

# 2018-2019 HANDBOOK



**“I ACHIEVE SUCCESS WHEN I DO MY BEST”**

Lincoln County School District #2  
Purpose and Direction

# SUCCESS AT THE NEXT LEVEL

## AFTON ELEMENTARY SCHOOL HOURS – 2017/2018

7:50 a.m. – First Bell

7:55 a.m. – School Begins

11:30 – 12:05 p.m. Kindergarten & 1<sup>st</sup> Grade Lunch

11:45 a.m. – 12:25 p.m. 2<sup>nd</sup> & 3<sup>rd</sup> Grade Lunch

2:40 p.m./ 2:50 p.m. - Last Bell, School Dismissed

**(2:40 pm Walkers and students that live in Smoot, Osmond and Fairview areas.)**

**(2:50 pm Students who live in Afton, Grover and Auburn areas.)**

## GREETINGS FROM THE PRINCIPAL

It's a pleasure to welcome you to Afton Elementary, if you're new here like I am, or even if you're a long-time resident of Star Valley, I think you'll find Afton a remarkable school with wonderful children, supportive and involved parents, and an exceptional staff. Maybe it's a little like the mythical Lake Woebegone, just in Wyoming instead of the Midwest.

Each of us at Afton are convinced that all children can learn well if they are given effective instruction and multiple opportunities to practice what they're learning. We want students to leave Afton with strong fundamental skills in school, ready to move on to fourth grade and life beyond. Most importantly we want to provide that opportunity to grow academically in a warm, loving environment so that students feel welcome here and learn to love learning.

We want to team with parents and community members to make Afton Elementary one of the finest schools and service organizations in the world. Together we can meet these goals and accomplish wonderful things with our children.

Sincerely,  
Layne Parmenter, Principal

# AFTON ELEMENTARY PERSONNEL

<b>PRINCIPAL</b>	Layne Parmenter	Home Phone 307-371-5065
<b>SECRETARY</b>	Jessica Jenkins	307-887-5594
<b>LUNCH CASHIER/OFFICE ASSISTANT</b>	Susan Loveland	307-887-3928

## **KINDERGARTEN TEACHERS**

	Room #	Home Phone
Jane Andersen	K02	307-886-9308
Angela Burton	K01	307-885-3081
Lisa Garner	K03	307-885-9056
Holly Graham	K04	307-220-5418
Debbie Johnson	K05	307-886-9409
Mary Jane Rainey	K06	307-248-2529
Stacey Watson	C01	307-885-5279

## **1<sup>ST</sup> GRADE TEACHERS**

Barbara Bagley	103	307-885-9555
Jennifer Frome	109	307-885-2277
Mark Hale	106	307-248-3257
Kellie Harris	104	307-248-3974
Lamont Johnson	102	307-886-9409
Ericka Putnam	105	480-557-7146
Morgan Wright	101	307-462-3182

## **2<sup>ND</sup> GRADE TEACHERS**

Cortney Delgado	209	307-886-9235
Britani Erickson	201	307-886-3492
Shane Harris	204	307-248-3974
Becky Hunsaker	202	307-886-0741
Joyce Kennington	206	307-886-9746
Kris Rappleye	203	307-880-7070

## **3<sup>RD</sup> GRADE TEACHERS**

Jason Cazier	305	307-887-2532
Allison Hicks	302	208-688-1015
Kirk Hoopes	303	307-886-5699
Jim Keeley	306	307-886-3611
Amy Klindt	301	307-887-9075
Tami Nielsen	304	307-885-0217
Susie Richert	309	307-885-0397

## **SPECIALIST TEACHERS**

Media	ReNae Bowling	307-886-5598
Music	April Cram	307-883-3704
Keyboarding	Betsy Grande	307-690-1884
Art	Jason Nielsen	307-885-0217
P.E.	Chad Teichert	208-406-6856
Special Education	Kathi Smith	307-885-2468
Compliance Facilitator	David Cazier	307-248-3354
Speech Therapist	Rebecca Baldwin	307-851-7694
School Psychologist	Jeff Madsen	801-652-9732
Occupational Therapist	Allen Simpson	307-413-6717

## **AIDES**

### **TITLE 1 AIDES**

Nicole Burton	Kiley Bennett	Renae Brown
Linda Hathaway	Rachelle Christensen	Jenny Erickson
Luetta Lewis	Bobbi Heap	Tamara Jensen
	Julie Robinson	Janet Wilson

### **SPECIAL EDUCATION AIDES**

Angela Hale	Angela Bagley	Rachel Gardner
Shelly Lancaster	Shanna Hurd	Wendy Hurd
Kenna Schwab	Sue Minson	Trina Nield
	Denise Smith	Lacey Spalding

### **MEDIA AIDES**

Lorie Johnson

### **KINDERGARTEN AIDE**

Lesa Porter

### **EARLY INTERVENTION AIDE**

Gail Kennington

### **ELL**

Marisol Nelson

### **PLAYGROUND SUPERVISION**

Genevieve Burdick

### **CUSTODIANS**

Irene Blair 886-9424

Colleen Coziah 886-3561

### **COOKS**

Head Cook – Marie Nield  
Shannon Tucker

Shanel Hoopes

Misty Nelson

### **PTO OFFICERS**

Co-Presidents

Becca Erickson

Carolyn Gordon

## **SCHOOL LUNCHES**

Student Breakfast: \$ 1.75	Adult Breakfast: \$2.55
Student Lunch: \$2.75	Adult Lunch: \$3.95
Extra Milk: \$ .50	
Reduced Breakfast: \$ .30	Reduced Lunch: \$ .40

The lunch cashier is Susan Loveland. Lunches need to be paid on a **weekly** or **monthly** basis. Lunch money will be collected in the hall before school starts or in the office during recesses. 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. We discourage students eating lunch away from school other than at home. Free and Reduced Price School Meal Application forms were sent home at Back to School night or you can fill them out online at <http://lcsd2.org/2017-18-application-instructions/>.

**\*\***We want to make a special plea for your help about the Free and Reduced lunch applications. If you see that you qualify for F/R lunch but have no intention of using it, we ask that you fill the form out anyway. The percentage of families that qualify (not use) affects our funding. Suffice it to say, it will help us immensely and we will be very grateful if you could help us out. Many thanks in advance!

## **COMMUNICATIONS**

Communication between home and school is so important. The school will be providing monthly bulletins sent home the first of each month. Also, we encourage you to like Afton Elementary on Facebook and view current events and activities in the school. You can also find more information on our web site at [www.afton.lcsd2.org](http://www.afton.lcsd2.org). Finally, teachers will be communicating regularly on specific classroom issues using a variety of means: texting, phone and email.

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 cases, we will get them out of the 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 in the office or outside the school. Occasionally, parents may need to contact the school with a verbal change in busing.

You must **call by 2:00 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 giving permission is required. This includes siblings.

## **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**

Updated August 2009

### **EMERGENCIES**

The safety of our children at Afton Elementary is always a concern. In the world we currently live, there is increased potential for emergencies to arise. Please be advised of the following procedures we will follow.

### **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. Parents are welcome to come to school during an emergency (provided the situation is not dangerous to you or your child) and check your child out through the office. 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 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 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. **Obviously, 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:
  - a. Review with their children the procedures they are to follow should school close early.
  - b. Provide other additional specific instructions such as:
    1. Locations of house key.
    2. What to do when arriving home and no one else is there.
    3. What actions to at home should there be a real or simulated emergency conducted by civil defense people.

## **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, **A-L-I-C-E** will be implemented immediately.

### **A. LOCKDOWN PROCEDURES**

- a. **A**lert – The first step is to alert those in the building of a drill or perceived threat.
- b. **L**ockdown- The second step is to secure people in a safe location.
  - i. Teachers will immediately direct all students, staff & visitors to the nearest classroom or secure space and lock the doors.
  - ii. Everyone will keep out of sight. (Cover doors and windows if possible)

- iii. No one will respond to anyone at the door until the “all clear” is announced over the PA system or an administrator or law enforcement officer opens your door and informs you that the lockdown is over.
  - iv. Be prepared to ignore the fire alarm during a lockdown if it goes off unless you have direct knowledge of a fire or other emergency that would warrant an immediate evacuation.
  - v. \* **NOTE-** If you are outside during a lockdown and it is an “interior” threat do not return to the building, but get to the safest location possible away from the building. If you are outside and it is an “exterior” threat, return to the building if it is safe to do so, otherwise seek the nearest shelter or get low to the ground.
- c. **I**nform- The third step is to inform school administration and/or law enforcement about your status and other pertinent information.
- i. Everyone will Inform 9-1-1 of any emergencies or critical information that you may possess.
  - ii. Teachers will inform administration and emergency responders regarding your status using set communication methods.
- d. **C**ounter- The last resort is to counter the attacker if your area is breached and you are in imminent danger.
- i. Many objects may be used as distractions or weapons.
  - ii. Spread out so there is more than one target area.
  - iii. Be ready to act if necessary.
- e. **E**vacuate- There may be times when an evacuation is the best course of action.
- i. Constantly evaluate the situation to determine if an evacuation might be a better option than remaining in lockdown.
  - ii. If possible, teachers will communicate their plan to evacuate with the main office or law enforcement through one of the previously mentioned methods.

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

# AFTON 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. 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

3. 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

4. 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.

October 3, 2013

# 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](http://www.lcsd2.org)
2. Select Board of Trustees in the menu
3. Select Board Policies
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

# Afton Elementary Specials 2018-2019 Calendar

## August

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

Aug. 22 First Day of School

## September

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

Sept 3 Labor Day - No School  
Sept 14 - No School  
Sept 28 - No School

## October

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Oct 12 Fall Break - No School  
Oct 15 - No School

## November

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

Nov 2, 9, & 16 - No School / Nov 9 Staff PD  
Nov 13-14 Parent Teacher Conferences  
Nov 21 Early release, 22-23 Thanksgiving Break

## December

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
22	Christmas Break	23	24	25
31				

Dec 7 - No School  
Dec 24-Jan 1 Christmas Break

## January

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	

Jan 2 - No School / Staff PD  
Jan 11, 18, & 25 - No School

## February

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	

Feb 8 - No School / Staff PD  
Feb 12-13 - Parent Teacher Conferences  
Feb 15, 18, & 22 - No School

## March

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

Mar 1 & 8 - No School  
Mar 25-29 Spring Break

## April

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

April 19 - No School

## May

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

May 3, 17, & 27 - No School  
May 31 - Last Day of School, Early Release

### AFTON ELEMENTARY SCHOOL HOURS

7:55 a.m. - School Begins, 2:40/2:50 p.m. - Last Bell, School Dismissed

11:30 - 12:05 p.m. Kindergarten & 1st Grade Lunch, 11:45 a.m. - 12:25 p.m. 2nd & 3rd Grade Lunch



No school.



No School for Students/Staff PD

### Specials Key

Group 1	Group 2	Group 3	Group 4	Group 5
PE Art Library *Keyboarding Music	Art Library *Keyboarding Music PE	Library *Keyboarding Music PE Art	*Keyboarding Music PE Art Library	Music PE Art Library *Keyboarding

\* Kindergarten will focus on computer base skills instead of keyboarding.