

Greenbrier Community School



Family Handbook

Greenbrier Community School

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Family Handbook

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Greenbrier Community School admits qualified students of any race, color, religion, national and ethnic origin, sex, sexual orientation, gender and gender identity or expression to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religion, national and ethnic origin, sex, sexual orientation, gender and gender identity or expression in administration of its educational policies, admissions policies, or scholarship programs.

HISTORY:

Greenbrier Community School was founded in 1999 as Greenbrier Episcopal School by parents, educators and community members. We are a non-profit educational organization with a Board of Trustees.

We are a vital community of children, families and faculty, all working together to provide the best possible atmosphere for optimum growth of the students. We want to ensure that Greenbrier Community School flourishes for the children of today and for generations to come.

MISSION STATEMENT:

As an independent day school, our mission is to provide students with innovative and challenging educational experiences and curriculum that fosters independent thinking, problem solving, and collaboration. A high priority is to create a thriving and accepting community that supports students as they grow into responsible, confident, and compassionate leaders able to contribute to society.

VISION:

GCS offers an engaging and dynamic learning environment built on a progressive and challenging curriculum. Through hands-on, experiential learning and meaningful community engagement, students are empowered to grow intellectually, emotionally, and socially. We support our educators in their ongoing professional development, encouraging them to embrace best practices, explore innovative methods, and continuously refine their craft.

At GCS, we believe that children are active participants in their own education and capable contributors to their communities. As such, we provide opportunities for leadership, collaboration, and meaningful engagement with the complexities of the world around them.

We recognize the shared responsibility of parents and educators in shaping the next generation. Grounded in the ideals of tolerance, resilience, and respect, GCS fosters strong partnerships with families—acknowledging parents as the first teachers of their children. This relationship is vital in helping students build the foundation for a fulfilling, purposeful, and productive life.

Our school is committed to creating a safe and caring environment where every student is expected and supported to become their best self. We emphasize core values such as respect, responsibility, and compassion. GCS celebrates diversity and nurtures a spirit of inclusion, ensuring that all voices are heard and valued. Within our classrooms and school community, we foster personal growth through open dialogue, reflection, and the respectful exchange of diverse perspectives and traditions.

The GCS educational program is designed to inspire creative problem-solving, disciplined thinking, and a deep sense of civic responsibility.

FACULTY:

Our school is staffed by trained, qualified and caring teachers and administrators. Additional specialists offer art, foreign language, theater, music, and physical education. We also work with various community organizations to enrich students learning and understanding of the world.

COMMUNITY:

Our philosophy emphasizes regard and respect for the needs of others both within and beyond our immediate school community. Therefore occasionally, we will ask for your support with service in the Greenbrier Valley, the United States, or another country. We use community resources in planning our field trip programs and sometimes share in events with other local schools.

ORGANIZATION:

The Board of Trustees, composed of parents, the Head of School and members of the community, oversees the fiscal management and policies of the school. Administrative responsibility for daily operations rests with the Head of School. Faculty supervises the children's education and care.

Additionally, Board members have made commitments in two primary areas:

1. To take an active role in fundraising for GCS;
2. To be responsible for chairing committees in their areas of interest and expertise.

COMMITTEES:

Various committees assist the Board and administration, such as Development, Public Relations, Education, Building & Grounds, Scholarships, etc. Parents, staff, community members and trustees comprise the membership.

The school makes many decisions within a committee and Board structure, making recommendations for implementation to the Head of School. This process enhances community participation and welcomes a broad range of options. Feel free to talk with the Head of School regarding your service on a specific committee.

PARENTS:

GCS is an independent school. As such, parents need to participate in our volunteer program and fundraising efforts in order to ensure their success. We look forward to sharing these events with you. Parents are expected to support the school by volunteering their time, expertise, or resources to make GCS the best school possible. A variety of projects and Parents' Association events always need volunteers and teachers can sometimes make use of helpers in the classroom. We recognize that different families will need to help GCS in different ways, yet everyone's support is vital for building a true sense of community. We also expect that all families will contribute whatever they are able to our Annual Fund campaign; the percentage of participation by our families is an important statistic when GCS makes applications for funding to private foundations. We are very appreciative of your participation and commitment to the excellence of our school.

POLICIES AND PROCEDURES

ENROLLMENT:

Children may be considered for potential enrollment subsequent to:

- A tour of campus by parents and meeting with the Head of School or the Head's designee.
- The submission of an application.
- Family interview resulting in favorable recommendation by Teacher and Head.
- The submission of previous school information/records, medical and immunization records, fees and contract. (Enrollment occurs only when the enrollment agreement and deposit are paid.)

Placement considerations are:

- Appropriate openings and placement for child/family;
- GCS may give special consideration to siblings
- Enrollment is limited per class.
- GCS values diversity and may enroll students with specific needs who are able to be accommodated within our existing classroom, school environment, and available resources.
- GCS reserves the right to assign probationary status to a student's enrollment at any point in the academic year for academic, behavioral or disciplinary issues. Failure to meet school standards may result in suspension or dismissal.
- Students are promoted based on GCS' assessment of academic, social and behavioral readiness.

Enrollment Continuum/Assessments:

Experience shows the value of having students participate in multiple years of placement. Placing students who can participate in this full cycle is a goal of our enrollment process.

The first four to six weeks of a new student's placement provide additional time to assess his/her academic and developmental needs and to establish the foundations of a successful partnership among student, family and school. If during that period, or at any time thereafter, the school requests additional evaluations, assessments or support to assist the student's success or continued placement, the family is expected to comply in a timely manner. This information will be used to develop an academic plan that will enhance the strengths and remediate challenges, and/or assess enrollment. On occasion GCS will recommend additional assessments or outside therapists or tutors to facilitate assessments and evaluations. The fall parent-teacher conferences are a time for goal setting and initiating strategies that will be employed by the school and supported by the parents. Consistency between home and school is vital to student success.

Assessments:

Teachers/administration may request that your child receive a vision, hearing, and/or developmental assessment. These assessments provide an objective description of the child's abilities and deficits in order to better understand their strengths and needs. These assessments help identify important milestones and provide opportunities for teachers and parents to work together to support children as they grow. Parents agree to schedule the requested assessment within one month of the request. If the assessments are not obtained and shared with GCS teachers/administration, trying to best support the student, your child's enrollment is subject to termination and ineligibility for re-enrollment.

DAILY PROCEDURES

Arrival, Dismissal and Parking:

Arrival: Classes begin at 8:00 a.m.
Dismissal: 3:00 p.m. (12:30 pm for Early Education)
All students **MUST** be signed in at the office if arrival is after 8:15AM.

Everyone should use extreme caution during morning drop-off and afternoon pick-up. Designated parking spaces are available for parents who wish to park their car and escort their child into school. During pick-up, parents are asked to stay in their vehicles. Children picked up by parents and remaining on school grounds after 3:15 must be supervised by parents and are no longer the responsibility of GCS staff. Parents should not send their children to play on the playground unsupervised if they remain at school beyond 3:15.

We operate a "Closed Campus" which means that children are not allowed to leave the school grounds once they have arrived unless they have written or verbal parent permission delivered to the teacher or Head of School.

EXTENDED CARE & AFTER SCHOOL

GCS offers Extended Care for Nido and Monarch students enrolled in GCS. Busy Town and Sleepy Town operate until 3:00 pm each day. GCS also offers an After School program from 3:00pm - 5:00pm

EARLY DROP-OFF

Early drop off is available beginning at 7:30am.

General Notes: re: Arrival and Dismissal

Children should always exit and enter vehicles on the building side-never crossing a lane of traffic or walking around to the far side of the car.

Please keep the line moving briskly and safely; look before pulling out.

Please use extreme caution during arrival and dismissal times.

Please do not impede traffic flow. For more than momentary conversations with staff, please call the school office to make an appointment.

Please notify the office in writing or by phone before 2 PM if your child is to go home with someone who is not on your transportation permission list or if child is staying for the afterschool program.

If you must be late for dismissal or if an emergency arises, please call the school to let us know.

If you pick up your child prior to regular dismissal time, you **MUST** stop by the office for sign out. (The sign in-out log is a safety measure for GCS and for parents).

Other adults may take friends' children home with them if:

the adult is listed on the child's transportation permission list,
the child's parent writes a note and sends it to the school office,
the child's parent telephones the office about this arrangement and a record is made.

TARDINESS AND ATTENDANCE

Prompt arrival aids success for many students and offers special time/greetings with teachers and classmates. Late entries to class create disruption for fellow students and teachers and may raise the level of anxiety of children who miss early morning activities. Morning Meeting begins the day in every classroom at Greenbrier Community School by previewing the day's agenda and is a special and regular activity which sets a tone for the day and helps to build community. Parents need to ensure that their children arrive at school between 8:00am (elementary and middle school) and 8:15am (early education) each day. Late arrivals will be recorded in the teacher's attendance book as tardy and reported to the office for inclusion of the student's permanent record. All students arriving after 8:15AM must be signed in by a parent/guardian in the office.

Families should make every effort to schedule holidays and vacations with the school's yearly calendar in mind. Students will be expected to make up as much work as possible upon their return. Because our curriculum is interactive and personalized, some activities which occur in class cannot be re-created. In addition, it should not be expected for teachers to plan lessons far in advance but rather necessary adjustments will be made after the student's return.

COMMUNICATIONS

GCS encourages open, supportive communication (child-adult, home-school).

The office is open from 8:00 a.m. to 3:00 p.m. Our phone number is **304-793-2420**. Our answering machine receives calls when the office staff is unavailable.

Correspondence from school is communicated through Remind, iGrade, and often put in your child's backpack or homework folder.

The school and each individual classroom send out newsletters.

Child custody decrees must be on file in the office. Most school information (newsletters, conference forms, etc.) is sent only to the parent who has physical custody. A second parent may request being on our mailing list for such information by contacting the office. GCS will share appropriate information requested by the non-custodial parent, unless there is a court order to the contrary on file at the office.

PARENT-TEACHER CONFERENCES

Formal conferences are held twice annually and supplemented by written reports at other times during the academic year. The school calendar lists the reporting and conference dates.

Conferences should be attended by both parents whenever possible and usually include the student.

Teachers are available for other conferences as mutually arranged with parents. Parents should make every effort to maintain the scheduled conference times in the fall and spring.

PARENTAL CONCERNS

GCS desires to work with families in mutual understanding and support to benefit the child.

Behaviors demonstrated at school are best handled/resolved at school, although parents may be notified and called on for support.

Parents having concerns regarding the class or a student should contact the teacher first. If further resolution is needed, or if the situation is of an administrative, financial or school-wide nature, parents should contact the Head of School.

OBSERVATIONS

Classrooms are open to parents and visitors after the first month of school; this delay allows classes to establish their routines. GCS seeks to be an open environment and parents should feel free to share their observations with the classroom teacher.

Observations should not distract students or teachers from their work. If free, the teacher will seek you out; children will invite conversation if interested.

Open Houses for the general public are held annually. Parents are encouraged to invite interested families to Open Houses. This is an excellent way for parents to introduce others to GCS.

Admissions Information/Public Relations:

Admission information packets are available from the office. Parents are encouraged to refer interested families to GCS and to provide the office with news of their children's extracurricular and community activities outside of school. Parents are the primary ambassadors for the school. By sharing with others your enthusiasm for GCS, you will help the school to grow each year.

Student Records and Information:

The following information must be on file:

Previous school's academic and behavioral records

Current Emergency Information form

Immunization record showing child is current with immunizations as well as hearing, speech and vision screenings.

Student records are confidential and accessible by custodial parent(s), staff or others approved by parents. Non-custodial parents may have access to specific information about the student as authorized by the custodial parent or by custody agreement; a copy of agreement is to be filed with GCS upon the child's enrollment.

Release must be authorized by custodial parent(s) to make records available to others. Parents have a right to inspect, review and challenge the content of the student's progress reports and standardized tests. GCS maintains student records for at least seven years after the child has left the school. Recommendations or records of student progress may not be forwarded to other schools until tuition balance is paid or current, whichever is applicable.

STANDARDIZED TESTING

Annually students in third grade and above undergo standardized testing and results are shared with parents. Test results are kept in the students' cumulative files to be sent to other schools upon transfer or request. The test is administered over several days, and students observe normal test taking rules. Students will practice with preparation materials prior to test week. The percentiles compare students to other students of the same grade according to national norms.

ILLNESSES/SICK POLICY

Please contact the school office by 8:15 a.m. if your child will be absent on any given day.

Illness

Colds, flu and other contagious diseases are a serious issue in a small school environment because they can spread so rapidly. Parents are asked to keep children home when they show symptoms of illness. If your child exhibits any active symptoms of illness, he/she will not be admitted to the school, both for the child's own comfort and to minimize the spread of illness to other children in the school.

The following guidelines are to help you determine if your child should be kept home from school:

If your child has any of these symptoms/conditions, please give them time to rest and recover:

- Fever. If your child has a fever at night, he/she must not attend school the next morning. Temperatures are lower in the morning and a fever may occur again in the afternoon. You are required to wait 24 hours after the fever breaks (without fever reducing medicine) before sending your child back to school.
- Upset stomach. If your child vomits during the night, do not send him/her to school the next day. You are required to wait 24 hours after a child vomits before sending your child back to school.
- Diarrhea. Loose and frequent stools have many causes. Do not send a child to school until bowel movements are normal.
- Cold. Please help us teach your child how to handle tissues for coughing, sneezing and nose blowing, and practice good hand washing techniques. Your child may go to school as long as he or she does not have a fever or discomfort. If symptoms are severe (e.g., persistent cough or severe runny nose with thick mucous that will consistently interrupt their work or rest time), please keep your child at home so he/she may rest and recover.
- Earache. Never ignore an earache. Contact your physician and keep your child at home.
- Strep Throat. A strep infection requires a doctor's visit and medication. Strep can lead to a more serious illness if not properly treated. The child must be on medication at least 24 hours before returning to school.
- Contagious Condition. Head lice (see below), scabies, impetigo, chicken pox, strep throat, measles, rubella, mumps, whooping cough, meningitis and some forms of conjunctivitis (pink eye) are contagious and must be properly treated and no longer contagious before your child may attend school. Please notify the school if your child has a contagious condition so that other parents can be alerted. Your child may not return to school without permission from your physician and clearance from the office.
- Head lice. Due to the arrangement of collaborative workspaces in our classrooms, if we find signs of lice (nits/eggs), parents will be asked to pick up their student early to begin treatment. If parents detect lice at home, please let the Office know immediately so that we can check the rest of the students in the class. Prior to the student's return to school, we

will need to know the specific treatment that they will be undergoing and the date that the treatment began, so that we can follow up regarding the second application of the treatment (which typically needs to be applied 7-10 days after the first application). Upon returning to school, before the child enters the classroom, please bring them to the Office where they will be discreetly checked for nits, and where we can record treatment dates and methods. Students will be allowed to return to class when they are nit-free. Nit removal can take several comb throughs and we ask that parents check the child each day during their treatment. Thorough combing with an egg removal comb each day during the 10-day period following the first treatment is an essential part of eliminating the lice and helping to prevent a lice recurrence. We will follow up, checking students and classes as needed to ensure that all active lice and eggs have been removed.

If your child has been out of school due to illness, we ask that you consider whether they are well enough to be outdoors before you send him or her back to school. The outdoors is part of our program and we do not have the staff to supervise students indoors and outdoors simultaneously.

Illness or Injury at School

If a child becomes ill at school, they will be taken to the office. A parent/guardian will be contacted and will be expected to pick up the child as soon as possible. If a child is injured at school, first aid will be administered if the injury is minor. An accident report will be filed for injuries which require medical attention, including first aid. Parents will be asked to sign the accident report when they pick up their child and will be notified immediately if there are any questions concerning the severity of the injury. The student's emergency contacts and physicians will be called if the parents are unavailable. All classroom teachers are CPR/First Aid certified. Paramedics will be called when necessary.

Prescription medications must be stored in the office, where office staff can assist and monitor appropriate dispensing. **Please do not send medication in with your child.**

SCHOOL CLOSINGS

GCS will close for conference days, and holidays as noted annually on the School's calendar. GCS may close in the event of inclement weather. Updates will sent through Remind and will be made independently of decisions made by local county schools. If weather conditions make travel dangerous in the morning, school will be closed. Additionally, GCS will have an early dismissal only under the most adverse circumstances. Should parents become anxious about weather forecasts, they may always pick their children up at school and sign them out in the school office.

SAFETY

Emergency Plans are in place and rehearsed by staff annually. All teachers are trained in first aid and C.P.R. Fire drills are held throughout the year.

If parents or emergency contacts cannot be reached and staff determines your child needs medical attention, your child will be transported to the medical facility designated on his emergency card, either by staff vehicle or ambulance. Parents assume any resulting expense and hold harmless staff and volunteers assisting in such an instance.

All faculty members complete an annual Mandatory Reporting training as we are required to report to Child Protective Services or Law Enforcement any suspected child abuse or neglect.

INSURANCE GUIDELINES

Our liability and property insurance contain guidelines to which we must adhere in order to ensure the safety of students, parents, and staff. GCS insurance does not cover any private, personal child-related services agreement entered into between GCS and any family, including one with a child or children attending GCS or any other school. Accordingly, any such arrangement is exclusively private in nature and deemed to be excluded from any GCS insurance coverage whatsoever. GCS will not accept any liability from such child-related service agreements between GCS staff and any family.

FIELD TRIPS

All classes take field trips during the year to strengthen learning and provide a link between the classroom and community. Field trips may be taken on foot or by car with parent volunteers as drivers. Students must have on file a general field trip consent form that covers most field trips. Longer trips require separate consent forms. Notification is made in advance of trips.

Proper restraint is required for all children who attend school-sponsored field trips. Parents may drive on field trips if:

The office is notified in advance by faculty and approves the written field trip plan

Notification has been made to parents

Drivers have appropriate liability coverage and medical coverage for passengers

FOOD

Children bring their own snack and lunches daily. Parents are asked to provide a nutritious mid-morning snack and lunch each day. Recommended snacks would include raisins, small bags of cheerios, crackers, cheese, cut veggies, fresh fruit, etc. Children's snacks and lunches are not to include candy, gum, sodas or sugary cakes/ cupcakes, etc. Snack time and lunches are both community events of each school day. Table manners as well as appropriate conversation and decorum are emphasized.

If your child has any food restrictions or allergies, please notify the office and the classroom.

We encourage use of recyclable containers that your child can manage independently, rather than foil, baggies or juice boxes; please label lunch boxes, thermoses, etc. with your child's name. Please peel or cut fruit if your child requires this help. Please avoid lunchboxes or containers with violent or armaments-related motifs.

LIBRARY

Currently, our library is for school use only. Each class has a weekly library period when students should return books and may check out reading books. Replacement costs may apply for books damaged by students' loss, neglect, or abuse. Students who fail to return books may have their borrowing privileges limited. Parents are asked to assist the school by seeing that books are sent back to school on the students' library day.

BIRTHDAYS / HOLIDAYS

If your child wishes to acknowledge their birthday or a special holiday at school, please contact your child's teacher to make arrangements. **We encourage families planning a birthday party outside of school to invite all members of class.**

GCS uses personal, cultural and religious holidays as educational opportunities to broaden and deepen the student's understanding of other cultures and beliefs. Cultural and religious holidays focus on celebrations as a part of life, either natural or societal. Group presentations, individual activities or cultural/geographic topics may focus on the holiday, and children may choose related work projects. These celebrations' goals are to aid the child's awareness, understanding and appreciation of the rich and vital heritage of many lands and beliefs and allow them to respond to such events individually.

STUDENT DRESS

Purpose: We want to encourage students to actively express themselves through color and style, just as they do through the substance of their thoughts, ideas, and actions. We want students at ease, able to comfortably move through their days, including recess & P.E. We appreciate your attention to these details. If your child arrives at school in attire that does not follow these guidelines, we will look for solutions that may include calling a parent to bring appropriate clothing.

Our Nido and Monarch students are not required to follow these guidelines, as we want these young children to be at ease. Nido and Monarch students are often beginning to dress themselves and we want to encourage that independence, autonomy, and comfort for our youngest learners entering their schooling experience.

Guidelines: Established around comfort and play

Item	Acceptable	Not Acceptable
Shirts/Sweaters/Sweatshirts	Shirts may be solid, striped, plaid or have non-imaged patterns. GCS logo can be on any shirt.	Graphics or logos.
Pants/Shorts/Skirts/Dresses	Solid, striped, plaid or patterns. Shorts must be longer than fingertips at your sides.	Tears or holes.
Shoes	Should be closed toed for play.	Shoes inappropriate for play (flipflops).
Hats	May be brought to wear outside of school.	Hats within the building.

Please also ensure your child's name is written inside their coats, sweaters and sweatshirts

RE-ENROLLMENT:

Re-enrollment for the next academic year begins in February. Enrollment priority is offered to families and children who support our philosophy and who make good use of our school's opportunities.

Families are ineligible for re-enrollment until documented tuition and program balances are paid or current, whichever is applicable. No recommendation, transcript of a student's academic work will be issued until all financial commitments have been met.

Families re-enrolling their children (with contract and deposit submitted) by the deadline may be eligible to receive a small reduction on the total cost of tuition. Look for further information when re-enrollment contracts are mailed.

TUITION ASSISTANCE:

Our tuition assistance program is supported by some fundraising, direct donations to Tuition Assistance and GCS' commitment to providing assistance to the degree possible within the budget. Contact the office for the SSS application form and for additional information.

Tuition assistance decisions are made by the Finance Committee of the Board of Trustees. Decisions are based on family financial reporting which is processed through the School and Student Service for Financial Aid in Princeton, NJ. **Financial assistance will only be considered for those families who have filled out the required form.**

Families are ineligible for financial aid application until documented tuition and fee balances are paid or current, whichever is applicable.

PAYMENT OF TUITION:

GCS is a private, non-profit corporation supported by tuition revenues and donations. We appreciate your prompt payment on the payment plan you have chosen.

Tuition includes consumable classroom supplies and most field trips. **A non-refundable deposit must be paid when the tuition agreement is signed as part of the enrollment process.**

If a child is withdrawn or dismissed from the school, the family is still responsible for tuition.

DELINQUENT ACCOUNTS:

Delinquent accounts (30 days or more) may result in suspension of students unless an alternative payment plan exists.

All accounts (tuition and non-tuition for additional programming) must be paid or current before students may re-enroll, graduate or have scholastic records released.

Any outstanding payments remain due, despite withdrawal or dismissal.

PARENT SUPPORT

CONTINUITY

Continuity between home and school is probably the greatest support parents can offer children in this school experience.

Since families choosing GCS generally share values, goals and attitudes compatible with the School's philosophy, we can build a growing relationship to enhance the child's development. Mutual education and communication are the primary components of such progress.

Through educational programs and opportunities for communication, GCS hopes families will create a consistency furthering the child's intellectual, emotional, and personal growth.

GCS anticipates families will commit to the educational continuity afforded by the School where a child can be guided in a consistent method over several years. GCS encourages families to visit classes at the succeeding levels and see the wonderful possibilities awaiting the child.

VOLUNTEERISM

At GCS, tuition alone does not cover the full cost of delivering the high-quality education we provide. To sustain and enhance our programs, additional support—both financial and volunteer—is essential.

We expect every family to contribute volunteer service each school year. Opportunities for involvement range from classroom projects and committee work to offering professional consultation, assisting with building and grounds maintenance, or helping with office needs.

Your participation in fundraising efforts and your willingness to share time, materials, and skills are vital to our success. This support helps offset operational expenses and enriches the educational experience for all students. In particular, the Annual Auction and the GCS Annual Fund rely on strong community involvement to reach their goals.

Together, we build a stronger school community—one rooted in collaboration, generosity, and shared purpose.

THE STUDENT:

ROLES AND RESPONSIBILITIES

A young child has the intuitive aim of self-development. Children want to develop their inner resources and ability to cope with a complex world. They want to see and learn for themselves through their senses and growing intellect, not through the eyes of an adult. We believe in the value of such experience that results in the self-mastery, self-discipline and love of learning characteristic of the GCS educated child.

Children at GCS are to follow the life-skills listed below based on respect to others and to self. These skills are used as a basis for problem solving and as our model for discipline. We are a community based on trustworthiness, active listening, truthfulness, no “put-downs” and the achievement of our personal best.

GCS LIFE-SKILLS

These life skills help students to evaluate their own performance and to guide them individually and in groups to an understanding of which social behaviors will enhance their life-long success:

Caring: to feel and show concern for others

Common Sense: To use good judgment

Cooperation: To work together toward a common goal or purpose

Courage: To act according to one's beliefs despite fear of consequences

Curiosity: A desire to investigate and seek understanding of one's world

Effort: To do one's best

Flexibility: To be willing to alter plans when necessary

Friendship: To make and keep a friend through mutual trust and caring

Initiative: To do something, of one's own free will, because it needs to be done

Integrity: To act according to a sense of what's right and wrong

Organization: To plan, arrange, and implement in an orderly way; keep things orderly and ready to use

Patience: To wait calmly for someone or something

Perseverance: To keep at it

Pride: Satisfaction from doing one's personal best

Problem Solving: To create solutions to difficult situations and everyday problems

Resourcefulness: To respond to challenges and opportunities in innovative and creative ways

Responsibility: To respond when appropriate; to be accountable for one's actions

Sense of Humor: To laugh and be playful without hurting others

PERSONAL BELONGINGS

Explain to your child that electronic entertainment devices do not come to school. Each Class establishes guidelines for toys and personal items that can and cannot come to school. Label any items sent to school. GCS regrets it cannot be responsible for loss or damage. If a child deliberately damages material or the environment, they will be asked to repair or replace the damage or provide some other appropriate restitution.

HOMEWORK

At Greenbrier Community School, we believe that effective homework must be balanced with the many dimensions of a child's life and learning. Homework should serve as a bridge between the experiences children have at school and their daily lives at home. While our classroom learning is intentionally collaborative, interactive, and hands-on—making it impossible for homework to replicate in-class experiences—there is still significant value in well-designed assignments completed outside of school.

We recognize that homework can play an important role in reinforcing key skills, deepening understanding, and extending learning across disciplines. The amount and complexity of homework will naturally increase as students progress through the grades, and we aim to tailor assignments accordingly. However, we are equally committed to protecting children's time for meaningful family interactions, unstructured play, and other enriching out-of-school activities. Homework should never feel like busywork; instead, it must be purposeful, clearly connected to classroom learning, and limited in duration.

Parental involvement at home can be helpful, especially when it supports rather than directs a child's learning. GCS encourages parents to foster independence by providing a consistent environment for homework and responding to requests for help, rather than taking the lead on assignments. Most homework should be completed without significant parent assistance. Homework is also a tool for parents to see where their child is excelling and/or needs more support.

Responsibility for the successful completion of homework is shared among students, faculty, and parents. This shared accountability helps students develop essential skills such as time management, self-discipline, and a strong sense of personal responsibility.

DISCIPLINE & RESPONSIVE CLASSROOM

GCS believes discipline is a process in which students are supported in developing self-control, responsible choice-making, respect, citizenship and scholarship. This approach should help the child learn they are responsible for what they do and that actions have consequences.

Responsive Classroom approach is a way of teaching that creates a safe, challenging and joyful classroom and schoolwide climate for all children. GCS Teachers use the Responsive Classroom approach and understand that all of children's needs – academic, social, emotional and physical – are important. The teacher creates an environment that responds to all of those needs so that your child can do their best learning.

Children learn best when they have strong academic and social-emotional skills. That's why teachers using the Responsive Classroom approach focus on teaching all of the skills needed for academic excellence. They teach children reading, writing and math skills and also teach them how to take turns, listen respectfully and work effectively with a partner or a group.

Teachers also think carefully about everything from classroom setup to how they speak to their students. All of these things put together determine how well children learn.

Responsive Classroom Practices

- Morning Meeting
- Rule Creation
- Interactive Modeling
- Positive Teacher Language
- Logical Consequences
- Guided Discovery
- Academic Choice
- Classroom Organization
- Working with Families
- Collaborative Problem Solving

We try to resolve problems in the context of the setting and people involved in a way that is appropriate for the developmental level of the child or children involved. However, if a teacher's efforts at redirecting inappropriate behavior are not met with success, parents and the Head of School will be notified. GCS will document repeated disruptive behavior or physical aggression. Students will be suspended or dismissed from the school if the Head of School deems their behavior unacceptable or detrimental to the school's standards or other students or if the family declines the school's requests for additional evaluation or support to assist the student's success.

ACCEPTABLE USE OF TECHNOLOGY

Greenbrier Community School recognizes the rapid advancement of technology in this age brings potential for great benefit as well as pitfall. Students are expected to use school provided and their own technology devices for appropriate educational and communicative purposes. GCS provides access to the internet for research purposes under specific teacher instruction. Use of technology for alternative purposes may result in serious disciplinary response. Student cell phones may not be used during school hours.