



**Greenwich Elementary  
School  
Parent/Student Handbook**

## Table of Contents

<b>A Message from the Elementary Principal</b>	p. 4
<b>Important Phone Extensions</b>	p. 5
<b>The Code of Student Conduct</b>	
Students Rights and Responsibilities	p. 6
Reporting Procedures	p. 7
Disciplinary Action	p. 7
Cafeteria Conduct	p. 7
Recess Conduct	p. 8
Bus Conduct	p. 8
Bathroom Conduct	p. 9
Cell phones	p. 9
Dress Code	p. 9
<b>Attendance Procedures</b>	
Notifying the Health Office	p. 10
Excuses	p. 10
Tardiness/Early Departure	p. 11
Release of Students	p. 11
<b>Curriculum</b>	
Core Subjects	p. 11-12
Special Areas	p. 13
Assessments & Standardized Testing	p. 14
Differentiation	p. 14
Homework	p. 14
Parent Conferences & Report Cards	p. 14
Students with Disabilities	p. 15
<b>Health Related Matters</b>	
Communicable Diseases	p. 15
Emergency Contact Information	p. 15
Medication In School	p. 16
<b>General Procedures</b>	
Access to Record	p. 16
Animals in School	p. 16

Breakfast & Lunch Programs	p. 17
Building Use	p. 17
Child Care	p. 17
Custody	p. 17
Dropping Off Items to Students	p. 17
Field Trips	p. 17
Issues Resolution Process	p. 18
Late Buses	p. 19
Lost & Found	p. 19
Newsletter	p. 19
PTSA	p. 19
Photography	p. 19
School Calendar	p. 19
School Closing Procedures	p. 19
School Hours	p. 20
School Web Site	p. 20
Student Drop-off	p. 20
Students with Disabilities	p. 20



Dear Students and Parents/ Guardians,

Welcome to Greenwich Elementary School! We are pleased that you are 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 a resource for general questions. It contains the District Code of Conduct written in student friendly language along with important information regarding policies and procedures for our school. We encourage you to review its contents periodically. Your full understanding in maintaining these expectations will help ensure the health, safety, and success of all our students and staff.

One goal of the Greenwich Elementary School community is to share responsibility with the home to foster good citizenship and decision making skills. Good citizens respect themselves and those around them valuing honesty and truthfulness in oneself and others. Good citizens work hard in school and are polite, helpful, caring, honest, cooperative, and good listeners. Good citizens focus on fair play and show good sportsmanship, helping others, and treating others with respect. Good citizens recognize the importance of rules and practice self-control, and hold themselves accountable for being a positive member of our school community.

To ensure continuous success, it is important that all school community members model these expectations daily. We appreciate your willingness to work with school staff to maintain a healthy, safe, and respectful learning environment at Greenwich Elementary School.

Sincerely,  
Mrs. Palmer  
Elementary Principal  
Mrs. Record  
Elementary Assistant Principal

## **Important Phone Extensions**

**518-692-9542**

### **District Office:**

Mr. Matthias Donnelly, Superintendent Ext. 6800  
Mrs. Denise Smith, Superintendent Secretary

### **Primary Office:**

Mrs. Lisa Palmer, Principal Ext. 6100  
Mrs. Maria Robinson, Primary Secretary

### **Middle Grade Office:**

Mrs. Cheryl Record, Assistant Principal Ext. 6200  
Mrs. Jennifer O'Connor, MG Secretary

### **Counseling Office:**

Mrs. Jeanne Kozloski, Psychologist K-6 Ext. 1116  
Ms. Lisa Towne, Psychologist Ext. 2282

### **Health Office:**

Mrs. Lisa D'Acchille, RN (Primary Nurse) Ext. 1010  
Mrs. Kathy Gould, RN (Middle Grade Nurse) Ext. 1020

## Code of Conduct

Greenwich Elementary students have the right to be treated with respect and courtesy by all school personnel, students, and visitors on school property and at school functions.

We anticipate that you will treat other as you want to be treated. You will be expected to:

- Be Kind
- Be Responsible
- Be Respectful
- Be Prepared
- Be Safe
- Be a Thinker and Always Try Your Best!

### **Conduct**

It is your responsibility to:

- Follow the reasonable request of any faculty or staff member. This includes all teachers, aides, food service personnel, custodians, and bus drivers.
- Attend school regularly and on time.
- Complete school assignments and make a serious effort to be successful.
- Use courteous and appropriate language.
- Be truthful.
- Respect others. Fighting, threatening, pushing, shoving, hitting, kicking, scratching, or spitting (or asking others to engage in any of these) will not be tolerated. This includes horseplay, play fighting, and any language or gestures that are profane, lewd, vulgar, or abusive.
- Walk quietly in the hallways and not interfere with the learning of others.
- Walk or ride your bike on the sidewalks without obstructing vehicular or pedestrian traffic.
- Use all items or objects appropriately.
- Bring legal and safe objects to school. You may not bring, possess, or use any items that are unsafe, dangerous, or illegal (e.g., weapons, knives, sharp objects, firecrackers, matches, lighters, etc.) Your desk and personal belongings will be searched if there is reasonable suspicion that you have such items. Parents will be notified. Legal authorities may be notified.
- Not bring toy weapons of any kind to school.
- Not possess, use, or distribute alcohol, drug and/or tobacco products.
- Not commit theft.
- Not intentionally damage property.
- Not pull any fire alarm falsely, discharge a fire extinguisher or make false report warning of fire, bomb or other catastrophe. The individual(s) responsible will be punished by both school and legal authorities.
- Accept the care and maintenance of any personal property and /or items of value that you bring to school. **The school is not responsible for lost or stolen items and cautions against bringing such items to school. Our policy regarding electronics during the**

**school day is as follows: WE DO NOT ALLOW ANY ELECTRONICS such as: IPODs, MP3 players, hand held gaming systems, and cell phones, etc., during the school day. This includes both indoor and outdoor recess.**

- Not verbally, physically, or sexually harass anyone. All students have a right to a safe, comfortable, and healthy school environment. The system, school, and community have an obligation to promote mutual respect, tolerance, and acceptance. Greenwich will not tolerate behavior that infringes on the safety of any student. The guidelines below are described in age appropriate language for the Dignity for All Students Act ([www.p12nysed.gov/dignityact/](http://www.p12nysed.gov/dignityact/)). Our elementary school's Dignity Act Coordinator (DAC) is Mrs. Record, Assistant Principal.

Discrimination and harassment against any student by employees or students while on school property or at a school function is strictly prohibited. Discrimination and harassment against any student by employees or students off of school grounds that negatively impacts the school environment is strictly prohibited. This includes conduct that creates a hostile environment, with or without physical contact and /or by verbal threats, intimidation or abuse, of such a severe nature that it:

1. Has, or would have, the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional and/or physical well-being;
2. Reasonably causes or would reasonably be expected to cause a student to fear for his or her personal safety.

#### **Reporting Procedures:**

- Tell a teacher or another adult at school.
- Utilize the DASA Report Form (available in the main offices).
- Please forward to one of the following: Building Principal or DAC Coordinator. A counselor or administrator will review and investigate the report from the student and/or reporting adult to verify illegal acts. Student reports that are found to have been intentionally filed under false pretense or in retaliation will be subject to disciplinary action.

#### **Disciplinary Action:**

- Student offenders will be disciplined in a progressive manner including warnings, detention, suspension, and recommendation for expulsion.
- Interventions to correct inappropriate behaviors may include, but are not limited to, counseling, violence prevention, intervention meetings, increased supervision, etc.

#### **Cafeteria Conduct**

You have the privilege of eating while in school. Lunch may be purchased at school or brought from home. We encourage a child to eat a nutritious lunch. It is your responsibility to:

- Use appropriate and reasonable behavior. This includes being cooperative with monitors, walking, and being respectful of all individuals.
- Enter the lunch line and leave the cafeteria in an orderly fashion.
- Be sure you have everything you need before being seated. Stay seated during your entire lunch period.

- Use reasonable voice level.
- Use appropriate table manners.
- Take care of trays and trash. Leave tables and floor clean.
- Be silent and listen for directions when lights are off.
- Stay in the cafeteria during your lunch period. **All food must remain in the cafeteria unless you are directed by an appropriate staff member to do otherwise.**
- Return to class escorted by a staff member.
- Walk from the cafeteria to the playground.

### **Recess Conduct**

Weather permitting, students will participate in outdoor recess every day.

It is your responsibility to:

- Listen to the directions from the adults in charge. Line up when instructed.
- Properly and safely use all equipment.
- Wear suitable clothing in wet or cold weather. You will need a warm jacket/coat, boots, snow pants, gloves, and hat for outdoor recess during the winter months. 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.
- Large organized games or tag must be played on the field only.
- During the winter, snow must stay on the ground, and all snow structures are to be respected by other students.
- **Rough play, pushing, fighting, and foul language are not permitted!**
- Play fair and be considerate of the rights and feelings of others.

### **Bus Conduct**

In order to meet our goal of safe and effective transportation, it is requested that everyone works together to make sure that our students understand the importance and reasons for appropriate bus conduct. It is a privilege to ride the school bus.

It is your responsibility to:

- Remember that rules that apply to school apply to the bus. Respect your driver and fellow riders by being courteous. Use proper language. Use reasonable voice level. Respect school property and the property of others.
- Stay in your seat until the bus comes to a complete stop.
- Keep your hands, feet, head, as well as your belongings inside the bus.
- Keep the driver's view clear. Personal items should be placed on the floor near your feet, under a seat or on the student's lap.
- Not eat or drink on the bus.

If, after driver involvement, a student's behavior is not corrected, a Bus Referral will be submitted to the Transportation Supervisor. The report will be reviewed then forwarded to the appropriate building administrator for review and possible disciplinary action.

### **Bathroom Conduct**

Flush the toilet. Notify the office immediately if the toilet will not flush or is overflowing.

Leave the bathroom clean. Paper towels go in the garbage.

Use a quiet voice. The bathroom is not the place to socialize with friends.

Sanitize your hands. Keep everyone healthy.

Help conserve supplies.

### **Cell Phones**

We understand that cell phones are an important means of communication between home and students. However, please know that students are permitted to bring cell phones into the building for use before and after school only. During the school day, phones must be turned off and kept in bookbags. Under no circumstances may students use cell phones in the building to make calls or take photographs. Students found using cell phones in the building between 8:08 AM and 2:45 PM will have them confiscated, and a parent will be required to come into the building and pick up the cell phone. If you must contact your child in an emergency or to make changes in after school plans, please call the Main Office, not your child's cell phone during school hours. All parents are requested to turn cell phones off at public events so as not to disrupt the event.

### **Dress Code**

Students are expected to be dressed appropriately for school and its activities each day. Attire must be conducive with and not disrupt or inhibit any child's participation in the educational process. Parents/guardians have the responsibility to ensure that their child is dressed in accordance with the Dress Code.

It is your responsibility to:

- Remove and not wear hats while in the school building. Hats, hoods, and any head covering may not be worn in the school building during the school day (8:08-2:30)
- Wear clothing that does not include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, or disability.
- Wear appropriate clothing. Tube tops or halter tops- including spaghetti straps may not be worn. Midriffs must be covered. Shirts and shorts should be an appropriate length and tops and bottoms must meet. No exposed undergarments.
- Wear clothing that does not promote and/or endorse the use of alcohol, tobacco or illegal drugs and /or violent activities.
- Wear shoes that are safe, made for play, and do not mark the floors. Please note that high heels or platform shoes, and flip flops may cause injury during play.
- If asked, wear appropriate protective gear in certain classes (i.e., Gym, science, etc.)

### **Consequences**

Depending on the frequency and severity of any violations of the rules of conduct, the principal or his/her designee will initiate consequences which may include, but are not limited to: A verbal warning, parent contact, parent conference, time-out, meeting with building administrator, and /or suspension (e.g., bus, in-school, out-of-school). There are some actions of misconduct severe enough to contact legal authorities. If found wearing objectionable attire, students will be asked to change clothes, turn shirt inside out, or return home and change clothes prior to returning to

class. In the case of wristbands, students will be asked to take them off and put them in their backpack.

## Attendance Procedures

Attendance is extremely important to the academic growth of children and the development of positive attitudes toward 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). **Attendance in school is mandatory for all minor students. Referrals to school psychologist, social worker and Child Protective Services (CPS) will be made when students continue to demonstrate poor attendance.**

In accordance with New York State Education Law and No Child Left Behind Act, any student in 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 on-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).

In the event that your child will be absent, please follow these steps:

1. Call the Health Office as early as possible and report that your child will not be in school, and why. The nurse's direct phone number is 692-9542, ext. for Primary Nurse, Lisa D'Acchille or ext. for the Middle Grade nurse, Kathy Gould.
2. **Excuses-** Parents must provide a written excuse, which explains why their child was absent and this must come in on the first day back to school even if you have called to report the absence. 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. It is the responsibility of the parent/guardian to notify the office with a written note on the morning a student is tardy or will depart school early.
3. If proper written excuse for the student absence, tardiness or early departure is not received by the school from the parent/guardian after 30 days, the school will notify the parent/guardian in writing.
4. **Students should not be dropped off prior to 8:08 A.M., unless they have been requested to come in early for extra help. It is important to realize that there is no supervision available until 8:08 A.M.**

5. Instruction in our school continues until 2:25 P.M. Therefore students who leave school prior to that time miss valuable learning. **If need arises for your child to be dismissed early, a parent/guardian will need to come into the building to sign the student out.**
6. **Who can pick up-** No student may be released from school to anyone other than the parent, guardian or child protective services personnel and law enforcement officers pursuant to law, unless the name of the individual seeking release of the student appears on the Emergency Information Sheet provided by the parent or guardian. Children may be released from school to authorized persons ONLY. 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/her up. Parents/guardians picking up their primary child at dismissal should wait in the Primary Cafeteria where students are signed out.

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.

7. **Signing in-** Occasionally, students must be transported to school by a parent/guardian. **Students may be dropped off at the school at 8:08 A.M. After 8:23 A.M. students are legally tardy and must be signed in at the main office. A written excuse must be provided each time your child is tardy.**

## 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 includes the following:

Language Arts -- English Language Arts (ELA) encompasses reading, writing, listening, and speaking. The goal of Greenwich's Language Arts program is to adhere to the K-12 Common Core Standards in English Language Arts. These standards provide a consistent and clear understanding of what students are expected to learn. The English Language Arts standards encompass the following strands:

- Reading Literature
- Reading Informational Text
- Foundational skills (K-5 only)
- Writing
- Language
- Speaking and Listening

Students read and write every day for various purposes. Instruction occurs individually, in small groups, and in whole class settings. Grades 3-5 are tested annually by NYS ELA Assessments.

**Math-** Curriculum modules in mathematics are marked by in-depth focus on fewer topics. They integrate the Common Core Learning Standards, rigorous classroom reasoning, extended classroom time devoted to practice and reflection through extensive problem sets, and high expectations for mastery.

**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.

**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 sixth 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 sixth 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

### 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, fourth, fifth and sixth graders have an opportunity to learn to play a musical instrument and may participate in Band. Fifth and sixth grade students may also participate in 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. 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.

### 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.

## **Assessment & Standardized Testing**

The district is required to administer assessments that are part of the New York State Testing Program for students in grades 3, 4 and 5. 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.

In addition, we administer additional local assessments, benchmarks. Together, these assessments help to monitor and communicate the progress of students and inform our instructional decisions.

### **Differentiation**

Differentiation refers to the process of placing a child with small groups of children who have similar strengths and/or weaknesses in a particular subject area. It could also mean that the teacher is working with a child in a one-to-one relationship. 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.

### **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 of students in our school. This multi-disciplinary team is composed of professionals such as teachers, a psychologist, 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.

### **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. Beginning in the 2013-2014 school year, we will transition to trimesters, which segment the year into three 12-week parts.

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.

## **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.

### **Health Related Matters**

*Please visit the Elementary Website and click on Health Office for information on physicals, immunization, wellness, diet and exercise, current health issues making headlines.*

#### **Communicable Disease Control**

Please 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. Symptoms that could warrant exclusion from school are: a temperature of 100 degrees or more, vomiting, diarrhea, head lice, an undiagnosed rash, discoloration of eyes and/or suspected bacterial meningitis. **In such situations, a parent/guardian must pick up the student. A student must be fever free for 24 hours without the use of medication before returning to school.**

#### **Emergency Contact Information**

Each September, an Emergency Information Sheet is sent home with each student to be completed and returned to school. On the sheet is a place for your address, your home and /or work phone. In addition, there is a place for the name, address and phone number of 2 adults who can be relied on to respond to an emergency situation that may arise at school or on the way to and from school. **PLEASE BE SURE TO GIVE THE PHONE NUMBER OF TWO PERSONS WHO CAN BE REACHED AND WHO WILL BE RESPONSIBLE FOR YOUR CHILD IF WE ARE UNABLE TO REACH YOU.** If you should move or change your phone number, the school must be notified immediately, and will update your child's emergency information. It is **IMPERATIVE** that we keep telephone numbers and addresses current due to emergency situations that may occur.

## **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.

## **General 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.

### **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 on 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.

### **Child Care**

The Saratoga Regional YMCA, Battenkill Branch, offers an After School Enrichment Program (B.A.S.E). This is a New York State licensed program for children in Kindergarten through grade five and is held at the Greenwich Elementary school in the Primary Building. For additional information, please contact the Battenkill Regional YMCA, 587-3110, ext. 161.

### **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.

### **Dropping Off Items to Students**

All visitors to the school must report to the Building Main 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**

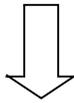
Field trips are designed as extensions of the curriculum to enhance and expand classroom learning. Throughout the school year, classes will be taken on field trips. Each student must have a Field Trip Permission /slip signed by a parent/guardian prior to the field trip in order to be able to participate 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.

**Issues Resolution Process: How to Appropriately Communicate with School Officials.**

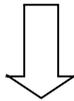
Everyone benefits when the proper chain of command is followed. We respectfully request that if you have a classroom issue or academic concern, you first consult your child’s teacher or the staff member in charge of the program in question. If the issue cannot be resolved at this initial level, you have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

**Chain of Command**

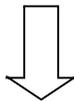
**Parents/Community Members**



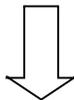
**Classroom Teacher**



**Building Principal**



**District Superintendent**



**Board of Education**

### **Late Buses**

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.

### **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.

### **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.

### **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](http://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 is 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](mailto: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](http://www.greenwichcsd.org). Additionally, staff may be reached via email.

### **STUDENT DROP-OFF**

Students should not be dropped off at school prior to 8:00 AM. You 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.

