

# 2020-2021 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 – 2019/2020**

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 are not aware already, I think you will find out that Afton is a remarkable school with wonderful children, supportive and involved parents, and an exceptional staff. Our values mirror those of our wonderful community.

Each of us at Afton are convinced that all children can learn well if they are given effective instruction, relevant guidance and multiple opportunities to practice what they are learning. We want students to leave Afton with strong fundamental skills in school, ready to move on to 4th 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 and safe here and that they learn to love learning.

We want to partner 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 students.

Sincerely,  
Danny Robinson, Principal

## Afton Elementary Personnel

Principal	Danny Robinson	Home Phone 435-770-5071
Secretary	Jessica Jenkins	307-887-5594
Lunch Cashier/Office Assistant	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
Saydi Nichols	K06	307-248-2783
Stacey Watson	C01	307-885-5279

### 1<sup>st</sup> Grade Teachers

Barbara Bagley	103	307-885-9555
Lacey Crittenden	109	405-606-0419
Karli Galloway	101	208-227-3531
Mark Hale	106	307-248-3257
Kellie Harris	104	307-248-3974
Lamont Johnson	102	307-886-9409
Ericka Putnam	105	480-557-7146

### 2<sup>nd</sup> Grade Teachers

Cortney Delgado	209	307-886-9235
Britani Erickson	201	307-886-3492
Jennifer Frome	203	307-885-2277
Shane Harris	204	307-248-3974
Becky Hunsaker	202	307-886-0741
Joyce Kennington	206	307-886-9746

### 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	Shelly Hunsaker	307-887-9379
Music	April Cram	307-883-3704
Keyboarding		
Art	Jason Nielsen	307-885-0217
P.E.	Brandy Taylor	307-887-0569
Special Education	Kathi Smith	307-885-2468
Compliance Facilitator	David Cazier	307-248-3354
Speech Therapist	Rebecca Baldwin	307-851-7694
Speech Therapist	Rachelle Patterson	307-248-1313
School Psychologist	Jeff Madsen	801-652-9732
Occupational Therapist	Allen Simpson	307-413-6717
Reading Specialist	Brenda Inskeep	307-248-0818

## Aides

### Title 1 Aides

Jenny Erickson	Kiley Bennett	Nicole Burton
Luetta Lewis	Bobbi Heap	Michelle Heiner
Janet Wilson	Julie Robinson	Rachel Rudd

### Special Education Aides

Rachel Gardner	Angela Bagley	Renae Brown
Shelly Lancaster	Angela Hale	Shanna Hurd
Denise Smith	Trina Nield	Kenna Schwab
	Lacey Spalding	

### Media Aide

Amy Merritt

### Kindergarten Aide

Rachelle Christensen

### Early Intervention Aide

Gail Kennington

### ELL

Marisol Nelson

### Playground Supervision

Genevieve Burdick

### Custodians

Kelly Shinkle

### Cooks

Head Cook – Marie Nield  
Jeannie Lindley

Shanel Hoopes

Misty Nelson

### PTO Officers

Co-Presidents

Cassandra Erickson

Becca Erickson

## 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 can be linked to from [lcsd2.org](http://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 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, we follow the Standard Response Protocol as provided by the I Love U Guys Foundation.

# IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

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### LOCKOUT! Get inside. Lock outside doors.

<b>STUDENTS</b> Return inside Business as usual	<b>TEACHER</b> Bring everyone indoors Lock outside doors Increase situational awareness Business as usual Take attendance	
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### LOCKDOWN! Locks, lights, out of sight.

<b>STUDENTS</b> Move away from sight Maintain silence Do not open the door	<b>TEACHER</b> Lock interior doors Turn out the lights Move away from sight Do not open the door Maintain silence Take attendance	
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### EVACUATE! To the announced location.

<b>STUDENTS</b> Bring your phone Leave your stuff behind Follow instructions	<b>TEACHER</b> Lead evacuation to location Take attendance Notify if missing, extra or injured students	
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### SHELTER! Hazard and safety strategy.

<b>STUDENTS</b> <table><tr><td><b>Hazard</b></td><td><b>Safety Strategy</b></td></tr><tr><td>Tornado</td><td>Evacuate to shelter area</td></tr><tr><td>Hazmat</td><td>Seal the room</td></tr><tr><td>Earthquake</td><td>Drop, cover and hold</td></tr><tr><td>Tsunami</td><td>Get to high ground</td></tr></table>	<b>Hazard</b>	<b>Safety Strategy</b>	Tornado	Evacuate to shelter area	Hazmat	Seal the room	Earthquake	Drop, cover and hold	Tsunami	Get to high ground	<b>TEACHER</b> Lead safety strategy Take attendance	
<b>Hazard</b>	<b>Safety Strategy</b>											
Tornado	Evacuate to shelter area											
Hazmat	Seal the room											
Earthquake	Drop, cover and hold											
Tsunami	Get to high ground											

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### HOLD! In your classroom. Clear the halls.

<b>STUDENTS</b> Remain in the classroom until the "All Clear" is announced	<b>TEACHER</b> Close and lock classroom door Business as usual Take attendance	
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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 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.

# 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 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

# Afton Elementary Specials 2020-2021 Calendar

## August

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				

Aug. 25 - First Day of School

## September

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

Sept 7 - Labor Day - No School  
Sept 25 - No School

## October

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

Oct 2 - No School/Staff PD  
Oct 15&16 - Fall Break  
Oct 30 - No School

## November

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				

Nov 6 & 13 - No School  
Nov 25 - Early Release  
Nov 26 & 27 - Thanksgiving Break

## December

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	Christmas Break			

Dec 11 - No School  
Dec 23 - Early Release  
Dec 24 - Jan 1 - Christmas Break

## January

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

Jan 4 - School Resumes  
Jan 15, 22, & 29 - No School

## February

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

Feb 5 - No School/Staff PD  
Feb 12, 15, & 26 - No School

## March

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	Spring Break			

Mar 12 & 19 - No School  
Mar 29 - April 2 - Spring Break

## April

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

April 9 & 23 - No School

## May

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				

May 14 & 21 - No School  
May 28 - 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.