

Brown County  
Community Unit  
District #1



2020-2021  
Elementary School  
Handbook



WELCOME  
TO  
BROWN COUNTY ELEMENTARY SCHOOL  
Pre-Kindergarten through Fourth Grades

I would like to extend a warm welcome to new and returning students, parents, and teachers! Together we will make this a very successful school year. Good communication between the school and home is necessary to provide the best education possible. Call, write, or email the classroom teacher or the school office if you have questions about this handbook or other school matters.

The purpose of this handbook is to acquaint you with the rules and practices that will be used during the current school year. Many of the events and situations that will arise during the school year are covered in this handbook and/or the Brown County Community Unit School District Handbook. These rules and practices may be amended at any time by the Brown County Community Unit School District Board of Education and by the Brown County School District administration, or as necessary to comply with changes in the law. Students and parents will be notified of changes in advance, except in the case of emergency. Students and parents are responsible for knowing the contents of this handbook. This handbook is not a contract and does not create any rights.

A critical component in the success of our students is parental and community involvement. We welcome and encourage the participation of parents and the community in the educational process. If you would like to join our district volunteer program, contact the Board of Education office. In addition, much information about our schools is available on our website at [www.bchornets.com](http://www.bchornets.com). This website is updated regularly and we encourage you to use it to keep up on school activities, contact faculty and staff. To access your student's academic progress, the website is [skyward.bchornets.com](http://skyward.bchornets.com).

Have a great year and I look forward to working with you as the Brown County Elementary Principal!

Mrs. Shelly Sheffler  
Principal  
Pre-K - 4th grade

**Who to Contact**

**TELEPHONE NUMBERS:**

**Brown County Elementary School: 773-7501**

**Brown County Middle School: 773-7601**

**Brown County High School: 773-7701**

**Board of Education Office: 773-7401**

**Transportation: 773-7401**

**To Communicate A Concern Regarding A School Situation:**

- 1. Students and/or parents should first contact the staff person directly involved in the concern in an attempt to resolve the situation.
- 2. If issues remain unresolved, contact the building Principal.
- 3. If a concern continues to exist, contact the district Superintendent.
- 4. A concern that remains unresolved can be brought to the attention of the school board by submitting a written request to the Superintendent at least one week in advance of the next board meeting. She will then send each board member a copy of your request and place you on the board agenda.

Board of Education

Philip Krupps, President	Heath Fullerton
Jennifer Blaesing– Vice President	Brian Heinecke
James Blakeley - Secretary	Dawn Hughes
	Matt McCaskill
Vicki Phillips, Superintendent of Schools	

## Faculty & Staff

### **PreK**

Ashley Behymer  
Annie Fullerton  
Cassie Lipcaman  
Diane Settles, PK coordinator  
Kris Taylor, 0-3 P.I. Educator

### **Kindergarten**

Kara Cox  
Megan Kunkel  
Lynn Tomlinson

### **1<sup>st</sup> Grade**

Kourtney Kassing  
Dawn Kessler  
Melissa Ransom

### **2<sup>nd</sup> Grade**

Chelsey Howard  
Mary Ingram  
Kristen Wagner

### **3<sup>rd</sup> Grade**

Emily Bystry  
McKaylia Fields  
Melanie Harvey

### **4<sup>th</sup> Grade**

Renee Grady  
Anne Oliver

### **Special Services**

Emily Hendricker, SPED  
Kelsey Jones, Speech  
Cassie Kindhart, Speech  
Heather Miller, Title  
Tom Moran, Math Specialist  
Chris Spohr, Counselor

### **Specials**

Karen Dickhut, Music  
Tom Little, PE  
Kathy Rohrer, PE

### **School Secretary**

Stacy Barfield

### **Technology**

Kris Gallaher  
Billie Moore

## Brown County Elementary School Parent Involvement Policy

Brown County School District will involve parents in regular, two-way meaningful communication addressing student achievement and ensuring:

- that parents play an integral role in assisting their child's learning
- that parents are encouraged to be actively involved in their child's education
- that parents are full partners in their child's education and are included, as appropriate, to assist in the education of their child

\*\*For more information, visit our website and click on the TITLE 1 parent involvement policy tab.

## Building Procedures

Arrival-Departure Procedures--The school day begins at 8 a.m.

### A.M. Pre-K Arrival

Bus students are dropped off at the front of the building and enter through the main entrance. If you are accompanying your child/ren, please park in the north parking lot near the gym, and walk your child to the main entrance. Staff will also be available to help direct your child.

### P.M Pre-K Arrival

Arrival is at 12 noon. Busses and parent drop-off are at the **Main Entrance** in the **front** of the building.

### Kindergarten – 4<sup>th</sup> grade

Bus students are dropped off at the front of the building and enter through the main entrance.

Students dropped off by a parent will be dropped off in the rear of the building. Please do not drop your child off prior to 7:30. Enter the lower/cafeteria side parking lot via the east drive from Lincoln Street/closest to the building. Please stay in your car and form a line. Once your child is safely on the sidewalk, proceed through the parking lot out of the west drive and turn right onto Lincoln Street to maintain the flow of traffic. Students will enter through the entrance nearest the cafeteria. Staff will be on hand to assist.

Any student arriving at or after 8 a.m. will need to be signed into the office. Students will then go to their classrooms on their own.

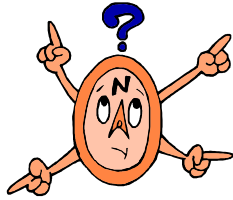
Once students arrive at school in the morning, they are not to leave school grounds until the end of the school day unless they secure the permission of the principal. Parents/guardians must sign students out of the office.

School dismisses at 3:00 p.m. Bells will ring at 2:55 p.m. to signal all students/teachers to leave the school building. Please do not arrive early to pick up your student. **Pull all the way forward** when entering the parking lot. A staff member will ask you which child(ren) you need and bring them to your vehicle. Stopping early causes delays in the pick-up line. **Do not park and come and get your child.** Remain in your car and wait in the pick-up line. The staff will gladly help get your students to your vehicles and help buckle them in. **Do not park in the alley ways or on the side of the road.** The Mt. Sterling Police Department will be patrolling the area and issuing warnings for those blocking the road. Middle School students do not arrive at the elementary school until after 3:00 p.m. If you are picking up a middle school student, it is best to wait until later to enter the pick-up line.

Parents need to stress to their child the importance of crossing streets carefully and only at crosswalks.

## **Bicycles**

All bicycles are to be parked in the bike racks. Bicycles are not to be ridden on school grounds during school hours.



## **Lost and Found**

Articles found in and around the building should be brought to the office. The school cannot be responsible for personal property lost, stolen, or damaged. Identifying labels should be put on all personal articles. Do not leave books or other property in places where these items might be easily stolen.

## **Student Services**



### **Lunch & Breakfast**

Brown County Elementary School has breakfast and lunch available for every student in the building. Additional milk at lunch, milk for students bringing sack lunches, or milk for milk break may be purchased. The classroom teachers and/or the office will collect lunch and milk money. Please send money in an envelope with the student's name stating what the money is for and the amount enclosed. Lunches and extra milk should be paid for in advance.

We encourage students to eat lunch as this is vital for effective academic performance in the afternoon. A student may participate in the hot lunch program or bring a sack lunch from home. Menus are sent home at the beginning of every month to make it easier for parents. Sack lunches should include a main entrée (sandwich, cheese and crackers, cheese stick), fruits and veggies. A bag of chips and a small dessert are a nice addition but please make sure that those treats are not the main components of the lunch. Soft drinks are not permitted at lunch. Do not send food items that require an adult to prepare at school. If you send an item that needs to be warm, please warm it at home and put it in a thermos to send to school. A school lunch will be available if the teacher discovers a child's lunch is missing vital nutritious components.

A computerized lunchroom accounting system is used to manage student accounts. Money that is collected is credited to each student's personal account. Then the account is debited with each day's purchase. Students whose accounts have negative balances on Tuesday night will get an automated phone call stating the amount owed. Parents will also get an e-mail on Friday afternoon if their student owes money.

Parents may make use of our on-line payment method for either credit or debit card payment, which is accessible through our Skyward Parent Portal. This should allow an easier method of payment for those of you who may not remember to send a check or cash with your child.



## Academics

### Grades

It is important that students get off to a good start academically. You can help your child develop good learning and homework habits by providing him/her a quiet time and place to study and read.

We are here to help your child become prepared for life's challenges. We will go to great lengths to help our students, but the responsibility is ultimately his/hers. Failure to assume this responsibility and complete the assigned work is the leading cause of failure. Please create a partnership with your child's teacher which will help your child succeed.

Our grading system is as follows:

4	Exceeding	Exceeding the Standard
3	Mastery	Meeting the Standard
2	Approaching	Approaching the Standard
1	Emerging	Not Meeting the Standard

In your child's report card you will find specific information regarding how they are progressing toward meeting standards. The purpose of this type of information is to create a more specific, accurate and understandable description of student learning individualized to represent your student's progress.

### Additional Educational Programs

Brown County Schools have the following educational programs available which can help to meet the individual needs of students: Title I (remedial reading/language arts and math), early childhood education, counseling services, special education, speech/language therapy, a half-day kindergarten option and a pre-kindergarten at-risk program. If at any time you believe that your child would benefit from additional services please discuss this with his/her classroom teacher.

All parents have the right to receive, upon request, a copy of the rights of exceptional children and rules pertaining thereto.

In accordance with Illinois Compiled Statutes (ILCS) 105 ILCS 5/10-23.13 Brown County Schools will provide age-appropriate educational information to students in grades K-8 regarding recognizing and avoiding sexual abuse. The district will provide 5 days advance notice to parents prior to offering this content, and pupils shall not be required to take the course if their parent/guardian submits written objection.

### Testing Program

Kindergarten – Grade 4: Fountas & Pinnell Benchmark Assessment for Reading Comprehension, Fluency, and Writing

Grade 3 - 4: IAR - Illinois Assessment of Readiness