



Greenbrier Elementary School

Student/Parent Handbook

2026 - 2027

Mrs. Ashlee Odom

Principal

Dr. Ashlee Horton

Assistant Principal

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Evans, Georgia 30809

Phone: (706) 650-6060

Purpose

Going Beyond Excellence

Direction

Growing minds to reach potential.

Building futures for tomorrow.

Empowering success in every child, every day.

- **WE ARE Prepared**
- **WE ARE Accountable**
- **WE ARE Courteous**
- **WE ARE Kind**
- **WE ARE GREENBRIER**

The Columbia County Board of Education does not discriminate on the basis of sex, age, race, handicap, religion, or national origin in the educational programs and the activities, or admissions to facilities operated by the Columbia County School System, or in the employment practices of the Columbia County Board of Education.

July 2026

Dear Greenbrier Elementary Families,

Welcome to another exciting year at Greenbrier Elementary School! As we begin the school year, I am honored to continue serving as your principal and to partner with our students, families, staff, and community in support of student success.

This year, Columbia County School District is embracing the theme "The Promise," a commitment to ensuring every student has the opportunities, support, and resources needed to succeed. At Greenbrier Elementary, we are building upon that vision through "The PACK Promise: Their Future... Our Promise." As members of the Greenbrier Community, we recognize that the future of every child is shaped by the promises we make today—to provide exceptional learning experiences, foster meaningful relationships, and inspire a love of learning.

The PACK Promise reflects our shared commitment to academic excellence, strong character, and a sense of belonging for every child. It is a pledge that we make together—as educators, families, and community members—to help our students grow academically, socially, and emotionally so they are prepared for a bright future. I believe strong partnerships between home and school are essential to student success, and I am grateful for the trust and support of our Greenbrier families. Together, we will continue to build on our tradition of excellence while ensuring that every decision we make is guided by what is best for our students.

Thank you for being an important part of the Greenbrier Elementary family. I look forward to a wonderful year of learning, growth, and celebration as we live out "The Promise" through "The PACK Promise"—because their future is our promise.

Sincerely,
Ashlee Odom, Principal

THE SCHOOL DAY

Supervision of students begins at 8:10 AM. School begins promptly at 8:40 AM and dismisses at 3:40 PM each day. A sign will be posted at 8:35 AM at the front entrance and the parent must come in and sign in the student. If a student arrives after 8:40 AM, the student is tardy and must be signed in by a parent. School supervision of students ends at 4:10 PM unless students are staying in the Brierpatch After-School Program.

CELEBRATIONS

School-wide and classroom celebrations will be in keeping with our educational purpose and will reflect the themes taught in our classrooms. Birthday celebrations should be held outside of school so as not to interrupt instructional time. There are limited types of refreshments that will be allowed due to allergies and medical problems experienced by some of our students. If parents plan to send in refreshments, they must approve this with their child's teacher including the type of refreshment, date, and time they will be sent. All food items must be purchased and have the label of ingredients on the package. Home-made items are not allowed. Please consider sending birthday pencils or stickers instead of treats. Balloons and flowers will not be delivered to student's classrooms and should not be brought in at all. Social invitations will not be distributed at school. Please note that all student and parent information is considered confidential and will not be released.

CHILDCARE

Greenbrier Elementary School offers the Brierpatch Program for parents of students attending GBE for before and/or after-school child care. The program operates from 6:30 a.m.– 8:10 a.m. each morning and 3:40 p.m. – 6:00 p.m. each afternoon. If students are picked up after 6:00 pm, parents will be assessed \$1.00 per minute. If this becomes a regular occurrence, participation in the Brierpatch program will be denied. If you are interested in registering your child for the program, a handbook, weekly rates, and forms are available on our school website.

If your child does not attend Greenbrier Elementary he/she is not eligible for the Brierpatch Program. In addition, students from middle or high schools should not come to the elementary school to wait for their pickup with their younger siblings. Middle and High School students must be picked up at their home school.

CLASSROOM SUPPLIES

Students are expected to have basic classroom materials, such as pencils, paper, notebooks, etc., when they attend class. A list of these supplies is located on the school website. Please check with your child frequently and replenish as necessary.

PARENT-TEACHER CONFERENCES

Parents should expect to hold a minimum of 1 conference with their child's teacher (s) each semester. If you desire an additional conference with your child's teacher please email them. In the event a student is experiencing difficulties at school, the teacher(s) will contact the parents. The teacher(s) and parents will then confer as often as necessary to reach a solution to the problem. Please do not try to conference with teachers before, during, or at the close of the school day, unless prearranged.

Teachers cannot be called out of class to accept phone calls. If you need to contact a teacher, please email them directly.

COUNSELOR

The guidance counselor is available to help students develop their education, social, career, and personal strengths and become responsible and productive citizens. Intervention may be provided through:

Classroom Guidance: large group instruction in the classroom focuses on the general needs, interests, concerns, and behaviors of all students.

Small Group Counseling: two or more students working with a counselor discussing a specific area or concern to develop positive relationships, solve problems, and work toward goals. Parental permission is required.

Individual Counseling: personal and private interaction between a counselor and a student as they work together on a personal or academic concern. Parents will be notified if the concern affects the student's or others' safety. Parental permission is required. The parental permission requirement goes into effect for any sessions subsequent to the first session.

A student can make a self-referral for counseling by completing a Student Referral Form or indicating to a teacher, administrator, or counselor a desire for individual counseling. A parent has the right to elect, by signing a waiver form, that his/her child does not participate in guidance and counseling activities.

MFLAC

In addition to our school-based guidance counselor, Ft. Gordon has provided our school with a Military and Family Life Counselor. This program is designed specifically to support our military families with a variety of resources. For more information, please call our school office.

EARLY CHECKOUT / VISITORS

FOR THE SAFETY OF OUR STUDENTS, ALL VISITORS ARE ASKED TO BUZZ IN AND STATE THEIR BUSINESS. VISITORS MUST SIGN IN AT THE FRONT OFFICE UPON ENTERING THE SCHOOL AND RECEIVE A VISITOR'S BADGE. No one shall be allowed on the school grounds for the purpose of talking to any student without the permission of the Principal, School Superintendent, and/or parents. Parents are not to visit classrooms in the mornings before school, during the school day, or during dismissal times in the afternoon unless previously arranged with the teacher or in the case of an emergency. After the first week of school, parents should not accompany their child to the classroom.

Parents are always welcome to visit the school. However, any classroom visits during the school day should be scheduled with the teacher in advance. Teachers and students work on a planned schedule and program. Unnecessary interruptions consume time and hinder the instructional program.

Any person entering the school campus or any school building, who is not a student at the school or an employee of the School System, shall check in at the main office, provide a reason for his or her presence at the school, sign the school registry with the date and time of his or her visit, and obtain a school pass. The only exceptions to this policy shall be specified under provisions of Georgia law. Whether or not a visitor has registered, a school administrator may at any time ask the visitor to explain his or her presence in the school building. Under Georgia law, any person who fails to check into the main office or fails to leave after administration has requested him or her to do so or returns after having been requested to leave may be prosecuted for trespassing.

Students leaving the school campus must be signed-out through our office staff and will not be released until this is done, even if a note has been received.

Students may only be released to parents or to those persons designated on the student registration card. Proper identification will be required.

ANY EMERGENCY TRANSPORTATION CHANGE MUST BE CALLED IN TO THE OFFICE AND FOLLOWED BY A FAX, EMAIL, OR TEXT WITH A PICTURE ID BEFORE 3:00 PM. THERE WILL BE NO EXCEPTIONS TO THE PROCEDURE.

FIELD TRIPS

Various field trips may be taken during the year. Parent or guardian permission slips must be signed in advance. The REVTRAK link for this information will be sent by the teacher. The cost of the field trips will vary depending on the number of students going, the length of the field trip, and admission charges (if any). If there is a fee involved for the trip, we may request a voluntary contribution. No student will be denied the chance to participate due to inability to pay. Parents are encouraged to attend and help the teacher with supervision; however, preschoolers are not allowed to accompany parents. Field trips will not use private vehicles for travel. Unacceptable behavior can result in the loss of field trip privileges. Any parent chaperoning a field trip must view the Mandated Reporter Video and have a certificate of completion on file in the school office. Parents/chaperones must follow the school code of conduct. Appropriate attire should be worn and there shall be NO consumption of drugs or alcohol in any form.

MAKE-UP WORK

When a student is absent, he/she will be afforded the opportunity to make up the work within a reasonable length of time.

REPORT CARDS AND GRADE REPORTS

Report cards will be issued at the end of each nine-week grading period throughout the school year. K-2 progress reports and report cards will be emailed. 3 – 5 progress reports and report cards will be available through Parent Portal. K – 5 teachers will send home folders weekly for parents to review. Parents should talk to or schedule a conference with the teacher immediately if questions or concerns arise.

STUDENT INFORMATION CHANGES

Parents should notify the school immediately if there is a change in the student's address, telephone number, babysitter/daycare, or person to contact in an emergency. This information is very important in case your child becomes ill or injured.

If there is a change in your child's legal name, please notify the school and provide us with a copy of the legal document stating the change (new birth certificate, court documents, etc.). School records are legal documents and must carry the legal name as stated on the official record of birth unless a change is legally documented. Student information is confidential and will be shared only with authorized personnel.

HONOR ROLL CRITERIA

Areas used for calculation are the core subjects in grades 3-5 only: Language Arts, Math, Science, and Social Studies.

All A Honor Roll: No grade can be below an "A" on the report card for a student to qualify for this Honor Roll.

A/B Honor Roll: The student must have at least one “A” to qualify for this Honor Roll. In addition, there can be no grade below a “B” on the report card in order to qualify.

A and A/B Honor Rolls for grades 3-5 will be published and recognized each quarter.

LOST AND FOUND

Any items which have been found will be placed in the lost and found boxes. It is recommended to mark all personal items with the student’s name so they can be returned without delay. All unclaimed items at the end of each 9 weeks will be donated to a charitable organization or destroyed.

LUNCH

Whether students bring lunch from home or purchase a meal from our cafeteria, they will sit with their class for the appointed lunch period. Parents are welcome to join students for lunch. They should sign in as a visitor and wait for their child’s class to come through the line.

LEARNING COMMONS

The GBE Learning Commons is a place for students and teachers to gather reading and research materials. It is a place where experts and learners come together to engage with information and create new understandings. It is a flexible space that accommodates small groups as well as whole classes to visit at their convenience.

Information access skills are taught during the school year, ensuring that all students can more effectively utilize the resources. Students are responsible for the books and other materials checked out or used in the learning commons. We encourage students to return all items on time. Students are responsible for replacement costs on any damaged or lost materials. We strive to maintain an inviting environment in our learning common and encourage students to be respectful by working quietly and helping take care of all materials.

MORNING ARRIVAL / AFTERNOON DISMISSAL

Our need to safely move large numbers of students simultaneously through entry and exit points requires the strict enforcement of several traffic policies. The front and rear parking areas will be utilized by staff, buses, and daycare vans only, and car riders will be restricted from 8:00-9:15 a.m. and 3:00-4:15 p.m. Parents transporting their children to/from school are asked to utilize the one-way access drive in the back of the school for unloading in the morning and for loading in the afternoon. Each student will be issued 2 transportation signs that must be displayed on the sun visor when being picked up. Additional signs will cost \$5.00 each. No parking will be allowed on this drive-this is for through traffic only. Visitor parking is available in areas to the left of the front entrance. School personnel will be on hand at arrival and dismissal times to assist in loading/unloading and directing traffic.

Dismissal begins at 3:45 each afternoon. Car riders will wait with their grade level in the appropriate area at the back of the building near the car line. Parents should display the name tag in their front window so that their child’s name is facing out. Students will be called by name to move to their vehicles. Bus riders will be called by route number and will be dismissed through the front of the building. Walker students will be dismissed by grade level, through the far-right end door (5th grade hallway). For the safety of our students, we ask that parents of Kindergarten – 2nd-grade students meet their child at the gate. To enhance student safety, Greenbrier Elementary is implementing a new procedure for kindergarten through 2nd-grade walkers beginning this school year. *Parents and guardians who pick up students in these grade*

levels will be required to display the yellow transportation sign distributed at Open House when arriving at the walker pick-up area. This additional layer of security will help staff quickly verify authorized adults and ensure that every child is safely released to an approved individual.

All students should cross only at the crosswalk. These students will not be released to walk without an adult. Students are required to walk bikes and scooters off campus. Walker students should live within walking distance of the school. Parents should refrain from driving to the school and parking on the street or in the parking lot to retrieve walker students. If you are driving to pick up your child, please enter the car line at the rear of the building. Walker students must walk along the sidewalk down to the crossing guard. Crossing in other areas is extremely dangerous and is prohibited. The administration seeks the cooperation of all parents in observing the access and parking policies. ANY TRANSPORTATION CHANGE OR REQUEST MUST BE FAXED, EMAILED, OR TEXTED WITH A PICTURE ID BEFORE 3:00 PM. THERE WILL BE NO EXCEPTIONS TO THE PROCEDURE. IN CASE OF SEVERE WEATHER, WALKERS WILL BE SENT TO THE CAR RIDER LINE and parents will be notified via REMIND. Students being signed out prior to the dismissal bell are requested to do so no later than 3:00 due to parking and traffic constraints. **No pets or golf carts are allowed on school property.**

car line procedure

- View the drop-off-dismissal video on our school website.
- Hang your sign for easy readability (must use school sign).
- Turn off your cell phone.
- Buckle up! Be sure that children are restrained properly with child restraint seats when necessary.
- Follow traffic flow.
- Mornings: Please do not drop your child off if a faculty member is not on duty at the car rider ramp or before 8:10 a.m.

EXPECTATIONS FOR PARENTS

We expect our parents to:

- Support the school and its expectations for the behavior of our students.
- See that their children arrive on time, attend school every day that they are well, and stay home when they are ill.
- Communicate real concerns directly and immediately to the teacher via email. Teachers are asked to respond within 24 hours.
- Attend parent/teacher conferences.
- Drop students off at school after 8:10 a.m., but prior to 8:40 a.m. Children are not allowed in the building before 8:10 a.m. unless they attend the Brierpatch Program. Do not leave any child unattended at the door of our school prior to 8:10 a.m. All tardy students must be checked in at the office by a parent/guardian after 8:40 a.m.

PARENT TEACHER ORGANIZATION (PTO)

Greenbrier Elementary has an active and supportive Parent/Teacher Organization. Parents/guardians and teachers are all considered members and are encouraged to show support for our school. Notices will be sent home, and posted to the GBE Social Media page, and website GBEPTO.com to inform you of meetings and other information during the school year. Our PTO has many active committees. The involvement of all parents is encouraged in order to

make this organization successful. Contact your child's teacher, the school office, or any PTO officer to share your interest in helping in any specific area.

PARENT VOLUNTEERS

School volunteers are encouraged to help throughout our building, assisting the teachers or working with small groups or individual students. Volunteers are needed to help give one-to-one tutorial assistance to children who are experiencing academic difficulty or for academic acceleration. Any parent who will have direct contact with any students will be required to view the Mandated Reporter Video and have a certificate of completion on file in the school office.

SCHOOL CLINIC

The school nurse is on duty from 8:10 a.m. to 3:40 p.m. daily. First aid supplies and all medications are maintained in the clinic. The first dose of any new medication should be given at home to be monitored by the parents. All Clinic related forms are available to be printed out from the school website, Columbia County School System website under school health, or can be obtained from the school office. All prescription medication sent to school should be in the original prescription bottle/container. Prescription bottles must be current and labeled with the doctor's name and pharmacy, the name of the student, the name of the medication, and dosage directions. No medication, including over-the-counter medications such as aspirin, ibuprofen, Tylenol, or cough drops, will be dispensed by school personnel without a signed medication authorization form. The clinic does not stock over-the-counter medication for general student use. Any prescription medication requires a physician's signature in addition to the parent's signature. All medications brought to school must be given to the appropriate school authority immediately upon arrival. Parents are urged to bring medications in themselves rather than sending them with their child. Students must report to the clinic at the proper time to receive their medication.

Students must be fever free (under 100 degrees), without the use of any fever-reducing medication, for 24 hours before returning to school. Students with more than one episode of vomiting or vomiting accompanied by diarrhea and/or fever (100 degrees or higher) should stay home for 24 hours before returning to school. Parents are asked to notify the school of any communicable illness as soon as possible. Students with suspected communicable illnesses will be sent home and a physician's note will be requested. If a student has any restrictions due to injury or illness, the teacher or nurse should be notified in writing of those restrictions. If a student has a chronic illness, he/she may qualify for the hospital/homebound program.

If the school nurse determines a child must go home due to fever, illness, or injury, the parent will be called to pick the child up immediately. If an ambulance has to be called to transport the student, the parent will be called and will be expected to pay for the cost of the ambulance.

STUDENT BEHAVIORAL EXPECTATIONS

Positive Behavior Intervention and Support (PBIS) will be implemented school-wide. PBIS builds a positive learning environment. It is a collaborative, assessment-based approach to establish school-wide expectations and develop effective interventions for problem behavior with an emphasis on prevention, instruction, and positive reinforcement-based strategies.

All teachers will post discipline plans in classrooms. Expectations will also be posted in the halls, cafeteria, media center, and gym. The principal is the designated leader of the school, and with the staff, is charged by the superintendent with the safe and orderly operation of the

school. In the case of disciplinary violations not covered by the Columbia County Student Offenses and Discipline Procedures, the principal may impose corrective measures that he or she believes to be in the best interest of the student involved and the school.

CELL PHONES AND SMARTWATCHES

Students can use the office phone in case of emergencies; therefore, they do not need to have a cell phone at school. If a student does bring a cell phone to school, it must remain off and in the bookbag. In addition, students should not text or call parents during the day from smartwatches. If necessary, these items will be taken and the parent will be called to the office to pick them up.

WEATHER RELATED SCHOOL CHANGES

Local radio and television stations will give out official information if school is to be closed due to severe weather conditions. Occasionally, there may be a delayed opening or early closing because of storm conditions. This will also be announced on the radio and television. Brierpatch before/after school program will not be open if there is a delayed opening or early release due to weather. IN CASE OF SEVERE WEATHER, WALKERS WILL BE SENT TO THE CAR RIDER LINE and parents will be notified via PARENTSQUARE.

STUDENT WITHDRAWAL

If it becomes necessary for a student to withdraw from our school during the school year, please allow at least 24-hour notice for the teacher to process the withdrawal. You may send a note to the teacher, or call the school office to inform the secretary of the withdrawal date. Early notification allows us to be sure everything is in place for a prompt withdrawal. The student must turn in all textbooks and be cleared of all money that may be owed to the school prior to receiving the official withdrawal.

Dear Parents,

In compliance with the requirements of the Elementary and Secondary Education Act Greenbrier Elementary School would like to inform you that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested:

- 1) Whether the teacher has met the Georgia Professional Standards Commission's requirements for certification for the grade level and subject areas in which the teacher provides instruction;
- 2) Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- 3) The college major and any graduate certification or degree held by the teacher;
- 4) Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child's teacher's qualification, please contact me at 706-650-6060.

Sincerely,

Ashlee Odom
Principal