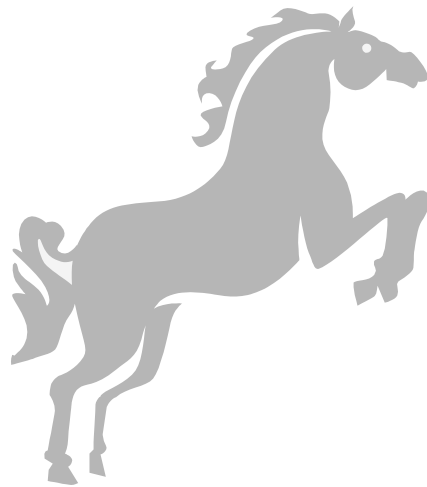


2019-2020 STUDENT HANDBOOK



**GREENBRIAR ELEMENTARY
1605 Grady Lee
Fort Worth TX 76134
(817) 814-7400
Fax (817) 814-7450**

Nicole Montalvo, Principal

Lindsay Staros Guajardo, Assistant Principal

Greenbriar Elementary School
1605 Grady Lee St.
Fort Worth, TX 76134
(817) 814-7400
(817) 814-7450 Fax



Dear Parent (s)/Guardian(s):

The faculty and support staff at Greenbriar Elementary welcome you to our school family! It is our hope that we can work together to create a productive learning environment for your child. Communication between home and school is vital in promoting this effort. In order to facilitate communication, we are providing you with a student handbook, which you are encouraged to keep and refer to throughout the year.

Additionally, each six weeks you will receive a report card for your child's academic progress. Other pertinent information for every grade level will also be sent to you on a regular basis.

Parents are welcome to visit classrooms, conference with teachers and meet with the administrators.

Your child is our primary concern. To address each student's individual needs, strong communication is needed throughout the school year.

We look forward to seeing you at school. Thank you!

Sincerely,

Nicole Montalvo

Nicole Montalvo
Principal

SCHOOL INFORMATION

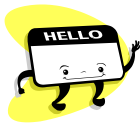


GENERAL INFORMATION

- School day begins at 7:50 a.m. for all students. (Students arriving at or after 7:55 a.m. are tardy). School ends at 3:05 pm for all grades except Pre-Kindergarten, which ends at 2:15 pm. There is no bus service for Pre-K; parents must make arrangements for their Pre-K child to be picked up.
- Breakfast in the classroom is served from 7:40 a.m. to 7:50 a.m. at no cost for students.
- School office hours are 7:30 a.m. to 4:00 p.m.
- Our school mascot is the Mustang.
- Our school colors are green and white.
- Greenbriar has 75 staff and faculty members educating a total of approximately 650 students in Pre-Kindergarten through Fifth Grade.

Please see our Greenbriar School website for the school/district calendar of holidays and updated events.

<http://greenbriar.fwisd.org/pages/Greenbriar>



VISITING OUR SCHOOL

Parents are welcome to visit our school at any time. **All visitors must check in at the office where they will receive a Visitor's Pass to wear while in the school. Visitors not displaying the pass will be asked to return to the office and receive one.** Parents may observe their child's classroom at any time except during testing. To reduce any distraction, parents may be asked to sit in a designated area of the room. **Siblings or other children should not accompany a parent who is observing in a classroom.** Often parents visit during lunchtime and join their children in the cafeteria. Siblings are welcome to accompany parents during this time.

ENROLLING A STUDENT

To enroll a student, the ***legal*** parent or guardian will fill out the online registration packet, and bring the following records to Greenbriar for verification:

- Report Card from previous school (if applicable)
- Withdrawal from previous school (if applicable)
- Address and phone number of previous school
- Certified birth certificate
- Updated shot records
- Social security card
- Proof of Residency (a utility bill showing name and address or housing contract dated in the last 30 days. Cell phone bills are not acceptable.)
- Driver's license of parent or guardian
- Custody papers or any court documentation pertaining to the child

If you have a change in any information, please be sure to stop by the school office to update your child's information card.

WITHDRAWING A STUDENT

To withdraw a student, the ***legal*** parent or guardian must come ***in person*** to the Greenbriar office prior to the student's last day to sign withdrawal forms. This will allow time for the teacher and the office staff to prepare withdrawal records, collect school items such as textbooks and library books and clear any cafeteria accounts. Withdrawal paperwork takes a minimum of 24 hours to process. The parent or guardian will be provided with a form which indicates that the student has been withdrawn. This form will help in the enrollment process at the new school. Records will be sent to the new school upon request of the school.

ARRIVAL POLICY & BREAKFAST IN THE CLASSROOM

Our doors open at 7:30 a.m. Please be sure that students do not arrive at school before 7:30 a.m., as there is not adult supervision for them prior to that time. All students and parents are to enter through the front doors except for Pre-K students in the following classes: Mr. Johnson, Ms. Bowlin, Ms. Sanchez, Ms. Dominguez, Ms. Katizianis. These 5 classes may enter through the Pre-K wing entrance on James Avenue.



Breakfast is served free of charge to all enrolled students in the classrooms between 7:40 a.m. – 7:50 a.m. Breakfast in the classroom is not available to parents or siblings not enrolled at Greenbriar.

TARDY POLICY

The school day begins at 7:50 a.m. Students should make every effort to be in class on time so that the school day can begin as smoothly as possible and all students can focus on preparing to learn. Students who arrive after the 7:55 a.m. bell rings are considered tardy. Students arriving late because of a medical appointment should bring a note from the doctor's office so that the tardy can be excused. Notes must be received within 7 days of the absence. ***Please read Fort Worth ISD's policy for tardies.***

DISMISSAL POLICY

Should a parent require early dismissal of a student, the parent or authorized designee must come to the office and show identification. This is mandatory in order to ensure the safety of our students.

In the interest of safety, parents may not go directly to the classroom to get their child. Your child will be called to the office after you have completed the dismissal process.

Important: If a parent wants another person to pick up a child for early dismissal, the parent must specify the name of that person on the child's Emergency Form, specifically indicating that the child may be released to that person. **Specifying a person as a child's emergency contact does not authorize release of the child to that person.**

If you specifically authorize a person to pick up your child, that person must provide identification before the child will be released to them. Emergency Forms should be kept updated with all current phone numbers and parent contact information.

Students in Pre-Kindergarten are dismissed at 2:15 p.m. Students in Kindergarten through fifth grade are dismissed at 3:05 p.m. To ensure a safe dismissal process, all students are escorted to an exit by their teachers.

- Students who ride a bus are walked to the bus, where they line up and are then transported.
- Day care vans arrive in front of the building.
- Students who are picked up by private vehicles are monitored by their teacher to the vehicle during dismissal.
- Parents must pull over to the curb in the pick-up lane in order for students to be allowed to enter the car. Students will not be allowed to cross in front of any traffic to enter a car.
- Please do not leave cars unattended in the pick-up lanes.
- Any student who is not picked up by 3:10pm will be brought to the lobby, and signed out by their parent. Every effort will be made to contact someone on the student's emergency card to pick up the student. **If the student has not been picked up after an extended amount of time following dismissal, the FWISD Safety and Security office will be contacted, who will pick up the student and transport him/her to All Church Home. There a report will be filed with Child Protective Services. The ACH Home is located at 3712 Wichita St., Fort Worth TX 76119. Their phone number is 817-335-HOPE (4673).**

Bad weather Dismissal

In case of rain or bad weather during dismissal time:

- Pre-K, Kinder and 1st grade will dismiss from inside their classrooms.
- 2nd-5th grade teachers will bring their students to the auditorium. Parents will line up and each student will be called to come to the front of the auditorium to meet their parent.

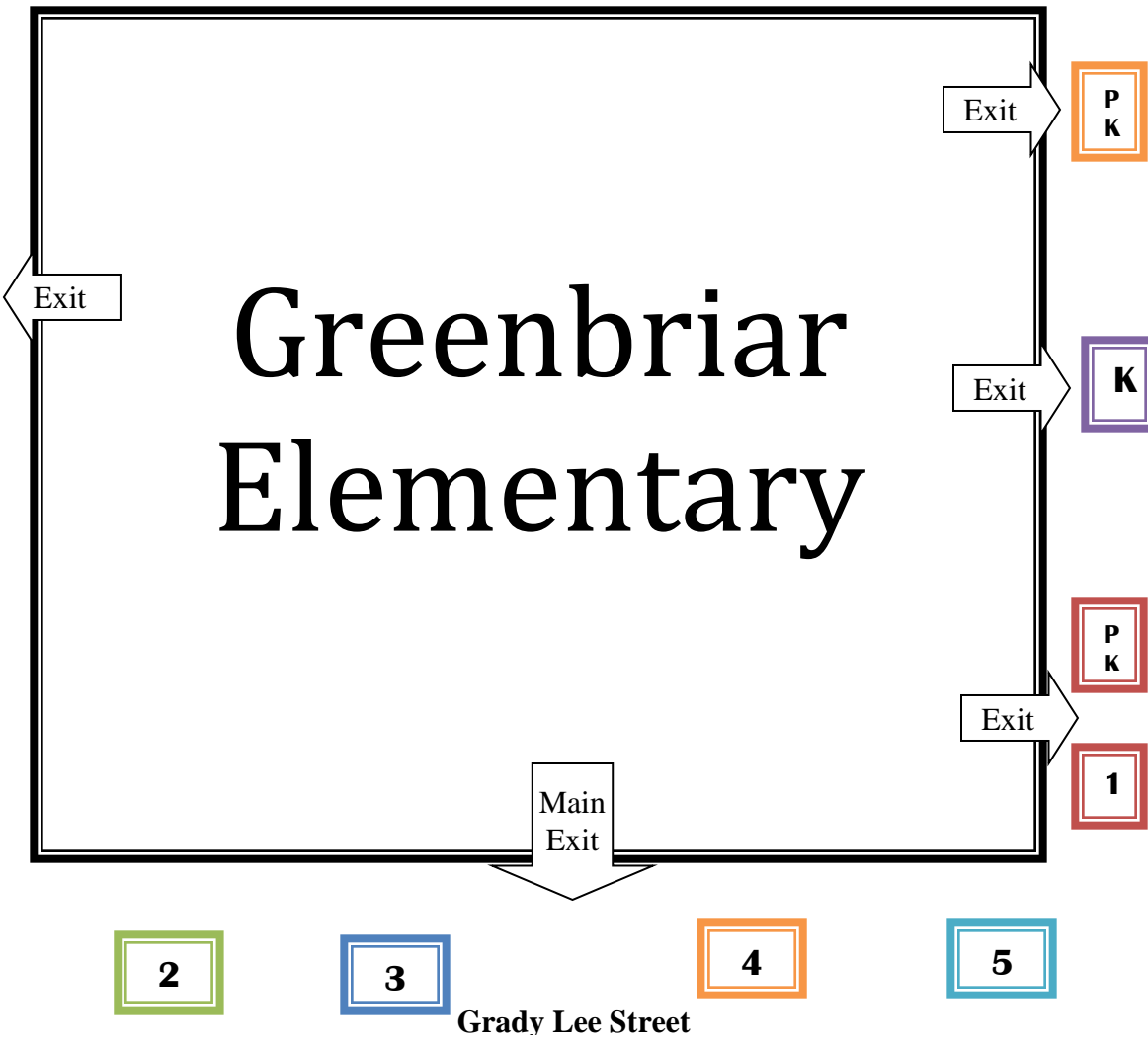
Drop-Off & Dismissal
Map
2019-2020

For student safety, please be sure to follow the drop-off and dismissal guidelines.

Para la seguridad de los estudiantes, por favor de seguir el reglamento.

Basil St.

James Ave.



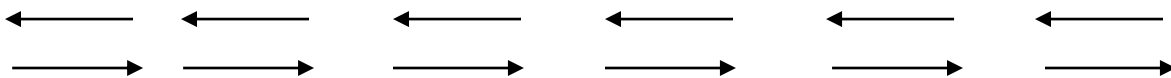
PICK UP LANE PICK UP LANE PICK UP LANE PICK UP LANE

DROPOFF & PICK UP LANE

DROPOFF & PICK UP LANE

DROPOFF & PICK UP

BUS INFORMATION



BUS TRANSPORTATION

For FWISD bus schedules please visit www.fwisd.org. You can find this information under the Departments tab listed as Transportation. We have bus cards in the main hall which are available for you to use to help your child remember their bus number. We suggest taping or stapling them on to your child's backpack for the first week of school. Students in Kinder-2nd grade are picked up from their classrooms and escorted to the buses daily.

Parents of students who ride the bus will receive a copy of the Fort Worth ISD's Bus Safety Handbook. Parents are requested to read and discuss the policy with their children. Students should keep their hands and heads inside the bus at all times. Students will be respectful to all persons on the bus especially the driver. Loud talking and laughing may divert the driver's attention and make safe driving difficult. **When students board the bus after school they may not get off the bus until they reach their drop-off destination.**

Any fighting or harassment of other students while going to, waiting for, or returning from the bus stop will result in disciplinary action. Violation of safety rules and/or refusal to follow directions will result in temporary suspension from riding the school bus. Continued violations may result in the student being permanently suspended from riding the bus. If you have a complaint, question or concern regarding school buses, please call the Transportation Department at 817-815-7900.

VOLUNTEERING AT GREENBRIAR

We welcome and appreciate help from parents or community members, but at the same time we want to maintain a safe environment for our students. Parents or community members who wish to volunteer are asked to complete a criminal background check via FWISD website. Once you have received your clearance, you are welcome to volunteer in our school. Volunteering includes attending field trips with your child's class. **The background check must be clear prior to attending a field trip or serving as a volunteer in any capacity. A United States I.D. is required in order to get a background check.** Please contact the Main Office at 817-814-7400 for assistance with the background check process.

MEDICATION POLICY

Students who take medication at school must bring the doctor's order and the medication to school in the original container. Forms can be obtained from the school nurse. The medication form must be signed by the physician prescribing the medication. The form and medication must be brought to the Nurse's Office where it will be kept locked in a cabinet until it is administered. A log is kept of all medications given at school.



MEDICAL INFORMATION

If your child has food allergies or other medical conditions, please inform the nurse and your child's teacher upon enrollment.

EMERGENCIES

Please continue to update your emergency contact information with the office personnel throughout the school year. In case of an emergency, it is imperative that we are able to contact you or your designees.

KNOW THE PLAN

In case of a school emergency which requires evacuation of our building, our parent/student reunification site will be at Edge Park United Methodist Church. Parents will be contacted using the phone numbers listed on the Emergency Cards.

In the event of severe weather, safe zones within the school have been established. We regularly perform fire safety and tornado drills so that all students and staff will be prepared. During a severe weather event, it is in your child's best interest to remain at school in a safe zone, rather than leaving campus with an early dismissal.

SCHOOL CLOSINGS

FWISD determines all school closings for inclement weather, etc. These will be announced via the district website (www.fwisd.org), FWISD app, and local news stations.

GRADING GUIDELINES

A student must be present at least fifteen days in a six week reporting period in order to receive grades for the current six weeks. Pre-Kindergarten and Kindergarten reports to parents are also sent home every reporting period. These do not consist of numerical grades.

Grade reports for grade levels 1 through 5 are based on the following numerical breakdown:

91-100	Outstanding Progress
81-90	Good Progress
70-80	Satisfactory Progress
69 & Below	Failing

REPORT CARD SCHEDULE

October 10

November 14

January 16

March 6

April 24

June 12 (mailed to your home- please be sure the school has your most current address on file)

PARENT CONFERENCES

Greenbriar Teachers welcome parent conferences. Please call the school at 817-814-7400 to schedule a conference with your child's teacher. Please be sure to call in advance so that the teacher may make arrangements in their schedule to meet with you and give you their full attention. Teachers have specific conference/planning times each day, but arrangements can be made to meet right before or after school as well.

Teacher conference times are listed below:

Pre-K	2:15-3:10
Kinder	1:15-2:05
1 st grade	2:05-2:55
2 nd grade	11:50-12:40
3 rd grade	8:30-9:30
4 th grade	10:45-11:45
5 th grade	9:45-10:45

Usually parent concerns can be addressed simply by a phone call or a conference with the teacher and/or principal. For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint policy (FNG LOCAL) that can be found in the District's board policy manual. The Board policies may also be accessed online through the District's website at www.fwisd.org.

PARENT/TEACHER COMMUNICATION

- **Class Dojo** is a FREE app for iOS and Android which allows our parents, teachers and students to communicate and share information, photos and updates from class every day. Ask your child's teacher about getting connected through Class Dojo using your email address or cell phone number.

ATTENDANCE POLICY

Regular school attendance is essential for the student to make the most of his or her education, to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences.

Fort Worth ISD's procedures regarding "Letter of Notification and Court Action"

- The school will generate a letter of notification to the parent(s) on the third unexcused absence.
- The school will request that a warning letter from the Attendance Control Office be sent on the fifth unexcused absence. A copy of the letter will be kept on file.
- The school will file a request for court action on the tenth unexcused absence within a six month period. This request will be filed on the fifth unexcused absence following the warning letter.
- Once the school requests that court action be taken by the Attendance Control Office, **no changes can be made to alter the status of that student's attendance profile.**

Truancy may result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent may be filed in the appropriate court if the student:

- Is absent from school ten or more days or parts of days within a six-month period in the same school year, or
- Is absent three or more days or parts of days within a four-week period.

When a student is absent, the parent or guardian must send a written note to the teacher **within 7 days of the absence** stating the reason for the absence. **Not all reasons are excused.** If a student is not in attendance 90% of the time during the school year, he or she may lose credit for the school year, **whether it's excused or unexcused.** If a student is absent more than 10% of the time, the attendance committee will request a meeting to present the student's case for the truancy. There they will determine what is in the best interest of the student.

Students who meet the criteria for promotion but have more than 10% absenteeism will not be given credit for promotion unless the attendance committee gives credit because of extenuating circumstances (Board Policy FEC Legal).

REDO ASSIGNMENT OR RETAKE TEST

Per Board Policy, when a student receives a failing grade on a test or assignment, the student must be given the opportunity to redo the assignment or retake the test according to the following parameters:

- Teachers will designate a reasonable timeline to redo assignments or retake tests
- Students will be given a reasonable opportunity to make up work or redo work
- Any retests will be administered on the campus
- The grade the student receives on the redone assignment or retaken test will be no higher than a 70 (District's A Guide to Grade Reporting p.9)



STUDENT CONDUCT

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- Demonstrate courtesy – even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet District or campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of other students, teachers, and other District staff.
- Respect the property of others, including District property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order and discipline.
- Avoid violations of the Student Code of Conduct.

To achieve the best possible learning environment for all our students, The Student Code of Conduct and other campus rules of behavior will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities. The District has disciplinary authority over a student:

- During the regular school day and while a student is going to and from school on District transportation.
- Within 300 feet of school property.
- While a student is in attendance at any school-related activity, regardless of time or location.
- When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location.
- When a student commits a felony, as described by Texas Education Code 37.006.
- When criminal mischief is committed on or off school property or at a school-related event.



PERSONAL ITEMS

Students who must bring a cell phone to school are required to keep it **turned off** and **out of sight in their backpacks** at all times during school hours. **If the phone is turned on or visible at any time when the student is on school property, it is subject to confiscation. Students should refrain from bringing other electronic devices to school as Greenbriar is not responsible for theft or damage to students' electronic devices.**

District employees are authorized to confiscate electronic devices, including cell phones. If an electronic device is confiscated, the parent/guardian will be notified within two school days by a campus administrator.

To reclaim the device, the parent/guardian must:

- 1) Appear in person at the campus, during school hours;
- 2) Pay a \$15 fee per device

The \$15 fee is charged for release of each electronic device confiscated in accordance with Education Code 37.082, and is payable by cash or money order only. If the device is not retrieved within 30 days, the District shall dispose of the device after providing notice required by law. Students who continue to violate this policy shall be subject to established disciplinary measures in accordance with the Student Code of Conduct.

ADOPT-A-SCHOOL PARTNERS

Greenbriar Elementary has four “adopters” who benefit the school financially, provide school supplies, gifts, and incentives for student achievement, attendance & tutoring. Our “adopters” also judge special events and participate in a variety of ways throughout the school year. Our generous “adopters” are Edge Park United Methodist Church, Wedgwood Baptist Church, Agape Church and the Greater Fort Worth Association of Realtors, Inc. Greenbriar is very grateful to these businesses for their invaluable support.



CAFETERIA



ALL students will receive free lunch. (An electronic questionnaire is to be filled out by the parent upon enrollment.) Extra items such as baked chips and ice cream treats are available for purchase. Students should not bring more than \$1.00 to purchase extra items.

Grade levels have the following lunch times:

Pre-K 10:45-11:20

Kinder 11:30-12:00

1st grade 12:05-12:35
2nd grade 11:15-11:45
3rd grade 12:25-12:55
4th grade 11:50-12:20
5th grade 12:40-1:10

**Please be aware that lunch times may change on various days throughout the year due to field trips, testing schedules, and special programs/assemblies.

We welcome parents and there are designated tables where you can have lunch with your child. **For safety reasons, only your child will be allowed to sit with you at the parent table.** Parents may only bring food for their own children and may not share with other children.

Visitors will not be permitted to have lunch or visit with their child on designated STAAR testing days.

The following rules apply while students are in the cafeteria:

- Voices will be kept low at all times.
- Sharing food is prohibited, due to allergy risks
- Each student is to remain seated until the cafeteria monitor asks them to stand and prepare to leave
- If anything is needed while the student is eating, he/she should alert the cafeteria monitor by raising his/her hand.
- Students must gather all condiments before being seated. Only silverware, napkins, and milk will be brought to students after being seated.
- Each student must sit with his/her class unless given permission to move.
- Students are allowed to go to the restroom with permission from the cafeteria monitor.
- Students and faculty are to go through the lunch line only one time.
- Teachers and cafeteria workers can suggest a choice of items but cannot mandate that students take options.
- Adults need to have payment with them when getting a tray of food.
- Adults are permitted one free refill of ice tea. There is a charge for large containers.

STUDENT DRESS CODE

Standardized dress is required for all Fort Worth ISD students in grades Pre-Kindergarten through 8th grade. Students of all grade levels are expected to be in full compliance with the dress code beginning on the first day of school.

- **Tops:**
 - Color: Navy or white (Solid white is the only acceptable color for shirts worn as undergarments for all grades.)
 - Style: Collared (polo or oxford) shirts or blouses, mock turtlenecks or turtlenecks; all must have sleeves and should be tucked in. T-shirts shall not be worn as outer clothing except on Fridays “spirit days”, when Greenbriar T-shirts can be worn.
 - Outerwear: Sweatshirts or sweaters in navy or white are acceptable as outerwear if worn over standard dress; coats and jackets of any color may be worn in accordance with weather conditions and are not worn inside the school.

- **Bottoms:**
 - Color: Navy, khaki, black or blue denim
 - Style: Pants, shorts, skirts, skorts, capris or jumpers are acceptable; all must be hemmed or cuffed and can be no shorter than three inches above the knee. Jeans must be free of embellishments. Sagging pants are not permissible.
- **Shoes:**
 - Style: Athletic shoes, loafers, dress shoes or other closed-toe shoes as well as open-toe/open-heel shoes. Shoelaces should be white or should match the color of the shoe. “Heelys” or any kind of shoe with wheels or rollers may not be worn at school.
- **Belts:**
 - Must be a solid color; fabric or leather; buckle no larger than 2 inches.
- **Socks/Hosiery:**
 - Socks, tights or hosiery must be solid color (brown, black navy, white or neutral).

THE SCHOOL EXPECTS ALL STUDENTS TO ADHERE TO THE FOLLOWING:

- Shoes must be worn – no flip flops for safety reasons.
- Caps/hats should not be worn inside unless for a medical condition or special occasion.
- No garments depicting alcohol, cigarettes, drugs or profanity may be worn.
- No clothing considered too revealing will be allowed on males or females: no midriffs showing, no clothing with holes, low cut tops, tank tops, halter tops or spaghetti straps or short shorts/skirts.
- No inappropriately-colored hair or distracting hairstyles will be allowed

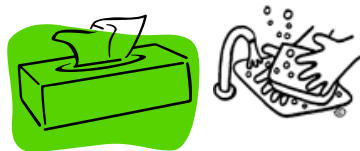


STUDENT BIRTHDAYS

Student birthdays may be celebrated during the last 15 minutes of the school day. Parents may bring cupcakes for the class (purchased from a bakery/store in a sealed container). Please be sure to make arrangements with your child’s teacher prior to the day of the celebration so they can let you know the specific time to arrive. Cupcakes and other food may not be served to students in the cafeteria during lunch hours.

FOOD PREPARATION

It is a violation of the Fort Worth City Ordinance to prepare food in the home or in a non-food service establishment and serve to the public. Items such as cupcakes, cookies and cakes that have been purchased from a permitted establishment (bakery, grocery store, etc.) may be served.



COMMUNICABLE DISEASES

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who might have been exposed to the disease can be alerted. (Additional information may be found in Board Policy FFAD.)

SECTION 504

It is the policy of the Fort Worth Independent School District to provide free, appropriate public education to all students who reside in the District regardless of disabilities. Inquiries concerning application of this policy may be directed to the school counselor, teacher and/or principal, or you may contact the Coordinator of Section 504 responsibilities (June Davis) at the FWISD Administration Building, 100 N. University Drive, at 817-814-2875.

NON-DISCRIMINATION POLICY

Fort Worth Independent School District does not discriminate on the basis of race, color, religion, national origin, sex, disability, sexual orientation, age, gender identity and expression, and military/veteran status in its programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies: 100 North University Drive, Fort Worth, TX 76107

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Patrick Smith, Director, Employee Relations 817.814.2793

June Davis, Director of Special Programs 817.814.2875

Cynthia Rincon, Chief of Human Capital Management 817.814.2724