

Thayne Elementary School

2026-2027 Handbook



Together we all grow at Thayne Elementary

Lincoln County School District #2

Success at the Next Level

**THAYNE ELEMENTARY SCHOOL HOURS –
2026/2027**

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 Students, Families, and Community,

Welcome to a new school year! It is my pleasure to welcome you to our school and to the opportunities that lie ahead. Whether you are joining us for the first time or returning for another year, we are excited to partner with you in creating a positive, engaging, and successful learning experience for every student.

At our school, we are committed to ensuring that every student is supported and empowered to succeed. We believe that every child has unique strengths and abilities, and we strive to create an environment where all learners feel valued, challenged, and inspired. Through a culture of respect, kindness, and high expectations, we work together to meet the individual needs of our students while fostering a strong sense of belonging and community.

We know that student success is built on the partnership between school and home. By working together, we can help every child grow academically, socially, and emotionally while developing the confidence and character needed to reach their full potential.

Thank you for partnering with us to help your child have a positive learning adventure. We look forward to a wonderful school year filled with learning, growth, and achievement. Together, we will make this a year of meaningful experiences and lasting success.

Sincerely,

Daniel Barnes

Thayne Elementary Personnel

Office

Daniel Barnes	Principal
Laurie Hyde	Secretary
LaRae Schreiber	Office Aide

Kindergarten

Jacob Simpson	Classroom Teacher
Kaylee Tomko	Classroom Teacher
Janice Rosales	Classroom Teacher
Hilary Brylinski	Classroom Teacher
Paige McGrath	Classroom Teacher
Kaycee Wagner	Classroom Teacher
Abbey Hunsaker	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
Breckany Mascarelli	Special Education Teacher

2nd Grade

Grayson Hicks	Classroom Teacher
Heather Rucka	Classroom Teacher
Becky Cox	Classroom Teacher
Bonnie Turner	Classroom Teacher
Michelle Hale	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

Lacey Jones	Special Edu. Life Skills Teacher
Cindy England	Special Edu. Life Skills Teacher
Jennifer Baki	Special Education Teacher
Christina Leeper	School Psychologist
Stephanie Blayne	Special Education Compliance Facilitator
DeeAnn Robinson	Speech Language Pathologist
Alysen Johnson	Speech Language Pathologist

Paige Bateman	Speech Language Pathologist Assistant
Jodie Nelson	Reading Specialist
Missy Robbins-Hutchinson	Counselor
April Shumaker	Music
Brant Crowther	P.E.
Janet Castle	Art
Brittney Brog	Tech
Karolyn Robbins	Library
Angie Schweitzer-Hendriks	Occupational Therapist
Ben Matthews	ELL
Carolyn Cushner	School Nurse

Paraprofessionals

Noel Bateman	Kindergarten Aide
Janette Nelson	Title 1
Tricia Landis	Title 1
Carrie LeFevre	Title 1
Audrey Merrit	Title 1
Ashley Robinson	Title 1
Hannah Brylinski	Title 1
Theresa Cazier	Special Education
Shelly Strickler	Special Education
Dawn Johnson	Special Education
Rachelle Hyde	Special Education
Rocio Guerrero	Special Education
Kamiah Staley	Special Education
Donna Seamons	Special Education
Bryanna Pickens	Special Education
Ariel Ward	Special Education
AdriAnn Warren	Cafeteria

Custodians

Allie Kopcho	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.

Communication

Communication between home and school is vital. 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 communicate regularly on specific classroom items.

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 location. *Bus drivers will not allow students to board a bus other than their regular route bus without a note from a parent.* 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. Occasionally, parents may need to contact the school with a verbal change in busing. **If this is the 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 transportation department at 307-885-7146 or 307-885-7148.

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 the end of the red curb, in front of the Kindergarten playground). 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 the end of the red curb, in front of the Kindergarten playground). 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:
 - 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) Violations of this policy will result in the following actions:
 - a) First offence – warning.
 - b) Second offence – 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.

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 disasters, 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 keys.
 - 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 the 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.

OCCUPANTS

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

STAFF

Close and lock door
Account for occupants and staff
Do business as usual



SECURE! Get inside. Lock outside doors.

OCCUPANTS

Return inside
Do business as usual

STAFF

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



LOCKDOWN! Locks, lights, out of sight.

OCCUPANTS

Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend

STAFF

Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Account for occupants and staff
Prepare to evade or defend



EVACUATE! (A location may be specified)

OCCUPANTS

Evacuate to specified location
Bring your phone
Instructions may be provided about retaining or leaving belongings

STAFF

Lead evacuation to specified location
Account for occupants and staff
Notify if missing, extra or injured people



SHELTER! Hazard and safety strategy.

OCCUPANTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

STAFF

Lead safety strategy
Account for occupants and staff
Notify if missing, extra or injured people

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Revised: 08/30/2020 | <http://loveuiguys.org>



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.

Standard Reunification Method (SRM)

In the event of an emergency that would necessitate the relocation of students and staff, our district will use the **Standard Reunification Method (SRM)** developed by the *I Love U Guys Foundation*. The SRM provides a **safe, organized, and consistent process** for reuniting students with their families while maintaining accountability for every student.

- Students will only be released to a parent, guardian, or emergency contact authorized in the school's student information system (Infinite Campus).
- A valid photo ID is required to pick up a student.
- Families will receive reunification location and instructions through the district's communication system. Please do not come to the school unless directed.
- The reunification process is designed to ensure the safe, orderly, and accountable release of every student.
- Keeping your child's emergency contact information current is essential to a smooth reunification process.

Thank you for your patience and cooperation during any emergency. Working together helps ensure the safety and security of all students and staff.



Thayne Elementary School

School-Wide Expectations



BE SAFE

- Safe Body - Always *keep your hands, feet, and objects to yourself*
- Follow classroom and school rules
- Talk to a teacher if you need help
- Weapons are not allowed at school
- **Expected Behaviors:** The choices you make that are kind, safe, and help everyone feel good.
- **Unexpected Behaviors:** The choices you make that are hurtful, unsafe, or make others feel uncomfortable.

BE RESPECTFUL

The Golden Rule: Treat others the way you want to be treated, with kindness and respect.

- **Respecting My Teacher**
 - Follow directions the first time
 - Raise your hand if you have a question or comment
 - Use kind words and good manners
- **Respecting My Classmates & Friends**
 - Keep your hands, feet, and objects to yourself
 - Use kind words (sorry, please, thank you, no thank you, give compliments freely)
 - Share and take turns
 - Be patient with others
- **Respecting Property**
 - Use classroom and school property the way they are intended to be used
 - Do not damage things intentionally
 - Help keep your area clean and tidy (classrooms, bathrooms, lunchroom)
 - Garbage belongs in the trash can
 - Put playground equipment back where you found it

BE RESPONSIBLE

- Do your very best in all your school work
- Take ownership of your choices
- Be honest

School Rules

School Area	Be Safe	Be Respectful	Be Responsible
Playground	- Keep hands, feet, objects to yourself - Use the equipment how it was meant to be used. - Stay in designated area - Come in and out of assigned doors. - Keep ice and snow on the ground	- Use kind words - Play fairly - Include everyone - Follow adult directions respectfully. - Hands to yourself	- Bring playground equipment back inside. - Big 3 during winter (coat, hat, gloves) - Get help from teacher on duty if needed - When the bell rings, go directly to your class line. - Do not bring toys from home to the playground
Cafeteria	- Keep hands, feet, objects to yourself. - Walking feet - Wait in line patiently	- Allow anyone to sit next to you. - Use quiet inside voices. - Do not bend utensils or make messes intentionally - Use good table manners	- Take care of utensils and tray. - Use eating time to eat. - Clean up after yourself.
Halls	- Keep hands, feet, and objects to yourself. - Walking feet, facing forward. - Stay to the right.	- Use quiet voices - Use kind words and actions. - Listen to and follow adult directions. - Do not get into other students' cubbies and/or backpacks	- Keep personal things in backpacks. - Follow school rules - Remind others to follow school rules. - Be honest
Bathrooms	- Keep hands, feet, objects to yourself - Wash your hands - Keep water in the sink - No horseplay - Lock stall door when using	- Use a quiet voice - Put garbage in the trash can - Keep floors clean - When finished using stall, unlock the door	- Everything in its proper place. - Flush the toilet - Take care of your business and return to room promptly.
Library	- Keep feet and hands to yourself - Walking feet	- Respect library - Respect property - Use a quiet voice - Respect others' right to learn. - Listen and follow directions	- 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	- Keep hands, feet, objects to yourself - Use sidewalks - Walk to and from the building. - Clean shoes when entering building. - Wait in designated areas	- Use regular voices - Use kind words and actions - Wait your turn - Listen and follow directions from staff members	Take proper care of all personal belongings and school equipment.
Assemblies and Field Trips	- Keep hands, feet, objects to yourself - Enter and leave quietly - Hands and feet to yourself	- Use audience manners - Remain seated	Look at the person talking, listen and pay attention.
Classroom	- Keep hands, feet, and objects to yourself. - Walk	- Speak kindly to others - Use inside voice - Take turns - Listen and follow directions	- Be prepared - Do your best - Be honest

Thayne Elementary Major Discipline Matrix

Behavior	Definition	Possible Examples	Typical School Response
Inappropriate Use of Technology	Using devices or the internet in ways that are unsafe, harmful, or against school rules.	Cyberbullying, accessing inappropriate websites, sharing harmful messages or images.	1. Immediate stop and conference with staff 2. Parent/guardian contact 3. Loss of technology privileges 4. Restorative conversation/repair plan 5. Possible suspension
Severe Verbal Insult	Using very hurtful or threatening words toward someone.	Name-calling about someone's race, ability, or appearance; threats of harm; swearing directly at someone.	1. Immediate stop and conference with staff 2. Parent/guardian contact 3. Restorative conversation/repair plan 4. Possible loss of privileges or suspension
Bullying	Repeated, unwanted aggressive behavior toward another person that involves a real or perceived power imbalance.	Repeated teasing, exclusion, intimidation, spreading rumors, etc.	1. Immediate stop and conference with staff 2. Parent/guardian contact 3. Restorative conversation/repair plan 4. Possible loss of privileges or suspension
Vandalism	Damaging or destroying school property or someone else's belongings on purpose.	Writing on walls/desks, breaking furniture, damaging books, destroying classroom materials, graffiti.	1. Immediate stop and removal from situation 2. Parent/guardian contact 3. Restorative repair (cleaning, fixing, replacing item) 4. Possible loss of privileges or suspension
Possession or Use of Illegal Substances	Having or using drugs, alcohol, tobacco, or vaping products at school	Bringing alcohol, drugs, or vape pens to school; using illegal substances on school grounds.	1. Immediate removal from situation 2. Parent/guardian contact 3. Confiscation of substance 4. Possible suspension or referral to law enforcement 5. Restorative conversation/repair plan
Violent Conduct	Hurting someone on purpose in a way that could cause injury.	Hitting, kicking, pushing hard, fighting, throwing objects to hurt, using dangerous items.	1. Immediate removal from situation 2. Parent/guardian contact 3. Possible in-school or out-of-school suspension 4. Restorative conversation/repair plan 5. Safety plan if needed
Weapons	Bringing or using dangerous items that could cause harm.	Possessing knives, guns, fireworks, or other objects intended to harm.	1. Immediate removal from situation 2. Parent/guardian contact 3. Confiscation of weapon 4. Possible suspension or referral to law enforcement 5. Safety plan if needed

Note: The principal will determine the appropriate actions and consequences based on the specific

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, the school will initiate communication.
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
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.

Professional Expectations

Every employee at Thayne Elementary contributes to the culture and success of our school. All staff members are expected to:

- Put students first.
- Understand and adhere to district and school policies and procedures.
- Treat others with dignity, kindness, and respect.
- Be dependable, punctual, prepared, and responsible.
- Communicate openly, professionally, and respectfully.
- Protect confidentiality and maintain appropriate professional boundaries.
- Work collaboratively and support one another.
- Address concerns directly and avoid gossip.
- Take ownership and focus on solutions.
- Model the behaviors and attitudes we want our students to develop.
- Care for our school, resources, and one another.
- Be open to feedback, learning, and continuous improvement.
- Bring the Magic by helping create a safe, positive, welcoming environment for everyone.

District Policies

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
4. Select Symbli Board Management Tab

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

EEAE – School Bus Safety

Procedures EEAE-R – School Bus Behavior

