

Dear Julian Curtiss Families,

We ask that you hold your children responsible for remembering all of the materials they need for school. Students should come prepared with lunch, water bottles, instruments, and warm clothing when necessary. We will NOT accept these items in the office.

We truly strive to run an organized school and need 100% cooperation from our families. We thank all of our families who follow the procedures on a regular basis. It truly helps the day run smoothly and also helps to build good responsibility and character in our students.

In order to ensure the safety of all children and maximize instructional time during the school day the following arrival and dismissal procedures are in place. Your understanding and cooperation in following these policies and procedures is greatly appreciated.

We have very large numbers of tardy students and this is disruptive to the learning process! Being late on a regular basis is unacceptable. Please make sure your child arrives on time and is picked up promptly in the afternoon.

School Hours: Arrival 8:00 a.m. - 8:10 a.m. / Dismissal: 2:45 p.m.

Drop off:

- Please note that there is supervision in the cafeteria from 7:30-8:00 for early drop-off. All arrivals should enter through the front door and students should report directly to the cafeteria. Students should walk themselves to the cafeteria.
- All doors of the school will be locked at all times. This includes arrival and dismissal time. A staff member will be available from 7:30 -8:15 at the front entrance to ensure students arrive and leave the building safely. After 8:15 am and 3:00 pm all visitors will have to use the video intercom system to enter the building.
- Students who arrive at 8:00 a.m. or after should walk directly to their classroom.
- Students arriving to classrooms after 8:15 are tardy. Students driven to school are to be dropped off along the driveway in front of the school or the driveway on the gym side of the building and walk directly to their classroom.
- Parents need an appointment to see the teacher. Teachers use their mornings to prepare for the day and greet your children. Please contact teachers by phone or e-mail and they will reply within 24 hours. If there is an emergency please see office staff and they will get the message to the teacher.

The holidays are approaching and parents are often very gracious and generous to our staff members here at Julian Curtiss. Your generosity is always appreciated but please consider the BOE procedure regarding gifts to employees.

Procedure L-000.1 - GIFTS TO CERTIFIED EMPLOYEES

Definition:

“Gift” – Any money, item or service (other than authorized and approved volunteer services) given to an employee by an individual or group.

“Unduly expensive” - any gift with a value exceeding \$200.00

“Single source” - an individual or a group (e.g. class parents, Booster Club, PTA)

The Greenwich Public Schools recognizes that students, parents, and others may wish to show appreciation to certified school district employees. Gifts of appreciation given by an individual student or a class, parents, booster clubs or other support organizations to any certified employee of the Greenwich Public Schools shall not be elaborate or unduly expensive.

At no time shall any certified employee of the school district accept money (cash, check), including gift cards, which are considered cash equivalents (American Express, VISA, etc.), as a gift. For purposes of this procedure gift cards issued by a business (bookstore, restaurant, etc.) which can only be used at that business and which cannot be redeemed for cash are not considered money.

Certified staff members of the Greenwich Public Schools are vested by the public with a trust and responsibility requiring the highest ideals of professionalism. Connecticut General Statutes codify standards for teachers and administrators (Connecticut Code of Professional Responsibility for Teachers) to guide conduct and judicious appraisal of conduct in situations that have professional and ethical implications. The Code requires teachers to “decline any gratuity, gift or favor that would impair or influence professional decisions or actions.” This requirement is applied to all certified employees of the Greenwich Public Schools and includes all certified staff, full and part-time including coaches.

School system employees not covered under this procedure are governed by the Town of Greenwich Personnel Policy 406.1. Further, the Code of Ethics of the Town of Greenwich sets forth principles, which all employees of the school district are expected to honor and follow.

For purposes of this procedure, the following items shall not be deemed in violation of this policy:

- An award, plaque, certificate, memento, or similar item given in recognition of the recipient’s civic, charitable, professional or public service.
- Food or beverage consumed at a single meal or event not exceeding \$100 per person in value.
- Any gift or service from a single source with a value not exceeding \$200.
- Promotional items generally distributed to the general public, the employees, or distributed at conventions.
- Opportunities, benefits, and services that are similarly available to the general public.

It is a violation of Board of Education policy for any employee to solicit, accept, or receive either a gift from a person or entity doing business with or seeking to do business with the district. It is also a violation of Board of Education policy for any employee to solicit, accept, or receive either a compensation or payment for services rendered that are covered by the collective bargaining unit in effect.

Employees shall not solicit funds or other gifts for any purpose other than those approved by a school principal or superintendent. Employees shall not accept gifts from a single source, which exceed \$200 within one school year.

Any exception to this procedure must be reported in writing to the employee’s immediate supervisor.

Employees who violate the provisions of this procedure may be subject to discipline, which may include reprimand, suspension, and/or termination or discharge.

Thank you for your cooperation.

Sincerely,

Mrs. McGuire