

JULIAN CURTISS SCHOOL GENERAL INFORMATION

Mrs. Trish McGuire, Principal

Mrs. Brenda Brush, Assistant Principal

SCHOOL HOURS:

School hours are from 8:00 am - 2:45 pm. Attendance is taken promptly at 8:15 am. Students may enter the building and report to the cafeteria beginning the second week of school no earlier than 7:30 am.

OFFICE:

Office hours are from 7:30 am - 4:00 pm, Monday through Friday.

VISITORS: (GPS Procedure E080.2)

Any and all visitors to the school must sign in at the main office and receive a "visitor pass." Teacher/classroom visits must be pre-arranged. We are unable to permit unannounced drop-ins as they are disruptive to planning and teaching.

ABSENCES: (GPS Procedure E040.3)

Attendance policies are mandated by the Connecticut State Board of Education. Please familiarize yourself with the procedures regarding excused and unexcused absences and the definition of truancy. If your child is going to be absent, you **must** call the school at (203) 869-1896 and leave the following information:

- Name of Student
- Date
- Grade
- Teacher
- Reason for Absence

LUNCH INFORMATION:

Students may buy lunch from the cafeteria or bring lunch from home. A menu is distributed monthly. The cost of lunch is \$3.70 per day, which includes milk. Information on prepaid and free/reduced lunch is accessible on the Greenwich Public Schools Website by visiting the following link:

<http://www.greenwichschools.org/departments/food-services/free-and-reduced-priced-meals>

ITEM DROP-OFFS:

Every effort is made to reduce classroom interruptions. Please encourage your child to take responsibility for the items that he/she needs to be prepared for school each day. In order to help reinforce this, we will not be accepting forgotten items for students in grades 1-5. Kindergarten parents may drop items at the front office where you may leave them for pick-up.

DISMISSAL INFORMATION:

Please see the JC Handbook for detailed arrival/dismissal procedures. All students will be dismissed according to the plans submitted on the School Dismissal Manager. All parents have until 1:45 to make dismissal plans with the School Dismissal Manager on regular school days, 11:45 on early release days. All Kindergarten walking students are dismissed from the patio outside the Kindergarten wing, and all other walking students are dismissed from the blacktop by the side of the school. Bus students will be placed on their assigned buses. All students for car pick-up will be dismissed on the gymnasium side of the building. Students are not allowed to remain on the playground unattended after school. Once dismissal has occurred, the school is closed and cannot be accessed for forgotten items or bathroom use.

Unless an unforeseen emergency arises, please do not contact the school after 2:15 pm for dismissal changes. Due to the activity level in the office at this time of day, it is nearly impossible to guarantee the message will be relayed to the classroom teacher.

EARLY DISMISSALS:

Although early dismissals are discouraged, sometimes they are unavoidable. If you will be picking up your child early, you must send a note to the classroom teacher notifying them what time your child will be dismissed. Please be sure to sign your child out in the "Student Sign Out" book in the main office. All students who are dismissed during school hours must be signed out in the office, including dismissal due to illness. Please refrain from picking up your child between 2:30 pm and regular dismissal time at 2:45 pm.

EMERGENCY CLOSINGS:

Information on delayed openings or school closings is given between 6:30 am and 8:00 am on local radio station WGCH (1490 AM) and on the Greenwich Public Schools website. The district will also send a message via ParentLink. If an emergency occurs during the day, the ParentLink system will be activated to inform parents should an early release be necessary.

****IMPORTANT**** Please do not rely on any one form of communication. Please check phone, email, website, television, and/or radio sources.

WEEKLY NEWSLETTER:

You will receive a copy of the “JC Weekly News” via email each week. This bulletin keeps parents up to date on important events and information. In addition the Principal sends a newsletter through “SMORE” updating parents on school curriculum, staffing and other important information.

It is the parent responsibility to read these weekly newsletters.

USE OF MEDICATION AT SCHOOL:

Students are **NOT ALLOWED** to carry medication. This includes cough drops and over the counter medications such as Tylenol. Procedures for administration of medication at school are explained in the JC Student Handbook.