

## ***Glenville School General Information***

Mrs. Klara Monaco, Principal  
Mrs. Barbara Brennan Oxe r, Assistant Principal

### **School Hours**

8:45am - 3:15pm

Students may arrive beginning at 8:25. There is no supervision prior to 8:25, so **students will not be permitted to enter the building prior to 8:25**. Attendance is taken promptly at 8:45.

### **Office**

Office hours are 8:00am – 4:00pm.

Parents wishing to deliver messages, forgotten homework, instruments, etc., are asked to stop by the office or use the “Oops” table, as described below. Every effort is made to reduce classroom interruptions.

If you will be picking up your child early or changing their dismissal plan, please update School Dismissal Manager. Students leaving early must be signed out.

### **Dismissal**

All students will be dismissed according to their master dismissal plan in School Dismissal Manager.

### **Emergency Closing/Delayed Opening**

Information on delayed openings or school closings is delivered between 6:30am and 9:00am on the radio (1490AM), the district website ([www.greenwichschools.org](http://www.greenwichschools.org)) and on local TV stations (i.e., Channel 12). The superintendent will also activate a Parent Link communication to inform parents by phone. If an early release is called during the school day, a Parent Link message will be sent by Mrs. Monaco to inform parents.

### **Visitors**

Due to the health and safety of our students and staff, we are not permitting any visitors into our building at this time. If you are here to pick up your child, please ring the doorbell. You will be asked to present identification, and your child will be escorted outside to meet you.

### **Absences**

If your child will be absent, you must call the school to report the absence. The State of Connecticut requires reporting of student absences under two categories: excused and unexcused. Please refer to the attendance letter and district policy for more information.

If your child is absent, and you fail to call and leave us the above information, we must assume the absence is unexcused.

### **Forgotten Items**

In the front foyer of Glenville School is located our "Oops" table, which is available for parents to drop off forgotten items to children such as: lunches, snacks, instruments, homework, etc. While we encourage all students to come to school fully prepared for the day with their homework, lunch, snack and instruments, we understand that at times an item might be forgotten. If you are dropping an item off, please email the teacher, notify the office that you have left the item, and put a note on the item with your child's name. It is not a guarantee that the teacher or office will get the message; however, we make every attempt.

Again, it is helpful to set your child up for success each day by assisting them with packing their backpack daily.

### **Use of Medication at School**

Students are NOT allowed to carry medications unless prior authorization has been obtained from their physician and the school nurse. This includes cough drops and over the counter medications such as Tylenol. The exception is that students are allowed to carry inhalers and epi-pens, per state regulations. Procedures for administration of medicine at school are explained in the handbook.

### **School Handbook**

The school handbook is available on the Glenville School website. Please review and sign and return the receipt of handbook form (available on our website) by Wednesday, September 1st. If you would like a hard copy, please call the office.

### **From the Nurse's Office:**

Welcome to the 2021-2022 school year. As we begin the new school year and adjust to new protocols, the nurse's office will function a bit differently. We will have plans in place to handle issues related to the COVID-19 virus. [Please refer to the main Greenwich Public Schools website for information on COVID-19](#). If you have any questions please do not hesitate to contact me.

Thank you,

Carolyn Conelias RN  
Glenville School Nurse