



WINTHROP SCHOOL

PTO Guide to

Procedures and

Opportunities

2008-2009

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The purpose of this guide is to communicate to all families at the Winthrop School procedures and volunteer opportunities. The guide answers many questions that not only new families may have but there is new information and will serve as a reminder to returning families at the Winthrop School. We urge you to read this guide and refer to it as needed.

If you have any questions, please direct them to Mrs. Davis, Principal or PTO President, Marie Nyland.

***Please note that **all adults who volunteer** (i.e. library, classroom, lunch, room parent, fieldtrips, etc.) **must register with The Bridge: A School Community Partnership**. Registration forms are available in the main office from Terry Greenberg or directly from The Bridge office located at the MHS. As of October 1, 1989, all volunteers must sign a confidentiality statement, provide evidence that they are tuberculosis free, and agree to a Cori check. These policies are to ensure the privacy and safety of our students. You must register with The Bridge each year. **Contact Emily Rebenstein, at The Bridge 781-979-2299.**

Procedure upon entering the building as a volunteer

Adults enter the building through the main office entrance on Ashcroft Street. Upon entering volunteers must sign in with the school secretary and place their Bridge or Volunteer Badge on their person. **Adults may not sign in as a volunteer if entering the building for any purpose other than volunteering. A Volunteer may only go where he/she has an appointment to volunteer.**

Procedure upon entering the building as a visitor

Visitors enter the building through the main office on Ashcroft Street. Upon entering visitors must sign in with the school secretary and place their Visitor Badge on their person. **A Visitor may only visit where he/she has an appointment to visit.**

Winthrop School Staff 2008-2009

K- Milissa Churchill (Room 21)
K- Jeanne Orlofski (Room 22)
K- Charmaine Ziolkowski (Room 23)

Kindergarten Aides: Irene Cox
Jean DeYoung
Theresa Pieri

Grade 1- Terry Covell (Room 29)
Grade 1- Fredi Hurwitz (Room 2)
Grade 1- Claire Twist (Room 1)

Grade 2- Jennifer Mazzie (Room 25)
Grade 2- Jacquelyn Connolly (Room 26)
Grade 2- Carolyn McElligott (Room 24)

Grade 3- Sally Hatch (Room 34)
Grade 3- Susan Herook (Room 36)
Grade 3- Melanie Wilcox (Room 35)

Grade 4- Jami Bruce (Room 27)
Grade 4- Amy (LeBlanc) Ogiba (Room 38)
Grade 4- Jennifer O'Brien (Room 37)

Grade 5- Stella Harris (Room 31)
Grade 5- James Yeaton (Room 32)
Grade 5- Meghan Lewis (Room 33)

Moderate Special Needs (MSN)- Sally Pelletrino
Jennifer Furey

Special Education Aides- Colleen Ahern
Lorraine Centore
Denise Judware
Lisa McCormack
*

Psychologist- Dr. Betty Pezaris
Speech & Language (S&L)-
Occupational Therapist (OT)-Carol Bodner
Physical Therapist-Elena Govstaves
Educational Team Facilitator (ETF)- Jane Finger

Art- Dawn Benski (Art Room)
Lynnette Buchanan (K-on cart)
Music- Kristen McEntee (Classrooms)
Physical Education- Neil Rebelo (All Purpose Room)
Health-Gene Metto (Grade 2 classrooms)
Chorus-Kim Corkum (All Purpose Room)

Reading Specialist- Ursula Boyle
Nurse- Donna Hanks
Secretary- Theresa Greenberg
Custodian- George Ferguson
Principal- Bryna Davis
Lunch Aide- Lisa Quigley & Joyce Loder
Metco Aide- Tanisha Washington
Technology – Nathan Atwater

Morning Drop Off- C. McElligott & I. Cox
Instrumental Music-Mary Weeks &
Michael Buckley

SCHOOL PHILOSOPHY

We envision our school as a place where excellence in education means educating the whole child. We aim to provide knowledge, skills, abilities, attitudes and beliefs that are essential for a productive and successful life. We recognize that these goals are best achieved when the school provides an environment in which teachers, parents, staff and others develop and practice core values that benefit the academic, emotional and social needs of all children. We understand strong communication between home and school forms the basis for the caring, nurturing, family atmosphere that is essential to our school. This atmosphere promotes an excellence in teaching that results in high academic achievement and enables children to realize personal excellence at all levels, while forming a sound foundation for life-long learning. We believe all children can learn, and we can develop within each student the desire to know, the tools to seek and the ability to find, understand and use information as a means to becoming self-sufficient, responsible, and productive contributors in a complex, ever-changing, and diverse society.

The SEAS of WINTHROP

Successfully
Educating
All
Students

with

Wisdom
Integrity
Nobility,
Trustworthiness
Honesty
Respect
Orders
Proficiency



We utilize the definitions below for the characteristics that spell out WINTHROP.

Wisdom-the knowledge what is right coupled with good judgement

Integrity-sound moral character

Nobility-having the mind of moral excellence

Trustworthiness-being dependable and reliable

Honesty-quality of being truthful

Respect-to show, give, or have consideration to/for self and others

Order-a state of neatness

Proficiency-skill or ability

MELROSE PUBLIC SCHOOL HUMAN RIGHTS COORDINATOR

The institution of a human rights coordinator represents the commitment of the City of Melrose and its schools to the principle that all people should be treated with dignity and respect. Each School in Melrose will designate a teacher as its own human rights coordinator. The teacher shall be tenured and have been teaching at the school for no less than three years. The responsibilities of this position, as set out more particularly below, shall consist of educating, coordinating, marshaling, and enforcing the human rights of the school's students, their parents, the faculty and staff. Human rights as used in this description is defined at a minimum as those protections by Massachusetts General Laws, Federal Laws and the United States Constitution.

The principal of every school shall designate and actively work with the school's human rights coordinator. **Mr. Jim Yeaton** shall act as the Human rights coordinator at the Winthrop School.

The responsibilities of the human rights coordinator at each school shall be to act as a resource person for the dissemination of human rights information to encourage the celebration of diversity, and the inclusion of all persons regardless of race, ethnicity, religion national origin, gender, sexual orientation or disability, and to promote equal opportunity for all by:

- Collecting, displaying and disseminating educational and instructional human rights materials at the school for us by children and parents. These materials may be purchased with school funds allocated for that purpose. Other materials are available from the Melrose Human Rights Commission. An example of the type of materials for dissemination would be the inclusion of multicultural holidays in the school's monthly calendar.
- Identifying potential human rights problems and developing a plan to resolve or ameliorate those problems.
- Participating in annual training offered by the city of Melrose or through its schools in mediating bias incidents. The coordinator shall also modify at this or her discretion, and, at the direction of the principal, reproduce such training for presentation at his or her school.
- Meeting at least quarterly with other human rights coordinators of other schools to discuss and to share human rights and diversity issues. These meetings may enlist a member of the Human Rights Commission.
- Coordinating with the Metco Coordinator to initiate and plan at least one annual multicultural school-wide event celebrating diversity.
- Creating a visual Humans Rights display in the school.

2008- 2009 Academic Annual Calendar

EARLY RELEASE DAYS

Teacher conferences are usually held on early release days unless otherwise requested. Early release is at 12:30 pm on the following dates:

October 29th (Wednesday) half day *for parent-teacher conferences*
November 13th (Thursday) half day *for parent-teacher conferences*
November 26th (Wednesday) half day no lunch 12:00 dismissal for holiday
December 11th (Thursday) half day *for parent-teacher conferences*
February 4th (Wednesday) half day *for parent-teacher conferences*
March 24th (Tuesday) half day *for parent-teacher conferences*
April 30th (Thursday) half day *for building based professional development meeting*
June 3rd (Wednesday) half day for building based professional development meeting

SCHOOL HOURS FOR GRADES K-5

8:05 a.m.	Bell Rings/Outside Line Up
8:10 a.m.	Bell Rings/ Students enter the building
8:15 a.m.	School Begins
2:20 p.m.	School is dismissed

MORNING LINE UP AND DISMISSAL AT END OF DAY

Grades K-Ziolkowski, K-Churchill, K-Orlofski, 1-Hurwitz, 1-Twist line up at the lower end of the schoolyard, enter through the rear door of the school, and are **dismissed at the end of the day** through the rear door of the school.

Grades 1-Covell and grades 2, 3, 4, and 5 line up at the top of the playground closest to First Street and enter the building through the First Street door and are **dismissed at the end of the day** through the First Street door.

Note: Children should be instructed to report home immediately upon dismissal from school, as they are not allowed to play in the playground without parental supervision. Children should be instructed to report to the office if a parent is late/not there to meet them after school. Arrangements for school activities, i.e. play dates, should be made the night before. Children will not be allowed to call home to make such arrangements.

MORNING DROP-OFF PROGRAM

The morning drop-off program is available every day at 7:15 a.m. to the start of school (8:10 a.m.) in the school auditorium/all purpose room for students grades K-5. The program is available for working parents, teacher conferences and early morning appointments. Children engage in quiet supervised activities. Forms, policies and procedure sheets are available in the main office. For additional information or questions, contact **Ms. Carolyn McElligott, Director, or Irene Cox at 781-979-2280.**

RECESS

Recess is scheduled in the morning each day for grades K-2 and after lunch for all grades unless there are extreme weather conditions. It should always be assumed that children would go out; therefore, they should dress according to the weather. After a snowfall, the playground is plowed to half its size. Children are allowed to play on the snow banks when properly dressed in a snowsuit or other waterproof jacket, snow pants, boots, gloves and a hat.

RECESS RULES FOR THE PLAYGROUND

Recess is a time for the children to get out and play. With proper supervision and a clear understanding of the rules all children should enjoy a safe playtime. If you have any questions please contact **Mrs. Davis, principal at 781-979-2280.**

- Children should walk out the door and into the playground area.
- Children should treat each other the way they would like to be treated.
- Bullying will not be tolerated and should be reported immediately to a teacher on duty.
- Balls may not be thrown against the school.
- Dodge ball or any game where a ball is thrown at another person is not allowed.
- All equipment taken out or borrowed during recess should be returned.
- Heelies are not allowed inside or on school grounds while school is in session.
- Children should use the playground equipment properly and follow these equipment rules:
 1. Walk in all wood chip areas. Wood chips stay on the ground.
 2. Slide down the slide in a sitting position only.
 3. Only ONE person is allowed on the slide at a time.
 4. The slide is one way down only.
 5. No advanced gymnastics stunts are allowed on the bars.
 6. Tag is not allowed in the wood chip area or on the structure. An area for tag will be designated for the younger children.
 7. One on the tire swing at a time. Tire swing usage is limited to 3 minutes each to allow multiple students to have turns each recess.
 8. Children waiting for a turn on the tire swing or other swings should wait off the wood chip area away from the swings and form an orderly line.

Many children in grades two through five enjoy playing team games such as kickball, basketball, tenneyball, or football. The following rules are used for these games. **The rules will be discussed in physical education classes and in the children's classrooms.**

- One universal rule for team games involves the selection of teams. For all team games, the children will line up and count off to determine their team. There are never "captains" who pick their teams.
- All children who report to the game area for team selection may join the game.
- NO ONE may join the game late.

Kickball is a favorite for all ages. The children will line up to determine teams. One player from each team will "buck up" to determine which team will kick first. The kicking team will line up on the fence girl, boy, girl, boy, etc. The children should try to remember their kicking order. The last kicker in the order has the choice of being the first pitcher. Each inning in the field there will be a new pitcher determined by the reverse order of the kicking order.

Example: If there are nine on the team, the number nine kicker is the first pitcher. The next inning the number 8 kicker is the pitcher and so forth.

- There is absolutely **NO PEGGING** or throwing the ball at a runner.
- There is no "mounding" or stealing.
- The runner may take a two-step lead when the pitcher pitches the ball.
- When the kicked ball is returned to the infield, \varnothing the runner may not advance any further.

- Four fouls is an out. Teams play two outs a side.

Tenneyball may be played by grades 2 through 5. Teams are selected in the same manner as kickball and the batting order and pitching order are the same as used in kickball.

- All bats must be plastic or foam. No metal bats of any kind are allowed on the playground.
- The pitcher bounces the ball to the batter who may hit in one or two bounces.
- Batters get five strikes. Four fouls is an out.
- Runners may not steal but may take a two-step lead when the pitcher pitches the ball.
- When the ball is returned to the infield, the runner may not advance any further.
- If the runner is more than half way to the next base, she/he may continue to the next base with the chance of being thrown out.
- If the runner is not more than half way, she/he must return to the last base touched.

Football may be played by grades 2 through 5. Teams are selected in the same manner as in kickball and tenneyball.

- The game must be played in the area marked for football.
- Teams must respect the boundary lines.
- Teams get four downs to score a touchdown.
- Two completed forward passes results in a first down.
- Teams must use a different quarterback each down.
- The defensive team may blitz once per four downs.

SENDING MONEY TO SCHOOL

All money sent to school for any reason should be sent in a sealed envelope clearly labeled with; **the students name, teacher’s name, grade, amount of money, and reason.** These envelopes are sent to the office for counting; therefore, accurate labeling is necessary.

DELIVERY OF ARTICLES TO SCHOOL

If it is necessary for parents to bring articles of clothing, lunches, instruments, etc., to school during the day, they should be brought to the main office of the school. Please enter the Ashcroft Main office entrance only to drop of items. The office staff will either deliver or call the student to the office to pick up needed articles when able to do so.

GRADE CLOSING/REPORTCARDS GRADES 1-5

Marks Close	Report Cards Go Home
November 30, 2007	December 14, 2007
March 12, 2008	March 27, 2008
End of school year	Last day of school

*****Kindergarten Progress Reports are sent home twice a year*****

Marks close for first half on January 23, 2008 and progress reports go home on February 6, 2008

METHODS OF COMMUNICATION

Parent/School Communication Policy

Communication between home and school should be open at all times. Teachers and the Principal are happy to meet with parents to discuss concerns or student progress. Parents who would like a conference should either send a note or leave a telephone message by calling the school office at 781-979-2280. Although teachers cannot leave their classrooms to talk on the phone, they will usually return calls within 24 hours.

Most matters should be discussed with the teacher before a parent requests a conference with the principal. By speaking with the teacher first, many questions or problems can be cleared up quickly. Parents are urged to take the appropriate steps for communication.

Principal

The Principal has an open door drop in policy. You may contact her with any questions, concerns or to make an appointment. **Contact Mrs. Davis at 781-979-2280 or bdavis@melrose.mec.edu.**

Connect-Ed

The principal or Superintendent will send a recorded message via telephone and email to parents regarding notices and/or information needing to be shared.

The Winthrop Express

Detailed school-related information will be issued through the Winthrop Express each month. It is the responsibility of the Principal, Teachers, Nurse, Secretary, and PTO members to submit this information in an effort to enhance communication with the families of the Winthrop School. It is the responsibility of every parent to read the Winthrop Express and return any necessary forms or replies. The Winthrop Express is published on or about the first school day of each month and can now be downloaded as an Adobe Acrobat PDF files from the Winthrop School homepage at www.melroseschools.com/winthrop. If you do not have internet access and require a hardcopy of the Winthrop Express you can obtain a copy from Mrs. Greenberg in the school office. Editor: Susan Collins

First and Only Distribution

Memos and other school-wide notices are sent home with the oldest child in each family and/or the only child in a family. This distribution method reduces the number of duplicated copies that could easily be overlooked by parents. Notices that relate to specific grades will be sent home to each child in that grade. If you do not receive a memo or notice, you may obtain a copy from Mrs. Greenberg in the school office.

Winthrop School Guide to Procedures and Opportunities Formerly The Winthrop School Handbook and The Winthrop School Volunteer Handbook. The Winthrop School distributes this guide annually via the first and only distribution list. Please read this guide as there are updates and changes made.

Winthrop School Family Directory

The Winthrop School family directory is sent home early in the school year via the first and only distribution method. This directory contains the names, addresses, phone numbers (unless instructed otherwise) and email addresses of all families in the school. It also contains a class list by teacher of all students and room parents. This is a useful tool in contacting other families on issues ranging from homework to play dates.

Winthrop School Website

Visit and browse through the Winthrop School website at <http://www.melroseschools.com/winthrop>.

Read the Winthrop Express there!

Webmaster:

Winthrop School Kiosk

The school Kiosk in memory of Nancy Solano is located at the First Street entrance of the Winthrop School. It contains the current Month's school events at a glance.

Melrose Elementary Schools Student and Parent Handbook

The Melrose School System publishes this handbook every year. It is distributed to each student at the start of the school year. This handbook contains in depth general information relating to the school calendar, policies and regulations, expectations for conduct, emergency procedures and volunteer opportunities. Please refer to this handbook for specific policies on homework, smoking, language, gestures, scapegoating and the infringement of civil rights. This parent/student handbook should be retained for future reference.

PROGRAMS

Parents Advisory Council

P.A.C. is a support network for Melrose parents of children with special needs. P.A.C. Offers information and resourceful meetings for parents of children with special needs or learning difficulties. Please refer questions to **Maria Martin at 781-665-8136 or Pamela Witkowski at 781-665-1663.**

Parent Pupil Services (PPS)

The office of Parent-Pupil Services (PPS) consistent with the philosophy of Chapter 766, provides assistance for the special needs students. It has established programs for those who are unable to function adequately within a regular classroom. PPS is involved in counseling, testing, remedial tutoring, and special classes. Parents are encouraged to use PPS if they feel that they or their children may be in need of help. **Contact Patty White-Lambright at the PPS office at 781-979-2150.**

ELL

The Melrose Schools provide a tutoring program in English Language Learners. **Contact, Patty White-Lambright, Director of PPS at 781-979-2150.**

Musical Instrument Lessons

Musical instrument lessons are available to each student in the 3rd, 4th and 5th grades. Lessons are given during the school day. Demonstration lessons are presented for both students and parents at the beginning of the school year. Although there is no fee for the lessons, a rental fee is expected for the instrument. Details will be sent home in backpacks.

PAL Program

The Program for After School Learning (PAL) is a private, non-profit educational organization that has been providing enriching after school classes to Melrose school students since 1986. The program services elementary school aged children. Brochures are sent home in the fall and spring listing classes, times and locations.

Buddy Program

By working with others of varying ages and abilities in cooperative pairs and groups, students in the Buddy Program will experience increased social and academic diversity. This diversity will lead to increased awareness of and sensitivity to the needs and contributions of members of the school community. The Buddy Program will include reading, science and math-based themes as well as art, pen pal projects.

The Family Resource Fund

In every community there are sometimes families in need. The Family Resource fund is a two-pronged effort designed to temporarily assist families in need of resources at the Winthrop School.

- Part 1. The Winthrop School is always looking to find resources which will help families in the city or surrounding areas to obtain needed resources (for example fuel assistance, food pantries, telephone card discounts). We encourage you to contact The Family Resource Fund either to contribute resources or in search of assistance. Contact **Mrs. Davis, principal at 781-979-2280 or bdavis@melrose.mec.edu**.
- Part 2. The Winthrop PTO has established a line item in the budget to provide resource vouchers to families in need. Families are encouraged to approach the principal when their is a financial hardship. Confidentiality is guaranteed. The principal will request a check from the PTO's treasurer and describe the need to the Family Resource Committee. (Checks and money will not be given to families, just paid vouchers for resources such as groceries or gas. All requests will be overseen by the Resource Committee and only the principal will know the identity of the family in need)

The Family Mentoring Program

The Family Mentoring Program is designed to help new families entering the Winthrop School to feel welcomed and acclimated. Each new family requesting a mentor will be matched with an experienced family who will become a point of contact for the new family. While mentors are not meant to replace the regular contact that families will have with teachers and staff at the school, the experienced families can act as a guide and a support through the transition to a new school. If you would like to become a mentor family or be assigned a mentor family or you have any questions about the program, please **contact Maribeth Darwin at 781-665-2573 or mbdarwin@comcast.net**

VOLUNTEER OPPORTUNITIES

Office Help/Clerical Assistance

Assist the Principal and Secretary as needed. There are many times during the school year where there is a need for additional help in the office. Some duties would require a person to be consistent with his/her time, whether on a daily or weekly basis, however, many times there are typing projects that could be done from home. In addition, lunch coverage 1 hour per day for the entire year is needed. **Contact PTO Vice-President Meredith Pecci at 781-979-2280.**

Classroom Coverage

Volunteers help monitor a classroom for specific situations as needed, usually for 1-2 hour periods at any given time. All interested volunteers will be placed on a list, and you will be called upon with as much prior notice as possible. **Contact PTO Vice-President Meredith Pecci at 781-979-2280.**

Assistant Lunch Supervisors

Assist lunch supervisor during the three lunch periods that run between 11:30 a.m. and 1:00 p.m. Four volunteers are needed everyday to help serve hot meals to our children and help with overall supervision of the lunchroom. Paid positions are available for those interested. **Contact the Lunch Supervisor at 781-979-2280.**

Library Volunteer Program

As part of the curriculum studies here at the Winthrop School, there is a weekly, half hour library time for all students in grades K-5. Library time is staffed solely by parent volunteers. Students are brought into the Winthrop Library where an age appropriate story time is conducted. Students are then given the opportunity to check out a book of their choice for one week. Parent volunteers sign up on a rotating schedule and become involved in reading to their child's class and/or helping with the book circulation process. The library opens for students during the first week of October and ends the first week of June. **Contact Parent Volunteer Coordinator Marie Nyland at 781-979-2280.**

Winthrop School Library Committee

Run solely by parent volunteers, this committee is responsible for the general maintenance of the school library. Parents will meet once a month to discuss and implement improvements in the overall operations of the library. They also prepare the library for “opening day”, maintain library supplies, order new books, prepare new books for circulation, enhance the library visually, and provide reading material for parents’ reference. The library is always looking for help in order to run efficiently throughout the year. There will be three library orientation workshops for parents, in September, one morning session, one afternoon session, and one evening session. The orientation will provide parents with the tools to run a successful library. Library Supplies, Birthday Book Club Possessing, Library Décor, Library Clean up, Data Entry and Regular Book Processing (includes manual book wrapping, processing book pockets, slip cars, and donation cards) are open positions for parent volunteers. There will also be library orientation workshops which will be held in the library. The workshops will be available to the children, as well as the teachers and volunteers. If you are interested in volunteering on a committee or have a question, please **Contact Parent Volunteer Coordinator Marie Nyland at 781-979-2280.**

Book Fair

The Book Fair raises funds for the library. It will be held in the Library in the fall and/or spring. Currently we are need of volunteers to cover this event. If you are interested, please **Contact Parent Volunteer Coordinator Marie Nyland at 781-979-2280.**

Be a Human Resource

If you have special talents, interests or knowledge that you might be willing to share with the students at Winthrop School, please let us know. For example, share your occupational knowledge, share your slides, pictures or video to present a travelogue or share a life experience. Teachers call you to arrange a mutually convenient day and time. You are under no obligation if scheduling conflicts prevail. You are always welcome to accept ore reject any request. Junior Achievement volunteers are also welcomed. This is a great opportunity for, but not limited to, those who work outside the home and are only occasionally able to help at school. Consider starting and supervising a school club or community service project. Read and record stories onto tape for student use. The opportunities are endless. **Contact Mrs. Davis, principal, at 781-979-2280.**

Sometimes Winthrop School parents, as well as parents from other schools are willing to share their expertise at other schools in the system. If you are interested at this level **contact Emily Rubenstein at The Bridge: A School/community Partnership at 781-979-2299.**

Math/Reading (Subject area) Tutors

We are looking for people who can give two mornings a week from 7:45 a.m. to 8:10 a.m. in a block of ten weeks throughout the school year. You can sign up for as many blocks as you would like. These volunteers will work with small groups of students in grades 2-5 who need enrichment provided in a special proactive program. The principal and classroom teachers will provide training, support, and material to the volunteers. Discover the joy of helping children. **Contact Mrs. Davis, principal, at 781-979-2280.**

Junior Achievement

This five week, one hour course, starts the end of October and the first week of April, with a one hour in-service for all presenters. Each homeroom teacher will choose either the fall or the spring course. You, as the presenter, will be given all the teaching assignments, activities, and lesson plans that are needed. Those of you who are teachers, currently holding a teaching certificate, can apply your J.A. experience toward Professional Development Points (PDPs) needed for re-certification. Look for fliers coming home in backpacks or **contact Mrs. Davis, principal, at 781-979-2280.**

Kindergarten	Ourselves	Grade 3	Our City
Grade 1	Our Families	Grade 4	Our Region
Grade 2	Our Community	Grade 5	Our Nation

Computer Assistants

Many times during the week, classroom teachers take their students to the computer lab for extending curriculum, writing assignments, projects, and Internet information/access. Our teachers need help in monitoring students' work and progress. Volunteers help the teacher where needed. Time and day is agreed upon between the volunteer and the teacher. Your help is greatly appreciated. **Contact Mrs. Davis, principal or your child's classroom teacher at 781-979-2280.**

Grant Writer

Budget constraints continually find our school in need of significant funding for many projects including our library and reading program, the playground, computers and classroom equipment. We are seeking members of the Winthrop School community who have experience in the research and writing of successful grant proposals. Information is available through the Internet for many public and private foundations with monies available for schools like ours. **Contact Mrs. Davis, principal, at 781-979-2280.**

Adopt-A-Site

The Adopt-A-Site committee is a volunteer program that began in the fall of 1997 and is comprised of a group of volunteers who gather a couple times a year to maintain the green area of the grounds at the Winthrop School. Typically, the committee cleans the grounds before the start of school in September, fall and spring clean-up and seasonal plantings. **Contact Mrs. Davis, principal, at 781-979-2280.**

Recycling

We are looking for volunteers to continue the efforts of our recycling program at our school. Anyone interested can sign up at Open House in September or **contact Mrs. Davis, principal at 781-979-2280.**

Winthrop School Site Council

State Law mandates that each school have a School Site Council. Its purpose is to establish educational goals and physical plant goals specific to our school. Winthrop School Site Council Board (voting members) is comprised of the school's Principal, an equal number of teachers/staff and parents (including one PTO representative) and community representatives. Each member may hold term for three years. Monthly meetings are held the last Monday of each month from 2:45-4:00 p.m. and are open to the public. Meeting dates are posted on the calendar page of the Winthrop Express. **Contact Mrs. Davis, principal at 781-979-2280.**

General Classroom assistant

The volunteer works with the teacher in or out of the classroom. A general classroom volunteer provides the classroom with an additional pair of hands. This work can involve preparing projects or working with students. **Contact your child(ren)'s classroom teacher(s) at (781) 979-2280.**

Room Parents

This position is recruited at the start of each school year and is a valuable asset to the Winthrop School. There are two parents assigned to each classroom. While responsibilities vary, they generally include:

- Assist in arranging for coverage in the class or lunch period on special days or for teacher meetings
- Assist in gathering materials for classroom projects
- Contact other parents to make refreshments for parties, school events and meetings
- Being classroom coordinator of PTO activities and fund-raisers

When more than one person seeks to be a room parent, the names are chosen randomly by "pulling two names from a hat" of the interested candidates. A separate notice will be sent home with all the details. **Contact PTO Vice-President Meredith Pecci at 781-979-2280.**

Writer's Workshop Assistant or Guided Reading Assistant

The volunteer attends class during writing or reading instruction on a regular basis and assists teacher working with students on reading or writing. Contact classroom teacher for additional information or if interested in volunteering. **Contact your child(ren)'s classroom teacher(s) at (781) 979-2280.**

Buddy

The volunteer works with students in the capacity of an in school-mentoring program for students needing additional support or attention. The buddy regardless of type is a positive role model providing encouragement, support and guidance to enhance self-confidence and interest in schoolwork. **Contact Mrs. Davis, principal at 781-979-2280.**

Recess Monitor

The volunteer attends all three lunch recesses on each of the day/s commits to volunteering. A recess volunteer can volunteer for 1-5 days a week. Lunch recesses begin at 11:55 and end at 1:10. There is a few minute break between recesses. Recess monitors provide an extra pair of eyes for watching students and escort students indoors if requested by a teacher to do so. **ANY CONCERNS ARE TO BE BROUGHT TO ONE OF THE TEACHERS ON DUTY. Recess monitors are not to provide discipline. Contact Mrs. Davis, principal at 781-979-2280.**

PTO-Committee Volunteer Opportunities

The following descriptions of PTO committees and calendar of events scheduled are organized to provide and support a blend of unique educational programs as well as host family events for the Winthrop School community in an effort to promote a greater sense of school community. Their success is a result of volunteers' time and energy, combined with the generous support of the school community. Information promoting all PTO activities will be communicated in the Winthrop Express. If you would like to be involved-whether as an active committee member or just to help at an event. **Contact PTO Vice-President Meredith Pecci at 781-979-2280.**

- **Events** plans and coordinates social events for students and their families.
- **Hospitality** provides refreshments at all appropriate meetings, programs, events and the Teacher/Staff luncheon.
- **Enrichment** arranges for programs grades k-5 to further enrich the educational curriculum.
- **Publicity** publicizes different school programs and events like updating the kiosk, taking pictures and making picture posters from various programs and events, and sending news articles to the Free Press.
- **Ways and Means** coordinates picture day, Election Day bake sales, Campbell's labels, Box Tops for Education, and any targeted fund raising for specific goals.
- **Holiday Bazaar** allows the children of the Winthrop School to shop for the holidays for their families. Volunteers plan, buy, price, and on the day of the bazaar gift wrap purchased items.