



ELEMENTARY SCHOOL HANDBOOK

546 SOUTH FIRST ST.

LOUISVILLE, KY 40202

Telephone: (502) 485-8216

FAX: (502) 313-3404

Visit us at: www.mybrownschool.org

The mission of the J. Graham Brown School community is to cultivate critical thinking and foster independence, empathy, and intrinsic motivation within a culturally responsive learning environment.

Our Vision

Brown School students have "reasoned minds and educated hearts" of self-directed, life-long learners:

- *Students are critical, open-minded, and creative thinkers who are willing to take risks and are eager for new knowledge.*
- *Students are compassionate, tolerant, and respectful human beings who values cultural diversity and contribute to the community.*

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



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Daily Schedule

7:30 AM	Students are permitted in the school building.
7:50 AM	Students are permitted on floors to report to 1st period. In order to ensure the safety of students and staff, this bell will serve as the cue for parents to exit the building.
2:40 PM	Dismissal for Students Regarding student dismissal, for the safety of students, it is imperative that all students be picked up by 2:45 PM each day.
2:50 PM	Dismissal for Teachers

Office Hours: 7:00 AM to 4:00 PM

Principal

Dr. Angela Parsons

angela.parsons@jefferson.kyschools.us

Assistant Principals

Grades K – 5th

Shawn Wilson

shawn.wilson@jefferson.kyschools.us

Grades 6th – 12th

Brian Garrett

brian.garrett@jefferson.kyschools.us

Counselors

Grades K – 5th

Christy Teague

christy.teague@jefferson.kyschools.us

Grades 6th – 12th

Pamela Willison

pam.willison@jefferson.kyschool.us

Brown School website: www.mybrownschool.org features a variety of resources for students, parents and teachers. Information regarding the school activities and our upcoming calendar can be viewed at this site. Our PTSA contact is located in the “Parents” section. Please register with them to become involved in the emails sent from our PTSA officer.

To sign-up for REMIND notifications from Dr. Angela you can visit:
[rmd.at/mybrown](https://www.remind.com) to download the app or TEXT the message @mybrown to: 81010

PTSA Board Officers

President: Dana Zausch (brownptsapresident@gmail.com)
Membership VP: Brian Brown (brownptsamembership@gmail.com)
Secretary: Ashley Ford (brownptsasecretary@gmail.com)
Treasurer: Tracy Brockman (brownptsatreasurer@gmail.com)
Ways & Means VP's: Susie Lindle (brownptsafundraising@gmail.com)
& Ashely Smith

For more information: www.mybrownschool.org> Parents>PTSA

JEFFERSON COUNTY PUBLIC SCHOOLS
Equal Opportunity Policies

Equal Employment Opportunity Employees/Applicants
The Jefferson County Public School District shall not discriminate in recruitment or employment on the basis of age, color, disability, marital or parental status, national origin, race, sex, sexual orientation, gender identity, gender expression, veteran status, religion, genetic information, or political affiliations or beliefs. The District shall promote equal opportunities through a vigorous affirmative action program as an integral part of personnel policy and practice in the employment, development, advancement, and treatment of employees of the Jefferson County Public Schools.

In the Event of Questions
Employees or applicants, report to immediate superior, the appropriate personnel administrator, the Compliance and Investigations Office, or the appropriate enforcement agency if you believe you have experienced harassment/discrimination.

Equal Educational Opportunity Students/Parents or Guardians
No student shall be denied equal educational opportunity by the board of education because of his or her age, color, disability, marital or parental status, national origin, race, sex, sexual orientation, gender identity, gender expression, veteran status, political affiliations, or beliefs or religion.

Harassment/Discrimination of any type is not permitted. A student has the right to attend school free from harassment and should not be subjected to discrimination for any reason. Schools will strive to ensure that these rights are protected and that appropriate consequences are provided to offenders.

In the Event of Questions
Students and parents/guardians, report to principal, the Compliance and Investigations Office, or the appropriate government agency if you believe you have experienced harassment/discrimination.

Noncompliance with the above policy and procedures may result in disciplinary action.

Discrimination Grievance Procedure
The Jefferson County Public Schools Discrimination Grievance Procedure is available at local schools, on the Jefferson County Public Schools website at www.jefferson.kyschools.us, or in the Compliance and Investigations Office, G. B. Young Jr. Service Center, 3001 Crittenden Drive, Louisville, KY 40209. Contact Dr. Georgia Hampton, Compliance and Investigations director, at 485-3841, or call or write one of the following enforcement agencies:

Equal Employment Opportunity Commission
600 Dr. Martin Luther King, Jr., Place, Suite 268
Louisville, KY 40202
(502) 582-6082 | www.eeoc.gov

U. S. Department of Education, Office for Civil Rights
Wanamaker Building, Suite 515
100 Penn Square East
Philadelphia, PA 19107-3323
(215) 656-8541 | www.ed.gov

Kentucky Commission on Human Rights
The Heyburn Building, Suite 1400
332 West Broadway
Louisville, KY 40202
(502) 595-4024 | <http://kchr.ky.gov>

Louisville Metro Human Relations Commission
410 West Chestnut Street, Suite 300A
Louisville, KY 40202
(502) 574-3631 | www.louisvilleky.gov/HumanRelations


www.jefferson.kyschools.us
Equal Opportunity/Affirmative Action Employer
Offering Equal Educational Opportunities

J. Graham Brown School **Arrival Procedures**

In order to ensure the safety of all students and to provide appropriate supervision, parents and students are asked to adhere to the following procedures:

Grades K-3 Morning Arrival

- From 7:30-7:50 AM each morning, students in K-3 will report to the gymnasium. Students are not to visit lockers before reporting to the gym; students will visit their lockers on the way to class. Parents/guardians may accompany students into the gym; however, in order for students to transition efficiently to class, parents/guardians should say their goodbyes by 7:50 AM each morning.
- Please keep in mind that the gymnasium will not open until 7:30 AM each morning. Arrival prior to 7:30 is strongly discouraged, as students who arrive before that time may not be supervised.
- Students who report to the gymnasium will seat themselves in their designated location, which will be arranged by grade level. Students will remain seated in their designated locations until dismissed by school staff.
- Students who report to the cafeteria will remain in that location until dismissed to their respective classrooms at 7:50 AM by the staff members supervising the cafeteria.
- At 7:50 AM, supervising staff members will release students to their respective teachers as they arrive; students will not be released until their teacher arrives in the gymnasium to escort them to class.
- Students who arrive after 7:50 AM will report directly to their respective classrooms.
- Students should be in the classroom by 8:00 AM. Late arrivals will sign in at the desk in the lobby.

Grades 4-12 Morning Arrival

- Students may be dropped off at 7:30 AM. Arrival prior to 7:30 AM is strongly discouraged, as students who arrive before that time may not be supervised.
- Upon arrival, students have the option of waiting in either the cafeteria, main lobby, or library until 7:50 AM, at which time a bell will signal that it is time to report to class. Juniors and seniors have the additional option of reporting to

Alice Stevenson's classroom. Students will access the second and third floor using only stairwell 10. Students should not visit lockers before 7:50 AM.

- Students should be in class each morning by 8:00 AM. Late arrivals will sign in at the desk in the lobby.

Other Morning Procedures

- Parents/guardians who wish to visit areas of the building outside of the lobby/gym area should sign in and obtain a visitor's pass before proceeding. Parents/guardians will provide the nature of their business to school personnel before receiving the visitor's pass.
- Students who need to eat breakfast may visit the cafeteria upon arrival to school via stairwell #10.
- Students will keep instruments/projects in their possession and take them to class when dismissed from the gym.
- Students may be dropped off at one of two locations, either on the First Street side (front) of the building or through the courtyard (back) side of the building. The courtyard entrance can be accessed using the alley.
- When using the First Street entrance to the building, please drop students off at the curbside only. Releasing students from any other location on First Street is unsafe.
- Vehicles should not be left unattended in front of the school building at any time; the parking authority may ticket/tow the vehicle. Parents may not occupy the parking lots behind the school, as the owners of the lots will have vehicles towed.

J. Graham Brown School **Dismissal Procedures**

In order to ensure the safety of all students and to provide appropriate supervision, parents and students are asked to adhere to the following procedures:

Grades K-4 Afternoon Dismissal

- All students in grades K-4 will be escorted by their teachers to the gymnasium at dismissal. Students will be seated on the floor in a designated area in the gymnasium by grade level.
- Each family will be provided with a number in the form of a car rider tag that corresponds with the name of the student; families will be given two sets of their car rider tag.
- All dismissals will occur through the gymnasium to enable school personnel to account for students. Parents/guardians must access the car rider line using the alley behind the school. Vehicles will turn left into the alley behind the school and will pull to a designated spot identified by both a cone and school personnel. Vehicles will stop and wait for the student to report to the vehicle. Vehicles will be loaded by school personnel; at the end of loading, vehicles will be signaled by school personnel to continue down the alley to exit.
- Parents/guardians who pick up students in person will do so in the gym. Parents/guardians must have a car rider tag to pick up students. Otherwise, parents/guardians must visit the reception desk in the lobby, present an ID, and obtain a note from school personnel. Only individuals listed on the student's enrollment form will be permitted to pick students up. Parents/guardians must provide written permission to school personnel for any other individual to pick a student up; it is important for notes to be provided in advance of pick up.
- For students in the YMCA Child Enrichment Program (CEP), CEP personnel will retrieve those students from the gymnasium at the conclusion of the school day and will escort those students to their designated location.
- After the car rider line has been cleared and parents/guardians have had the opportunity to pick students up from the gymnasium, remaining students will be escorted to the school office to await their parent/guardian. In order to account for all students, parents/guardians picking up after 3 PM will be required to provide either their car rider tag or ID to school personnel and sign a log including date, time, student name, and parent name.

Grades 5-12 Afternoon Dismissal

- Students may be picked up at one of two different locations, either on the First Street side (front) of the building or through the courtyard (back) side of the building. The courtyard can be accessed using the alley from Muhammad Ali Blvd. Please be advised that all students in grades K-4 will be dismissed on the courtyard side of the building. Older siblings of students in the grades K-4 can meet their younger siblings in the gymnasium at dismissal. Older siblings should enter the gymnasium through the back doors near exit 12.
- When using the First Street entrance of the building, please pick students up at the curbside only. Releasing students from any other location on First Street is unsafe.
- Students must be picked up by 3 PM each afternoon. Students who are present after 3 PM may not be supervised.

Other Arrival/Dismissal Information

- School Hours are from 8:00 AM – 2:40 PM. The doors of the school building will be locked during the school day. Parents/guardian arriving to school for conferences or other business must enter through the First Street (front) side of the building. We have a system that requires you to ring a door bell and wait for entry.
- Please note that both the front door to the school and the gate into the courtyard will remain locked until approximately 2:40 PM each day.
- Please be advised that when parking downtown either on the street, on surface lots, or in parking garages, parents/students must obey all traffic and parking regulations including the payment of all parking fees.
- Students in the Child Enrichment Program (CEP), offered by the YMCA, will report to their designated location at dismissal. Parents of students in CEP are advised to access the building through the courtyard entrance when picking students up each afternoon.

THANK YOU FOR YOUR EFFORTS TO SUPPORT A SAFE SCHOOL ENVIRONMENT

Student Requirements

Upon acceptance at the Brown School, students are expected to maintain high academic standards, attend school consistently, and behave in a mature and respectful manner. It is a privilege to attend the Brown School and the opportunity is not available to all who apply. With this in mind, students are required to perform satisfactorily in all core content classes, pass all classes annually, attend school consistently, provide proper documentation for those days on which they are absent, and abide by Brown School and JCPS policies for acceptable behavior.

Attendance Procedures:

All students are required to be in the classroom by 8:00 a.m. each school day. Excessive unexcused absences from school, or late arrivals to school (tardy), can serve as grounds for a student being placed on a probationary status at the school.

According to JCPS policy, any day your child is absent, you, as parent or guardian, must notify the school office of the absence of your child. When your child returns to school, you must send a note explaining the reason for the absence. If your child saw a medical professional when absent, please send an excuse note from that professional. All attendance notes should be taken to the main office. Absences to school will be considered unexcused without a parent note or medical note received within three (3) days of the absence. Tardiness can only be excused with a medical statement.

An excused absence or tardy is one for which work may be made up. Excused absences include such circumstances and occasions as an illness of the student, religious holidays and practices, one day for attendance at the Kentucky State Fair, a death or severe illness in a student's immediate family and other valid reasons as determined by the principal. After a total of ten cumulative full-day absences due to illness, parents are required to present a written statement from a medical professional (doctor, dentist, psychologist, etc.) for additional absences during the current school year in order for the student to be excused.

Missing the bus, car problems, traffic due to weather or accident, oversleeping, parent illness, parent medical appointments and family vacations are examples of absences that cannot be excused. Such events cannot be treated as excused because they cannot be documented by the district.

What happens when a child has unexcused absences?

- The school clerk will notify parents for up to three unexcused absences.

- With additional unexcused absences, the Family Resource Center Coordinator or counselor will make contact with the parent.
- After six (6) unexcused absences, the clerk will make a truancy referral to Pupil Personnel for follow-up.
- Subsequent unexcused absences will initiate further action that may include a PRE-CPS or Final Truancy Notice, and / or a referral to Child Protective Services or Juvenile Court.
- JCPS may also file a criminal complaint against parents whose children accumulate excessive unexcused absences.

Feel free to contact your child's Family Resource / Youth Services Center Coordinator for assistance if you find it difficult to have your child in school on time every day.

Any student with 15 or more unexcused absences and/or tardies will be ineligible to participate in: field trips, school-sponsored events, lock-ins, and dances, for the next nine weeks of school. Students with 15 or more unexcused absences and/or tardies for the year will be ineligible for the 5th grade trip, 8th grade trip, and/or senior trip

1. Out of District field and / or school-sponsored trips
2. Extra-curricular events such as skating party, dances, etc. for the remainder of that grading period and the next nine weeks grading period.

Tardies to Class: When arriving late to class because of late dismissal, conferencing with a teacher, or finishing a test, quiz or project, please make sure you have a note from your previous teacher. If you are arriving late to a class for no excusable reason, and/or do not have a note, you may be subject to disciplinary action.

Make-Up Work:

1. The Brown Elementary School will adhere to the JCPS make-up work guidelines for excused absences as stated in the *JCPS Student Support and Behavior Intervention Handbook*.
2. The Brown School Make-up work policy is located on our website: mybrownschool.org/departments/SBDM.

Late Work: It is the student's responsibility to submit his/her work on time. If a student turns in work late, the teacher is not under any obligation to accept the work. Please see each teacher's syllabus for their particular policies on late work.

Request for Educational Enhancement Day(s)

Excused absences for the purpose of educational enhancement may be granted for up to ten school days in order for a student to pursue an opportunity that the local school administrator determines to be of **significant educational value**, provided that the date(s) requested does not conflict with state or district testing periods. This opportunity may include, but is not limited to, participation in an educational foreign exchange program or an intensive instructional, experimental, or performance program in one of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts. Educational Enhancement Opportunities shall not include non-academic extracurricular activities, like those often incorporated into family trips. A principal's determination may be appealed to the superintendent/designee whose decision may then be appealed to the board. A student receiving an excused absence to pursue an educational enhancement opportunity shall be considered present in school during the excused absence. ***Requests for an excused absence for an enrichment activity must be made two (2) weeks prior to that absence.** The student and parent should submit the completed Educational Enrichment Form to the guidance counselor and teachers of record for approval and signatures.

See the *Request for Educational Enrichment Day(s)* form for details. This form can be obtained from the attendance clerk or on our website: mybrownschool.org/parents/forms.

Academics

(The following information is taken directly from the Student Progression, Promotion, and Grading handbook for Elementary School 2017-2018 developed by Jefferson County Public Schools)

The JCBE has approved the following procedures for assessing the progress of JCPS students. The philosophy of continuous progress is the direction for elementary schools. This means students are allowed to move through the curriculum with instructional design and placement being adjusted as needed. Progress is documented by teachers, and progression is determined by the students' application of skills, concepts, and understandings listed in the Kentucky Core Academic Standards (KCAS)/Program of Studies.

Philosophy

JCPS provides every student, without exception, both the opportunity and the necessary support to benefit from a high-quality educational experience. We believe that student retention is not an effective practice. Therefore, students who are struggling or who are at risk of failure will be identified early and provided the necessary support to meet state standards and to be prepared for the next instructional level. Formative assessment and evaluation are planned parts of the curriculum. Educators are expected to be actively involved with parents/guardians and students in assessing, evaluating, intervening, enriching, and communicating the progress of each student.

Practices

School-Based Decision Making (SBDM) Councils, in collaboration with all stakeholders, are encouraged to explore various organizational structures and instructional practices that support achievement of individualized learning goals through continuous progress for all students. By analyzing assessment results and differentiating instructional strategies, SBDM Councils, in collaboration with all stakeholders, develop a school culture and instructional program that will ensure the success of each student.

Primary Program

The Primary Program is that part of the elementary school in which students are enrolled from the time they begin Primary (formerly kindergarten) until they are ready to enter grade four.

Intermediate Program

Grades four and five constitute the Intermediate Program.

Components of Academic Grades

Please refer to the latest version of: *Student the Student Progression, Promotion, and Grading handbook* for Elementary School 2017-2018 developed by Jefferson County Public Schools or visit the link on our website: [mybrownschool.org/students/grading handbooks](http://mybrownschool.org/students/grading-handbooks).

Primary Program

According to the identified critical attributes of the Primary Program (704 KAR 3:440), student progress is reported using qualitative methods. The following grades are used for all subjects in the Primary Program and for practical living, arts and humanities, and other related arts classes in grades four and five.

O.....Outstanding: work is consistently above grade-level expectations.
S.....Satisfactory: work meets grade-level expectations.
NI.....Needs Improvement: work needs improvement to meet grade-level expectations.
U.....Unsatisfactory: work is not meeting grade-level expectations.
N/A...Not Applicable: not taught this six weeks

Intermediate Program (Grades Four–Five)

A.....Above Standards with Exceptional Performance.....90–100%
B.....Above Standards.....80–89%
C.....Meets Standards.....70–79%
D.....Marginally Meets Standards.....60–69%
U.....Below Standards.....Below 60%

Explanation of Process Codes

Primary and Intermediate
4.....Consistently and independently
3.....Frequently
2.....Sometimes
1.....Rarely

Reporting Student Performance, Progress, and Process

Communication with students and parents is critical. The reporting process needs to be clear, consistent, and ongoing. Through conferences, the teachers and parents can evaluate the growth and achievement of the student and the progress to be expected. Parents/Guardians who have concerns about their child’s progress should first contact his or her teacher. Then, if necessary, they should schedule a conference with the principal and/or counselor. If a student is not making satisfactory progress in meeting assessment benchmarks, interventions must be implemented. Communication among the designated administrator, teacher(s), and the parent/guardian is essential.

Concern about any grade should be directed to the student’s teacher first. If the concern is not resolved, a conference with a counselor is scheduled. If it is still not resolved, a conference with the Asst. Principal is scheduled and then the Principal. If the parent/guardian wants to appeal the principal’s decision, a letter should be sent within ten days to the achievement area assistant superintendent for a review. A written

response stating the achievement area assistant superintendent's final decision shall be forwarded to the parent/guardian.

This is the last step in the appeal process. Admissions and Release Committee (ARC) procedures should be followed for students in the Exceptional Child Education (ECE) Program.

The JCPS District-approved report card is distributed to students every nine weeks during the school year. Report card grades are recorded on the student's permanent record at the conclusion of each nine-week grading period.

Homework:

Homework is assigned Monday through Thursday for grades K-5. It is an integral part of school life and is taken seriously. If your child claims that he/she does not have homework, please contact the teacher to check it out. It is quite possible that the homework is being avoided causing the child to fall behind. Parents, students, and teachers should work together to ensure the best learning possible. Failure to complete homework may have an adverse impact on your child's grade and may result in a loss of privileges.

Conferences:

At any time, if you would like to schedule a conference with your child's teacher, please contact the school office at 485-8216. The teacher will return your call during his/her planning period to schedule the conference. Please avoid drop-in visits as they create a disruption for students in the classroom.

Please refer to the *Visitation during School Day Policy* on our website: mybrownschool.org/departments/SBDM.

Conflict Resolution: In matters involving the planning and resolution of issues regarding instructional practices, parents and students are encouraged to adhere to the following protocol.

- The issue should first be discussed with the teacher using the course syllabus, outline, student handbook, *Student Progression, Promotion, and Grading Handbook*, or other relevant documents as a reference.
- If the issue is not resolved, a member of the administrative staff (counselor or assistant principal) will be added to the discussion.
- If no resolution is reached, the issue will be brought before the principal.

Inclement Weather Procedures: (Elementary, Middle, and High)

Due to inclement weather, there are times when the school district will adjust the school schedule or cancel school completely. Because the school district has jurisdiction over the start and ending of the school day, the Brown School must adhere to official starting/dismissal times. Please refer to the listed directions in how Brown will respond to changes in school starting / dismissal times.

School is cancelled: If the JCPS cancels school for the district, the Brown School will be closed as well. All school activities and athletic events are cancelled. This includes practices as well as home and away athletic events. If the district cancels school, the Brown School is cancelled as well.

School is Dismissed Early: If the district chooses to dismiss school early at any time, this will be the official end of the instructional day (dismissal time for middle/high schools). But all employees are expected to remain at school for their regular work schedule. High School students will be dismissed at the early dismissal time. Middle and elementary school students will be dismissed at the early dismissal time with parent permission or picked up by the parent. No middle or elementary child will be dismissed from school early without proper transportation home. Because all staff members will remain at school for the regular work hours, students who cannot be picked up at the early dismissal time may remain at school until 2:40.p.m. All parents are urged to pick up their child at the announced early dismissal time as staff members may want to leave as soon as possible because of the bad weather. When school is dismissed early, all after school activities are cancelled. Decisions on athletic events will be made by 2:00 pm.

Delayed Opening: If the district chooses to begin the start of the school day at a later time, the official beginning of the instructional day will begin after the delay (ex: If on a two hour delay, Brown will officially begin at 10:00 a.m. rather than 8:00 a.m.). All employees are expected to report to school on their regular work schedule for a delayed opening. All students are requested to arrive at the late starting time for school since this will be the official start of the day. Parents are advised to delay bringing their children to school until the delayed starting time.

Childcare Enrichment Program (CEP): Only the CEP Snow sites will operate on days that school has been cancelled for bad weather. In case of a delayed opening, or early dismissal, the CEP sites will operate under normal hours (open at 7:00 am). Parents should use the courtyard entrance for student pick-up at all times.

Parents are strongly encouraged to pick up their children from the CEP as soon as possible when the weather is bad. CEP sites will remain open until all children have been picked up. (Brown School CEP is a designated Snow Day Site)

Examples of Adjusted School Times because of Delayed/Early Dismissals

(Adjustments to the school schedule will be based on those times announced by the board of education for high schools and middle schools.)

If the district announces a 1 hour delayed start for high schools and middle schools, Brown School will:

Officially begin the school day at 9:00 am. **Parents are asked to delay dropping students off for school.**

If the district announces a 2 hour delayed start for high schools and middle schools, Brown School will:

Officially begin the school day at 10:00 am. **Parents are asked to delay dropping students off for school.**

When the district chooses to dismiss students early, our school generally follows the directives given to middle / high schools. If the district announces that school will be dismissed at a particular hour, the Brown School will:

- Officially end the instructional day at the early dismissal time announced by the district (high school and middle schools)
- High school students will be dismissed.
- Middle and elementary school students will be allowed to leave if they have transportation.
- Staff members will remain at school for the complete school day until all students are picked up.
- Parents are strongly urged to make arrangements to pick up their child at the early dismissal time

Policy/Procedures

Before and After School Supervision:

Student safety is a priority at the J. Graham Brown School. It presents a threat to student safety and well-being when students are left unsupervised outside of the school day by parents/guardians. Student safety is a priority, and students who are left unsupervised by parents/guardians after school are at risk. The school provides supervision from 7:30 AM to 3:00 PM each day. It is imperative that students, who are not participating in a supervised school activity, be picked up at 3:00 PM to prevent them from spending any time unsupervised at school.

- All students who reach a total of 15 unsupervised occurrences outside of the school day will be placed on probation.
- Unsupervised occurrences will be closely monitored by school administration for the duration of the school year. Parents will be invited to conference with school administration regarding the unsupervised occurrences. Please refer to our *Before and After School Supervision Policy*: mybrownschool.org/departments/SBDM.

JCPS Telecommunication Devices Policy:

A student in Jefferson County Public Schools may not use, activate, and/or display a personal telecommunications device on school property during the instructional day unless he or she is acting in the capacity of a volunteer firefighter or Emergency medical Service worker. "Personal telecommunication devices" is defined by KRS 158.165 and includes but is not limited to cellular telephones, pages, walkie-talkies, electronic email devices, MP3 players, iPods, and video gaming systems. This offense will be treated as "failure to obey staff" under the Code of Acceptable Behavior and Discipline. In addition, the telecommunication device, including the SIM card, battery, and all other parts of the device, will be confiscated by an administrator and may be *returned only to the parent/guardian*. Individual schools may set policies which define the length of time, for each offense, a confiscated telecommunication device may be held, not to exceed thirty calendar days. Students are responsible for keeping up with devices they bring to school. The district and the school shall not be responsible for loss, theft, or destruction of devices brought on school property.

Brown School Electronic/Telecommunications Devices Guidelines:

In the interest of supporting every student's ability to engage actively in the learning process, The J. Graham Brown School adheres to the JCPS district policy on personal electronic devices. This policy specifies that students leave off and store all such devices

during the instructional day. The policy is designed to help all students participate, to the best of their ability and with the fewest distractions, in the educational activities selected by their teachers. Using personal electronic devices interferes with students' capacity to pay attention to classroom and related teacher-approved educational activities.

More specific consequences of using personal electronic devices during the instructional day are listed below:

First Offense: Brown School administrators will hold the device for 24 hours and then return the device to the parent/guardian at their request. If it is not requested, the device will be held until such time as the parent/guardian asks for it. *(The penalty will apply to students in any grade level.)*

Second Offense: Brown School administrators will hold the device for three school days before returning it to the parent/guardian. The student in grades 4 and 5 will receive an in-school disciplinary assignment as a consequence of use of electronic devices. Parents of primary grade students will be contacted in order to ensure that they understand the district policy.

Third Offense: Brown School administrators will hold the device for seven school days before it is returned to the parent/guardian. Students in K-5 will face appropriate consequences to be determined by the administration.

Fourth Offense: Brown School administrators will hold the device for 14 school days before returning it to the parent/guardian. The student will be placed on behavioral probation at the Brown School with a decision being made at the end of the school year regarding continued enrollment.

Fifth Offense: Brown School administrators will hold the device for 21 school days before being returned to the parent/guardian. The student shall receive a short term suspension from school.

Electronic devices will only be returned to the parent or legal guardian of the student in question. Under no circumstances will the device be returned to the student or any other interested party, even at parent request.

Care shall be taken by school personnel to protect student rights to privacy when the electronic device is in school custody. In most circumstances, the device shall be powered down, labeled, and locked in a safe location. Inspecting such devices and opening content on these devices will occur only when there is *reasonable cause* on the part of the administration to suspect that such content is disruptive in nature or a violation of district policies or law.

Recreational Electronic Equipment:

Recent advances in technology have given rise to a new generation of electronic devices capable of multiple applications such as digital photography, audio/visual recording, text messaging, etc. Because these recreational devices, such as iPods, MP3 Players, etc., could be used for multiple purposes, they will be treated as an electronic telecommunications device. Please refer to the JCPS policy per Telecommunication devices.

JCPS Electronic Equipment Policy:

While under the authority of JCPS, students will use computers and other electronic equipment in compliance with applicable rules and state law. Students are prohibited from using electronic equipment (including, but not limited to, computers, audio and video players/records, faxes/telephones, and duplicating machines) to send, receive, access, or duplicate material which is pornographic, threatening, harassing, or otherwise violates classroom, local school, or district rules. Violations may result in suspension and/or alternative placement.

Emergency Procedures:

Emergency procedures are posted in every room and discussed with the teachers. Emergency procedures are very important and serious exercises. Students are expected to maintain self-discipline, refrain from talking, and immediately follow directions of staff member. Emergency procedures and drills are necessary for the safety of the students and staff.

Brown School Travel Policy:

In the event a national or international trip is planned, organizers must follow these procedures and eligible students must meet the academic and behavioral criteria listed below. Funding should be sought to ensure that all interested students have an equal opportunity for any travel experience.

Academic and Behavioral Criteria:

- Students participating in travel groups sponsored by the school shall have approval from administrators, teachers, and appropriately involved staff members.
- Students participating in summer travel groups sponsored by the Brown School must be eligible for enrollment at the Brown School during the upcoming year. Students who leave the school at the end of an academic year, transfer, or drop out, are not eligible to travel with the school during the subsequent summer. Those students who graduate from the school are allowed to participate in

travel through the month of June during the summer.

- Students shall maintain a cumulative grade point average of 2.0 or higher during the school year of travel, and have no failing grades (U). The student must also be in compliance with the J. Graham Brown School *Attendance Policy*. In the event that these criteria cannot be met, but a student feels that he or she would benefit from the experience, an appeal for permission to travel can be made to the administration, who reserves the right to rule on the eligibility of such an appeal.
- Students, staff, and chaperones who travel with school groups are representatives of the school, and as such, shall be responsible for adhering to all JCPS and Brown School policies and rules as well as the JCPS Code of Student Conduct throughout the travel experience. Students may be subject to disciplinary action during and/or upon return from the travel experiences. In rare cases, a student's right to travel may be terminated while on the trip, with the student being returned home at the parent's expense. This course of action will be taken in only the most extreme circumstances where the well-being and safety of the other students may be questioned.
- The administration reserves the right to terminate a student's travel eligibility. Behavioral issues before departure may result in termination of the travel opportunity regardless of whether expenses have been paid. Though the school will not be required to refund expenses to students who lose their travel privileges because of disciplinary infractions, the administration shall take reasonable steps to return such expenses if possible (contract obligations may render it impossible to return funds to the student).
- All individuals traveling must have completed permission and information forms (parent permission to travel, medical treatment authorization, temporary power of attorney, etc.) on file, as required by the Jefferson County Board of Education.

Field Trips

- **Philosophy:** J. Graham Brown School extends learning outside the classroom. Students will be given several opportunities to continue their studies in the community, i.e. the public library, Actors Theatre. Some field trips will be within walking distance, and students will be expected to have a walking field trip permission slip on file in the front office in order to attend. Other field trips will require transportation. In those cases, students are expected to have parents sign an additional permission slip for that specific event.

- **Expectations:** Students will extend the same mutual respect in the community as in the classroom. They are expected to follow JCPS School Code of Conduct, to be respectful, listen and follow instructions. The JCPS Code of Conduct is applicable whenever students are involved in any school activity, be it on campus or off campus. Furthermore, they will abide by all expectations made by the institution which they visit. Failure to do so will lead to not attending future field trips for that school year and is subject to consequences listed in the JCPS School Code of Conduct. Walking field trips require parental permission. If a permission form is on file, students are allowed to attend walking field trips unless grades and/or behavior do not meet minimum standards for any class.
- **Walking Field trips** are a basic privilege for students. Students are still on school time AND the chaperoning teachers/parents are responsible for your well-being. Students are expected to adhere to school rules and Code of Acceptable Behavior. On walking field trips, students are expected to listen to teacher instructions, abide by road rules (ex. NO JAYWALKING), no cell phone use, and be respectful of others around them.
- **Attendance:** Since field trips are an extension to classroom learning, to attend is not an option. Students with an excused absence will be expected to make up the work through an alternative assignment.
- **Grades:** Students will be expected to pass all classes in order to be allowed to attend a field trip. Students who do not attend a field trip because they have not met this requirement will be given an alternative assignment to complete by the next class meeting.
- **Fees:** Some field trips will require a fee. These fees must be paid in advance by the due date determined by the teacher for planning purposes. If a field trip must be canceled and a fee was charged, students will be refunded the amount per student that Brown School is refunded.
- All individuals traveling must complete, and have on file, all permission and information forms (parent permission to travel, medical treatment authorization, temporary power of Attorney, etc.) as required by the Jefferson County Board of Education.

Pedway: Under no circumstances should students know or use the pedway door code. Use of the pedway code is a disciplinary offense.

Unsupervised Areas: Due to legal requirements, students must be under staff supervision at all times. Therefore, students must remain in a supervised area at all times. Failure to remain in a designated staff-supervised location, will be treated as “failure to obey staff” under the Code of Acceptable conduct and Discipline. Listed below are the acceptable areas for students to be when not in class.

Morning: All students (Grades 4-12) need to stay in adult-supervised areas which include the lobby, library or the cafeteria from 7:30 AM to 7:50 AM each morning. (K-3) Students are in the gym.

Afternoon: All students **must exit** the building by 3:00 PM. Continued placement at Brown may be jeopardized due to the student remaining in the building beyond 3:00 PM and not engaged in an adult-supervised activity.

During classes: Students are on the honor system when it comes to restroom, locker, or other reasons to be in the hallways or other unsupervised areas during class time. A student, however, who abuses this system and is seen frequently in the hallways or takes unnecessary time in returning to class will be dealt with appropriately. Classroom teachers may limit student visits to lockers, restrooms, etc., during instructional time. Students may not leave the instructional classroom without teacher permission.

Birthdays/Celebrations/Snacks: Unless arranged in advance with the classroom teacher, all food items for birthdays/class celebrations/snacks should be delivered to the main office. Please remember that food items cannot be consumed until after 1 PM. Items that are delivered before that time will remain in the main office until 1 PM. Please keep this in mind when planning the time to deliver food items to the school. Please refrain from sending balloons, flowers, stuffed animals, etc.; these items cannot be given to students during the school day. Please refer to our *Wellness Policy* at: mybrownschool.org/departments/SBDM.

Instruments/projects: Students transport them to the classroom when dismissed from the gym.

Lunch: It is important to note that students only have 20 minutes to eat their lunch. With that in mind, please keep lunches simple and easy for your child to handle. School personnel will do their best to assist students, but it may prevent your child from finishing his/her lunch if he/she has to repeatedly wait to open containers. Please be advised that there is not a microwave available during lunch. Outside fast food is not permitted in the cafeteria; only sack lunches packed and brought from home are permitted.

Tobacco: The Jefferson County Public School district observes a policy regarding the use and possession of tobacco products at school, on school grounds, or at any official school activity. Students are not allowed to have tobacco products in their possession or make use of such products at school or at any school event. Teachers have the authority to confiscate such products and refer the student to the administration for disciplinary action as outlined by the JCPS Uniform Code of Conduct. Students and parents are advised to consult the Uniform Code of Student Conduct for detailed information about the Policy.

Alcohol and Drugs: A policy has been adopted within JCPS regarding the use, possession, and/or distribution of all controlled/illegal chemicals and alcohol on school property by students. A student in possession of, distributing, or exhibiting behaviors and symptoms of being under the influence of illicit substances, will be subject to disciplinary action as outlined in the JCPS Code of Conduct. In addition, a parent conference is required where assessment and treatment alternatives are explored.

Appropriate Attire: For safety reasons, it is important for all K-2 elementary students to wear athletic shoes on a daily basis. Students in those grades will participate in physical education class each day, and the athletic shoes are essential in order to maintain safety for all students.

Students in grades 3 through 5 should wear athletic shoes each day during their physical education course rotation. This will help ensure the safety of students while participating.

SBDM Student Dress Policy

“We value the diversity of the students who attend the Brown School and recognize its mission statement, or shared values, and the students’ ability to self-direct and self-discipline. We recognize also that choice of clothing often represents a form of political, religious, cultural, and gender-identity expression, and that protection of that right of self-expression is an important component of the educational and social environment at the Brown School.

There is the expectation that students will wear clean, comfortable, school-appropriate attire. Any clothing endorsing alcohol, tobacco, drugs, violence, or any other image or written message that the administration deems to be offensive or disrespectful to other members of the Brown School is not allowed. Other attire that causes distraction to the school environment is subject to appropriate action after reasonable notice in accordance with JCPS policy.”

Shoes must be worn at all times in the building to avoid accidents and to maintain sanitary conditions.

No pillows or blankets are to be brought to school.

Harassment/Discrimination:

Harassment/Discrimination is intimidation by threats of or acts of physical violence or the expression of hatred, contempt, or prejudice toward an individual for any reason. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical behavior of a sexual nature.

Harassment/Discrimination of any type is not permitted. A student has the right to attend school free from harassment and should not be subjected to discrimination for any reason. Schools will strive to ensure that these rights are protected and that offenders receive appropriate consequences.

The Right to Freedom from Harassment and Discrimination

The JCPS District is governed by federal, state, and local antidiscrimination laws and acts. To address these, JCPS has adopted policies that forbid discrimination in providing equal educational opportunities and fair employment practices and opportunities on the basis of age, color, disability, marital or parental status, national origin, race, sex, political opinion or affiliation, and/or religion. In cases where a student and/or parent/guardian thinks that a student has been discriminated against for any reason, the parent/guardian/student must file a complaint, using the Jefferson County Board of Education Discrimination Grievance Procedure. A copy of this procedure and the necessary forms for filing are available in the local school or in the Compliance Office.

School Climate

Behavior: The Brown School adheres to the Jefferson County Public School Uniform Code of Conduct and Student Bill of Rights. Parents and students are advised to reference the Code of Conduct regarding appropriate behavioral expectations and discipline. A Brown School student should be able to succeed academically and socially in a more open, self-directed classroom setting.

Language: use in the classroom and hallway should be appropriate and respectful for all age groups. The use of demeaning language or offensive language is prohibited. Please respect students, peers, faculty, and staff by using appropriate and respectful language or discussion topics. Use of inappropriate language in school is contrary to our school's mission statement and will be treated as a disciplinary offense.

Levels of Behavior:

Level I

Minor misbehaviors that can be adequately corrected at the time they occur. A staff member observing a level I behavior addresses and teaches appropriate behavior in the classroom/instructional setting.

Interventions for level I behaviors include: redirection, classroom timeout, review of expectations, positive reinforcement, and parent contact.

Level II

Behaviors that do not require administrator involvement but should be documented.

Interventions for level II behaviors include: classroom timeout, counselor referral, and additional parent contact.

Level III

Serious behaviors that require immediate administrative assistance, including completion of discipline referral.

Interventions for level III behaviors include: office timeout, lunch detention, after-school detention, and parent conference.

Athletics

The J. Graham Brown School offers several athletic teams for student participation. Any try-outs will be announced prior to the start of each individual sport's season. Our athletic director oversees all the sports and coaches and can answer any questions you may have about Brown School Athletics. Students must have a JCPS physical form filled out from a doctor in order to participate in any sport (practice or game/event). Forms can be picked up in the office or online at www.jcpsathletics.com. Physicals are good for a period of one (1) year from the date signed by the physician. Students must also have insurance forms and the \$20.00 insurance fee on file. Insurance forms are valid for one (1) school year.

Brown School offers the following sports...

<u>Sport</u>		<u>Participants</u>	<u>Season</u>
Basketball	Boys & Girls	3 – 5	Winter
Cheerleading	Boys & Girls	3 – 5	Winter
Cross Country	Boys & Girls	5 – 8	Fall
Soccer	Boys & Girls	3 – 5	Fall

After-School Enrichments:

PTSA offers a series of afterschool enrichment classes in the spring and fall Semesters. Sessions run for 8-9 weeks with a variety of classes, which include the following: Ballet, Tennis, Archery, Drama, Art, Science, and Chess.

Volunteer Information:

The Jefferson County Board of Education (JCBE) requires volunteers to submit to a background check every five years. However, if it is brought to the attention of the district that a volunteer has plead guilty to or is convicted of drug offenses; sexual offenses; offenses against minors; deadly weapons offenses; violent, abusive, threatening, or harassment offenses; or any felony offense, he or she will be required to submit to a new criminal records check, and his or her volunteer status may be terminated. In keeping with JCBE policy, the School Volunteer Records Check process for the 2017-18 school year is as follows:

1. All JCPS parent and community volunteers whose School Volunteer Records Check was cleared prior to **July 1, 2015, are required to submit to a new background clearance for the 2017-18 school year. You must be a cleared volunteer to qualify as a chaperone on field trips.**
2. The School Volunteer Records Check requirement does not apply to volunteers who provide assistance with single or occasionally scheduled school events and who do not supervise students. These individuals would not be required to have a criminal records check.

If you did not complete a School Volunteer Records Check during the 2016-17 school year and you plan to volunteer on a regularly scheduled and/or continuing basis, or if you will have supervisory responsibility for students at a school site or plan to serve as a chaperone on a school-sponsored trip, please complete the School Volunteer Records check form on our website:

mybrownschool.org/parents/resources/volunteerrecordscheck You may enter your information directly into the system using this form. Please allow approx. 2-3 weeks for results.

Helpful Tips on how to be successful at the Brown School:

1. For students in grades 3 through 5, keep your agenda, write down your assignments due, and prioritize your study time.
2. Check teacher webpages on the school website: <http://www.mybrownschool.org> weekly.
3. Be Prepared – you should always have paper and the proper writing utensils for each class. You're in school and will need these materials each day! Always take your books to class unless otherwise directed by your teacher.
4. Get Organized. Always have your work in the proper folder. At the end of each week, clean out your backpack and throw away junk and scrap paper. Be sure that you do not throw out assignment sheets or other important materials. For more information on organizational skills, go to <http://www.lifeorganizers.com/home/> and look for information on school/family organizing.
5. When in doubt, ASK! It's okay to ask a teacher about information you don't understand or about an assignment on which you need clarification. If you think the teacher has already provided the information you need several times, but you continued to miss it, get the information from a peer at an appropriate time or see the teacher after class or school.
6. Learn how to adapt from class to class. All teachers and classrooms are different. You may enjoy some classes more than others, but all classes and teachers are equally important. Learn how to adapt to teachers' expectations and class instruction.
7. Take responsibility for yourself and your actions.
8. Be there – missing class means missing instruction that will help you move up to the next level in your learning.

School Calendar 2017-2018

August 16	Students First Day
September 5	Labor Day – No School
September 13	Fall Portraits
September 14	Fall Portraits
September 22	MS/HS 1 st Grading Period Ends
October 6	No School for Students – Teacher Flex PD Day
October 9	No School for Students-Teacher PD Day
October 10	No School for Students – Parent Teacher Conference Day
October 11	PSAT Exam
October 17	Elementary 1 st grading period ends
November 3	MS/HS 2 nd Grading Period Ends
November 22 - 24	<i>Thanksgiving Break – No School</i>
December 19	3 rd (1 st Semester) Grading Period Ends
December 20 – Jan. 2	<i>Winter Break - No School</i>
January 2	Teacher PD Day
January 3	Second Semester begins
January 5	Hearing/Vision Screening
January 15	Martin Luther King Holiday – No School
January 17	Class /Grade Group Portraits (Make-up Jan. 25)
February 28	Spring Portraits and Sibling Portraits (make-up March 7)
February 14	MS/HS 4 th Grading Period Ends
February 26	No School for Students – Parent Teacher Conference Day (Possible make-up day)
March 9	Elementary 3 rd Grading Period Ends
March 12	No School for Students – Flex PD Day (Possible make-up day)

March 20	ACT all Juniors-State Mandated (Make up Apr. 22)
March 30	MS/HS 5 th Grading Period Ends
April 2 – April 6	<i>Spring Break – No School</i>
May 4	No School for Students – PD Day
May 7 – 18	HS AP Testing
Exact dates - TBD	K-Prep Testing (During the last 14 instructional days)
May 24	Last Day for Students MS/HS 6 th (2 nd Semester) Grading Period Ends Elementary 4 th Grading Period Ends
May 25	Last Day for Teachers