

# THAYNE ELEMENTARY SCHOOL HANDBOOK

## Principal's Message:

Dear Thayne Elementary Students and Parents,

I am very excited and pleased to be involved in the education of today's youth here at Thayne Elementary. Because of the hardworking attitude of the students, the support of the parents, and the dedication and training of all staff members, Thayne Elementary is a great place to learn.

We, the staff at Thayne Elementary, believe that our task is to help students gain the knowledge and the process of its application that enables them to become responsible citizens and life-long learners. This desire can only be realized as we, parents and staff, work together in a combined positive environment to foster our educational goals.

A good education is so important in today's world and can only be realized as we all put forth our best effort. We at Thayne Elementary are committed to doing our part. We appreciate the great students, parents, and community members we work with. Together we can make education a vital, exciting, essential reality for our students!

As we all work together during this school year, may each student who enters through our school doors experience the success that will make them a better and more prepared individual. We appreciate the trust that you have put in our staff. Please contact us if we can do anything that will improve the educational experience of any of our students. We value your suggestions and opinions.

Warmest Regards,

Daniel Barnes, Thayne Elementary Principal

## Important Information for parents

***The Every Student Succeeds Act (ESSA) was signed into law in December 2015. Section 1112 (e)(i)(ii), addresses the parent's right to know. You have the right to request information about the qualifications of your child's teacher, which includes state license status with approved subject areas, emergency/provisional status, and field of discipline. You also have the right to request information about paraprofessionals if any are providing services to your child, and what their qualifications are.***

## THAYNE ELEMENTARY NEWSLETTER

Please check out our school's website at [thayne.lcsd2.org](http://thayne.lcsd2.org). You'll find the current newsletter, lunch menu, calendar, and more information.

## BUS NOTES INFORMATION

As in years past, we require a written note when students go somewhere after school other than their normal bus stop. **(Students without a note, will be sent on their regular bus.)** This note must include the following information:

1. Date
2. Student's name
3. Student's teacher
4. Name and phone number of person making change
5. Name of new location
6. Physical address of location
7. Bus Driver's Name and Route Number

**Please help us by planning ahead and *sending* notes with your students.**

Occasionally, parents may need to contact the school with a verbal change in bussing. This should only be done in **emergencies** and **calls must be received by 2:00 p.m.** and include the information above.

Route information can be accessed at <https://transportation.lcsd2.org/>. Remember that buses will only stop at already designated bus stops. Please call the **bus garage at 885-7146 or 885-7148** for any other concerns.

Thank you for helping us manage such an important part of our day.

## MEDICATION AT SCHOOL

Occasionally, physicians require medication to be dispensed at school. When this is the case, an "administration of medication request" form needs to be completed and signed by the doctor and also signed by a parent before medication can be given. This form is available on the Thayne Elementary website (below) or through the school office. It is in the best interest of the child and the school if medication can be dispensed at home as much as possible.

<https://lcsd2.org/wordpress/wp-content/uploads/2020/11/School-Medication-Administration.pdf>

## PARENT ACCESS TO INFINITE CAMPUS

Please call the school to receive information on how to view your student's grades, attendance, lunch balance, and to pay lunch money online, etc. We will provide you with instructions and your "code" to set up your parent account.

## CHECKING STUDENTS IN OR OUT OF SCHOOL

As a matter of safety, parents are to check students in or out at the school office and notify the secretary whenever a student is brought in or taken from school. The parents should sign the notebook in the office.

## **ADULT VISITORS AND VOLUNTEERS**

Please bring your driver's license. You will be given a printed visitor's pass when you check-in at the office.

## **STUDENT ABSENCES**

- When a student is absent, please call the school and let us know that he/she will not be attending.
- Thayne Elementary follows the District policy for absences. The policy can be review in the office during school hours.

## **EMERGENCY CLOSURES**

Infrequently we are forced to close some or all of the schools in the district. Closure may 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 Thayne Elementary School to close, the following steps will be taken to notify parents as soon as possible.

1. The automated calling system would put out a call to parents or guardians of each student.
2. In the event of an emergency, the public will be notified by radio and/or television. If the emergency involves civil defense problems, civil defense procedures will be used.
3. 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.
4. 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.
5. Parents should teach their children:
  - Location of house key
  - What to do at home when no one else is there
  - What to do at home should there be an emergency

## **FOOD INFORMATION – WELLNESS POLICY:**

Food and treats for classroom parties must come from a commercial kitchen/bakery that is inspected by state officials. Homemade treats will not be allowed. The ban is solely about ensuring the safety of students, as there is no way for the school to determine if homemade treats are produced in a safe, sanitary manner. For more information, please refer to the Wellness Policy at [www.lcsd2.org](http://www.lcsd2.org).

## **INSURANCE:**

The school does not have insurance but does provide an opportunity to purchase insurance from a private company. Information on this insurance can be obtained at [www.studentinsurance-kk.com](http://www.studentinsurance-kk.com) or by calling the district office at 885-3811.

**TITLE 1:** Thayne Elementary is a Title 1 school. For more information, visit:

<https://thayne.lcsd2.org/title-1-parent-participation-policy/>

<https://thayne.lcsd2.org/head-start-transition/>

## **STUDENT USE OF PERSONAL ELECTRONIC DEVICES:**

At Thayne Elementary School, we believe that academic and social development are essential to every child's educational experience. The use of personal electronic devices in school, such as cell phones and smart watches, can significantly disrupt the pursuit of these goals. In order to minimize these distractions, the following information outlines Thayne Elementary School's policy for student use of personal electronic devices.

1. A personal electronic device shall be defined as an electronic device brought from home to school. Some examples include cell phones, smart watches, tablets, devices that have capabilities of taking photos and/or recording audio or connectivity to WiFi, and portable gaming systems.
2. Personal electronic devices shall not be used by students on school grounds, during school hours for the purpose of sending/receiving phone calls or text messages, taking photos/videos, and gaming. Exceptions include:
  - a. Medical devices approved by school administration.
  - b. The use of smart watches shall be limited only to their utility as a watch to tell time (parents of students who wear a smart watch are strongly encouraged to utilize available controls that disable other features during school hours).
  - c. As otherwise directed by school administration or staff.
3. Telecommunication between students and parents shall be facilitated using a school phone in the office or classroom.
4. Violation of this policy will result in the following actions:
  - a. First offense - warning.
  - b. Second offense - device relocated to the office for students to retrieve at the end of the school day.
  - c. Third offense - device relocated to the office for parents to retrieve.

**NONDISCRIMINATION**

Lincoln County School District #2 (the District) is committed to a policy of nondiscrimination in relation to race, disability, national origin, ancestry, creed, color, religion, sex, or age. This policy should prevail in all matters concerning staff, students, educational programs and services, and individuals with whom the school district does business.

The District shall establish and maintain an atmosphere in which all persons can develop attitudes and skills for effective, cooperative living, including:

- a. respect for the individual, regardless of economic status, intellectual ability, race, disability, national origin, ancestry, creed, color, religion, sex, or age;
- b. respect for cultural differences;
- c. respect for economic, political, and social rights of others; and
- d. respect for the right of others to seek and maintain their own identities.

The District, in keeping with the requirements of state and federal law, will attempt to remove any vestige of prejudice and discrimination in employment, assignment, and promotion of personnel; location and use of facilities; in educational offerings and instructional materials.

All employees, students, and community members are hereby notified that this district does not discriminate on the basis of sex in educational programs receiving federal or state financial assistance and that it does intend to comply with Title IX of the educational amendments of 1972 and as subsequently amended. Any student or their parent, or employee who has a complaint relating to sex discrimination, sexual harassment, or Title IX, is referred to policy ACA and the procedures set forth therein.

A statement of nondiscrimination shall be included in the faculty and student handbooks and shall be published at least once a year in a newspaper of general circulation in the district. A Civil Rights Compliance Officer will be designated by the Superintendent.

Please see board policy ACB for more information regarding equitable participation for public and private school students.

AMENDED: February 9, 2022  
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Lincoln County School District No. 2, Wyoming