



Winston *Transitions*

Student/Family Handbook

2016 - 2017

Winston Preparatory School/Winston *Transitions*

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Philosophy

Winston Preparatory School Mission

Winston Preparatory School's mission is to facilitate the independence and meaningful participation of students with specific learning disorders through a Continuous Feedback System that develops skill acquisition and the Qualities of a Sustainable and Independent Learner. WPS also seeks to influence the field of education with research and implementation models that achieve these ends, in this way.

Goal of Transitions

Winston *Transitions* (WT) is a highly individualized program that is developed to match your strengths and needs. As you begin this year it is important to keep in mind that this is your program and will be enhanced by what you put into it. *Transitions* is a unique opportunity for you to work on the things that are most difficult for you in a safe, structured and challenging environment. *Transitions* is a community of young emerging adults with similar goals – to have independent and successful futures. Each person's idea of success will be different, and as a community, we will support each other as we work to define our paths and set out on our journeys to achieve these goals.

The Qualities of a Sustainable and Independent Learner

We know the importance of academic skills, but we also know from research that there are other skills that are crucial in the lives of all students. At Winston we call these qualities the *Qualities of a Sustainable and Independent Learner*. Through the *Science of Learning* initiatives we have been able to identify the factors that contribute to success after high school and the qualities necessary to achieve them. Specifically, they are *resilience, social responsibility, self-advocacy, self-regulation, self-reflection, communication/social skills, problem-solving, and management and organization*. Key to a student’s development of these qualities is their and the community’s understanding of them, specific individualized goals related to this development, and activities that strengthen these qualities embedded throughout each WPS students’ program.

The 8 Dimensions Of Qualities of a Sustainable and Independent Learner

Resilience
The student is able to recover from or adjust easily to misfortune or change by becoming strong and healthy in response to such experiences.
Social Responsibility
The student is a consistently effective and helpful member of the community. Whether in the classroom, school halls, neighborhood, or world, the student goes out of the way to help all members of the community. The student displays empathy for others and acts as a role model among peers.
Self-Advocacy
The student consistently represents himself/herself by appropriately asking for assistance inside and outside of the classroom. This may include requesting clarification of assignments and expectations, specific materials, or accommodations. The student is able to identify the appropriate person to assist with his/her needs.
Self-Regulation
The student is able to remain goal-directed across time, even in the face of difficult situations, and emotions such as boredom, annoyance, or frustration. The student displays impulse control in his/her decisions to either stop or initiate action.
Self-Reflection
The student is reflective and self aware. The student has a conscious knowledge of his/her own character, strengths, weaknesses, feelings, motives, and desires, and is thoughtful about how these influence his/her actions and responses. The student is able to look back at actions, decisions, and creations, assess effectiveness, recognize areas in need of change, and apply this knowledge to similar situations in the future.
Social/Communication Skills
The student consistently both responds and adapts to diverse situations, and understands how to communicate his/her needs and ideas to others without external structures of support. The student possesses the necessary tools to make choices that will strengthen his/her interpersonal relationships, success in school and within the community. The student identifies and utilizes problem-solving, interpersonal, and conflict resolution skills.
Problem-Solving
The student is an adaptive, creative and effective problem-solver. When faced with an academic or social challenge, the student is able to step back, analyze the problem, and come up with a creative solution appropriate to the situation. If the first solution is unsuccessful, the student is able to devise and implement a different one.
Management and Organization
The student is able to prioritize, organize, and complete tasks effectively and efficiently. He/she arrives on time to school, classes, appointments and other commitments, and is ready to participate. Assignments are handed in on the due date and meet the requirements specified. The student’s materials (such as notes, homework, class work, books, binder) and belongings are organized and easily accessible at all times.

Academic Standards

Academic Year

The academic year is divided into two semesters with an assessment period at the end of each semester. Assessments are not traditional exams, but portfolio assignments to be completed and presented to the faculty. All students must complete the semester assessment on time according to the published schedule. Make-up assessments will be administered on the designated date.

Feedback

Upon completion of each semester, narrative reports are sent home to families. In addition to formal assessments of academic skills, feedback will be given on internship performance.

Classwork

It is the student's responsibility to be prepared for class with all necessary materials. Missed assignments must be made up within the time frame set by the teacher.

Academic Records

It is the policy of *Winston Transitions* to assure parent access to education records and to protect the confidentiality of such records. For further information please contact *Transitions*.

Parent-Teacher Communication

The best way for parents to communicate with teachers is by phone or e-mail. The e-mail address of a teacher is the first letter of the first name followed by the last name followed by @winstonprep.edu (i.e. jcvita@winstonprep.edu).

Attendance and Lateness

School Hours

Students must attend morning meeting at 9:00 a.m. every day. Classes end at 3:30 p.m. every Tuesday, Wednesday, Thursday and Friday. On Mondays, students are dismissed from gym class at 3:00 p.m. Internship hours may vary based on individual placements but typically run from 10:00am – 3:00 p.m.

No School/Delay Announcement

If New York City public schools are closed because of inclement weather or an emergency, *Winston Transitions* will also be closed. If *Winston Transitions* is closing but New York City public schools are not, you will be notified by telephone before 7:00 a.m. and you can also check our website for announcements at www.winstonprep.edu.

Overview

Regular attendance is a students' professional responsibility and personal obligation. It is understood that illness and personal business will cause occasional absences or lateness. However, please try to schedule appointments after school hours and make adjustments to any commuting difficulties. Attendance is essential to student progress. The purpose of the *Transitions* attendance and lateness policy is to ensure the maintenance of an adequate record verifying the attendance of all children during days of instruction and to establish a mechanism by which the patterns of student absence can be examined to develop effective intervention strategies.

To implement a successful attendance policy, we need the cooperation of all members of the educational community, including parents, students, teachers, administrators, and support staff.

General Procedures

Foreseen absence should be reported in advance to the office (646-869-4600, ext 2101). In the case of an unforeseen absence, students must have their parent or guardian telephone the school before 8:00 a.m. on the morning of the absence.

Any absence, lateness, or early dismissal must be accounted for. It is the student's responsibility to notify the school within 24 hours of the absence. Parents will be notified by phone if their child is absent without notification.

Attendance Requirements

The *Winston Transitions* attendance requirement states, in part, that to be granted academic credit for any course, a student must earn a passing grade in the course and attend each class a minimum of 85% of the time.

Absences or Latenesses

All absences from class will be covered by this policy. No distinction will be made between the classification of excused or unexcused when determining the total number of days absent from each course.

Punctuality is essential to foster responsibility and good work habits in our students. Parents will be notified in writing if their child is continually late for school.

Notification Sequence

The following refers to the notification process pertaining to the number of absences and latenesses.

As soon as possible after the fourth, ninth and thirteenth absence and lateness, Winston *Transitions* shall send written notification to the student's parent. The letters shall notify the parent as follows:

After the 4th absence or lateness: Parent will receive first written notification.

After the 9th absence or lateness: The student has only four absences or latenesses remaining and will lose credit if absences or latenesses exceed the limit.

After the 13th absence or lateness: The student will meet with the program director to institute a plan to remediate the absence or lateness issue.

In every letter to a student's parent, a request will be made for the parent to meet with the program director. The impact of excessive absences or latenesses on the student's education, possible intervention strategies to eliminate the problem, and the consequences associated with the student's absenteeism or lateness will be discussed. If contact between the parent and the school is not made, the school may contact outside agencies for additional support in addressing the attendance or lateness problem. The parent will have an opportunity to confer with the school staff; however, a conference with the parent is not a prerequisite to denying academic credit to a student who has failed to meet the attendance or lateness requirements. The primary responsibility for the student's attendance in class rests with the student.

School Culture

Community Standards and Code of Conduct

Winston *Transitions* is committed to helping students reach their potential and fostering a safe learning environment. As a result, we are concerned about any behavior that affects the emotional and physical well being of our students. Winston *Transitions* actively addresses issues that interfere with any student's learning. In collaboration with the Director and Transitions Team, a plan will be developed to modify any problem.

Some examples of unacceptable behavior include, but are not limited to: academic dishonesty, stealing, damage to property/vandalism, possession of any kind of weapon or dangerous or illegal materials or substances, gambling, cutting class, swearing or foul language, lateness to school or to class or inappropriate physical contact.

Winston *Transitions* expects that all students, faculty and staff members will treat each other equally and with respect, discrimination on the basis of race, color, sex, sexual orientation, age, ethnic or natural origin, religion, creed or physical or mental disability will not be tolerated.

It is the responsibility of all members of the Winston *Transitions* community to conduct themselves in such a way as to contribute to an environment free of all forms of discrimination, including harassment. Anyone experiencing sexual harassment or discriminatory threats should report the incident to the Deans, the school social worker, the Director or person in authority with whom the student is comfortable speaking.

Discrimination, Harassment and Bullying

Discrimination, harassment, bullying or cyber-bullying in any form, by employees or students, based on race, color, weight, national origin, ancestry, ethnic group, socio-economic or academic status, physical appearance, religion, religious practice, mental, physical, developmental or sensory disability, sexual orientation, gender identity or expression, or sex is strictly prohibited.

Such acts create an unacceptable, hostile school environment that changes the character of the school climate, disrupts the education process, infringes on student rights and may cause a student to fear for his or her physical safety, suffer mental, emotional or physical harm, or prevent him or her from reaching full academic and developmental potential. Prohibited conduct may be physical (such as a gesture), written, verbal (such as threats, slurs, taunting and derogatory jokes), intimidation or abuse and, when carried out using the Internet, social networks, telephone, mobile electronic devices, interactive and digital technologies, cell phones or other equipment, constitutes "cyber-bullying".

Prohibited conduct is not restricted to incidents that have already occurred or which take place only in school or on school property. Rather, prohibited acts include those that Winston has reason to believe may occur in the future, that occur during and after school hours, beyond school premises, on school buses and private transportation, during school-sponsored extracurricular activities and private gatherings, in homes, on weekends and during holidays, vacations and summer recess.

Procedures

Any student who experiences, witnesses or otherwise knows or hears about prohibited conduct described in this Policy should report the incident to a member of the faculty, the Head of School, the Executive Director or any other school employee.

Employees who suspect, witness or receive a report regarding discrimination, harassment, bullying or cyber-bullying directed against one or more students, that has occurred or is anticipated to occur in the future, shall orally report the matter to the Head of School or Executive Director within one (1) school day and submit a written report within two (2) school days after providing oral notice. There is no legal confidentiality between students and Winston employees regarding such matters. Information disclosed by students to teachers and focus teachers, for example, must be reported. Each reported incident will be promptly investigated and appropriate action taken. Winston will use its best efforts to prevent future incidents, and will notify the police if criminal activity is suspected. Parents or guardians of students determined to be responsible will be notified to inform them of disciplinary action to be taken, which may include student suspension and expulsion.

Upon expulsion of a student under this policy, Winston will not refund paid tuition, fees, expenses or other charges. Winston employees will receive appropriate training, and records of all reported incidents will be maintained.

Winston's Executive Director shall have sole and absolute discretion regarding all matters under this Policy.

Drug and Alcohol Use

The presence of illegal substances creates health and safety concerns, interferes with positive relationships and involves dishonesty and deceit. Drug and alcohol use affects everyone in the Winston Community and is incompatible with our educational mission.

As a result, Winston has developed a multi-leveled approach in response to the problem of drug and alcohol abuse. Winston's approach includes education, intervention, treatment and disciplinary components.

Our approach is designed to:

1. Provide prevention education and intervention before substance abuse becomes a problem of chemical dependency.
2. Require professional assessment of a student with his or her family when abuse of chemical substances is suspected. The purpose of this type of evaluation is to identify the extent of a student's substance abuse and to make recommendations for necessary support. The school reserves the right to choose the agency to conduct the assessment and to be in communication with the agency about recommendations. Disciplinary action will result should a student refuse or discontinue treatment and/or testing.
3. Provide both disciplinary and non-disciplinary methods of intervention.

Non-disciplinary Intervention

The health and well-being of each student is our paramount concern; the abuse of mood-altering substances, alcohol and/or tobacco does not advance that interest. Sharing information or concern regarding such use is in the spirit of our partnership with parents, even when there is no disciplinary component to be pursued. Students and parents should recognize that the use of such substances away from school might lead the school to act. Such action would involve a conversation with the student and parents about the student's suspected or observed use. This non-disciplinary intervention would seek to engage the student in an examination of his/her unhealthy behavior, with the possibility of mandated substance abuse evaluation, counseling, and/or drug testing. The school reserves the right to select an outside agency.

In the same spirit, any student who recognizes his/her need for help with drugs, alcohol or tobacco and comes forward voluntarily in order to seek such help will be able to do so with the understanding that receiving assistance will be the end result. Students may seek help through a teacher, a school social worker or member of the administration. This process, in and of itself, shall not be considered a disciplinary situation.

Disciplinary Intervention

Any student known to or suspected of having abused any prescription drug, or who has used, possessed, sold or transferred any mood-altering substances or alcohol or tobacco product in the school, within the proximity of school, on school trips or at school functions will be subject to disciplinary procedures and consequences. The school reserves the right to search the belongings of a student when on campus or on a school-sponsored trip whenever a school staff member has reason to believe that a student might have mood-altering substances, alcohol or tobacco products in his or her possession.

First Offense: As a minimum, suspension and a mandatory assessment (and compliance with treatment recommendations) by an outside agency chosen by the school. Additional consequences may include removal from extra-curricular activities. The school reserves the right to require a drug test and/or on-going drug testing. A first offense may result in expulsion.

Second Offense: Up to and including expulsion.

Tobacco

Medical research has proven that the use of tobacco is dangerous to one's health. Therefore, Winston discourages the use of any tobacco product by its students. Smoking cigarettes is prohibited on school premises, on Madison Avenue between 37th and 38th Streets, and also on school-sponsored trips.

Dress Code

As our students become independent adults, choice regarding dress will arise. Part of our social-emotional curriculum includes a continuing discussion about what to wear to school and work. Please help us promote good decision making skills by having your child arrive at school in clean, neat and appropriate attire.

Clothing which creates a distraction in the learning environment will be deemed unacceptable. Acceptable dress does not include hats, tank tops, cutoff shorts, tight or provocative clothing, ripped or torn clothing, shirts with offensive messages/emblems or bare midriffs. In addition, no student may wear any outerwear within the school building (jackets, coats, vests, etc.) However, sweaters, dress jackets and sweatshirts are acceptable and may be worn to school. Serious or repeated violations will result in the student being sent home to change clothes.

Personal Belongings

At the end of each school day, coat hangers, desktops and all surfaces in and around the classroom must be cleared of belongings. The school is not responsible for lost items. It is strongly suggested that students leave items of value at home.

Portable Electronic Devices

Cell phones are disruptive and not conducive to the learning environment. Cell phones are not permitted to be used during the school day (9:00 a.m. – 3:30 p.m.) with exceptions per faculty approval and lunch periods. Upon arriving to school, cell phones are to be placed and remain in bags in the 'power off' position. Students may not make or receive telephone calls or text messages in school, and classes may not be interrupted to receive calls. The school office phone may be used by students as deemed necessary. Any use of a cell phone or portable music device by a student without faculty permission will result in said item being confiscated. Leadership will determine when, and to whom, confiscated items will be returned. Other portable electronics devices (tablets, iPods, etc.) are to be used in school only for academic purposes and at the discretion of teachers.

Physical Education Class

Overview

Students must pass physical education every term. This is a requirement. Students who do not participate in physical education must have a doctor's note.

PE Guidelines for the School Year

The following are expectations in Physical Education class:

1. Dress in the proper PE clothing (i.e., sneakers, shorts/running pant/traditional sweat pants, and short or long sleeved t-shirts and sweatshirts)
2. Participate in all activities to the best of your abilities
3. Keep a positive attitude
4. Be respectful of others
5. Demonstrate learned knowledge and skills of sport

Participation

Any student who is not dressed in acceptable clothing 7 or more times in the same semester will meet with the program director to create a plan to remediate the issue.

Transportation

Overview

Please be advised that to be eligible for a MetroCard your child must be in the Department of Education's (DOE) system prior to attending Winston Prep. If your child is not in the DOE system, your child will not be eligible for a MetroCard.

MetroCards

MetroCards are not distributed to students outside of the New York City Department of Education's system. If a MetroCard is lost or stolen, please be advised a replacement card will be issued by the DOE no earlier than 2 weeks from date of the reported loss. You will be responsible for your child's transportation costs until the replacement is received. We can only provide one replacement per semester.

Medical

Physical Exams

Physical exams are mandatory as an entrance requirement for all students, including a complete immunization history.

Medications

All medication, both prescription and non-prescription, must be kept in the office. Parents are responsible for providing properly labeled medication to the school office. Prescription medication containers must have the student's name, pharmacy label, the prescribing doctor's name, and the dosage to be dispensed. Non-prescription medication must be in its original container and must be accompanied by written instructions. It is the parents' or legal guardians' responsibility to notify the office manager immediately if medication taken at home or school has begun, stopped or altered in any way. This information may be crucial in the event of a medical emergency.

Emergency School Closing

Winston *Transitions* will follow the emergency procedures listed below and enlist the support of families in carrying them out successfully during an actual emergency. We continue to hope that these and other measures will not be needed; however, if an emergency were to arise, we cannot stress enough the importance of keeping the school informed of your most current contact information.

In the case of an emergency, *Winston Transitions* will:

1. Use every means possible to communicate with families - telephone, web site posting and email.
2. Advise local radio and television stations to broadcast information related to school closings and other emergency procedures.
3. Utilize a system of "Safe Havens" in the event that communication and transportation systems are interrupted. "Safe Havens" include local *Winston Transitions* family residences as well as homes of faculty members and their families. This is especially important for those parents who reside/work outside of the Manhattan borough and would be unable to reach the school to pick up their child. You will be notified to provide the name of a local 'designated person' for whom you would allow your child to depart the school premises.
4. Parents may come and pick up students following an announcement of a citywide emergency. Dismissal will take place from the Reception entrance, with staff members bringing students from classrooms. There will be a sign-out system at the front desk. All students leaving the building must obtain an Emergency Release, signed by a parent or designated person (*see above). Students will not be allowed to travel unaccompanied to their homes, nor will children be allowed to leave the school with another parent, unless prior permission is granted.

Please note, as was effectively the case in September 2001, we will always keep students in school, supervised and comforted by leadership and faculty, until they are otherwise dismissed to you or your approved designated party. The Local Police Department's School Safety Department (17th Precinct- 167 East 51st Street) has a copy of our plan on file and would assist if deemed necessary.

If a class is on a trip:

1. Teachers or another adult will carry a cell phone, whose number is recorded at *Winston Transitions*, on all class trips leaving the building. In the event of a citywide emergency an administrator will call the teacher and decide on a plan to reach a safe destination nearby if it is not possible to return to *Winston Transitions*.
2. Every effort will be made to get the class back to *Winston Transitions* if deemed possible.

Re-opening School

Information about the reopening of school will be communicated through the school's voicemail, website, and WPPA Representatives. We will also aim to follow the NYC Department of Education, in keeping with usual procedures. Staff will gather one hour prior to the opening of school for students.

Faculty Contact Information

John Civita:
Director

Email jcivita@winstonprep.edu
Phone 646-869-4600 Ext. 2102

Suzanne Fontaine:
Content Teacher/
Internship Coordinator

Email sfontaine@winstonprep.edu
Phone 646-869-4600 Ext. 2103

Jeremy Antar:
Social Worker/Focus

Email jantar@winstonprep.edu
Phone 646-869-4600 Ext. 2104

Amanda Baum:
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Email abaum@winstonprep.edu
Phone 646-869-4600 Ext. 2101

Alexandra Prieto:
Content Teacher

Email aprieto@winstonprep.edu
Phone 646-869-4600 Ext. 2101

Lauren Kellner
Content Teacher

Email lkellner@winstonprep.edu
Phone 646-869-4600 Ext. 2101

Midda Garcia
Administrative Assistant

Email mgarcia@winstonprep.edu
Phone 646-869-4600 Ext. 2101

Calendar 2016 – 2017

July						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4: July 4th School is Closed

August						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

24: All Staff Returns

September						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

5: Labor Day - School Closed

7: First Day of School

October						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3-4: Rosh Hashana - School Closed

10: Columbus day - School Closed

12: Yom Kippur - School Closed

November						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

11: Veterans Day

23 - 25: Thanksgiving Break

December						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

19 - 30: Winter Break - School Closed

January						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2: Winter Break - School Closed

16: MLK Day - (School Closed)

February						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

20-24: Presidents Week - School Close

March						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

24: Professional Development Day - No School for Students

April						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

1: Gala - Spring Benefit

10 - 18: Spring Break (School Closed)

May						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

26 - 29: Memorial Day (School Closed)

June						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

12 - 13: Half day for Students

14: Graduation

 School Closed/Holiday	 First Day of School/Graduation	 Half a Day for Students
 Parent/Teacher/Student Feedback Month	 Internship Reflection Month	 Assessment
 Professional Development Day - No School for Students	 Final Internship Day	

Student iPad/Chromebook Contract

Equipment

Winston *Transitions* (WT) retains sole right of possession of the iPad or Chromebook and related equipment. The iPad or Chromebook will be issued to students according to the guidelines set forth in this document. The program director, classroom teacher, and Focus instructor retain the right to collect and/or inspect the iPad or Chromebook at any time and to alter, add or delete installed applications. Usage is a privilege and not a right.

Substitution of Equipment

In the event that the iPad or Chromebook is inoperable, WT has a limited number of spare iPads and Chromebooks for use while the iPad or Chromebook is repaired or replaced. This agreement remains in effect for the substitute. If a student forgets to bring their iPad or Chromebook and power charger to school, a substitute will not be provided.

Customization of Equipment

The Student is permitted to alter or customize the assigned iPad or Chromebook to individual working styles (i.e. System Preferences folders, desktop appearance, etc...). The student is not permitted to install apps on the assigned iPad or Chromebook. The student may not customize or personalize their iPad or Chromebook case/keyboard for their iPad or Chromebook unless it is a removable vinyl decal and is appropriate for an academic setting.

Damage or Loss of Equipment

Report any damage or loss to the Program Director, Classroom Teacher and Focus Instructor, who will determine necessary action. A manufacturer's extended warranty, as well as an additional AppleCare cover all iPads. The warranty and AppleCare covers manufacturer's defects, hardware services, accidental damages from handling (after submission of a valid claim to Apple) and tech support. Insurance does not cover loss, negligence and abuse. For example, throwing the iPad/Chromebook or using the iPad/Chromebook as an umbrella would be considered examples of neglect and abuse. If an iPad/Chromebook is lost or damaged by neglect or abuse, it is the family's financial responsibility to replace the iPad/Chromebook at a price of approximately \$500. If an iPad/Chromebook is damaged, WT will work with the student and Apple/Google to determine if it is a valid warranty or AppleCare claim. If not a payment plan will be put in place.

Standards for Personal iPad/Chromebook Care

Student Responsibilities

- Bring the iPad or Chromebook and charging unit to school every day.
- Keep the iPad or Chromebook with you or within your sight at all times.
- Do not let anyone use the iPad or Chromebook other than your parents or guardians.
- Report any problems, damage or theft immediately to your teacher or program director.
- Arrive to school each day with a fully charged battery.

General Care

- Do not do anything to the iPad or Chromebook that will permanently alter it in any way.
- Do not remove any serial numbers or identification placed on the iPad or Chromebook.
- Keep the equipment clean. For example, do not eat or drink while using the iPad or Chromebook.
- Keep the keyboard case clean and charged at all times.
- Transport the iPad or Chromebook in a secure, preferably padded bag.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD-type screens only.

Personal Health & Safety

- Avoid extended use of the iPad or Chromebook while resting directly on your lap. The bottom of the iPad or Chromebook can generate significant heat.
- Take frequent breaks when using the iPad or Chromebook for long periods of time. Look away from the iPad or Chromebook approximately every fifteen minutes.
- Do not provide your personal information to anyone over the Internet.
- Do not share your passwords with anyone other the program director or teachers.
- Keep the iPad or Chromebook in a secure location when it is not at school.

Restricted Use

Student placed on restrictive use must only use iPad or Chromebook on the school's campus during days of regular instruction. Student must retrieve an iPad or Chromebook provided in core classroom prior to the start of regular instruction and return it at the end of each instructional day.

Students who violate one or more of the conditions below may, at the Program Director's discretion, be placed on Restricted Use (minimum 1 month) until the Program Director determines the student has satisfied the conditions for non-restrictive use as specified by the Program Director. Reasons for placing a student on Restrictive Use include the following:

- Excessive damage
- Excessive loss
- Non-acceptance of user agreements
- Excessive interruptions in service due to repair of local modifications
- Violation of Board of Education Policies and/ or Administrative regulations (iPad/Chromebook is considered an Instructional material and subject to damaged or Lost Instructional materials found in Board Policy 6161.2)
- Violation of WT Responsible Use Agreement
- Inappropriate, defamatory, inaccurate, abusive, obscene, profane, or illegal material found on iPad or Chromebook
- Violating Standards for Personal iPad or Chromebook Care
- Repeated failure to bring to class daily/failure to bring charged
- Excessive absence
- Excessive lateness

Student/Family Agreement

I, the undersigned, have read and agree to the Winston *Transitions* Student/Family 2016 – 2017 Handbook.

Name _____ Date _____

Name _____ Date _____

Name _____ Date _____