

# Parent-Student Policies and Procedures 2025-2026



## Greenbrier Elementary School

2658 Highway 41 South  
Greenbrier, TN 37073

**Office:** 615-643-4529

**Fax:** 615-643-0238

**Cafeteria:** 615-643-2827

**Bobcat Buddies:** 615-643-1724

**School Hours:** 7:20 a.m.-2:20 p.m.

**G - Grow in Ability**

**E - Excel in Knowledge**

**S - Succeed in Life**

Brooke Callis, Principal

Jennifer Connor, Assistant Principal

### STATEMENT OF NON-DISCRIMINATION

The Robertson County School system does not discriminate on the basis of race, color, national origin, sex, disability, age, religion or marital status, in training, activities or employment practices in accordance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and the Americans with Disabilities Acts of 1997 and 2004.

In addition to the Robertson County Student Handbook, Greenbrier Elementary School will adhere to the following policies and procedures.

#### Arrival / Departure – General Guidelines

- The building opens daily at 6:50 a.m. Before and after school care is available through Bobcat Buddies (Call 615-643-1724 to set up before and after school care.)
- Students should not walk to or from school without an adult. Bicycles are not allowed.
- Written notes from both sets of parents/guardians are required when students visit other students overnight or after school. These notes must include the bus number and address for bus transportation and must be signed by the administration. These will be approved as space allows.
- All students should have a plan in place with their parents in case of an emergency and/or the early dismissal of school. An emergency phone number must be on file in case the parent/guardian cannot be reached.

#### Car Riders Arrival

Parents should have students ready to get out of the car when they pull up to the school. Once stopped in the designated area (between the speed bumps closest to the building), students will exit their vehicles when signaled by the traffic monitor and will enter the school through the 4<sup>th</sup>/5<sup>th</sup> Grade Lobby. No car moves until all cars in the designated area have emptied and students have reached the covered entrance. For the safety of all students, no student should exit a car from the parking lot or bus loading/unloading area unless an adult addressing school business is accompanying him/her inside the building. In the interest of safety, students should not be walked to the door.

#### Late Arrivals

Students should be in class ready to learn at 7:20 a.m. Students who arrive between 7:20-7:30 a.m. must be accompanied by a parent to the 4<sup>th</sup>/5<sup>th</sup> Lobby door to be signed in and receive a tardy note. Students arriving after 7:30 a.m. must be accompanied by a parent to the front office to be signed in. Tardiness should be avoided to protect classroom instruction. **Eight unexcused tardies and/or early dismissals will equal one day of unexcused absence for the student.** Unexcused absences that become excessive will result in a truancy plan.

#### Car Riders Departure

Students riding to/from school by car should request a 2025-2026 car rider numbered tag. You may request car tags from the office during the school year. Parents/guardians must display their current car tag to pick up students in the car rider line. **If a car tag is not present, drivers will be directed to park and sign their child out in the office after all car riders have been dismissed.**

Stopped cars will load in three designated lanes. Students are dismissed from the 4<sup>th</sup>/5<sup>th</sup> Grade Lobby upon hearing their number. Cars will be dismissed by a traffic monitor once all cars are loaded and the monitor signals for movement of vehicles. Once dismissal of students has begun,

car riders will only be dismissed from the lobby by the request of the traffic monitor. No student will be dismissed to a non-employee requesting a child from the Lobby.

\*To ensure student safety at all times, please refrain from using your cell phone during the loading and unloading of children.\*

***From 2:00-2:20, no car rider will be requested to come to the front office for dismissal. Students that need to avoid traffic delays for appointments must be picked up by 2:00.***

### **Bus Transportation**

Riding the bus is a privilege. Improper conduct on the bus will result in that privilege being denied. Students will not be allowed to get off the school bus except at their destination unless they have written permission from their parent/guardian explaining the reason for the change. If a student is going home with another student, a note including the bus number and address is needed from the parents/guardians of each student. This note must be turned into the office and approved by administration. **For all questions or concerns related to bus transportation, please call the Transportation Department at 615 384-4555.**

### **Transportation Changes**

If a student needs to ride a different bus, ride to a different location, will be picked up by someone different, or any other circumstance different than the regular schedule, a note of permission from the parent/guardian must be received by the school office. All transportation notes must be received by 1:40 p.m. Changes must be approved by the administration and notification made to the teacher. **TRANSPORTATION CHANGES WILL NOT BE MADE OVER THE PHONE. TRANSPORTATION CHANGES DO NOT NEED TO BE MADE THROUGH DOJO.** A note is needed for documentation for the office file.

The note should contain the following information:

1. Student name and address
2. Parent name and phone number
3. Destination for the student
4. Bus number the student is requesting to ride or name of adult picking up the student
5. Date the change will occur

### **Parking**

Cars are not to park along either side of the main entrance drive from 6:50 a.m. until 3:00 p.m. Please abide by the signs noting "Buses Only" during these times. No cars are permitted to park directly in front of the school building due to this being a fire zone. Please park in the parking lot and cross at the crosswalk when entering the main entrance.

### **Attendance**

**STUDENTS ARE ALLOWED NO MORE THAN FIVE ABSENCES TO BE EXCUSED PER SEMESTER WITH A PARENT NOTE. THIS INCLUDES BOTH ILLNESS AND VACATIONS.**

Regular attendance and arriving on time are essential to success in school. Instruction often has a ripple effect. Students who miss one day of instruction come back to school unprepared for the

current day's learning. Please note:

- Students are to provide a written note from their parents/guardians or physician explaining their absence when returning to school.
- Even if you have phoned the school office, you must send in a note when your child returns to school.
- A doctor's note is required for all students for all illnesses once the student reaches five parent notes per semester for any reason.
- Every attempt should be made to set up dental and medical appointments after school hours. If appointments **must** be made during school, they will be excused with a note of verification from the doctor's office when the student returns.
- Students with excused absences will be permitted to complete make-up work. (Students are given the number of days missed plus one to complete make-up work.)
- Parents/Guardians should expect a call from the School Messenger System when their child is absent from school.

Per Board Policy, absences shall be classified as either excused or unexcused as determined by the principal/designee. Excused absences shall include:

1. Personal illness
2. Illness of an immediate family member
3. Death in the family
4. Extreme weather conditions
5. Religious observances
6. College visits
7. Pregnancy
8. School-sponsored or school-endorsed activities
9. Summons, subpoena, or court order
10. Circumstances which in the judgment of the principal create a necessity for the absence and have been pre-approved

("Car Trouble," "Personal Business," and "Family Matters" will be considered unexcused absences.)

The District School Calendar for this year and the next year has been published. Please plan family vacations accordingly. **Absences for family vacations must be preapproved and will only be excused on a limited basis.**

Students who have been absent five (5) days without approved excuses shall be reported to the school attendance committee and families will be notified in writing. Parents will be required to meet with administration to develop an attendance plan in order to prevent further unexcused absences. If a student reaches seven (7) unexcused absences, parents will come in for a second meeting to update the attendance plan and to address truancy concerns.

The number of unexcused tardies or unexcused early dismissals from school will contribute to the total number of unexcused school days which will be included in filing truancy. The accumulation of (8) eight unexcused tardies or unexcused dismissals from school will be equal to (1) one unexcused school day.

**After 10 unexcused absences, students may be turned in to the district office and the determination may be made to file with the Robertson County Juvenile Court.**

### **Communication Through DoJo**

We ask that all families sign up for a DoJo Account in order to best communicate with their student's teacher. Because teachers are not able to check DoJo while they are teaching and are responsible for students, we ask that all time-sensitive messages come through the school office. If you need to communicate with office staff, please call 615 643-4529 or email the following people:

- Brooke Callis, Principal - [brooke.callis@rcstn.net](mailto:brooke.callis@rcstn.net)
- Jennifer Connor, Assistant Principal - [jennifer.connor@rcstn.net](mailto:jennifer.connor@rcstn.net)
- Beth Scott, Attendance Clerk - [beth.scott@rcstn.net](mailto:beth.scott@rcstn.net)
- Jonquil McClellan, Front Office Staff - [jonquil.mcclellan@rcstn.net](mailto:jonquil.mcclellan@rcstn.net)

In order to protect teachers' time with their families, messages sent after dismissal may not be checked until the following school day.

### **Bobcat Bulletin**

The Bobcat Bulletin is a schoolwide newsletter emailed to parents monthly. If you do not have email access, you may request a printed copy from the office.

### **Cafeteria**

The cafeteria uses computer accounting which tracks the number served and the activity in each student's account. Breakfast is free for all students. **Lunch will cost \$2.25 this year.** If you have questions regarding school meals, please contact the GES Cafeteria at 615 643-2827.

### **Birthday Treats & Class Parties**

All items sent in for special occasions must be store-bought. Cupcakes are fine, along with other birthday treats. They must be store-bought (not homemade) and in a sealed tray. A list of ingredients must also be provided. Please contact your student's teacher directly if you are planning to send treats to school.

### **Visitors to School**

While we welcome parents to GES and want you to be an active part of your child's education, the primary job of the teacher is to ensure student learning. Teachers cannot be effective if interrupted during class time. If a conference with a teacher is needed, please send a note or call the office ahead of time. Visits to the classroom will not occur during instructional time and should be scheduled with the teacher and cleared through the office. If you need to meet with an administrator, you will need to call and make an appointment.

GES has a family engagement plan that involves time outside school hours when families are welcomed to join us. Besides Open House and Parent-Teacher Conferences, we have a variety of school-sponsored events such as Academics and Arts Nights and Book Fairs. PTO also sponsors events such as regular PTO Meetings, Grandparents' Night, Cookies with Claus, Mother-Son

Night, Father-Daughter Dance, and Family Field Night. These events provide excellent opportunities for families to engage in the education of their students. As we keep student safety our top priority, lunch visitors are not allowed at GES.

### **Student Expectations & Discipline**

Greenbrier Elementary uses RTI<sup>2</sup>-B to provide consistency, direction, and support for both students and teachers. The ideal classroom environment is one free from disruption, in which teachers can teach and students can learn. Students are rewarded for exemplifying the following Bobcat Behaviors:

1. Be Safe
2. Be Respectful
3. Be Responsible

Students will be taught our behavior expectations in each area throughout the building and continuously throughout the school year. Points will be awarded and tracked using the online system Class DoJo. Students will cash in points for various rewards throughout the year. More information about this system will be provided by your child's teacher.

When student behavior does not meet GES expectations, they will receive either a Classroom Discipline Report or Office Discipline Referral. Classroom reports are handled by the classroom teacher and will be communicated to the parent by DoJo, email, phone, or note. Office Discipline will be handled by either Mrs. Callis or Mrs. Connor and will be communicated to the parent by phone or email. **If your student has a discipline concern at school, we ask that you address it at home as well, and we appreciate your support!**

According to district policy, the following student behaviors will be an automatic Office Discipline Referral:

- Fighting
- Targeted Disrespect to an Adult
- Inappropriate Touch
- A student with 3 Classroom Discipline Reports in 1 day
- A student with 5 Classroom Discipline Reports within a week
- Illegal Substances

**In addition to the Student Conduct section in the Robertson County Student Handbook, the following items are not allowed at school:** toys, cards, glass containers, electronic games, headsets, and electronic devices. The only exception to the items on this list would be those cleared by a teacher for educational purposes. If brought to school, the object (s) can be taken up by the teacher and returned directly to the parent guardian of the student.

Students are not allowed to buy, sell, or trade objects on the school bus or campus.

### **Telephone and Address Changes**

Please notify the school immediately if there is a change in your address, telephone number, or person to contact in an emergency. School Messenger messages will be sent from the school and district to the contact information on file in the office, so in order to receive these messages, your contact information must be correct.

### **Field Trips**

In order for a student to go on a school-sponsored field trip, a permission slip must be signed and returned to school. All students will be required to ride the bus with the class to their destination. No student will be allowed to ride with parents in private vehicles to the destination. Students may leave the trip with a parent only and must sign out with the child's teacher. The full attention of adults in attendance is needed to ensure the safety of the students. **For this reason, we require that younger children, or children not assigned to the class, not be taken on field trips.**

### **Medicine**

If, under exceptional circumstances, a child is required to take oral medication during the school day and the parent cannot be at school to administer the medication, only the school nurse or the principal's designee will administer the medication in compliance with written instructions signed by a parent and doctor supplied on the required form. All medication must be brought to school by the parent in the original container. Over-the counter medication will not be administered without parent permission. Over-the counter medication brought to school by a parent must be supplied in an unopened container. **Students are not allowed to bring medications to and from school.**