cours Mirabeau*, past monumental fountains from the 17th century. Other landmarks include the *Place de l'Hôtel de Ville* with its open-air cafés and the *Cathédrale Saint-Sauveur*, whose Romanesque cloisters house a famous triptych, *The Burning Bush*, painted in 1476.

### Travel to Nice

Continue over the parched hills of the *Massif des Maures* on your way to the capital of the French Riviera. This is the *Côte d'Azur*, celebrated for its sunny climate, the turquoise Mediterranean, and the *vedettes de cinéma* who inhabit the surrounding hills.



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### Wednesday 4/29

#### Nice

Excursion to Monaco and Èze: Visit to the Fragonard perfume factory in the hilltop village of Èze

Meals included: Breakfast, Dinner  
Overnight: Nice

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### Thursday 4/30

#### Nice

Tour director-led walking tour along the 'Promenade des Anglais' in Nice

Meals included: Breakfast, Dinner  
Overnight: Nice

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### Friday 5/1

#### Departure

Departure transfer

Meals included: Breakfast

### Day 7: Excursion to Monaco and Èze, Nice

Board your coach for an excursion today.

#### Sightseeing stop in Èze

Discover a picturesque Provençal village perched atop a towering cliff, high above the Mediterranean Sea.

#### Visit to the Fragonard perfume factory in the hilltop village of Èze

In Èze, enter the *Parfumerie Fragonard* and learn about the esoteric artistry of the "nez" - the perfumers nicknamed "Noses" who compose renowned perfumes from a workstation known as a perfume organ.

Discover the Principality of Monaco, a fabulous display of white buildings and winding roads set into steep hillsides. See the harbor, Monte Carlo and its Grand Casino, favored by the world's well-to-do, the Cathedral and the Prince's Palace, which Prince Rainier once shared with his bride from Philadelphia, Grace Kelly.

#### Free time in Nice

The afternoon is unscheduled.

Of course, in Nice there's the famous crescent of the beach: as all beaches in this region it may be a touch pebbly, but the deep blue water looks great!

### Day 8: Promenade des Anglais Walking Tour, Nice

Enjoy a walking tour along the *Promenade des Anglais*, which is said to be Europe's most handsome boulevard (see the luxury yachts from the world over). Venture down side streets into the Old Town, known as *Vieux-Nice*.

#### Free time in Nice

The afternoon is unscheduled.

Art lovers may want to visit the colorful *Musée Matisse* or the *Musée Chagall*, the latter highlighting one of the artist's major works, *Le Message Biblique*.

Choose to travel back in time at the *Musée de Terra Amata*, set on the site of a paleolithic hunters' camp some 400,000 years old, which is one of the earliest human settlements known in Europe. See stone tools, the hearth and the human footprint, most likely Pithecanthropus.

### Day 9: Departure

*Le retour, hélas...* Your plane awaits. This time the earth rotates *towards* you, allowing an arrival in the U.S. only shortly after you left Europe! You're eager to share your adventures with family and friends.

# Choose your payment plan:

## E-Z Pay Billing Plan

OR

## Convenience Billing Plan

- \$95 deposit
- 30-day final payment deadline
- automatic withdrawals
- lower monthly payments

### Online Application

Log on to [passports.com/enroll](http://passports.com/enroll).

Enter your Tour ID, provided by your group organizer.

Complete the application, and choose E-Z Pay as your payment option. Follow the online instructions.

Then, sit back and relax! The rest of your payments will be automatically withdrawn from your checking account on a monthly basis.

- \$495 deposit
- 110-day final payment deadline
- pay when you choose, as long as you pay in full by the final payment deadline

### Online Application

Enter your Tour ID at [passports.com/enroll](http://passports.com/enroll), and complete the application. Select pay by credit card as your payment option.

Credit card payments may only be made with online applications, and a \$25 service fee will apply. Note: subsequent payments cannot be made by credit card.

### Paper Application

Complete and sign the enrollment application on the facing page. Mail the application and a check for your initial deposit to the **passports** headquarters:

7 Midstate Drive Suite 102  
Auburn, MA 01501

**ENROLL ONLINE TODAY AT**  
**[passports.com/enroll](http://passports.com/enroll)**

# Post-departure Travel Protection Plan

The travel protection plan, provided and paid for by **passports**, offers valuable coverage to all eligible travelers. Travel with less stress knowing this complimentary Post-Departure travel protection plan is in place! For more information, see below.

<b>POST-DEPARTURE PLAN BENEFITS</b>	<b>COVERAGE PER PERSON</b> (up to limits below)	
<b>TRIP INTERRUPTION</b>	<b>\$1,000</b>	In the event the trip is cut short for a covered reason, this benefit covers the additional airfare costs to return home.
<b>OCCUPANCY UPGRADE</b>	<b>\$1,000</b>	Reimbursement for the additional cost incurred as the result of a change in the per person occupancy rate if your traveling companion's trip is canceled or interrupted for a covered reason and you do not cancel or interrupt Your Trip.
<b>MISSED CONNECTION</b>	<b>\$1,000</b>	If you miss a departure due to a cancellation or delay, this benefit provides coverage for unused, pre-paid expense resulting from the missed connection. Coverage is provided for additional transportation expenses, reasonable accommodations, meal expense and non-refundable trip payments for unused portions of your trip.
<b>TRIP DELAY</b>	<b>\$1,000</b>	Assists with additional travel expenses incurred during a 5+ hour delay of common carrier for a covered reasons**. This includes hotel, meals and local transportation.
<b>ACCIDENTAL DEATH &amp; DISMEMBERMENT</b>	<b>\$25,000</b>	Pays a percentage of the maximum benefit amount if a loss occurred as a result of an accidental injury or death during a trip.
<b>EMERGENCY ACCIDENT AND SICKNESS MEDICAL EXPENSE</b>	<b>\$50,000</b>	Provides coverage for covered emergency medical expenses** such as an accidental injury or illness that strikes while on your trip.
<b>EMERGENCY EVACUATION AND REPATRIATION OF REMAINS</b>	<b>\$250,000</b>	Offers protection in the event that emergency medical care is needed and an emergency evacuation to a better level of care -- or home -- is required. Also covers the costs associated with returning remains home in the event of a tragedy.
<b>POLITICAL OR SECURITY EVACUATION</b>	<b>\$50,000</b>	Covers all reasonable evacuation expenses to transport you to the nearest safe haven.
<b>BAGGAGE AND PERSONAL EFFECTS</b>	<b>\$1,500</b>	Reimbursement for permanently lost, stolen, damaged or destroyed baggage or personal effects, including passports and visas.
<b>BAGGAGE DELAY</b>	<b>\$250</b>	Covers expenses not otherwise covered by a common carrier, hotel or travel supplier for personal effects if checked baggage is delayed or misdirected.

This is a plan summary, to obtain the full travel insurance plan details: please call 1-844-812-2599 or visit online at: <https://passports.archinsurancesolutions.com/description-of-coverage>

# Optional pre-departure Deluxe Travel Protection Plan

The Deluxe Travel Protection Plan works in conjunction with the Post-Departure plan provided and paid for by **passports**. The travel protection plan, provided by Arch Insurance, offers valuable coverage to the travelers of **passports** at a competitive price.

BENEFITS	MAXIMUM LIMIT	
<b>TRIP CANCELLATION</b>	UP TO TRIP COST	Protects the prepaid, non-refundable costs of covered airline tickets in the event the trip is canceled for a covered reason.
<b>CANCELLATION FOR ANY REASON</b>	75% OF NON-REFUNDABLE TRIP COST, UP TO \$10,000	Reimbursement for 75% the unused non-refundable pre-paid payments or deposits for your travel arrangements when you cancel your trip for any reason not otherwise covered by this policy.  Coverage is only available if you purchased this plan within 21 days of your initial deposit, you insured 100% of your travel arrangements that are subject to cancellation penalties or restrictions, and you cancelled your trip 48 hours or more before your departure date.
<b>TRIP INTERRUPTION</b>	150% OF THE TRIP COST	In the event the trip is cut short for a covered reason, this benefit covers the additional airfare costs to return home.
<b>TRAVEL ASSISTANCE</b>		Global travel assistance, medical emergency, and concierge services are available 24/7/365.  Medical Assistance Services include: • Medical Monitoring • Medical, Dental, Ophthalmic, and Pharmacy Referrals • Deposits, Advances and Guarantees • Dispatch of Medicine, Eye Glasses, Dental Prosthetics • Emergency Medical Transportation (Evacuation/Repatriation) • Medically Supervised Repatriation • Repatriation of Remains

CALL TOLL FREE: (within the United States and Canada) 844-359-0417  
CALL COLLECT: (from all other locations) 443-275-6001

NEED TO FILE A CLAIM?	TRIP COST	PLAN COST PER PERSON (0-30 Days)
Visit	\$0 - \$2,500	\$110
<a href="https://passports.archinsurancesolutions.com/claims">https://passports.archinsurancesolutions.com/claims</a>	\$2,501 - \$6,000	\$255
to download a claim form	\$6,001 - \$8,000	\$353
and contact the Arch Insurance Solutions claims department.	\$8,001 - \$10,000	\$441

For trips 31-120 days in length, add \$2 per day.

\* This is a general overview of the policy. To obtain the full travel insurance plan details: please call 1-844-812-2599 or visit online at <https://passports.archinsurancesolutions.com/description-of-coverage>. There are additional definitions, exclusions and limitations that apply to all coverages and services. This document does not serve as a contract of any kind. Plan benefits, limits and provisions may vary by state jurisdiction. This brochure provides a broad overview of your policy provisions and does not revise or amend the policy. Insurance coverages are underwritten by Arch Insurance Company, NAIC #11150, under policy series LTP 2013 and endorsements thereto. Policies are administered by Arch Insurance Solutions, 1-877-722-1959, CA License #0118111, TX License #1787195. Your policy is the contract that specifically and fully describes your coverage. Certain restrictions and exclusions apply and coverages may vary in certain states. Please refer to your policy for detailed terms and conditions. Consumer disclosures can be found at: <https://passports.archinsurancesolutions.com/disclosures>



# passports

educational group travel

# Application

Student  Adult

For online enrollment go to [passports.com/enroll](http://passports.com/enroll)

## PERSONAL DATA

All information must match your passport (check your passport!) — fees will apply for name changes. Do not use nicknames. Please print clearly. Your passport must be valid for at least 6 months after you return from your trip.

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MIDDLE NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

*Do not abbreviate city.*

PRIMARY TELEPHONE (\_\_\_\_\_) \_\_\_\_\_ CELL PHONE (\_\_\_\_\_) \_\_\_\_\_

PARTICIPANT EMAIL \_\_\_\_\_ PARENT/GUARDIAN EMAIL \_\_\_\_\_

DATE OF BIRTH (MM/DD/YYYY) \_\_\_\_\_ SEX  MALE  FEMALE

ADULT TRAVELERS PLEASE SELECT ROOMING PREFERENCE:

I will purchase double room accommodations. ROOMMATE NAME \_\_\_\_\_

Bill me for single room accommodations.

CITIZEN OF (COUNTRY) \_\_\_\_\_

PASSPORT # \_\_\_\_\_ DATE OF ISSUE \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_ COUNTRY OF ISSUE \_\_\_\_\_

*If you do not have your passport, please leave this section blank and provide us with the information when you receive your passport. Travelers are solely responsible for obtaining all proper travel documents, visas and passports. See Release & Agreement, paragraph #18.*

PARENT/GUARDIAN'S NAME \_\_\_\_\_ TELEPHONE (\_\_\_\_\_) \_\_\_\_\_

*If 21 or older, please indicate next of kin.*

EMERGENCY CONTACT \_\_\_\_\_ TELEPHONE (\_\_\_\_\_) \_\_\_\_\_

*Name and telephone of person not traveling with you.*

## TOUR GROUP DATA

GROUP LEADER \_\_\_\_\_

DEPARTURE DATE \_\_\_\_\_

DEPARTURE CITY \_\_\_\_\_

*Leave departure city blank if traveler is purchasing land-only package.*

Special terms apply for the following options:

Check here if your U.S. departure city is different from that of the group.

Check here for land arrangements only (you will arrange your own air transportation).

Check here if you will travel on different dates from the group. Please complete the **Special Travel Arrangements Form** online at [passports.com/docs](http://passports.com/docs). Contact **passports** for assistance.

## FINANCIAL DATA

A \$495 Deposit must accompany this form.

### TRAVEL PROTECTION

I/we accept the Deluxe Travel Protection Plan for \$ \_\_\_\_.

I/we decline the Deluxe Travel Protection Plan.

Make checks payable to:

**passports Student Depository Account**

See 2018-2019 Terms & Conditions for credit card payment details and other payment guidelines.

Total enclosed:

\$ \_\_\_\_\_

*Do not send cash.*

## MEDICAL / HEALTH DATA

Please send a confidential letter to **passports** concerning any medical condition(s) which could affect your travel.

## SIGNATURES

PLEASE SIGN HERE

I (we), the undersigned, have read and fully understand the **passports 2018-2019 Terms & Conditions** and **passports 2018-2019 Release & Agreement** including the sections concerning itinerary changes, payment terms, code of conduct and cancellations/refunds, and I (we) agree to accept these conditions.

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PARENT OR GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
IF APPLICANT IS UNDER 21

*Complete and sign form; give it to your group leader with your deposit (may also be paid online).*

I am an applicant for a tour with Passports, Inc., d/b/a Passports, and acknowledge and agree to the following conditions binding upon myself, and upon my parents or guardians if I am a minor, and upon Passports, Inc. ("Passports").

1. Responsibility. Passports is responsible only for the acts or omissions of its employees. Each tour begins with the takeoff of the first flight and ends upon completion of the return flight (with the exception of land-only arrangements, which start at the first hotel and end with completion of services at the last hotel).

2. Passports cannot be responsible for events beyond its control, including, without limitation, acts of God, war, strikes or government restrictions, or for any other circumstances of *force majeure*; nor, in the absence of its own negligence, for personal injury, accidents, illness, death, property damage or loss, delay or inconvenience caused by persons not controlled by Passports, including, without limitation, airlines, bus companies, railways, hotels, restaurants, taxis, group leaders, or any other agency, company or individual.

3. Passports is not responsible for loss of a government-issued passport, travel documents or tickets, loss or damage to luggage or any other personal belongings, or for consequential damages in any event.

4. Passports reserves the right to cancel any participant at any time for reasons which appear to be valid in its sole judgment. Passports shall have the right, without refund, to send home (on notice to parent or guardian for minors) at his/her own expense, and without escort, any student or adult who does not adhere to Passports' Code of Conduct, or who infringes upon others' enjoyment of the tour. I agree to release Passports, its agents and employees, my local school and school district, and the group leader from all claims arising out of such events, acts, or omissions.

5. I understand that if I am expelled from school, or if I am under other disciplinary measures instituted by my teacher, school or other authorities, or if I fail to meet the requirements for this tour as set forth by my teacher, school, school administrators or others, I could be declared ineligible to participate in the tour. My application may be cancelled, and I will be subject to the cancellation/refund policy published in the Terms & Conditions. I agree to comply with all instructions of my group leader.

6. Passports is not responsible for me when I am absent from Passports scheduled activities. I understand I will be required to pay for any damage or injury, whether accidental or willful, caused by me while on a Passports tour. If by my acts or omissions I cause or threaten to cause damage of any kind whatsoever to third parties, I accept full responsibility. Further, in the event of such damage or loss, I agree to indemnify and hold Passports harmless from any and all actions taken by third parties for said damages and loss.

7. If I become ill, injured or incapacitated during my tour, Passports will do whatever it deems necessary to preserve my health and safety including, without limitation, obtaining medical treatment for me at my expense, and/or transporting me at my own or my parents' expense back to my home for medical reasons. I agree to pay or reimburse any extra expenses incurred on my behalf by my group leader, or other group members, for medical or other reasons.

8. Any photographs or video taken of me while participating in a Passports tour and/or any of my comments or statements may be freely used in Passports' published materials, without compensation and without liability.

9. If I wish to withdraw from a Passports tour, I must do so individually in writing. Any refund to which I may be entitled is given by the "2018-2019 Terms & Conditions" appearing in the Passports catalog, and elsewhere. No exceptions to the Terms & Conditions will be made.

10. Passports reserves the right to discontinue a tour due to low enrollment or other reasons, and/or make certain changes in departure dates, cities, the order of an itinerary, activities, hotels, group leader assignments, airlines, determination of flight routings, services, fees or other itinerary modifications as may be required, in its sole discretion. Such changes are not grounds for withdrawal with a full refund, or for refunds after the tour. If our features are unavailable for any reason, substitutions will be made whenever possible.

11. Published catalog itineraries are based on a minimum combined number of participants enrolled. Customized itineraries are based on specific enrollment numbers as determined by the group leader and/or Passports. If any tour cannot operate due to low enrollment, Passports may offer the group leader a choice of the following alternatives: 1) An alternate, comparable tour as determined by Passports (utilizing public rail, bus, subway transportation, etc., when use of a private motorcoach is not justified). Participants are responsible for all costs associated with the program change; 2) Operating the original tour, provided all group members pay a "Small Group Supplement" which shall apply to all group members; 3) Deferring travel to a later date, with no provision either for interim refunds, or penalties; 4) Cancellation with special refund (withdrawal must be made in writing to Passports within seven (7) days of tour change notification. A refund of all payments minus the Travel Protection Plan cost (if any) and a \$225 administrative processing fee per traveler, will be paid to the individual traveler.) I understand that these changes are not grounds for cancellation without penalty, or for refunds after the tour. I understand that my group leader is authorized to choose alternatives on behalf of the entire group.

12. Passports reserves the right to change departure dates within the same weekend (or the nearest weekend for winter and spring departures); and within 10 days for summer departures. If such a change results in a tuition change, all group members must pay the Program Tuition fee for the new date. Custom tour members agree in advance to travel on an alternate tour chosen by their group organizer, or to pay a higher price bracket as previously agreed upon by the group organizer, if there is insufficient enrollment. I understand that these changes are not grounds for cancellation without penalty, or for refunds after the tour.

13. Passports and the airlines reserve the right to substitute airlines, to make changes in equipment, the itinerary, departure and arrival dates, times or cities, or to alter the itinerary, and I agree to accept any such changes. No refunds will be made under these circumstances, and Passports will attempt to provide comparable services or accommodations. Single plane service, specific airlines and/or schedules are not guaranteed. Airlines liability for loss or damage to baggage is limited. Due to airline, train and coach restrictions, luggage is limited to one suitcase, and one small carry-on bag per person. Airlines accept no liability for fragile or perishable articles. Higher limits of liability may be obtained from the airlines by paying the charge contained in the carriers' tariffs, or optional baggage protection insurance can be purchased. Passports is not responsible for airline-imposed checked baggage fees. I understand that the airlines liability for death/injury is limited by their tariffs and/or the Warsaw Convention.

14. Holidays, special sporting, religious, political or other conditions beyond Passports' control may produce the unavailability of centrally-located hotel accommodations or scheduled services. In such cases, Passports reserves the right to provide alternate accommodations and/or services, or to charge a supplement. Specific hotel properties or locations may be requested but are not guaranteed.

15. The published itineraries are sample descriptions only. Actual program itineraries may vary in certain respects. Flight information, hotel assignments and day-by-day itineraries will be available approximately 30 days prior to departure.

16. If my tour is being sponsored by my school, school board, school district, individual school administrator, or local municipality, I will be notified of this fact in writing. Otherwise, I understand that my tour is not officially sponsored, contracted, paid for, or regulated by any of these groups or individuals, even though my school may, as a convenience, allow the use of school premises for planning the tour. I hereby and expressly waive all claims against any such groups or individuals which might arise out of the tour, or relate to it in any manner, including changes in school/school board administrative policies concerning "school" travel trips.

17. I understand that Passports and my group leader reserve the right to select a qualified replacement for my group leader if he or she is unwilling or unable to accompany the group, for any reason. Such changes do not constitute grounds for cancellation without penalty. The standard refund policy applies.

18. I am responsible for obtaining and carrying a current passport with an expiration date not less than six months after my return date, and any necessary visas for the countries I am to visit. My inability to obtain such documents shall not constitute grounds for cancellation without penalty. The standard refund policy applies. Passports will not be held responsible if I am unable to obtain the necessary travel documents for participation in the program. I understand that I must allow Passports a minimum of 30 days notice for any documents from the company that may be required to obtain a visa.

19. Participants are subject in all other respects to the "2018-2019 Terms & Conditions" which appear in the Enrollment Guide, and elsewhere. In signing this Release & Agreement, I acknowledge and agree to these Terms & Conditions, and understand that they may supersede those in previous Passports publications in certain respects. All program applications are subject to acceptance by Passports headquarters in Auburn, Massachusetts.

20. I understand that this Agreement is expressly between me and Passports, and that it cannot be modified by a third party, including my group organizer, school, or school board. I understand that Passports is not responsible for third party errors, and that Passports strictly adheres to published policies, including those published in the Terms & Conditions. No exceptions will be made to this Agreement or to the Terms & Conditions. Any modification or extension of this Agreement by Passports must be made in writing by an officer of Passports.

21. In the event any part of this contract is found to be legally void or unenforceable, then such part will be stricken but the rest of this document will be given full force and effect.

22. Arbitration: I agree that any dispute concerning, relating, or referring to this contract, the brochure, or any other literature concerning my trip, or the trip itself shall be resolved exclusively by binding arbitration in Worcester, Massachusetts, according to the then existing commercial rules of the American Arbitration Association. Such proceedings will be governed by substantive (but not procedural) Massachusetts law.

By submitting a signed application and deposit, the applicant agrees to the following terms and conditions.

## "How do I sign up?"

**Reservations, Deposits and Payments:** To reserve a space on a tour, ask your group organizer for your group's Tour ID. Sign on to [passports.com/enroll](http://passports.com/enroll) and enter your Tour ID. After filling out the application form, you will be asked whether you would like to include the Deluxe Travel Protection Plan in your overall tour cost.

There are three deposit/payment options:

**E-Z Pay Automatic Payment Plan:** Pay \$95\* deposit with the E-Z Pay payment plan (automatic withdrawals from your checking account). Note: a \$10 fee will be charged for any E-Z payment that is returned by your bank for any reason.

**Enroll by Credit Card:** Pay \$495\* by credit card (credit cards may be used with online enrollment only). A \$25 service fee applies. Please note subsequent payments cannot be made by credit card.

**Traditional Enrollment:** Pay \$495\* by check via postal mail. Make check payable to **passports Student Depository Account**. Be sure to include your signed, paper application. Note: a \$10 fee will be charged for any check returned by your bank for any reason.

\*If interested in purchasing the Deluxe Travel Protection plan, include the additional amount with your deposit.

Please do not send cash at any time. Allow 7 business days for processing of your application.

**Late enrollment:** Travelers enrolling within 100 days of departure must apply with full payment, including the \$75 Late Enrollment Fee. Additional airfare supplements may apply to late applicants. Late applicants may be placed on a waitlist pending space availability, and, if not accepted onto the tour, will receive a full, 100% refund.

## "I'd like to make convenient monthly payments, and not worry about late fees."

**"Convenience Billing" and "E-Z Pay" Payment Programs:** Upon acceptance, travelers will be enrolled in **passports'** traditional "Convenience Billing" program, and will be billed monthly sums which calculate their trips being paid in full by the 110-days-before-departure Final Payment Deadline. Payment of monthly "Convenience" payments is optional, but travelers must pay in full 110 days prior to departure. Travelers may instead opt for the E-Z Pay automatic withdrawal payment plan, which will extend their final payment deadline to 30 days prior to departure. E-Z Pay monthly payments are withdrawn from the traveler's bank account, on a date specified by the user. E-Z Pay users who "opt-in" at initial enrollment pay a trip deposit of \$95 - not the usual \$495. Existing travelers can "opt-in" to the E-Z Pay program up until 150 days prior to departure. E-Z Pay users can opt out of the program in writing, at any time, for any reason. If a traveler chooses to opt out of the E-Z Pay program at any time, the final payment deadline reverts to 110 days prior to departure.

## "When must I be paid in full?"

Payment in full must be postmarked 110 days prior to departure. E-Z- Pay users must be paid in full 30 days prior to departure. Participants are solely responsible for qualifying for deadlines, and will not necessarily receive an invoice prior to their individual deadline dates. For non-E-Z- Pay participants, if full payment is not received 95 days before departure, the traveler will be cancelled from the tour with resulting cancellation penalties. (See right.) Also, see reinstatement policy.

## "How do I know my money's safe?"

**passports Student Depository Account:** Client payments will be escrowed in the **passports Student Depository Account**. The account is maintained at the Cornerstone Bank, and bears the bank I.D. #1023906233. Withdrawals from this account prior to the return of the tour will be limited to direct costs on behalf of the traveling group, such as airfares and land deposits, client refunds,

service fees, and administrative expenses; provided, however, that the total of such administrative expenses attributable to any one client or client group shall not exceed (a) aggregate client revenue(s) minus sums required to operate the tour(s), or (b) the total of cancellation penalties which would be withheld by **passports** in the event of Elective Cancellation/Withdrawal of the client or client group, *whichever is less*.

**passports'** CST# is 2067919-40.

## "I don't want to, but I'm cancelling!"

**Elective Cancellation/Withdrawal:** Individuals may withdraw from the tour at any time, but must do so in writing. Telephone cancellations will not be accepted. Notification by postal mail, fax and/or email is acceptable, and must bear a clear date of submission or a postal service postmark. The main group leader may cancel any participant's position on the tour, in writing, for any reason.

**Refunds:** Refunds are based on the date of withdrawal, as determined by the date of the withdrawal letter as described above. Persons cancelling will receive a refund less the cancellation fees listed below, and the non-refundable items described in the section below. Allow a minimum of 30 days for processing. No exceptions will be made.

**Refund policy: Withdrawal...**

160 days or more before departure: refund less \$620

130-159 days before departure: refund less \$820

110-129 days before departure: refund less \$1,070

80-109 days before departure: refund less \$1,320

30-79 days before departure: refund less \$1,570

29 days or less before departure: no refund

In addition, airline tickets and penalties, insurance fees, special arrangement fees, and optional excursions are non-refundable. Substantial payments and deposits are made on travelers' behalf to airlines, hotels, bus companies and overseas suppliers well in advance of departure, and are mostly non-refundable. Therefore, full refunds are not available from **passports**.

**Deluxe Travel Protection Plan:** Receive reimbursement up to 100% (Trip Cancellation) or 150% (Trip Interruption) of your Insured Trip Cost if you need to cancel or interrupt due to a covered reason. This plan also provides Cancel for Any Reason coverage, up to 75% reimbursement of your Insured Trip Cost.

**Reinstatement:** Cancelled participants may reinstate, if space is available, by sending the full payment due plus a \$225 Reinstatement Fee. Additional airfare supplements may apply. Reinstatements are not accepted within 60 days of departure.

## "I can't go, but he (she) can!"

**Substitutions:** Persons wishing to withdraw may substitute another person at least 110 days before departure. Notification of cancellation with substitution must be made in writing to **passports**. The withdrawn participant will receive a refund of all sums paid, less the Deluxe Travel Protection Plan cost (if any), a \$225 service fee, and any airline penalties. Substitutes are not eligible for any price guarantees given to the cancellee, and are therefore subject to prices in effect at the time of substitution. If **passports** cannot accept a substitute, for any reason, the original participant must abide by the standard refund policy.

## "I think I'll stay on after the group comes back..."

**Delayed Return Flights and Travel Extensions:** If an individual desires to travel on different dates from those of the main group, a \$425 change fee will apply. If additional costs are required, **passports** will contact the traveler with details. Such changes may only be made 110 days or more before departure.

Individuals departing from alternate U.S. cities cannot be guaranteed specific flights, airlines, air routings or connections with the main group. Participants who depart from an alternate departure city will be required to pay the program tuition from that departure city and to provide their own airport transfers. Participants who wish to fly with the main group must arrange their own transportation to and from the main group's airport. Requests for alternate U.S.

# 2018-2019 Terms & Conditions

departure cities will not be accepted less than 110 days before departure.

"Land Only" participants who wish to purchase their own airline tickets must contact **passports**. Internal flights while overseas, if included in itinerary, will be provided.

Participants switching from the group flight routing to their own transportation or vice-versa must submit a request in writing, and cannot be honored if received within 110 days of departure. Additional airfare costs may apply, and the individual traveler is responsible for payment of additional airfare costs.

## "I'd like to know about rooming fees."

Program Tuition prices listed in the catalog are based on triple student rates, with roommates assigned at the discretion of **passports**. Group organizers, adults or students may be subject to obligatory double or single rooms. **passports** will provide one obligatory double room, per gender, per motorcoach, for participants under 24 who must be roomed in double accommodations due to odd rooming configurations. Adults 24 years of age or older will be billed for obligatory room accommodations.

Adults who request single accommodations are required to pay for that service, and will be billed accordingly. Individuals will be notified by **passports** and are obliged to pay the cost of any rooming fees as shown below. Final rooming configurations are determined approximately 60 days prior to departure. "Home-town" groups will room together whenever possible, but should be prepared to share rooms with members of other "home-town" groups if necessary. Rooming configurations may vary from hotel to hotel.

Double rooms: Adults 24 years of age or older who are not leading a group are subject to a mandatory \$40 per-person per-night charge, for European tours, in addition to the basic published tour cost. For non-European tours, contact **passports** for double room fees. This additional mandatory charge guarantees double room accommodations at hotels. Travelers sharing a double room with the group organizer must pay their portion of the double room supplement. The double room guarantee is not refundable in the unlikely event that all group members receive complimentary double room accommodations by default during the tour.

Shipboard double room accommodations are available at \$40 per person, per night (inside cabin) for European cruises (for outside cabin double room fees, contact **passports**). Shipboard double room fees for non-European cruises are available upon request, subject to availability.

Single rooms: Single room accommodations at hotels, if available, are at a charge of \$85 per night. For non-European tours, contact **passports**.

## "Let's have the fine print: what's included?"

Program Tuition Includes: Round-trip air transportation on major scheduled airlines. (The airlines involved are not responsible for any acts, omissions or events while you are on board the aircraft.) Triple rooms in Three Star or Four Star hotels. Private baths guaranteed. Ground transportation by private motorcoach, second-class rail service, steamship or ferry. (Air-conditioned hotels and motorcoach provided where available.) Continental breakfasts and dinners daily except as noted in itinerary. (Dinners not included on "Destination", "Twin Cities" and "Triple Cities" programs.) Lunches included only where noted specifically in itinerary. Sightseeing as indicated in itineraries, subject to restrictions beyond **passports'** control such as seasonality, closing times, holidays, special events, strikes, traffic conditions or inclement weather. Services of a specially-trained **passports** Tour Director/representative unless otherwise noted. Port taxes, all tips and gratuities except those for Tour Director, local guides in certain locations, non-European coach drivers and cruise personnel (see below). **passports** provides and pays for a post-departure travel protection plan which provides coverage for trip interruption, emergency medical expenses, baggage loss or delay, trip delay and more. See page 10 for details.

## "What's not included?"

Program Tuition Does Not Include: U.S. passport fees, visa fees, border fees, foreign airport arrival/departure taxes (foreign arrival/departure taxes will be pre-billed to clients whenever possible, as a convenience), late payment fees, porterage, tips for the Tour Director, local guides in certain locations and

cruise personnel, baggage fees, overnight lodging and transportation and other expenses related to airline rescheduling or delays or redefinition of travel seasons, personal expenses, gifts, laundry, valet service and unscheduled activities.

Entrance fees, beverages, lunches, optional excursions or field trips, guided shore excursions on cruises, transportation to/from dinners, theater performances and tours are included only when specified in the itinerary.

Deluxe trip cancellation insurance is optional.

## "What else do I need to know?"

**passports** programs are designed with teenage students in mind. Most tours involve a lot of walking. Porterage is not included. Traveling with **passports** is not recommended for individuals who have difficulty walking, climbing stairs, carrying baggage, or otherwise requiring special assistance. Special meals and special medical supervision cannot be provided. **passports** programs are educational in nature. Groups consisting mainly of adults may wish to consider paying a supplement to guarantee a modified, "all-adult" program.

The traveler's name must match his/her passport for correct issuance of airline tickets. If a name must be changed or corrected after the published final payment deadline for the tour, an airline-imposed name change fee may apply along with a \$225 service fee.

For additional information, please see the Release & Agreement. Your Agreement and the above Terms cannot be modified except in writing by an officer of **passports**. No verbal modification shall have any validity.



## High-Quality Educational Travel for Over 50 Years!

**passports** was founded by Dr. Gil Markle in 1992. Dr. Markle is regarded as one of the pioneers of U.S. student travel for his creation of ALSG (American Leadership Study Groups) in 1965. His passion for education through travel touched the lives of hundreds of thousands of American youth.

**passports** continues to be family-owned and operated by a team of outstanding travel professionals. **passports** cares about every traveler and prides itself on its dedication to detail and promise of customer satisfaction.



### Standard passports Tours Include

- Full-time, specially-trained tour director
- Three- or four-star hotels in the city center, right near the sights you came to see
- Authentic, three-course meals in a variety of local restaurants
- Preferential flight routings, getting you to your destination sooner, with fewer connections
- Post-departure travel protection plan provided and paid for by **passports**
- The experience of a lifetime!

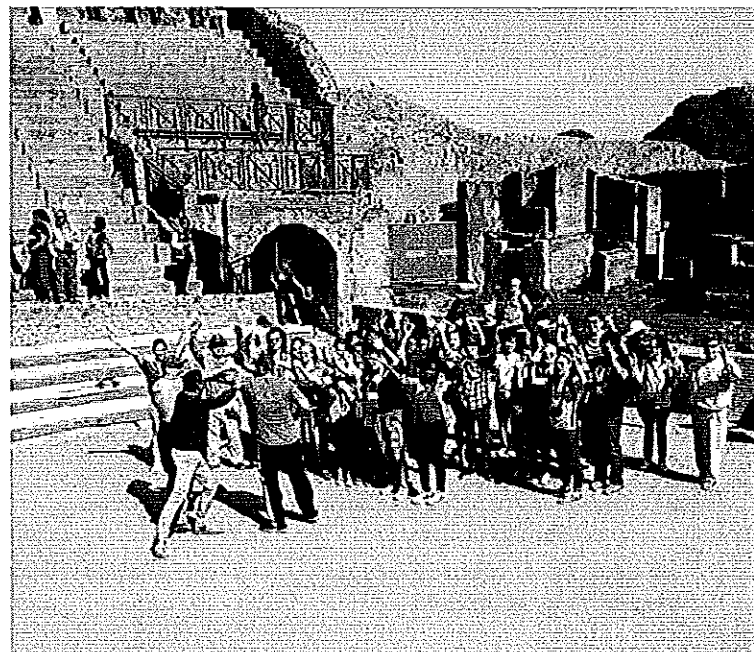
### Peace of Mind

**passports** has demonstrated over the years that the safety and security of our travelers is our number one priority.

While emergencies overseas are rare, **passports** communicates swiftly and clearly with parents and school administrators if travel issues arise.

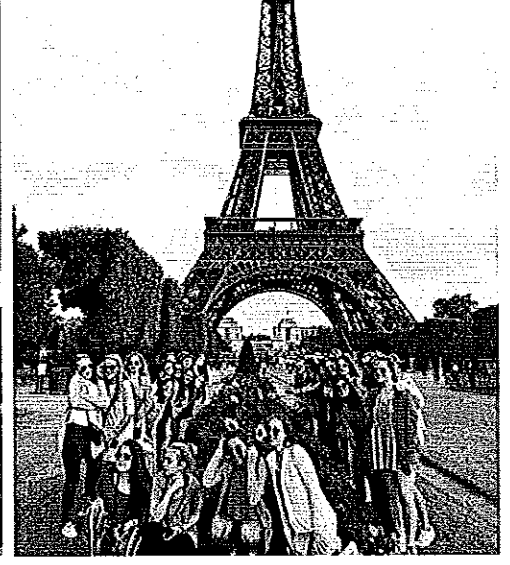
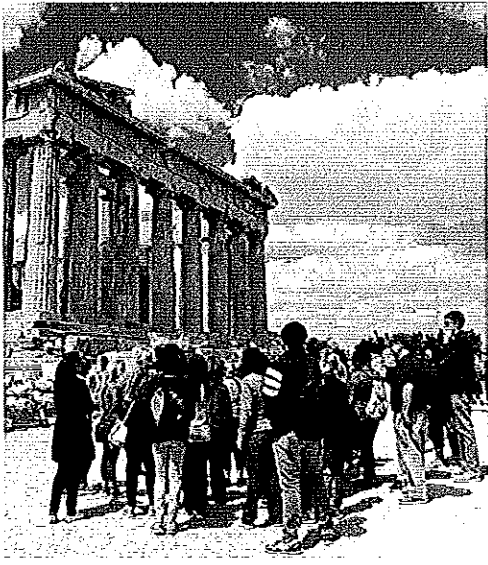
Parents also have access to the **passports** 24-hour on-call response team at our toll free number, 1-800-332-7277.

For more information, including an outline of our overseas action plan partnered with iJET, visit [passports.com/safety-and-security](http://passports.com/safety-and-security)



# passports

educational group travel



## How to Enroll

On board? Then it's time to enroll!

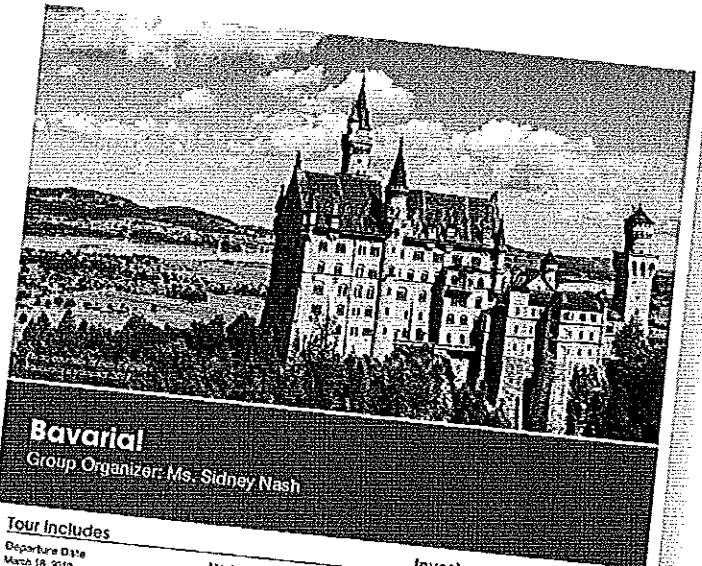
Signing up for your tour is easy. Just follow these steps:

- 1 Go to [passports.com/enroll](http://passports.com/enroll).
- 2 Enter your Tour ID provided by your group organizer (see cover).
- 3 Complete the application, and choose your payment method.

OR

Complete the paper application and mail it in to our office!

[passports.com/how-to-enroll](http://passports.com/how-to-enroll)



### Bavaria!

Group Organizer: Ms. Sidney Nash

#### Tour Includes

##### Departure Date

March 18, 2019

##### Overnights

Refurbing ob der Tauber 1 • Munich 2 • Imbruck 1 • Lucerne 2 • Heideberg 1

##### Accommodations

Accommodating in centrally-located three star or four star hotels. Rooming on a triple basis. Double rooms: \$280 per person.

##### Transportation

Roundtrip transportation on scheduled airline. Deluxe touring motorcoach.

##### Meals

All breakfasts, one lunch. All dinners. Staff refer to us as toasting dinner and show on Day 7. Lunch to Tessa on Day 8.

##### Tour Director

Services of a specially trained passports Tour Director throughout.

##### Travel Protection

passports provides and pays for a Passports Travel Protection Plan that provides coverage for Trip Interruption, Trip Delay, Baggage Loss or Delay, Medical Expense and Evacuation and

#### Investment

Tour Cost: \$3300

1/2 Payments: \$172 monthly after \$50 deposit

Final payment is due 15 days prior to departure.

Your cost is based on a per person basis of all participants. Customized for Boston, MA. All are 24 years or older. We are a travel agency. We are not a travel agency.

Enroll Today!

1 Visit our website: [passports.com/enroll](http://passports.com/enroll)

2 Enter your ID: YOUR TOUR ID HERE

( Michelle Castell )

IICA Form 7  
(current policy application)

Souhegan High School Extended Field Trip Application

Make no commitment to parents or students about any trip until the trip has been approved.

Please complete the following:

1. Name, address, and telephone number of the agency organizing, running and providing services for the planned activity.

Passports Educational Travel  
7 Midstate Dr. Suite 102  
Auburn, MA 01501  
800-332-7277

2. Describe the cost and payment schedule and the deadlines for payment.

Payments are organized through Passports Convenience billing plan. Total cost for the trip is \$3,666. Parents can choose from a few payment options that are outlined on the application. (attached)

3. State the cancellation and refund policy and procedure. Please make this known to the parents who will fund the activity.

Students are responsible for paying for the trip. The cancellation policy is variable depending on how many days are left until the trip. Details can be found in the application package that is attached.

4. Provide a detailed itinerary, including information on how to reach students and chaperones on a daily basis.

The detailed itinerary is attached. Parents & students will be given all of my contact information as they sign up. Hotel information will be shared as available.

5. State the inclusive dates of the extended field trip and specific departure from school including classes missed.

4/23/20 - 5/1/20

Students will miss one day of classes on Friday, April 24, 2020.

6. Provide the names and trip experience of the chaperones. Please keep in mind that the ratio of 12 students to one (1) chaperone is necessary.

Michelle Castell, French teacher, 15-20 years experience traveling with students

Elisa Knox, French teacher, this will be her and SHS trip as co-leader.

7. Clearly state the educational objectives of the trip. Please also state your plans for meeting with the parents and students about the trip. If you meet in the high school, it is important to fill out an application for use of school facilities (Form 8) if you are meeting after school.

Students will be immersed in French language and culture for the entire trip. The trip is directly tied to our entire French curriculum.  
We will meet regularly with the students and at least twice with parents.

8. Specify transportation vendor and plans (bus, van, airline, etc.)

Our airline arrangements are made by Passports.  
We will take the airport bus at Exit 8 to the airport.

9. Verify that the parental permission form and behavioral contract will be used and that the behavioral expectations sheet will be signed by both parent and student.

Yes

10. Describe the health/accident insurance and method for acquiring health information on your students. Give the school nurse the list of students and receive back details about health issues.

Basic insurance is included in the cost of the trip.  
Extensive insurance is available at an additional cost.  
I will provide Denise a list of all student participants

11. Indicate any employee liability (Has Verification of Insurance, Form 5 been completed?).

All insurance forms are on file in Student Services

12. Read and review student behavioral expectations (Contract) and review the early return of students at parental expense clause. Yes.

This will be presented at the parent meeting.

13. List any remuneration (service / payment / compensation) that you or any member of your family will receive in connection with this trip.

My travel costs are covered by Passports as a group leader

14. Describe your plans to inform students of their responsibility to complete make-up work that was missed during the trip.

Students are required to have their teachers sign the field trip permission form and make up all missing work.

15. List your experience and background as the trip coordinator, chaperone, etc.

I have been traveling with students since 2000. I have ~~been~~ led more than a dozen trips with student groups ranging from 6 to 40 students. I am fluent in French.

16. Describe plans to inform parents/guardians of their responsibilities to assume all costs arising from the need to evacuate (remove) their child for medical or behavioral reasons. List parent meeting dates prior to the trip.

Parent meetings will be determined once the trip is approved.

**Addendum to the Extended Field Trip Policy**

**Reminder: No advertising of the trip should occur before approval.**

How many days of school will you and your chaperones miss during this trip?

1 day

Approximately how many classes will you and your chaperones miss during this trip?

It will depend on what day in our rotation Friday, April 24<sup>th</sup> 2020 falls on (white, black, gold)

What classes will chaperones miss while gone? For example if two staff members are chaperoning a trip and missing 4 days each, what classes would they normally be teaching in those four days? We will miss 1 day of our regularly scheduled classes, which will depend on what day in the rotation is missed. (white, gold, black)

How do you anticipate those classes will be covered? (Teaching partner, intern, learning specialist, or substitute)

We will each need a substitute (2 total)

To the best of your ability please describe the curriculum that your students at Souhegan will receive during the time that you will miss.

We will leave comprehensive sub plans to ensure that students will not fall behind in our SHS curriculum.

Are you or your chaperones approved for any other extended field trips during the school year that this trip is scheduled for? If so please indicate the total number of days each chaperone is already approved for.

No

Please explain how this trip connects to the curriculum of your classes.

French language and culture - the trip and our classes! 😊 Students will have the opportunity to see the historical monuments we have studied, tour famous museums and practice the language they are learning with native speakers.

APPROVED: \_\_\_\_\_

DATE: \_\_\_\_\_

# Mastery Transcript Consortium

SOUHEGAN SCHOOL BOARD

FEBRUARY 2019

# OECD, The Case for 21<sup>st</sup> Century Learning

*“Today because of rapid economic and societal changes, schools have to prepare learners for jobs that have not yet been created, technologies that have not yet been invented and problems we don’t yet know will arise...”*

*Education today is much more about ways of thinking which involve creative and critical approaches to problem-solving and decision-making it is also about ways of working including communication and collaboration...”*



## MASTERY TRANSCRIPT

— CONSORTIUM —

### VISION

Reinventing how students prepare for college, career, and life.

### MISSION

MTC schools are creating a high school transcript that reflects the unique skills, strengths, and interests of each learner.

**219** MTC Member Schools  
(and growing)

Including independent and public high schools across the country and an increasing number in diverse regions of the world.

**Consistent  
Transcript  
Format**

Transcript has to be readable by college admission officers (once trained) in less than two minutes. Therefore, the transcript format has to be reasonably consistent across MTC schools.

**Schools  
define their  
own  
Mastery  
Credits**

The performance areas, credit standards (rubrics, etc.) and credits are specific only to the individual crediting school, and will never be standardized across schools.

**Students  
will be  
credited for  
mastery of  
content  
and skills**

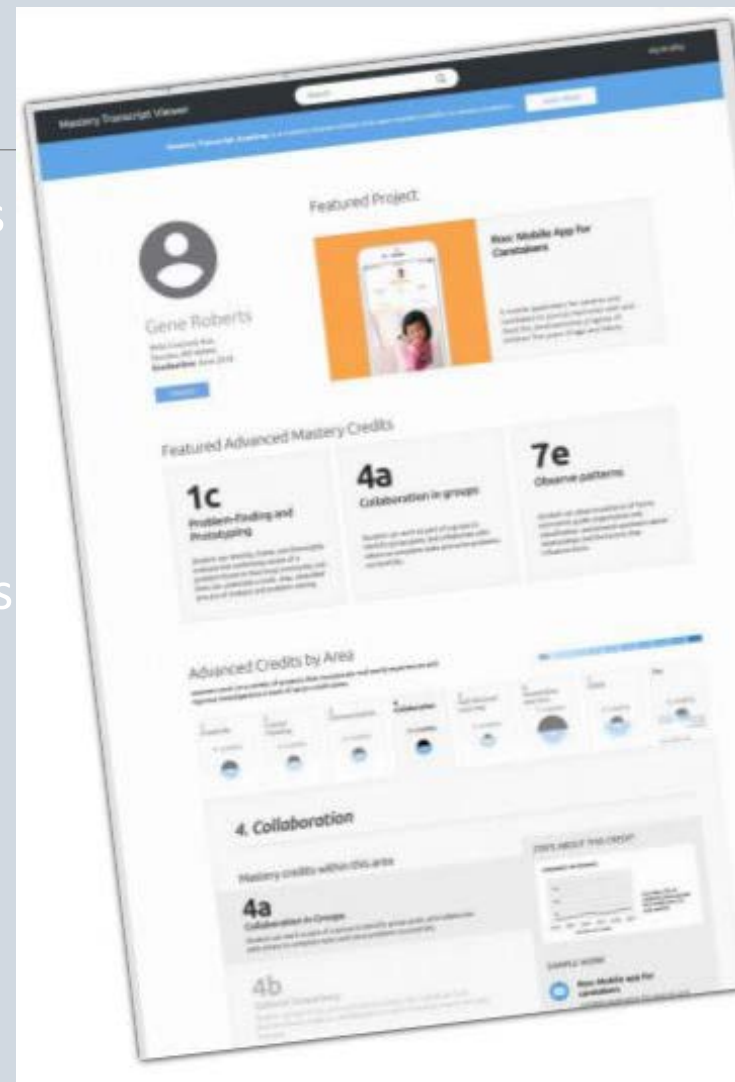
Letter grading (or numerical equivalent) will not be used.

# MTC Core Principles



# Mastery Transcript Approach


- Credits within and across multiple subjects - interdisciplinary credits
- Credit for demonstrated level of mastery through portfolio demonstration (online only)
- Clear credit with school-created definitions of mastery (either credit or no credit, no letters or numbers)
- Non-cognitive/social and emotional learning in addition to knowledge and skills





# Our Work Ahead

- § Develop a standards-based transcript for use starting in the 19-20 school year for grade 9 (class of 2023)
- § Continue to be involved with MTC's work
- § Work with other NH MTC partners to more fully develop a regional partnership

East High School Official Transcript				Student Personal Information	
123 Mountain Road, Dead River, Maine 04000				Date of Birth Parent/Guardian	
Phone	Website			Date of Enrollment Date of Graduation	
				Address Contact Info	

Learning Experience	Proficiency Level	Duration	Type	Academic Summary
<b>2009-2010</b>				<b>GPA: 3.75</b> <i>Magna Cum Laude</i>  SAT/ACT Scores Academic Awards Academic Achievements Title of Capstone Project
English 9	3.5	Year	Honors	
History 9	3.0	Year	Course	
Geometry	3.0	Year	Course	
Spanish I	3.5	Year	Course	
Earth Science	3.0	Year	Course	
Art 1	3.0	Year	Course	
<b>2010-2011</b>				
English 10	3.5	Year	Course	
History 10	4.0	Year	Honors	
Algebra II	4.0	Year	Course	
Spanish II	3.5	Year	Course	
Chemistry	4.0	Year	Honors	
Drama	4.0	Semester	Course	
<b>2011-2012</b>				
English Language and Composition (AP)	3.5	Year	Honors	
US History	3.0	Year	Independent	
Calculus	3.5	Year	Course	
Spanish III	3.5	Year	Course	
Physics	3.5	Year	Course	
Software Development, Inc.	3.5	Year	Internship	

Grading System
<b>3.6-4.0:</b> Exceeds Proficiency
<b>3.0-3.5:</b> Proficient
<b>2.0-2.9:</b> Partially Proficient
<b>1.0-1.9:</b> Insufficient Evidence

Graduation Requirements
<b>Demonstrated Proficiency</b>
Maine Guiding Principles

## Community Council - Proposal Form

All proposals should be submitted electronically to the Community Council Moderator and Clerk:

[Daria.Dzen@student39.org](mailto:Daria.Dzen@student39.org) and [Mitchell.Jacobs@student39.org](mailto:Mitchell.Jacobs@student39.org)

### Mission Statement

*Souhegan High School aspires to be a community of learners born of respect, trust and courage. We consciously commit ourselves:*

- To support and engage an individual's unique gifts, passions, and intentions.
- To develop and empower the mind, body, and heart.
- To challenge and expand the comfortable limits of thought, tolerance, and performance.
- To inspire and honor the active stewardship of family, nation, and globe.

### The Souhegan Six

- Respect and encourage the right to teach and the right to learn at all times.
- Be actively engaged in the learning; ask questions, collaborate, and seek solutions.
- Be on time to fulfill your daily commitments.
- Be appropriate; demonstrate behavior that is considerate of the community, the campus, and yourself.
- Be truthful; communicate honestly.
- Be responsible and accountable for your choices.

**Proposal Title:** *Middle School GPA Dilemma*

**Submitted By:** *Karen Chininis*

**Proposal:** *I am proposing that middle school grades for courses with "high school" level curriculum are not included in the computation of the SHS high school GPA. The courses would continue to be posted on the transcript with the issued credit.*

**Objective:** *To revise and clarify the inclusion of credited courses taken in middle school on the high school transcript.*

**Connection to Mission:** *We encourage students to pursue these academic challenges and push their comfortable limits.*

### Discussion Points:

*Currently, Souhegan High School accepts and includes grades/credits from any previous high school a student has attended. These grades are also computed into the student's GPA. My understanding is that the transfer grades/credit policy was revised to the current policy approximately 14-15 years ago. It is a fair and equitable policy that does not put our transfer students at a disadvantage. However, the policy was revised before students had the ability to receive high school credit for classes they attended in middle or junior high schools. This has become a practice that is more common. In fact, the state now requires high schools to award*

and accept credit for high school level curriculum taken in middle school. This includes posting those courses on the high school transcript. VLACS and the Academy for Science and Design are two schools that offer an array of middle school courses for high school credit. The following are some observations I have made in working with students who have entered Souhegan with middle school credits.

- Students are often not aware that these classes are “high school” curriculum.
- Middle Schools do not often distinguish between middle school and high school level curriculum.
- Students in middle school are not knowledgeable about how the high school GPA is computed, the value of it, and how it could impact students in the future.
- Grades received in 7th or 8th are not always indicative of a student’s ability or high school performance.

Recently, a high school student and her mother requested to have the student’s middle school grades removed from the transcript because they were concerned the grades earned in middle school did not reflect her high school performance, that it might be negatively impacting her GPA, and other reasons that are similar to those stated above. The school the student came from did not inform students that the grades could be included in a GPA. This is one example.

**Research (this could include past proposals, talking to those the proposal would directly impact, looking into practices at other schools, etc.):**

In surveying a number of high schools in NH, I have not yet come across a school that includes middle school grades in the high school GPA. In fact, even the Academy of Science and Design that issues high school credit for a number of their middle school courses, does not include those grades into their GPA.

**Implementation Plan (this should include a proposed timeline and parties involved in the implementation):**

Next academic year, incoming 9<sup>th</sup> grade students from AMS who have participated in Math 1 and/or a world language may be receiving high school credit. My goal is to have a policy clearly stated before their matriculation to SHS.

If passed, this proposal/process would begin in the 2019-2020 academic year.

\*\*Amendment – 2/4

Courses taken in middle schools for high school credit will be listed with a P (Pass) instead of a grade, with credit on the transcript.

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[Executive Use Only]

Date of Approval: \_\_/\_\_/\_\_\_\_

Signature: \_\_\_\_\_