GREENBROOK ELEMENTARY SCHOOL

STUDENT/FAMILY HANDBOOK 2025-2026

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July 2025

Dear Greenbrook Families,

Welcome to Greenbrook Elementary School. We look forward to many memorable experiences together as an educational community. Our talented and dedicated staff has been working hard, planning meaningful learning opportunities for your children. As we continue to build our school community together, I would like to encourage you to get involved, however possible. Throughout the year we will have a variety of activities and opportunities for parent/guardian involvement. We hope you will take advantage of these opportunities to participate here at Greenbrook. Greenbrook is truly a special place, and I can't wait to share that with you all! I look forward to a wonderful year working with you and your child.

Ailsa Rehkopf, Principal

Greenbrook Elementary Mission Statement

Greenbrook Elementary School nurtures a positive community environment where all students gain core skills and tools to become self-reliant, life-long learners and healthy, independent young people



Contact Information

Address: Greenbrook Elementary School, 1475 Harlan Drive, Danville, CA 94526
Phone: (925) 855-5300
Attendance Line: (925) 855-5399
FAX: (925) 837-8727

Office Hours: 7:30am – 4:00pm

Greenbrook Elementary School Website

After School Care Options:

- **Kid's Country:** Phone: 925-831-8591. Website: http://kidscountry.org/
- **Right At School:** Skyelar Cribbs, Area Manager. (925) 819-3968. Website: www.rightatschool.com

Staff

Principal: Ailsa Rehkopf
Assistant Principal: Stephanie Stathatos
TSA Admin: Jessica McCullar
Office Manager: Lorre Heyes
Office Assistant: Kim Anthony
Custodial Staff: Tania Cruz (Head Custodian) Tai Nguyen and Felippe Navarro (PM Custodian)
Counselor: TBD
Transitional Kindergarten (TK): Viki Hentz, Rebecca DaValle, Raine Rasala (AM); Erin Roberts, Andria Dickson (PM)
Kindergarten: Audrey Huggins, Katie Cummings/Ngoc Nguyen, Marla Kearsley (AM); Arielle Gonzalez, Morgan Malone (PM)
K/1 Combo: Marla Kearsley
1st Grade: Michelle Murphy, Maddie Heller, Stacey Aplanalp/Carrie Kuenle, Starr McLaughlin
2nd Grade: Chelsea Murphy, Kelli DeMichiel, Jennifer Parlett, Vanessa Niccolls
2/3 Combo: Stacey Moffitt
3rd Grade: Danielle Main, Gail Reilly, Andrea Kurpinsky, Natalie Turpen
4th Grade: Holly Ravin, Jennifer Indermuehle, Michelle Neumann, Niki Lianides
5th Grade: Cheri Eplin, Colin Ritchie, Marlene Chacon, Mary Carroll
Physical Education: Blake Tuffli, Colleen Mayes, Laura Richey
Science: Mark Pelham, First Grade Science Teacher
Music: Terri Knight
Library: Sara Rossini
School Nurse: Serena Piazza

Attendance Information

All children must be accounted for every morning. School begins at 8 am, meaning students are in class ready to learn at 8 am. All attendance must be communicated to our attendance line (**855-5399**) before 8:15 a.m. Telling your teacher does not count as calling in an absence, and they are not responsible for communicating your child's attendance.
When calling, please provide the following:

1. Your child's name, grade, and teacher
2. Reason for absence
3. How many days of absence are expected
4. Name of person calling (must be an adult)
5. Symptoms of illness

- Families who do not contact the office will receive a telephone call to verify the absence. Please help us eliminate unnecessary phone calls by using our attendance number.
- The State of California funds schools based on Average Daily Attendance (ADA). Schools receive no funding if a child is absent, even for excused absences such as illness or bereavement.

Chronic Absenteeism

State law (Ed. Code. 48260) defines three unexcused absences as truancy. Families of children with more than three unexcused absences will receive a letter from the district. Students who have 10 absences must provide a doctor's note. Excessive absences and tardies will result in conversations with school administration, with the potential for a hearing with the School Attendance and Review Board (SARB). Please visit our district's attendance site here.

- AR 5113 states that all absences which are not cleared within two days after a student's return to school shall be recorded as unexcused (CUT).

Before and After School Supervision

Teachers will be on duty before school from 7:45 – 8:00am and after school from 2:30 – 2:45pm. No child should be on campus prior to 7:45am or after 2:45pm as they will be unsupervised, which is a safety issue. Before-school supervision is on the playground only. After-school supervision is only at the front of the school. There is no supervision on the playground after school, as all students are expected to leave as soon as the bell rings.

Tardies

Emotional Consequences:
Students who are chronically late suffer emotional consequences such as feeling rushed, feeling left out, and feelings of embarrassment. These students also fall behind, and their grades tend to be lower. Students who arrive on time are ready to learn and prepared to start their day along with their peers. Families must ask themselves an important question: How do you want your child to feel every morning?

Procedure:

- Families who are late must park their car on the street and walk to the office for a Tardy Pass.
- Chronic tardiness will result in school communication, letters from the district, and require family meetings regarding the importance of being on time and in school.

Leaving School During the Day

- All students are required to check out through the office.
- Parents taking a student out of school during the school day must sign the child out in the office.
- Students must be signed back in if they return before dismissal.
- When making dental or other medical appointments, try to make them after school so your child does not miss important instruction. Classroom discussions and interactive activities are impossible to make up.

Student Release Procedures

- Students will not be released to persons other than a parent/guardian unless otherwise noted on a student's emergency card.
- Students will not be released from class until an adult meeting the criteria above has arrived at the office.
- Please alert your child's teacher prior to the release day/time if possible.

Independent Study Contracts

- Independent Study Contracts are for students who will miss a day or more for a non-medical reason.
- You must fill out an Independent Study Request Form which can be found HERE.
- Please alert your child's teacher at least one week in advance, although sooner is always better.
- Assignments must be turned in to the office the day of your child's return to school.
- Excessive absences result in communication with the school, letters from the district, in addition to family meetings about the importance of attending school.
- State funding is based on student attendance. If your child does not complete every day's work in a contract, our school loses significant amounts of money.

Bicycles

- Bicycle riders must observe all traffic rules.
- California law requires that all students wear helmets.
- Bicycles must be walked on school grounds.
- Children should have a lock for their bicycles and use it daily.

The San Ramon Valley Unified School District assumes no liability for loss or damage in parking lots or bicycle racks or other storage areas provided solely for the convenience of the students, staff or the public.

Breakfast/Lunch in the MPR

- Breakfast and lunch are provided for FREE for ALL students.
- Breakfast will be served in the MPR during AM recess. More information can be found here: SRVUSD Child Nutrition Website.
- Students who forget a lunch at home can eat the school lunch. We do not deliver forgotten lunches to classrooms.

Cell Phones/Smart Watches

Mobile Communication Devices (MCDs)for Elementary Schools

Mobile Communication Devices (MCDs), including phones, smartwatches, and other wearable communication tools, **must be turned off or silenced and stored during the school day for all students in preschool through grade 8. Devices should remain out of sight in backpacks or other designated storage and may not be used during class time, passing periods, recess, or lunch.**

Middle school students may only use their MCDs during the school day when a teacher gives permission for instructional purposes, and with approval from the principal or their designee.

High school students may use their devices only during non-instructional time (e.g., breaks, lunch, passing periods). During classroom instructional time, MCDs must be turned off and put away, unless a teacher gives permission for academic use.

MCDs may not be used in a way that disrupts learning or violates others' privacy. If a student uses a device in an unauthorized way, it may be confiscated and disciplinary action may be taken, especially in cases of repeated misuse.

Exceptions may be made for health needs, emergencies, or when required by a student's IEP or 504 Plan, with appropriate documentation.

The district is not responsible for lost, stolen, or damaged devices brought to school.

Please use devices responsibly and follow all school rules to support a safe and focused learning environment.

- BP 5131.8: Mobile Communication Devices
- AR 5131.8: Mobile Communication Devices

Communication

- Communication is extremely important to us. Our policy is to respond to communication requests within 48 hours on work days. Contact information for staff members appears here.
- Our PTA sends out a biweekly email update on **Sunday's**. If you are not receiving these messages please go here.
- We send a biweekly Principal's Newsletter and important email blasts throughout the year. Please make sure your e-mail address is correct on your Infinite Campus Portal.
- The Greenbrook Elementary School website is here.

Curriculum

Below are resources and information about our district's curriculum. Please know our teachers supplement and modify lessons based on student need, so your children will come home with stories and information about the programs below in addition to the unique ways our teachers present materials.

- **English Language Arts**
- **Math**
- **Science**

Dress Code

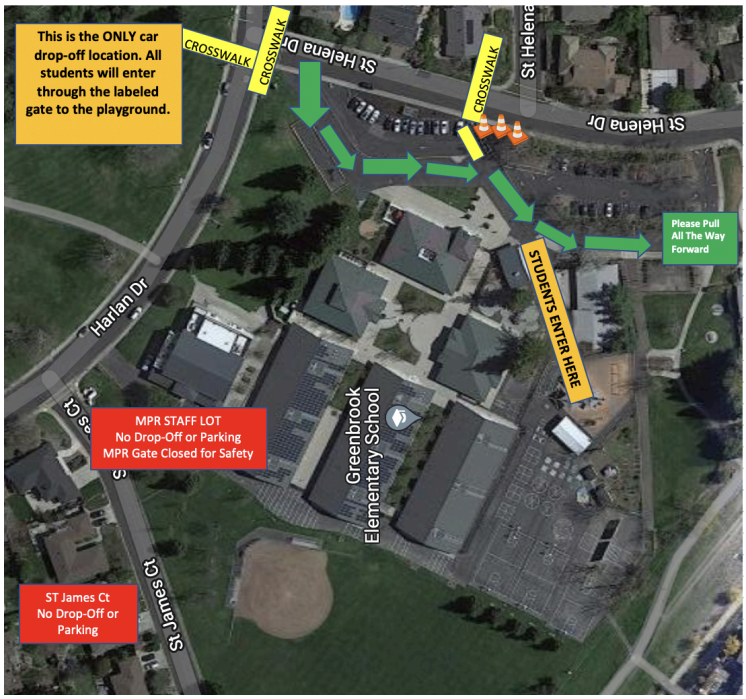
We do not have an official dress code; however, close-toed shoes are a must in order to support student safety at recess and during PE. We also want students to wear clothes that are comfortable, are representative of their growing identities, and are supportive of the learning environment. If we have concerns about a student's dress code, we will communicate with families.

Drop Off/Pick Up Procedures

Morning Drop-off Procedures

The only student drop-off entrance is the entrance at the corner of Harlan Dr. and St. Helena Dr. The valet line encompasses ONE horseshoe loop in front of the school. Please be sure to pull all the way forward to the end of the yellow curb. If you like to see your child enter the gates, it is highly recommended to park in the streets and walk your child to campus.

- Only one lane of traffic at all times.
- Please pull your car as far forward as possible. You can pull all the way forward on the yellow curb (to the end of the bike racks)
- Please stay in your car at all times.
- Your student should exit their car on the school side. Please have your student ready to promptly exit the car. If you are using the carpool loop, your student must be able to enter and exit the vehicle themselves.
- After your student exits the vehicle, please wait patiently for the car(s) ahead of you to continue forward through the horseshoe to exit on St. Helena. DO NOT pull out of the line and drive around other cars- - - this is unsafe for students/families walking to school and using the crosswalks.
- There is no drop-off allowed on St. James Court (behind the fields, it is a strict Danville PD “No Parking” zone.
- Please use the front valet line or park and walk your student. Please do not let them exit your car while sitting in traffic on Harlan Dr. due to safety reasons.
- Students should only use crosswalks to safely cross the street.
- School will start promptly at 8:00, and attendance will be taken first thing. Please be on time. Any arrivals after teachers have left the blacktop MUST check in the office and get a late slip. Please do not ask students to open the gates.

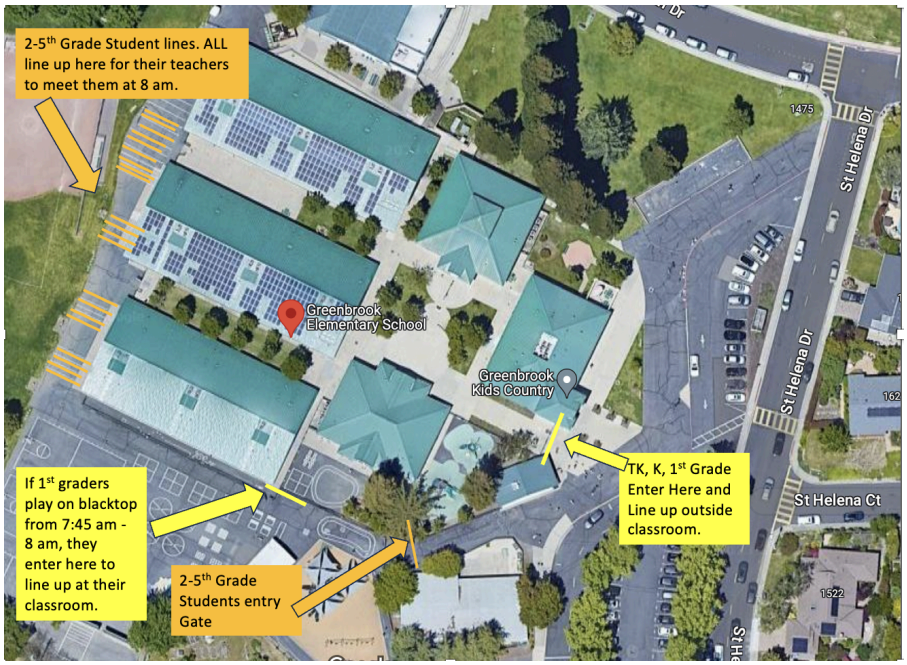


Pick-Up Procedures

The only student pick-up is located in the horseshoe loop in front of the school. The only place to enter the pick-up zone is the corner of Harlan Dr. and St. Helena Dr. Please be sure to pull all the way forward to the end of the yellow curb.

- Please pull your car as far forward as possible.
- Only one lane of traffic at all times, please.
- Please stay in your car at all times.
- While waiting for your student, please be aware of the cars in front of you- - - - if cars are moving forward, please pull forward to keep the line moving efficiently.
- Your student should enter their car on the school side.
- There is no pick-up on St. James CT or the staff lot behind the MPR.

Please communicate with your student about the plan for their pick-up. Be specific about where they will meet you, and have a plan for if you are not there.



TK:

- AM TK begins at 8:00 am; the gate will open at 7:55 am for students to line up at their classroom.
- Please walk your child to the gate for drop-off and arrival. With these being our youngest students, we ask that you park on the street and walk your child in. During pick-up at 11:30 am, please park on the street and walk to the gate where your child will be released to you.
- PM TK begins at 11:30 am. Please walk your child to the gate for drop-off and arrival. With these being our youngest students, we ask that you park on the street and walk your child in. During pick-up at 3:00 pm, please park on the street and walk to the gate where your child will be released to you.
- Please note that since they are our youngest students, all TK students need to be picked up and dropped off at the gate, which means parking and walking. We appreciate your cooperation.

Kindergarten:

- Children enter/exit on the passenger side only.
- AM Kindergarten begins at 8:00 am, the gate will open at 7:55 am for students to line up at their classroom. Kindergarten students will enter through the front gate next to the office doors. They will line up outside their classroom door. Front gates will open at 7:55 for students to enter campus and line up outside their classrooms.
- PM Kindergarten begins at 11:30 am. Kindergarten students will enter through the front gate next to the office doors. They will line up outside their classroom door. Front gates will open at 11:30 for students to enter campus and line up outside their classrooms.
- Kinder AM pick up is at 11:30 am. Please pick up your student from the side gate by the redwoods.
- Kinder PM pick-up is at 3:00 pm. Please pick up your student from the side gate by the redwoods.

- **Reminder if you plan on driving to drop off or pick up your child, they need to be able to recognize your car, open/close the door, and get in unassisted. If you like to see your child enter the gates, it is highly recommended to park in the streets and walk your child to campus.

First Grade:

- Early birds begin at 8:00 am. First Grade students will enter through the front gate next to the office doors. They will line up in the flag salute area at their teacher's label. Front gates will open at 7:55 for students to enter campus and line up outside their classrooms. Any first graders who play on the playground//blacktop before school may enter campus at 7:55 and line up in the flag salute area with their class.
- Late birds begin at 8:40 am. Late birds line up in front of the school behind their teacher's sign. Please be sure your child lines up in their line to be let into school by a staff member starting at 8:35 am.
- Early bird pick-up is at 1:50 pm. Your students will be exiting through the first-grade gate (teachers will explain). We ask that you let your child know how you will be picking them up. If you plan to drive to pick them up, you still need to pull all the way forward in the driveway, so your child needs to know to look for your car.
- Late bird pick-up is at 2:30 pm. Your students will be exiting through the first-grade gate (teachers will explain). We ask that you let your child know how you will be picking them up. If you plan to drive to pick them up, you still need to pull all the way forward in the driveway, so your child needs to know to look for your car.
- **Reminder: If you plan on driving to drop off or pick up your child, they need to be able to recognize your car, open/close the door, and get in unassisted. If you like to see your child enter the gates, it is highly recommended to park in the streets and walk your child to campus.

2nd-5th Grade:

- School blacktop supervision begins at 7:45 a.m. Please do not arrive before 7:45 a.m.
- To keep our campus safe and secure, we ask that beginning Tuesday, August 19th, only students are on campus during drop-off and pick-up.
- All parking spots in the front of the school are for staff only.

Emergency Information

- Emergency information must be on file in the office. This information is updated online via the Parent Portal.
- Please be aware that in case of an emergency, children will only be released to the people listed in your information.
- Parent/Guardian will be contacted first, followed by the next person on the card.
- If you change any information during the school year, please update your information in your Infinite Campus Portal, which will automatically update school records.

Field Trips

Field trips which support grade-level curriculum are organized by the classroom teacher with the help of PTA Room Parents. Field trips are paid for by family donations; none are school-funded. No student shall be denied participation if unable to pay. Trips may be canceled if funding or drivers are not available. Students are required to have a signed permission slip for each trip. Buses and/or family drivers are used to transport students. You MUST be cleared as a volunteer in order to participate in a field trip.

Forgotten Items

- Items will not be delivered to classrooms, nor will classrooms be called if items are brought to the office.
- It is a disruption to our office and the classroom when forgotten items are brought to school.
- It is important for students to learn the consequences of forgetting items and, in turn, develop their independence and sense of responsibility by remembering to bring them.
- If a lunch has been forgotten at home, your child should eat the lunch provided by Child Nutrition. See "Lunch in the Cafeteria" above.

Homework

- Reading is an integral part of learning. In the primary grades (K-3) homework will consist primarily of reading and a limited number of independent exercises to reinforce previously taught basic skills.
- Except for reading, homework at the elementary level shall not be assigned over weekends or holidays.
- At the upper grades (4-5), homework consists of completing, practicing, preparing, or extending core academic skills and is designed to build independent study habits.
- Below are the time limits for elementary homework:
    - ✔ K-1 no more than 30 minutes of homework per night (reading included)
    - ✔ 2-3 no more than 45 minutes of homework per night (reading included)
    - ✔ 4-5 no more than 60 minutes of homework per night (reading included)
- Project-based assignments are designed to reinforce State Standards, promote collaboration, and independent thinking. Project-based assignments shall primarily be undertaken and completed in the classroom. Long-term assignments and projects that require work outside of the classroom shall be limited in number and duration. Some portions of projects may be assigned as homework; however, these tasks should not require significant assistance from families or the purchase of materials.
- Long-term assignments and projects shall include clear checkpoints to monitor progress toward completion. Group projects that require work outside of the classroom shall not require meeting in person.
- More information on our district's Homework Policy can be found here.

Lost Items

- All articles of clothing, lunches, and other personal property should be clearly marked with your child's name and grade.
- If your child is missing something, he/she should check the classroom first and then the Lost and Found located at the front of the school.
- Leftover items are given to charity throughout the year, so please make sure to check as soon as an item is missing.

MEDICAL RELATED:

Illness/Injury

- If a child becomes ill or injured at school, a parent/guardian or other adult authorized on the emergency card will be notified.
- If medical attention is needed and an authorized adult cannot be reached, the child will be taken to the physician listed on the emergency card.
- It is vital that information on this card be kept current.

Medications

- Medications at school are regulated by California Education Code Section 49423.
- This code states that any pupil who is required to take, during the regular school day, medication prescribed for him/her by a physician may be assisted by the school nurse or other designated school personnel if the school district receives *both* of the following:
    1. Written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken.
    2. Written statement from the parent/guardian or the pupil indicating the desire that the school district assist the pupil in the matters set forth by the physician's statement.

The **Medication During School Hours Form** is available here.

- If you have a child with a medical problem who could be endangered by common communicable diseases (such as chicken pox, streptococcus infections, etc.), please alert the classroom teacher and/or the health educator so we can notify you if such diseases occur.

Life-Threatening Medical Problems

If your child has a medical problem that might result in a life-threatening emergency situation at school (i.e. cardiac disorders, diabetes, severe asthma, severe allergic reactions to insects or food, or other miscellaneous life-threatening conditions), a separate form needs to be completed by the parent/guardian and returned to school. If it is a condition that may require medication, a form will need to be signed by the student's doctor. Please peruse this district link for important information and forms here.

Immunizations

Immunizations are required by law. Students cannot attend school without specified immunizations. More information can be found here.

Food and Food Allergies

- Children with nut and/or dairy allergies are asked to sit at a designated nut/dairy-free table in the MPR. Each child can bring one friend to the table whose lunch must also be nut/dairy-free.
- Students should never share food.
- A NOTE ABOUT BIRTHDAYS: **We do not allow snacks or treats for birthdays.** Please either purchase a book for the classroom library on behalf of your child, or if you would like to provide something to each classmate, you can purchase items like pencils, trinkets, or toys that will not be disruptive to the classroom. Thank you!

PARENT GROUPS:
Parent Teacher Association (PTA)

- The PTA hosts a variety of events in order to fulfill their mission of creating a strong school community. We encourage you to participate in as many of these events as possible!
- PTA membership is open to parents, guardians, relatives, teachers and friends of Greenbrook students. Please find their meeting schedule here: PTA 25-26.pdf
- Families can join the PTA at any time.
- More information about our organization can be found here.

The Eagle Fund

- While the PTA works to build family connections, The Eagle Fund works to raise money for a number of programs that are not covered by state or district funding.
- These fund-raising events also build community. It's a win-win to participate!
- Eagle Fund meetings are open to all and occur. The schedule can be found here: PTA 25-26.pdf
- Please visit our website to see the people and programs that are paid for by the Eagle Fund.

School Site Council

- The School Site Council is made up of elected parents and staff members.
- It is a committee that informs school decisions based on studying data and setting goals for improvement in such areas as student achievement, school climate, and attendance.
- Site Council meetings are 5 times a year at 8:30 am on Fridays.
- Here is a link to the Site Council website.

VOLUNTEERING AND CHAPERONING:

QUESTIONS? District Website or
Contact: *Be A Mentor, Inc.* 510-342-7178, help@beamentor.org

SAFETY AND DISCIPLINE:
Social and Emotional Safety

Greenbrook's discipline policy provides for a systematic approach to discipline, which enables teachers to set firm, fair, and consistent limits while remaining aware of individual needs for warmth, understanding, and the development of a positive self-concept.
Students are expected to make responsible decisions and to behave in a manner consistent with school rules:
S.O.A.R

- Self-Control
- Offer Kindness
- Act Responsibly
- Respect yourself and others

- Students will be held accountable for their own behavior and will conduct themselves in a manner conducive to their own learning, as well as that of others. Students are expected to seek an adult to resolve problems and refrain from physically aggressive acts that may endanger the safety of others. Maintaining a positive school climate requires the communication of clear behavioral expectations that are consistently enforced. Cooperation between home and school represents a strong force in ensuring that each student benefits from a safe, orderly learning environment.

- We also follow protocols to allow students to learn from their mistakes. These include Think About It Sheets to reflect on choices, Restorative Justice practices to mend relationships, and office referral forms when behavior choices go beyond the scope of what is appropriate in the classroom and on the playground.

- It is important we collaborate with families to help our young students learn appropriate behaviors, teach them ways to correct behavior in the future, and understand the need for consequences should their behavior warrant. We thank you in advance for your support of our social and emotional safety systems!

- If you believe your child is under repeated threat at school, it is important that you let your teacher know immediately. If you believe the issue has not been resolved, you should contact the principal. You can also fill out a formal report here.

Physical Safety

- We are a ***"hands to yourself"*** school. Pushing, kicking, and other forms of physical interaction will not be tolerated.

- Drills: We have regularly scheduled drills to prepare for emergencies. The Standard Response Protocol (SRP) is based on five actions: Hold, Secure, Lockdown, Evacuate, and Shelter. Each has specific staff and student directives that are unique to the action. The Standard Response Protocol is a program of the "I Love U Guys" Foundation. More information and detailed materials can be found at https://iloveuguys.org and is used district-wide.

In the Event of a Disaster

- Our staff is prepared to follow state, county, city, and district guidelines should there be a disaster on campus. In the event of a disaster, we will follow SRP (explained above) procedures to allow students to go home with their families.
- Please wait for communication from the school or district before trying to pick up your students. As with regular protocols, no adults will be allowed on campus without following proper procedures.
- All student releases must be documented for legal purposes, and it will take us time to get organized.
- Our current system has us releasing students from the side gates leading to the blacktop, where you will be escorted after checking in with a team member of our staff at the front of the school.
    - This team (called Student Release) will check your identification, confirm that you are allowed to pick up the children you are asking for, and ask for a signature.

    - Please note: We will only release children to adults who are listed on a child's 'emergency release' paperwork through our Infinite Campus/Parent Portal system.
    - We will have staff 'runners' who will move between the Student Release Team and our Student Supervision Team who will get your child and release them to you.
- Our goal will be to release students as quickly as possible, but with almost 730 students on campus and required documentation, it will be important that families are patient and collaborative so we can get the job done as quickly as possible.

Discipline Steps for Most Cases

- Level 1 - A warning, restatement of school rules, conflict resolution with peer(s) and/or Think About It Sheet. Parents are not notified at this level.
- Level 2 – Think About It Sheet and/or conflict resolution with peer(s), notification of parents, possible Behavior Chart, possible parent conference, possible loss of privilege and/or time out.
- Level 3 - Notification to parents from admin, increase in loss of privilege or partial loss of recess, behavior chart or contract, referral to principal in the form of an "Office Referral" slip, possible referral to Student Study Team (SST), SCIP counselor, or School Psychologist.
- Level 4 - Parent conference, increased behavior contract with potential alternatives to recess if it is clear that safety to self or others is a concern, and increase in Level 3 loss of privilege, referral to principal.

Consequences:
Students are expected to follow all school rules to ensure a safe, respectful, and responsible environment in which to learn. Various strategies will be utilized by teachers, supervisors, and administrators to remediate inappropriate behavior.
Example consequences that may be used when school rules have been violated include:
a. Denial of a Privilege: Lost privileges may include game elimination during recess, time out, exclusion from classroom activities, assemblies or field trips, etc.
b. Individual Assignment: Students can be asked to complete a written assignment related to the infraction.
c. Community Service: Students may be asked to support school improvement and/or any other community service assigned by an administrator.
d. Parent Contact: Phone calls and conferences will be utilized to inform parents of concerns and possible solutions. It is expected that parents will discuss the problem with his/her child and institute a consequence at home when appropriate. Written notices are to be signed by the parent/guardian and returned the following day in order to avoid an additional consequence.
f. Suspension: Please see district suspension policy here.
g. Restitution: Students who lose or willfully deface, destroy, or steal school property (texts, library books, etc.) or property of others, may be expected to clean up, repair, replace, and/or pay for the item(s) involved.

Playground Rules (Review with Your Child)

1. **SAFETY FIRST!** Use common sense when playing. If you think you or someone else might get hurt, do not continue to play in that manner.
2. Students are expected to be courteous with adults and other students. Inappropriate language is not permitted on our campus.

3. Students are to play in a safe manner with all playground equipment.
4. During school hours, the community is not allowed at the park.

Play Structures

1. Play with **SAFETY** in mind at all times.
2. Tag games are prohibited in and around play structures.
3. Students never throw tan bark.

Swings



1. Students face the school while swinging.
2. Students swing in a forward and backward direction.
3. One student on a swing at a time.
4. Remain seated while on the swing.
5. Students waiting for a swing: Line up a safe distance behind one of the swings.
6. After 60 swings (back and forth) students must let the next person in line have the swing.
8. Students do not jump off when dismounting.
9. Students do not run under the swings.



Slides

1. One person at a time on a slide.
2. Stand clear of the slide and do not climb on the supporting legs of the slide.
3. When sliding down, sit up and face forward.
4. Stay away from the slide when people are sliding down.
5. Do not stand on top of the slide.
6. Students may climb up the middle slide only.

Grass Area/Blacktop

1. Students must stay within the yellow painted boundaries at all times.
2. The bleachers and dugouts are off limits during school hours.
3. Students cannot play behind the backstops.
5. Body-contact games are prohibited (wrestling and tackle football, for example).
6. Cooperate with your friends. If a conflict arises, attempt to resolve the situation with a compromise. If you are unsuccessful, find an adult to help you.

RAIN: When there is rain, the grass area and baseball diamond are closed and all students must play on the blacktop.

BEHAVIORS AROUND THE SCHOOL

In the Courtyard Area

1. Students are to walk on cement pathways.

In the Restrooms

1. Three students maximum in the restroom at one time. Wait outside or return to class if there are already three students.
2. Flush your toilet.
3. Wash hands thoroughly.

4. Keep floors dry to prevent slipping hazard.



In the MPR

1. Students sit at assigned tables by teacher name.
2. Students talk in quiet voices.
3. Students throw away all trash.
4. Students will demonstrate good table manners during lunch and remain seated until dismissed by lunch staff.
5. Students will follow the directions of adults.

Lunchtime Routines –

1st/2nd/3rd Grade Lunch (M, T, Th, F 11:45 - 12:25; W 11:00 - 11:30)

- 1st Grade Eat for 15 minutes from 11:45am – 12:03 pm, 2nd/3rd play at Recess during this time.
- 1st grade Recess from 12:05 pm – 12:25 pm, 2nd/3rd grade eat during this time.
- Instruction starts at 12:25

4th/ 5th Grade Lunch (M, T, Th, F 12:30 pm - 1:10 pm; W 11:40 - 12:10 pm)

- 4th Eat from 12:30 – 12:50, 5th play at this time.
- 4th Recess from 12:50 – 1:10, 5th eat at this time
- Instruction starts at 1:10

1. One minute before the end of recess, an adult will blow a whistle and all students will stop their activity.
2. Students who have equipment (jump ropes, hoola hoops, balls, etc.) will carry that equipment to the equipment cart then head to their class line. All other students will walk directly to line.
3. Teachers who deem you to be tardy to line will follow up with class consequences.

Prohibited Items

Items not needed for learning are a distraction and should remain at home. Examples include toys, stuffed animals, trinkets, electronic games and/or skateboards. Knives or objects that are potentially dangerous are prohibited by state law and can result in suspension.

The Social Skills of Sportsmanship

- Smile
- Be positive
- Be honest and avoid lying
- Play fair and avoid cheating
- Play by the agreed upon rules
- Cooperate with others
- Try your best
- Use words to resolve conflicts. Yelling, name-calling, put downs, shoving or hitting are hurtful actions. If you need more help, find an adult.
- Be a gracious winner (e.g., say “Thanks for playing with me.”)
- Be a graceful loser (e.g., say “Good game.”)
- If you are a good sport, you and your friends will have fun playing together.
- If you are not a good sport, other children won’t want to play with you. They might think that you are trying to cheat to win or are mean or angry.
- Remember, it’s only a game. The most important thing is that everyone has fun!

Schedule

Please find our bell schedule here: Greenbrook Elementary School.pdf

Special Programs

Art and Music

Art lessons are taught monthly by an Art Instructor. Additional art projects are done by our classroom teachers.

Our Eagle Fund funds part of our general music instruction so every student on campus recieves music.

A district-sponsored instrumental music program is offered to fourth and fifth graders. Students can choose to play a string instrument such as violin, viola, cello or a band instrument such as flute, clarinet, saxophone, trumpet, trombone or percussion. Both Beginning and Advanced classes are offered. This program supports the development of the SRVUSD middle and high school music programs by offering elementary students the opportunity to develop skills and to perform before an audience.

English Language Development (ELD) Program

The ELD program assists children whose primary language is not English. Children in the ELD program receive instruction within the classroom and/or with a specialist until it is determined by multiple measures that the student no longer needs services. These measures include scores on the ELPAC (https://www.elpac.org/), report card grades, and teacher input.

Gifted and Talented Program (GATE)

The Gifted and Talented Education Program in the SRVUSD is purposefully integrated into the regular classroom program. These students are challenged through appropriate enrichment and critical thinking skills activities. Please see more information here.

Library/Media Center

The library/media center is an integral part of our school. The library is staffed by a Library Media Coordinator (partially funded by The Eagle Fund) and parent volunteers. Students visit the library weekly/biweekly and have an opportunity to select from a wide variety of books for checkout. The Library Media Coordinator guides students in their efforts to find great books and useful resources. Students are taught research skills, development of students' reading interests, and instruction on information literacy. Visit our Greenbrook Library Page!

Rainbow Room and Counseling through The Discovery Center

The Rainbow Room and Discovery Center projects use small-group and one-on-one sessions with children to teach empathy, problem solving and emotional management, and generally promote school adjustment. These social skills are building blocks for future relationships, boosting self-esteem, helping teach self-control, and making children feel more confident in their surroundings and in their interactions with others. Some reasons children may benefit from these supports include new school adjustment issues, academic pressures, peer pressure, extreme shyness, and family issues. Here is a link

about the counseling provided through The Discovery Center:
http://www.discoveryctr.net/programs/schoolbasedcounseling.html
Here is a link about the Rainbow Room.

Special Day Class Program
Our school hosts a specialized program for students in preschool and TK. Special Day Classes support students who require intensive services and modified instruction.

The Student Support Team (SST)
The Student Support Team (SST) includes administrators, parents, teachers and support personnel who meet to discuss referrals of students who are having difficulty academically or behaviorally. The team documents student history, family information and areas of concern to be addressed. The team then works collaboratively to develop an action plan to address specific concerns. Students can be referred to the SST team by either teachers or parents.

Support Personnel

Resource Specialist
The Resource Specialist Program (RSP) is designed to provide identification, assessment, and instructional planning including individualized and small group instruction for students with special educational needs. A Resource Specialist is assigned to GB to assist students with identified learning needs. This specialist observes students, diagnoses difficulties, and coordinates referrals for special education services. The Resource Specialist will assist the classroom teacher in modifying the classroom curriculum to meet the needs of special education students. The Resource Specialist may also work with these students on a one-to-one and/or small group basis when such instruction is appropriate.

Speech and Language Pathologist
Speech and language therapy is provided at GB for students who have diagnosed difficulty with verbal skills. Students are referred to the Speech Therapist for articulation difficulties, stuttering, immature speech patterns, hearing difficulties, and specific language challenges. Following an evaluation and notification of parents, eligible students are enrolled in individual or small group sessions for speech therapy.

School Nurse
Our nurse handles the following:

1. Emergency cases where seriousness warrants.
2. Assist teachers with health education at all grade levels.
3. Work with teachers to discuss health problems and assist teachers to help children with health problems.
4. Make home contacts when the situation warrants.
5. Provide hearing and vision screening for designated students.

Psychologist
The school psychologist works with students, teachers, parents, and various community agencies. Individual counseling and psychological testing are provided to students in need of such services as identified by the education code. The psychologist oversees the intern from The Discovery Center.

Other Services

When deemed necessary, and as determined by the IEP team, related services may be provided to the student in his/her placement. These may include but are not limited to: speech/language therapy, adapted P.E., counseling, occupational therapy, physical therapy, and home/hospital instruction.

Technology Use and Policies

Acceptable Use of Electronic Communication: As the use of digital technology becomes more prevalent throughout our schools, the San Ramon Valley Unified School District is committed to helping students learn the responsible use of such technology in a safe and appropriate manner. The below information serves as a reminder to parents and students that cell phones, cameras, video cameras, websites and other means of transmitting electronic data can be disruptive and/or harmful, with respect to themselves, other students and staff, as well as the overall school environment. The following information has been developed with the safety of all students and staff in mind.

Cyber Bullying: Cyber Bullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos. Examples of this behavior include but are not limited to:

- Sending/posting false, cruel, hurtful or vicious messages/comments
- Creating websites that have stories, cartoons, pictures, and jokes ridiculing others.
- Breaking into an email account and sending vicious or embarrassing materials to others.
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others.
- Posting of a student picture without their permission.

Bullying of this nature creates a hostile, disruptive environment on the school campus and is a violation of the students' and staff members' right to be safe and secure. Actions deliberately threatening, harassing, intimidating an individual or group of individuals, placing an individual in reasonable fear of harm or damaging the individual's property; or disrupting the orderly operation of the school, will not be tolerated.

Inappropriate Use of Technology: The fundamental principles behind these policies are that students should never do anything that harms another student or prevents them from learning. Any use of technological media that interrupts with a student's right to learn will not be tolerated. Electronic media includes, but is not limited to: social networking sites, chat rooms and discussion groups, instant messaging, text messaging, computers, cell phones and personal digital devices, digital cameras, cell phone cameras, and web cams. As new technologies emerge, they too may be included with the above forms of electronic communication. Examples of this behavior include but are not limited to:

- Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of sexually explicit, graphic, or disruptive nature on any device is prohibited on a school campus.
- If the conduct occurs off school grounds and causes or threatens to cause a substantial disruption at school or interferes with the rights of students or school staff to be secure, school administration may impose consequences. The Administration may also report the Cyber Bullying or Harassment to the police.

Consequences - Inappropriate Use of Technology: Education Codes 48900.4 and 48900 (r), strictly prohibit harassment or bullying of any kind and such behavior is subject to consequences, including possible expulsion.

- Sexually explicit material that is transmitted electronically may result in parents or police being notified, and that material may be reported as suspected child abuse or neglect.
- All students involved in the transmission and/ or possession of such images or text may be disciplined under California Education Code 48900 (i): Committed an obscene act or engaged in habitual profanity or vulgarity.
- If reasonable suspicion exists that a student has been involved in possessing or transmitting such material, the electronic device involved may be confiscated and searched by school officials.
- The transmission of such material involving another student may be punished under California Education Code 48900 (r): Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- Additionally, Education Code 48900 (k) states that any disruption of school activities or otherwise willful defiance of the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties can also lead to suspension.

*** Education Codes 48900.4 “Harassment, threats, or intimidation creating an intimidating or hostile educational environment”

***Education Code 48900 (k) “Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties”

***Education Code 48900 (i) “Committed an obscene act or engaged in habitual profanity or vulgarity

*** Education Code 48900 (r) “Engaged in an act of bullying, including, but not limited to bullying committed by means of an electronic act, as defined in subdivisions (f) and (k) of Section 32261, directed specifically toward a pupil or school personnel”

ACTION STEPS TO RESPOND TO BULLYING OR HARASSMENT

Any student who receives such an image or message against their will should:

- Inform a school official immediately.
- Save the evidence. Print the online harassing text if possible.
- Identify the bully.
- Clearly tell the bully to stop.
- Ignore the bully by leaving the online environment and/or blocking communications.
- File a complaint with the Internet or Cell Phone Company.
- Contact the bully’s parents.
- Contact the police.

Videos/Photos of Students

- Many students have privacy restrictions. Do not take photos or videos of students without their families’ permission and never post photos or videos of other children online or on social media.

Visiting Our Campus

- The safety of our community is paramount, so measures must be taken to ensure it:
- You must sign in at the office before visiting campus in any capacity, no matter how short the visit. It is IMPERATIVE that family members interested in visiting campus register and clear themselves through our Volunteer Management System at srvusd.net.
- All adults must be pre-approved (see section "Volunteering and Chaperoning" above) for chaperoning and field trips.
- All visits must be pre-approved and pre-scheduled with 36-hours notice. Staff will not take impromptu appointments or visits, so please call to schedule these ahead of time.
- Students from other campuses may not visit during school hours unless already volunteering under a pre-planned arrangement.