

MESSAGES FROM THE ASSISTANT PRINCIPALS

ARE YOU NEW TO WINCHESTER PUBLIC SCHOOLS?

Please join us for an Information Meeting for high school students and parents who are new to Winchester Public Schools on Tuesday, September 7, 2010 at 1:00 p.m. in the WHS Library. Members of the National Honor Society will facilitate the activities. The program for new students includes a tour of the building, an explanation of the schedule and review of materials that will help you get a better understanding of WHS expectations and answer any questions you might have. The new parents will be meeting with the WHS Administration and have the opportunity to take a tour and discuss curriculum and expectations.

STUDENT IDENTIFICATION CARDS:

Every student, at the beginning of this school year, will be issued their own identification card. It is imperative that every student carry their card, it is now used for library book access, the cafeteria and attendance. If the card has been lost or misplaced, the student may purchase another card at the cost of five dollars. Please see Mrs. Gustin in the main office for details.

OFF CAMPUS

Parents are reminded that Senior and Junior privileges (open ends and lunch) are as follows: Seniors who have open end privileges are only allowed to arrive at school or leave school for one period at the beginning or the end of the day. Additionally, lunch privileges are limited to the lunch period that the student is assigned. They do not include any class or assigned academic block (study hall) during the lunch periods.

Junior lunch privileges are only for the lunch period that they are assigned and not the entire lunch block from 11:21 ~ 1:03. Juniors must attend assigned classes or study halls during the lunch block. Failure to follow school policy for these privileges could result in forfeiture of these privileges. Any student who leaves campus without permission will be suspended.

MESSAGES FOR STUDENTS

Frequently, parents call asking the Administrative Staff to get messages to students. Example, a parent may call asking the Main Office to locate a student and remind him or her about a music lesson, appointment, etc. Principal Gwin is requesting that parents make these kinds of requests only in **emergency situations**. Thank you for your understanding.

FACULTY EMAIL

All staff and faculty may be reached by email using the first initial plus last name @ winchester.k12.ma.us Example: tgwin@winchester.k12.ma.us

VOICE MAIL

Parents may leave voice mail for all staff and faculty starting in September. Please be aware that the faculty has limited access to telephones. Your best way to communicate is by sending an email.

EMERGENCY INFORMATION FORMS

On the first day of school, all students will be given a BLUE colored emergency information sheet to bring home. Please verify all information and sign. Remember to ask your student about the sheet, make any changes necessary and return it to school the next day. We need to have the contacts, as well as important medical information on file for your student's safety. Please assist us by checking the sheet and returning it back to school on the following day. Please check that your email information is correct, as we will be sending important daily announcements via email.

AGENDA/HANDBOOKS

The high school will provide planners for every student. These planners contain the student handbook and other school calendar information. The planners will help the students keep their busy schedules and assignments organized. The planner contains a great deal of information about the high school and a complete list of the school's rules. Please familiarize yourself with the material and point out information that you find particularly pertinent to your son/daughter. As a point of information, it might be helpful to be aware of the rules that students most often "bump up against". They are:

- The Attendance Policy
- Policies Concerning Drugs, Alcohol and Tobacco
- Computer Use and Internet Access: Acceptable Use Policy
- Student Parking
- Test/Home work make-up policy
- Field Trip/Exchange Trip Policy
- Dance Rules
- Hall Passes
- Personal Appearance

ATTENDANCE

If your child needs to stay home because of illness, will be arriving late, or needs to be dismissed early, please call the attendance line prior to 10:00 a.m. The telephone number is 781-721-7020; attendance is the first item on our voice mail tree ~ press "1" and leave your information. Please be sure to give the date, name, grade and most importantly the student identification number.

FREE AND REDUCED LUNCH PROGRAM

The free and reduced lunch program applications will be available to everyone. Please stop by the main office and pick up a copy. If your student does not have a copy, please call Mrs. Gustin at the school number, extension 1120 and one will be mailed to you, or download a copy from the District web site (www.winchester.k12.ma.us, click on Business Office in the upper right corner.)

OPEN HOUSE THURSDAY, SEPTEMBER 23, 2010 7:00 ~ 9:00

Parents will meet with the High School Administration in the auditorium at 7:00 p.m. You will visit each of your student's classes for a ten minute presentation. The evening is expected to end approximately at 9:00 p.m.

DROP IN WITH PRINCIPAL TOM GWIN

On the first Wednesday of the month, Mr. Gwin will set aside a block of time from 5:30 p.m. to 7:00 p.m. for a "Parent Drop-In Session". Parents are invited to speak with Mr. Gwin without an appointment. The first "Drop-In" will be Wednesday, September 15, 2010.

SCHOOL PHOTOGRAPHS ~ SEPTEMBER 09, 2010

All students (Grades 9, 10, 11 and 12) will have their photographs taken by Burlington Studios. All students will receive a photo identification card, which will be needed for attendance purposes, library, cafeteria use, etc.

ATTENTION SENIORS

Cap and Gown Measurements will take place on Thursday, October 28, 2010, during both lunches. Measurements will be in the "RED" stairwell by the student parking lot. The cost will be \$17.00 dollars. Checks should be made payable to Winchester High School with the student's name and the words **Cap & Gown** notated on the memo line. All outfits come with a souvenir tassel in June. Extra tassels will be

available to purchase on that day for an additional \$4.00 dollars. Students will also be asked to verify their name for the printing of their diplomas. They should check the spelling and the set up ~ i.e. John J. Smith vs. John James Smith. Students will be asked to initial their name or make the change on the sheet.