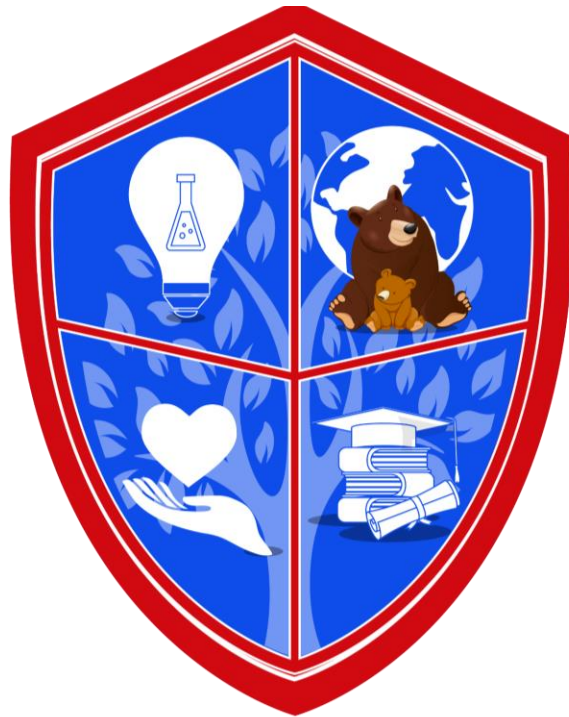


James H. Brown Elementary School Parent and Guardian Handbook



**JAMES H. BROWN
ELEMENTARY SCHOOL**

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

2024-2025



James H. Brown Elementary School

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Jonesboro, Georgia 30238
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Parent and Guardian HANDBOOK

2024-2025

The Vision of Brown Elementary is to be a school of excellence, preparing each student with a sound foundation for success and productive citizenship contributing to an ever-changing competitive world.

The Mission of Brown Elementary School is to inspire a community of learners through authentic learning experiences to accomplish academic, social and personal goals.

Quick Links

[**Brown Elementary School Website**](#)

[**Brown ES Communication Protocol.pdf**](#)

[**Clayton County Public Schools Website**](#)

[**2024-2025 School Year Calendar**](#)

[**2023-2024 Student Handbook \(English\)**](#)

[**2023-2024 Vietnamese Handbook**](#)

[**2023-2024 Spanish Translation**](#)

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Parent and Guardian Information

A. Student Bell Schedule

- 7:00-7:50 Breakfast and Homeroom Instructional Review
- 7:45 Breakfast Ends
- 7:50-8:00 BTV Student Led Morning Announcements & SEL
- 8:00-2:15 Academic Blocks, Lunch, Recess
- 2:15-2:45 Dismissal

B. Student Arrival Procedures

Student car riders and walkers may arrive at school anytime between 7:00 a.m and 7:45 am. Students may enter the building starting at 7:00 am. Car riders will enter the building from the second-grade hallway. All walkers should enter through the front entrance but should not be dropped off in the school's front parking lot unless accompanied by an adult. Students eligible for special needs transportation are dropped off in the gym parking lot. Cars must travel down the middle lane to the gym parking lot.

We kindly remind you of the importance of punctuality for your child's education. If your child arrives late, after 7:45 am, students are to be signed in and **escorted** into the building. Please note that tardy passes will be available in the front office.

C. Breakfast

Students who want to eat breakfast and who walk or are driven by their parents to school should arrive at school no later than 7:40 am in order to do so. Breakfast is an essential meal and helps to fuel the brain and the body throughout the day.

D. Bus Information

For bus stop information use this link:

https://www.clayton.k12.ga.us/departments/transportation/bus_stop_information

E. School 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 Student Handbook for more information and guidance.

F. Bell-to-Bell Attendance/ Tardy letters

This year we will have a laser-like focus on student attendance. Research has shown that 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 am - 2:15 pm. However, students have instructional opportunities during homeroom daily (7:00 - 7:45 am). It is critical that we make every minute matter. Please join us as we encourage and recognize students for being Bell - to - Bell Bears!

When the student accrues 3 unexcused absences, a form letter will be mailed to the student's parent. This letter will be signed by the parent and returned to the school to be filed in the student's permanent record. **Another letter will be mailed after each subsequent 5 times tardy or unexcused absences regardless of the grading period in which they occur.** Parents will be encouraged in the letter to contact the counselor or the school social worker for assistance if personal or family problems are affecting the child's absenteeism or tardiness. Parents must turn in any letters regarding the student's absences within 3 days of the child's return to school. The letter must be handwritten with the parent's signature and dated and must list the reason for absences.



ATTENDANCE

Per the "Every Student Succeeds Act (ESSA), student attendance (elementary, middle, and high school) is measured by the percentage of all students absent less than 10% of days enrolled. Research shows that students who miss school are at risk for falling behind.

Clayton County Public Schools is committed to working cooperatively with parents and students to improve daily and on-time attendance. For a student to be marked present for a full school day, a student must attend one half or more of the school day. The student is marked absent if the requirements for a full school day are not met. The District enforces attendance requirements in alignment with the Georgia State Board of Education Rule 160-5-1-.10 (JB), Student Attendance.

G. Dismissal

During the beginning of the school year, please let staff know the way your child will go home by completing the Student Transportation Parent Form at Open House or when it is sent home by the teacher. When there is a change in how your child is to go home, please send the change through writing communication 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. Dismissal for car riders, walkers, nursery, campus kids, and bus riders begins at 2:10 PM. **Please be reminded that there will be no checkouts after 1:45 PM.**

H. Visitors

For school safety, **All** visitors must report to the front office to be checked in and to show ID. Visitors must obtain and wear visitor passes while visiting the school.

I. ELBC Days

ELBC stands for "Extended Learning Beyond the Classroom" days. These special days are designed to provide students with additional learning opportunities during teachers professional development days. All students in grades PreK-5 will remain home for asynchronous (independent) learning.

J. 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.

K. Outside Food

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

L. 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 as well.*) **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. Sibling may not be pulled out of class to eat lunch with another class for birthdays. **Candy, treat bags, or balloons are not permitted.**

M. Incident/Accident reports

If a student has an incident such as a restroom accident or if the student is injured in any way an incident report will be sent home to the parent by the person supervising the student at the time of the accident.

N. Lost and Found

All unclaimed items are to be placed in the lost and found. The lost and found is located in the cafeteria. Students who misplace items should check the lost and found. Be aware that all unclaimed items are periodically donated to charity.

O. School Cash

Brown is a cashless school. Opportunities to pay for various school items and events will be done through an online link provided by the school.

P. Parent Communication/ Conferences

Strong communication between parents and the school is essential for your child's success. Our school conferences are a valuable opportunity to discuss your child's academic progress, behavior, and social development. Conferences should not be scheduled during instructional time but can be scheduled during the planning period. If you have any concerns please contact the teacher and allow the teacher 24-48 hours to return your message or call.

[Brown ES Communication Protocol.pdf](#)

Q. Change of Transportation

Transportation changes must be in writing with the parent's signature and given to the homeroom teacher with the date and name of the child on the letter. No phone calls, texts, Classroom Dojo, or emails will be accepted for transportation change. If you have multiple children each child must have a note. I.E. If you have a child in 1st or 3rd grade both students need a note to give to their homeroom teacher.

R. Media Center Information

Media specialists in Clayton County Public Schools have accepted the responsibility of providing students access to all forms of information, whether in print format or via technology, and the materials necessary to complete the curricular goals of the school district. In addition to resources, students are provided with expert guidance and instruction in finding requisite materials, utilization of the information they gather, and improving the quality of their lives through instilling the zeal to become lifelong learners. Teachers and members of the Media Center Committee collaborate to determine activities, classes, and resources that will assist in meeting the mission of the Media Center.

Media Center hours are 8:15 am to 1:50 pm.

K-1 students can check out 1 book.

2-5 students can check out 2 books.

Students with overdue books will not be allowed to check out new books until all books have been accounted for (assessed fines paid or books returned).

S. Technology

Instructional use of technology in Clayton County Public Schools centers on utilizing technology to support and facilitate the curriculum. Students in every curricular area at every grade level are exposed to technology as a resource and optional tool for engagement in the learning process. Every student in grades 3rd through 5th will be issued a CCPS Chromebook for the school year 2024-2025. Parents please adhere to the Cell Phone Policy.

[Cellphone Device Parent Letter 24-25.docx](#)

T. Clinic

If your child becomes ill at school, we will contact you immediately to arrange for them to be picked up. Please ensure your contact information is up to date. If your child has a fever, vomiting, or other contagious symptoms, they should remain at home until symptom-free for at least 24 hours without medication. Please consult your healthcare provider and inform the school nurse of specific illnesses.

U. Parent Liaison Corner

The Parent Liaison serves as a bridge between parents and the school, working to foster strong communication and collaboration. They assist parents in understanding school policies, accessing resources, and addressing any concerns or questions they may have. Additionally, they help organize events, facilitate parent involvement, and support family engagement in the educational process.

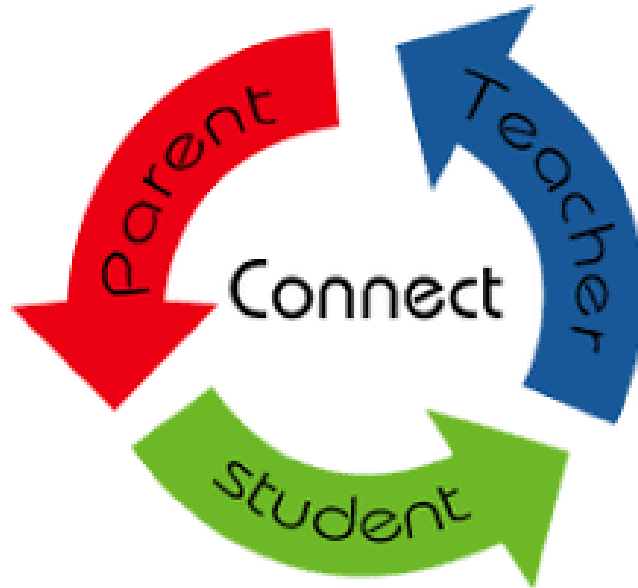
V. Volunteers

Volunteer background checks at James H. Brown Elementary is to ensure the safety of our students. Volunteers must complete a background check for Levels 2 or 3. With an approved background check, you will be able to volunteer in the classroom, accompany students on field trips, and assist our administrative staff.

W. INFINITE CAMPUS

Infinite Campus is just one component of Clayton's Student Toolkit that allows parents, teachers, and students to access and communicate with one another regarding daily student activity. Parents can utilize Infinite Campus to view student grades, daily attendance, and to view assessment data. The Infinite Campus Quick Links is a valuable resource for key teacher sites. Infinite Campus is the Student Information System (SIS) used by Clayton County. Teachers will use Infinite Campus to create and score assignments. Teachers are expected to set up grades according to county guidelines. Parents will receive grades in Infinite Campus according to the grading policy.

Thank You for Partnering with Us!!!



Be sure to join our PTA!

To join the PTA, simply scan the QR Code provided below!

Join James H Brown ES PTA

