

GREENBRIER SCHOOL

(ZONE 4)

FAMILY HANDBOOK



Principal's Message

Welcome to a new school year at Greenbrier School. I am pleased that you are a part of our Greenbrier Community. This agenda will serve as both a communication and an organizational tool. Students are asked to bring it to every class and to bring it home each evening. This will keep parents informed and students organized. Let's work together to have an outstanding year.

School Routines

Daily Schedule and Balanced Day

The following schedule outlines our school day:

TIME	PERIOD / ACTIVITY
8:40 -9:00	Bus Arrivals / Recess
9:00 -11:00	Instructional Block
11:00 -11:40	1 st Nutrition Break
11:40 -1:20	Instructional Block
1:20 - 2:00	1 st Nutrition Break
2:00 - 3:20	Instructional Block
3:20	Dismissal

WEBSITE: please visit our website www.granderie.ca/schools/greenbrier

Attendance Policies and Procedures

A child's success in school is directly related to his/her regular attendance and punctuality. The Grand Erie District School Board policy for attendance states that regular attendance is of paramount importance to student learning and progress. Students are obligated to attend punctually and regularly. The absence of a student needs to be explained by a legitimate excuse such as illness or withdrawal of the right to attend eg. suspension.

Being late for school is disruptive as it interferes with the children in the class as well as the student who is late. Please ensure that your child arrives to school before the bell at 9:00. Constant lateness and frequent absences can result in the involvement of our Board Attendance Counsellor.

Parent wishing to request that a student be temporarily excused from school for an extended period of time (5 or more days) must complete a GEDSB Request For Temporary Absence form. This form is available at the school office.

Absences from School

If your child is going to be absent from school, please call between 8:00 a.m. and 9:00 a.m. You may call earlier and leave a message on the answering machine. If your child is absent for more than three days the classroom teacher will require a note which states the reason for the absence. The secretary implements a call-back system if you do not inform the school of an absence. She requires your home, work and emergency number(s) in order to do this. The Ministry of Education has required that a formal "Safe Arrival" procedure be in place for all schools. **Under this policy it is mandatory for us to ensure that your child is accounted for each day.**



Illnesses or Accidents

The school must have the phone number and name of an emergency contact person should your child become ill or have an accident while at school. We will make every effort to contact you first, but the emergency contact person must be recorded on

the student information sheet which you will receive each fall. Please call the school as soon as possible if any of the phone numbers or names change during the school year. Your child may not be sent home without the consent of a parent or emergency contact person.

Student Insurance

You may consider the student accident insurance to cover accidental injuries at school. The forms are sent home each September. Insurance is highly recommended for participation in inherently high risk activities. This insurance program is voluntary.

Picking up Students

During the school day you may pick up your child for appointments and other activities by coming to the office. Please be prepared to sign your child in or out at the office if he or she is arriving or leaving outside the usual arrival or dismissal times. This procedure provides an additional safeguard to ensure the safety of your child.

Five Day Cycle

Our daily schedule will be organized on a five day cycle. This is not to be confused with a Monday to Friday schedule as we skip holidays and PA Days when the days of the cycle are numbered. A School Year Calendar will be sent home with your child each September.

Dismissal Procedures

Children are dismissed at 3:20 each day and **are expected to leave the school grounds promptly as supervision is not provided after dismissal**. Students should report home or to the appropriate caregiver. We would appreciate your support by insisting that your children follow this expectation. If students are kept at school after 3:20 you will be informed by the classroom teacher. Besides extra-curricular practices and/or activities, students may be kept after their dismissal time to complete assignments, check homework, fill in agendas or to make up instructional time lost during the day due to inappropriate behaviour.

Lunch Times

Students may go home for lunch during the **second** Nutrition/Outdoor Break at 1:40. Students who stay for lunch will be supervised in designated classrooms. Students will be expected to co-operate with the supervising teacher and keep the lunchroom orderly and clean. Students may have their lunchroom privileges suspended for periods of time if they fail to follow the expectations. After 11:20 am and 1:40 pm students will be dismissed to go outside for a twenty minute supervised recess. **Students must stay on the playground during this time.** Students wishing to leave the school grounds during the second nutrition break **are required to have written permission from a parent or guardian.** Students must sign in and out at the office.

Valuables at School

Parents are asked to encourage students to leave valuable and treasured items at home. i Pods, walkmans, Gameboys, cell phones, trading cards, special clothing, toys or jewelry and large sums of money should not be brought to school. **The school will not be responsible for these items if they are lost or stolen.**

School Trips

School trips are planned throughout the school year and are part of student learning. Students participate in activities in preparation and also have follow-up tasks. **It is expected that all students participate as trips are part of the program.** Fundraising monies are applied towards the cost of trips to lower the cost for our students. Parents accompanying students as supervisors on trips require an up-to-date police check. Students are expected to behave appropriately on school trips. **It may be necessary to have a parent accompany a student or class trip privileges removed if students have not been able to exhibit proper behaviour at school.** Parents will be informed should this be necessary.



Emergency Closing/Bus Cancellation for Zone 4

If the school is closed or buses are canceled due to bad weather before school begins for the day, an announcement is made over radio station CKPC 1380 or 92.1FM. Announcements are made for rural and urban schools of the GRAND ERIE

DISTRICT SCHOOL BOARD. Cancellations are also posted on the Grand Erie website: www.granderie.ca. Our school is in Zone 4.

Professional Activity Days

We will have a number of Professional Activity days for staff development this year. These will be on the Grand Erie School Year Calendar that each student receives and will be noted in the school and class newsletters.

Medication

Medication (prescription and nonprescription) cannot be administered to students by staff unless proper Board form, *Request for School Assistance in Health Care*, is completed and signed by a physician and parent. This form can be obtained from the office. Prescribed medication needs to be in the prescription container, clearly labelled, expiry date correct and must indicate dosage.

Students who may have allergic reactions to stings, peanuts etc. should have the appropriate forms completed and medication filed at the school. **Please keep the staff informed about any health concerns.**

Dress Code

We expect our students to dress appropriately for the season and the school environment. If clothing is inappropriate e.g. bare midriffs, visible undergarments, revealing necklines, T-shirts with improper language, students will be asked to cover up or change until suitable attire is available. Hats should be removed when in the building. In addition, students should be prepared to wear proper gym attire: gym shorts, T-shirt and running shoes.

Bicycles, Skateboards and Roller Blades

Students may ride their bicycles to school but they are expected to walk their bicycles while they are on the school grounds. Similarly, for safety reasons, students are not allowed to use their skateboards, roller blades, or scooters on school grounds. Privileges will be suspended for a period of time if students fail to follow these rules.



Homework

There are several types of homework which students may be asked to complete at home. They may be required to complete unfinished daily work or an assigned homework exercise to reinforce skills. In addition, they may be asked to prepare for on a long range project or study previously learned materials for tests. These requirements will vary according to your child's age and grade. Communication with your child's teacher about homework is important.



Use of Telephone

There are two lines available on all school telephones and these are used extensively for school business. Students are allowed to use the telephone only with their staff permission. **Student calls are limited to emergency situations only.**



Report Cards

Students will receive one progress report in November and two report cards, one in January and one in June. It is required by the Ministry that parents complete the Response Form and that it be attached to your child's report each term. **Please return it promptly along with the envelope each term.**

Communication with Parents

The staff at Greenbrier work very hard to build successful relationships with parents and guardians. Relevant and meaningful information needs to be shared between the school and home in order for this to occur. You can expect your child's teacher to send home a monthly newsletter or to post information on the school

website, to call you and/or send notes to keep you informed. In turn, you are invited to participate in this flow of information by calling the school or sending notes in the agenda. Formal and informal interviews are scheduled through the year as well. Please contact the teacher in advance through the office if you wish to speak to him or her .

To facilitate communication, students from grades one through six may purchase an agenda in September. Parents are encouraged to use the agenda regularly to communicate with the teacher. Students will record homework assignments and tests and other important dates in the agenda.

School Council and Special Events Committee

Greenbrier has an active School Council. Our School Council is an advisory group to the school staff and guides and assists in the organization of parent involvement activities. The Council meets on the third Tuesday of each month at 7:00pm in the library. Information about things such as policies and procedures, fundraising, and school activities are discussed at these meetings **The parents who work so hard for our students and school community are a wonderful group and new members are always needed so please contact the school for more information.**



Parent Volunteers

Parent volunteers are an important part of the school community and parent involvement has been shown to have a significant impact upon the success of students. You can be involved in a variety of ways: assisting in the classroom, helping with our snack program, accompanying students on trips and excursions, volunteering in the library or assisting with special events. We welcome and encourage you to be a part of the school community. **All parents volunteering in Grand Erie with our students in any capacity require a current police check.**

Visitors

All visitors should enter through the central front doors and report directly to the office upon their arrival. Office staff will be able to assist you. **Parents or visitors should not go directly to their child's classroom.** During regular school hours, all doors will be locked. Please use the intercom for access.

Computer Use

Students and their parents will be asked to read and sign a computer use agreement in September. The access to computer resources is a privilege, not a right. Students who disregard any of the agreed to responsibilities may lose their computer privileges, be charged for damages or be suspended from school.

GREENBRIER
is a great place
to
LEARN,
PLAY,
AND GROW!

