



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #3
Meeting Location:	Media Ctr. (Rm. 306) McConnell Center
Meeting Date:	Monday, March 14, 2016
Meeting Time:	7:00 pm

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. PLEDGE OF ALLEGIANCE**
- D. CITIZENS' FORUM**
- E. AGENDA APPROVAL**
- F. APPROVAL OF MINUTES**
 - 1. Special Session #3, February 1, 2016
 - 2. Regular Meeting #3, February 11, 2016
- G. CONSENT AGENDA**
 - 1. Correspondence:**
 - a. Granite State Open Bodybuilding Championship
 - 2. Resignations/Retirements:**
 - a. Nathan Poland-DHS CTC Electrical Teacher
 - b. Agatha Cote,-DHS Special Educator
 - 3. Leaves of Absence: none**
 - 4. Nominations: none**
 - 5. Extended Travel (Student Trips):**
 - a. Global Student Leadership Summit top Italy-Preliminary Approval
 - b. DHS World Language Trip to Italy-Final Approval
 - c. DHS World Language Trip to Spain-Final Approval
 - d. DHS World Arts Club Trip to MASS MoCa-Final Approval
 - e. DHS Science Trip to Belize-Final Approval
 - 6. Donations: none**
- H. STUDENT REPRESENTATIVE REPORT:**
- I. POLICY – CHANGES – PROPOSALS: none**
- J. POLICY ADOPTION: none**
- K. RESOLUTIONS:**
 - a. Garrison School JBC Community Member Addition
 - b. Certificate of Authorizing Resolution
- L. OLD BUSINESS:**
 - a. STEAM Update
 - b. Strategic Planning RFP



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c. FY17 Budget

M. NEW BUSINESS:

- a. Dover Shockwave Robotics Team Presentation
- b. College Success Partnership-Deanna Strand
- c. DFSA School Board Liaison
- d. Job Description—Technology Analyst
- e. Job Description—Technology Integrator
- f. Bid Award--Design Engineering Services for Hot Water System Project at DMS
- g. DHS Graduation Date Approval
- h. February Condition of Accounts

N. SUBMISSION AND PAYMENT OF BILLS

O. SUPERINTENDENT'S REPORT

P. COMMITTEE REPORTS

Q. SCHOOL BOARD MATTERS OF INTEREST

R. ADJOURNMENT

Citizens are invited to public meetings and shall be given an opportunity to speak. Time shall be set aside for citizen statements at all public meetings, unless a vote to the contrary is taken by the School Board. Statements shall be limited to three minutes unless otherwise extended by the Chairperson, with the approval of the School Board. All citizens are permitted to place items on the agenda through written application to the Superintendent at least one week prior to the meeting date. Citizen items will require a formal motion and a second by seated members to bring the item to the floor for debate.



2016
22nd Annual
GRANITE STATE OPEN



BODYBUILDING ~ FIGURE ~ BIKINI CHAMPIONSHIPS

~ Sanction: WNBFA Amateur/Pro Qualifier ~

February 5, 2016

Elaine M. Arbour
Superintendent of Schools
61 Locust Street, Suite 409
Dover, NH 03820

Dar Ms. Arbour:

I am writing to request a waiver of the districts 90-day maximum reservation policy for Saturday October 29, 2016

We will be hosting our 22nd Annual Granite State Open Bodybuilding, Figure and Bikini Competition and would like to return to the Dover High School Auditorium, where we have been for over a decade now. It takes all year to organize the event and to gain participation from athletes throughout New England. Everyone is always pleased with the DHS amenities and we are very grateful for the use of the venue.

Cathy Faure and her facilities team are phenomenal in aligning our rental needs and we expect those to be fairly status quo again this season.

I look forward to hearing from you with an approval. Please feel free to reach me at any time at (603) 659-2288.

Happy Winter!

Laura J Tourtellot

Promoter

22nd Annual Granite State Open

149 Dartmouth Circle

Newmarket, NH 03857



L.J. Turtle Promotions

149 Dartmouth Circle • Newmarket, NH 03857 • (603) 659-2288

www.granitestateopen.com

LaFleur, Robin

From: Faure, Cathy
Sent: Tuesday, March 08, 2016 10:26 AM
To: LaFleur, Robin
Subject: RE: Granite State Bodybuilding

Robin,

The Granite State Bodybuilding has requested to use our high school on October 29, 2016 for their annual competition. They will need our auditorium, girls locker room and cafeteria. This group has been coming here for over 10 years and have always paid on time and have never caused any disturbances or upsets. I recommend the school board approves their use of our facilities. If you have any questions please don't hesitate to contact me.

Cathy

Cathy Faure
Dover School Department
Facilities Coordinator
c.faure@dover.k12.nh.us
603-516-6890

From: LaFleur, Robin
Sent: Monday, February 08, 2016 3:02 PM
To: Faure, Cathy
Subject: Granite State Bodybuilding

Cathy,

Attached is the annual request for this event.

Thanks,

Robin LaFleur
Supt Admin Asst/HR Coordinator
Phone 603-516-6804
Fax 603-516-6809

Miss Paradis

DHS- CTC Director,

Dear Miss Paradis,

Please accept this letter as formal notification of my resignation as I have been offered a job at another company. It is with sadness that I leave a role where I have worked with such a fantastic and supportive team. I have really enjoyed the challenges and rewards in this job and have learned a lot.

As per my employment contract, my last day will be the last day of school for the 2015/2016 school year. I'd like to extend a huge thanks to you and the rest of the team for all you have done for me over the last six plus years.

Yours Sincerely,

Nathan Poland
DHS-CTC Electrical Technology Teacher and
DST Director.



**DOVER HIGH SCHOOL
AND
REGIONAL CAREER TECHNICAL CENTER**



PETER DRISCOLL
Principal
p.driscoll@dover.k12.nh.us

25 ALUMNI DRIVE
DOVER, NEW HAMPSHIRE 03820-4365
(603) 516-6900 Fax (603) 516-6926
www.dover.k12.nh.us/DHS

LOUISE PARADIS
Director of Career Technical Education
l.paradis@dover.k12.nh.us

DAVID BENNETT
Dean of Students
d.bennett@dover.k12.nh.us

EMILY SHERMAN
Dean of Instruction
e.sherman@dover.k12.nh.us

KIM STEPHENS
Dean of Students
k.stephens@dover.k12.nh.us

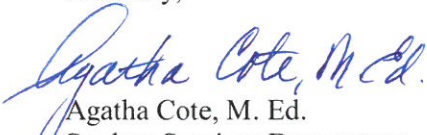
February 15, 2016

To the Dover School Board, Amanda Russell, Chairperson:

It is my intention that I will be retiring from the Special Education Department at Dover High School at the end of this school year.

During my 40+ years of teaching students with special needs, 32 of those years in the Dover Schools, I have had the honor of teaching with some of the most dedicated professionals in education. I have also encountered many students and their parents who have made an indelible impression on me. I will carry those memories with me on my journey into my next chapter.

Sincerely,


Agatha Cote, M. Ed.
Student Services Department
Dover High School

cc: Dr. Elaine Arbour
Robin LaFleur
Peter Driscoll
Linda Madden



**DOVER HIGH SCHOOL
AND
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Principal
p.driscoll@dover.k12.nh.us

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EMILY SHERMAN
Dean of Instruction
e.sherman@dover.k12.nh.us

KIM STEPHENS
Dean of Students
k.stephens@dover.k12.nh.us

February 19, 2016

Dear Dover School Board Members,

This letter is being written in support of a Global Leadership Summit Trip focusing on the future of food scheduled for June 30, 2017 to July 10, 2017 in Italy, with the culminating conference taking place in Turin. The purposed trip will be chaperoned by Amanda Lee of the Wellness Department and Tyler Donlon of the English Department and will be overseen by EF Educational Tours. Thank you for your consideration.

Sincerely,

Peter Driscoll
Dover High School Principal



**DOVER HIGH SCHOOL
AND
REGIONAL CAREER TECHNICAL CENTER**



PETER DRISCOLL
Principal
p.driscoll@dover.k12.nh.us

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www.dover.k12.nh.us/DHS/Index.shtml

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k.stephens@dover.k12.nh.us

Dover High School
Wellness Department
February 18, 2016

Dr. Elaine Arbour
Superintendent of Schools
Dover, NH 03820

Dear Dr. Arbour and Dover School Board Members,

I am writing you to request preliminary approval for a group of students to travel to Italy to take part in EF Educational Tours *Global Student Leadership Summit* (<http://goo.gl/CGOy0p>) from June 30th to July 10th, 2017. The theme of this summit is the future of food. In terms of the itinerary, I would like to offer students a tour of Italy focused on food as a cultural trademark, sustainability, and entrepreneurial ventures in food production. This tour would visit Sorrento, Pompeii, Rome, and Florence before participating in the 3-day student leadership summit in Turin where nearly 1,500 students from North America and Europe will hear from leaders of thought and explore solutions to issues pertaining to the future of food while collaborating in teams using Stanford's design thinking process.

Within the wellness curriculum, nutrition is a major concept studied. This experience will help students understand the importance of nutrition in one's life, how our food is produced, and more importantly how we can keep and maintain a nutritious food system for our planet. I am very excited to offer this trip as it provides an immersive experience for students to develop leadership skills as global citizens. Furthermore, students will gain knowledge about food systems abroad. My hope is that this will motivate interest in their own nation's habits around food production, distribution, and consumption. This is truly experiential learning where students will expand their knowledge through history, travel, and food.

I am driven to create this opportunity for our students because I have seen what Global Student Leadership Summits can offer as I participated in this past summer's summit on Innovation and the Future of Education in Davos, Switzerland. It is a great way to connect students with each other and the world to tackle complex real life issues through innovative and thought-provoking practices such as Design Thinking.

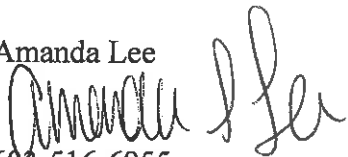
Tyler Donlon, an English teacher here at Dover High School, will be joining me in spearheading this trip offered as a second chaperone. Future chaperones will be adults that are experienced travelers and will understand the opportunity we have to facilitate growth in each participating student as travel offers such unique moments for learning that arguably is a challenge to match in a traditional classroom setting. For every 6 students we take with us, EF provides a free place for a chaperone. All chaperones will have copies of student passports and insurance cards and I will also provide the high school with copies of the student's passports, permission slips, and emergency contact information.

In this packet, I have included an itinerary of the 11-day travel experience in Italy, which includes cooking lessons, farm visits, and visits to local butcher shops. I am personally excited to introduce my students to the 'slow food movement,' and of course, take in the many cultural and historic sites. As mentioned, we are traveling with EF Educational Tours who has worked with the Dover School District in the past. Francine Kontos, an art teacher at Dover High School, has traveled with EF 8 times to various places around the world and speaks highly of her experience. EF is backed by 50 years of time-tested commitment to safety and will provide a number of services, including a tour guide who travels with us in addition to staying with us for the duration of our experience. We will plan opportunities to raise funds to help defray the cost of the trip. Planning this far in advance allows the students the opportunity to budget using a payment plan through EF.

I have attempted to provide all relevant information you would need or want, but please contact me if there is anything else you require to grant us approval. I will be present at the school board meeting as well as my co-chaperone, Tyler Donlon, a member of Dover High School's English Department, to answer any further questions you may have.

Sincerely,

Amanda Lee



603-516-6955

518-852-7125

a.lee@dover.k12.nh.us

Tyler Donlon



603-516-6966

t.donlon@dover.k12.nh.us

February 19, 2016

Dear Parents/ Guardians of _____,

Congratulations! _____ has been nominated to participate and represent Dover High School at the 2017 Global Leadership Summit by at least two of his or her teachers. Our Global Leaders team has been allocated 20 seats of only 1,000 invitations worldwide for the Future of Food Summit in Italy.

Why Are We Going? Your child will...

- Step outside the classroom and engage with the world firsthand
- Go beyond his/her comfort zone and experience new foods, cultures and people
- Receive an experience that will help him/her stand out on college applications
- Learn how to navigate new situations with a broader global perspective
- Have a life changing experience

Where Are We Going?

Selected students will participate in a Global Student Leadership Summit tour to Italy in the Summer of 2017. This opportunity is an extraordinary event that combines educational tours and a two-day leadership conference, tackling significant global issues in places where they come to life.

What's Next?

I will be hosting a mandatory informational and enrollment meeting for this program on **Monday, March 21st at 6:00 PM** to answer all of your questions. Please send me an email at A.Lee@dover.k12.nh.us or t.donlon@dover.k12.nh.us return the RSVP slip below by **Friday, March 19th** to ensure I can accommodate everyone in the meeting space in the **Auditorium of Dover High School**.

I hope that you and _____ will be able to attend the upcoming meeting to learn more about this unique opportunity.

Warm regards,

Amanda Lee, Tyler Donlon

----- Please fill out and return to Mrs. Lee OR Mr. Donlon by Friday, March 19th -----

☐ Yes, I plan to attend the informational meeting about the Italy tour on **March 21st, 2016 at DHS!**

☐ I cannot make this meeting but I am interested in receiving additional information. Please contact me to discuss.

☐ I am not interested at this time.

Student Name: _____

Parent / Guardian Name: _____

Contact number: _____ Email: _____



Educational Tours

DOVER HIGH SCHOOL 2017 INTERNATIONAL TOUR PROPOSAL

Florence, Rome and Sorrento

Prepared for: Amanda Lee
Dover High School
January 28, 2016

Your partner in global education

As the **World Leader in International Education**, we've partnered with educators around the world for over 50 years to help students gain new perspectives and build skills for the future through experiential learning. We provide a range of travel programs—Educational Tours, Language Immersion Tours, Service Learning Tours, Global Student Leaders Summits and Custom-Designed Tours—that provide in-depth exploration, authentic connections and hands-on experience. Every EF global program is designed to:

- Explore international destinations to gain awareness of global perspectives and connections
 - Promote international understanding, respect for different cultures, language learning and global citizenship
 - Align with school curricula to bring subjects, people, places and events to life
 - Provide global settings to sharpen key 21st century skills—critical thinking, problem solving, communication, collaboration and global competence
 - Develop interpersonal and leadership skills necessary to navigate new experiences with confidence and adaptability
-

What we'll cover in this document

We've created this document specifically for you, your school and your students. It outlines the details of your proposed tour and the life-changing experiential learning opportunities that await your students.

PAGE

1	Your partner in global education
2	Our commitment to education
3	Our commitment to safety
4	We'll handle the details
5	A day-by-day look at your tour
6	What your hotels will be like
7	What your meals will be like
8	Price details
9	Important final details

This proposal is property of EF Education First and the educator/school for which it was intended. Distributing, copying and/or sharing it are prohibited. The proposal, including pricing, is valid for the educator, tour and date(s) specifically mentioned herein. For additions, subtractions or modifications, please contact your EF Tour Consultant.

© 2015 EF Cultural Travel LTD For full terms and conditions visit eftours.com/bc.

Our commitment to education

We believe the best way to help students gain new perspectives and build skills for the future is through experiential learning.

Accreditation

EF is accredited, just like your school, and recognized by the following regional, national and international organizations: Middle States Association of Colleges and Schools (MSA-CES); Western Association of Schools and Colleges (WASC); Southern Association of Colleges and Schools (SACS-CASI); North Central Association (NCA-CASI); National Council for Private Schools Accreditation (NCPSA); and Accreditation International (AI).

A standard of excellence

Our educational travel programs bring to life the knowledge and skills that are called for in many education initiatives, including:

- Partnership for 21st Century Skills (P21)
- International Baccalaureate – PYP, MYP, Diploma, IBCC
- Common Core State Standards for English Language Arts and Literacy in History/Social Studies, Science and Technical Subjects
- Global Competence Criteria—defined by the Asia Society and Council of Chief State School Officers
- Global Connection Standards in the National Curriculum Standards for Social Studies
- Culture and Connections Standards in the Standards for Foreign Language Learning
- Standards of Professional Learning—defined by Learning Forward

weShare, a more engaging learning experience

Students learn on a deeper level when their lessons connect to their own lives. Our weShare platform makes sure that happens on tour. It taps into each student's strengths and passions, helping them put a more personal lens on their experience. Their post-tour presentations and videos give them a chance to reflect on and share what they've learned, and even earn high school or college credit.

Earning credit

Students can earn credit by traveling on an EF tour and completing required coursework. We offer choices, so you can find the credit option that best fits you and your students' needs.

- Students in grades 7-12 can earn elective credit for completing assignments before, during and after their EF tour, setting themselves apart from other college applicants.
- Students can earn college credit through our partnerships with accredited universities.

Accredited by:



Our commitment to safety

Our demonstrated commitment to safety and risk management is proven with our preventative procedures and extensive measures taken to ensure each traveler's safety.

Worldwide presence

As the largest international student travel organization, we have 500 schools and offices in more than 50 countries worldwide. With 37,000 EF staff and teachers around the globe, we're accessible wherever and whenever you need us.

Global Liability Insurance Plan

- All EF Group Leaders are covered for the duration of their EF educational tour.
- EF's Commercial General Liability Insurance is provided by nationally recognized insurance companies with A.M. Best Ratings of A-.
- Group Leaders and their schools are covered by our \$15 million liability policy and customer payments are protected by a \$1 million customer protection plan.
- EF's Global Liability Insurance Plan allows for schools and districts to be added to the policy by written agreement. EF can provide a certificate of insurance that details coverage.

Global Travel Protection Plan

Designed specifically with EF travelers in mind, teachers may add this comprehensive and affordable protection plan to their tours.

EF's Peace of Mind Program

At EF, we understand that plans can change due to unforeseen circumstances. EF's exclusive Peace of Mind Program ensures:

- Teachers can work with EF Educational Tours to change their tour's travel dates, modify their tour plans, find an all-new tour or cancel their tour up until 45 days prior to departure. When canceling in this time period, all travelers will receive a transferable travel voucher.
- With 44 days or less left until departure, teachers may still choose any of the above options if a formal Travel Warning is issued by the US Department of State for any country on your itinerary.

Highly respected in the industry by:



We'll handle the details

As your educational travel partner, we work with teachers, students and parents to ensure a seamless experience—before, during and after tour. In other words, we're with you every step of the way.

BEFORE TOUR

Support Team and resources

Dedicated Tour Consultants guide teachers through the planning process, while Local Representatives from your area work face-to-face to provide support. We give teachers their own personal tour website with helpful tools to share tour information, manage deadlines and more. In addition to online resources, we also provide an array of printed materials for teacher, students and parents.

International Training Tours

Ensuring teachers are fully prepared to lead an EF tour is our commitment to your school community. Through our blended learning model, all first-time EF Group Leaders receive complimentary international training. Conducted by EF personnel and experienced EF Group Leaders, the program includes online, classroom and experiential learning components. In the event a Group Leader cannot attend one of these complimentary tours, we offer live webinars to prepare them and answer questions before they travel.

Traveler account management

Our knowledgeable and friendly Customer Service Representatives help travelers and their parents with all billing transactions, protection plans and tour activity questions. We also offer flexible and convenient payment options that allow parents to choose when—and how—they want to pay.

WHILE ON TOUR

Everything is included

This all-inclusive global experience makes it easy for teachers and students to explore the world. From flights and hotels to most meals and experiential activities, we take care of every detail so travelers can focus on the experience.

Guided travel

A personal bilingual Tour Director stays with your group 24/7. They handle every on-tour detail to ensure a smooth travel experience while also providing unique local insight. Expert local guides, meanwhile, share their knowledge of history, art, architecture and more during guided tours.

AFTER TOUR

Program development

We'll work with you to build a travel program at your school so even more students have the opportunity to experience the world.

A day-by-day look at your tour

This is the itinerary page that students and parents will see in their tour itinerary guide. It's just one of the many resources they'll receive in preparation for your tour.

WHAT TO EXPECT ON THE ITALY SUMMIT

Immersive Travel

Each tour brings the Future of Food theme to life for students in Italy, and across Europe. Whether they're exploring the Slow food Movement in Turin, meeting with local cheese farmers in Madrid to examine how traditional farming techniques have been shaped by international demand for their product, or discovering emerging trends in food sustainability in Germany, students will gain knowledge and hands-on experience. Tours explore a wide range of concepts, from sustainability, to food technology, to food security and social responsibility.

Thought Leadership

Global experts will help break down the complex themes at the heart of the Future of Food topic, leading discussions and workshops to inspire and educate students. They will ignite interest by getting students to think about the Future of Food theme, as they consider how what we eat shapes, and is shaped by, our culture, environment and economy. Keynote speakers for the 2017 Italy Summit will be announced in the summer of 2016. Previous Summit speakers have included Al Gore, Jane Goodall and Sir Ken Robinson.

Design Thinking

Working collaboratively in small international teams at Student Innovation Sessions, students will learn the design thinking process—a creative problem-solving technique used by companies like Apple and Google. They will use the six-stage process to propose their own solutions to today's energy challenges. Teams will then present their solutions at the Innovation Village, where they will receive feedback from peers, partners and experts, and collaboratively reflect on their experience.

Online Learning

weShare, our online learning platform, helps students put a more personal lens on their Summit experience. Before the tour, students work on personal projects and connect with peers they'll meet at the conference. After the tour, weShare gives students a place to reflect on what they learned and share how they can impact local change as they complete their final project. Students are encouraged to submit their project for the chance to win a leadership opportunity / prize. They can also earn high school or college credit.

Florence, Rome & Sorrento

June 30 – July 10, 2017

How can we understand how food has made us who we are today, and how it shapes our future? These questions come to life in Italy and across Europe, where we'll consider how what we eat shapes our culture, environment and economy. During our Summit, we'll discover food's ability to connect people, and present solutions to help feed our growing world.

On this tour, discover how food trends are contributing to the growth of the worldwide culinary industry—what this means for the future of food. Explore the history of Italy's food industry as you visit local marketplaces and butcher shops and learn how western food trends are combining with European culinary traditions to make for a whole new business landscape. As you travel across Italy, explore how food entrepreneurs are driving the country's fast-paced culinary environment while keeping ties to the unique flavors of their heritage.

What you'll experience on the Italy Summit:

IMMERSIVE TRAVEL

Touring Europe brings the Future of Food theme to life as students gain knowledge and hands-on experience through cultural activities.

THOUGHT LEADERSHIP

World-renowned speakers and experts on the Future of Food lead discussions and workshops to inspire and educate students. Past Summit speakers have included Al Gore, Jane Goodall and Sir Ken Robinson.

DESIGN THINKING

Small international teams of students learn the design thinking process and then use it to propose solutions to today's most pressing global challenges.

ONLINE LEARNING

weShare, our online learning platform, gives students a place to research, reflect and share their projects pre and post-tour.

Space is limited.

Please ask your teacher for your tour number and visit efours.com or call 800-565-5354 to get started or sign up.





Days 1–3: Sorrento

Meet your Tour Director at the airport in Rome. From here, travel to Sorrento and experience the unparalleled beauty of Italy's favorite seaside town. Sorrento offers a variety of diversions: which you'll discover as you explore a local lemon grove, sample fresh cheese at a buffalo mozzarella farm and later, try your hand at a cooking class.

Days 4–5: Rome

Head to Rome via Pompeii, where you'll visit one of Europe's most compelling archaeological sites. From here, enjoy a Fraschetta dinner, where Italian cuisine and Roman flair come together deliciously in a casual setting. You'll also explore the world's most famous arena, the Colosseum, where you can almost hear the stamping feet of the crowds gathered for gladiatorial combat. Nearby, the Roman Forum marks the former heart of the Roman Empire. Make sure to toss a coin into the Trevi Fountain to ensure a return trip to the Eternal City.

Days 6–7: Florence

Visit the Vatican City, marvel at Michelangelo's breathtaking ceiling in the Sistine Chapel and look out for the colorful uniforms of the Swiss Guard, protectors of the Vatican City. Then, travel to Florence, the birthplace of the Italian Language, opera and the Renaissance. On the way, stop to explore small towns known for their cheese farms and consider the steps small-scale producers could take to integrate their traditional flavors and recipes into our increasingly interconnected food industry. In Florence, experience the vibrant San Lorenzo market, where butchers, fishmongers, and small specialty shops sell local olive oils, meats, cheeses and much more.

Day 11: Depart for home

Arrive back home, prepared to join the movement.

Day 8: Turin

Continue on to San Miniato, where you'll visit a local butcher shop and learn about Italy's focus on local food production. Then, journey to Turin, also home to the Slow Food Movement. Started in the to defend regional traditions, a simple approach to cooking and a slow pace of life, the movement has evolved to embrace an approach to food that connects plate, planet, people, politics and culture. Here, you'll meet your teammates at a student activity.

Days 9–10: Summit Conference

The leadership conference officially begins as you connect with students from all around North America and Europe in this inspiring and innovative setting. Over the course of two days you will hear from world-renowned keynote speakers, work with local and global experts, and collaborate with peers in small international teams. You will learn: the design thinking process to develop solutions for the future of food and be inspired to take action back home.

EVERYTHING YOU GET

Full-time Tour Director; 3 Sightseeing tours led by expert, licensed local guides; Entrance fees for a Lemon Grove, a Buffalo Mozzarella Farm, Pompeii, the Colosseum, the Roman Forum, the Sistine Chapel, St. Peter's Basilica, the Duomo, a Food Market, a Butcher Shop; Experiential learning activities, including a Cooking Class and an Eatasy workshop; Conference registration; weShare; Round-trip flights on major carriers; Comfortable motorcoach; Hotels with private bathrooms; Breakfast and dinner daily; Lunch on Days 8–10.

What your hotels will be like

A good night's sleep is important, so you can count on safe, clean and comfortable hotels with private bathrooms. Every hotel we work with is required to meet our high standards for quality, safety and cleanliness. Three to four students of the same gender will share a room, which will have a combination of twin and shared double beds. Please be aware that hotels may have different amenities than you find in American hotels.

HERE ARE EXAMPLES OF THE TYPES OF HOTELS YOU'LL STAY AT ON TOUR:



Hotel Excel Ciampino

Via Appia Nuova, 160

Rome

www.excelciampino.it

The Hotel Excel Ciampino is located approximately 12 miles southeast of Rome in the Castelli Romani region, once a favorite destination for popes and patrician families. The hotel, which consists of two adjacent buildings, features beautiful gardens for guests to enjoy. Each of the hotel's 79 elegant rooms includes air conditioning, satellite television, telephone, hair dryer and free Wi-Fi access.



Hotel Butterfly

Viale San Francesco d'Assisi, 15, 51016 Montecatini Terme

www.hotelbutterflymontecatini.com

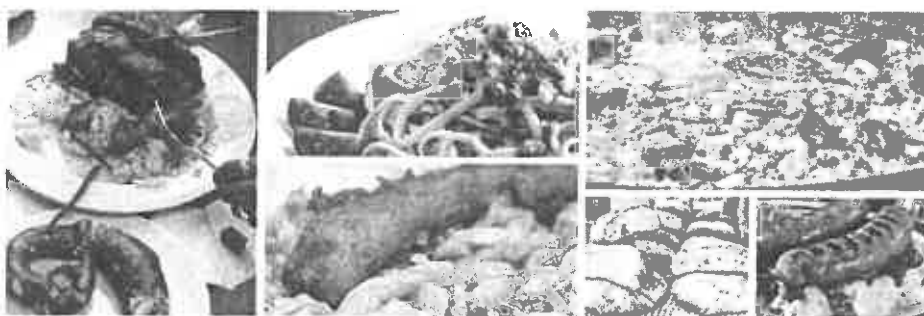
Located in Montecatini Terme, a 5-minute stroll from the city's Thermal Park, Hotel Butterfly offers classic-style rooms with air conditioning and TV. Wi-Fi is free in public areas. The Butterfly Hotel features a furnished verandah and a TV lounge. Bikes can be rented at reception to explore the city, and hiking tours can be organized too.

What your meals will be like

These are examples of the types of meals you and your students will be served on tour.

SAMPLE MENUS: EUROPE

Discovering new foods can be one of the best parts of traveling. The sample menus below are just a few examples of the types of traditional, local favorites you will have the opportunity to try on tour. Every meal will include table water (or bottled water if deemed necessary by locals) and you can usually buy other beverages if you wish. All meals are served as a group—not à la carte—and a vegetarian option will be available if requested in advance. Please notify EF of any other dietary restrictions or food allergies you may have. Enjoy!



AUSTRIA

Soup
Wiener schnitzel
Chocolate cake

CZECH REPUBLIC

Soup
Goulash
Ice cream

FRANCE

Menu 1
Cheese quiche
Turkey with rice, sauce,
mushroom and beans
Apple tart
Menu 2
Salad
Flammekueche
Chocolate mousse
Menu 3
Couscous with
vegetables and meat
Fruit salad

GERMANY

Menu 1
Pretzel with
cream cheese
Turkey with
spatzle dumplings
Fruit
Menu 2
Vegetable soup
Bratwurst with kraut
and mashed potatoes
Ice cream

GREECE

Menu 1
Spinach pie
Moussaka
Rice pudding
Menu 2
Greek salad
Chicken with oven-
baked pasta
Walnut pie

ITALY

Menu 1
Tomato bruschetta
Cannellini beans with
garlic and sage
Lasagna
Gelato
Menu 2
Spaghetti with pesto
Pork loin with spinach
and potatoes
Fruit salad

IRELAND

Soup
Chicken with mashed
potatoes and gravy
Fruit salad

SPAIN

Spanish Tortilla
Pork loin with potatoes
and mushrooms
Ice cream

SWITZERLAND

Soup
Alpine Macaroni
Chocolate mousse

UNITED KINGDOM

Menu 1
Fish and chips
Ice cream
Menu 2
Chicken and hummus
Flan
Menu 3
Naan bread
Chicken curry

Price details

In addition to the support you receive before and after tour, along with the logistical support you receive on tour, your guaranteed lowest price covers all of the details.

GUARANTEED LOWEST PRICE

Price valid for travelers enrolled January 28, 2016 - January 31, 2016

† Student

\$4,945 or \$304 / 16 mos

Adult

\$5,340 or \$328 / 16 mos

PRICE BREAKDOWN

Program Price	\$4,855
Early Enrollment Discount	-\$100
Weekend Supplement	\$35
Global Travel Protection	\$155

Your travel details

TOTAL LENGTH

11 days

DEPARTING FROM

Boston (MA)

REQUESTED TRAVEL DATES

Friday, June 30, 2017 - Monday, July 10, 2017

YOUR DEPARTURE DATE RANGE

☐ EARLIEST ☒ REQUESTED ☐ LATEST
Mon, Jun. 26 Fri, Jun. 30 Tue, Jul. 4

Your experience includes

AN ALL-INCLUSIVE TOUR

Round trip airfare, hotels with private baths, regional-style meals, on-tour transportation and sightseeing activities are covered. Discover all of your itinerary details at www.efcours.com/1659035NX.

FULL-TIME TOUR DIRECTOR

Your bilingual, culturally connected Tour Director stays with you 24/7 to handle all on-tour logistics and provide knowledgeable insights everywhere you go.

STUDENT LEADERSHIP CONFERENCE

Conference registration; Keynote addresses; Expert workshops; Student workshops; Innovation Village

WESHARE—ACCREDITED LEARNING

Our online platform prepares students for a deeper learning experience both pre- and post-tour.

CONTINUOUS SUPPORT

Your dedicated EF team helps you every step of the way—from recruiting and enrolling travelers to planning and managing your tour.

WORLDWIDE PRESENCE

EF has over 500 schools and offices in more than 50 countries worldwide so wherever you go, we're there too.

24-HOUR EMERGENCY SERVICE

Travelers and their families can count on EF's dedicated emergency service team.

PEACE OF MIND PROGRAM

Feel secure knowing your group can change their destination or travel dates due to unforeseen circumstances. Learn more about your flexible options at efcours.com/peaceofmind.

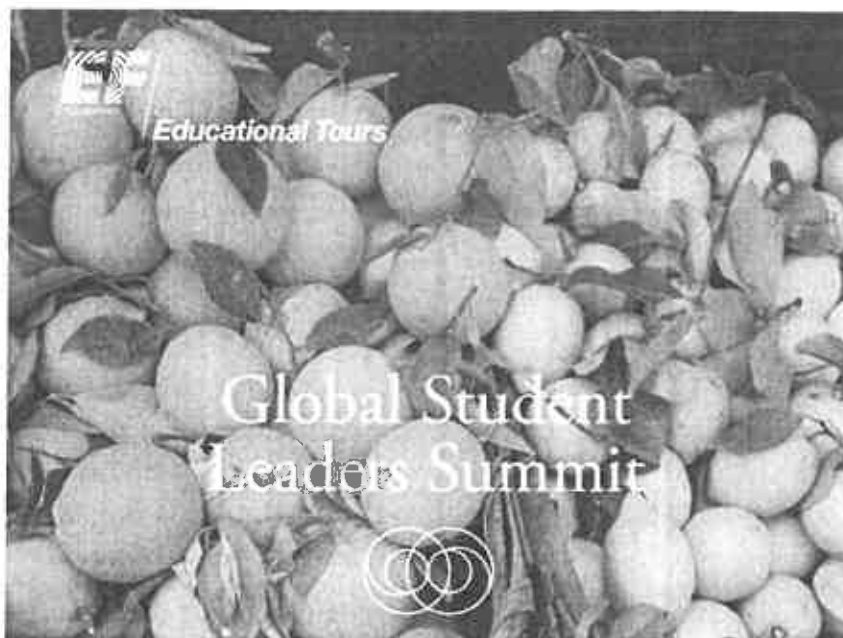
Important final details

The EF Price Guarantee

We're dedicated to making travel accessible to as many students as possible. Our unmatched global presence and longstanding relationship with airlines and hotels ensure you will always give your students the best experience at the lowest price, guaranteed.

What it means for you:

- The guaranteed lowest price—if you find a similar tour for less, we'll beat it.
- One simple price—no enrollment or departure fees.
- Once a student enrolls, their price will never change.



I hope you've found this document useful. As your EF Representative, I'm here to answer any questions that you may have. Please don't hesitate to contact me with any questions.

Sincerely,

Maggie Lenahan

Global Education Consultant, VT & NH

(603) 369-4904

Maggie.Lenahan@ef.com

Join the movement. Make a global impact.

When you join a Global Student Leaders Summit, you also join a global movement. These extraordinary events combine an educational tour with a two-day leadership conference, tackling significant global issues in places where they come to life, and empowering students today to start becoming leaders of tomorrow.

Each Summit has a unique destination, theme and perspective. At every one, students explore amazing places and address important global issues. And when they return home, they are prepared to use their newly developed skills to address local challenges.

Students designed innovative solutions to global issues at these Summits:

COSTA RICA

Addressing Environmental Sustainability

SWITZERLAND

Innovation and the Future of Education

THE NETHERLANDS

Exploring Human Rights

ICELAND

The Future of Energy

Visit effours.com/SummitHighlights
to see our past Summits in action and
find out how you can be a part of it.



Students develop leadership skills and build new perspectives on global issues in workshops led by thought leaders. In small international teams, they learn the design thinking process and apply their learnings to propose new solutions.



DOVER SCHOOL DISTRICT	POLICY CODE: IJOAA
DATE OF ADOPTION: April 13, 2015	PAGE 3 OF 3

PERMISSION/RELEASE STATEMENTS FOR FOREIGN OR EXTENDED TRAVEL

The undersigned _____,
 hereby grants permission for _____ to travel to
Italy with Amanda Lu + Tyler Donlon as chaperones, as part
 of a Dover School District extended travel program. The scheduled departure date is
 _____ and the scheduled return date is _____.

1. The undersigned hereby agrees to indemnify and save harmless the Dover School District, its officials and agents, from any act, default, injury (including death), loss, expense, damage, deviation, delay, curtailment, or inconvenience caused to or suffered by any person, or their property, howsoever arising, which may occur or be incurred by any organization or person, even though such act, default, injury, loss, expense, damage, deviation, delay, curtailment, or inconvenience may have been caused or contributed to by the actions, negligence or default of the chaperones and/or the Dover School District, its officials or agents.
2. The parent/guardian and student acknowledge that they and their personal property, to include baggage, are at all times solely at their own risk. The district strongly recommends the students be adequately insured in respect to illness, injury, or death for the duration of the trip and to insure fully against loss, or damage to their property. The chaperones or the Dover School District shall not, in any circumstances whatever, be liable in respect of any personal injury, illness, or death or in respect of any damage to or loss of property even if the same arises from their negligent actions. The undersigned will accept the authority and decisions of the chaperones during the trip.
3. The chaperones are authorized by the signers of this document to arrange for any medical services deemed appropriate for the student named above by medical personnel while on the trip.
4. It is also agreed that the District reserves the right to remove a student from this program for failure to maintain program standards or if it deems his or her acts of conduct detrimental to or incompatible with the interest of the program. If a student's participation is terminated, only the funds not actually used will be returned and he or she will be sent home at the parent(s)/guardian or student's expense.
5. The undersigned represent that they are parents or guardians of the named student and are authorized to execute this agreement.

IN WITNESS WHEREOF, the parties have signed this agreement on the

_____ day of _____, 20____

 Parent/Guardian Signature

 Parent/Guardian Signature

 Student Signature

Student Health Record

Student's Name _____ Grade _____ D.O.B. _____

Address _____ Phone# _____

Parent/Guardian's Name _____ Work Phone# _____

Cell phone# _____

In Case of Emergency Contact _____ Phone# _____
(other than parent/guardian)

Date of Last Physical _____

Medical Condition _____
(Diabetic, Asthma, Epilepsy, Allergies, etc.)

List any medication being taken on a daily basis _____

Permission to be given Tylenol, Advil, Maalox, Immodium or Midol
yes _____ no _____

Please list any other concerns or medical problems that might be a concern to the
chaperones of this trip _____

**Name of Health Insurance Company covering
student** _____

Group number _____ ID number _____

Address _____

In case of emergency, I hereby give permission for _____ **to authorize medical**
treatment while on this school-sponsored trip to

Parent/guardian's signature _____ **date** _____

*I hereby agree that the above statements of medical history are accurate and true to the
best of knowledge, and give my consent for my son/daughter go on this trip.*

Signatures

Parent/Guardian _____ Date _____

Parent/Guardian _____ Date _____

Dover High School
25 Alumni Drive
Dover, NH 03820

Statement of Agreement

I agree to adhere to the following rules while on the _____
_____ trip with the class:

1. To not consume, purchase, bring with or bring home alcohol or illegal substances.
2. To not purchase body art or piercing services.
3. To not purchase or bring home any type of weapon.

I understand that I am accountable to _____.

I understand that failure to comply with these rules will result in disciplinary action upon returning to Dover High School.

Student's signature

I have read and discussed this agreement with my son/daughter, and I support these rules and regulations.

Parent/guardian's signature

As a chaperone on this trip, I agree to adhere to the same standards of behavior as defined for student participants.

Chaperone's signature

March 2, 2016

Members of the School Board:

We are requesting final approval for the Dover High School trip to Italy during April vacation. Our confirmed departure time from Dover High School is 12:00 p.m. on Friday, April 22, 2016. Our return flight arrives in Boston at 6:50 pm, with an approximated 9:45 p.m. arrival at Dover High School on April 29.

The Board granted preliminary approval for this trip on November 20, 2014. The itinerary remains the same. There has been one student addition, bringing the total number of students to 21.

The only new information provided in this request includes flight numbers and times.

Three Dover High School employees will serve as chaperones: 1) Jennifer Connelly, Teacher of Latin and Certified French Teacher, 2) Melissa Welliver, Guidance Counselor, 3) Kathryn Spencer, Teacher of French and Math. The student to teacher ratio is 7:1.

Students and teachers will be on this "field trip" only one half school day (Friday, April 22). Teachers have received absence approval and substitutes are scheduled. Our bus departs from DHS at noon for Logan Airport.

We have already provided the Principal with copies of permission forms, student code of conduct contract which includes Standards for Behavior. Blank copies of these forms were in our request for approval at the November 2014 meeting. We have also provided to the Principal a list of traveling students and their parents' and telephone contact information.

Thank you for your consideration,



Jennifer Connelly j.connelly@dover.k12.nh.us

Melissa Welliver m.welliver@dover.k12.nh.us

Kathrine Spencer k.spencer@dover.k12.nh.us

Dover High School

Trip to Italy – April 22-29 2016

Request for Final Approval

Jennifer Connelly, Teacher

Melissa Welliver, Guidance Counselor

Kathrine Spencer, Teacher

Contents:

1. Description of Trip and Itinerary
2. Endorsement of Principal
3. List of Students' & Chaperones' Names & Addresses
4. Copies of Flight Schedules
5. First Preliminary Approval Notification from Superintendent dated November 20, 2014
6. Worldstrides Tour Operator Overview
7. Worldstrides Certificate of Liability Insurance
8. School Board Guidelines on Alcohol, Drugs, and Body Art Form
9. World Language Department Policy-Behavior Form
10. Student Health and Medical Information Form
11. Child Traveling Out of the Country Without Either Parent Form
12. Dover District Permission/Release Statement for Foreign or Extended Travel Form
13. Liability Release/Field Trip form
14. Cost to Students
15. Summary of Funding Opportunities for Students



The Experience of a Lifetime

Trip Details

Trip Name: Roman Holiday
Group Leader: Jennifer Connelly
Departure Date: Friday, April 22, 2016
Departure City: Boston, MA
Group Username: Worldstrides
Group Password: Italy

Login at www.EducationalTravel.com/Login

An Enriched Educational Experience

WorldStrides International Discovery programs offer unrivaled travel experiences to more than 60 countries on six continents. For more than three decades we've leveraged personal service, uncompromised quality, expert craftsmanship, and an unwavering focus on educational value to inspire and enrich the lives of our travelers. Our unique LEAP program uses creative and fun contemporary teaching methods to maximize the learning experience. LEAP engages students, making them active learners who translate information into knowledge and understanding.

Why Quality Matters

WorldStrides quality enhances the educational outcomes for our students, provides for the comfort and safety of the whole group and gives peace of mind to teachers and families. We use centrally located hotels in safe neighborhoods, which mean more time where you want to be and less time travelling. Meals are carefully chosen to reflect local cuisine. Our Tour Directors are much more than escorts. They use their extensive training to act as cultural mediators, engaging students throughout the program.

Safety

Your child's safety is always our top priority. Our staff members are on call 24 hours a day and our Tour Directors stay in the same hotels as their groups. Tours have a ratio of one chaperone for every six students. Each Group Leader is provided with an international cell phone. We include travel insurance and strongly recommend the Cancellation Protection Plus.

Included in the Trip Cost

Transportation

- Round-trip airfare and other transportation described in the itinerary

Travel Insurance

- Traveler Assistance
- Medical Insurance
- Travel Insurance

Hotel Accommodations & Meals

- Centrally located three- and four-star hotels for 6 nights
- Daily breakfast to start the day energized and ready to go
- Appetizing, hearty three-course dinner daily

Tour Director & Local Guides

- Full time, bilingual, WorldStrides International Discovery programs Tour Director who is LEAP-trained in experiential education
- Local guide at sites and on city tours as described in the itinerary
- LEAP! Educational Program

Trip Cost

Total Cost

\$3906

Cost Breakdown

Tuition (Valid through 12/31/16)	\$3879
Weekend Supplement	\$90
Welcome Scholarship	-\$300
Pompeii	\$129
Rome by Night Tour	\$49
J.Connelly Herculaneum	\$59

*\$ 3706 for all
who signed up 11/2014*

Itinerary

DAY 1-2 FLY TO ITALY. Fly overnight to Europe. Begin your exploration of Italy's capital city, Rome.

DAY 3 ROME. Join a local guide on a walking tour of historic Rome. Listen for the roar of the ancient crowds at the Colosseum. See the Arch of Constantine and Trajan's Column as you explore the Roman Forum. Train as one of Caesar's Gladiators.

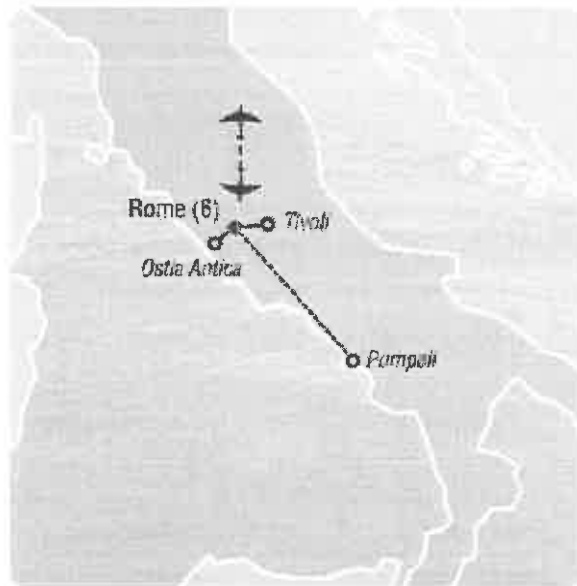
DAY 4 VATICAN CITY. Discover the artistic legacy of Catholicism at the Vatican. Explore the Vatican Museums and marvel at the ceiling of the Sistine Chapel. Climb the broad steps to the world's largest Christian church, and residence of the Pope, St. Peter's Basilica. Opt to go on a bus tour to explore Rome by Night.

DAY 5 POMPEII An optional excursion reveals Pompeii, a mysterious city left remarkably preserved after being buried by a catastrophic volcanic eruption in 79AD.

DAY 6 OSTIA ANTICA. Enjoy an excursion to Ostia Antica, the 4th century BC port of Ancient Rome. See the remarkable catacombs where the early Christians were buried.

DAY 7 TIVOLI. This morning travel to see Emperor Hadrian's Villa and the Villa d'Este at Tivoli, a beautiful display of architecture, and UNESCO World Heritage Site.

DAY 8 RETURN JOURNEY TO THE UNITED STATES.





**DOVER HIGH SCHOOL
AND
REGIONAL CAREER TECHNICAL CENTER**



PETER DRISCOLL
Principal
p.driscoll@dover.k12.nh.us

25 ALUMNI DRIVE
DOVER, NEW HAMPSHIRE 03820-4365
(603) 516-6900 Fax (603) 516-6926
www.dover.k12.nh.us/dhs

LOUISE PARADIS
Director of Career Technical Education
l.paradis@dover.k12.nh.us

EMILY SHERMAN
Dean of Instruction
e.sherman@dover.k12.nh.us

DAVID BENNETT
Dean of Students
d.bennett@dover.k12.nh.us

KIMBERLY STEPHENS
Dean of Students
k.stephens@dover.k12.nh.us

February 29, 2016

School Board Members
City of Dover
61 Locust St., Ste. 499
Dover, NH 03820

Dear Board Members,

This is to confirm my endorsement of the World Language Department's trip to Italy, as organized by Latin teacher, Jennifer Connelly.

Twenty-two students will depart from Dover High School Friday, April 22 and return Friday, April 29, 2016.

This is the first time that our Latin students are able to participate in a trip designed specifically to enhance their classroom content.

Thank you for your consideration and support.

Sincerely,

Peter Driscoll
Principal

2005 New Hampshire School of Excellence
Accredited New England Association of Schools and Colleges
Equal Employment Opportunities-Equal Educational Opportunities

**School Board Guidelines on Alcohol, Drugs, Body Art
And Standards of Behavior
For All Dover Students leaving the country.**

- 1. Students will NOT bring, consume, purchase, or ship home ALCOHOL while on a school sanctioned trip.**
- 2. Students will NOT bring, consume, purchase, or ship home illegal DRUGS or PIPES while on a school sanctioned trip.**
- 3. Students will NOT purchase BODY ART or PIERCING services while on a school sanctioned trip.**
- 4. Students will NOT purchase WEAPONS of any kind, such as knives or swords, even if they are considered "souvenirs" while on a school sanctioned trip.**
- 5. Students will NOT purchase or wear any CLOTHING that portrays sex symbols or sex related messages or makes negative comments about any group while on a school sanctioned trip.**

Student: print: _____

Sign: _____ **date:** _____

Parent/Guardian: print: _____

Sign: _____ **date:** _____

World Language Department Policy
Requirements to go on the trip to Italy

I understand that the requirements to go on the trip to ~~Spain~~ ^{Italy} are:

1. I am studying Latin in 2015-16 (or I have already completed a course of Latin study ending in Latin IV-Honors).
2. I do not get an ASI, ISS or OSS starting October 1, 2015 – April 22, 2016.

I understand that if I receive an **ISS or OSS** for any reason that I will be dropped off the trip at my own expense. If I receive an **ASI**, I will be put on probation. A second ASI will result in a meeting with a parent, Mrs. Staples, Mrs. Connelly, and Mr. Driscoll to determine whether I will be allowed to go on the trip. I understand that neither WorldStrides nor Dover High School has any responsibility to refund my money.

I understand that **while on the trip all school rules apply**.

I have read and understand the above requirements.

Student (print name) _____

(signature) _____ date _____

Parent/Guardian (print name) _____

(signature) _____ date _____

HEALTH FORM

Name (Please, print.) _____

Address _____

Parents' name(s) _____

Phone number (home) _____

Mother (work) _____ Cell _____

Father (work) _____ Cell _____

Name and phone of emergency contact other than parents: (relationship)

Health Information:

Diet restrictions: _____

Allergies: _____

Treatment of allergies _____

Medications needed on the trip: _____

Other information: _____

Health Insurance:

Name of company: _____

Group number _____ ID number _____

Address _____

Contact phone _____

Kathryn Spencer

In case of emergency, I hereby give permission to Jennifer Connelly, ~~Michael Roberts~~, Melissa Welliver to authorize medical treatment while on this trip to Italy.

Parent/guardian's signature _____ date _____

CONSENT LETTER FOR

A CHILD TRAVELLING OUT OF COUNTRY WITHOUT EITHER PARENT

.....

To whom it may concern:

I/We, _____ are the parents/guardians of _____, born on _____
at _____. He/she is carrying the following citizenship document:

☐ **Passport**

Number: _____ Issued on (date & place): _____

☐ **Other – please specify**

Our child has our consent to travel with **Dover High School** to visit **Italy** for **8 days & 7 nights:**
April 22-29, 2016. Our child will be residing at the following hotel(s):

Hotel Name: **see itinerary**

City: **see itinerary**

Phone number: _____

Any question regarding this consent can be directed to us at:

Address: _____

Home phone number: _____

Work phone number: _____

Parent/guardian signature

Date

Parent/guardian signature

Date

LIABILITY RELEASE FORM

Student Name _____ Home Telephone _____
Address _____ Zip Code/ _____
Date of Birth _____ Place of Birth _____
School Dover High School School Telephone 603-516-6872
School Contact Person Jennifer Connelly Position Teacher, WL Dept
Parents/Guardians Full Names _____
Place/Times of Employment _____
Employment Telephone Numbers () _____
Person to contact in an emergency _____ Telephone () _____
Address _____ Relationship _____
Physician _____ Telephone _____

.....

RELEASE

I, a participant in the excursion to Italy, April 22 to 29, 2016, sponsored by World Language Department, Dover High School and approved by the Dover School Board, agree to all the following conditions:

The Program organizer(s), group chaperones of Dover High School and the Dover School District shall not be liable for any damages or loss to my person or property arising from my participation in this program.

The Program organizer(s) and/or group chaperones may make reasonable changes in the dates, destinations, or itinerary for the mutual benefit and safety of group participants. In such event, they shall not be liable for any delay, loss or damage resulting there from. In the event of any illness, accident, or incapacity incurred by me, the group chaperone may consider my best interests in securing medical treatment, hospitalization, medication and/or return transportation at my own expense.

Any and all claims, obligations, suits in any liabilities whatsoever against the organizer(s), chaperones, and/or the School District are hereby waived and released.

I certify that I have read and understood this release and agree to abide by its provisions.

Student Signature

Date

Signature of Witness

Date

*I certify that **I am the parent or legal guardian of the student named above** and that I have read the foregoing release. **I allow my child to participate in this trip.** I agree to every part of this release and hereby relinquish any claim that I may have against the program organizers, chaperones, and the School District, both on my behalf and in my capacity as legal representative, while my child is a participant in this program.*

Parent Signature

Date

Signature of Witness

Date

DOVER SCHOOL DISTRICT	POLICY CODE: IJOA
DATE OF ADOPTION: OCTOBER 10, 2005	PAGE 2 OF 2

School: _____

**DOVER SCHOOL DISTRICT
FIELD TRIP NOTIFICATION AND PERMISSION FORM**

Dear Parents & Guardians,

Your child's class will be participating in a school sponsored activity away from school. The information for this activity is as follows. **Please note that no child will be allowed to attend a trip without a signed permission slip.**

Please sign and return to your child's teacher by: April 1, 2016

Description of Activity: International travel to Italy

Purpose of Activity: Bringing the Ancient World to life!

Destination: Rome, Italy Transportation Provided By First Student (Logan), Lufthansa Air (Rome)

Date: Ap 22-29 Departure Time: 12 pm Return Time 10 pm

Cost: \$3706 Please make check payable to: Worldstrides International

We Need Chaperones for this Trip: YES ☒ NO

Recommended clothing, equipment, supplies, etc.: Packing list included

School/Field Trip Permission Form

I/we have been informed as to the nature of the activity and acknowledge that there are always certain risks for those who participate. We realize that all efforts will be made by the teachers and chaperones to ensure the safety of the students, but understand that the school cannot assume responsibility for unreasonable accidents and/or injuries. I/we agree that our child must adhere to all safety rules and regulations, as well as all instructions from the adults. Failure to do so may result in exclusion from this or other activities. If there is important information, medical or otherwise, that the school staff should know, I/we agree to provide it to the nurse and/or teachers before the trip. I/we understand the risks and requirements for our child to participate and give our consent to attend the trip to:

I hereby give permission for my child to be transported to a hospital or other emergency medical facility and to receive emergency medical treatment. Emergency contact phone number: _____

Student Name: _____

Teacher Name: Jennifer Connelly Grade: _____

Trip Date & Destination: Ap 22-29, 2016

Parent/Guardian Signature: _____ Date: _____

Home # _____ Work # _____ Cell # _____

In case of an emergency and you cannot be reached, whom do you want us to call?

Name: _____ Home # _____

Work # _____ Cell # _____



**WORLDSTRIDES®
INTERNATIONAL
DISCOVERY
PROGRAMS**

*Journeys designed to Inspire, Enrich, and Educate
today's students for tomorrow's world!*



WorldStrides Cost Worksheet Specially Prepared For Jennifer Connolly

Total Cost

\$3706

Using EZpay Plan

15 Payment(s) of \$227.07

Based on enrollment today with deposit of \$300 and then 15 payment(s) of \$227.07

Cost Breakdown

Tuition	\$3979	Valid for enrollment on or before 12/15/2014
Weekend supplement	\$90	
Basic Travel Insurance	\$0	
Early Enrollment Credit	-\$300	Valid for enrollment on or before 12/15/2014
Scholarship	-\$300	
Pompeii	\$129	
Rome by Night Tour	\$49	
Herculaneum	\$59	
Twin Room Supplement	\$300	n/a

Trip Overview

Itinerary	Roman Holiday
Trip length	8 days
Departure date	Friday, April 22, 2016
Departure city	Boston, MA

Cancellation Protection

Cancellation Protection Plus	\$200
Individual rate. A reduced rate of \$20/day applies when all group members select this option. <i>Recommended</i>	

Online Enrollment: Go to www.EducationalTravel.com; Use "MY TRIP" login information below

Username: Worldstrides
Password: Italy

Refer to the Agreement in the WorldStrides Enrollment Guide for terms and conditions.

DHS/Logan bus transport plus
European guide and coach driver tip = \$120
NOT INCLUDED:
Lunches and souvenirs



GIVE THE GIFT OF EDUCATION

Dear _____,

I am planning to participate in an amazing educational program to (insert Destination), this (insert Spring/Summer) with my friends and classmates from (insert school name)! We'll spend a total of (insert number of days) days together in (insert Destination) learning really cool things about our country (or that country). Click on this link to view some of the awesome activities that are planned for us on our program:

In order to take part in this totally unique adventure, I need to raise \$ (insert price of trip). Please help me by sponsoring a portion of my trip. Any contribution you could make would bring me that much closer to this once-in-a-lifetime experience. Please send your contribution to me at (insert student/parent name, mailing address including state and zip code).

Please call or email me if you have any questions or want to hear more about this great learning opportunity.

Sincerely,

(Name of Student)

.....

Yes, I will sponsor (Name of Student) for:

____ \$15 ____ \$25 ____ \$50 ____ \$75 Other Amount \$_____

Sponsor's Name (please print)

Please attach a check made payable to me: (insert student/parent name)

Mail it to me: (insert mailing address including state and zip code).

If you would like to talk to the trip organizer, please contact:
(insert teacher name, school, phone number, email address)
(Telephone # and/or email address if desired)

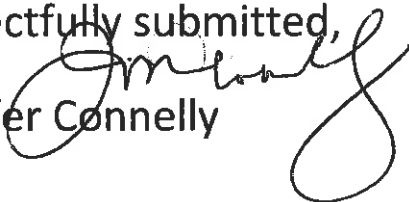
Cake Walk Fundraiser for Latin Students to Italy

The Dover High Latin Club sponsored a cake walk on October 23, 2015 during all lunches at Dover High School. Students brought and donated items and volunteered their time. The net profit from this was \$150. This amount will be used to defray cost of the First Student Bus to and from Logan Airport.

Many students participated in this fundraiser.

Respectfully submitted,

Jennifer Connelly

A handwritten signature in black ink, appearing to read 'Jennifer Connelly', written over the printed name.



FLAG Scholarships: Bringing International Travel within Reach

WorldStrides International Discovery believes that every child, regardless of background, should have access to the benefits of educational travel. To support this vision, more than \$1 million in FLAG Scholarship funding is available for qualifying families with an annual adjusted gross income (AGI) of up to \$85,000. Last year, thousands of families benefited from the FLAG scholarship program.

Families are invited to complete a confidential, simple application to receive travel assistance funds. Scholarships are available in amounts up to \$600. You must apply for the FLAG scholarship within 45 days of enrolling for a WorldStrides International Discovery program.

Steps for more information and to apply:

- 1. Call our Customer Service team at 1-800-468-5899.**
- 2. Inform the representative that you are traveling on a WorldStrides International Discovery program.**
- 3. If you are already enrolled, provide your Traveler ID Number.**
- 4. If you are not yet enrolled, request an estimate of scholarship funds based on your International Discovery program.**



www.educationaltravel.com

DOVER SCHOOL DISTRICT	POLICY CODE: IJOAA
DATE OF ADOPTION:	PAGE 3 OF 3

PERMISSION/RELEASE STATEMENTS FOR FOREIGN OR EXTENDED TRAVEL

The undersigned _____,
hereby grants permission for _____ to travel to Italy
with Jennifer Connelly, Michael Roberts, and Melissa Welliver as chaperones, as part of a
Dover School District extended travel program. The scheduled departure date is April 22, 2016
and the scheduled return date is April 29, 2016.

1. The undersigned hereby agrees to indemnify and save harmless the Dover School District, its officials and agents, from any act, default, injury (including death), loss, expense, damage, deviation, delay, curtailment, or inconvenience caused to or suffered by any person, or their property, howsoever arising, which may occur or be incurred by any organization or person, even though such act, default, injury, loss, expense, damage, deviation, delay, curtailment, or inconvenience may have been caused or contributed to by the actions, negligence or default of the chaperones and/or the Dover School District, its officials or agents.
2. The parent/guardian and student acknowledge that they and their personal property, to include baggage, are at all times solely at their own risk. The district strongly recommends the students be adequately insured in respect to illness, injury, or death for the duration of the trip and to insure fully against loss, or damage to their property. The chaperones or the Dover School District shall not, in any circumstances whatever, be liable in respect of any personal injury, illness, or death or in respect of any damage to or loss of property even if the same arises from their negligent actions. The undersigned will accept the authority and decisions of the chaperones during the trip.
3. The chaperones are authorized by the signers of this document to arrange for any medical services deemed appropriate for the student named above by medical personnel while on the trip.
4. It is also agreed that the District reserves the right to remove a student from this program for failure to maintain program standards or if it deems his or her acts of conduct detrimental to or incompatible with the interest of the program. If a student's participation is terminated, only the funds not actually used will be returned and he or she will be sent home at the parent(s)/guardian or student's expense.
5. The undersigned represent that they are parents or guardians of the named student and are authorized to execute this agreement.

IN WITNESS WHEREOF, the parties have signed this agreement on the

_____ day of _____, 20____

Parent/Guardian Signature

Parent/Guardian Signature

Student Signature



WorldStrides™

Explore. Discover. Become.

DATE: 19 FEBRUARY 2016

CONNELLY/JENNIFER

FLIGHT	LH 423 - LUFTHANSA	FRI 22 APRIL 2016
DEPARTURE:	BOSTON, MA (EDWARD L LOGAN INTL), TERMINAL E	22 APR 05:00P
ARRIVAL:	FRANKFURT, DE (FRANKFURT INTL), TERMINAL 1	23 APR 05:55A
	RESERVATION CONFIRMED, ECONOMY (L)	DURATION: 06:55
	MEAL:	MEAL
NON STOP	BOSTON, MA TO FRANKFURT	
	OPERATED BY:	LUFTHANSA, LH
	EQUIPMENT:	BOEING 747-8I

FLIGHT	LH 230 - LUFTHANSA	SAT 23 APRIL 2016
DEPARTURE:	FRANKFURT, DE (FRANKFURT INTL), TERMINAL 1	23 APR 07:35A
ARRIVAL:	ROME, IT (FIUMICINO), TERMINAL 3	23 APR 09:20A
	RESERVATION CONFIRMED, ECONOMY (L)	DURATION: 01:45
	MEAL:	SNACK
NON STOP	FRANKFURT TO ROME	
	OPERATED BY:	LUFTHANSA, LH
	EQUIPMENT:	AIRBUS INDUSTRIE A321

FLIGHT	LH 1843 - LUFTHANSA	FRI 29 APRIL 2016
DEPARTURE:	ROME, IT (FIUMICINO), TERMINAL 3	29 APR 11:45A
ARRIVAL:	MUNICH, DE (MUNICH INTERNATIONAL), TERMINAL 2	29 APR 01:20P
	RESERVATION CONFIRMED, ECONOMY (K)	DURATION: 01:35
	MEAL:	SNACK
NON STOP	ROME TO MUNICH	
	OPERATED BY:	LUFTHANSA, LH
	EQUIPMENT:	AIRBUS INDUSTRIE A321

FLIGHT	LH 424 - LUFTHANSA	FRI 29 APRIL 2016
DEPARTURE:	MUNICH, DE (MUNICH INTERNATIONAL), TERMINAL 2	29 APR 04:10P
ARRIVAL:	BOSTON, MA (EDWARD L LOGAN INTL), TERMINAL E	29 APR 06:50P
	RESERVATION CONFIRMED, ECONOMY (K)	DURATION: 08:40
	MEAL:	MEAL
NON STOP	MUNICH TO BOSTON, MA	
	OPERATED BY:	LUFTHANSA, LH
	EQUIPMENT:	AIRBUS INDUSTRIE A330-300

LUFTHANSA AIRLINES RECORD LOCATOR YCZYGU

GROUP CODE 160422ROHBOS01

FLIGHT(S) CALCULATED AVERAGE CO2 EMISSIONS IS 966.07 KG/PERSON
SOURCE: ICAO CARBON EMISSIONS CALCULATOR
[HTTP://WWW.ICAO.INT/ENVIRONMENTAL-PROTECTION/CARBONOFFSET/PAGES/DEFAULT.ASPX](http://www.icao.int/environmental-protection/carbonoffset/pages/default.aspx)
[HTTPS://BAGS.AMADEUS.COM?R=YCZYGU&N=CONNELLY](https://bags.amadeus.com?R=YCZYGU&N=CONNELLY)

PLEASE NOTE ALL FLIGHT NUMBERS AND TIMES ARE SUBJECT TO CHANGE.

CONTACT THE AIRLINE FOR SPECIAL MEAL REQUESTS, FREQUENT FLIER CREDIT, AND
BAGGAGE RESTRICTIONS.

CHECK IN TIME FOR FLIGHTS IS 3 HOURS BEFORE DEPARTURE.



To Whom It May Concern:

For more than 30 years, WorldStrides has been devoted to offering unique life-changing educational experiences to young people through our International Discovery programs. We take pride in being the leader in meaningful educational travel overseas and in the high quality of all aspects of our programs. Every year, thousands of young Americans return home with a new perspective on their world, their country, and their own lives thanks to our programs.

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WorldStrides can be reached 24 hours a day, both in the United States and overseas, in the event of an emergency. Every WorldStrides participant is covered by an international network that provides emergency services including medical referral, medical translation, medical monitoring, repatriation, and much more.

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Financial Security/Bonding and Accreditation

WorldStrides is an active member of the United States Tour Operators Association (USTOA) and has posted a \$1 Million bond in accordance with the terms and conditions of the USTOA Travelers Assistance Program. Additional information is available at www.USTOA.com

WorldStrides is approved for listing and carries the maximum bond with the Airlines Reporting Corporation and the International Airlines Travel Agent Network.

WorldStrides is also a member of the European Tour Operator's Association.

WorldStrides programs are extraordinary learning experiences that help students mature and open their eyes to foreign cultures, so very different from our own and at the same time, so much the same. We hope that your students will be able to benefit from this wonderful opportunity.

Thank you for your interest in our organization. Please do not hesitate to contact me if you would like additional information.

Sincerely,

Justin Sockett
Executive Vice President



CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
12/17/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Marsh USA Inc. Three James Center 1051 East Cary Street, Suite 900 Richmond, VA 23219 337687-13-14	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL: ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
INSURED Lakeland Tours, LLC dba WorldStrides 218 West Water Street Suite 400 Charlottesville, VA 22902	INSURER A: Steadfast Insurance Company NAIC # 28387	
	INSURER B: American Guarantee & Liability Ins Co 26247	
	INSURER C: North River Insurance Co 21105	
	INSURER D: Everest National Insurance Co 10120	
	INSURER E: Federal Insurance Company 20281	
	INSURER F:	

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.		CLE-004017732-01				
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Hired Autos ☒ Non-Owned Autos GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC		EOL5329378-09	09/30/2013	09/30/2014	EACH OCCURRENCE \$ 10,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 10,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 10,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMPROD AGG \$ 10,000,000
B	AUTOMOBILE LIABILITY ☐ ANY AUTO ☒ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS		PRA 9319588-02	09/30/2013	09/30/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	UMBRELLA LIAB ☒ OCCUR E ☒ EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$ 0		582-101399-7 93835815	09/30/2013 09/30/2013	09/30/2014 09/30/2014	EACH OCCURRENCE \$ 30,000,000 AGGREGATE \$ 30,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	CF4WC00091-131	09/30/2013	09/30/2014	☒ WC STATUTORY LIMITS ☐ OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Errors & Omissions		EOL5329378-09	09/30/2013	09/30/2014	Each Claim 10,000,000 Aggregate 10,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required) RE: Trip Date: 4/17/14-4/26/14; Program Leader: Ann Marie Staples; Fax/E-mail: 603-516-6809 Dover High School is an Additional Insured per the attached endorsement.						

CERTIFICATE HOLDER
CANCELLATION

 Dover High School
 Attn: Ann Marie Staples
 25 Alumni Dr
 Dover, NH 03820-4385

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

 AUTHORIZED REPRESENTATIVE
 of Marsh USA Inc.

Kathy L. Dawson

Kathy L. Dawson

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AGENCY CUSTOMER ID: 337887

LOC #: Richmond

Page 2 of 2



ADDITIONAL REMARKS SCHEDULE

AGENCY Marsh USA Inc.		NAMED INSURED Lakeland Tours, LLC dba WorldStrides 218 West Water Street Suite 400 Charlottesville, VA 22902
POLICY NUMBER		
CARRIER	NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

Named Insureds

Lakeland Tours, LLC
 WorldStrides, Inc.
 Christian Discoveries
 Capstone Programs
 Accent Travel Group
 Travel MBA
 New Century Tours
 American High School Theatre Festival
 Worldpass Travel Group
 USA Student Travel
 Music America
 GET TRAVEL
 Adventures America
 Lakeland Holdings, LLC
 Lakeland Finance, LLC
 Heritage Education and Festivals, LLC
 Americas Travel Centre
 Bowl Games of America
 Skys The Limit
 Classic Festivals
 Field Studies Center of New York
 Field Studies International
 Backstage Theatre Tickets
 WorldStrides International, LLC
 Fawkes Travel, Inc.
 National Educational Travel Council, LLC
 NETC
 International Discovery Programs
 Caisterbridge Tours, Ltd
 Lakeland Seller Finance, LLC
 WorldStrides Holdings, LLC
 WH Blocker, Inc.
 WS Purchaser, Inc.
 WS Holdings, Inc.

Additional Insured – Automatic Status for Common Trip Sponsors, Venues and Clients



Policy No.	Eff. Date of Pol.	Exp. Date of Pol.	Eff. Date of End.
EOL5329376-09	09/30/2013	09/30/2014	09/30/2013

Named Insured and Address:

Lakeland Tours, LLC
218 W. Water Street
Charlottesville, VA 22902

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

This endorsement modifies insurance provided under the:

Travel Agents and Tour Operators Professional Liability Policy

A. Section III. PERSONS INSURED is amended to include as an Insured:

- F. Any Common Trip Sponsor, Venue and Client the Named Insured is required to add as an additional Insured on this policy under a Standard Tour or Trip Contract.
- B. The insurance provided to the additional Insured Common Trip Sponsor, Venue and Client applies only to Bodily Injury, Property Damage, Personal Injury, or negligent acts or negligent omissions covered under Section I. A. Coverages and the defense of Suits seeking Damages on account of such Bodily Injury, Property Damage, Personal Injury or any negligent act or negligent omission under Section I. B. Defense with respect to the Travel Agency Operations of the Named Insured.

However, regardless of the provisions of paragraphs A. above:

1. The Company will not extend any insurance coverage to any additional Insured Common Trip Sponsor, Venue and Client:
 - a. That is not provided to the Named Insured in this policy; or
 - b. That is broader coverage than the Named Insured is required to provide to the additional Insured Common Trip Sponsor, Venue and Client in the Standard Tour or Trip Contract.
2. The Company will not provide Limits of Insurance to any additional Insured Common Trip Sponsor, Venue and Client that exceeds the lower of:
 - a. The Limits of Insurance provided to the Named Insured in this policy; or
 - b. The Limits of Insurance the Named Insured is required to provide in the Standard Tour or Trip Contract.
- C. The Insurance provided to the additional Insured Common Trip Sponsor, Venue and Client does not apply to Bodily Injury, Property Damage, Personal Injury, or any negligent act or negligent omission that results solely from the negligence of the additional Insured.
- D. The additional Insured must see to it that:

1. The Company is notified as soon as practicable of an **Occurrence**, a negligent act or negligent omission or an offense that may result in a **Claim** or **Suit**;
 2. The Company receives written notice of a **Claim** or **Suit** as soon as practicable; and
 3. A request for defense and indemnity of the **Claim** or **Suit** will promptly be brought against any policy issued by any other insurer under which the additional **Insured** may be an insured in any capacity.
- E. For the purpose of this endorsement only, **Standard Tour or Trip Contract** means a written contract or written agreement between the **Named Insured** and a **Common Trip Sponsor, Venue and Client** under which:
1. The **Named Insured** has agreed to directly provide or arrange any travel or tour services; or
 2. The **Common Trip Sponsor, Venue and Client** has allowed the **Named Insured** to use or occupy premises with respect to performing travel or tour services.
- F. For the purposes of this endorsement only, **Common Trip Sponsor, Venue and Client** means any of the following groups and/or organizations: universities, schools and school districts, governmental entities or agencies, corporate clients, church groups, senior citizen groups, alumni associations, parks, museums, theaters, convention halls, bus depots and terminals, sponsoring trade groups, including the directors and employees of such.
- G. For the purpose of this endorsement only, Section II. **EXCLUSIONS**, paragraph X., item 1. does not apply to any individual or entity who would qualify as an additional insured under this endorsement with respect to **Travel Agency Operations** of the **Named Insured**.

All other terms, conditions, provisions and exclusions of this policy remain the same.

Members of the School Board:

We are requesting final approval for the Dover High School trip to Spain. Our confirmed departure is the afternoon of April 22, 2016, with a return scheduled for May 1 during April vacation.

The board granted preliminary approval for this trip on March 9, 2015. Since a year has passed we are providing updated tour operation documentation and an endorsement from the principal.

Since the preliminary approval the tour operator has succeeded in accommodating our request to tour central and southern Spain. As shown on the attached itinerary, the students will begin their exploration in the capital of Spain and end in the ancient Moorish city of Granada.

Twelve Dover High School students are enrolled in this dynamic learning adventure. Our students have all taken at least three years of Spanish and will be using their advanced skills in a real life setting. They will teach and learn from each other in a truly collaborative educational environment.

Two Dover High School teachers will serve as chaperones: 1) Lauren Schultz, Teacher of Spanish; 2) Katherine Hinkle, Teacher of Math. The student to teacher ratio is then 6:1.

Students and teachers will be on this "field trip" only one day (Friday, April 22). Teachers have received absence approval.

Pursuant to the final approval checklist, we are providing one copy of each form required from each student and teacher. We will leave information contained in the executed forms (parents ,telephone numbers, etc.) as well as air and hotel contacts with the principal while we are abroad.

Thank you for your consideration,


Lauren Schultz l.schultz@dover.k12.nh.us

Katherine Hinkle k.hinkle@dover.k12.nh.us

Dover High School

Trip to Spain – April 22-May 1, 2016

Request for Final Approval

Lauren Schultz, Teacher

Katherine Hinkle, Teacher

Contents:

1. Description of Trip
2. Endorsement of Principal
3. List of Students' and Chaperones' Names and Addresses
4. Worldstrides Itinerary
5. Worldstrides Tour Operator Overview
6. Worldstrides Certificate of Liability Insurance
7. School Board Guidelines on Alcohol, Drugs and Body Art Form
8. World Language Department Policy-Behavior Form
9. Student Health and Medical Information Form
10. Child Traveling Out of the Country without Either Parent Form
11. Dover District Permission/Release Statement for Foreign Travel Form
12. Liability Release/Field Trip Form
13. Cost to Students
14. Summary of Fundraising Opportunities
15. Preliminary Approval Notification from Superintendent



**DOVER HIGH SCHOOL
AND
REGIONAL CAREER TECHNICAL CENTER**



PETER DRISCOLL
Principal
p.driscoll@dover.k12.nh.us

25 ALUMNI DRIVE
DOVER, NEW HAMPSHIRE 03820-4365
(603) 516-6900 Fax (603) 516-6926
www.dover.k12.nh.us/dhs

LOUISE PARADIS
Director of Career Technical Education
l.paradis@dover.k12.nh.us

EMILY SHERMAN
Dean of Instruction
e.sherman@dover.k12.nh.us

DAVID BENNETT
Dean of Students
d.bennett@dover.k12.nh.us

KIMBERLY STEPHENS
Dean of Students
k.stephens@dover.k12.nh.us

February 29, 2016

Re: Final Approval, World Language Trip to Spain

School Board Members
City of Dover
61 Locust St., Ste. 499
Dover, NH 03820

Dear Board Members,

This is to confirm my endorsement of the World Language Department's trip to Spain, as organized by Spanish teacher, Lauren Schultz.

Twenty-two students will depart from Dover Friday, April 22 and return Saturday, April 30, 2016.

This is the first time that our Spanish students are able to participate in a trip designed specifically to enhance their classroom content.

Thank you for your consideration and support.

Sincerely,

Peter Driscoll
Principal

2005 New Hampshire School of Excellence
Accredited New England Association of Schools and Colleges
Equal Employment Opportunities-Equal Educational Opportunities

Itinerary

DAY 1-2 FLY TO MADRID. Fly to the vibrant capital of Spain. Begin exploring Madrid.

DAY 3 MADRID. Join a local guide on a tour through the Plaza de España, the Plaza Colón, and a view of the Royal Palace. An impressive selection of Velázquez's paintings awaits you at the Prado Museum. Next, see modern pieces by Dalí and Picasso in the Reina Sofia Museum. Tonight, Cocina Española. ¡Que rico!

DAY 4 SEGOVIA-EL ESCORIAL. Picturesque views of a fairytale castle lure you inside Segovia's famous Alcázar on today's optional excursion. Visit the monstrous Roman aqueduct en route to El Escorial, Philip II's imposing palace.

DAY 5 TOLEDO. The golden medieval city of Toledo is perched on the rugged bluffs of the Rio Tagus. A local guide shows you the Gothic cathedral, the Synagogue of Santa María la Blanca, and the Monasterio de San Juan de los Reyes. Take sides in El Caudillo's Conquest as you learn about the causes of the Spanish Civil War.

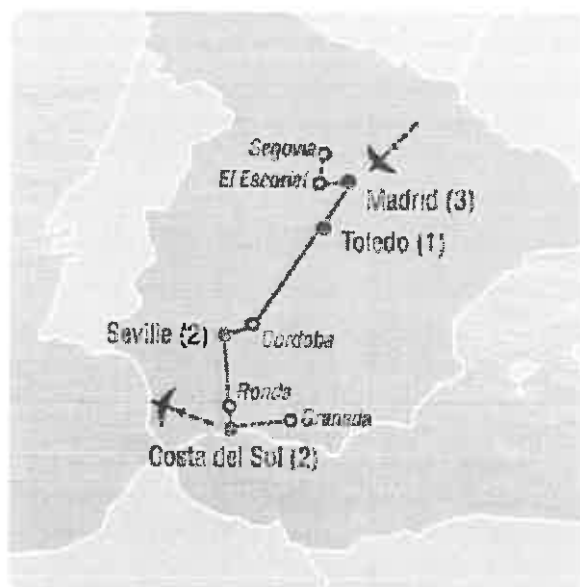
DAY 6 CORDOBA. Marvel at the rose-marbled Mezquita. Gaze up at the statue of Jewish philosopher Maimonides, and savor the aroma of the flower-lined courtyards. Continue to Seville.

DAY 7 SEVILLE. Discover Don Juan's hometown, Seville. Visit the Plaza de España and the largest Gothic cathedral in the world, then explore the grand Alcázar. Tonight, step into Spanish dance during ¡Ay Flamenco!

DAY 8 COSTA DEL SOL. Visit the walled town of Ronda en route to the Costa del Sol for Mediterranean beach time.

DAY 9 GRANADA. In the once-thriving Moorish capital, great accomplishments of Islamic art and architecture await you on your optional excursion. Marvel at the massive Alhambra fortress and Generalife Gardens.

DAY 10 RETURN JOURNEY TO THE UNITED STATES, or opt to extend your your stay by adding extra days on the Costa del Sol.



**School Board Guidelines on Alcohol, Drugs, Body Art
And Standards of Behavior
For All Dover Students leaving the country.**

- 1. Students will NOT bring, consume, purchase, or ship home ALCOHOL while on a school sanctioned trip.**
- 2. Students will NOT bring, consume, purchase, or ship home illegal DRUGS or PIPES while on a school sanctioned trip.**
- 3. Students will NOT purchase BODY ART or PIERCING services while on a school sanctioned trip**
- 4. Students will NOT purchase WEAPONS of any kind, such as knives or swords, even if they are considered "souvenirs" while on a school sanctioned trip.**
- 5. Students will NOT purchase or wear any CLOTHING that portrays sex symbols or sex related messages or makes negative comments about any group while on a school sanctioned trip.**

I have read and understand the above rules.

Student (print name) _____
(signature) _____ date _____

Parent (print name) _____
(signature) _____ date _____

HEALTH FORM

Name (Please, print.) _____

Address _____

Parents' name(s) _____

Phone number (home) _____

Mother (work) _____ Cell _____

Father (work) _____ Cell _____

Name and phone of emergency contact other than parents: (relationship)

Health Information:

Diet restrictions: _____

Allergies: _____

Treatment of allergies _____

Medications needed on the trip: _____

Other information: _____

Health Insurance:

Name of company: _____

Group number _____ ID number _____

Address _____

Contact phone _____

In case of emergency, I hereby give permission to Ann Marie Staples, Jennifer Connelly to authorize medical treatment while on this trip to France.

Parent/guardian's signature _____ date _____



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WorldStrides carries \$30 million in professional liability coverage, in addition to general liability insurance. Teachers leading groups with WorldStrides International Discovery are automatically covered by this policy.

Financial Security/Bonding and Accreditation

WorldStrides is an active member of the United States Tour Operators Association (USTOA) and has posted a \$1 Million bond in accordance with the terms and conditions of the USTOA Travelers Assistance Program. Additional information is available at www.USTOA.com

WorldStrides is approved for listing and carries the maximum bond with the Airlines Reporting Corporation and the International Airlines Travel Agent Network.

WorldStrides is also a member of the European Tour Operator's Association.

WorldStrides programs are extraordinary learning experiences that help students mature and open their eyes to foreign cultures, so very different from our own and at the same time, so much the same. We hope that your students will be able to benefit from this wonderful opportunity.

Thank you for your interest in our organization. Please do not hesitate to contact me if you would like additional information.

Sincerely,

Justin Sockett
Executive Vice President



CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
12/17/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Marsh USA Inc. Three James Center 1051 East Cary Street, Suite 900 Richmond, VA 23219 337687--13-14	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL: ADDRESS:														
INSURED Lakeland Tours, LLC dba WorldStrides 218 West Water Street Suite 400 Charlottesville, VA 22902	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Steadfast Insurance Company</td> <td>26387</td> </tr> <tr> <td>INSURER B: American Guarantee & Liability Ins Co</td> <td>26247</td> </tr> <tr> <td>INSURER C: North River Insurance Co</td> <td>21105</td> </tr> <tr> <td>INSURER D: Everest National Insurance Co</td> <td>10120</td> </tr> <tr> <td>INSURER E: Federal Insurance Company</td> <td>20281</td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Steadfast Insurance Company	26387	INSURER B: American Guarantee & Liability Ins Co	26247	INSURER C: North River Insurance Co	21105	INSURER D: Everest National Insurance Co	10120	INSURER E: Federal Insurance Company	20281	INSURER F:	
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COVERAGES
CERTIFICATE NUMBER:

CLE-004017732-01

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY		EOL5329376-09	09/30/2013	09/30/2014	EACH OCCURRENCE \$ 10,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 10,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 10,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COM/OP AGG \$ 10,000,000
	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Hired Autos ☒ Non-Owned Autos GENL AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC					
B	AUTOMOBILE LIABILITY		PRA 9319588-02	09/30/2013	09/30/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	☒ ANY AUTO ☒ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS					
C	UMBRELLA LIAB		582-101399-7	09/30/2013	09/30/2014	EACH OCCURRENCE \$ 30,000,000
E	EXCESS LIAB		93635815	09/30/2013	09/30/2014	AGGREGATE \$ 30,000,000
	☒ OCCUR ☐ CLAIMS-MADE DED RETENTION \$ 0					
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		CF4WC00091-131	09/30/2013	09/30/2014	☒ WC STATUTORY LIMITS ☐ OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A			
A	Errors & Omissions		EOL5329376-09	09/30/2013	09/30/2014	Each Claim 10,000,000 Aggregate 10,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

RE: Trip Date: 4/17/14-4/28/14; Program Leader: Ann Marie Staples; Fax/Email: 603-516-6809
 Dover High School is an Additional Insured per the attached endorsement.

CERTIFICATE HOLDER
CANCELLATION

Dover High School Attn: Ann Marie Staples 25 Alumni Dr Dover, NH 03820-4365	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE of Marsh USA Inc. Kathy L. Dawson <i>Kathy L. Dawson</i>
--	--

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AGENCY CUSTOMER ID: 337687

LOC #: Richmond



ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

AGENCY Marsh USA Inc.		NAMED INSURED Lakeland Tours, LLC dba WorldStrides 218 West Water Street Suite 400 Charlottesville, VA 22902
POLICY NUMBER		
CARRIER	NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

Named Insureds

Lakeland Tours, LLC
 WorldStrides, Inc.
 Christian Discoveries
 Capstone Programs
 Accent Travel Group
 Travel MBA
 New Century Tours
 American High School Theatre Festival
 Worldpass Travel Group
 USA Student Travel
 Music America
 GET TRAVEL
 Adventures America
 Lakeland Holdings, LLC
 Lakeland Finance, LLC
 Heritage Education and Festivals, LLC
 Americas Travel Centre
 Bowl Games of America
 Skys The Limit
 Classic Festivals
 Field Studies Center of New York
 Field Studies International
 Backstage Theatre Tickets
 WorldStrides International, LLC
 Fawkes Travel, Inc.
 National Educational Travel Council, LLC
 NETC
 International Discovery Programs
 Caisterbridge Tours, Ltd
 Lakeland Seller Finance, LLC
 WorldStrides Holdings, LLC
 WH Blocker, Inc.
 WS Purchaser, Inc.
 WS Holdings, Inc.

Additional Insured – Automatic Status for Common Trip Sponsors, Venues and Clients



Policy No.	Eff. Date of Pol.	Exp. Date of Pol.	Eff. Date of End.
EOL5329376-09	09/30/2013	09/30/2014	09/30/2013

Named Insured and Address:

Lakeland Tours, LLC
218 W. Water Street
Charlottesville, VA 22902

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

This endorsement modifies insurance provided under the:

Travel Agents and Tour Operators Professional Liability Policy

A. Section III. PERSONS INSURED is amended to include as an Insured:

F. Any Common Trip Sponsor, Venue and Client the Named Insured is required to add as an additional Insured on this policy under a Standard Tour or Trip Contract.

B. The insurance provided to the additional Insured Common Trip Sponsor, Venue and Client applies only to Bodily Injury, Property Damage, Personal Injury, or negligent acts or negligent omissions covered under Section I. A. Coverages and the defense of Suits seeking Damages on account of such Bodily Injury, Property Damage, Personal Injury or any negligent act or negligent omission under Section I. B. Defense with respect to the Travel Agency Operations of the Named Insured.

However, regardless of the provisions of paragraphs A. above:

1. The Company will not extend any insurance coverage to any additional Insured Common Trip Sponsor, Venue and Client:
 - a. That is not provided to the Named Insured in this policy; or
 - b. That is broader coverage than the Named Insured is required to provide to the additional Insured Common Trip Sponsor, Venue and Client in the Standard Tour or Trip Contract.
2. The Company will not provide Limits of Insurance to any additional Insured Common Trip Sponsor, Venue and Client that exceeds the lower of:
 - a. The Limits of Insurance provided to the Named Insured in this policy; or
 - b. The Limits of Insurance the Named Insured is required to provide in the Standard Tour or Trip Contract.
- C. The Insurance provided to the additional Insured Common Trip Sponsor, Venue and Client does not apply to Bodily Injury, Property Damage, Personal Injury, or any negligent act or negligent omission that results solely from the negligence of the additional Insured.
- D. The additional Insured must see to it that:

1. The Company is notified as soon as practicable of an **Occurrence**, a negligent act or negligent omission or an offense that may result in a **Claim** or **Suit**;
 2. The Company receives written notice of a **Claim** or **Suit** as soon as practicable; and
 3. A request for defense and indemnity of the **Claim** or **Suit** will promptly be brought against any policy issued by any other insurer under which the additional **Insured** may be an insured in any capacity.
- E. For the purpose of this endorsement only, **Standard Tour or Trip Contract** means a written contract or written agreement between the **Named Insured** and a **Common Trip Sponsor, Venue and Client** under which:
1. The **Named Insured** has agreed to directly provide or arrange any travel or tour services; or
 2. The **Common Trip Sponsor, Venue and Client** has allowed the **Named Insured** to use or occupy premises with respect to performing travel or tour services.
- F. For the purposes of this endorsement only, **Common Trip Sponsor, Venue and Client** means any of the following groups and/or organizations: universities, schools and school districts, governmental entities or agencies, corporate clients, church groups, senior citizen groups, alumni associations, parks, museums, theaters, convention halls, bus depots and terminals, sponsoring trade groups, including the directors and employees of such.
- G. For the purpose of this endorsement only, Section II, **EXCLUSIONS**, paragraph X., item 1. does not apply to any individual or entity who would qualify as an additional **insured** under this endorsement with respect to **Travel Agency Operations** of the **Named Insured**.

All other terms, conditions, provisions and exclusions of this policy remain the same.

DOVER SCHOOL DISTRICT	POLICY CODE: IJOAA
DATE OF ADOPTION:	PAGE 3 OF 3

PERMISSION/RELEASE STATEMENTS FOR FOREIGN OR EXTENDED TRAVEL

The undersigned _____, hereby grants permission for _____ to travel to France with Ann Marie Staples and Jennifer Connelly as chaperones, as part of a Dover School District extended travel program. The scheduled departure date is April 17, 2014 and the scheduled return date is April 26, 2014.

1. The undersigned hereby agrees to indemnify and save harmless the Dover School District, its officials and agents, from any act, default, injury (including death), loss, expense, damage, deviation, delay, curtailment, or inconvenience caused to or suffered by any person, or their property, howsoever arising, which may occur or be incurred by any organization or person, even though such act, default, injury, loss, expense, damage, deviation, delay, curtailment, or inconvenience may have been caused or contributed to by the actions, negligence or default of the chaperones and/or the Dover School District, its officials or agents.
2. The parent/guardian and student acknowledge that they and their personal property, to include baggage, are at all times solely at their own risk. The district strongly recommends the students be adequately insured in respect to illness, injury, or death for the duration of the trip and to insure fully against loss, or damage to their property. The chaperones or the Dover School District shall not, in any circumstances whatever, be liable in respect of any personal injury, illness, or death or in respect of any damage to or loss of property even if the same arises from their negligent actions. The undersigned will accept the authority and decisions of the chaperones during the trip.
3. The chaperones are authorized by the signers of this document to arrange for any medical services deemed appropriate for the student named above by medical personnel while on the trip.
4. It is also agreed that the District reserves the right to remove a student from this program for failure to maintain program standards or if it deems his or her acts of conduct detrimental to or incompatible with the interest of the program. If a student's participation is terminated, only the funds not actually used will be returned and he or she will be sent home at the parent(s)/guardian or student's expense.
5. The undersigned represent that they are parents or guardians of the named student and are authorized to execute this agreement.

IN WITNESS WHEREOF, the parties have signed this agreement on the

_____ day of _____, 20____

Parent/Guardian Signature _____

Parent/Guardian Signature _____

Student Signature

The Experience of a Lifetime

Trip Details

Trip Name: Costa del Sol
 Group Leader: Lauren Schultz
 Departure Date: Friday, April 22, 2016
 Departure City: Boston, MA
 Group Username: Costa
 Group Password: 2016

Login at www.EducationalTravel.com/Login

An Enriched Educational Experience

WorldStrides International Discovery programs offer unrivaled travel experiences to more than 60 countries on six continents. For more than three decades we've leveraged personal service, uncompromised quality, expert craftsmanship, and an unwavering focus on educational value to inspire and enrich the lives of our travelers. Our unique LEAP program uses creative and fun contemporary teaching methods to maximize the learning experience. LEAP engages students, making them active learners who translate information into knowledge and understanding.

Why Quality Matters

WorldStrides quality enhances the educational outcomes for our students, provides for the comfort and safety of the whole group and gives peace of mind to teachers and families. We use centrally located hotels in safe neighborhoods, which mean more time where you want to be and less time travelling. Meals are carefully chosen to reflect local cuisine. Our Tour Directors are much more than escorts. They use their extensive training to act as cultural mediators, engaging students throughout the program.

Safety

Your child's safety is always our top priority. Our staff members are on call 24 hours a day and our Tour Directors stay in the same hotels as their groups. Tours have a ratio of one chaperone for every six students. Each Group Leader is provided with an international cell phone. We include travel insurance and strongly recommend the Cancellation Protection Plus.

Included in the Trip Cost

Transportation

- Round-trip airfare and other transportation described in the itinerary

Travel Insurance

- Traveler Assistance
- Medical Insurance
- Travel Insurance

Hotel Accommodations & Meals

- Centrally located three- and four-star hotels for 8 nights
- Daily breakfast to start the day energized and ready to go
- Appetizing, hearty three-course dinner daily

Tour Director & Local Guides

- Full time, bilingual, WorldStrides International Discovery programs Tour Director who is LEAP-trained in experiential education
- Local guide at sites and on city tours as described in the itinerary
- LEAP! Educational Program

Trip Cost

Total Cost

\$4087

Cost Breakdown

Tuition (Valid through 12/31/16)	\$4129
Weekend Supplement	\$45
Welcome Scholarship	-\$300
Granada	\$129
TD and Driver Tips	\$84

Summary of Funding Opportunities

The World Language Department presented the following to help make the trip more affordable to students.

1. Discounted price of the trip by WorldStrides: the early-enrollment price for the student saving between \$150 to \$300 (see Cost to Students summary).
2. By opening the trip 14 months in advance, students and families had more time to pay for the trip. Final payment is due February, 20¹⁹~~18~~ for families who chose "EZ Pay". Most students pay for the trip through gifts and jobs.
3. Fundraising: 6 of the 13 traveling students chose to sell 50/50 tickets to raise funds in school and in the community, raising from \$2 to \$75 to defray their expenses.
(See next page for description.)
4. Scholarship: WorldStrides provides grants to students meeting financial criteria who apply. Whether or which student(s) applied is unknown due to confidentiality policy.

5. Students hosted a "Win a Piñata" fundraiser at all DHS lunches.

2015-2016 CLASS OR CLUB ACTIVITY/FUNDRAISER APPLICATION

OK for

Application Date: 2/15/16

YOU MUST COMPLETE THE ENTIRE FORM AND OBTAIN APPROVAL AT LEAST 2 WEEKS BEFORE THE EVENT. ONCE APPROVAL IS GRANTED, THE EVENT MUST BE SCHEDULED IN SCHOOL DUDE IF APPLICABLE.

1. Name of Event: Wina Piñata Type of Event: Activity ☐ Fundraiser ☒
2. Date of Event: 3/21-3/25 Starting Time: 11:00am Ending Time: 12:55pm
3. Group Sponsoring Event: Spain Trip
4. Faculty Member in Charge: Ms. Schultz
5. Number of Chaperones: Faculty ☐ Parent(s) ☐ N/A ☒
(A list of chaperones must be turned into the office prior to the event, if applicable)
6. Briefly Describe Event: Raffling off a piñata filled with goodies as a fundraiser for the Spain trip
7. Location of Activity: Dover High Cafeteria
8. Will you advertise? Yes ☒ No ☐ If yes, how? fliers, announcements
9. Will an administrator need to be present? Yes ☐ No ☒
10. Faculty member in charge is responsible for the banking deposits if applicable. Deposits must be in a sealed envelope with the club name designated on the outside. Please see the Green & White deposit slip for further instructions.
11. Have transportation arrangements been made, if needed? Yes ☐ N/A ☒
12. If the event is a bake sale, the Director of the School Cafeteria needs to sign off:
Signature of Director _____
13. If applicable, contact the Dover Police Department to hire officers for the event. Yes ☐ N/A ☒
14. Advisor's Signature: Bauren Schultz (Please make it legible, thanks)

*****SUBMIT THIS FORM TO THE PRINCIPAL'S SECRETARY.*****

Approved: ☒

Denied: ☐

Reason for Denial: _____

Principal's Signature: Mr. O'Neill

Dover High School
Art Department
February 11, 2016

Ms. Arbour
Superintendent of Schools
Dover, NH 03820

Dear Ms. Arbour and School Board Members:

I am writing you to request final approval for the Art Club camping trip to Western MA. We will be visiting two museums: The Circle Museum and MASSMoca. We are excited about visiting such well-known museums and have been looking forward to it since you granted us preliminary approval in October. This trip is the perfect combination of art and bonding as a group. We will leave at noon on Friday, April 15th and will return on Sunday, April 17th.

In this packet I have included an itinerary. I have lists of both students and chaperones attending the trip. All chaperones have attended prior trips and are either employees of the school or have had the proper background check and finger printing done. I will provide the high school with the students' permission slips and emergency contact information. There will be a 1 to 4 chaperone to student ratio.

I have done my best to provide you with any information I thought you would need or want. Please contact me if there is anything else you require to grant us final approval. You can call me at work at 516-6965 or at home at 741-1571 or email me at francine.kontos@dover.k12.nh.us. I will be present at the school board meeting to answer any further questions you might have.

Sincerely,



Francine Kontos
Art Teacher
World Arts Club Advisor
Dover High School

Itinerary for World Arts Club Camping Trip
Friday, April 15, 2016

April 15, 16 and 17, 2016

12:00pm	Meet at Dover High School parking lot. Load cars and leave.
2:00pm	Stop for gas and snacks.
3:30pm	Arrive at Taconic State Park and set up camp.
5:00pm	Hike up to Taconic Falls
6:00pm	Community meal
8:30pm	Campfire
11:30pm	Cabin check.

Saturday, April 16, 2016

9:00am	Breakfast.
9:30am	Depart for MASS MoCA
10:30	Arrive and check in at MASS MoCA
12:00pm-1:00pm	Lunch
1:00pm-4:00pm	Visit MASS MoCA.
4:00pm	Return to camp.
6:00pm	Community dinner.
8:30pm	Campfire
11:30pm	Cabin check.

Sunday, April 17, 2016

7:30-9:00am	Breakfast and break down camp.
9:00am	Head for home.
11:30-12:30pm	Stop for gas and lunch.
1:30pm	Arrive back at Dover High School.

March 9, 2016

Re: Belize 2016 DHS Trip

To Whom It May Concern,

There will be 2 adults (teachers from DHS) and 1 adult (husband of Caitlin), along with 10 DHS students, attending the trip to Belize during April Vacation 2016. Each student has completed the 1) IZE Consent for Minor to Travel, 2) Participant Information Sheet for IZE, and 3) the IZE Release of Liability. A copy of each of these sheets will be copied and provided to Peter Driscoll prior to the trip. The trip starts on April 22, 2016; leaving from C&J bus station at 2:00 AM. We then fly from Boston to Atlanta, then Atlanta to Belize. From Belize, we take a 5 hour bus ride to the jungle. We then travel, by boat to the island, where we spend the remainder of the trip. We are at Blue Creek from 4/22 to 4/25/2016 and at South Water Caye from 4/25 to 4/28. We then return to Belize City, fly to Atlanta, then to Boston, then take C&J bus back to Dover.

Sincerely,

Nikoll Lauze and Caitlin Tenney

RESOLUTION

RESOLUTION RE: FORMATION OF THE GARRISON SCHOOL JOINT BUILDING COMMITTEE

- WHEREAS:** the Dover School Board is considering options for substantial renovations and construction to the Garrison School ("GES"); and
- WHEREAS:** Pursuant to RSA 199:3, the City Council and School Board are required to form a Joint Building Committee (JBC) regarding the potential renovations/construction, which shall have the duties and powers set forth in RSA 199; and
- WHEREAS:** It is believed the JBC should be made up of six (6) members—three (3) appointed by the City Council and three (3) appointed by the School Board; and
- WHEREAS:** The appointed members to the GES JBC who are also members of the School Board are considered to be ex-officio members of the GES JBC, who shall serve on the GES JBC for their current School Board term; and
- WHEREAS:** The School Board is authorized by state statute to appoint members to the JBC for the renovations/construction to the Garrison School.

NOW, THEREFORE, BE IT RESOLVED THAT the Dover School Board hereby appoints the following three (3) persons to the GES Joint Building Committee. The Joint Building Committee shall meet to elect a Chairperson per the requirements of RSA 199:3 and to otherwise undertake its business.

Keith Holt, School Board member, ex officio
Betsey Andrews Parker, School Board member, ex officio
Jan Nedelka, Community Member

SUBMITTED BY:

Amanda Russell, Chairperson

Betsey Andrews Parker, Vice Chairperson

Kathleen Morrison, Secretary

Keith Holt

Matthew Lahr

Carolyn Mebert

Michelle Muffett-Lipinski

March 14, 2016

EXHIBIT A

CERTIFICATE OF AUTHORIZING RESOLUTION

I hereby certify to *HealthTrust, Inc.* ("HealthTrust"), that the following is a true copy of a resolution adopted by the Governing Body of School Administrative Unit #11 at a meeting duly held on 3/14/2016 [Date].

RESOLVED: That School Administrative Unit #11 shall participate as a Member in the HealthTrust pooled risk management program for the provision of group medical and/or other benefit plans in accordance with the "Application and Membership Agreement" and NH RSA 5-B.

RESOLVED: That KAREN M. TAYLOR/
BUSINESS ADMINISTRATOR [Name/Title] is hereby authorized and directed to execute and deliver to HealthTrust, on behalf of School Administrative Unit #11, the "Application and Membership Agreement" in substantially the form presented to this meeting.

I further certify that the foregoing resolution remains in full force and effect without modification.

APPLICANT: SCHOOL ADMINISTRATIVE UNIT #11

Date: 3/14/2016

By: _____
Duly Authorized

Name: _____

Title: _____



**HEALTHTRUST, INC.
APPLICATION AND MEMBERSHIP AGREEMENT**

School Administrative Unit #11

This Application and Membership Agreement ("Membership Agreement") is made by and between School Administrative Unit #11 ("Applicant") and HealthTrust, Inc., a New Hampshire voluntary corporation ("HealthTrust"), effective as of July 1, 2015 ("Effective Date"). This Membership Agreement sets forth the terms and conditions of Applicant's membership and/or continuing membership in HealthTrust.

Preamble

HealthTrust is a pooled risk management program operating pursuant to RSA 5-B and offering its member political subdivisions the opportunity to participate in its Coverage Programs and related services including, but not limited to, group medical, dental, short-term disability, long-term disability, and life coverages.

Applicant is eligible and wishes to become or remain a Member of HealthTrust and participate in certain Coverage Programs offered by HealthTrust and therefore is entering this Membership Agreement.

Agreement

Applicant and HealthTrust hereby mutually agree as follows:

1. **Application.** Applicant applies for membership (including continuing membership if applicable) in HealthTrust for the provision of group medical and/or other benefit plans as may be selected by Applicant from time to time.
2. **Eligibility.** Applicant hereby represents and warrants to HealthTrust that Applicant is an entity eligible for membership in HealthTrust in accordance with the HealthTrust Bylaws.
3. **Contingent on Acceptance.** Applicant understands and agrees that its membership in HealthTrust is contingent on HealthTrust's acceptance and execution of this Agreement.
4. **Governing Provisions.** Applicant shall be bound by the provisions of this Membership Agreement, the HealthTrust Articles of Incorporation, Bylaws, Rules, any applicable Coverage Documents, and any other agreements pursuant or incident thereto, all as amended and in effect from time to time (known collectively in the Bylaws as the "Operative Documents"). Applicant acknowledges receipt of the HealthTrust Bylaws.
5. **Member Rights.** As a Member, Applicant will have the rights provided in the Operative Documents including, without limitation, the right to participate in HealthTrust's Coverage Programs and the right to vote for the HealthTrust Board of Directors at annual meetings of the Members. Applicant acknowledges that pursuant to the current HealthTrust Bylaws, the person serving as the top administrative official of Applicant, or his or her designee, shall be entitled to cast a vote on behalf of Applicant at any meetings of the Members of HealthTrust unless and until

Applicant's Governing Board appoints, by resolution, a different representative to cast such a vote prior to the meeting(s) to which the designation relates.

6. **Selection of Coverage Programs and Services.** Subject to the terms and conditions of the Operative Documents, Applicant may select and periodically change the Coverage Programs and related services in which Applicant participates without amending this Membership Agreement. Applicant's participation (or continuing participation) in any of the Coverage Programs and/or related services is subject to:

- (a) The proper and timely completion and execution by an authorized representative of Applicant of the documents, agreements, and forms for such participation as required by HealthTrust, and
- (b) The policies, procedures, guidelines and Operative Documents that apply to any selected coverages including, without limitation, any applicable minimum participation requirements for such Coverage Program.

7. **Contributions.** Applicant agrees to pay in a timely manner all Contributions required to participate in HealthTrust and/or the applicable Coverage Programs pursuant to the terms of the Operative Documents.

8. **Surplus.** Applicant hereby acknowledges and agrees that any distribution of surplus, or a Member's rights thereto, shall be governed by the applicable terms of the HealthTrust Bylaws and/or other Operative Documents, as they may be amended from time to time. Applicant further agrees that HealthTrust may first apply any surplus due to Applicant to pay any unpaid and overdue Contributions or other amounts owed by Applicant to HealthTrust prior to returning the balance remaining of such surplus to Applicant.

9. **Health Plan Coverage Program Responsibilities.**

- (a) Applicant acknowledges that, with respect to the group health (medical and/or dental) plan(s) offered to its Employees through HealthTrust, Applicant is responsible for complying with all applicable provisions of federal and state law governing such health plan(s) including, without limitation: (i) the continuation of coverage provisions set forth in Sections 2201 through 2208 of the Public Health Service Act ("COBRA"), (ii) the retiree medical coverage provisions set forth in New Hampshire RSA 100-A:50, and (iii) the Patient Protection and Affordable Care Act of 2010, as amended and implemented ("ACA").
- (b) To assist Applicant in satisfying certain of its COBRA coverage obligations, HealthTrust provides base COBRA services on behalf of Applicant pursuant to a separate COBRA administrative services agreement which Applicant must sign as a condition of participating in HealthTrust's medical and/or dental Coverage Programs. In addition, Applicant may elect to receive additional COBRA billing services offered by HealthTrust pursuant to the separate COBRA administrative services agreement.
- (c) To assist Applicant in satisfying certain of its retiree coverage obligations, HealthTrust may offer to provide and Applicant may elect and contract with HealthTrust to receive retiree billing services on behalf of Applicant pursuant to a separate retiree billing administrative services agreement.

10. **Provision of Information.** Applicant agrees to provide HealthTrust in a timely and accurate manner any and all information HealthTrust deems necessary or desirable with regard to HealthTrust's provision of the Coverage Programs and related services selected by Applicant, including but not limited to, all required eligibility and enrollment data.

11. **Safeguarding Personal Information.** HealthTrust may provide Applicant certain non-claims related information, including enrollment, billing, and payment information relevant to the administration of the medical and dental Coverage Programs in which Applicant participates. Some of this information may constitute protected health information, as defined by the Health Insurance Portability and Accountability Act of 1996, as amended and implemented. Examples of information HealthTrust may disclose to Members include: monthly invoices detailing coverage types and cost, payment and enrollment confirmation, and information necessary to assist Applicant in completing its IRS reporting required by the ACA. HealthTrust, at its discretion, also may provide Applicant with non-individually identifiable summary claims information in a manner consistent with state and federal law and applicable HealthTrust policies and procedures.

Applicant hereby certifies that with respect to any protected health information received from HealthTrust, Applicant will:

- (a) Safeguard the privacy and security of the information,
- (b) Not use or disclose the information beyond that which is necessary to administer the selected coverage(s),
- (c) Not use the information for employment-related actions or decisions, and
- (d) Restrict access to the information to only those individuals who require the information to administer the coverage(s).

Applicant also acknowledges and agrees that:

- (e) HealthTrust will only provide such information to those individuals specifically identified in HealthTrust's database as authorized to receive such information on behalf of Applicant,
- (f) HealthTrust does not share individually identifiable claims information unless authorized in writing by the covered person or otherwise permitted by applicable laws, and
- (g) HealthTrust reserves the right to decide what, if any, information is provided to Applicant.

12. **Term and Termination.** The term of Applicant's membership (or continuing membership) in HealthTrust under this Membership Agreement begins on the Effective Date. Applicant's participation in specific Coverage Program(s) shall begin on the effective dates for such coverage as indicated in the Coverage Documents executed by Applicant in order to participate in such coverage. Membership in HealthTrust and participation in any Coverage Program shall continue until such coverage is terminated or cancelled in accordance with the terms of the HealthTrust Bylaws, Coverage Documents and/or other Operative Documents.

13. **Miscellaneous Provisions.**

- (a) This Membership Agreement is governed by New Hampshire law and may only be modified by a written amendment signed by all applicable parties.
- (b) All capitalized terms utilized but not defined herein shall have the same meaning as set forth in the HealthTrust Bylaws.
- (c) Section headings contained in this Membership Agreement are solely for the purpose of reference, are not part of the agreement of the parties and shall not in any way affect the meaning or interpretation of this Membership Agreement.

14. **Certificate of Authorizing Resolution.** This Membership Agreement shall be accompanied by a certificate of authorizing resolution (or a copy of the resolution) of the Governing Body of Applicant in substantially the same form and content as contained in the attached Exhibit A that indicates Applicant has duly authorized its membership in HealthTrust in accordance with RSA 5-B and the execution and delivery of this Membership Agreement by the individual signing, which authorization is legally binding and remains in full force and effect as of the date hereof.

IN WITNESS WHEREOF, Applicant and HealthTrust have caused this Membership Agreement to be executed by their duly authorized officials:

For APPLICANT:

SCHOOL ADMINISTRATIVE UNIT #11

Authorized Official Signature

Print Name

Title

Date

For HEALTHTRUST, INC.:

David Frydman
Interim Executive Director

Date

ELAINE M. ARBOUR, Ed.D.
Superintendent of Schools
e.arbour@dover.k12.nh.us

KAREN M. TAYLOR
Business Administrator
k.m.taylor@dover.k12.nh.us



CHRISTINE BOSTON
Director of Pupil Personnel Services
c.boston@dover.k12.nh.us

PAULA GLYNN
Director of Curriculum, Instruction and
Assessment
p.glynn@dover.k12.nh.us

THE DOVER SCHOOL DISTRICT
SCHOOL ADMINISTRATIVE UNIT #11
McCONNELL CENTER
61 LOCUST STREET SUITE 409
DOVER, NEW HAMPSHIRE 03820-4132
TEL (603) 516-6800 FAX (603) 516-6809

March 15, 2016

REQUEST FOR PROPOSAL
Dover School District – SAU #11
Strategic Planning for the Dover School District

You are cordially invited to submit a proposal for **Strategic Planning for the Dover School District** in accordance with the attached specifications, terms and conditions. Prospective respondents are advised to read this information over carefully prior to submitting.

Three (3) Copies of the Proposal must be submitted in a sealed envelope, plainly marked:

Dover School District – SAU #11
Strategic Planning for the Dover School District
Superintendent's Office
61 Locust Street, Suite 409
Dover, NH 03820

All proposals/bids must be received by **April 4, 2016 at 2:00 p.m. EST**

***IMPORTANT:** *IF you have not already please click here and sign up on our website in order to be notified of any future bids associated with your service.*

Vendors wishing to respond to a bid request with alternates to specifications must notify the School District no less than five (5) business days prior to the bid request opening date. If the proposed changes are acceptable, the School District will advise other potential respondents, thereby maintaining equality in the bid process. Failure to advise the School District could result either in rejection of the alternate proposal or in an untimely extension of the sealed bid process.

Vendors may be asked, as part of the bid evaluation process, to supply company financial information. This data will be held in the strictest confidence and be utilized only to help assess the stability of a responding firm. The records will be returned to you after identifying the successful respondent to the bid request.



REQUEST FOR BID, PROPOSAL, QUALIFICATION

Request type Proposal
Title **Strategic Planning for the Dover School District**
Date March 15, 2016

I. INTRODUCTION

The Dover School District, SAU #11, of Dover NH (hereinafter referred to as the “District”) is seeking proposals from qualified consulting firms to facilitate the District’s strategic planning process as outlined in the scope of work below. The District’s goal is to develop a comprehensive, dynamic plan that includes academic programs (pedagogy, technology, professional development, school day, etc.); parent and community partnerships; system accountability for meeting the academic needs of all students; human resources; and business operations to support teaching and learning.

Additionally, services are requested to recommend improvements that will best and fully support the Dover School District’s mission of “*Strengthening our community by educating every child, every day*”.

II. INFORMATION AVAILABLE

The District currently serves approximately 4,100 students and employs approximately 560 full and part time employees, both instructional and operational. Facilities to be included in this work are the SAU Office, 3 elementary schools (Garrison Elementary School, Horne Street Elementary School, Woodman Park Elementary School), 1 middle school (Dover Middle School), 1 high school (Dover High School), 1 Regional Career and Technical Center (Dover CTC, attached to Dover High School) and 1 alternative program (Dover Alternative School, on the Dover High School campus but freestanding building).

In August 2015, the Dover City Council voted to authorize funds for the construction of a new high school and regional career technical center, and some community-school visioning work has been completed as a part of that process.

In January 2016, the Dover City Council approved funding for a current conditions study of Garrison Elementary School. The intention is to then engage in a renovation and possible addition of the school.

Over the summer of 2015, an instructional technology program review and strategic plan was performed by Sun Associates and Neoscope Technology Solutions.

The District was awarded a Nellie Mae school-community engagement grant in January 2016, which will last for three years. The District is receiving technical assistance from Everyday Democracy and would be interested in incorporating some of the strategic planning work with this grant project.

The District is interested in investigating changes in the start and stop times of schools as a part of this process.

III. SCOPE OF WORK

The District is looking to retain a qualified and committed **Strategic Planning Consultant** to assist in the facilitation, creation, implementation and monitoring of a successful strategic plan. The consultant shall demonstrate the ability to deliver the following services:

- Support the development of a strategic plan that will be dynamic and adaptable to the changing environment of the community and District.



REQUEST FOR BID, PROPOSAL, QUALIFICATION

Request type	Proposal
Title	Strategic Planning for the Dover School District
Date	March 15, 2016

- Examine existing strategy information including the mission, vision, last strategic plan and key indicators to develop a summary of the present state of the District and to customize a process that aligns with the District's specific needs, one which builds on existing strengths and draws from best practices, including development of tools for collecting and working with data that will inform the strategic planning process.
- Assist the District with the formation of an effective strategic planning committee.
- Actively engage and facilitate all key stakeholder groups, including students, staff, community, parents, and School Board to ensure all have an opportunity to provide structured input.
- Analyze strategic planning committee findings and survey results.
- Identify and provide summaries of any strengths/weaknesses and opportunities/challenges through the review and analysis of data.
- Outline a process to ensure implementation and evaluation of the plan with measurable key performance-based indicators/metrics.
- Ensure alignment of priority initiatives, mandates and resources.
- Provide a detailed explanation of how the consultant will approach various tasks, including a timeline and methods to keep the process on track, on time and on budget.

Project Deliverables shall include the following items:

- Needs Assessment.
- Implementation Methodology.
- Assessment of all key stakeholders' input and perspectives.
- Preliminary report and recommendations.
- Final report and a five-year strategic plan, including the means for assessing ongoing implementation.
- Structured process that will facilitate continued review and improvement of the strategic plan by future committees.

Minimum Requirements to be included in final proposal:

- The Firm shall have a fully developed proposal with a detailed project outline, timeline and approach.
- The Firm should clearly identify the consultant and state the individual's level of responsibility for overall project quality, cohesiveness and timely completion.



REQUEST FOR BID, PROPOSAL, QUALIFICATION

Request type	Proposal
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- The Firm should clearly define any other staff or positions assigned and their level of meaningful involvement.
- The Firm shall include an all-inclusive lump sum and detailed budget. Any costs in addition to the lump sum, such as expenses for mileage, tolls and room and board must be specified and itemized separately and in detail in the final proposal. Please provide the hourly rate(s) for any additional work performed outside of the agreement and asked for by the District. Any additional work outside the scope of work must be approved in writing by the District.

IV. TIMELINE

It is anticipated that contract work will start April 2016 and end when the strategic plan is completed, approximately June 2017.

V. GENERAL REQUIREMENTS

Vendors submitting proposals must respond in writing to all requirements of this Request for Proposal (RFP). Responses should reflect detailed considerations of the issues and opportunities presented by this specific project. Any additional information or tasks that are felt to be relevant by the responding firm should be included together with submittal requirements.

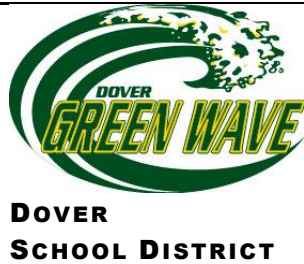
No late, email or facsimile proposals will be accepted.

Costs incurred for the preparation of a proposal in response to this RFP shall be the sole responsibility of the vendor submitting the proposal. The Dover School District reserves the right to select or reject any vendor that it deems to be in the best interest to accomplish the project specified. The District reserves the right to accept the proposal on one or more items of a proposal, on all items of a proposal or any combination of items. The District reserves the right to discontinue the selection process at any time prior to the awarding of a contract. The District reserves the right to waive defects and informalities of the proposals.

Questions shall be directed in writing to Libby Simmons, at l.simmons@dover.k12.nh.us **no later than seven (7) days prior to bid date and time on cover page of this document.**

Procurement information shall be a governmental record to the extent provided in NH RSA 91:A and RSA 91-A:5 and shall be available to the public. Proprietary information shall be considered a governmental record. Vendors seeking to restrict public access to information contained in a response shall address concerns with the Contract Coordinator prior to submission of the response.

Representatives from candidate firms are prohibited from making any contact with members of the School Board and District staff with regard to this Request for Proposal, except to seek clarification of the requirements from the Contract Coordinator as noted above. The District reserves the right to disqualify any candidate firm found to have improperly contacted members of the School Board or District staff with regard to this Request for Proposal.



REQUEST FOR BID, PROPOSAL, QUALIFICATION

Request type	Proposal
Title	Strategic Planning for the Dover School District
Date	March 15, 2016

Candidate Firm Selection Schedule:

Issuance of Request for Proposal:	March 15, 2016
Deadline for Submissions:	April 4, 2016
Review of Submissions:	April 5, 2016
Selection of Finalists:	April 6, 2016-April 7, 2016
Interview of Finalists, if applicable:	April 11, 2016-April 15, 2016
Proposed School Board Action:	April 21, 2016

VI. SUBMITTAL REQUIREMENTS (any missing items may result in rejection of the proposal)

The items listed below shall be submitted with each submission in the order shown. Each section should be clearly labeled, with pages numbered and separated by tabs. Failure by a submitter to include all listed items may result in their submission being rejected.

Tab 1: Cover Letter

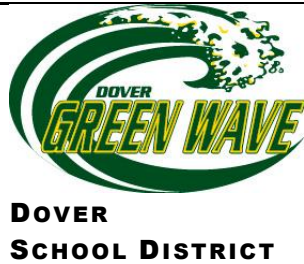
Provide a cover letter indicating your firm's understanding of the requirements relating to this submission. The letter must be brief and formal from the submitter that provides information regarding the firm's interest in and ability to perform the requirements of this RFP. A person who is authorized by the organization to enter into an agreement with the Dover School District will sign the letter.

Tab 2: Acceptance of Conditions

Indicate any exceptions to the specifications, terms and conditions of this RFP, including the Scope of Services and sample agreement terms.

Tab 3: Company Background

- Years in business under present name.
- Any business name changes and the reason for the change.
- Number of world-wide offices and specific address of the office supporting this project.
- Ownership structure (Corporation / Partnership)
- Names and titles of officers in the company.
- Company trade organization / associations / affiliations.
- Description of the firm's philosophy.



REQUEST FOR BID, PROPOSAL, QUALIFICATION

Request type	Proposal
Title	Strategic Planning for the Dover School District
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Tab 4: Qualifications and References

- Describe firm qualifications, experience and project understanding.
- Demonstrate the firm's qualifications and experience in similar projects.
- Provide references with contact name and telephone number of similar projects for which your firm has, in whole or in part, provided services.

Tab 5: Technical Proposal

- Describe the firm's overall philosophy and methodology for completing a project of this kind.
- Describe the specific process the firm will use to achieve the required outcomes.
- Outline the schedule to be implemented to meet the expected project requirements.
- Describe the project management approach the firm will use to maintain the agreed upon implementation schedule.

Tab 6: Firm Resources

- Describe the firm's personnel resources available. If a sole proprietor, indicate so.
- Describe key personnel to be assigned from within the firm and any key outside sub-consulting firms for this project, if any.
- Describe the firm's physical availability to the Dover School District in terms of communication, meetings and fieldwork.
- Provide information on current workload and describe how the firm would accommodate this project.

Tab 7: List of Ongoing and Completed Projects

- Provide a list of similar projects in which your firm is currently involved or has been involved.
- Please list project description, status and dollar volume of each.

Tab 8: Financial

- Financial references and current bonding limitations.
- Is your firm currently involved in, or are you anticipating, any litigation, arbitration or mediation? If so, please explain.

Tab 9: Other

- Other information, qualifications and/or exceptions that the firm may consider appropriate to the selection process.



REQUEST FOR BID, PROPOSAL, QUALIFICATION

Request type	Proposal
Title	Strategic Planning for the Dover School District
Date	March 15, 2016

Tab 10: Cost Proposal

- As outlined in the *Minimum Requirements to be included in the Final Proposal*, the cost proposal shall include an all-inclusive lump sum and detailed budget. Any costs in addition to the lump sum, such as expenses for mileage, tolls and room and board must be specified and itemized separately and in detail. Please also provide the hourly rate(s) for any additional work outside of the agreement and asked for by the District.

The Dover School District reserves the right to use additional criteria or analysis tools in making their ultimate selection of firm(s). Consultants should review these criteria in combination with all materials in the RFP package.

Insurance

The successful vendor will be required to submit a certificate of insurance showing minimum liability limits of \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate, types of liability coverage and workers compensation participation. Thirty-day notice is required for cancellation of policy and Dover School District shall be listed as an additional insured.

Independent Contractor Relationship

The vendor shall perform services as an independent contractor, and shall have and maintain complete control over all of its employees, agents, and operations. Neither the vendor nor anyone employed by it shall be, represent, act, purport to act or be deemed to be the agent, representative, employee or servant of the Dover School District.

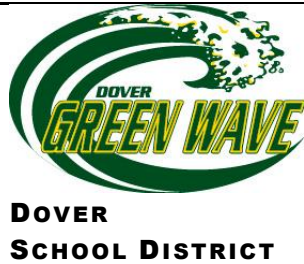
The vendor selected by this Request for Proposal will be working as an independent contractor and will be required to take out and keep in force all permits, licenses, certifications, other approvals, and or insurance that may be required by the Dover School District, any local or regional governmental agency, the State of New Hampshire, or the federal government. Failure to comply with any of these items would be grounds for immediate cancellation of the contract.

Contract Terms

The contents of the successful vendor's proposal and of this request will become part of any contract awarded as a result of this Request. The successful vendor shall sign a written contract with the Dover School District. Additional terms and conditions will be included in the contract.

VII. SELECTION

The Dover School District will review submissions. After review of submissions and prior to final selection, the District may, at its discretion, conduct interviews with a limited number of firm(s). If the District desires to interview a firm, that firm will receive notification of the date and time of the interview.



REQUEST FOR BID, PROPOSAL, QUALIFICATION

Request type	Proposal
Title	Strategic Planning for the Dover School District
Date	March 15, 2016

Firms who are interviewed should anticipate interviews that focus on their approach to this project and the team of professionals who will be directly involved in the project.

The District is under no obligation to grant interviews to any vendor receiving a copy of this RFP and/or submitting a written response to this RFP.

The District will select the firms and negotiate with the most qualified vendor on price, terms and conditions. The District's recommendation will be submitted to the School Board for consideration. School Board approval is required for the award of a bid and contract.

CRITERIA FOR EVALUATION SHALL INCLUDE:

- Specialized experience is required in strategic planning with public schools.
- Quality of information based on completeness, relevance, conciseness and organization of materials.
- Proposals must clearly demonstrate full knowledge, understanding and experience in methods, techniques and guidelines.
- Capacity and capability of the consultant to perform the work on schedule and to be responsive to the District's strategic planning concerns.
- Recommendations from references provided for similar projects including demonstrated successful implementation and positive client relationship.
- Creativity in developing unique solutions in school projects.
- Possession of the available resources to complete the project.
- Demonstrated ability to meet schedules and proposed project budgets.



**DOVER
SCHOOL DISTRICT**

REQUEST FOR BID, PROPOSAL, QUALIFICATION

Request type Proposal
 Title **Strategic Planning for the Dover School District**
 Date March 15, 2016

FORMAT OF PROPOSAL

Proposals should be formatted to 8.5"x11" pages and contents bound. Submissions shall be sealed and clearly marked **Dover School District – SAU #11 Strategic Planning for the Dover School District.**

Proposals should include all information listed above, as well as any additional information the firm believes would assist the District in making its selection.

CONTACT INFORMATION: SIGNATURE REQUIRED:

Official Entity Name		FOB Information:	
Address:			
City, State, Zip		Availability:	
Email address:		State of Incorporation	
Warranty/guarantee:		Price holds for:	
Date:		SSN or EIN:	
Telephone #:		Fax #:	
Signature:		Title:	

Check here if appropriate: _____ **(X) NO BID**
Bid Protests

- A. Any actual or prospective bidder who is aggrieved in connection with the solicitation or award of a bid or contract may protest and seek resolution of complaints with the Business Administrator. A protest with respect to an invitation for bids or request for proposals shall be submitted in writing prior to the time for the opening of bids on the closing day for proposals, unless the aggrieved person did not know and should not have known of the facts giving rise to such protest prior to bid opening or the closing date for proposal. In that event, the protest shall be submitted within three (3) calendar days after the aggrieved person knows or should have known of the facts giving rise thereto.
- B. If a satisfactory resolution of the protest is not achieved by submitting a complaint with the Business Administrator, the person submitting the protest shall submit a written appeal to the Superintendent within three (3) calendar days of a decision by the Business Administrator.
- C. Purchasing procedures shall be stayed pending a decision of the Superintendent unless the Superintendent decides that the award of a contract is necessary to protect substantial interests of the School District.



REQUEST FOR BID, PROPOSAL, QUALIFICATION

Request type Proposal
Title **Strategic Planning for the Dover School District**
Date March 15, 2016

BID, RFP AND QUOTE TERMS AND CONDITIONS

1. **BID ACCEPTANCE AND REJECTIONS:** The Dover School District (DSD) reserves the right to accept any bid, and to reject any or all bids; to award the bid to other than the low bidder if deemed "bid most advantageous to the District"; to accept the bid on one or more items of a proposal, on all items of a proposal or any combination of items of a proposal and to waive any defects in bids.
2. **FINAL BID PRICE:** Terms and FOB point are always part of the bid. FOB POINT IS ALWAYS TO BE DOVER, NH UNLESS OTHERWISE INDICATED BY THE BIDDER. IT IS THE BIDDER'S RESPONSIBILITY TO SO DESIGNATE A FOB POINT OTHER THAN DOVER. If the bidder has any special payment or delivery clauses which could affect the final delivery price of an item up for bid, that too shall be made part of the bid. If, however, this is not included in the bid, the seller will be solely responsible for any increased prices due to any circumstances.
3. **LATE PROPOSALS/BIDS:** Any bids received after specified date and time will not be considered, nor will late bids be opened.
4. **PAYMENT TERMS:** It is the custom of the Dover School District to pay its bills within 20 – 30 working days following delivery of, and receipt for, all items covered by the purchase order. In submitting bids under these specifications, the Bidder should take into account all discounts, both trade and time, allowed in accordance with the above payment policy.
5. **BRAND NAMES:** When the item is offered of a brand that is not known for use and/or reputation and financial stability is not well and favorably known to these officials, bids on such unknown brand may be rejected because of this lack of knowledge alone. Prospective bidders with such unknown brand should give information concerning it to the DSD Business Administrator so that it may be checked into for bids for the coming year. The Bidder will state in the proposal the brand name and any guarantees of the material the Bidder proposes to furnish. The brand name is to be for the material that meets all specifications.
6. **SUBCONTRACTORS:** Where a project involves utilizing subcontractors, and the project is completed satisfactorily, the Dover School District reserves the right to request proof of payment to subcontractors by the general contractor prior to making final payment to the general contractor.
7. **PROPER DOCUMENTATION:** Any respondent to a bid request should sign off on and return to the Superintendent's Office the original Bid Documentation Package which explains the scope of the bid request. Said signature, in the spaces provided, indicates receipt of, familiarity with and understanding of, and acceptance of the specifications provided, except as otherwise noted by the respondent.
8. **BID RESULTS:** The Superintendent's Office will NOT respond to phone inquiries for Bid Results, other than to identify the apparent low Bidder and the associated total bid price quotation. Individuals or company representatives may secure a comprehensive bid analysis of a particular bid request by either attending a bid opening (which is open to all interested parties); by coming to the Dover School District Business Office after a bid opening and asking to look through the file or by sending a written request for the bid analysis along with a self-addressed stamped envelope.

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION: DRAFT: 2/29/16	

Job Title: Technology Analyst
Department: Information Technology (SAU)
Reports To: Director of Technology
Prepared Date: 2/29/16

Summary: The Technology Analyst is responsible for identifying and implementing innovative technology solutions in a cost effective manner that supports the educational and administrative needs of the Dover School District. Responsible for requirements gathering, technology research, business analysis, solution development, and project implementation. This position provides project management, oversees quality assurance and change management, and produces project and application documentation.

Essential Duties and Responsibilities:

Essential duties and responsibilities include the following. Other duties may be assigned.

Business Analysis: (40%)

- Implement technology solutions in a cost-effective way by determining the requirements of a project or program and communicating them clearly to stakeholders, facilitators and partners.
- Use in-depth knowledge of information systems and business processes/practices to identify solution constraints, limitations and criteria.
- Assist in the identification and selection of software vendors, including research, peer outreach, RFP development, needs assessment, and cost analysis.
- Oversee the implementation of vendor maintenance releases and modifications to existing application software.
- Professionally manage end-user meetings, workshops, and conversations.

Training, Documentation, and End-user Support: (35%)

- Organize and/or present training sessions, online demonstrations, and one to one instruction in application system features and functionality.
- Develop documentation, such as for the implementation of new or modified application software and business processes.
- Product owner and end-user support for assigned software applications.
- Advocate on behalf of users and represent users' needs as appropriate to IT team, technology committees, and senior management.

Project Management: (25%)

- Lead or assist in the planning, implementation, and introduction of IT projects for new systems and technologies.
- Oversee project schedules, managing scope, cost, and time to deliver projects on time and within budget.

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION: DRAFT: 2/29/16	

Supervisory Responsibilities: There are no supervisory duties associated with this position

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies.

- Knowledge of systems engineering concepts, business case development, and the ability to conduct cost/benefit analysis.
- High level of analytical, evaluative and problem-solving abilities.
- Highly organized and able to manage multiple projects and tasks simultaneously.
- Excellent customer service, communication and organizational skills.
- Ability to translate between technical and non-technical staff.
- Strong documentation and/or technical writing skills.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

This position requires a minimum of a bachelor's degree (preferably in information technology) with a minimum of two (2) years' experience as a technology / business / systems analyst.

Technology Skills:

To perform this job successfully, an individual should have:

- Prior experience implementing medium sized technology projects.
- Expertise with Project Lifecycle Management
- Expertise with Microsoft Project and Microsoft Visio
- CBAP, CAPM, PMP and/or Six Sigma certification preferred.
- Experience within academic environments and/or similar sized organization a plus.

Certificates, Licenses, Registrations:

A valid driver's license is required.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand and walk.

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION: DRAFT: 2/29/16	

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate.

Occasional travel between Dover School District buildings is required.

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION: DRAFT: 2/29/16	

Job Title: Educational Technology Integrator
Department: Information Technology (SAU)
Reports To: Director of Technology
Prepared Date: 3/9/16

Summary: The Educational Technology Integrator provides support, training, and innovation to the teaching staff of the Dover School District in order to help them integrate technology to support specific educational goals. The role is a vital educating partner who will connect teachers to the latest instructional technology tools and ensure that teachers are effectively maximizing the use of available instructional technologies. The Educational Technology Integrator will partner with teachers, librarians, building administrators, and other stakeholders to help provide a creative, collaborative, and enabling environment that allows students to participate, create, and innovate their learning experience.

Essential Duties and Responsibilities:

Essential duties and responsibilities include the following. Other duties may be assigned.

- Works closely with teachers and students to integrate the latest instructional technology tools and practices throughout the K-12 curriculum. Establishes an environment that encourages creative and independent use of instructional technology for students and teachers.
- Evaluates and identifies key professional development (PD) needs to ensure that teachers are proficient in the latest instructional technologies. Trainings will include 1:1, small group sessions, and larger workshop presentations.
- Serves as a key advocate and supporter of the District Educational Technology Strategic Plan (2016-2019). The individual in this position is also a permanent member of the EduTech Committee.
- Works closely with the Director of Curriculum, Professional Development Committee, and outside resources to coordinate timely training opportunities.
- Drafts policies, procedures, and on-demand training materials that outline and demonstrate technology integration best practices.
- Collaborates with regional K-12 peers to leverage the most current resources, best practices, and trends in software, curriculum, and teaching strategies.
- Assists with grant writing to fund technology integration.
- Maintains knowledge of current technology trends in education.

Supervisory Responsibilities: There are no supervisory duties associated with this position

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
DATE OF ADOPTION: DRAFT: 2/29/16	

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies.

- Has a non-judgmental approach to technology use with the ability to work with users of different skill levels.
- Excellent oral and written communication skills with a strong commitment to customer service and teamwork.
- Proactive problem-solving and organization skills with the ability to work on multiple projects at one time.
- Demonstrated ability to master new software applications and technologies.
- Ability to provide effective & thoughtful support to all levels of the organization.
- Strong documentation and/or technical writing skills.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Master's Degree or the equivalent with two years professional work experience using instructional technology. Bachelor Degree with five years of professional work experience using instructional technology. NH certification or Alt IV eligible.

Minimum of two years' experience providing direct professional development training to educators.

Technology Skills:

To perform this job successfully, an individual should have:

- Expertise w/ Microsoft Office, Apple iOS (iPads), & Google Apps for Education
- Google Educator I & II Certification or equivalent experience preferred.
- Microsoft Office Specialist (MOS) Certification or equivalent experience preferred (including expertise with Office 365).
- Experience with web development and content management systems preferred.
- Experience with student E-portfolios and audio/video editing a plus.
- Special Education experience a plus

Certificates, Licenses, Registrations:

A valid driver's license is required.

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Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 50 pounds, perform work on a ladder and work within confined spaces.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate.

Travel between Dover School District buildings is required.

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THE DOVER SCHOOL DISTRICT

SCHOOL ADMINISTRATIVE UNIT #11
McCONNELL CENTER
61 LOCUST STREET SUITE 409
DOVER, NEW HAMPSHIRE 03820-4132
TEL (603) 516-6800
FAX (603) 516-6809

TO: Members Dover School Board
FROM: Karen M. Taylor, Business Administrator
DATE: March 14, 2016
RE: Results of Request for Proposal for *Design Engineering Services for Hot Water System Project at Dover Middle School*

In December 2015, one of the two original hot water heaters to the school failed and is presently non-functioning. The District is looking for various options in developing a more energy efficient system which may or may not include the direct replacement of the existing unit.

On January 27, 2016, the business office released a RFP for design engineering services. On February 3, 2016, six vendors participated in the mandatory on-site assessment. Of those six vendors, four submitted a proposal on February 12, 2016 and their results are as follows.

Company Name	Cost Proposal per Scope of Work
Harriman Architects & Engineers Portland, ME	\$11,500
Weston & Sampson Portsmouth, NH	\$24,850
John W. Danforth Eliot, ME	\$37,700
CSI Engineering Portsmouth, NH	\$39,900

While all firms provided very similar services, our recommendation to the Board is to select **Harriman** for their services in the amount of **\$11,500**. We base this recommendation on their demonstrated experience in comparable projects, their expertise in the design of educational facilities, as well as the overall cost to complete the project.

Dover School District Mission Statement

Strengthening our community by educating every child, every day!



**DOVER HIGH SCHOOL
AND
REGIONAL CAREER TECHNICAL CENTER**



PETER DRISCOLL
Principal
p.driscoll@dover.k12.nh.us

25 ALUMNI DRIVE
DOVER, NEW HAMPSHIRE 03820-4365
(603) 516-6900 Fax (603) 516-6926
www.dover.k12.nh.us/DHS/Index.shtml

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Dean of Students
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March 14, 2016

Dear School Board Members,

Dover High School and Regional Career Technical Center would like to request Wednesday, June 15, 2016 as the graduation date for the Class of 2016. Students and faculty have begun preparations and are looking forward to the culminating event of our students' careers at Dover High School.

Sincerely,

Peter Driscoll
Dover High School Principal