

Brown County
Community Unit
District #1



2024-2025
Elementary School
Handbook

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Support Staff

Courtney Bereta, Paraprofessional
Veronica Fitzmier, Paraprofessional
Molly Lenover, Paraprofessional
Cindy McNeff, Paraprofessional
Gabby Rigg, Paraprofessional

Building Procedures

School Day – The school day begins at 8:00 a.m. and ends at 3:00 p.m.

Arrival Procedures

Pre-K – 4th grade

BUS RIDERS are dropped off at the front of the building and enter through the main entrance. An adult will greet them at the door.

CAR RIDERS should be dropped off at 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. Students **SHOULD NOT** be let out of the car before they are at the sidewalk in front of the rear entrance. To keep(o 22y)-9.9 (a)4 (1)-2.

Bicycles

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

Students are expected to be at school unless they are ill. If a student has a doctor's

three school days prior written notice is required to pre-arrange an absence. Schoolwork missed is to be made up according to the classroom teacher's policy. Only family time or family-related absence qualify as excused absence. **Failure to pre-arrange in the required timeframe will**

* A day of school includes any part of a school day. For example, an excused absence under this section for an afternoon counts as one day of the five days allowed.

***Requests for an absence that would exceed five pre-arranged days in a school year, requests for students in danger of failing any class, and requests for absences for students who have extensive absences due to other reasons are not normally approved.**

UNEXCUSED ABSENCES/TRUANCY

An unauthorized absence is any absence caused by a failure to follow prescribed school procedures or reasons not accepted by the school. Examples include, but are not limited to, the following:

- No phone contact with parent
- Oversleeping
- Missed school bus or lack of ride to school
- Car trouble
- Undocumented health-related absences
- Non-approved family-related activity or pre-approved family-related activity days exceeding the pre-approval limit
- Shopping
- Working
- Animal appointments or animal illness
- Weather-related reasons (raining, etc.)

NOTE: Any unexcused absence is reviewable by the administration.

Tardies

Any student arriving at or after 8:10 a.m. will be considered tardy unless they have a note from a doctor excusing them. A parent will need to sign the student in to the office. Students will then go to their classrooms on their own. Parents/guardians must sign students into the building.

Emergency School Closings

Brown County CUSD utilizes an automated phone system (Alert Now) to notify parents of school closings or early dismissal. Parents should update any changes in their telephone contact information with the personnel in each individual school building. In cases of bad weather and other local emergencies, local radio or television stations will be advised of school closings or early dismissals. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically canceled.

Change of Address or Phone Number

Any change in a student's or parent's address or phone number should be reported to the principal's office or submitted via Skyward as promptly as possible. This enables the school to send all mail to the proper address and to contact the home at any time.

Lunch and Breakfast Program

At the beginning of the school year 2024-25, all students attending Brown County CUSD #1 will have access to free school lunches and breakfasts. This initiative aims to ensure that every student receives nutritious meals to support their learning and overall well-being.

The district will evaluate the program throughout the year to determine the sustainability and availability of funding for this service. While standard meals are provided at no cost, charges will still apply for extra milk (\$0.50) and additional food purchases outside the standard meal offerings.

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.

FREE/REDUCED TEXTBOOKS

Information and applications are available at each school office or can be downloaded from the school website at www.bchornets.com. All families are encouraged to apply just in case their

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.

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Arrival Procedures

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CAR RIDERS should 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. Students **SHOULD NOT** be let out of the car before they are at the sidewalk in front of the rear entrance. To keep the line moving smoothly, unbuckle your student(s) and gather their belongings after you enter the parking area and before they are greeted at the door. Once your child is safely on the sidewalk, proceed through the parking lot out 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.

A.M. Pre-K Arrival

~~Buses (students) are dropped off at the front of the building and enter through the main entrance. An adult will greet them at the door.~~

Dismissal Procedures

Morning Pre-K and Early Childhood Special Education students will be dismissed at 10:30 a.m. Parents will need to meet their student at the main entrance. Parents may wait in the foyer.

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

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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/her's. 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.

K – 3rd grades use the standards-based grading system as follows:

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

Kindergarten – Grade 4: Fountas & Pinnell Benchmark Assessment for Reading

- Increase safety
- Decrease problem behavior
- and establish positive school cultures

PBIS Big Ideas

- Positive Behavior Support is a process for teaching children appropriate behavior and providing the supports necessary to sustain that behavior.

Brown County Elementary PBIS Purpose Statement

It is the mission of the staff at Brown County Elementary School to facilitate the effective teaching and learning of positive behavioral expectations. It is our mission to help each child reach their greatest potential. Through positive behavioral supports, we aspire to teach life skills that enable children to deal confidently with the complex and rapidly changing world.

Brown County Elementary Kick-Off

The kick-off will be used to teach the Hornet Tools behaviors we will be targeting this semester. Classroom teachers will be responsible for implementing these Hornet Tool behaviors throughout the school year.

Incentive Information

“Hornet Bucks”

We will use the Hornet Tools behavior matrix to support our behavior system at Brown County Elementary. Students will be given bucks for demonstrating the goals on the matrix. The bucks will be universal throughout the school. Each staff member is encouraged to catch the students following the behaviors, award them with a Hornet Buck, and verbally praise them for the specific behavior. Hornet Bucks should NOT be taken from any student as a consequence for an undesirable behavior.

“Golden Hornet Bucks”

These bucks are to be used when a student does something above and beyond, without being prompted. This reward needs to be behavior related. Examples are: A student finds money and gives it to you. One student, without being told, helps another child in need. A student in your classroom helps to make a new child feel welcome at our school.

The Use of Hornet Bucks

When a student receives a Hornet Buck, they are responsible for placing it in a safe place. The bucks will be used to shop at the Hornet Store. The Hornet Store will be open on a quarterly basis. The students may wish to spend their bucks each visit or save their bucks for the Quarterly Event.

Discipline

Using our PBIS system, most discipline areas are taken care of in the classroom. For those discipline areas that cannot be handled in the classroom, the following steps are taken:

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