

**Brown County Middle School
Student Handbook
2024-2025**

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Brown County Middle School
2024-2025 Student/Parent Handbook
BROWN COUNTY MIDDLE SCHOOL
STAFF

Superintendent
Principal
School Secretary
Athletic Director
Transportation Secretary
Athletic Secretary

Dr. Lan Eberle
Alex Ebbing
Cathy Kendrick
Dave Phelps
Casey Perry
Melissa Markert

BROWN COUNTY MIDDLE SCHOOL
CERTIFIED STAFF

Ms. Whitley Walters	5 th Grade
Mr. Christian Kennedy	Social Students
Mr. Aaron Llewellyn	6 th Grade/STEM
Ms. Jennifer Keller	6 th Grade
Mr. Tom Moran	Math
Ms. Julie Kallenbach	ELA
Ms. Molly Burton	ELA
Ms. Lori Jackson	Math
Ms. Jenna Harrelson	Science
Mr. Dave Phelps	Physical Education/Athletic Director
	Special Education
Mr. Darin Craven	Special Education
Mr. Aldo Ossa	Spanish
Mr. Wyatt Gard	Band
	Vocal Music
Mr. James Planting	Art
Mr. Chris Miller	Agriculture
Mr. Dave Woodruff	8 th Grade Health
Ms. Tish Rowlands	Special Education
Ms. Ashley Long	Speech Therapist
Ms. Megan Woodward	FACS
Ms. Teresa Bauer	8 th Grade Math 1
Ms. Tiffany Churchill	MS Title 1

SUPPORT STAFF

Brown County Middle School Student and Parent Information

Dear Parents and Students of Brown County Middle School,

The teachers and administration extend our sincere welcome to all Brown County Middle School students for the 2024-2025 school year. We look forward to this new year and want it to be one in which you grow not only intellectually, but socially and emotionally as well. Success and growth in ~~at least~~ this year will be contingent to some degree on the information contained within this handbook. Please read it thoroughly. It contains policies and rules designed to create a safe and productive learning environment for all students.

The handbook serves as a guide and is not meant to be all-inclusive. Rather, it represents the current status of the rules, practices and policies at Brown County Middle School and is subject to change. We expect each student to abide

ACADEMICS

Academic Dishonesty/Cheating/Plagiarism

Cheating is misrepresenting another person's work as one's own or allowing one's work to be used in such a manner. Students are expected to perform their own work. Any situation where a student is found to be cheating or plagiarizing may result in no credit for the particular test/assignment and administrators and parents will be notified of each incidence of cheating. Repeated cheating/plagiarism incidents may result in a failing grade for the course and/or administrative imposed consequences and may impact participation in school activities/athletics. Additional consequences will be administered if continued incidents occur.

Grades

It is important that students get off to a good start in their academic career. The school district will provide support and resources to help students succeed. If a student is struggling, it is important to seek help early. The school district will provide support and resources to help students succeed.

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high school. All students completing Math 1 in their 8th grade year are eligible to retake the course their freshman year if they feel it would be beneficial.

Brown County Middle School Promotion Policy

The Illinois Promotion and Retention Policy prohibits social promotion. Accordingly, a student shall not be promoted based upon age or any other social reasons. The decision to promote a student to the next grade level shall be based on the successful completion of the curriculum and the requirements as outlined in this policy.

1. A final passing grade (A, B, C, D) in 4 of the 4 core classes (Math, English Language Arts (Literature & Writing), Social Studies, and Science) is required for promotion to the next grade level. A final passing grade will be based on the average score of a core class each quarter.

1Q-50 %

2Q-65%

3Q-50%

4Q-70%.

Average final grade-58.75%

2. Students not passing at the end of the first semester will be placed on an “At-Risk” list.

3. Attempts will be made to monitor and implement strategies to help the child improve his/her grades during the rest of the school year using Response to Intervention (RtI).

4. At the end of the third quarter, all students who are not passing will be placed on the final “At Risk” list.

Transfer of Courses – Home Schooled Transfer Students

For homeschooled students transferring into BCMS, credits/courses will not be accepted for classes unless they are from accredited programs. Homeschooled classes taken from middle school textbooks that are not taken through an accredited program will not receive credit. BCSD #1 reserves the right to require students entering directly from a home-schooled educational environment to pass placement/proficiency exams to determine the appropriate grade level and/or courses.

ATTENDANCE

ATTENDANCE/ABSENTEEISM

The **Illinois School Code** requires: Whoever has custody or control of any child between the ages of seven and seventeen years shall cause such child to attend some public school in the district wherein the child resides the entire time it is in session.

Section 26-2: "Any person having custody or control of a child who is below the age of 7 years or above the age of 17 years and who is enrolled in any of grades 1 through 12 in the public school, shall cause him to attend the public school in the district wherein the child resides the entire time it is in session."

“administrative unexcused absence” and may receive the penalty of a zero in each missed class and assignment of detention or suspension.

EXCUSED ABSENCES - Excused absences are absences for “valid cause”, which include, but are not limited to, the following:

- o Personal Illness (Parent Contact): Students are allowed 7 days/occurrences of absence per semester which can be excused with a parent phone call and/or note. This includes up to five mental health days* per Public Act 102-0266. If a student reaches seven parent contact absences in a semester (a partial or a full day occurrence will both be counted for purposes of personal illness/parent contact days as 1 day of absence), all subsequent absences will be considered unexcused.
- o Death in the immediate family;
- o Family/home emergency (approved by administrator/reviewable);
- o Court appearance (Court dates are excused absences if the student has a note from the probation officer or judge saying they were required to appear in court);
- o Religious observances;
- o Parent/Guardian indicating student is ill (reviewable);
- o Medical (a documented, health-related absence, e.g., medical or dental appointments);
- o school sanctioned field trips;
- o Armed forces recruit visit or enlistment related activity (with official note)
- o Out-of-school suspension (Administrative removal from school property for a school day or portion thereof for violations of school disciplinary policies);
- o In-school suspension (an in-building administrative reassignment from a class period or periods for violations of school disciplinary policies).
- o Administrative approval;
- o Pre-arranged approved absences (see procedures below)

NOTE: The above absences are examples of “valid cause” absences, i.e., absences cited in the Illinois School Code and/or District #1 School Board policy.

PRE-ARRANGED APPROVED ABSENCES - Permission for a pre-arranged absence must be secured in the office at least **3 days** in advance of the absence. Pre-arranged absence could include the following:

- 1) Religious Program of Instruction or Conference - A parent/guardian must notify the attendance office approximately two weeks before the absences.
- 2) Family-Related/Family Time Absences – Parents/guardians should make every attempt to schedule family-related/family time absences around the school schedule. However, when such trips must be made while school is in session, an application for pre-arranged family related activities will be reviewed and considered for

notice is required to prearrange 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 prearrange in the required timeframe will cause the absence to be considered unexcused and all attendance penalties will apply.**

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Dances

Throughout the school year 7th and 8th grade students may have an opportunity to have school dance. Only 7th and 8th grade BCMS students and 7th/8th grade students from St. Mary's School in Mt. Sterling will be allowed to attend. School appropriate dress is expected. School rules apply.

Students who have accumulated 2 or more days of OSS or 5 or more days of ISS and those who have missed 5% or more of school attendance days (unexcused absences) for the school year may not be permitted to attend school dances, at the discretion of the principal.

Library

The Media Center is a resource center for students and faculty members. We have two library collections, suitable for Junior High students and one for High School students. In addition, there are materials available use by teachers. Students are expected to return their books on time. Students may be subject to disciplinary action if books are not returned in 2 months. Parents will be required to pay a replacement fee for lost or damaged books.

Middle School students may check out books for four (4) weeks and may renew those books once unless someone else has requested them. There is not a limit to the number of books that students may check out, as long as books are returned on time. Reference materials are not checked out to students but students may request permission to have copies made.

Students must have a pass to go to the library. Students not having a definite need for library materials should not go to the library. The library is not setup to function as a supply.

school. A school lunch will be provided if the teacher discovers a child's lunch is missing vital nutritious components.

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In the event that the maximum number of players for an IESA 7th grade post season roster cannot be filled by having a 6th grade tryout, a tryout with 5th graders may take place with approval from the middle school administration and athletic director.

Track & Field

Boys and girls track will be open to any ~~5th~~ grade student attending Brown County Middle School or St. Mary School.

***The final roster must be submitted to the athletic director by 3:00 pm seven days after the first day of practice.

***Brown County Middle School principal and athletic director will have the final say on all matters pertaining to junior high athletics both covered and not covered in this policy.

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.

