Welcome to the Winchester Public Schools!

In order for your child to start school, we must have all required documents.

Please present the following documents at the time of registration.

____ Registration Form for Admission
____ State Mandated Race Data/Ethnicity Data Collection
____ Emergency Contact Information Form (please print this form in landscape orientation)
____ Home Language Questionnaire and ACCESS scores, if applicable
____ Proof of Residency - Current Property Tax Bill, Lease Agreement
____ Proof of Occupancy - Current Utility Bill or Notarized Occupancy Statement
____ Birth Certificate or Passport of the child
____ Physical Exam Forms & Immunization Records within 12 months of start of school
____ Student transcripts including MCAS results (if applicable) & withdrawal statement from current school, or completed Release of Records Form
____ Acceptable Use Policy signed by Parent/Guardian and Student
____ Bring Your Own Device (BYOD) Initiative Information for grades 5-12 only
____ Copy of IEP or Section 504 Plan (if applicable)
____ Custody Papers/Care Giver Affidavit (if applicable)

Free and Reduced Lunch applications and information regarding Bus Fees and Routes may be found on our website at www.winchesterps.org. Under the Family Resources tab click either the Food Services or Transportation link.

The 2019-2020 school year bus application and fee schedule will not be available until May 1st.

Registration materials may be submitted to the Registrar at 40 Samoset Road, Winchester, MA 01890 or via email to wps_registrar@winchesterps.org
Winchester Public Schools
Registration for Admission
New Students Entering 2019-2020

For Kindergarten registration your child must be 5 on or before Sept. 1, 2019

Grade entering:  K 1 2 3 4 5 6 7 8 9 10 11 12

### STUDENT INFORMATION

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
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<table>
<thead>
<tr>
<th>Date of Birth (mm/dd/yyyy)</th>
<th>Birth Place (City/State/Country)</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Home Address</th>
<th>Student’s Email address:</th>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>City, State and Zip Code</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Home Phone</th>
</tr>
</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Gender</th>
<th>Preferred Name:</th>
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</thead>
<tbody>
<tr>
<td>Female</td>
<td>Male</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>State Mandated Ethnicity</th>
<th>(Choose all that apply)</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ American Indian 04 or Alaska Native 04</td>
<td>□ Asian/Indian 03 □ Black or African American 02</td>
</tr>
<tr>
<td>□ Caucasian (White) 01</td>
<td>□ Native Hawaiian or other Pacific Islander 05 □ other____________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>□ Hispanic or Latino or □ Non-Hispanic or Latino (A person of Cuban, Mexican, Puerto Rican, South or Central American, or of other Spanish Culture or origin, regardless of race)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Primary Language</th>
<th>Primary Language (other than English)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Student lives with:</th>
<th>□ Mother □ Father □ Guardian □ Other, specify:</th>
</tr>
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<tr>
<td></td>
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</table>

### PARENT 1/GUARDIAN 1 - INFORMATION

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Relationship</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Home Address</th>
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<table>
<thead>
<tr>
<th>Home Phone</th>
<th>Cell Phone</th>
<th>Work Phone</th>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>Email</th>
<th>Employer</th>
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</table>

### PARENT 2/GUARDIAN 2 - INFORMATION

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Relationship</th>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Home Address</th>
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</table>

<table>
<thead>
<tr>
<th>Home Phone</th>
<th>Cell Phone</th>
<th>Work Phone</th>
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</table>

<table>
<thead>
<tr>
<th>Email</th>
<th>Employer</th>
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</table>

Use of Student Information and Images for Educational Purposes

**YES** I give permission for the WPS to photograph, videotape, or audio record my child and that this may be used for school department publications, internet pages, and school related video productions and performances. This information may also be released to local news media.

**No** I do not give permission for the WPS to photograph, videotape or audio record my child for publication.
## Winchester Public Schools
### State Mandated Race/Ethnicity Data Collection

Circle ONE numeric code:

### One Race

<table>
<thead>
<tr>
<th>Code</th>
<th>Race Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>White</td>
</tr>
<tr>
<td>02</td>
<td>Black or African American</td>
</tr>
<tr>
<td>03</td>
<td>Asian</td>
</tr>
<tr>
<td>04</td>
<td>American Indian or Alaska Native</td>
</tr>
<tr>
<td>05</td>
<td>Native Hawaiian or Other Pacific Islander</td>
</tr>
</tbody>
</table>

### Combination of Two Races

<table>
<thead>
<tr>
<th>Code</th>
<th>Race Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>06</td>
<td>White &amp; Black or African American</td>
</tr>
<tr>
<td>07</td>
<td>White &amp; Asian</td>
</tr>
<tr>
<td>08</td>
<td>White &amp; American Indian or Alaska Native</td>
</tr>
<tr>
<td>09</td>
<td>White &amp; Native Hawaiian or Other Pacific Islander</td>
</tr>
<tr>
<td>10</td>
<td>Black or African American &amp; Asian</td>
</tr>
<tr>
<td>11</td>
<td>Black or African American &amp; American Indian or Alaska Native</td>
</tr>
<tr>
<td>12</td>
<td>Black or African American &amp; Native Hawaiian or Other Pacific Islander</td>
</tr>
<tr>
<td>13</td>
<td>Asian &amp; American Indian or Alaska Native</td>
</tr>
<tr>
<td>14</td>
<td>Asian &amp; Native Hawaiian or Other Pacific Islander</td>
</tr>
<tr>
<td>15</td>
<td>American Indian or Alaska Native &amp; Native Hawaiian or Other Pacific Islander</td>
</tr>
</tbody>
</table>

### Combination of Three Races

<table>
<thead>
<tr>
<th>Code</th>
<th>Race Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>White &amp; Black or African American &amp; Asian</td>
</tr>
<tr>
<td>17</td>
<td>White &amp; Black or African American &amp; American Indian or Alaska Native</td>
</tr>
<tr>
<td>18</td>
<td>White &amp; Black or African American &amp; Native Hawaiian or Other Pacific Islander</td>
</tr>
<tr>
<td>19</td>
<td>White &amp; Asian &amp; American Indian or Alaska Native</td>
</tr>
<tr>
<td>20</td>
<td>White &amp; Asian &amp; Native Hawaiian or Other Pacific Islander</td>
</tr>
<tr>
<td>21</td>
<td>White &amp; American Indian or Alaska Native &amp; Native Hawaiian or Other Pacific Islander</td>
</tr>
<tr>
<td>22</td>
<td>Black &amp; African American &amp; Asian &amp; Native Hawaiian or Other Pacific Islander</td>
</tr>
<tr>
<td>23</td>
<td>Black &amp; African American &amp; Asian &amp; American Indian or Alaska Native</td>
</tr>
<tr>
<td>24</td>
<td>Black &amp; African American &amp; Native Hawaiian or Other Pacific Islander &amp; American Indian or Alaska Native</td>
</tr>
<tr>
<td>25</td>
<td>Asian &amp; Native Hawaiian or Other Pacific Islander &amp; American Indian or Alaska Native</td>
</tr>
</tbody>
</table>

### Combination of Four Races

<table>
<thead>
<tr>
<th>Code</th>
<th>Race Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>26</td>
<td>White &amp; Black or African American &amp; Asian &amp; American Indian or Alaska Native</td>
</tr>
<tr>
<td>27</td>
<td>White &amp; Black or African American &amp; American Indian or Alaska Native &amp; Native Hawaiian or Other Pacific Islander</td>
</tr>
<tr>
<td>28</td>
<td>White &amp; Asian &amp; American Indian or Alaska Native &amp; Native Hawaiian or Other Pacific Islander</td>
</tr>
<tr>
<td>29</td>
<td>White &amp; Black or African American &amp; Alaska Native &amp; Native Hawaiian or Other Pacific Islander</td>
</tr>
<tr>
<td>30</td>
<td>Black &amp; African American &amp; American Indian or Alaska Native &amp; Native Hawaiian or Other Pacific Islander</td>
</tr>
</tbody>
</table>

### Combination of Five Races

<table>
<thead>
<tr>
<th>Code</th>
<th>Race Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>31</td>
<td>White &amp; Black or African American &amp; American Indian or Alaska Native &amp; Native Hawaiian or Other Pacific Islander</td>
</tr>
</tbody>
</table>
Winchester Public Schools
Use of Student Information and Images for Educational Purposes

Under Department of Education Regulations, the school may release for publication certain information concerning your child from time to time without first obtaining your consent, UNLESS you indicate now that we should not do so. The Winchester Public Schools regularly recognize students by publishing their names and/or pictures in the newspaper, Internet, school newsletters, video/cable access television, etc. The information, which may be released for publication, includes only the student's name, class, participation in officially recognized activities and sports, degrees, honors, awards, and post-high school plans. Photographs may also be taken during school activities for use on the Winchester Public Schools Web Sites, newsletters, yearbooks, and in articles of local newspapers.

The Winchester Public Schools has designated certain information in the educational records of students as directory information for the purposes of the Family Educational Rights and Privacy Act (FERPA) and the Student Record Regulations of 603 CMR 23.00 et seq. We understand that you may not want to have your child's name, photo, or achievement published.

In order to respect and protect your student's privacy rights please check No on the Use of Student Information and Images for Educational Purposes section on the bottom of page one of the Registration for Admission form to let us know if you do not wish student information published in any form. We will only request this information once and keep it on file for the entire time your child attends the Winchester Public Schools. If you wish to modify this consent at any time please contact the appropriate school your child attends to update your child's status.

Regarding the School Department Website, to insure that information published is appropriate for the school department educational community, the following guidelines have been established for content, Protection of Privacy management of students and their work.

1. All content, links, and graphics published on the school website should be appropriate for the school community and approved by the school administration.

2. No student contact information will be posted (address, phone number, e-mail addresses, etc.).

3. If a student’s photo or work is used on the web pages of the district, either the name will not be used or only the first name will be used.
Has your child previously attended a school in Massachusetts? Yes___ No___ Date withdrawn:__________

Has your children previously attended Winchester Public Schools? Yes___ No___ Date withdrawn:__________

List previous schools attended: Student has completed grade: ________

May we release student’s information to Parent Association: e-mail list Y___ N___ Directory Y___ N___
E-mail address to be released: ______________________________________

SIBLING INFORMATION: List name, date of birth, and school of other children in the family

<table>
<thead>
<tr>
<th>Full Name</th>
<th>DOB</th>
<th>School</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Full Name</th>
<th>DOB</th>
<th>School</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Student Services

Is your child eligible for a Section 504 plan? □ Yes □ No Section 504 of the Rehabilitation Act of 1973 is a national law that protects qualified individuals from discrimination based on their disability. www.doe.mass.edu/sped

Is your child eligible for an IEP program? □ Yes □ No (Individualized Education Plan)

Is your child eligible for McKinney-Vento? □ Yes □ No The McKinney-Vento Act is a Federal Law that ensures immediate enrollment and education stability for Homeless Children and Youth. www.doe.mass.edu/mv/

Are you sharing the housing of other persons due to loss of housing, economic hardship, or similar circumstances? □ Yes □ No

Immigrant Status

Federal definition: Immigration status is an indication of whether a student is considered to be an immigrant student under the Federal Definition. 1. Not have been born in any state AND, 2. Not have completed 3 full academic years of school in any state.

Is your child an immigrant? Yes_____ No_____ If yes, country of origin?

Military Family Status

The Commonwealth of Massachusetts requires us to collect the following information: Is your child a member of a Military family?

If yes, please check appropriate box:

□ Active duty members of the uniformed services, National Guard and Reserve on active duty orders

□ Members or veterans who are medically discharged or retired for one (1) year

□ Members who die on active duty

**Low Income Status: □ 00-Not Eligible □ 01-Eligible for free lunch □ 02-Eligible for reduced lunch

By signing below, I agree that the information I submit in this document is true.

Parent/Guardian Signature x Date: __________

For Office Use only

Proof of Birthdate? (i.e. Birth Certificate) □ Yes □ No ________________initials of staff that reviewed Birthdate

Immunization Records received? □ Yes □ No ________________initials of staff Start Date:

Previous School Transcripts received? □ Yes □ No ________________initials of staff IEP, 504 PLAN

Proof of Residency and Occupancy: Custody Papers (if applicable):

Assigned to Grade: Teacher/Homeroom: Counselor:

Winchester Public Schools, 40 Samoset Road, Winchester, MA 01890 Phone: 781-721-7000 January 2019
## Winchester Public Schools
### Emergency Contact Information

<table>
<thead>
<tr>
<th>Child’s First Name</th>
<th>Child’s Middle Name</th>
<th>Child’s Last Name</th>
<th>For School use only</th>
</tr>
</thead>
<tbody>
<tr>
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<table>
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<th>Date of Birth</th>
<th>Gender</th>
<th>School</th>
<th>Grade</th>
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<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip code</th>
<th>Homeroom</th>
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<tbody>
<tr>
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</table>

### Please indicate where parent/guardian can be reached during the day

<table>
<thead>
<tr>
<th>Parent/Guardian 1 to call</th>
<th>Parent/Guardian 2 to call</th>
<th>Contact 1</th>
<th>Contact 2</th>
</tr>
</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Name</th>
<th>Name</th>
<th>Name</th>
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</table>

<table>
<thead>
<tr>
<th>Relationship</th>
<th>Relationship</th>
<th>Relationship</th>
<th>Relationship</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Home phone</th>
<th>Home phone</th>
<th>Contact phone</th>
<th>Contact phone</th>
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</thead>
<tbody>
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<td></td>
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<table>
<thead>
<tr>
<th>Work/Employer phone</th>
<th>Work/Employer phone</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Mobile phone#</th>
<th>Mobile phone#</th>
<th>Mobile phone#</th>
<th>Mobile phone#</th>
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</table>

### Medical Information

Does your child have Asthma ____ Allergies ____ other past medical history ____

If yes to above, please describe ____________________________________________________________________________________

School nurse may administer Acetaminophen (Tylenol) Yes ____ No ____ or Ibuprofen (Motrin) Yes ____ No ____

Elementary school nurses will administer above medications based on appropriate dosage per weight.

For McCall Middle School and Winchester High School Only: Acetaminophen 325mg tabs (one_ or two_) or Ibuprofen 200mg tabs (one_ or two_)

Signature indicates parent/guardian consent: _____________________________ Date: _____________

Does your child have Health Insurance? Yes ____ No ____ Health Insurance Provider: _____________________________

Does your child have Dental Insurance? Yes ____ No ____ Dental Insurance Provider: _____________________________

I give permission to the school nurse to contact my child’s physician Yes ____ No ____

### EMERGENCY PERMISSION:
In the event I cannot be reached in an emergency, I give permission to school authorities to provide emergency medical treatment in the case of injury or illness for my child as considered necessary. I accept responsibility for any expenses incurred in handling emergency care.

Signature: _____________________________ Date: _____________
**Home Language Survey 2019-2020**

Massachusetts Department of Elementary and Secondary Education regulations require that all schools determine the language(s) spoken in each student’s home in order to identify their specific language needs. This information is essential in order for schools to provide meaningful instruction for all students. If a language other than English is spoken in the home, the District is required to do further assessment of your child. Please help us meet this important requirement by answering the following questions. Thank you for your assistance.

### Student Information

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
<th>Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>F □</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Country of Birth</th>
<th>Date of Birth (mm/dd/yyyy)</th>
<th>Date first enrolled in ANY U.S. school (mm/dd/yyyy)</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

### School Information

<table>
<thead>
<tr>
<th>Start Date in New School (mm/dd/yyyy)</th>
<th>Name of Former School and Town</th>
<th>Current Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

### Questions for Parents/Guardians

**What is the primary language used in the home, regardless of the language spoken by the student?**

______________________________

**Which language(s) are spoken with your child?** (include relatives - grandparents, uncles, aunts, etc. - and caregivers)

______________________________

seldom/sometimes/often/always

______________________________

seldom/sometime /often/always

**What language did your child first understand and speak?**

______________________________

**Which language do you use most with your child?**

______________________________

**How many years has the student been in U.S. Schools? (not including pre-kindergarten)**

______________________________

**Which languages does your child use? (circle one)**

______________________________

seldom/sometimes/often /always

______________________________

seldom/sometime /often/always

**Will you require written information from school in your native language?**

Y □       N □

If yes, what language?

______________________________

**Will you require an interpreter/translator at Parent-Teacher meetings?**

Y □       N □

If yes, what language?

______________________________

**Parent/Guardian Signature:**

____________________________________

Today’s Date (mm/dd/yyyy) / 20
SCHOOL ENTRANCE REQUIREMENTS

- All students who are new to the Winchester Public School system must present documentation of required immunizations/screenings before the first day of school. A physical exam within the last year is required before school entry. Please meet with your school nurse upon registration.

- All immunizations must meet Massachusetts minimum requirements and must be certified in writing by a licensed physician. The Commonwealth's School Immunization Law, Chapter 76, requires the following:

**Preschool**

Hepatitis B - 3 doses complete  
DTAP/DTP - 4 doses  
Polio - 3 doses  
HIB - 3 doses  
MMR - 1 dose  
Varicella - 1 dose or medical documentation of chicken pox  
Lead Screen - with documented results

**Kindergarten – Grade 6**

Hepatitis B - 3 doses complete  
DTAP/DTP - 5 doses  
Polio - 4 doses  
MMR - 2 doses  
Varicella - 2 doses or medical documentation of chicken pox  
*Lead Screen - with documented results (required for Kindergarten students only)*

**Grade 7-12**

Hepatitis B - 3 doses complete  
DTap/DTP - 5 doses  
TDAP - 1 dose  
Polio - 4 doses  
MMR - 2 doses  
Varicella - 2 doses or medical documentation of chicken pox  
Meningococcal- 1 dose

For further information, please contact your child’s school nurse or visit our health services website: [http://www.winchesterps.org/family_resources/health_services/index.php](http://www.winchesterps.org/family_resources/health_services/index.php)
REQUEST FOR STUDENT RECORDS

___________________________________________
Date:

___________________________________________
School Transferring From

___________________________________________
Street Address

___________________________________________
City, State, Zip Code

___________________________________________
Phone Number

___________________________________________
Fax Number

As the parent/guardian of ____________________________________, I hereby authorize the above-named school to release the following records for my student to the Winchester Public Schools in Winchester, Massachusetts.

___________________________________________
Parent/Guardian Signature

___________________________________________
Parent/Guardian Name Printed Clearly

1) Official Transcript
2) Student Health Records and Immunizations
3) Official School Withdrawal Form
4) Test Scores of any Minimum Competency Exam
5) IEP Information (if applicable)
6) MCAS Results
7) English Learner Services Including But Not Limited To Results with WIDA Screener, W-APT, ACCESS, and IPT
8) Disciplinary Records
9) Other Pertinent Information to Facilitate Student Placement
Technology Acceptable Use Policy

Winchester Public Schools
40 Samoset Road
Winchester, MA 01890
781-721-7000
www.winchesterps.org
Winchester Public Schools Technology Acceptable Use Policy

Introduction

This Technology Acceptable Use Policy for the Winchester Public Schools (WPS) is enacted by the School Committee to provide the parents, students, and staff of the Winchester School Community with a statement of purpose and explanation of the use of technology within the Winchester learning community. This policy is reinforced by practice, acceptable use standards and is required to be read before accessing the technology devices, digital resources, and network infrastructure of the Winchester Public Schools. Students and parents/ guardians as well as all staff members of WPS must also read and sign the accompanying Statement of Responsibilities.

Purpose

The Winchester Public Schools encourages the use of information technology to assist staff and students with academic success, preparation for the workplace, and life-long learning. The Winchester Public Schools provides access to a wide range of information technology to support teaching and learning, and communicating and collaborating with others. Information technology will be used to increase communication, enhance student engagement, and assist staff and students in acquiring new skills. The technology devices, digital resources, and network infrastructure will also be utilized to provide relevant school information to a global community.

Implementation of this Policy

The Superintendent of Schools or his/her designee(s), shall develop and implement administrative regulations, procedures, terms and conditions for use and user agreements consistent with the purposes and mission of the Winchester Public Schools as well as with applicable laws and this policy.

Definitions

“Technology devices, digital resources, and network infrastructure” is defined as the Winchester Public Schools network, the Internet, Google Apps for Education, email, hardware, software, printers, peripheral devices, individual computer devices, and web enabled devices.

“Information technology” is defined as Internet access, blogging, podcasting, email, published and non published documents, and various forms of multimedia technology.

“Educational use” is defined as a use that supports communication, research, and learning.

“Devices” refer to district owned/leased, staff owned devices, and student owned devices.

Children’s Online Privacy Protection Act (COPPA)

Winchester Public Schools works diligently to comply with COPPA requirements. Winchester Public Schools does not collect student personal information or transmit such information directly to online entities for the purpose of creating web based accounts. In cases of web based account creation, Winchester Public Schools will use an internal school district identification number to represent each student user.

Technology Related Services Provided by the Winchester Public Schools

What are Google Apps for Education?
Winchester Public Schools provides staff and students with a Google Apps for Education account. Google Apps is a free web based suite of programs provided by Google for schools to use. All staff and students in Winchester Public Schools have access to Google Apps for Education. Google Apps includes such programs as Google Drive, Google Calendar, and Google Gmail.

All of the Google Apps services can be accessed from anywhere you have an Internet connection (school, home, smart phone, etc.) This reduces and replaces the need for flash drives and/or external data drives. Since Google Apps is all online, it is the same everywhere you use it. There is no issue with having one version of a program at home and a different version at school. Google Apps allows users to easily share documents and files with teachers and other students, so users can turn in assignments electronically and collaborate on projects with classmates.

WPS Student Google Account Setup
WPS student accounts are created using only student local identification numbers and year of graduation. The student’s username is his or her local student ID - such as 123456

Gmail
Gmail is the powerful Email program that comes with Google Apps for Education. With Gmail users can communicate with staff and students within the Winchester Public Schools domain.

Google Calendar
Google Calendar allows users to maintain multiple calendars for all needs. Users can keep calendars private, or they can share them with others determined by the user. Users can also invite people to specific events on your calendar.

Google Drive
Google Drive gives all users unlimited cloud storage space for most file formats. Google Drive can be accessed from any computer with an Internet connection. Google Drive allows users to access and share files from any device that has Internet connectivity.

Google Drive includes, but is not limited to, the following programs:
- Google Docs-word processor similar to Microsoft Word
- Google Slides-multimedia presentation tool similar to Microsoft PowerPoint
- Google Sheets-spreadsheet program similar to Microsoft Excel
- Google Forms-survey/data collection tool for creating forms and collecting data from an audience
- Google Drawings-simple graphic design program
Uses for Student Gmail
Email can be a powerful communication tool for students to increase communication and collaboration. Students are encouraged to check their email regularly. Teachers may send email to middle and high school students to communicate reminders, course content, pose questions related to class work, and such. Students may send email to their teachers with questions or comments regarding class. Students may send email to other students to collaborate on group projects and assist with school classes.

Student Gmail Permissions
Winchester Public Schools’ Gmail system controls who email messages can be sent to and who they can be received from. WPS Students cannot send email to parent accounts or anyone outside of the Winchester Public Schools domain. All WPS students cannot receive email from outside of the domain. Therefore, students should not use their WPS email for setting up accounts that need to be verified via email or receive notices via email (unless directed by faculty).

Student Emails to Staff
Students are encouraged to email staff concerning school related content and questions. However, there will be no requirement or expectation for staff to answer student email outside of their regular work day, although they certainly may if they choose. For example, an unanswered email to a teacher would not excuse a student from turning in an assignment.

General Email and On-line Chat Guidelines
Below is a general summary of guidelines related to email and any form of on-line chat or instant messages:
- Email and on-line chat are to be used for school related communication.
- Do not send harassing email or instant messages or content.
- Do not send offensive email or instant messages or content.
- Do not send spam email or instant messages or content.
- Do not send email or instant messages containing a virus or other malicious content.
- Do not send or read email or instant messages at inappropriate times, such as during class instruction.
- Do not send email or instant messages to share test answers or promote cheating in any way.
- Do not use the account of another person.

Content Filtering
The Winchester Public Schools uses software designed to block access to certain sites and filter content as required by the Children’s Internet Protection Act, 47 U.S.C. §254 (CIPA). Winchester Public Schools is aware that not all inappropriate information can be filtered and the district will make an effort to correct any known gaps in the filtering of information without unduly inhibiting the educational use of age appropriate content by staff and students. Users will inform teachers or administrators of any inadvertent access to inappropriate material, in order that there is appropriate modification of the filtering profile. Winchester Public Schools educates students about appropriate online behavior, including interacting with other individuals on social networking Web sites and in chat rooms and cyber bullying awareness and response. WPS provides these educational opportunities as part of the Winchester Public Schools K-12 Information and Digital Literacy Goals.
**Monitoring**

The Winchester Public Schools monitors the use of the school department's network to protect the integrity and optimal operation of all computer and system networks. There is no expectation of privacy related to information stored and transmitted over the Winchester Public Schools network. The information on the network in general files and email is not private and is subject to review by the network manager at the request of the Winchester Public Schools administration to substantiate inappropriate activity and to comply with requests of law enforcement agencies as part of their investigations.

The Winchester Public Schools will cooperate with copyright protection agencies investigating copyright infringement by users of the computer systems and network of the Winchester Public Schools.

Technicians and computer system administrators maintain full access rights to all storage devices, and may need to access/manage such storage devices as part of their duties.

Routine maintenance and monitoring of the system may lead to discovery that a user has or is violating the Winchester Public Schools Technology Acceptable Use Policy, other school committee policies, state laws, or federal laws.

Search of particular files of a user shall be conducted if there is a reasonable suspicion that a user has violated the law or Winchester School Committee Policies. The investigation will be reasonable and in the context of the nature of the alleged policy violation.

Email that is sent within the WPS district is monitored and filtered based upon content. Rules/filters are set up to monitor student email for profanity, harassment, and other inappropriate content. Student email that is identified as inappropriate will be reviewed by the school administration.

**User Access and Explanation of Guideline**

Access to information technology through the Winchester Public Schools is a privilege, not a right. Students, parents, and staff shall be required to read the WPS Technology Acceptable Use Policy and sign and return the Statement of Responsibilities.

The Winchester Public School Acceptable Use Policy shall govern all use of technology devices, digital resources, and network infrastructure. Student use of technology resources, digital resources, web enabled devices, and network infrastructure will be governed by the Winchester School committee disciplinary policies as outlined in the policy manual of the district and the student’s school handbook.

Because information technology is constantly changing, not all circumstances can be anticipated or addressed in this policy. All users are expected to understand and comply with both the “letter” and the “spirit” of this policy and show good judgment in their use of these resources.

The Winchester Public Schools provides students access to its technology devices, digital resources, and network infrastructure, along with information technology for educational use. If a student has doubts regarding whether a resource has educational merit, he/she should ask a staff member.
Scope of Technology Policies
Policies, guidelines and rules refer to all computing devices including but not limited to computers, mobile web enabled devices, iPads, MP3 players, portable memory storage devices, calculators with interfacing capability, cell phones or ECDs (electronic communication devices), digital cameras, etc., as well as technology infrastructure, associated peripheral devices and/or software.

Policies, guidelines, and rules refer to any computing or telecommunication devices owned by, leased by, in the possession of, or being used by students and/or staff that are operated on the grounds of any district facility or connected to any equipment at any district facility by means of web connection, direct connection, telephone line or other common carrier or any type of connection including both hardwired, fiber, infrared and/or wireless.

This Technology Acceptable Use Policy also applies to any online service provided directly or indirectly by the district for student use, including but not limited to: Google Apps for Education accounts, Email, Calendar, and the student management systems.

Expectation of Privacy
At any time and without prior notice, the WPS reserves the right to monitor, inspect, copy, review, and store any and all usage of technology devices, digital resources, and network infrastructure, along with information technology as well as any information sent or received in connection with this usage. Staff and students should not have any expectation of privacy regarding such materials.

Consequences for Violation of Technology Policies
Use of the computer network and Internet is an integral part of research and class work, but abuse of this technology can result in loss of privileges. Students who use technology devices, digital resources, and network infrastructure, along with information technology inappropriately may lose their access privileges and may face additional disciplinary or legal action.

The length of time for loss of privileges will be determined by building administrators and/or other staff members. If the user is guilty of multiple violations, privileges can be removed for one year or more

Unacceptable Uses of Technology Resources

Inappropriate technology use includes but is not limited to the following:
Interfering with the normal functioning of devices, computer systems, or computer networks.
Damaging or theft of devices, computer systems, or computer networks. Accessing, modifying, or deleting files/data that do not belong to you. Sending or publishing offensive or harassing messages and content. Accessing dangerous information that, if acted upon, could cause damage or danger to others.

Giving your username or password to any other student, or using the username or password of someone else to access any part of the system. Sharing and/or distribution of passwords or using another student or faculty member’s password. Intentional viewing, downloading or distribution of inappropriate and/or offensive materials. Gaining unauthorized access to computer and or telecommunications networks and resources.
Viewing, transmitting or downloading pornographic, obscene, vulgar and/or indecent materials. Using obscene language, harassing, insulting or bullying others, posting of private or personal information about another person, spamming of the school email system, violating any federal or state law, local regulation or school committee policy.

Violating copyright laws and/or the district policy on plagiarism. Copying software or applications from Winchester Public School devices through any electronic means unless the particular licensing agreement in place for the software allows user distribution.

Intentionally wasting limited network or bandwidth resources. Destructions/vandalism of system software, applications, files or other network resources. Employing the network for commercial or political purposes. Using the network / Internet to buy or sell products.

“Hacking” and other illegal activities in attempt to gain unauthorized access to restricted files, other devices or computer systems. Uploading any harmful form of programming, bypassing filters; installing any type of server, aliasing / spoofing, peer-to-peer networking or remote control software.

Possession of and/or distribution of any of software tools designed to facilitate any of the above actions will also be considered an offense.

Saving inappropriate files to any part of the system, including but not limited to:

- Music files
- Movies
- Video games of all types
- Saving offensive images or files
- Programs which can be used for malicious purposes
- Any files for which you do not have a legal license
- Any file which is not needed for school purposes or a class assignment.

Uses that contribute to the violation of any other student conduct code including but not limited to cheating, plagiarism, hazing or harassment, theft, falsification of records, possession of banned substances/items, etc.

NOTE: If you need a file for a class project that you think may be considered inappropriate, then you need to have teacher and school administration permission prior to the class project.

Due Process
The Winchester Public Schools will apply progressive discipline for violations of the district policy and signed Acceptable Use Agreement Form which may include revocation of the privilege of a user's access to technology devices, digital resources, and network infrastructure, along with information technology. Other appropriate disciplinary or legal action may be undertaken by the Winchester Public Schools administration. The nature of the investigation will be reasonable, and for staff, will reflect the contract language for each bargaining unit.
**Winchester Public Schools Limitations of Liability**

The Winchester Public Schools makes no warranties of any kind, implied or expressed, that the services and functions provided through the Winchester Public Schools technology devices, digital resources and network infrastructure, along with information technology will be error free or without defect. The Winchester Public Schools will not be responsible for damages users may suffer, including but not limited to loss of data or interruption of service.

The Winchester Public Schools, along with any persons or organizations associated with the school department internet connectivity, will not be liable for the actions of anyone connecting to the internet through the school network infrastructure. All users shall assume full liability, legal, financial or otherwise for their actions while connected to the internet.

The Winchester Public Schools assumes no responsibility for any information or materials transferred or accessed from the internet.

Parents/Guardians should read this WPS Technology Acceptable Use Policy. Parents/guardians should discuss the technology use responsibilities with their children. Questions and concerns can be forwarded to the Winchester Public Schools and appropriate offices.

Parents and guardians agree to accept financial responsibility for any expenses or damages incurred as a result their student's inappropriate or illegal activities on the Winchester Public Schools network. Parents and guardians agree to reimburse Winchester Public Schools for any expenses or damages incurred in the use of district owned devices such as iPads in 1:1 school deployments. Parents and guardians will have access to optional third party insurance carriers.

**Modification**

The Winchester School Committee reserves the right to modify or change this policy and related implementation procedures at any time.
WINCHESTER PUBLIC SCHOOLS
STUDENT/PARENT STATEMENT OF
RESPONSIBILITIES

Student Expectations
I have read, understand and will follow this Acceptable Use Policy. If I break this agreement, the consequences could include suspension of computer privileges and/or disciplinary action. I also understand the school network and email accounts are owned by Winchester Public Schools and that Winchester Public Schools has the right to access any of the information used through the mediums provided through the school at any time.

Parent/Guardian Acceptable Use Signature
Parent collaboration and consent working together is a crucial focus of Winchester Public Schools. Through our technology integration, we want to work with parents so they understand the different initiatives that are taking place at school, whether they are using technology or not. We encourage you to have your children guide you through their work so you will see their work as it develops.

As parents, students and teachers working together, we become a strong learning community, therefore, creating more opportunities for our students to become successful. As the parent or guardian of this student, I have read the Winchester Public Schools Acceptable Use Policy. I understand that technology is provided for educational purposes in keeping with the academic goals of Winchester Public Schools, and that student use for any other purpose is inappropriate. I recognize it is impossible for the school to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the school network. I understand that children’s computer activities at home should be supervised as they can affect the academic environment at school.

I understand and will support my student in adhering to this Acceptable Use Policy. I am aware that if my child breaches this agreement, the consequences could include suspension of computer privileges and/or disciplinary action. I also understand the school network and email accounts are owned by Winchester Public Schools and that Winchester Public Schools has the right to access any of the information used through the mediums provided through the school at any time. I hereby give permission for my child to use technology resources in Winchester Public Schools.

Parent/Guardian Student Images for Educational Purposes
Winchester Public Schools attempts to provide students with the best educational practices and resources. Winchester schools will also attempt to recognize student achievement and success by publishing student names and/or pictures in the newspaper, school based web pages or blogs, school newsletters, and video/cable access television. The information, which may be released for publication, includes only the student’s name, class, participation in officially recognized activities and sports, degrees, honors, and awards. Photographs and video recordings may also be taken during school activities for use on Winchester Public Schools web pages, blogs, newsletters, yearbooks, and newspaper articles. Winchester Public Schools owns the photographs and video recordings and all rights to them.

________________________________________  ______________________________________
Parent or Guardian Name (please print)          Student Name (please print)

________________________________________  ______________________________________
Parent or Guardian Signature                  Student Signature

________________________________________  ______________________________________
Date                                          Date

☐ I have read and understand the WPS Technology AUP.  ☐ I have read and understand the WPS Technology AUP.
Dear Parent/Guardian of a Student in Grades 5-12:

We are very proud that the Winchester Public School system has a Bring Your Own Device (BYOD) initiative in grades 5-12. As you may know, we have been working very hard for the past couple of years on our district technology plan as well as our joint initiative, PowerED UP, with Winchester Foundation for Educational Excellence (WFEE). With the improvements we have made in our infrastructure, professional development, and technology in the classrooms, we are able to support BYOD in a safe and secure environment in our schools.

This initiative will move us closer to realizing our district's technology vision: "Technology is used seamlessly for differentiated teaching and learning in Winchester’s educational community. Students will utilize technology as a catalyst and tool for creation, critical thinking, collaboration, and problem-solving. We will prepare all students to become information literate, teaching them how to find, analyze, and use information. We believe they will become lifelong learners, productive, contributing, and responsible digital citizens in an ever more complex world."

We have had a very successful roll-out of the BYOD initiative in grade 5-12. Students and teachers alike have told us how this tool has greatly increased the ability for collaboration, real-world work, and differentiated learning in particular. We have taken four years to roll-out this program at the various grade levels, and are extremely proud of how the students have been both responsible and excited about this initiative!

Please be assured that although we highly value technology as a tool that allows access, connectivity, and real-world simulation for all students, it is just one of the many tools that students and teachers will use on a regular basis. With this initiative, piloting students will have access to technology at all times; however, this does not mean that they will be using technology at all times. We want to provide more opportunities for authentic learning that reflect the “real world.” For most of us, our “work days” have a variety of interpersonal, individual, hands-on, and technology-based interactions, and we look for our students to be able to experience this same environment. Having a device at all times will allow for every child to reach for that tool when appropriate. Not only will this access strengthen our students’ technology, academic, and “real world” skills, but the access will also allow students experiences deciding the right tool for their own learning style, and applying their learning in new ways.

Please note: If your family chooses not to, or is unable to provide your child with a device, the district will provide him/her with one. Please contact Cindy Gallagher, Registrar, at cgallagher@winchesterps.org if you are unable to provide a device.
FAQ (Frequently Asked Questions)

What kind of device should my child bring?

The district highly recommends the use of a Chromebook as a BYOD device. Chromebooks are lightweight, inexpensive (in relation to other devices), they are quick, and are capable of doing everything that students will need to do.

Having said that, this is a Bring Your Own Device pilot, and if your child has an existing laptop or iPad, your child is welcome to bring and use that device in school. However, based upon data from our full implementation of BYOD at the middle school, Chromebooks are the preferred device.

Many of our families have asked which Chromebook we would recommend; we recommend the same Chromebook we purchase for our schools: HP Chromebook 11 G5 4GB

Please know that you do NOT need to purchase this particular Chromebook. Anything similar to this will be fine. Please also note, based upon feedback from the initial pilot, we do recommend students have a protective case for their device. Some examples of protective cases for Chromebooks may be found at this link:

District Acceptable Use Policy (AUP): [https://sites.google.com/winchesterps.org/byod5th/acceptable-use-policy?authuser=0](https://sites.google.com/winchesterps.org/byod5th/acceptable-use-policy?authuser=0)

Access to Electronic Media: [https://sites.google.com/winchesterps.org/byod5th/access-to-electronic-media?authuser=0](https://sites.google.com/winchesterps.org/byod5th/access-to-electronic-media?authuser=0)

Please note that Winchester Public Schools is not liable, and will not be held responsible, for damaged, lost, or stolen equipment brought by students from home. Students bring electronic communication devices to school at their own risk, just like any other personal items. Some devices have a device locator; parents and/or students may want to enable this feature if possible.
Please send your registration forms to:
Central Registrar
40 Samoset Road
Winchester, MA 01890

School Contact Information

Ambrose Elementary School (K-5)  Andrea Phelan,
27 High Street  Interim Principal
Winchester, MA 01890
781-721-7012

Lincoln Elementary School (K-5)  Kelly Clough, Principal
161 Mystic Valley Parkway
Winchester, MA 01890
781-721-7017

Lynch Elementary School (PreK-5)  John Dupuis, Principal
10 Brantwood Road
Winchester, MA 01890
781-721-7013

Muraco Elementary School (K-5)  Leslie West, Principal
33 Bates Road
Winchester, MA 01890
781-721-7030

Vinson-Owen Elementary School (PreK-5)  Grant Smith, Principal
75 Johnson Road
Winchester, MA 01890
781-721-7019

McCall Middle School (6-8)  James Lin, Principal
458 Main Street
Winchester, MA 01890
7781-721-7026

Winchester High School (9-12)  Dennis Mahoney, Principal
80 Skillings Road
Winchester, MA 01890
781-721-7020