Welcome to ISD!

We are so excited to welcome you to ISD for a fantastic year of learning, fun, and friendship! Get ready for new adventures and lots of exciting things to discover. Let's make this the best year yet!

GENERAL INFORMATION:

School Hours: 9:00 AM - 3:30 PM

🍎 **Arrival:**

- Students should arrive between 8:45 AM and 9:00 AM.
- There is no supervision prior to 8:45 AM, so students will not be permitted to enter the building prior to 8:45 AM.
- Attendance is taken promptly at 9:00 AM.
- If your student arrives after 9:00 AM, they need to stop at the front office for a late pass.

🚌 **Dismissal:**

- Dismissal begins at 3:30 PM.
- If you will be picking up your child early or changing their dismissal plan, please update School Dismissal Manager by the 2:00 PM cutoff time.
- All students will be dismissed according to their master dismissal plan in School Dismissal Manager.

✏️ **Contact Information:**

- **Office Hours** are 8:15 AM – 4:00 PM
- **Phone:** (203) 637-3800
- **Fax:** (203) 637-5423

Website: www.isd.greenwichschools.org

We're here to help! If you have any questions or concerns, please don't hesitate to contact us:

Philip Hammack, Principal

- Philip_Hammack@greenwich.k12.ct.us

Kevin Thompson, Assistant Principal

- Kevin_Thompson@greenwich.k12.ct.us

Jennifer Manke, Administrative Assistant

- Jennifer_Manke@greenwich.k12.ct.us

Brittney Veniga, Administrative Staff Assistant

- Brittney_Veniga@greenwich.k12.ct.us

Jessica Gentile, School Nurse

- Jessica_Gentile@greenwich.k12.ct.us

SCHOOL DISMISSAL MANAGER:

ISD uses School Dismissal Manager (SDM) to log all absences, late arrivals and early departures. Log-in details will be shared with you from the front office. Please make sure you report all attendance and dismissal changes by the 2:00 PM cut off time (12:00 PM on early release days). All students will be dismissed according to their master dismissal plan in SDM.

Information about setting up your parent account will be sent annually, at the start of the school year by the front office.

- **Website:** www.schooldismissalmanager.com

HEALTH INFORMATION:

Health Forms and Immunizations are required for all new students registering to attend and again as they enter grade 3. Students will not be permitted to attend school without a completed health form on file with the school. For more information go to Health Forms and Immunizations. For information regarding Medications, Illnesses & Special Health Care Needs, and Health Screenings follow links to the District Health Services pages.

Please keep your child home if they are sick and notify the school nurse of any allergies or medical conditions.

IMPORTANT POLICIES:

👕 Forgotten Items:

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.
- Anything not claimed will be placed in the Lost & Found.

Visitors:

- If you are picking up your child early please ring the doorbell at the main entrance. Students leaving early will be escorted outside to meet you.
- If you are visiting the school, please ring the bell at the main entrance for the office to buzz you in. You MUST sign in with the front office before heading to your destination.

AFTER SCHOOL PARTNERS:

Registration for after school programs run by our partners is handled directly with the organization. Please find their contact information below.

- **Boys & Girls Club**
  - Liz Galeano 203-869-3224 ext. 100
  - lgaleano@bgcg.org
  - **Website:** www.bgcg.org
  - ***Bus available from ISD**
- **OGRCC (Before and After Care)**
  - Dawn Pedrosa 203-637-3659
  - dawn@myogrcc.org
  - **Website:** www.myogrcc.org
- **YMCA**
  - Julia Borges 203-869-1630 ext. 109
  - jborges@gwymca.org
  - **Website:** www.greenwichymca.org
  - ***Bus available from ISD**
- **YWCA**
  - Arthur Smith 203-869-6501 ext. 251
  - a.smith@ywcagreenwich.org
  - **Website:** www.ywcagreenwich.org
  - ***Bus available from ISD**

FOOD SERVICES:

Students are able to purchase lunch daily from the school cafeteria. While cash is accepted, parents are encouraged to set up a student meal account on MySchoolBucks**.** More information and a link to the menu can be found online as well as information about the free and reduced meal benefits and application.
Food Services Website: www.greenwichschools.org/departments/food-services

HELPFUL LINKS & EMAILS:

Back-To-School: ISD back-to-school information and forms.

GPS Calendar: Important dates and closures.

School Supplies: Suggested supplies to set your student up for the year.

Aspen Parent Portal: Access to academic records, class/courses, and to receive information from the District and schools.

LinkIt Portal: Student academic scores.

Technical Support for Parent Portals:
portal_support@greenwich.k12.ct.us