



## Upper School Handbook

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Louisville, KY 40202

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Visit us at: [www.mybrownschool.org](http://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 value cultural diversity and contribute to the community.*

### ***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



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## 2017-2018 BELL SCHEDULE

7:50 AM	<i>Students are permitted on floors to report to 1st block</i>
8:00 – 9:30 AM	<i>1st Block (Blue &amp; Gold)</i>
9:35 – 11:05 AM	<i>2nd Block (Blue &amp; Gold)</i>
11:10 – 1:05 PM	<i>3rd Block (Blue &amp; Gold)</i>
<i>*Lunch served during 3rd Block and students return to 3rd Block</i>	
1:10 – 2:40 PM	<i>4th Block (Blue &amp; Gold)</i>
2:40 PM	<i>Dismissal for Students</i>
2:50 PM	<i>Dismissal for Teachers</i>

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

<b>Principal</b>	<i>Dr. Angela Parsons</i> <a href="mailto:angela.parsons@jefferson.kyschools.us">angela.parsons@jefferson.kyschools.us</a>
<b>Assistant Principal</b>	
<i>Grades K – 5<sup>th</sup></i>	<i>Shawn Wilson</i> <a href="mailto:shawn.wilson@jefferson.kyschools.us">shawn.wilson@jefferson.kyschools.us</a>
<i>Grades 6<sup>th</sup> – 12<sup>th</sup></i>	<i>Brian Garrett</i> <a href="mailto:brian.garrett@jefferson.kyschools.us">brian.garrett@jefferson.kyschools.us</a>
<b>Counselors</b>	
<i>Grades K – 5<sup>th</sup></i>	<i>Christy Teague</i> <a href="mailto:christy.teague@jefferson.kyschools.us">christy.teague@jefferson.kyschools.us</a>
<i>Grades 6<sup>th</sup> – 12<sup>th</sup></i>	<i>Pamela Willison</i> <a href="mailto:pam.willison@jefferson.kyschools.us">pam.willison@jefferson.kyschools.us</a>

**PTSA Board Officers:**

*President: Dana Zausch*

[brownptsa.president@gmail.com](mailto:brownptsa.president@gmail.com)

*Membership VP: Brian Brown*

[brownptsa.membership@gmail.com](mailto:brownptsa.membership@gmail.com)

*Secretary: Ashley Ford*

[brownptsa.secretary@gmail.com](mailto:brownptsa.secretary@gmail.com)

*Treasurer: Tracy Brockman*

[brownptsa.treasurer@gmail.com](mailto:brownptsa.treasurer@gmail.com)

*Ways & Means VP's: Susie Lindle & Ashely Smith*

[brownptsa.fundraising@gmail.com](mailto:brownptsa.fundraising@gmail.com)

**SBDM Parent Members:**

Elizabeth Bricking

[kelvin1234@aol.com](mailto:kelvin1234@aol.com)

Felicia Alfred

[noltonsmom@gmail.com](mailto:noltonsmom@gmail.com)

Ashley Chesman

[ashley.chesman@louisville.edu](mailto:ashley.chesman@louisville.edu)

Annett Rose

[annett@twc.com](mailto:annett@twc.com)

**Brown School website: [www.mybrownschool.org](http://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 visit:  
rmd.at/mybrown to download the app or TEXT the message  
@mybrown to: 81010**

## School Calendar 2017-2018

August 16	<b>Students First Day</b>
September 5	Labor Day – No School
September 13	Fall Portraits
September 14	Fall Portraits
September 22	MS/HS 1 <sup>st</sup> 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 <sup>st</sup> grading period ends
November 3	MS/HS 2 <sup>nd</sup> Grading Period Ends
November 22 - 24	<b><i>Thanksgiving Break – No School</i></b>
December 19	3 <sup>rd</sup> (1 <sup>st</sup> Semester) Grading Period Ends
December 20 – Jan. 2	<b><i>Winter Break - No School</i></b>
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 <sup>th</sup> Grading Period Ends

February 26	No School for Students – Parent Teacher Conference Day (Possible make-up day)
March 9	Elementary 3 <sup>rd</sup> 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 <sup>th</sup> Grading Period Ends
April 2 – April 6	<b><i>Spring Break – No School</i></b>
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	<b>Last Day for Students</b> MS/HS 6 <sup>th</sup> (2 <sup>nd</sup> Semester) Grading Period Ends Elementary 4 <sup>th</sup> Grading Period Ends
May 25	<b>Last Day for Teachers</b>

### **Student Requirements**

The J. Graham Brown School is a magnet program which admits students who have great potential of success in an enriched, college-preparatory high school curricular environment. 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 maintain a 2.0 or above, pass all classes annually, attend school consistently and provide proper documentation for those days in 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. 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 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?**

1. The school clerk will notify parents for up to three unexcused absences.
2. With additional unexcused absences, the Family Resource Center Coordinator or counselor will make contact with the parent.
3. After six (6) unexcused absences, the clerk will make a truancy referral to Pupil Personnel for follow-up.
4. 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.
5. 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 5<sup>th</sup> grade trip, 8<sup>th</sup> grade trip, and/or senior trip**

**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:**

- The J. Graham Brown High School will adhere to the JCPS make-up policy as stated in the Uniform Code of Conduct/Student Bill of Rights.
- The J. Graham Brown School Make-up work policy has changed for excused absences, EHO's, field trips, and unexcused absences. For information that is more specific visit our make-up work policy located on our website: [mybrownschool.org/departments/SBDM](http://mybrownschool.org/departments/SBDM).

**Request for Educational Enhancement Day (s) (EHO)**

Educational enhancement days 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 intensive instructional, experimental, or performance program in a Brown School related program of study.

EHO's shall not include activities like those 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 EHO shall be considered present in school. **EHO requests must be made two (2) weeks prior to the scheduled event.** The student and parent should submit the completed Educational Enrichment Form to the attendance clerk. The forms can be obtained from the attendance clerk and at [www.mybrownschool.org/forms](http://www.mybrownschool.org/forms).

See the *Request for Educational Enrichment Day(s)* form for details. This form can be obtained from the attendance clerk.

### **Academics**

**Grading Policy:** The JCPS grading scale is as follows...

- A** - 90% - 100% (Above Standards)
- B** - 80% - 89% (Meets Standards)
- C** - 70% - 79% (Approaching Standards)
- D** - 60% - 69% (Below Standards)
- U** - Below 60% (Substantially Below Standards)

**I** – (Incomplete) Incomplete work due to absence must be completed and the grade recorded within the timeline. If work is not completed, the grade is recorded as a U.

*The academic grade reflects what a student knows and is able to do. The academic grade is based on student performance and demonstrated proficiency. Specific components of the academic grade can be found in the JCPS SPP&G handbook.*

Individual teachers will provide specifics on their own assessment methods. Please file each class syllabus for reference on grading policies.

Students at Brown are expected to maintain a 2.0 GPA. At the end of any semester in which a student falls below a 2.0 GPA or has a failing grade in any classes, the student will be placed on **academic probation**. All failure remediation for the fall semester must be completed by May 1<sup>st</sup>. All eSchool / summer school work must be completed by August 1<sup>st</sup>. The student may remain on probationary status for duration of their educational experience at the school. If the student has not met the requirements of probation, he/she will be withdrawn from the school. Students are advised to contact the Parent Assistance Center for assistance with relocation to another school.

**High School Report cards** are posted at the end of first the first and second semester.

A six-week progress report and a 12 week progress report are posted in order to keep parents updated.

**Middle School Report cards** are posted every six weeks. Parents and students will access progress reports and report cards via the Infinite Campus Portal. Parents may request a printed copy in the front office.

**Conflict Resolutions Protocol Policy:**

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.

The contractual agreement between the Jefferson County Board of Education and the Jefferson County Teachers' Association as well as JCPS policy will be followed through this process.

**High School Graduation Requirements:**

To earn a high school diploma from JCPS, as well as from the Brown School, a student must successfully complete the state-required 22 academic credits. Additional information can be obtained from the JCPS website where a PDF version of our high school *Student Progression, Promotion, and Grading Handbook* is available. Core classes and required elective courses constitute the following minimum graduation standards:

**4 credits of English** (English I, II, III and IV)

**3 credits of Science** (Integrated Science, Biology, Chemistry, Physics, Environmental Science) 1 lab required

**3 credits of Math\*** (Algebra I, Algebra II, Geometry, Pre-Calculus, Calculus) and the successful completion of a grade-twelve math course required. **\*Math is a requirement each year**

**3 credits of History** (AP Human Geography, Geography, U.S. History or AP U.S. History, AP European History, World Civilization)

**1 credit Health/Physical Education** (½ credit each)

**1 credit of Arts & Humanities** (History Appreciation)

(3 years of Art, Band, Orchestra, Chorus, or Drama as electives may be substituted in unique situations – See Counselor for more information)

**7 credits of Electives**

#### **Sample Electives**

Spanish I, II, III

(Two years of a foreign language are suggested as it is required for admission to any state supported University in the Commonwealth.)

Art, Band, Jazz Band, Orchestra, Chorus, Drama/Theatre

AP Biology

AP Environmental Science/Forensics

AP Statistics

AP Psychology

Journalism

Theater I

Pop Culture

Creative Writing

<b>ACT TEST DATES*</b>	<b>SAT TEST DATES*</b>
September 9, 2017	October 7, 2017
October 28, 2017	November 4, 2017
December 9, 2017	December 2, 2017
February 10, 2018	March 10, 2018
April 14, 2018	May 5, 2018
June 9, 2018	June 2, 2018

**\*IMPORTANT:** Please check the application packet or go on-line for registration deadlines: [www.act.org/student](http://www.act.org/student) for ACT and/or [www.collegeboard.com](http://www.collegeboard.com) For SAT

**School Climate**

The Brown School adheres to the Jefferson County Public School Uniform Code of Conduct and Student Bill of Rights. 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 and self-directed classroom setting. This is a requirement for admission to the magnet school.

**Behavior:**

The Brown School is unique in that it is a kindergarten through 12<sup>th</sup> grade public school. To honor this uniqueness and to ensure that Brown remains K-12, upper school students are expected to be role models for their younger peers. Horseplay, illegal activities, loud, disruptive, and/or disrespectful behavior are unacceptable and can all have negative impacts on younger children in various ways. Public displays of affection including; kissing, hugging, and sitting on laps are inappropriate in a school environment. Please be careful of how you carry yourself and interact with fellow students, faculty, and staff at the Brown

School. Upper School students are expected to model desirable social behavior for younger students in the building.

**Language:**

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 younger students, fellow 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.

**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, 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 Student Support and Behavior Intervention Handbook. Students and parents are advised to consult the Student Support and Behavior Intervention Handbook.

**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 Student Support and Behavior Intervention Handbook. In addition, a

parent conference is required where assessment and treatment alternatives are explored.

**Appropriate Attire:**

In choosing your attire for the day, keep in mind that you are in school to study and learn and that younger students look to you for guidance. In order to prove yourself as a strong role model and to avoid the necessity of a student dress code, student cooperation and good judgment is needed.

**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. Students may not bring blankets or pillows to school.

## **Policies and Procedures**

### **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.

### **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.

**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](http://www.jefferson.kyschools.us), or in the Compliance and Investigations Office, C. S. Young Jr. Service Center, 3001 Crittenden Drive, Louisville, KY 40209. Contact Dr. Georgia Hampton, Compliance and Investigations director, at 485-3341, or call or write one of the following enforcement agencies:

**Equal Employment Opportunity Commission**  
 600 Dr. Martin Luther King, Jr. Place, Suite 258  
 Louisville, KY 40202  
 (502) 582-6082 | [www.eeoc.gov](http://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) 696-8541 | [www.ed.gov](http://www.ed.gov)

**Kentucky Commission on Human Rights**  
 The Hoyburn 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](http://www.louisvilleky.gov/HumanRelations)



[www.jefferson.kyschools.us](http://www.jefferson.kyschools.us)  
 Equal Opportunity/Affirmative Action Employer  
 Offering Equal Educational Opportunities

**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.

**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.

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 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:**

**JCPS Telecommunication Devices Policy:**

At the J. Graham Brown School, it is our responsibility to prepare every student for postsecondary education. Part of preparing our students for the future is teaching them to be responsible digital citizens and to use technology appropriately. Personal telecommunication devices and electronic media devices, (Hereinafter “Personal Electronic Devices”) which are defined in the *Code of Acceptable Behavior* and KRS 158.165 and includes, but is not limited to, cell phones, smart phones, iPads, iPods and other similar media devices are part of the technology that can be a benefit to the education of students and an asset to student learning. As educators, we need to assist students with mature management of these personal electronic devices at school to better prepare them for postsecondary life. Students need to understand both respectful ways to use electronics, and how to make good choices when confronted with the temptation of a personal electronic device. As adults, we balance the use of these personal electronic devices with the environments with which we interact. A progressive approach to the use of personal electronic devices will not only teach and model mature management, but also provide endless learning opportunities that are relevant to the technology our students enjoy and use.

**A Brown Middle school student** may not activate or display a personal electronic device between 7:50am – 2:40pm, which is

in accord with JCPS policy. This policy helps all younger students participate with fewer distractions.

**A Brown High School student** may activate and display a personal electronic device on school property. The goal is to maintain an academic focus in classrooms and other study areas while respecting the needs of our students to have reasonable access to their personal electronic devices. This policy only applies to students enrolled in Brown High (grades 9-12) and does not apply to middle and lower school students. To ensure an appropriate academic environment inside and outside the classroom setting, **students must comply with the following rules:**

- The personal electronic device must be on silent at all times.
- The use of personal electronic devices in the classroom is COMPLETELY at the discretion and approval of the teacher. Charging of personal electronic devices is also at the teacher's discretion.
- Placing or receiving voice or video phone calls will be at the teacher's discretion.
- J. Graham Brown School, faculty and staff, are not responsible for any damage, loss, or theft of a personal electronic device.
- The use of camera and video functions is prohibited at all times unless clearly defined within an instructional activity and authorized by the teacher.
- The use of personal electronic devices is prohibited in detention, ISAP, or any disciplinary setting/ activity.
- Students shall comply with a teacher's/administrator's requests if there are concerns about usage at inappropriate times.

- Students shall not use a personal electronic device in any manner that disrupts the educational environment or violates the rights of others.
- Personal electronic devices may be used during class changes in the common hallways and in the cafeteria. Use of external speakers on personal electronic devices is prohibited in these areas between 8:00 am and 2:40 pm.
- External speakers or headphones may be used in the classroom when clearly defined within an instructional activity and with the authorization of the teacher.
- Students may not access, submit post, publish, forward, download, scan, or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying, and/or illegal materials or messages on any personal electronic device or otherwise violate the Jcps Acceptable Use Policy.
- The use of personal electronic devices during **ALL** assessment times is prohibited, even if the student has finished his/her assessment.

**Upper School students will be subjected to the following disciplinary procedures if they fail to follow the Brown High School Personal Telecommunication and Electronic Media Devices Policy:**

**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 through 12 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. The student, if in middle or high school, will receive six detentions. 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 shall be assigned to three days at the ISAP program as a disciplinary consequence. The student will also 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.

***Electronic devices will be available for pick up by the parent/guardian after school in the main office.***

**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.

**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.

### **Student Privileges**

**Parking Privileges:** Reserved for seniors with the highest GPA and good behavior. Seniors must apply for a parking pass to the YMCA parking garage through the principal's office. As a rule, a maximum of 10 passes are available to qualifying students.

**Pedway Code:** Those parking or coming through the parking garage must enter the school on the first floor. Under no circumstances should students know or use the pedway door code. Use of the pedway code is a disciplinary offense. *Students with a parking pass caught using the pedway code to enter the building will have their parking pass revoked.*

**Lunch Privileges:** Juniors/Seniors may have the privilege of eating lunch in approved classrooms, outside the cafeteria or courtyard. Students in grades 6-10 must eat in the cafeteria or courtyard. *Weather may limit the availability of the courtyard. Students should observe and adhere to the courtyard signage regarding the availability.* Students cannot be in the hallways, lobby, or anywhere in the school during lunchtime, regardless of grade level. Students are not to eat lunch in classrooms unless so designated by the administration. No outside food deliveries are permitted and will be treated as a "failure to obey staff."

***Seniors participating in 4<sup>th</sup> street Fridays*** must be passing all classes and meet all field trip eligibility guidelines. Seniors caught bringing back food to ineligible students will not be allowed to participate.

**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 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. Juniors and seniors may report to room 319. Students must use stairwell #10 to access upper floors.

**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 considered cutting and will be dealt with appropriately. See “Student Requirements” for more information. Classroom teachers may limit student visits to lockers, restrooms, etc., during instructional time. Students may not leave the instructional classroom without teacher permission.

**Students Taking College Classes:** Students who leave campus to take college classes will not be allowed to return to campus unless participating in ESS or an adult-supervised after-school activity. Returning students must sign in as a visitor and report directly to the study skills classroom.

### **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](http://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:*

**MS/HS Sports Teams**

<b>Sport</b>	<b>Participants</b>	<b>Season</b>
Golf	7 – 12	Fall
Cross Country Boys & Girls	6 – 12	Fall
HS Soccer Boys & Girls	9 – 12	Fall
Volleyball Girls	6 – 12	Fall
Swimming Boys & Girls	6 – 12	Winter
Basketball Boys & Girls	6 – 12	Winter
Cheerleading	6 – 12	Winter
Bowling Girls & Boys	7 – 12	Winter
Track & Field Boys & Girls	6 – 12	Spring
Tennis Boys & Girls	7 – 12	Spring
Baseball	7 - 12	Spring
Softball	7 – 12	Spring
MS Soccer Boys & Girls	6 – 8	Spring

To be eligible to play competitive athletics at the Brown School, or participate in official extra-curricular activities, all student athletes must:

- Student-athletes must pass 5 out of 7 classes or 4 out of 6 classes.

- The academic status of student athletes shall be verified weekly. This will be coordinated and recorded by the Director of Athletics and Activities.
- The weekly grade submitted by the teacher should reflect the grade the student currently has in that class, but should not be affected by assignments that have not yet been recorded by the teacher and/or excused student absences.
- A student-athlete with a U in any class should attend study skills for four total days.
- Students may opt to attend study skills with the teacher who assigned the failing grade in lieu of traditional study skills, but must obtain the teacher's permission before they begin working with that teacher.
- Students shall conform to all district and state athletic/activities eligibility policies.

#### **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.**

2. Volunteers who underwent School Volunteer Records Checks between July 1, 2015, and May 26, 2016, and were cleared, will not need to resubmit to a records check for the 2017-18 school year, unless there has been a qualifying incident similar to those listed above.

3. 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 either at school or by using this secure online link:

<https://apps.jefferson.kyschools.us/Volunteer/> or at [mybrownschool.org/parents/resources/volunteerrecordscheck](http://mybrownschool.org/parents/resources/volunteerrecordscheck).

You may enter your information directly into our system using this form.

**HELPFUL TIPS ON HOW TO BE SUCCESSFUL AT THE BROWN SCHOOL**

1. Keep your agenda and write down your assignments due and prioritize your study time.
2. Always have phone numbers and/or emails of reliable peers from your classes in case you didn't understand an assignment or need to know what assignments you have missed.

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 – keep a different colored folder for each class. 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 that you need clarification on. Just be sure the reason you don't understand something isn't because you were not paying attention. 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 in order not to disrupt the class.
6. Take advantage of after school opportunities. Often teachers will let students work in classrooms after school to finish tests, labs, stations, etc. Take advantage of this extra time to complete your work and to complete it well. Also, there are other after school opportunities such as clubs and athletic teams that are open to everyone. Join a group of some kind. Students who participate in after school activities often achieve higher academically and are more likely to do better in higher education and the work field because of their

abilities to prioritize, socialize, and motivate themselves.

7. *Always take notes – never ask if you need to write something down.* Your teachers share information with you in hopes that you will process the information and learn from it. Write it down so you can look back on it and remember. Notes are the very best way to study for a test. Never just rely on your memory.
8. 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. If you know that a teacher does not allow headphones in his/her classroom, be sure that your headphones are put away at all times during class.
9. Take responsibility for yourself and your actions. If your grade in a class is not acceptable, take responsibility for that grade (and the work you did not complete and/or the test you did not study for) and find a way to improve yourself.
10. Be there – missing class means missing instruction that will help you move up to the next level in your learning. The more you miss class, the more you fall behind.