

Brown County  
Community Unit  
District #1



2023-2024

Elementary School  
Handbook



**WELCOME TO**

**BROWN COUNTY ELEMENTARY SCHOOL**

Brown County Elementary Families,

Welcome to the 2023 - 2024 school year! We are thrilled to welcome our students and staff back to school. We hope that you were able to relax and make special memories with your friends and families. Now it is time to look forward to a wonderful new school year at Brown County Elementary.

We are grateful to our amazing custodial staff for the hard work they put in this summer getting our school ready to welcome our Hornet students and staff. Our secretarial staff are working hard to help give this year a smooth start.

Brown County is a beautiful community that supports our students as they live, learn, and grow into productive citizens. Together with dedicated staff and families, we strive to help our students feel safe, valued, and accepted. Our mission is to provide an educational opportunity which will allow each student to develop those skills, understandings, and capacities which allow them to become productive and competent individuals and members of society.

I look forward to working with all of you as we come together for the good of our students.

Lisa Hannel  
Brown County Elementary Principal

## **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 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 schoolboard by submitting a written request to the Superintendent at least one week in advance of the next board meeting. This request will then be sent to each board member. At that time, you will be placed on the board agenda.

### **Board of Education**

Dawn Hughes, President	John Eichelberger
Beth Boylen – Vice President	Mark Gregory
Todd Koch - Secretary	Garrett Ingram
	Kurt Reische
Dr. Lan Eberle, Superintendent of Schools	

## **Faculty & Staff**

### **PreK**

Annie Fullerton  
Madelynn Obert  
Diane Settles, PK coordinator  
Kris Taylor, 0-3 P.I. Educator  
Nicole Hester, 0-3 P.I. Educator  
Stacy Scheer, 0-3 P.I. Educator

### **Kindergarten**

Kara Cox  
Megan Kunkel  
Lynn Tomlinson

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

Kourtney Kassing  
Melissa Ransom

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

Mary Ingram  
Kristen Wagner

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

McKaylia Fields  
Jessica Flynn

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

Melanie Harvey  
Anne Oliver

### **Special Services**

Morgan Waterkotte, Special Education  
Balinda Yelliott , Special Education  
Cassie Kindhart, Speech  
Ashley Long, Speech  
Heather Miller, Title  
Chris Spohr, Counselor

### **Specials**

Racquel Rawlins, Music  
Kathy Rohrer, PE

### **School Secretary**

Natasha Jones

### **Technology**

Kris Gallaher

### **Nurse**

Christi Goudschaal

### **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 policytab.

## Building Procedures

**The school day begins at 8:00 a.m. DOORS WILL OPEN AT 7:30 A.M.**

### Arrival Procedures

- **A.M. Pre-K Arrival**

- Bus students are dropped off at the front of the building and enter through the main entrance. Students arriving by car should be dropped off at the rear of the building. Please do not drop off your child prior to 7:30. Staff will be available to help direct your child once doors are unlocked.

- **P.M Pre-K Arrival**

- Arrival is at 12:15 p.m. Busses and car riders will be dropped at the Main Entrance in **FRONT** of the building.

- **Kindergarten – 4th grade**

- **ALL doors are locked until 7:30 a.m. Please do not drop off your child prior to that time.**
- Bus students are dropped off at the front of the building and enter through the main entrance.
- Students dropped off by a parent should be dropped off at the rear of the building. 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 the campus until the end of the school day, unless they secure the permission of the principal. Parents/guardians must sign students out of the office.

## Departure Procedures

**The school day ends at 3:00 p.m.**

- Students will be dismissed from classes at 2:55 p.m. and taken to the appropriate dismissal area, busses or pickup. 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 walk up to 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.

**Please stress to your child the importance of crossing streets carefully and only at crosswalks.**

## **Bicycles**

- All bicycles are to be parked in 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.

## **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

### 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, 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 a written objection.

### Assessment Programs

The use of grade-appropriate assessments allows teachers to provide the best possible educational activities for our students. The following assessments are used at Brown County Elementary:

- PreK
  - Teaching Strategies Gold
- Kindergarten
  - Letter Naming (uppercase and lowercase) and Letter Sound Assessments (quarterly)
  - Number Identification (0-20) (quarterly)
  - Standards-based skill assessments (quarterly)
  - NWEA MAP (end of 3<sup>rd</sup> and 4<sup>th</sup> quarter)
- Grade 4
  - Fountas & Pinnell Benchmark Assessment for Reading Comprehension, Fluency, and Writing.
  - NWEA Map for Reading and Math
- Grade 3 - 4: IAR - Illinois Assessment of Readiness.

### PreK

Brown County CUSD #1 strives to provide our community with appropriate, play-based, learning experiences to prepare students for their education in kindergarten and beyond.

Brown County CUSD PreK Guidelines:

Our PreK program is a state-funded, blended program utilizing an inclusive model that follows the ISBE eligibility criteria.

- a. The staff-child ratio is one adult to 10 children with a maximum of 20 children being served in each session. The minimum number of children to be served in a reschool for All (PFA) classroom is 15 when utilizing an inclusive model. Children with Individualized Education Program (IEP) in blended sessions are counted in the PFA enrollment. [23 Ill. Adm. Code 235.30(a)(3) and (c) and ISBE policy.]
- b. A waiting list system is established when maximum number of children are enrolled per ISBE weighted system.
- c. In-district students are a priority



## **2023-2024 BCES Fees**

### **Lunch**

Student - \$3.00

Adult - \$3.50

### **Breakfast**

Student - \$2.00

Adult - \$2.50

### **Other**

Milk - \$ .50

Yearbook - \$20.00

Registration - \$100.00

\*Service Fee

This fee is not charged if registration takes place online with full payment.

- FREE/REDUCED TEXTBOOK INFORMATION AND APPLICATIONS are available at each school office or can be downloaded from the school website at [www.bchornets.com](http://www.bchornets.com). ALL FAMILIES ARE ENCOURAGED TO APPLY JUST IN CASE THEIR STUDENTS WOULD BE ELIGIBLE TO BE EXEMPT FROM PAYING SCHOOL FEES.
- LOST OR DAMAGED SCHOOL TEXTBOOKS AND/OR SCHOOL PROPERTY WILL BE CHARGED TO THE STUDENT AT REPLACEMENT COSTS
- ALL REGISTRATION FEES MUST BE PAID IN FULL USING CREDIT CARD, DEBIT CARD, PERSONAL CHECK OR CASH, OR A BLANK, VOIDED CHECK MUST BE PROVIDED IN ORDER TO SET UP PAYMENTS OF THE FEES ON EITHER A 3, 6, OR 9 MONTH PAYMENT PLAN. Please do this with your child's school office.
- Checks returned for insufficient funds may result in the writer being required to pay in cash or use a credit card for all future debts.

**Brown County Community Unit School District #1  
Annual Asbestos Management Notification**

Dear Parents:

This letter is to inform you of the asbestos management plan within Brown County Community Unit School District #1. It has been determined by the Illinois Department of Public Health (IDPH) and the Environmental Protection Agency (EPA) that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials.

As required under the AHERA regulations, our buildings were initially inspected for asbestos in 1988. The AHERA law requires that visual surveillance of asbestos containing areas be completed every six months, with a re- inspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the Asbestos Management Plan as required.

The Inspection/Management Plans are available for public review in the District Office located at 502 E. Main Street, Mt. Sterling, Illinois 62353. Should you wish to review the plans, please call to make an appointment between 8:00 am to 4:00 pm. Any concerns related to asbestos-containing materials should be directed to the district office at 217-773773-7401.

Dr. Lan Eberle, Superintendent  
Brown County Community Unit School District #1  
502 E. Main Street  
Mt. Sterling, Illinois 62353

