

2022-2023 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 – 2022/2023

7:50 a.m. – First Bell

7:55 a.m. – School Begins

11:30 – 12:05 p.m. Kindergarten & 1st Grade Lunch

11:45 a.m. – 12:25 p.m. 2nd & 3rd 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 |
| Jennifer Aullman | K04 | 307-880-3199 |
| Angela Burton | K01 | 307-885-3081 |
| Lisa Garner | K03 | 307-885-9056 |
| Debbie Johnson | K05 | 307-886-9409 |
| Saydi Nichols | K06 | 307-248-2783 |
| Stacey Watson | C01 | 307-885-5279 |

1st 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 |
| Ericka Putnam | 105 | 480-557-7146 |
| Kimberly Theriault | 102 | 208-569-7604 |

2nd 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 |
| Jim Keeley | 205 | 307-886-3611 |
| Joyce Kennington | 206 | 307-886-9746 |

3rd Grade Teachers

| | | |
|-------------------|-----|--------------|
| Jason Cazier | 305 | 307-887-2532 |
| Allison Hicks | 302 | 208-688-1015 |
| Kirk Hoopes | 303 | 307-886-5699 |
| Amy Klindt | 301 | 307-887-9075 |
| Tami Nielsen | 304 | 307-885-0217 |
| LaJeannea Hietpas | 309 | 307-226-0691 |

Specialist Teachers

| | | |
|------------------------|--------------------|--------------|
| Media | Shelly Hunsaker | 307-887-9379 |
| Music | April Cram | 307-883-3704 |
| Keyboarding | Carolyn Gordon | 307-887-7610 |
| Art | Jason Nielsen | 307-885-0217 |
| P.E. | Brandy Taylor | 307-887-0569 |
| Special Education | Jaclynn Lancaster | 307-203-0551 |
| Compliance Facilitator | Susie Richert | 307-248-0043 |
| Speech Therapist | Evan Call | 307-248-1035 |
| Speech Therapist | Rachelle Patterson | 307-248-1313 |
| SLPA | Brooke Carreon | 602-680-8696 |
| 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 | Kiley Bennett | Nicole Burton |
| Jenny Colvin | Suzanne Harden | Bobbi Heap |
| Jenn Hoopes | Luetta Lewis | Shana Southam |
| Rebecca Strgar | Janet Wilson | |

| | | |
|--------------------------------|------------------|----------------|
| Special Education Aides | Angela Bagley | Renae Brown |
| Cindy Clark | Andrea Dana | Rachel Gardner |
| Shanna Hurd | Shelly Lancaster | Trina Nield |
| Rick Perry | Denise Smith | Lacey Spalding |

| | | |
|--------------------------|----------------------|-------------------|
| Media Aide | Amy Merritt | |
| Kindergarten Aide | Rachelle Christensen | |
| Early Intervention Aide | Michelle Heiner | |
| ELL | Tennyson Draney | Kirstin Mortensen |
| Playground Supervision | Genevieve Burdick | |
| Custodians | | |
| Shana Teel | Mike Wilson | |
| Cooks | | |
| Head Cook – Misty Nelson | Rubie Arnold | Laura Hirschi |
| Jeannie Lindley | | |
| PTO Officers | | |
| Co-Presidents | Melinda Clinger | Wendy Hunsaker |

"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: \$.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 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. 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 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 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

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

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

ADULTS

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

© Copyright 2009-2020, All Rights Reserved. The "I Love U Guys" Foundation, Conifer, CO. The Standard Response Protocol and Logo are Trademarks of The "I Love U Guys" Foundation and may be registered in certain jurisdictions. This material may be duplicated for distribution per "SRP Terms of Use", SRP TxSSC 2021 Poster_EN | V 4.0 | Revised: 04/21/2021 | <http://iloveuguyz.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.

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 |
|----------------------|--|--|--|
| 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 |

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
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 2022-2023 Calendar

August

| 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 | | |

Aug. 22 - First Day of School
Aug. 26 - No School

September

| 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 |

Sept 2 & 5 - Labor Day - No School
Sept 16 & 30 - No School

October

| 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 | | | | |

Oct 14, 21, & 28 - No School

November

| 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 | | |

Nov 4 & 11 - No School
Nov 23 - Early Release
Nov 24 & 25 - Thanksgiving Break

December

| 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 |

Dec 9 & 16 - No School
Dec 23 - Jan 2 - Christmas Break

January

| 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 | 31 | | | |

Jan 2 - No School
Jan 3 - School resumes
Jan 13, 20 & 27 - No School

February

| 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 | | | |

Feb 10, 17, & 24 - No School

March

| 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 |

Mar 3, 10, & 17 - No School
Mar 27 - 31 - Spring Break

April

| 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 |
| | | | | |

April 7, 14, & 28 - No School

May

| 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 |
| | | | | |

May 12 & 19 - No School
May 26 - 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

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

No school.

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.**