

Greenbriar Elementary School
1225 Greenbriar Lane, Northbrook, IL 60062
Phone: 847-498-7950 Fax; 847-504-3710
www.northbrook28.net/gb
Principal: Jill R. Weininger
School Colors: Green & White
School Mascot: Greyhound

Mission Statement

Greenbriar School will be a safe, nurturing, and engaging learning community. Through respectful collaboration between educators and parents, children will be challenged to their fullest potential as they become life-long learners and responsible citizens.

Dear Parents and Students,

Welcome to Greenbriar School. We hope that your years here will be enriching and fulfilling. Greenbriar is a wonderful learning community that welcomes all parents and students to be active partners in the education of tomorrow's citizens.

Parents are encouraged to take an active role in their child's education. Some suggestions for involvement are: Speak to your child to find out what she/he is learning. Volunteer your time for school activities throughout the year. Your children love to see you at Greenbriar. Establish family reading times and family game nights on a regular basis to encourage development of skills and family traditions. Most importantly, model those qualities/values that you want to see in your child. Children learn from the examples they see.

This handbook has been developed for your use and reference throughout the year. Please review it with your child and sign and return the Parent/Child Cooperative Statement Card.

Thank you,

Jill R. Weininger, Principal

Emergency Cards

Emergency cards are important for use should we need to contact you during the school day. If the contact information changes during the school year, please promptly notify the office of the changes either by calling or writing a note.

Visitors, Safety and Security

Visitors to Greenbriar School are asked to enter through the Cherry Lane entrance. All visitors to the school are required to register in the main office and obtain a visitor's badge from an office staff member before proceeding to any other area of the building. All of Greenbriar's outside doors remain locked during the school day and children have been instructed not to open the doors to adults. Staff members are encouraged to question anyone without a visitor's badge. These procedures are designed for the safety and well-being of your children. Security means safety and that brings peace of mind. Thank you for your cooperation.

In our effort to maintain a productive school atmosphere the following procedures are in place:

- Classroom visits must have prior approval from the teacher.
- Parent volunteers for must speak a member of the office staff and obtain a visitor pass before proceeding into the building.
- Forgotten items should be delivered to the office and we will deliver them to students.

Please be sure that your child knows how they are getting home each day. Frequent inconsistency or lack of clarity can cause anxiety for children, which interferes with their learning. When there are changes to the regular routine, please write a note to the teacher. Young children cannot be relied upon to communicate this information accurately. If there is an emergency, please contact the school office before 3:00 and we will get a message to your child. Please reserve this communication for emergencies only.

Drop off, Pick up and Parking

Supervision of students begins at 8:30 a.m. K-2 students have recess on the south playground and 3-5 students have recess on the north playground. Students may not arrive earlier than 8:30 a.m. At dismissal time, students in grade K-2 exit the building near the flagpole. Students in grade 3-5 exit the building through the Cherry lane exits. Students are not permitted to remain on school grounds later than 3:15 p.m. unless participating in a supervised activity.

- If you drive your child to and from school, please drop off or pick up your child along Greenbriar Lane. Please be sure that your child exits the car on the parkway side of the vehicle not on the street side.
- Visitors to the school must park in designated parking spots in the lot or use street parking. Please do not leave your car unattended in the bus lane.
- If you park in the parking lot to pick up your student, please meet them on the sidewalk and escort them to your car. Children should not walk in the parking lot unescorted.
- Parents should not use the lot on Greenbriar Lane for pick up, drop off, or parking.

Walking To & From School

When children walk to and from school they are encouraged to cross major streets in locations where the crossing guards are stationed. The crossing guards are placed and supervised by the Northbrook Police Department. It is the responsibility of the parents to set and enforce this expectation with their children. Crossing guards are stationed at: Greenbriar & Cherry, Greenbriar & Chestnut, Greenbriar & Walters, Meadow & Cherry, Cedar & Center. Siblings who travel to and from school together are encouraged to select a specific place where they will meet each day to walk home together.

Bicycles, Scooters and Roller Blades

Students may ride bicycles, rollerblades and non-motorized scooters to school. This is a privilege for students that can be revoked if the following expectations are not followed:

- Bicycles must be locked in the bike racks.
- Students should ride on sidewalks wherever possible.
- Helmets are strongly recommended.
- Students may not double-ride on bicycles.
- Students on bicycles must walk their bikes across streets and on the sidewalk along Greenbriar Lane where it is adjacent to the school.
- Scooters must be folded and stored upright next to lockers during the school day or left out side.

- Rollerblades must stay in lockers during the school day.
- Skateboards, bicycles, rollerblades and scooters may not be used during recess.
- Kindergarten and first grade students are discouraged from riding to school unless accompanied both ways by an adult or older sibling.

Helmets and other appropriate safety gear are strongly encouraged, but not required.

Bus Behavior

Riding the school bus to and from school is a privilege that is provided by the school district. Student bus riders are expected to observe the following rules for their safety:

- Students must sit on their bottoms and stay in their seats.
- Students must use their inside, quiet voices when on the bus.
- Students' hands and feet are to remain inside the seat area, out of the aisle and inside and away from the window area.
- Students must choose a seat when they get on the bus and stay in that seat during the ride.
- Students must listen to the bus driver at all times
- If the driver or other school personnel assigns seats, children must sit in the assigned seats.

Bell Schedule

8:30 a.m.	Supervised early arrival
8:50 a.m.	Line up and enter building
8:55 a.m.	Tardy bell rings, classes begin
11:30 a.m.	Kindergarten a.m. dismissal
12:00-12:40 p.m.	Lunch /Recess
12:40 p.m.	Line up and enter building
12:45 p.m.	Tardy bell rings, classes begin
3:15 p.m.	Dismissal

Absences

Please report any absence or tardiness to the school secretary by 9:00 a.m. (847-498-7950) After hours when the office is closed, you may call the school and leave information about an absence on voice mail. Please speak clearly and include the name of your child's teacher in the message.

It is essential that you call the office as soon as you find out that your child has strep, chicken pox, and/or any other contagious disease. This timeliness helps all stay well.

Make-Up Work

It is not always possible to replicate classroom learning experiences that a child misses due to absences. If your child is absent due to illness, you may request homework for pick up. Call your child's teacher or the office first thing in the morning if you would like homework. Homework may be picked up in the office after 3:15 or sent home with a sibling.

Please consult the school calendar when making travel arrangements and do your best to avoid un-necessary absences due to travel. If out of town trips are unavoidable and you would like work for your child to do during the trip, please give the teacher at least 4 days notice for the request. Please set up a plan to ensure that your child does the work that is provided while you are gone. Additionally, children who miss school for travel are also likely to have make up work when they return that could not be provided ahead of time.

Communication

Communication is essential in building a strong positive home/school partnership. All staff members have a phone extension or voice mailbox from which they can retrieve messages. Please refer to your directory for a listing of staff phone numbers. Parents are invited to call a teacher directly or write a note if they have information or concerns to share. Teachers will make reasonable efforts to return phone calls within 48 hours. All staff members have an e-mail address. In most cases, last name@northbrook28.net. For a few teachers this is different. You will be told your child's teacher's e-mail address and classroom phone number at the curriculum night at the beginning of the year.

Please make all efforts to communicate with your child before they leave for school each day what the plan for after school is. It is disruptive for the office staff to deliver messages to students during the school day. In the rare event of an emergency change of plans, please call the office with this information as soon as you know it. Please do not leave information about changes in plans on teacher voicemail as teachers may not have an opportunity to listen to their messages until after school.

Conferences are held two times a year. Sign up for conference times is at school on Curriculum Night. Conferences are a very important part of our communication system and we encourage you to attend both conferences. Please call your child's teacher if there is an unavoidable conflict during the available times and another time will be set up for you.

District 28 also makes use of an automated phone calling system that may leave messages at your home or office in the event of an emergency situation.

Regular communication will also come home via your child's backpack. Please review the classroom and school newsletters when they come home for important information about the school. The school newsletter, published bi-weekly, is also published on the district website.

Break Out Groups

Break Out Groups are a time set aside for students at Greenbriar School to work in homogenous groups within their grade level on specific skill areas. Students who require reading intervention receive it during this time. Students not in reading intervention will participate in other activities based on teacher recommendation. Breakout groups can be created for a wide variety of topics. Examples include: book clubs, math work, writing work or social skills groups. The breakout group topics are determined by the grade level teachers based on the needs they see in a particular group of students.

Inclement Weather & Recess

Students arriving before school should enter the building through the doors on Cherry Lane or Greenbriar Lane if it is raining or extremely cold. Supervisors will be waiting in the hallways at 8:30 a.m. for supervised indoor recess. Students will go outside for recess, weather permitting. We go outside if the temperature and wind chill combined are 0 degrees or above. Please make sure your child is adequately prepared for outside recess in the winter with boots, snow pants, hats, coats, and gloves.

Medication Policy

Prescription and over the counter medications must be administered by the school nurse or designee. Medications will only be dispensed per a doctor's written order. All medications must be in the bottle dispensed from the pharmacy or in the original packaging. Contact the health office to obtain permission forms for the nurse to dispense medications per doctor's orders. For additional policies and procedures regarding controlled substances, please refer to the District 28 information that is mailed to parents each August.

Valuables at School

Students should not bring money, expensive equipment, games, toys or jewelry to school. Children may not buy or sell items such as trading cards or audio and video devices. Hand-held game systems, CD Players should be kept at home. Cell phones should be kept in lockers and switched off at all times while at school and during the school day.

Field Trips

Field trips are an important part of the school program and are carefully selected and planned to integrate with the curriculum. They are an enjoyable, relevant extension of the classroom. Therefore, attendance is important and expected as part of classroom work.

Only students who have signed permission slips from their parents may participate in a field trip. Student behavior expectations are the same for field trips as they are at school. If there is a significant concern about a student's ability or willingness to behave appropriately on a trip, there is the possibility that participation could be contingent upon the parent accompanying the child.

Parents can sign up at the beginning of the year if they are interested in helping with field trips. Often the sites we visit limit the number of chaperones we can bring on a field trip. Room parents will coordinate with the teacher the number of chaperones needed for trips and confirm chaperones for trips. They will make every reasonable effort to allow each parent to attend one field trip. We ask that parents respect these roles and not attend field trips on which they are not confirmed chaperones. Chaperones for field trips are further asked to not bring younger children on the field trips.

PTO

One of the most important organizations at Greenbriar School is the PTO. Our PTO is an active organization that provides programs for our students and their parents. The PTO works with the school and community to develop good home and school relations. You may show your interest in school by joining the PTO and participating in activities and events that they sponsor.

The PTO officers and chairpersons of the committees are listed in the school calendar. Please contact one of these parents for more information.

Volunteers

Parents are encouraged to volunteer at Greenbriar through PTO events and programs, scheduled parties, Art Adventure, story reading, as classroom helpers, and on field trips. Coordination of classroom volunteers is a joint effort of the classroom teacher and the room parents depending on the nature of the volunteer work.

Volunteering in the school is a special opportunity for you and your Greenbriar student to spend time together and it is preferable that you make other arrangements for younger siblings. If alternate childcare arrangements cannot be made, please discuss this situation with your child's teacher.

Classroom Parties

The PTO helps to organize parties for Halloween, December holidays and Valentine's Day. PTO volunteers are responsible for planning and hosting an age appropriate party one hour in length for these holidays. Please consult the PTO Party guidelines when planning a party for your child's class.

Children are invited to bring something to celebrate their birthday with the class on a day that is mutually agreed upon by the teacher and the parent. It is asked that these celebrations be kept small and appropriate for school.

In order to encourage healthy living we encourage parents to consider alternatives to food for these celebrations. There are acceptable treat lists in place for many of our classrooms that are designed to keep all children safe. Please consult this list when planning a classroom celebration that involves food.

We ask that students do not plan to decorate lockers or learning areas for student birthdays, as this cannot be done for all students. Additionally, any birthday celebration in school should include the entire class and the teacher should be informed even if it is during the lunch hour.

Students are not permitted to distribute birthday party invitations at school.

Snacks

Children in grades 1-5 are encouraged to bring a healthy snack to school for morning snack break. There are acceptable snack lists in place for many of our classrooms. These lists are updated each trimester. Please consult the snack list when preparing your child's snack so that all children at Greenbriar can be safe.

Rules and Consequences Discipline Philosophy

The primary concern at Greenbriar School is to provide a safe and cooperative learning environment for all children. Student discipline is considered to be a learning experience. The focus is on helping children to develop internal controls that allow them to make good choices in a variety of classroom, hallway, lunchroom, playground, and home situations.

Discipline is "individualized" based on the age and understanding of the child.

Self-discipline is a process of growth over time, a process of making internal choices which one learns. Making mistakes or “bad choices” is a part of growing and developing as an individual. The school focus is on helping the child analyze these mistakes and internalize new behaviors. The teacher and school support staff will assist the student in finding a positive solution to situations that interfere with learning. Parents will be called to assist if the student is unable to choose a more positive direction.

The principal works closely with staff and ensure that a productive school atmosphere is maintained. They are available to meet with parents and may initiate contact with parents when a child has serious or repeated difficulties following school rules. For a complete copy of the discipline framework, please refer to the packet that is sent to all parents in August from District 28.

School Rules

- Do not hurt anyone on the inside or outside.
- Respect all people and all things.
- Keep your hands and feet to yourself.

Rules for Weapons

School District 28 and Greenbriar School follow the Gun-Free Schools Act. Weapons and look-alike weapons are not permitted in school. Generally, the following articles are not allowed in school:

- firearms (real or toy), bullets or items designed as projectiles
- knives, switchblades or razor blades
- matches, lighters, or any explosive or incendiary device
- martial arts weapons or harmful paraphernalia

Students are not allowed to bring pretend weapons as part of their Halloween costumes.

Behavior Expectations

Students are expected:

to be respectful and courteous to others.

to respect public and private property.

to move about the school building in an orderly and safe manner.

to arrive at school on time.

to follow school rules and accept consequences given by school for failure to meet expectations.

to refrain from bullying, harassment, sexual harassment, using racial or ethnic slurs, or other behaviors that degrade another student’s dignity.

Lunch and Recess Rules /Hall Conduct

Lunchroom

- Enter the lunchroom only when a supervisor is present.
- Always walk to and from the lunchroom and playground.
- Please sit at the assigned lunch table.
- Please talk quietly.
- Please stay seated until excused by a lunch supervisor.
- Please do not share food.
- Please tidy your table and floor area before you leave the table.
- We ask that students do not bring foods that need to be refrigerated or heated.
- **Please do not bring a special lunch for a small group of children.**
- **Children are permitted to go home for lunch. Please inform your child’s teacher in writing if you are planning to take your child home for lunch. Students can be picked up for lunch at the door on Greenbriar Lane or walk home.**

Outdoor Recess

- Stay in sight of supervisors at all times.
- Cooperative play is expected. Please do not hurt anyone on the inside or the outside.
- Playground equipment is to be used appropriately and placed back in bins at the end of recess.
- The throwing of sand, wood chips, snowballs, or any harmful object is prohibited.
- Line up in a safe and orderly manner when the bell or whistle sounds.
- Dress appropriately for the playground. Wear snow pants and boots when the weather dictates.
- Your words and language should be appropriate for the school environment.
- Everyone who follows the rules may play/participate.
- Create fair teams and do not play one grade level against another.
- The discretion of the playground supervisor shall be respected.

- Respect games in process, if you want to join, ask first and do not change the rules.
- Agree upon rules for play before beginning a game.
- Football and soccer can only be played in the grass.
- If there is excessive water on the field, students may be asked to stay on the blacktop.
- Playground equipment should be used appropriately.
- Safety is a top priority: do not do things that endanger others such as push, hit, kick or grab even if it is play fighting.
- No one owns snow: do not destroy things while others are building structures, but when recess is over, the structures can be used by anyone.
- Snow tunnels cannot be created and climbed through due to safety.
- Have fun
- Help others to have fun.
-

Indoor Recess

- Play quietly in the hallway
- Balls cannot be thrown above the knees.
- Place all pieces to board games back in the box when done.
- Do not go in classrooms without specific permission from the teacher and supervisor.

Hall Conduct

- Please observe courtesy, walk slowly and quietly on the right side of the hallway with hands to yourself.
- Please close lockers quietly.
- Please line up boots and musical instruments neatly.
- Respect the property of others, both inside and outside of lockers.
- Please step aside to allow others to pass.
- Use quiet voices in school.
- Sit quietly by your locker if a teacher is not in the classroom.

Consequences

Consequences are individualized to the child's age, to the level of understanding and to the act of misconduct as well as the intent of the child. Consequences include, but are not limited to:

Assignment to Respect Room

personal counseling(i.e., teacher, counselor, administration).

notification/consultation with parents/guardians and/or appropriate staff.

withholding of privileges (i.e., recess, a field trip, free time).

logical consequence to make a wrong right (i.e., cleaning up a mess that was made, repairing/replacing vandalized property)

removal from classroom (i.e., sent to the office).

seizure of inappropriate items.

suspension of bus riding privileges, provided that appropriate procedures are followed.

in-school suspension for a period not to exceed 5 school days. The building principal or a designee shall ensure that the student is properly supervised.

suspension from school and all school sponsored events for up to 10 days, provided that appropriate procedures are followed.

notification of juvenile authorities whenever the conduct involves illegal drugs or a weapon.

expulsion from school and all school sponsored events, provided that the appropriate legal and Board procedures are followed. Only the Board of Education has the authority to expel a child.

Dress Code

Students must wear clothing that is appropriate for school or a special activity. Any attire that distracts from the learning of the student or other students is not permitted. During the warmer months students should wear clothes that cover them from the shoulders to the mid-thigh. Students who come to school dressed in a way that is determined by the administration and staff to be distracting the goals of the school will be asked to change clothes or call home for a change of clothes.

It is strongly recommended that all students keep a change of clothes in their locker in the event of accidental spills or messes. We also recommend that students keep an extra sweater or sweatshirt during the warmer months due to the air conditioning system.

Technology Use

Students should use computers only when a teacher is present. They are asked to tell the teacher immediately if

something bad happens to the computer or if something bad is shown on the screen.

Remember these rules when using the Internet:

- Use for class assignments.
- Use for educational research related to class studies.
- Use to appropriately communicate between students, faculty, staff and the community.

Anyone who is found in violation of the acceptable use standards for Northbrook School District 28 network of the code of conduct for Technology will have their privileges cancelled.

Disclaimer

This book is intended to describe the school, its current practices, procedures, rules, and regulations (or code of conduct). Participation in a school sanctioned activity is a privilege and not a property right. Lockers are the property of the school: their contents may be subject to search.

The school rules listed in this book are not intended to be a comprehensive listing of school rules. Students are expected to follow all of the policies listed in this book and any other rules instituted during the school year that are not listed in the book. Students should exercise good judgment in their behavior at all times.

Please refer to the District 28 information that is mailed to parents each August for information regarding policies and procedures regarding: Student Records, Sexual Harassment, Special Education Resources, Discipline Policy and Procedures, Connect Ed., transportation information