Glenville School
General Information

Mrs. Klara Monaco, Principal
Mrs. Cara Vitolo, Assistant Principal
Mr. David Cheris, Assistant Principal

School Hours
9:00 am - 3:30 pm
Students may arrive beginning at 8:45. There is no supervision prior to 8:45, so **students will not be permitted to enter the building prior to 8:45**. Attendance is taken promptly at 9:00.

Office
Office hours are 8:30 am – 4:15 pm.
Telephone: (203) 531-9287
Fax: (203) 532-0179
Jennifer Banks: Jennifer_banks@greenwich.k12.ct.us

Dismissal
If you will be picking up your child early or changing their dismissal plan, please update School Dismissal Manager by 2:00 pm. School dismissal Manager

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 6:30 am and 9:00 am on the radio (1490AM), the district website (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
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 enter the absence in SDM 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

Every effort is made to reduce classroom interruptions; therefore, our "Oops" table 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 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 will get the message; however, we make every attempt to have the item retrieved.

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 EpiPens, 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, sign, and return the receipt of handbook form (available on our website) by Friday, September 4th. If you would like a hard copy, please call the office.