

PARENT & STUDENT HANDBOOK



**GREENWICH
ELEMENTARY
SCHOOL**

Table of Contents

Welcome.....	Page 4
Overview.....	Page 5
Parental Involvement.....	Page 6
20 ways for Parents to be Involved in their Children's.....	Page 7
Attendance.....	Page 8
Tardiness.....	Page 8
Excused Absences.....	Page 9
Curriculum.....	Page 9
Language Arts.....	Page 9
Science and Social Studies.....	Page 9
Mathematics.....	Page 10
Technical Literacy.....	Page 10
Health.....	Page 10
Special Areas.....	Page 10
Art.....	Page 10
Music.....	Page 10
Physical Education.....	Page 10
Physical Education Excuses.....	Page 11
Library.....	Page 11
Non-Print Materials.....	Page 11
Enrichment Activities.....	Page 11
Homework.....	Page 11
Assessment Testing.....	Page 11
Parent Conferences and Report Cards.....	Page 12
Health.....	Page 12
Communicable Disease Control.....	Page 12
Dressing for Recess.....	Page 13
Emergency Contact Form.....	Page 13
Health Screening and Physical Exams.....	Page 13
Immunizations.....	Page 14
Injuries.....	Page 14
Physical Education Excuses.....	Page 15
Medications In School.....	Page 15
Sickness.....	Page 16
Policies and Procedures.....	Page 16
Access to Records.....	Page 16
After School Activities.....	Page 16
Animals in School.....	Page 16
Breakfast and Lunch Program.....	Page 16
Building Use.....	Page 17
Cell Phones.....	Page 17
Custody.....	Page 17
Dress Code.....	Page 17
Dropping Off Items to Students.....	Page 17
Field Trips.....	Page 17
Instructional Support Team.....	Page 18
Issue Resolution Process.....	Page 18
Kids Club.....	Page 19
Lost and Found.....	Page 19
Newsletters.....	Page 19
Parent-Teacher-Student-Association.....	Page 19
Recess and Snack Time.....	Page 20
Release of Students.....	Page 20
School Calendar.....	Page 21
School Closing Procedure.....	Page 21
School Hours.....	Page 21
School Records / Child's Surname and Address Change.....	Page 21

Policies and Procedures (continued)

School Web Site.....	Page 22
Sexual Harassment.....	Page 22
Smoking on School Grounds.....	Page 22
Special Services.....	Page 22
Student Drop-Off.....	Page 22
Students with Disabilities.....	Page 23
Technology and Acceptable Use Policy.....	Page 23
Toys in School.....	Page 23
Transportation.....	Page 24
Visitor Information.....	Page 24

WELCOME!!!

Welcome to Greenwich Elementary School!

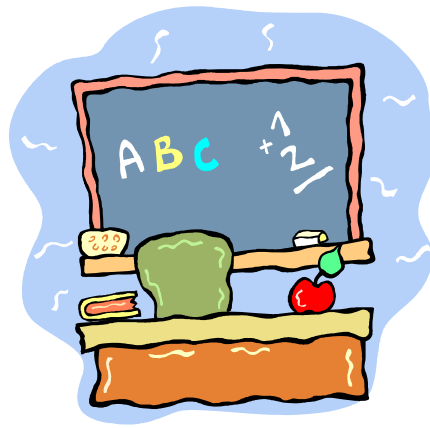
We are pleased that you will be a part of our school community. Because we share the common goal of a better future for our children, communication between school and home is very important. We need to know each other and share our questions, knowledge, and expectations as well as our applause and laughter.

This handbook is to be a resource for general questions by giving an overview of the school, the academic day, school year, and district policies and procedures.

A more complete picture of Greenwich Elementary will come into focus as you talk with your children about their school day and join us for classes and special activities. We are confident you will be pleased with the vision that you will see.

A handwritten signature in black ink that reads "Lisa M. Palmer". The signature is written in a cursive, flowing style.

Lisa M. Palmer
Elementary Principal



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PARENTAL INVOLVEMENT

Parents are their child's first teachers. Greenwich Central School District believes that parents should be meaningfully involved to make a difference in their child's growth as a learner.

Positive parental involvement leads to higher student achievement, regular attendance, and improved student attitudes and behavior. Beyond that, it makes sense for parents to engage in conversations with teachers, counselors and others at school in order to provide the best support for their child's learning.

Parents can support their child as a learner by encouraging completion of homework, sharing respect for school and teachers and demonstrating a value for the work children do in school. This kind of home-school connection sends a strong message to students. Greenwich schools have adopted a plan enabling parents to become partners with their schools. Parents are encouraged to:

- Become involved in school organizations, activities and committees that strengthen the home-school connection.
- Meet with teachers and school staff to learn about and share information about their child's learning.
- Participate in classroom activities. (Classroom visits must be set up with your child's teacher in advance.)

There are many opportunities for parents to become involved in Greenwich's community of learners.



20 Ways...
For Parents to be Involved in their Child's Education

1. Share your child's strengths, talents and interests with your child's teachers.
2. Attend parent/teacher conferences with specific questions you want to ask.
3. Understand and reinforce school rules and expectations at home.
4. Address concerns or questions honestly, openly, and early on.
5. Attend PTSA or parent meetings regularly.
6. Read classroom and/or school newsletters.
7. Visit your school's web page.
8. Read and know your school's handbook.
9. Meet your child's friends and get to know their parents.
10. Attend workshops or seminars on various parenting topics.
11. Ask teachers or counselors about how to talk with your children about tough topics.
12. Discuss your child's school day and homework daily.
13. Provide a quiet, well-lighted place with basic school supplies for studying/homework.
14. Help your children break down projects into smaller, more manageable steps.
15. Develop a consistent daily routine and time for studying and homework.
16. Provide encouragement and approval for effort and schoolwork.
17. Provide children with books, magazines and so forth, and develop a nighttime reading routine.
18. Make family trips to the zoo, library, museum or park a fun learning experience.
19. Help set goals and develop a personalized education plan for your child.
20. Participate in fairs and fests for math, science, history and so forth.



ATTENDANCE

The school day begins at 8:08 AM and ends at 2:40 daily. Students enter the building at 8:08 AM and go directly to their class. Students are not to arrive earlier than 8:00 as there is no supervision available. Walkers and pick-ups will dismiss at 2:25. Bus dismissal is at 2:40.

Attendance is extremely important to the academic growth of children and the development of positive attitudes towards school. Please make every effort to have your child attend school on a daily basis. Family trips and vacations should be arranged to coincide with scheduled school holidays and vacation periods. Students who are absent on the day of an evening activity will not be allowed to attend the activity (unless prior approval from the building principal has been secured.)

In accordance with New York State Education Law and No Child Left Behind Act, any student in the Greenwich Elementary School must be present for five (5) hours of the school day, excluding time spent in lunch and recess, in order to receive credit for a full day of attendance. Students must be present for two and one-half hours (2.5 hours), excluding time spent in lunch and recess, to receive credit for one half day (.5) of attendance. To achieve Perfect Attendance, a student must be neither absent, tardy, or dismissed early (excused or unexcused). Students with less than four excused absences, four excused instances of tardy arrival, or four instances of early dismissal will achieve Outstanding Attendance.

Please phone the Health Office (692-9542, Extension 3214 for Primary or Extension 3214 for Middle Grade) or the Main Office (692-9542, Extension 3213 for Primary or Extension 2201 for Middle Grade) of your child's building at 692-9542 on the day your child is absent to report the absence. You must also send a written excuse to school stating the reason for the absence on the day your child returns to school. A written excuse must be brought to school each time your child is absent. Please remember to write your child's name, date or dates of absence and reason for the absence on the note and be sure to sign the note. The school is required by law to have these excuses on record.

If you are having difficulty encouraging your child to attend school, please notify your child's teacher.

TARDINESS

Students who arrive after 8:23 AM are legally tardy and must report to the office since the attendance has already been taken in the classroom. Staff engage students into the daily program as soon as they enter the classrooms. A written excuse must be provided each time your child is tardy. Again, be sure to include your child's name, date or dates of tardiness and reason for the tardiness. Help your child get a good start to each school day by arriving on time.



EXCUSED ABSENCES

New York State Law requires a written excuse or note from a parent/guardian stating the reason for the absence, which is due on the first day back to school. According to NYS Law, the following are examples: Sickness, death in the family, impassable roads, religious observances and doctor appointments. All absences are recorded as illegal until the excuse is received.



CURRICULUM

The elementary school program is designed to develop students' confidence in themselves as learners and to instill in them a love for learning and a desire to learn. The program helps students develop the knowledge, skill and attitudes needed to communicate effectively in the world around them.

Students will engage in a variety of themes and other studies that require them to read, write, research topics on the internet, investigate, converse, design, create, analyze, share and present information and opinions to find solutions.

While elementary academic areas are often integrated, the following general time and emphasis guidelines are typically followed:

- Language Arts—(Reading, Writing, Spelling, etc) - 2-1/2 hours daily
- Mathematics—1 hour daily
- Science/Social Studies—2+ hours per week (Integrated into Language Arts)

In addition, health, safety, computer literacy, penmanship and special projects are integrated throughout the day in both classes and special areas. The core classroom curriculum typically include the following:

Language Arts

Language Arts involve students in extensive reading and writing activities in a workshop format designed to develop language competence and skill through literature. Students often choose their own reading materials and topics for writing. The emphasis is to encourage students to love literature and to use reading and writing effectively to express their understanding of what they have learned. Students will be encouraged to write on a variety of topics and on various genre.

Science and Social Studies

Science and Social Studies programs are based on the New York State standards. The curriculum encourages student inquiry and uses hands-on activities to foster curiosity and healthy skepticism. Students read widely, use a variety of resources, and write often to extend their understanding and knowledge of the world around them.



Mathematics

Mathematics places an emphasis on problem-solving skills to develop understanding of math concepts and applications. Students are presented with situations or problems that require mathematical thinking. Practice in arithmetic is also provided to develop computation skills. They are encouraged to think and talk about mathematical tasks and to seek multiple solutions to problems.

Technical Literacy

Technical literacy is developed in the elementary school program through the introduction and use of computers and technological tools. These resources are used in the classroom, computer lab and school library program. All third through fifth graders are involved in pursuing on-line research projects, gathering data and sharing information with peers.

Health

Health is designed to provide students with a comprehensive program that meets all state mandates. The Kindergarten through fifth grade curriculum presents a total prevention approach to health education and introduces students to a variety of health, nutrition, substance abuse, maturation and related decision-making issues which are addressed at the appropriate level.

SPECIAL AREAS

All Kindergarten through sixth grade students receive instruction and participate in Art, Music, Library and Physical Education classes.

Art

The Art program is designed to help develop students' understanding of Art through hands-on experience with imaginary and realistic design programs.

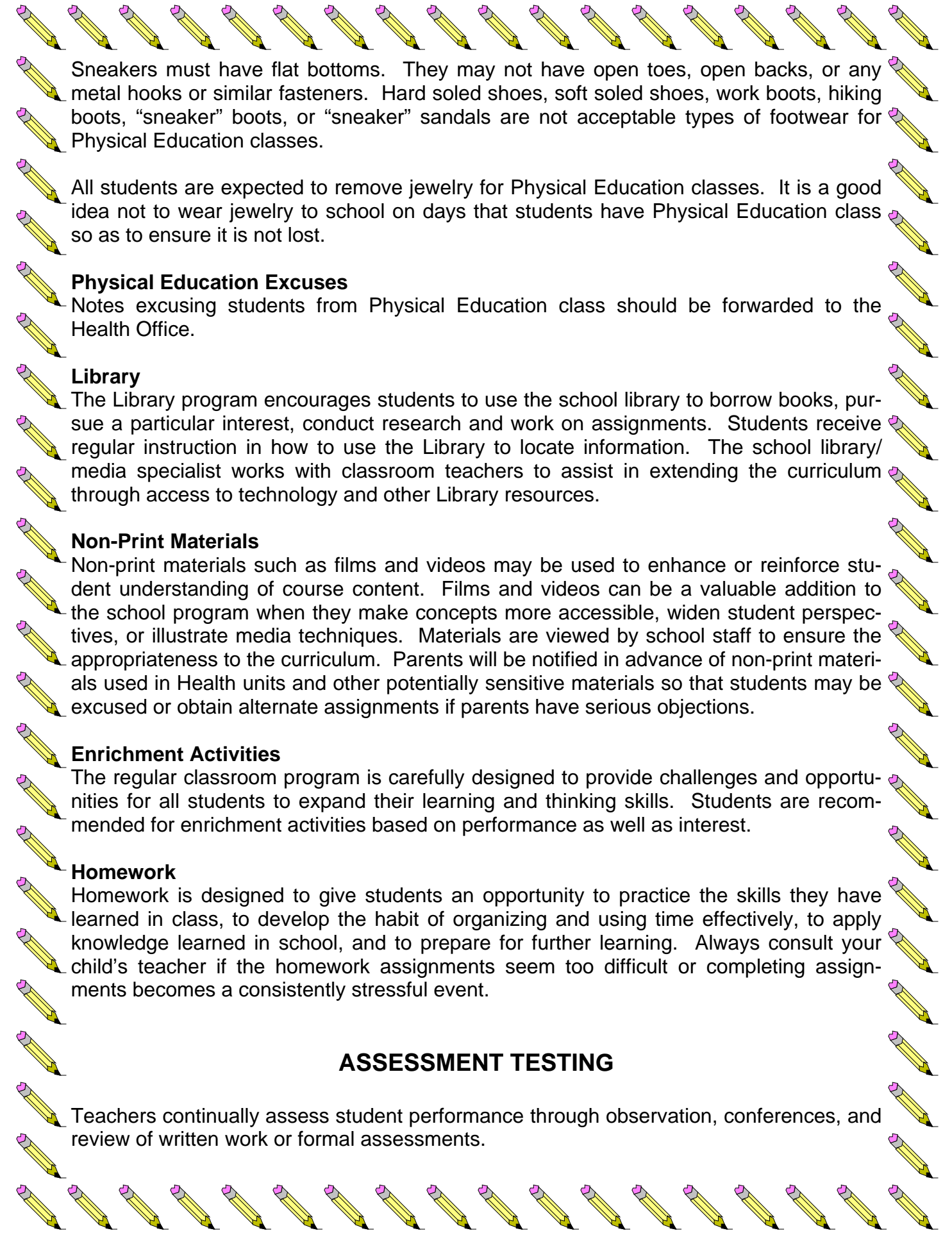
Music

The Music program is designed to foster students' ability to enjoy and understand music. All students receive general music instruction at least once a week. In addition, fifth and sixth graders have an opportunity to learn to play a musical instrument and may participate in Band and Chorus.

Physical Education

The Physical Education program includes activities in basic and creative movement, rhythm and dance, gymnastics, perceptual-motor skills, and lifetime sports. Games are introduced to develop skills for individuals and to teach sports.

Physical Education class requires all students to wear sneakers. Sneakers must have laces that tie properly or Velcro straps that fasten firmly. Some sneakers have zippered fronts and some are of the slip-on variety. If these styles are worn, they must fit snugly to your child's feet.



Sneakers must have flat bottoms. They may not have open toes, open backs, or any metal hooks or similar fasteners. Hard soled shoes, soft soled shoes, work boots, hiking boots, “sneaker” boots, or “sneaker” sandals are not acceptable types of footwear for Physical Education classes.

All students are expected to remove jewelry for Physical Education classes. It is a good idea not to wear jewelry to school on days that students have Physical Education class so as to ensure it is not lost.

Physical Education Excuses

Notes excusing students from Physical Education class should be forwarded to the Health Office.

Library

The Library program encourages students to use the school library to borrow books, pursue a particular interest, conduct research and work on assignments. Students receive regular instruction in how to use the Library to locate information. The school library/media specialist works with classroom teachers to assist in extending the curriculum through access to technology and other Library resources.

Non-Print Materials

Non-print materials such as films and videos may be used to enhance or reinforce student understanding of course content. Films and videos can be a valuable addition to the school program when they make concepts more accessible, widen student perspectives, or illustrate media techniques. Materials are viewed by school staff to ensure the appropriateness to the curriculum. Parents will be notified in advance of non-print materials used in Health units and other potentially sensitive materials so that students may be excused or obtain alternate assignments if parents have serious objections.

Enrichment Activities

The regular classroom program is carefully designed to provide challenges and opportunities for all students to expand their learning and thinking skills. Students are recommended for enrichment activities based on performance as well as interest.

Homework

Homework is designed to give students an opportunity to practice the skills they have learned in class, to develop the habit of organizing and using time effectively, to apply knowledge learned in school, and to prepare for further learning. Always consult your child’s teacher if the homework assignments seem too difficult or completing assignments becomes a consistently stressful event.

ASSESSMENT TESTING

Teachers continually assess student performance through observation, conferences, and review of written work or formal assessments.

In New York State, third, fourth and fifth grade students will be tested in English Language Arts and Mathematics. Fourth graders will also be tested in Science. These assessments are intended to help students reach higher standards of learning and to focus on basic skills and their applications. The results of these tests are reported annually on the New York State School Report Card.

PARENT CONFERENCES AND REPORT CARDS

One way teachers and parents work together to help children succeed is by sharing information. Parent conferences are an effective means of accomplishing this goal. Teachers not only discuss their expectations, but invite parents to share their own insight about their child as a learner. Together teachers and parents use this time to set goals for the student. All parents are expected to attend the Parent/Teacher Conferences in the fall. A spring conference is optional and may be requested by either the teacher or the parents.

In addition to parent conferences, report cards are provided to parents with a clear picture on how well their child is meeting the goals set for him/her.

Finally, parents are kept informed through personal contact, notes, email and telephone calls. Parents should always feel free to contact the classroom teacher for a meeting anytime during the school year.



HEALTH

COMMUNICABLE DISEASE CONTROL

Always notify the school nurse if your child is diagnosed with a communicable disease. Once alerted to a communicable disease, the nurse works to prevent its spread. From time to time notices will be sent home with students alerting parents of specific health problems. Please take time to read these notices and follow any directions that relate to your child. Communicable diseases include:

- | | | | |
|----------------|---------------|----------------|----------------|
| Measles | Impetigo | German Measles | Athlete's Foot |
| Strep Throat | Chicken Pox | Ring Worm | Mumps |
| Whooping Cough | Scabies | Head Lice | Scarletina |
| Pink Eye | Scarlet Fever | Flu | |



DRESSING FOR RECESS

All students will be provided twenty minutes for recess after lunch. Protect your child with suitable clothing in wet or cold weather. He/she will need a warm jacket/coat, boots, snow pants, gloves and hat for outdoor recess during the winter months. We plan on going out unless the wind chill is 20 degrees or less. All children will participate in outdoor recess unless excused by written request from your doctor.

EMERGENCY CONTACT INFORMATION

Emergency information is required on the registration forms that are sent home on the first day of school each year. Please return these forms promptly. They are extremely important should we need to contact you in case of an emergency. Please include a cell phone number if you have one. If any changes in emergency contacts or phone numbers occur during the school year, please notify the building office.

HEALTH SCREENING AND PHYSICAL EXAMINATIONS

A continuous health record is kept on your child during his/her entire school life. All new students, Kindergarteners, second graders, and fourth graders are required by law to have a physical examination which includes Body Mass Index (BMI). It is recommended that you have this completed by your family physician. If a student has not had a documented physical, the school physician will conduct physicals in the Health Office. All students are checked annually for height, weight, vision and hearing. At some time during their elementary years, students are screened for color perception and farsightedness. They are also examined for Scoliosis after age nine.

New York State Education law also requires a physical when students:

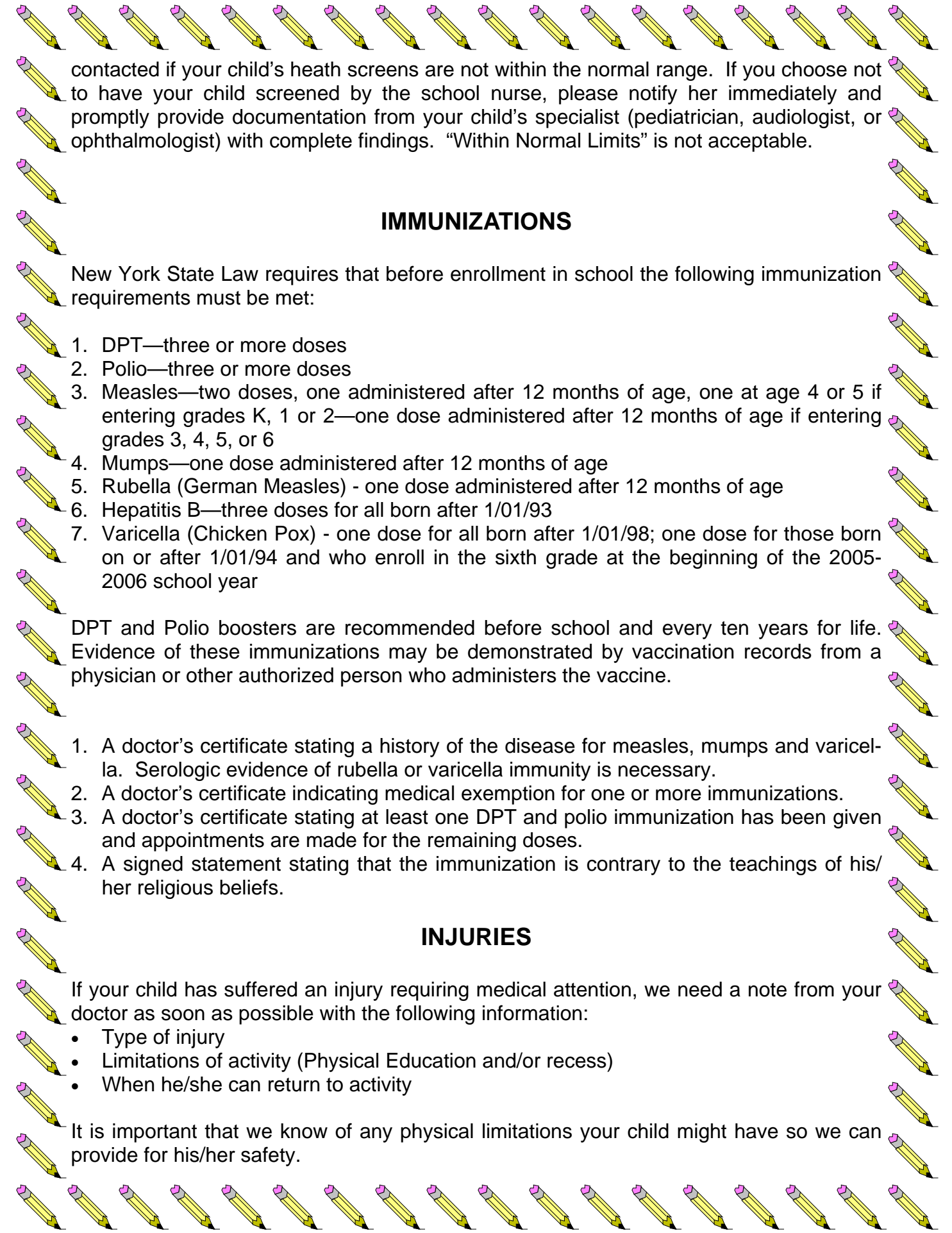
- Participate in interscholastic sports
- Need working papers
- Are referred to the Committee on Special Education
- Are deemed necessary by school authorities to determine a child's education program

It is best to build a relationship with your family physician and conduct these physicals with this physician. If you do not make arrangements with your physician, the school physician will perform the physical at school.

New York State Education law also requires annual health screens:

- Vision: All students in all grades are required to have a far vision screening each year. For new students, near vision acuity, color perception, plus lens are required within six months of entry.
- Hearing: All students in grades K-7 and 10 and new students are required to have a hearing screening.
- Scoliosis: Scoliosis screening is required for all students in grades five and six.

These screens are basic and are used as an indicator for possible difficulties. You will be



contacted if your child's health screens are not within the normal range. If you choose not to have your child screened by the school nurse, please notify her immediately and promptly provide documentation from your child's specialist (pediatrician, audiologist, or ophthalmologist) with complete findings. "Within Normal Limits" is not acceptable.

IMMUNIZATIONS

New York State Law requires that before enrollment in school the following immunization requirements must be met:

1. DPT—three or more doses
2. Polio—three or more doses
3. Measles—two doses, one administered after 12 months of age, one at age 4 or 5 if entering grades K, 1 or 2—one dose administered after 12 months of age if entering grades 3, 4, 5, or 6
4. Mumps—one dose administered after 12 months of age
5. Rubella (German Measles) - one dose administered after 12 months of age
6. Hepatitis B—three doses for all born after 1/01/93
7. Varicella (Chicken Pox) - one dose for all born after 1/01/98; one dose for those born on or after 1/01/94 and who enroll in the sixth grade at the beginning of the 2005-2006 school year

DPT and Polio boosters are recommended before school and every ten years for life. Evidence of these immunizations may be demonstrated by vaccination records from a physician or other authorized person who administers the vaccine.

1. A doctor's certificate stating a history of the disease for measles, mumps and varicella. Serologic evidence of rubella or varicella immunity is necessary.
2. A doctor's certificate indicating medical exemption for one or more immunizations.
3. A doctor's certificate stating at least one DPT and polio immunization has been given and appointments are made for the remaining doses.
4. A signed statement stating that the immunization is contrary to the teachings of his/her religious beliefs.

INJURIES

If your child has suffered an injury requiring medical attention, we need a note from your doctor as soon as possible with the following information:

- Type of injury
- Limitations of activity (Physical Education and/or recess)
- When he/she can return to activity

It is important that we know of any physical limitations your child might have so we can provide for his/her safety.



PHYSICAL EDUCATION EXCUSES

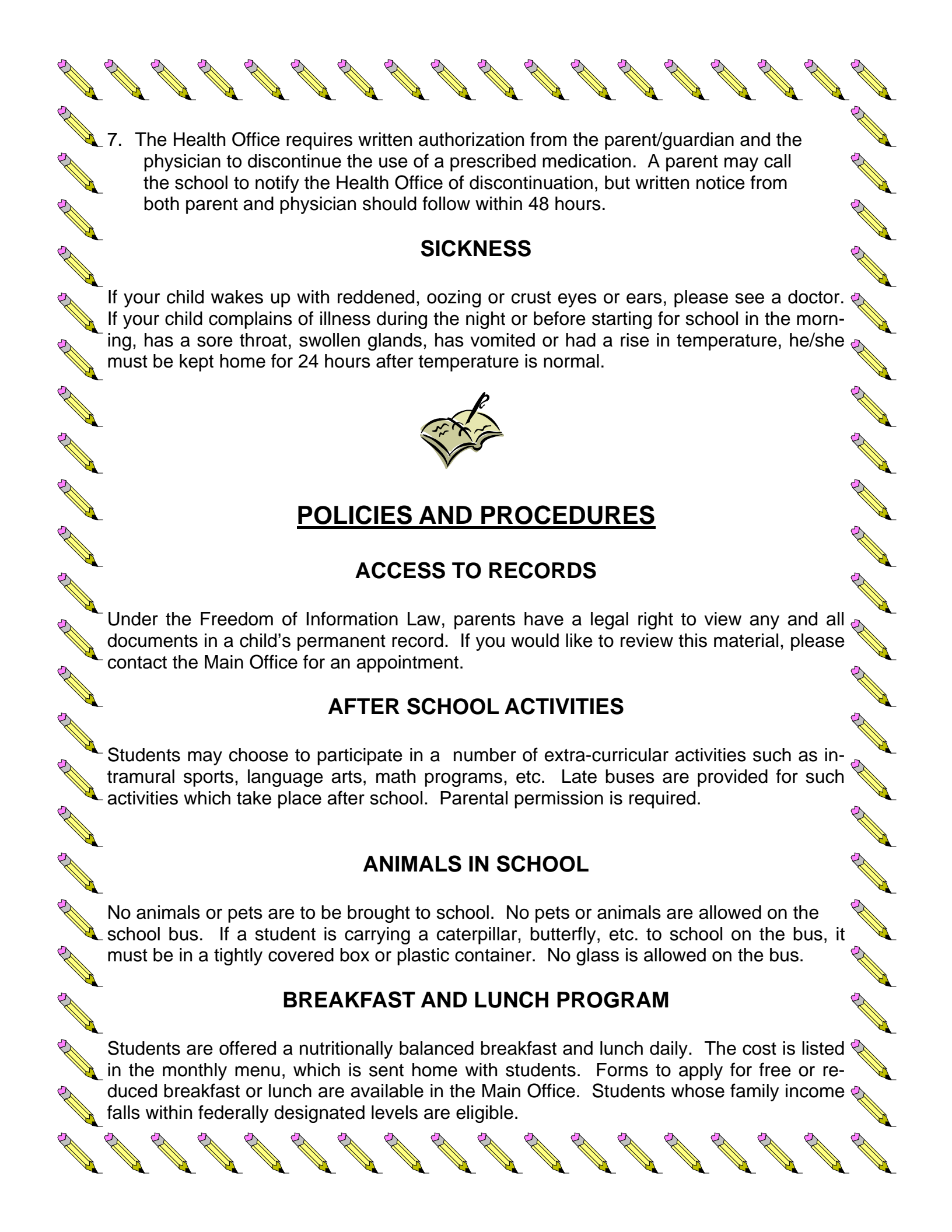
A student may be excused from gym for illness or injury for one day with a written note from their parent. If a student needs to be excused for longer than one day, a physician's note is required. The physician's note should state the reason for and length of time the student is excused. If the physician's note does not have a return to gym date on it, a physician release will be necessary prior to the student's return to gym. Students excused from gym will be excused from recess and sports activities as well. They will be allowed to return to recess and sports when they are released to return to gym. Any student requiring crutches or a wheelchair in school must have a physician's note to that effect.

MEDICATIONS IN SCHOOL

Although every effort should be made to arrange to give medications outside of school hours, there are times during the school year that school nurses are called upon to administer medication to students. Although we would be more than happy to comply with this request, the State Education Law prohibits any school personnel from administering medication without an order of approval from the parents and the doctor. **This includes prescription medications and also non-prescription medications such as cough drops, Tylenol, etc.**

We are concerned about the health and welfare of your child as much as you are. With the following plan we are able to comply with your wishes as well as those of your physician.

1. A written request by the physician specifying the diagnosis, medication (possible side effects), dosage, frequency and the time element for administering the medication.
2. A written request from the parent requesting the administration of such medication by school personnel and the time to be given.
3. The family must provide the medication in the original prescription bottle, tube or container that clearly states the date, name of the child, physician, dosage and frequency.
4. Parents or an adult must bring the medication and completed medication authorization form to the school. Children are not to bring medications to school. This includes all non-prescription medications including cough drops, Tylenol, etc. Your child's health office can provide you with the Authorization to Administer Medication by School Personnel form.
5. Please provide an empty, labeled medication bottle for use in transporting medications on field trips, etc. Please ask your pharmacist for an empty duplicate bottle for school.
6. Students who are ten years of age or older and use prescribed inhaled medication may be determined by your physician to be responsible to self-administer an inhaler. Permission forms are available from the Health Office upon request. We must have a written order from your child's physician in order for them to self-administer their own inhaler. In this case we would not monitor your child's inhaler unless your child experiences difficulty and requires medical assistance.



7. The Health Office requires written authorization from the parent/guardian and the physician to discontinue the use of a prescribed medication. A parent may call the school to notify the Health Office of discontinuation, but written notice from both parent and physician should follow within 48 hours.

SICKNESS

If your child wakes up with reddened, oozing or crust eyes or ears, please see a doctor. If your child complains of illness during the night or before starting for school in the morning, has a sore throat, swollen glands, has vomited or had a rise in temperature, he/she must be kept home for 24 hours after temperature is normal.



POLICIES AND PROCEDURES

ACCESS TO RECORDS

Under the Freedom of Information Law, parents have a legal right to view any and all documents in a child's permanent record. If you would like to review this material, please contact the Main Office for an appointment.

AFTER SCHOOL ACTIVITIES

Students may choose to participate in a number of extra-curricular activities such as intramural sports, language arts, math programs, etc. Late buses are provided for such activities which take place after school. Parental permission is required.

ANIMALS IN SCHOOL

No animals or pets are to be brought to school. No pets or animals are allowed on the school bus. If a student is carrying a caterpillar, butterfly, etc. to school on the bus, it must be in a tightly covered box or plastic container. No glass is allowed on the bus.

BREAKFAST AND LUNCH PROGRAM

Students are offered a nutritionally balanced breakfast and lunch daily. The cost is listed in the monthly menu, which is sent home with students. Forms to apply for free or reduced breakfast or lunch are available in the Main Office. Students whose family income falls within federally designated levels are eligible.



BUILDING USE

The school buildings are widely used by community non-profit groups. When a non-profit organization would like to use a school facility, contact the Main Office for a Building Use form.

CELL PHONES

All parents are requested to turn cell phones off at public events so as not to disrupt the event.

CUSTODY

If custody of a child is limited by a court order, a copy of that order should be on file at the school. Without a signed court order, either parent may be contacted in the event of an emergency, request to see a teacher, to view school records or sign out their child from school.

DRESS CODE

Students are expected to be dressed appropriately for school and its activities each day. Hats are not to be worn in school. Attire must be conducive with and not disrupt or inhibit any child's participation in the educational process.

DROPPING OFF ITEMS TO STUDENTS

All visitors to the school must report to the Building Office. If you are dropping an item off to your child (i.e. sneakers, lunch, snack), the office will call the child from the classroom to pick the item up in the Main Office. This is a matter of great precaution to ensure everyone's safety. Your cooperation in this matter is greatly appreciated.

FIELD TRIPS

Field trips are designed as extensions of the curriculum to enhance and expand classroom learning. Throughout the school year, classes will be taken on field trips. Each student must have a Field Trip Permission /slip signed by a parent/guardian prior to the field trip in order to be able to participate in the trip. Parents will be notified in advance of these trips. Limited space is available on any given field trip. Therefore, the number of chaperones must be limited. Chaperones will be selected and notified by the classroom teacher. Chaperones for these trips are expected to supervise students placed in their charge and follow the same guidelines as they would at school events. All school policies apply while on field trips as they would at school. In accordance with school policy, students are expected to use school transportation both to and from school sponsored events. If you wish your child to return from a school sponsored event with you rather than by way of district transportation, the school must be notified in writing.



INSTRUCTIONAL SUPPORT TEAM

Instructional Support Team (IST) serves as a resource for parents as well as teachers as they try to meet some of the more unique needs and abilities of students in our school. This multi-disciplinary team is composed of professionals such as teachers, a social worker, school nurse, speech therapist, special education teacher and the Principal. At some time you or your child's teacher may need to consider a referral to the IST. The IST, together with parents and your child's teacher, may develop some educational interventions that will further enhance your child's success in school. This may include support services or a change in instructional strategies.

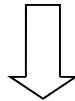
ISSUES RESOLUTION PROCESS

How to Appropriately Communicate with School Officials

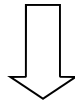
Everyone benefits when the proper chain of command is followed. We respectfully request that if you have a classroom issue or academic concern, you first consult your child's teacher or the staff member in charge of the program in question. If the issue cannot be resolved at this initial level, you have the option to appeal to a higher authority following the chain of command illustrated in the chart below.

Chain of Command

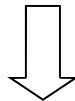
Parents/Community Members



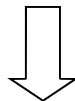
Classroom Teacher



Building Principal



District Superintendent



Board of Education



KIDS CLUB

After school child care is offered to families from dismissal until 5:30 PM on all days when School is in session. Please contact the Main Office if you would like further information about the GCS Kids Club.

LOST AND FOUND

The school maintains a lost and found area adjacent to the Main Office in each building. Please take a moment when you are in the building to look for your child's missing belongings. It is helpful to label your child's belongings with his/her name, grade and teacher's name.

NEWSLETTERS

Each month an elementary school newsletter, The Elementary Edition, is sent home to inform parents of all activities, events, dates and other important school information. A District-wide Newsletter is sent out quarterly containing important and useful information about programs and events throughout the K-12 area.

PARENT-TEACHER-STUDENT ASSOCIATION (PTSA)

The PTSA (Parent-Teacher-Student Association) conducts monthly meetings to coordinate special programs for students and fundraising activities as well as parent information programs and discussions of educational issues and advocacy. Every family is encouraged to join the PTSA. Volunteers are always needed.

PHOTOGRAPHY

Occasionally students may be photographed in the academic setting by the district staff. These photographs are intended for use in district publications and/or within school building web sites to help inform the public about the district's academic program or to highlight student accomplishments. Because written permission for any group to photograph students must be documented, parents are not allowed to take photographs in the classroom setting. If you do not want your child to appear in photographs, please contact the Main Office.



RECESS AND SNACK TIME

The district continually reviews and evaluates its guidelines to ensure that students are provided with information and activities that promote a healthy lifestyle. Our staff encourages healthy snacks of vegetables, fruits or cheese and crackers for those classes that have snack time. Exercise and proper diet help children to be better prepared and focused for the learning that takes place in and out of the classroom. All students are given a 20 minute lunch recess and an additional 40 minute weekly classroom recess. We ask for your cooperation by having your child come to school dressed appropriately for the weather. Recess will be held indoors on days when the temperature is below 20 degrees.

RELEASE OF STUDENTS

Children may be released from school to authorized persons ONLY. Each year parents will be asked to designate on the Emergency Information Sheet any persons who are so authorized. When your child needs to leave school during the day for any reason, such as a doctor's appointment, you MUST come to the main office to sign him/her out. If returning the same day, it is necessary to sign in.

Your child must bring a note to school on the days that you will be picking him/her up. All early dismissals must be scheduled prior to 2:00 PM. There are no exceptions unless in the event of a dire emergency. It is much too confusing to have students picked up for early dismissals between 2:00 PM and 2:40 PM.

We are requesting that unless it is an emergency you do NOT call the school during the day to change your child's dismissal plans. It is imperative that your child bring a note with them to school that day to ensure that everyone is fully aware that there will be a change in their afternoon schedule. This note should be submitted to the classroom teacher. In the case of an emergency, do not hesitate to contact the school, and we will accommodate you.

Unless it is an absolute emergency, we must firmly request that you do not show up at school at dismissal expecting to pick your child up or change dismissal plans. Your student MUST bring a note with them to school that morning. In the case of an emergency, you must first call the school to schedule having your child picked up at dismissal. To ensure the safety of our students, there can be NO EXCEPTIONS.

Only parents or persons listed on your child's Emergency Information Sheet will be allowed to pick your child up. Please carefully review the information on your child's Emergency Contact Sheet to be sure we have current information on file regarding emergency contacts, addresses and telephone numbers. The office will not release your child to unauthorized individuals under any circumstances.

You will not be able to go to the child's classroom or bus to pick him or her up. Parents picking their children up at dismissal should wait in the Cafeteria.



SCHOOL CALENDAR

Dates of holidays, vacations and all events are listed on the school year calendar available at all buildings and on the Greenwich Central School web site.

SCHOOL CLOSING PROCEDURES

The following procedure will be followed if weather conditions necessitate school closings, delayed school openings or early dismissal. The announcement will be made over the following radio and television stations. WRGB Channel 6 or AM 810 are the official television and radio stations for school closings, delays, or cancellations of school programs.

If weather conditions necessitate the closing of school earlier than the regular dismissal, such notice will be broadcast over the media stations listed above.

Additionally, our automated telephone calling system, School Messenger, will call each family to advise of school closings, delays or early dismissals. The system will continue to call student contact numbers until the call is answered.

You may also access our website at www.greenwichcsd.org for information pertaining to school closings, delays, and early dismissal.

SCHOOL HOURS

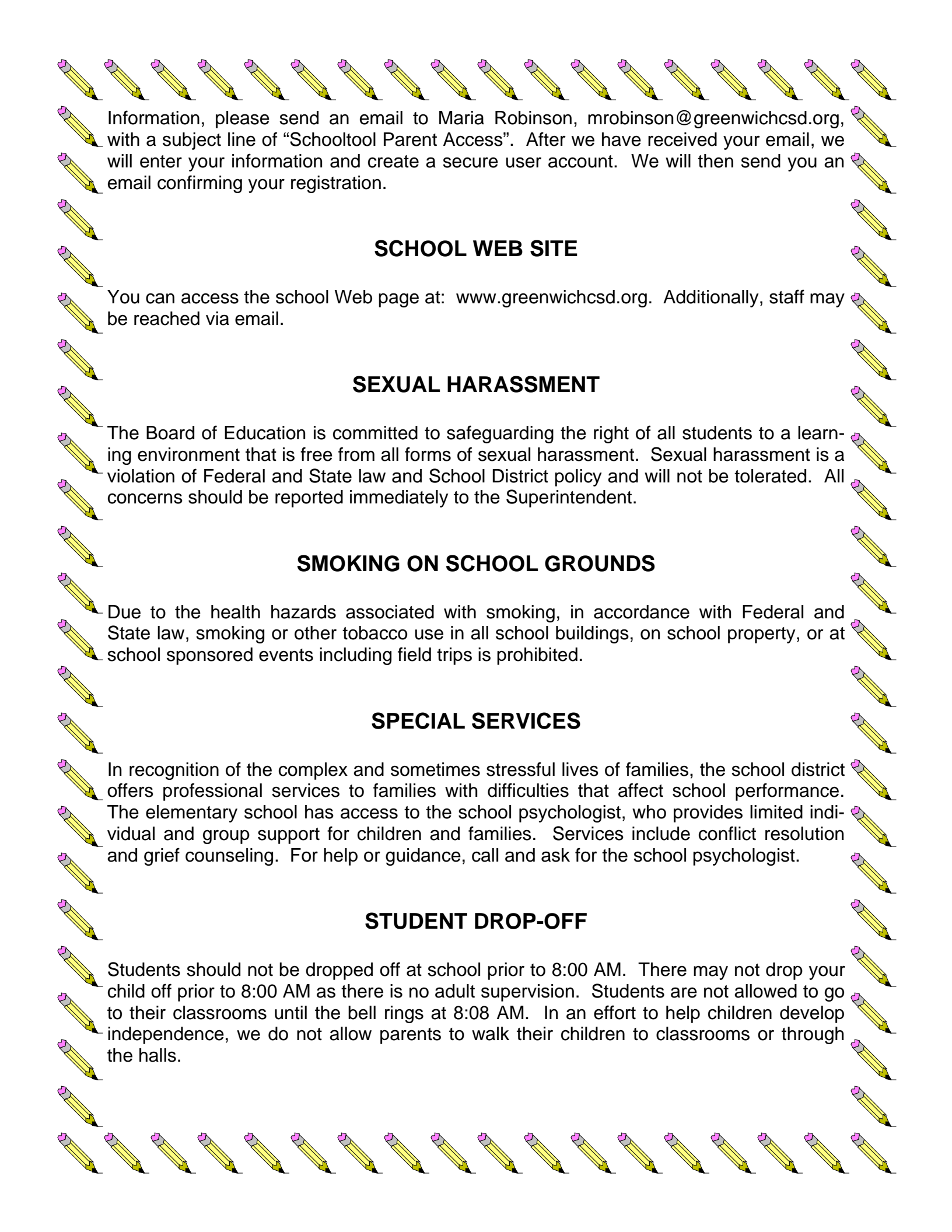
Doors open at 8:08 AM. Tardy bell is at 8:23 AM. Walker and pick-up dismissal are at 2:25, and bus dismissal is at 2:40 PM.

SCHOOL RECORDS/CHILD'S SURNAME AND ADDRESS CHANGES

Please be aware that permanent school records (report cards, cumulative folders, etc.) must reflect the name recorded on your child's birth certificate. If your child's name has been legally changed, please bring documented legal proof of the change to the Primary Office as soon as possible.

It is requested that you contact the school office of a change of address, phone number or emergency contact **immediately** so that we may keep our records current and accurate.

Greenwich central School has the ability to provide secure access for parents and guardians to their child's school information including attendance, grades, discipline and personal data. Schooltool, our school information program, may be accessed from any internet connection. This access requires the primary contact to have a valid email address. If you are interested in receiving a username so that you can access your child's



Information, please send an email to Maria Robinson, mrobinson@greenwichcsd.org, with a subject line of "Schooltool Parent Access". After we have received your email, we will enter your information and create a secure user account. We will then send you an email confirming your registration.

SCHOOL WEB SITE

You can access the school Web page at: www.greenwichcsd.org. Additionally, staff may be reached via email.

SEXUAL HARASSMENT

The Board of Education is committed to safeguarding the right of all students to a learning environment that is free from all forms of sexual harassment. Sexual harassment is a violation of Federal and State law and School District policy and will not be tolerated. All concerns should be reported immediately to the Superintendent.

SMOKING ON SCHOOL GROUNDS

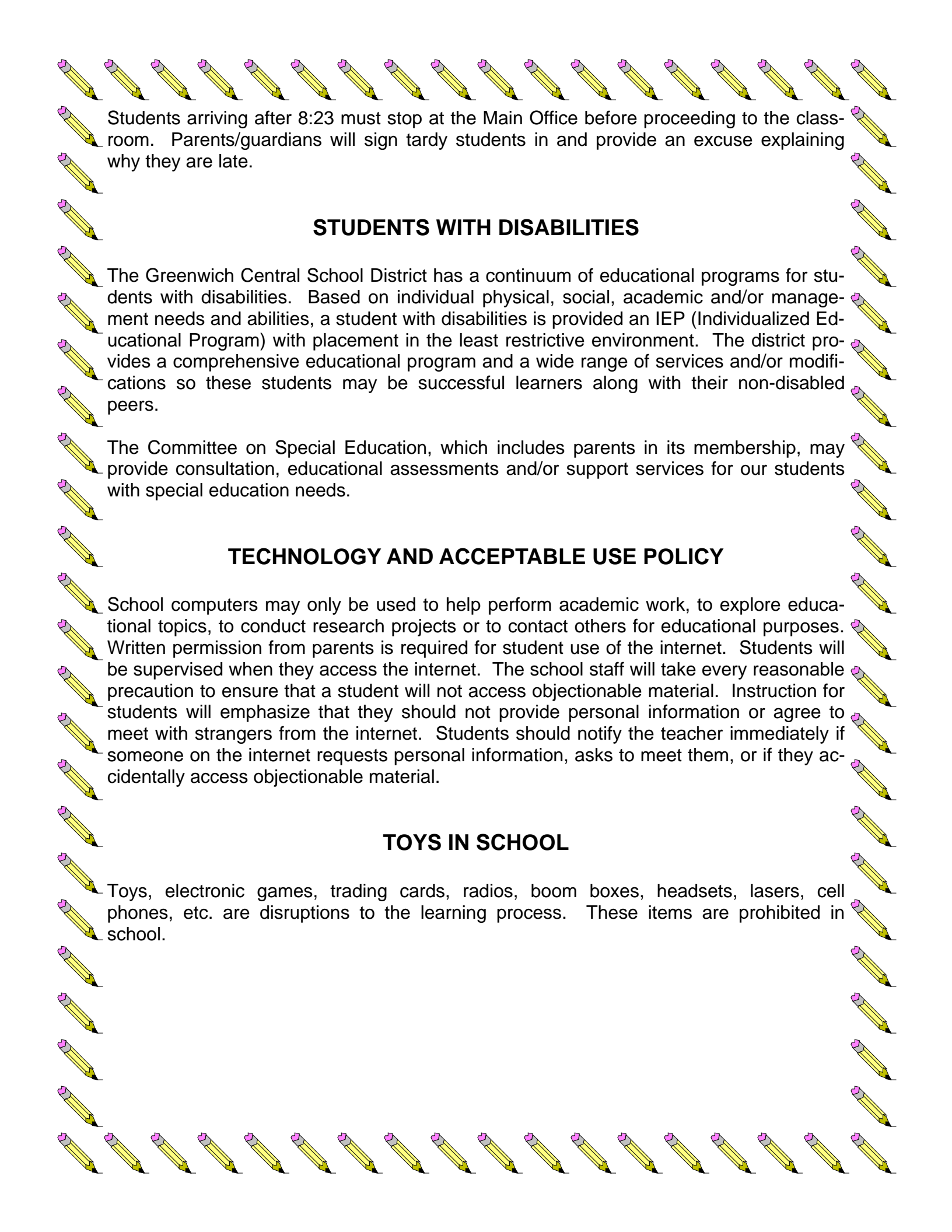
Due to the health hazards associated with smoking, in accordance with Federal and State law, smoking or other tobacco use in all school buildings, on school property, or at school sponsored events including field trips is prohibited.

SPECIAL SERVICES

In recognition of the complex and sometimes stressful lives of families, the school district offers professional services to families with difficulties that affect school performance. The elementary school has access to the school psychologist, who provides limited individual and group support for children and families. Services include conflict resolution and grief counseling. For help or guidance, call and ask for the school psychologist.

STUDENT DROP-OFF

Students should not be dropped off at school prior to 8:00 AM. There may not drop your child off prior to 8:00 AM as there is no adult supervision. Students are not allowed to go to their classrooms until the bell rings at 8:08 AM. In an effort to help children develop independence, we do not allow parents to walk their children to classrooms or through the halls.



Students arriving after 8:23 must stop at the Main Office before proceeding to the classroom. Parents/guardians will sign tardy students in and provide an excuse explaining why they are late.

STUDENTS WITH DISABILITIES

The Greenwich Central School District has a continuum of educational programs for students with disabilities. Based on individual physical, social, academic and/or management needs and abilities, a student with disabilities is provided an IEP (Individualized Educational Program) with placement in the least restrictive environment. The district provides a comprehensive educational program and a wide range of services and/or modifications so these students may be successful learners along with their non-disabled peers.

The Committee on Special Education, which includes parents in its membership, may provide consultation, educational assessments and/or support services for our students with special education needs.

TECHNOLOGY AND ACCEPTABLE USE POLICY

School computers may only be used to help perform academic work, to explore educational topics, to conduct research projects or to contact others for educational purposes. Written permission from parents is required for student use of the internet. Students will be supervised when they access the internet. The school staff will take every reasonable precaution to ensure that a student will not access objectionable material. Instruction for students will emphasize that they should not provide personal information or agree to meet with strangers from the internet. Students should notify the teacher immediately if someone on the internet requests personal information, asks to meet them, or if they accidentally access objectionable material.

TOYS IN SCHOOL

Toys, electronic games, trading cards, radios, boom boxes, headsets, lasers, cell phones, etc. are disruptions to the learning process. These items are prohibited in school.

TRANSPORTATION

Buses are provided as a service. Please make a call to the Supervisor of the Transportation Department if you have any problem in this area. Students who do not comply with safety regulations on the buses may be endangering the safety of all riders and will be denied the privilege of riding. A warning notice is given before bus riding privileges are withdrawn.

VISITOR INFORMATION

Visitors are welcome at all times in our school. In order to ensure the safety of our students, we require all parents and visitors to report to the office upon entering the building. All visitors must sign in and receive a visitor's pass. You must sign out with the office when leaving the building.

