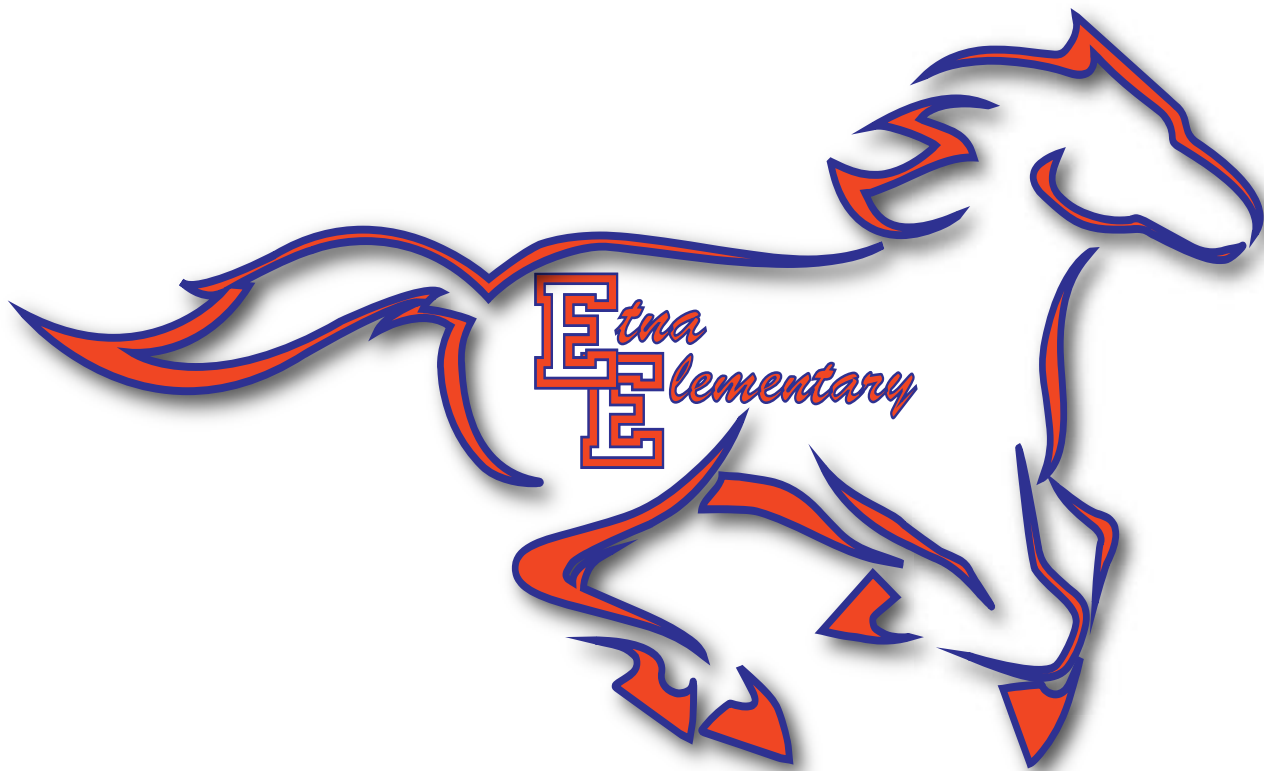


# Etna Elementary School

## Parent – Student Handbook



Where We Think, Learn, Achieve, & Care

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## DAILY SCHEDULE

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7:52	Go to Class Bell
7:55	School Begins
2:40	Dismiss Bell
2:43 & 2:55	Busses Leave

There will be no Thursday early release days this year.

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## ETNA ELEMENTARY STANDARDS & GOALS

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Etna Elementary Motto

*Etna Elementary - Where We Think, Learn, Achieve, & Care*

LCSD2 Mission Statement

*Success at the Next Level*

Etna Elementary School Goals:

All students will show **a year's growth in reading ability.**

All students will show **a year's growth in math ability.**

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## ABSENCES

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### ABSENCES

The bottom line for all of us at Etna Elementary School is student achievement. A major factor in accomplishing this goal is attendance. Regular school attendance helps develop a good work ethic for future years. Please make perfect or near perfect attendance a priority. Lincoln County School District #2's attendance policy requires a student to make up any absences exceeding 20 days.

**If you need to take your child out of school during the day, you must sign him/her out in the office. Please also remember to check your child in if he/she arrives after the first bell in the morning. Students who arrive after 9:30 a.m. will be marked absent for the morning. Students who leave school before 1:00 p.m. will be marked absent for the afternoon.**

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## AFTER-SCHOOL PROGRAM

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Etna Elementary School students have the opportunity to participate in many different after-school activities through the help of the 21<sup>st</sup> Century Grant Program. Transportation is available. Flyers containing more information will be sent home with students throughout the school year.

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## **BUS NOTES**

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A bus note signed by their parents/guardians is required for children to go to any bus stop other than their own regular stop. Children who wish to go to another student's home or to an alternate activity must bring a note from home. **Please remind your child that he/she will not be allowed to call home at the last minute to make after-school arrangements.**

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## **CHANGE OF ADDRESS/PHONE NUMBERS**

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**Please notify the office immediately if your address or home or work telephone changes.** It is vital that emergency care information remains current.

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## **CRISIS PLAN**

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We want our parents to know that safety is a top priority and drills for various scenarios are conducted regularly. Along with our fire evacuation drills, we conduct earthquake and shelter-in-place drills.

Building security during school hours is always a concern. We request parent cooperation in always obtaining a visitor's pass from the office when visiting the school. Please be aware that only the front entrance is unlocked during school hours.

Each classroom is equipped with an "emergency bucket" which contains a variety of supplies that might be needed if students are confined to their classrooms for an extended period of time. Each classroom also has a two-way radio and extra batteries that are rotated on a regular basis. If you have questions or suggestions regarding Etna Elementary's Crisis Plan or any related safety issue, please contact Mr. Klein.

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## **EMERGENCY SCHOOL CLOSURE**

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Infrequently, we are forced to close some or all of the schools in the district. Sometimes a closure will occur before the school children are to report to school for the day. On other occasions, the closure will occur after school has started. Closures may be for civil defense alerts, natural disasters, weather, problems related to the physical school facility, or other events. Obviously, personal contact cannot be made with each child's parents but should there be a need for Etna Elementary School to close, the following steps will be taken to notify parents as soon as possible.

1. In the event of an emergency, the public will be notified by radio or social media. If the emergency involves civil defense problems, civil defense procedures will be used.
2. Students who ordinarily walk to school will be dismissed and will be expected to proceed directly home. Parents may give their children specific instructions to go to another location as family situations dictate.
3. Bus students will be transported to their regular route drop-off point. As is usual at the close of the regular school day, it will be the responsibility of the parents to meet their children at these bus stops. If parents are not available, they should provide their children with specific instructions as to how to proceed from the bus stop.
4. Parents should:
  - a. Review with their children the procedures they are to follow should school close early.
  - b. Provide other additional specific instructions such as:
    - i. Location of house key
    - ii. What to do when at home when no one else is there
    - iii. What to do at home should there be a real or simulated emergency conducted by Civil Defense personnel.
5. Call the school if there are questions or problems. The principal or secretary will be available when practical.

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## **INFINITE CAMPUS INTERNET ACCESS**

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All students enrolled at Etna Elementary have confidential usernames and passwords that enable parents to access their children's grades, attendance and lunch status. This software system allows parents access to current information at any time of the day via the Infinite Campus App or their website at <https://lcsd2.infinitecampus.org/campus/portal/lincoln2.jsp>.

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## **LIBRARY POLICY**

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We are excited to get students reading as soon as possible. Our policy is to keep books available and in student hands. Each student can check up to two books out at a time. As soon as one book is returned, a student is allowed to get another. We will repair normal wear and tear but if a student loses or damages a book beyond repair, he or she will need to pay for the book.

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## **Lincoln County School District #2 Statement of Equitable Participation**

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Applicants for admission and employment, students, parents, persons with disabilities, employees, and all unions or professional organizations holding collective bargaining or professional agreements with Lincoln County School District #2 are hereby notified that this school district does not discriminate on the basis of race, sex, color, national origin, age, religion, or disability, in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the school's compliance with the regulations implementing Title VI, Title IX, The Americans with Disabilities Act (ADA) or Section 504 is directed to contact Lincoln County School District 2, PO Box 219, 222 E. 4th Avenue, Afton, WY 83110, (307) 885-3811.

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### **LOST AND FOUND**

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Please label outer clothing and lunchboxes with your child's name so lost items can be returned to your child. All items that are found in school will be placed in lost and found. These items will be checked periodically and given to good will organizations.

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### **NEWSLETTERS**

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Please watch for our monthly newsletters with lots of fun and up-to-date information about Etna Elementary School's students, staff, and programs. These newsletters will be sent home with students.

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### **PARENT TEACHER ORGANIZATION**

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Dear Parents and Friends of Etna Students,

As the Etna PTO, we have a fabulous opportunity this year to serve our children and those that teach them. We will be serving the school in many traditional ways such as the Etna Elementary Scholarship, special assemblies, banking days, Field Day, Teacher Appreciation Week, and classroom volunteers. We will also be serving in many other ways such as Science Night, Celebrating the Arts, Red Ribbon Week, and the parent advisory team. There are many different ways to volunteer! We even need help calling volunteers for events! Perfect for working parents! We encourage you to help in any way that you can. There will be something for everyone so come join the fun!

*Please see Etna PTO Volunteer Sign-Up Sheet for contact information and more opportunities to serve!*

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### **P.E. SHOE REQUIREMENTS**

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To avoid foot and ankle injuries, P.E. students are required to wear tennis shoes that can be laced up tightly so as to stay on their feet. Shoes such as skateboarder shoes, flip-flops, and sandals are constantly coming off and are not appropriate P.E. class wear.

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## PLAYGROUND RULES

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1. Stay on your assigned area of playground. The front of the building will not be used as a play area.
2. Use equipment safely and as it is designed to be used.
3. No unnecessary roughness allowed. No tackle football or other games where people are thrown to the ground or there is potential harmful body contact.
4. Adults on duty are the final authority in all situations.
5. No leaving the school grounds for any reason.
6. No rocks, sticks, snowballs, ice balls, etc. will be thrown anywhere on the playground.
7. No dangerous objects will be permitted at school. This includes skateboards, roller skates, roller blades, shoes with wheels, weapons, toy guns, snowboards, or other items that do not fit the purpose of the school.
8. Stay away from dumpsters, sprinkler pipes, transformers, and any other non-playground equipment. Also, stay away from cars and delivery trucks.
9. Games with violence or weapons (pretend or otherwise) will not be allowed.
10. Be kind to others.

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## SAFETY

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The safety of your child is a shared concern between home and school. If your child walks to school, please take the time to plan a safe route to and from school with your child. If your child rides a bus, please walk with him/her a few times to the bus stop and explain the importance of safety.

Children should arrive at school by 7:50 a.m. and should go home immediately after they are dismissed from school.

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## SCHOOL LUNCH

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Etna Elementary offers a daily school breakfast and lunch program for all students. A monthly menu will be included with newsletters. Some families find it difficult to pay for their children's meals at school. To ensure that the school system meets the nutritional needs of all school-aged children, Lincoln County School District #2 offers a free or reduced-price program. Completed applications (included in this folder) may be turned in to the office. Current breakfast, lunch, and milk prices are available under the Nutrition Services link at [www.lcsd2.org](http://www.lcsd2.org). Please prepay for your child's meals as federal law prohibits charging.

### Lincoln County School District # 2 Food and Nutrition Services

The Lincoln County School District #2 Nutrition Services department is made up of a team of food and nutrition professionals that are dedicated to students' health, well-being and their ability to learn. They are taking the lead to promote nutrition and fitness for our students. Check out our district's interactive and user

friendly Nutrition Services website by going to your school or the district website and click on Food and Nutrition Services. Log on and learn how you can eat right and stay fit!

Good nutrition leads to great academic performance. When your nutritional needs are met it is easier to focus and learn. When you are physically fit you are more alert, more positive and enjoy a better quality of life. Combine good nutrition with physical activity and you will have a winning combination to succeed in school.

Nutrition Services is ***Educating and Inspiring Excellence*** for our students by promoting health and fitness as well as supporting our district's Wellness Policy. Along with information about menus and meal applications you will find interactive nutrition lesson plans, nutrition videos, nutrition games, fitness calculators, fun activities, and healthy recipes...and it is all updated quarterly!

<http://email.lcsd2.org/webmail/index2.html> - mail Eating healthy is a serious concern. The incidence of overweight children, Type II Diabetes and other health concerns is on the rise in America. It is directly related to poor eating habits and lack of exercise. Learn what you can be doing about it.

In Lincoln County School District #2 it is ***Cool to Eat at School*** and Nutrition Services is committed to helping you form the healthy habits today that will last a lifetime!

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## **SPECIAL SERVICES**

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Etna Elementary School offers an inclusion/pullout and life skills program for students who qualify for Special Services. Please feel free to call the school if you have questions about our programs.

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## **STANDARDS**

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Lincoln County School District #2 adopts the Wyoming State Curriculum Standards. These standards can be viewed at [www.k12.wy.us/NCA/standards\\_index.htm](http://www.k12.wy.us/NCA/standards_index.htm).

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## **TELEPHONE USE**

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Parents may call the school anytime during school hours. All calls come directly to the office. Calls will not be forwarded to classrooms while classes are in session but we will be happy to take messages and give them to the students. Students should only use school phones for illness or emergency use. **After-school arrangements should be made before students come to school.**

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## **VISITORS AT SCHOOL**

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We request that students do not have friends or relatives who are not enrolled at Etna Elementary School attend school with them. Exceptions need to be made well in advance with the school principal. **All visitors who enter the school for any reason are required to check in at the office before proceeding further into the building.**