



## J. H. Brown Elementary School

9771 Poston Road • Jonesboro, Georgia 30238

Phone:(770) 473-2785 Fax:(770) 603-5799

Website: <https://104.clayton.k12.ga.us/> Instagram: @JamesHBrownElementary

Mrs. Tonya Pugh  
Assistant Principal

Mrs. Joane McDonald, Principal

Dr. Sakinah Burroughs  
Assistant Principal

July 17, 2024

Greetings Brown Elementary Students, Parents, and Community,

As administrators of Brown Elementary School, it is our pleasure to welcome our scholars for the 2024-2025 school year! "Limitations live only in our minds. But if we use our imaginations, our possibilities become limitless."

These words spoken by Jamie Paolinetti reflect our theme for this school year, "Cultivating Excellence". Together we build capacity in our scholars, our stakeholders, and our staff as we continue to cultivate a culture of excellence in a safe and welcoming learning environment. It takes continual effort, ownership of the work, and an imagination to see ourselves and others as limitless. As we review our preliminary data, we see the fruits of our labor. We met our content mastery goals of 8% point gain, our attendance goal of 93%, and we met our behavior goal! We also are excited about earning the distinction of being recertified as a nationally S.T.E.M. certified school from Cognia! We celebrate the wins for our school community and plan for even greater increase, not just in test scores, but in our overall efficacy as a school community. I'm thankful and excited about partnering with parents and the community as we continue this important work that changes lives. We are cultivating excellence!

**Please click on the following link for to read our new 2024-2025 Parent Handbook! This helpful handbook has key information regarding our school policies and operational procedueres. Also, below are few important reminders:**

[24-25 -Brown ES Parent and Guardian Handbook \(3\).pdf](#)

**Clear Bookbags:** Clayton County Public Schools has mandated clear bookbags. [Clear Book Bags Mandate](#)

**Uniforms:** Elementary students are required to wear uniforms based on the Clayton County Public School Dress Code. Our school colors are red, navy blue, and white shirts and khaki, navy blue, and black bottoms. **Students who are out of uniform will call home for a change of clothes.** See the [Uniform and Dress Code Letter to Parents 071724.pdf](#) for more information.

**Bus Information:** See this link for bus stop information.

[https://www.clayton.k12.ga.us/departments/transportation/bus\\_stop\\_information](https://www.clayton.k12.ga.us/departments/transportation/bus_stop_information)

**Arrival:** Student car riders and walkers arrive at school anytime between 7:10 a.m. and 7:45 a.m. Please do not drop off students any earlier than 7:10 a.m. because we **cannot provide** staff supervision for car riders or walkers before that time. **Never** is a student to be dropped off in the school's front parking lot unless accompanied by an adult because of safety issues. Car riders are dropped off and picked up through the gate on the side of the building. The side doors are open at 7:00 – 7:45 a.m. for car rider drop off. **After 7:45 a.m.**, students are tardy and must be accompanied by an adult to the front lobby for check in inside the building. You must park in the parking lot and walk up to the lobby. **We will not have any drop off at the front of the building.** We appreciate you getting your child to school on time each and every day.

**Children Independently Walk to Class:** To increase the security and safety of our school and to maximize instructional time, **child/ren are to walk to breakfast/class on their own (beginning Monday, August 12th).** This practice encourages our students to become more independent, self-sufficient and increases the security and safety of the school and minimizes outside distractions. We assure you there are staff and faculty members posted along the halls to ensure students are arriving to class safely.

**Breakfast:** Students who want to eat breakfast and who walk or are driven by their parents to school should **get to the school no later than 7:45 am** in order to do so. Breakfast is an essential meal and helps to fuel the brain and the body throughout the day.

*B.E. Innovative, B.E. Mindful, B.E. Excellent*



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**Bell to Bell Bears Attendance Initiative:** This year we will have a laser-like focus on student attendance. *Research states attendance is an important factor in student achievement.* Please work with us to have students in school, on time daily, and to limit the number of checkouts by strategically scheduling appointments. The official start and end time of the school day is 7:45 a.m. – 2:15 p.m. **However, students have instructional opportunities during homeroom daily from 7:00-7:45 am.** By 7:55, students are actively engaged in academic learning. **As we close student learning gaps, and accelerate learning, it is critical that we make every minute matter.** This year, please join us as we encourage and recognize students for being Bell to Bell Bears!

**Early Check Out:** While we know that it is not always feasible to make various appointments for your child/ren after school and sometimes true emergencies happen. If you must pick your child/ren up early, please do so by 1:45 p.m. Check out processes include checking Infinite Campus for authorized persons and checking I.D. each time a student is checked out.

**Dismissal:** Please let staff know the way your child will go home by completing the Transportation Parent Form at Open House, and it will be sent home by the teacher. When there is a change in how your child is to go home, please send the change through writing each time transportation is altered. **We cannot accept transportation changes via text, Dojo messages, or emails to the teacher.** At the end of the day, students are escorted to several locations within the building for proper dismissal. Staff members are on duty to ensure that students are orderly and safe. Car riders are dismissed on the side of the building through the gates.

**Visitors and Communication:** For school safety, all visitors must report to the front office to be checked in and to show I.D. Visitors must obtain and wear a visitor's pass. All visitors should report back to the office to check out and exit through the front doors. Be sure to communicate with the teacher prior to visiting the classroom to limit disruptions to learning. If you do not have an appointment, the front office secretaries will make an effort to contact teachers to determine if they are available. Additionally, as you communicate with faculty and staff via email or other messages, it is our protocol to respond within 24-48 hours. If you do not receive a response, please follow-up. We want to ensure we have open two-way communication.

**Cell Phone Usage/Communication Devices:** In compliance with the district Cell Phone Usage Policy, cell phones for students in 3<sup>rd</sup>-5<sup>th</sup> grade will be collected every morning and returned every afternoon to minimize distractions and communication infractions. Please see the [Cellphone Device Parent Letter 24-25.docx](#).

**Eating Lunch with Students:** We love for parents to eat lunch with our students. Be sure to know the time of your child's lunch. Also, remember to bring your picture ID with you each time, and your name needs to be on the student's checkout consent card.

**Cupcakes/Cake for Class:** Please notify teachers **24 hours** in advance. All cupcakes/cakes must be store-bought, in the store packaging and **must not contain nuts or nut by-products.** *(Please be aware that there may be students who may suffer from allergies other than nut allergies.)* **To ensure that students eat their lunch, cupcakes/cake are only distributed during the last 15 minutes of lunch.** Also, cupcakes should only be shared with students in your child's class. Siblings may not be pulled out of class to eat lunch with another class for birthdays. **Candy, treat bags or balloons are not permitted.**

**Outside Food:** Parents are welcomed to purchase a school lunch at a cost of \$3.25. However, if bringing in a lunch for yourself or your child, make sure it is placed either in a **lunchbox or lunch bag.**

We are honored to serve as the administrators of Brown Elementary School. If you have any questions, or need assistance, feel free to contact principal Mrs. McDonald at [joane.mcdonald@clayton.k12.ga.us](mailto:joane.mcdonald@clayton.k12.ga.us), assistant principals Mrs. Tonya Pugh at [tonya.pugh@clayton.k12.ga.us](mailto:tonya.pugh@clayton.k12.ga.us), and Dr. Burroughs at [sakinah.burroughs@clayton.k12.ga.us](mailto:sakinah.burroughs@clayton.k12.ga.us).

We are excited about working with you this year!

Sincerely,

Brown Elementary Administrative Team

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