

TES 2024-2025 Handbook



Together we all grow at Thayne Elementary

**Lincoln County School District #2
Purpose and Direction**

Success at the Next Level

THAYNE ELEMENTARY SCHOOL HOURS – 2024/2025

7:40 a.m. – First Bell

7:45 a.m. – School Begins

2:30 p.m. – First Dismissal Bell (first buses,
walkers, parent pick up)

2:42 p.m. – Second Dismissal Bell (second buses)

GREETINGS FROM THE PRINCIPAL

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 Personnel

Office

Daniel Barnes	Principal
Laurie Hyde	Secretary
LaRae Schreiber	Office Aide

Kindergarten

Haley Hemmert	Classroom Teacher
McKenna Robinson	Classroom Teacher
Janice Rosales	Classroom Teacher
Hilary Brylinski	Classroom Teacher
Paige McGrath	Classroom Teacher
Kaycee Wagner	Classroom Teacher
Jennifer Baki	Special Education Teacher

1st Grade

Emily Wolfley	Classroom Teacher
Annisa Simpson	Classroom Teacher
Annette Matijczyk	Classroom Teacher
Ellie Kearsley	Classroom Teacher
Jamie Osmond	Classroom Teacher
Tanner Sypherd	Special Education Teacher

2nd Grade

Grayson Hicks	Classroom Teacher
Heather Reckling	Classroom Teacher
Becky Cox	Classroom Teacher
Bonnie Turner	Classroom Teacher
Tami Parry	Classroom Teacher
Mica Palmer	Special Education Teacher

3rd Grade

Toni Brasseaux	Classroom Teacher
Holly Bates	Classroom Teacher
Trevor Buchanan	Classroom Teacher
Angela Kinn	Classroom Teacher
Carbon Kennington	Classroom Teacher
Jackie Nield	Special Education Teacher

Specialists

Brenda Bateman	Special Education Life Skills
Cindy England	Special Education Life Skills
Christina Leeper	School Psychologist
Stephanie Blayne	Special Education Compliance Facilitator
DeeAnn Robinson	Speech Language Pathologist
Alyson Johnson	Speech Language Pathologist
Page Bateman	Speech Language Pathologist Assistant
Jodie Nelson	Reading Specialist

Marie Erickson	Counselor
Luke Kratz	Music
Brant Crowther	P.E.
Janet Castle	Art
Paige Otwell	Keyboarding
Karolyn Robbins	Library
Angie Schweitzer-Hendriks	Occupational Therapist
Ben Matthews	ELL
Carolyn Cushner	School Nurse

Paraprofessionals

Noel Bateman	Kindergarten Aide
Amy Philips	Title 1
Janette Nelson	Title 1
Tricia Landis	Title 1
Carrie LeFevre	Title 1
Audrey Merrit	Title 1
Anna West	Title 1
Anna West	Title 1
Ashley Robinson	Title 1
Ashley Robinson	Title 1
Theresa Cazier	Special Education
Shelly Strickler	Special Education
Dawn Johnson	Special Education
Rochelle Hyde	Special Education
Liz Peck	Special Education
Lindsey Kisling	Special Education
Donna Seamons	Special Education
Misty Carter	Special Education
Camille Hunting	Special Education
Theresa Cazier	Special Education
Shelly Strickler	Special Education
AdriAnn Warren	Cafeteria

Custodians

Morgan Galloway	Custodian
Holly Sinclair	Custodian

Kitchen Staff

Missy Johnson	Kitchen Manager
Melissa Griffin	Cook
Kathy Izatt	Cook

"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.

School Lunches

Student Breakfast: \$ 2.00	Adult Breakfast: \$2.75
Student Lunch: \$3.00	Adult Lunch: \$4.50
Extra Milk: \$.60	
Reduced Breakfast: \$.30	Reduced Lunch: \$.40

Lunch accounts need to be paid on a **weekly** or **monthly** basis. Lunch money will be collected in the office if you choose to pay by cash or check. You can also pay for lunches online at your Parent Infinite Campus Portal. Extra milk can be purchased during lunch. Students who bring sack lunches may purchase milk. Free and Reduced Price School Meal Application can be linked to from lcsd2.org or by logging into your Infinite Campus account.

Communications

Communication between home and school is so important. The school will be providing monthly newsletters with important information to be sent home the first of each month. Also, we encourage you to like Thayne Elementary on Facebook and Instagram and view current events and activities in the school. You can also find more information on our web site at www.thayne.lcsd2.org. Finally, teachers will be communicating regularly on specific classroom issues using a variety of means: texting, phone, email, or other communication apps.

It is very important for us to have correct phone numbers and email addresses. Please let us know if either of these change throughout the year.

We encourage parents to contact the school to clarify any questions. Calls will not be forwarded to the classrooms while class is in session as this disrupts the learning for all children. We will take messages and give them to the students. You may call during recess or during the teacher's planning times and the phone will be sent to the classroom. Teachers planning times are scheduled while their students are attending specials. In urgent matters, students will be called out of class.

Students must have a note when going somewhere different than their usual drop-off spot. Please be vigilant in sending notes. Students without a note, will be sent on their regular bus. If you are picking your child up from school, please instruct your child (include in note to teacher) that you will meet them at the pick up location by the flagpole or in the office. Occasionally, parents may need to contact the school with a verbal change in busing. **In this case, you must call by 1:30 p.m.**

If you need help determining what bus your child needs to ride you can call the bus garage at 885-7146 or 885-7148

Adults must not pick up other parent's children without the permission of that child's parent/guardian. A written note or verbal consent is required. This includes siblings.

Dropping Off Students

The main entrance door to the school unlocks at 7:20AM. Our student drop off area is located in the front of the building near the flagpole. When dropping off your student(s), please pull up as far as you can to the front of the line (the front of the line is at the "Drop Off Only" sign, where the lane begins to turn). This will allow for more vehicles to pull into the drop off lane. Students can then exit their vehicles and enter the building through the main entrance. If you would like to walk with your student to the building, please use the parking lot. Please do not leave your vehicle unattended in the drop off lane.

Picking Up Students

Please check in at the main office to pick up your student during the school day. If you are picking up your student after school (2:30PM), please pull up as far as you can to the front of the line (the front of the line is at the "Drop Off Only" sign, where the lane begins to turn). This will allow for more vehicles to pull into the pick up lane. You can meet your child at the student pick up area near the flagpole. Staff members will escort students from their classrooms to meet parents/guardians at the pick-up area. Please use the parking lot if you desire to park for an extended period of time.

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:
 1. Medical devices approved by school administration.
 2. 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.)
 3. 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. Violations of this policy will result in the following actions:

1. First offence – warning.
2. Second offence – device relocated to the office for students to retrieve at the end of the school day.
3. Third offence – device relocated to the office for parents to retrieve.

Media Center Information

Your child has been visiting the school library and will soon be bringing home a book he or she has checked out. Your child has started to learn how to select and use library materials. We have discussed responsible use of library materials and correct treatment of books.

In order to make this a successful and enjoyable experience for both of you, you can help your child in the following ways:

- Encourage your child to share the books with you. Read together.
- Find out your child's scheduled days for library visits and prepare for them. Look forward to this special weekly occasion.
- Remind your child to return books on time. Mark the library day on a calendar.
- Have a special place to keep library books. Keep them away from possible damage by younger children or animals.
- If a book is accidentally damaged, do not attempt to repair it at home.

Please be aware that district policy states the current replacement cost for books that are lost or damaged beyond reasonable repair will be charged and payment is expected during the same calendar year. If for any reason you should not want your child to check out books for home use, please inform us in writing.

Safety Procedures - Keeping Our Children Safe

EMERGENCIES

The safety of our students at Thayne Elementary is our top priority. Please be advised of the following procedures we will follow.

STANDARD RESPONSE PROTOCOL

We have partnered with the I Luv U Guys Foundation to adopt specific procedures for specific emergency scenarios. Please visit our website at thayne.lcsd2.org and click on the safety tab for more information.

COMMUNICATION:

When an emergency occurs, please stay tuned to the local radio station (KRSV 98.7) for current information about actions the school may be taking. We will contact as many families as possible through School Messenger with the phone numbers you have provided. Please teach your child procedures at home should any emergency occur. At the occurrence of an emergency when your child is at school—or somewhere else away from home—you may not be able to communicate your plan to them.

SCHOOL CLOSURE:

Infrequently we are forced to close a school or to close all 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 alert, natural disaster, weather, problems related to the school physical facility, or a number of other things. Should there be a need for a school (or all schools) to close, we will follow standard procedures so parents will be notified as soon as possible. **A personal contact cannot be guaranteed with each child's parents.**

1. In the event of an emergency the public will be notified by radio, text blast, and phone message. 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 may dictate.
3. Bus students will be transported to their regular route drop-off point. As usual, at the close of a regular school day it will be the responsibility of the parents to pick up their children at these bus stops.
4. 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:
 - Review with their children the procedures they are to follow should school close early.
 - Provide other additional specific instructions such as:
 - Locations of house key.
 - What to do when arriving home and no one else is there.

FIRE

If there is a fire, we will evacuate the building immediately. We evacuate to a central gathering place behind the building and we account for each individual.

EARTHQUAKES

If there is an earthquake, students are instructed as follows:

- **DROP** to the ground; take **COVER** by getting under a sturdy table or other piece of furniture; and **HOLD ON** until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load-bearing doorway.
- Stay inside until shaking stops and it is safe to go outside.

After the earth stops shaking, we evacuate the building to a central gathering place behind the school and we account for each individual. A real earthquake could make all surrounding buildings unsafe; therefore, we would remain outdoors until decisions could be made on getting children home.

HARMFUL INTRUDERS

If a possible threat exists for students and staff, we follow the Standard Response Protocol as provided by the I Love U Guys Foundation.

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

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SEVERE WEATHER

If severe weather conditions occur when children are at school, the administration and transportation department will determine whether or not to transport students home or keep them at school. The best possible arrangements will be made for student care until parents pick up their child or transportation can proceed.

Tornado or extremely high winds- Students will get away from windows, possibly be moved to the hallways.

PICKING UP YOUR CHILDREN AT SCHOOL DURING AN EMERGENCY

When parents arrive on the scene to pick up their children, we will need their help in following these procedures:

1. No child will be released to anyone except his or her parent, legal guardian, or designated responsible adult as indicated on his or her registration form.
2. Whoever picks the child up must sign a release form, so we know who picked the child up and where the child went.
3. There will be a check-out point for the release of each child. They will not be released unless taken through the check-out point.

School Rules

School Area	Be Safe	Be Respectful	Be Responsible
Playground	<ul style="list-style-type: none"> • Use the equipment how it was meant to be used. • Stay in the fenced area, and out of rock areas • Play safe games • Watch out for the safety of others. • Come in and out of assigned doors. 	<ul style="list-style-type: none"> • Use kind words • Play fairly • Include everyone • Follow adult directions respectfully. • What is on the ground stays on the ground. 	<ul style="list-style-type: none"> • Bring playground equipment back in. • Big 3 (coat, hat, gloves) • Get help from teacher on duty. • When the bell rings hurry into the building.
Lunch in Pods	<ul style="list-style-type: none"> • Use walking feet • Keep hands and feet to yourself. • Wait in line patiently. • Sit with feet on floor, bottom on seat and facing table. 	<ul style="list-style-type: none"> • Allow anyone to sit next to you. • Use quiet inside voices. 	<ul style="list-style-type: none"> • Take care of utensils and tray. • Try to eat what you take. • Clean up after yourself.
Halls	<ul style="list-style-type: none"> • Walk facing forward. • Stay to the right. • Walk down the stairs. • Keep hands, feet, and objects to yourself. 	<ul style="list-style-type: none"> • Use quiet voices • Use kind words and actions. • Listen to and follow adult directions. 	<ul style="list-style-type: none"> • Keep personal things in backpacks. • Follow school rules • Remind others to follow school rules. • Be honest
Bathrooms	<ul style="list-style-type: none"> • Wash your hands • Keep water in the sink. 	<ul style="list-style-type: none"> • Use a quiet voice • Keep your feet on the floor. 	<ul style="list-style-type: none"> • Everything in its proper place. • Flush the toilet • Take care of your business and return to room promptly.
Media Center	<ul style="list-style-type: none"> • Walk quietly • Walk on stairs and ramp. • Use ramp appropriately. • Keep feet and hands to yourself. 	<ul style="list-style-type: none"> • Respect Media Center • Respect property that is yours and others. • Use a quiet voice • Respect others right to learn. 	<ul style="list-style-type: none"> • Leave area clean. • Push in chairs at table. • Treat books appropriately. • Return materials to their proper place and on time.
Bus Loading and Unloading areas	<ul style="list-style-type: none"> • Use sidewalks • Walk to and from the building. • Clean shoes when entering building. • Wait in designated areas. 	<ul style="list-style-type: none"> • Use quiet voices • Use kind words and actions • Wait your turn • Follow adult direction 	<ul style="list-style-type: none"> • Take proper care of all personal belongings and school equipment.

Assemblies and Field Trips	<ul style="list-style-type: none"> • Enter and leave quietly • Hands and feet to yourself 	<ul style="list-style-type: none"> • Use audience manners • Sit on your sitter. 	<ul style="list-style-type: none"> • Look at the person talking, listen and pay attention.
Classroom	<ul style="list-style-type: none"> • Keep hands, feet, and objects to yourself. • Walk 	<ul style="list-style-type: none"> • Say nice things • Use inside voice • Take turns 	<ul style="list-style-type: none"> • Come prepared • Listen/Follow instructions

Thayne Elementary School Attendance Policy

1. When a child is absent, we strongly encourage the parents/guardians to contact the school office or their child's teacher to let us know.
2. An automated message will be sent periodically to parents/guardians as an awareness of up-to-date absences.
3. If a child is absent for 2 or more consecutive days and the parents have not contacted the school, we will initiate communication.

Communication may include but is not limited to:

- Teacher calling home
- Office personnel calling home
- Teacher or office personnel emailing parents regarding attendance
- Letter from the office indicating days of absence
- Home visit made

4. If excessive absence occurs (more than 20 days per year or 7 days per trimester) the school based intervention team may suggest any one or combination of the following actions take place depending on the reason for absence:

- Referral to the school district resource officer
- Referral to Department of Family Services
- Retention in the same grade for an additional year
- Parents encourage/possibly required to take parenting classes
- Summer school/After school remediation
- Referral to the legal system

5. All factors relating to the reasons for absence will be considered by the building intervention team. Parents communicating the reason for absence when it occurs will be important information for the team.

Parents may appeal the decision of the school based intervention team to the school district superintendent.

Important

All Board Policies can be found on the Lincoln County School District website. You are invited to read the policies and procedures.

1. Go to www.lcsd2.org
2. Select District
3. Select Board Docs
4. Select Policies Tab
5. Select J-Students from the list

All policies are listed. If you would like to look at procedures, you will need to change policies to procedures at the top of the list under Book.

There are many Board Policies, but these are very important for you to know.

JED – District Attendance Policy

JFC – Student Conduct

Procedures JFC-R – Student Conduct

JICJ – Student use of Personal Electronic Devices

JIFCA – Harassment, Intimidation and Bullying

JRAB – Student Privacy Protection and Parental Right to Inspect Certain Material

Procedures JRAB-R – Student Privacy

For the following policy and procedure, you will need to choose E-Support Services on step #5 on the instructions above.

EEAE – School Bus Safety

Procedures EEAE-R – School Bus Behavior

Thayne Elementary Specials 2024-2025 Calendar

August

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Aug. 26 - First Day of School
Aug. 30 - No School

September

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Sept 2 - Labor Day - No School
Sept 13, 20 - No School

October

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Oct 4, 18 - No School

November

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Nov 1, 8, & 15 - No School
Nov 27 - Early Release
Nov 28 & 29 - Thanksgiving Break

December

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
Christmas Break				
30	31			

Dec 13, 20 - No School
Dec 23 - Jan 1 - Christmas Break

January

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Jan 1 - No School
Jan 2 - School resumes
Jan 17, 31 - No School

February

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Feb 21, 28 - No School

March

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Mar 7, 14, 21 - No School
Mar 31 - April 4 - Spring Break

April

M	T	W	T	F
--SPRING BREAK--				
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Mar 31- April 4- Spring Break
April 18 - No School

May

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May 2, 16, 23, 26 - No School
May 30 - Last Day of School, Early Release

Kindergarten lunch 11:15
1st Grade lunch 11:35
2nd Grade lunch 11:50
3rd Grade lunch 12:05

Thayne Elementary School Hours
7:45 am school day begins
2:30 pm school dismissed
Building doors open for students at 7:20 am

PE Art Library Tech Music	Art Library Tech Music PE	Library Tech Music PE Art	Tech Music PE Art Library	Music PE Art Library Tech
Hemmert 11:55-12:40 Matijczyk 1:40-2:25 Cox 12:45-1:30 Bates 10:40-11:25	Brylinski 11:55-12:40 Osmond 1:40-2:25 Hicks 12:45-1:30 Brasseaux 10:40-11:25	Robinson 11:55-12:40 Kearsley 1:40-2:25 Parry 12:45-1:30 Buchanan 10:40-11:25	Rosales 11:55-12:40 Simpson 1:40-2:25 Reckling 12:45-1:30 Kennington 10:40-11:25	Wagner 11:55-12:40 Wolfley 1:40-2:25 Turner 12:45-1:30 Kinn 10:40-11:25
Mrs. McGrath's Kindergarten class will split with other classes for specials. 11:55-12:40				