

Winthrop, Massachusetts

The spirit of shared responsibility and purpose among students, faculty, parents, and administrators permeates all Winthrop schools. The school system is dedicated to providing each member of its diverse student body with the opportunity to achieve academic excellence. The system promotes and values each student for his/her unique physical, social, emotional, and intellectual skills and needs. Using a student-centered approach faculty and staff actively engage students in developing critical thinking, problem-solving, and communication skills. Connecting personal growth with academic excellence, the school system nurtures student development in self-confidence, self-direction and advocacy, and in the attitudes and habits of life-long learners.

Winthrop Schools at a Glance...

SCHOOLS:

- _ Elementary: (2)—Cummings, Gorman Fort Banks (grades P-6)
- _ Middle: (1)—Winthrop Middle School (grades 6-8)
- _ High: (1)—Winthrop High School (grades 9-12)

STAFF:

Teachers=171

STUDENTS: (N=2,017)

- % identified as Caucasian=89.5
- % identified as Hispanic=5.9
- % whose first language is not English=7.6
- % who are limited English speakers=4.6
- % who are low income= 19
- % identified as having special needs=19.3

WINTHROP PUBLIC SCHOOLS

Contact Information

CENTRAL ADMINISTRATION

45 Pauline Street

Winthrop MA 02152

Tel: (617) 846-5500 (Fax) (617)539-4463

Dr. Steven Jenkins.....*Superintendent*

sjenkins@winthrop.k12.ma.us

Coni Moore.....*Curriculum Coordinator*

cmoore@winthrop.k12.ma.us

DISTRICT SPECIAL EDUCATION PERSONNEL

Pupil Personnel Special Education Services

Winthrop High School

370 Main St., Winthrop, MA 02152

Telephone: (617)539-0424 Fax: (617) 539-0891

Ms. Lisa Howard.....*Director* (617) 466-5036

lhoward@winthrop.k12.ma.us

Please see below for individual school special education chairpersons

WINTHROP PUBLIC SCHOOLS

Contact Information

William P. Gorman Fort Banks Elementary School (grades PreK – 2)
(617) 846-5509 Fax (617) 539-0271

101 Kennedy Drive

Winthrop, MA 02152

Principal: Ilene G. Pearson lpearson@winthrop.k12.ma.us

School Adjustment Counselor: Sara Lehaie slehaie@winthrop.k12.ma.us

Special Education Chairperson: Susan Gibbons sgibbons@winthrop.k12.ma.us

School Nurse: Nancy Feeley nfeeley@winthrop.k12.ma.us

Arthur T. Cummings Elementary School (grades 3 – 5)

(617) 846-5543 Fax (617) 846-6559

40 Hermon Street

Winthrop, MA 02152

Principal: Brian Gill bgill@winthrop.k12.ma.us

School Adjustment Counselor: Anita Preble apreble@winthrop.k12.ma.us

Special Education Chairperson: Mala Strassfeld mstrassfeld@winthrop.k12.ma.us

School Nurse: Carol Benson cbenson@winthrop.k12.ma.us

Winthrop Middle School

(617) 846-5507 Fax (617) 539-1115

Pauline Street

Winthrop, MA 02152

Principal: Martha Kelleher mkelleher@winthrop.k12.ma.us

Assistant Principal: James Burke jburke@winthrop.k12.ma.us

School Adjustment Counselor: Barbara Amero bamero@winthrop.k12.ma.us

Special Education Chairperson: Nancy DeGregorio ndegregorio@winthrop.k12.ma.us

Guidance: Peter Grimes (.5) pgrimes@winthrop.k12.ma.us

School Nurse: Rosalie Marino rmarino@winthrop.k12.ma.us

Winthrop High School

(617) 846-5505 Fax (617) 539-0535

372 Main Street

Winthrop, MA 02152

Principal: Gail Conlon gconlon@winthrop.k12.ma.us

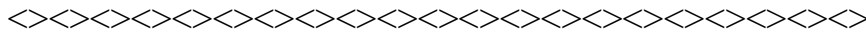
Assistant Principal: Robin Kostegan rkostegan@winthrop.k12.ma.us

Special Education Chairperson:

School Guidance Counselors: Janet Thaxton, Kathleen D'Amico, Peter Grimes (.5)

School Nurse: Francine Renfrit-Cronin frenfritcronin@winthrop.k12.ma.us

WINTHROP PUBLIC SCHOOLS



School Registration for Grades K-12

To register students or pick-up registration packets, parents/guardians should report to the Superintendent's office at the E.B. Newton School Building on Pauline Street.

Parents or a guardian registering a child for the first time must present written evidence of the following:

1. A birth certificate
2. A medical form signed by a physician (including **up-to-date immunizations**)
3. Proof of Winthrop, Massachusetts residency

Attendance Policy

School attendance is required by law until an individual reaches age sixteen. Since regular and punctual attendance is essential for success in school, students are expected to be in school except in cases of illness, emergency, or observance of a religious holiday. If a youngster is absent, parents should report the absence and the reason by calling the school's absence hotline.

Elementary Schools: Absence, Tardiness, and Dismissals

When a child is absent from school, the following procedures will be used:

1. Parents will notify the school, informing school personnel of the child's anticipated absence. Failure to notify the school may result in a call or visit to the home from one of the Supervisors of Attendance to verify the absence.

Please call the appropriate phone number to report an absence:

William P. Gorman Fort Banks Elementary ... (617) 846-4400

Arthur T. Cummings Elementary (617) 846-5543

2. Upon returning to school after an absence, and in cases of requests for early dismissal, pupils must present a parent-signed acknowledgment indicating the date(s) and the cause of the absence or dismissal.
3. Patterns of absences not ascertained by the school to be caused by sickness or other justifiable reason shall be reported to the Attendance Officer.

When the need arises to dismiss a youngster during the school day, the following procedures will be followed:

Dismissed students will not be allowed to walk home.

1. The parent, guardian, or any person who arrives to pick up a child will be requested to report to and identify himself/herself to the office personnel.
2. Whenever a question arises about a student dismissal, school personnel should attempt to verify the dismissal by contacting the parent, guardian, or questioning the child.
3. Parents are encouraged to send a note when having a child dismissed.

Middle Schools: Absence and Tardiness

Please call **(617) 846-9996** to report the absence of a middle school student.

ABSENCE: Daily attendance is a necessity in order to succeed academically. Classroom interactions and discussions provide the main focus for learning in each subject. These cannot be replicated through make-up assignments. If you are frequently absent from school, you miss valuable learning time and instruction that has taken place in your absence.

Winthrop Middle School takes absences very seriously. Illness, death of a family member, and religious holidays are instances when absence is acceptable.

Absences for any other reason are strongly discouraged.

TARDINESS: Students are expected to be in their homeroom seats at 8:00am. Any student entering the building after 8:00 must have an entry pass from the main office. If you are tardy for a legitimate reason, have a note written by your parent or guardian explaining the reason. If you are tardy more than three times in one term, you will serve a quiet lunch and a D-session (detention). If you are late more than five times in a term, you will be given D-sessions, quiet lunches, and a parent conference will be held. An in-school or out-of-school suspension may be given for six or more unexcused tardies. It is against the law to be late for school, and habitual tardiness must be reported to the court.

Attendance Policy – Specific to Winthrop High School

All students must attend school if they are to achieve academic excellence. The interaction between a teacher and a student in class is critical to the learning process and cannot occur if students do not attend school. Attendance at school is also a matter of family and community interest. Consequently, there is an expectation that all Winthrop High School students will attend school every day. The Winthrop High School Attendance Policy has as its purpose the support of this principle. Students are expected to achieve a 95% attendance rate to comply with attendance standards of the No Child Left Behind Federal legislation.

Absence

A student may have no more than **3 unexcused absences** during a marking period (term). **Attendance will be taken in each class.** If a student has four (4) or more unexcused absences during the term in any class the student will have his/her grades withheld for that term and receive a grade of "AF" (attendance failure) in that class on his/her report card. The "AF" denotes an attendance failure, and a value of 59% will be assigned until the conclusion of the following marking period. At the conclusion of the following term, the "AF" will be changed to the initial grade the student earned if he/she has three (3) or fewer unexcused absences in any class during that term. The opportunity to "buy back" grades does not apply to the 4

th
(last) term of the year or in the 2

nd
term of half year
courses.

Additionally, any student who has four (4) or more unexcused absences at the end of the term will not participate on an athletic team and/or in any co-curricular activity. Finally, being in attendance on the date of the activity (or the last day before a non-school day activity) **is required** in order to participate in that

activity.

Note: The Principal or a designated representative can excuse an absence under limited and/or extenuating circumstances.

A student who is absent, tardy, and/or dismissed from school must bring in a note, which documents the reason. Only the following documentation will be accepted for an absence, tardy and/or dismissed from school:

- a) verifiable medical documentation
- b) observance of religious holidays
- c) absence due to a death of a family member, immediate or otherwise
- d) school sponsored activities, which were approved by the administration
- e) college or military recruiter visits, limited to three, with previous approval from the administration, seniors and juniors only
- f) verifiable court appearances

These notes will allow for an excused absence to be recorded on the student's attendance file. These absences do not have to be appealed unless they are not accepted. **All verifiable notes documenting absences must be submitted to the main office for approval within 48 hours of an absence.** Documents received after the 48-hour period may be determined unacceptable.

Make-up Work: Students must accept the responsibility of all make-up work caused by absences. Teachers will provide students with two days per day for excused absences. Students must complete work missed as a result of any absence (excused or unexcused) within two school days.

Attendance Procedures

- Students are expected to arrive at school no later than 7:45am and to be seated in their respective homerooms by 7:50am. Teachers will take attendance for each class during each period of the day.
- Parents/guardians should notify the main office by telephone (**617-846-5505 attendance hotline**) if their student will be absent. This telephone notification is necessary so the Assistant Principal can remove the student from the automated call list. **Please note that this notification does not "excuse" the student's absence and the record will show the student as "unexcused" until documentation is submitted. Parents/guardians may be called to verify absence.**
- **Students are required to bring documentation of absences to the main office within 48 hours of absence.**
- Dismissals for verifiable emergency appointments or illness may be granted if a note is brought from home and is approved by the Principal or his/her designee. **Parents are asked not to make requests for dismissal by telephone or request dismissals for routine medical/dental appointments that can be scheduled after school.**
- **A student must be present in class for at least 50 minutes of that class to receive attendance credit for that class.**
- Students dismissed before 11:00am or admitted after 10:45am will be considered absent for the day. **However, students must be in school by 9:00am to participate in and/or attend any co-curricular or athletic activity.** If a student arrives late for school he/she will receive an

unexcused absence in any class and/or classes missed unless approved documentation is provided.

- Any student with 3 or more unexcused absences from class during any term will receive a grade no higher than a 59% for the term.
- Personal vacations **will not** be considered an excused absence.
- Students absent from school for fifteen (15) consecutive days without a legitimate excuse (vacation is not acceptable), will be dropped from the school enrollment on the last date of actual attendance when applicable. A C.H.I.N.S. (Child In Need Of Services) petition may be filed by the school for students ages 16 and under. Students, accompanied by parent/guardian, will be responsible to re-register for re-admittance to school.

Tardiness

Student tardiness to school hinders the maximum educational opportunities available. In order to discourage tardiness, the following procedures are in effect: A student may have no more than three (3) unexcused tardies to school during any marking period. Students who arrive after the start date of school are considered to be tardy to school and must sign in at the designated area in the main office. Teachers are not to allow students into class after the late bell has rung (7:50am) unless the student has a "Late Pass". Students who arrive after the start of school without verifiable documentation will receive a detention after the fourth (4

th) offense, a two hour detention after the fifth (5

th) offense, an inschool

suspension and a parent/guardian conference after the sixth (6

th) offense

and an out of school suspension for the seventh (7

th) and subsequent offenses.

A student who is tardy to school **must** bring in a note, which documents the reason. Only the following documentation will be accepted for an excused tardy:

- a) verifiable medical documentation
- b) observance of religious holidays
- c) absence due to a death of a family member, immediate or otherwise
- d) school sponsored activities, which were approved by the administration
- e) college or military recruiter visits, limited to three, with previous approval from the administration, seniors and juniors only
- f) verifiable court appearances

Note: students must be in school by 9:00am to participate in and/or attend any co-curricular activity.

Tardiness to Class

The fact that a student is in the building, in the corridor or at his/her locker is immaterial; students must be in class ready for work at the required time. **Three**

(3) tardies to class will result in a loss of five (5) points from the term average per marking period.

Attendance Review Board Appeal Process

In the case of extenuating circumstances, students may apply for an administrative attendance waiver. The waiver must be requested at the end of the term. Students will apply in writing for consideration by the Attendance Review Board. The form for this waiver process is available in the Assistant Principal's office. The student must be accompanied by a parent in order for the appeal to be heard. The Attendance Review Board will consist of one teacher, a guidance counselor and an assistant principal. The ARB will be empowered to override, by a 2/3 majority, the attendance regulation on a case by case basis. Students and parents will be entitled to present evidence and/or documentation at this time.

Note: Students are required to bring documentation of absences to the main office within 48 hours of absence. Such documentation or proof that unusual circumstances have occurred will become part of the administrative waiver form reviewed by the Attendance Review Board.

Dismissals

Students will be allowed a maximum of three (3) dismissals per ten (10) week term. Dismissals for verifiable emergency appointments or illness may be granted if a note is brought from home and is approved by the Principal or his/her designee. Telephone requests for dismissal will not be honored. Only in cases of illness and/or emergency and upon parent coming to the main office will dismissals be granted during the school day.

A student who is dismissed from school must bring in a note which documents the reason upon their return to school. Only the following documentation will be accepted for an excused dismissal from school:

- a) verifiable medical documentation
- b) observance of religious holidays
- c) absence due to a death of a family member, immediate or otherwise
- d) school sponsored activities, which were approved by the administration
- e) college or military recruiter visits, limited to three, with previous approval from the administration, seniors and juniors only
- f) verifiable court appearances

Parents are encouraged not to make requests for dismissal by telephone or request dismissals for routine medical/dental appointments that can be scheduled after school. It is imperative to maximize student's time in school. In the event of illness in school, students should report to the Nurse's office to be dismissed. **Students should not use cell phones to call parents for medical dismissal. All medical dismissals MUST be approved by the school nurse in order to be deemed an "excused" absence from the class or classes missed.** Students who are dismissed without approval of the school nurse and return to school without verifiable medical documentation will not be excused from the class or classes missed.

Cutting Class/Suspensions

Participation in classroom activities on a daily basis is a factor in determining a student's grades. Students who cut classes and/or are suspended out of school will receive no credit for any class cut, will receive a grade of "0" zero for any schoolwork, test, and/or daily evaluation.