

# AYER ELEMENTARY SCHOOL

5272 East Lowe Ave  
Fresno, CA. 93727  
559-253-6400



## ***PARENT HANDBOOK 2025-26***

### **Ayer Bears School Mission Statement**

*The Ayer School community is dedicated to:*

*“Every individual student feeling connected, celebrates diversity, and respect others on their way to attaining academic and social success.”*

*Message from Ms. Ailanjian, Principal*

Welcome to Ayer Elementary, Home of the Bears! As our school family grows, I want to assure you that it is our goal for Ayer Elementary to continue to be the center of activity for this diverse neighborhood. I strongly encourage you to become an active partner. In sharing your time and or expertise you will greatly enrich the school as well as the community! The staff at Ayer are excited to partner with you to make the school experience a powerful one for your child. It is our goal that every student will become proficient in the educational standards set forth by the state of California. We are committed to providing an educational program that will meet not only state standards but will meet the social, emotional, and physical needs of every student!

**Schedule of School Hours:**



**Ayer Elementary School**  
Bell Schedule & Instructional Minutes  
2025-2026

**Daily Schedule**

TK/Kindergarten	1 <sup>st</sup> Grade	2 <sup>nd</sup> Grade	3 <sup>rd</sup> Grade	4 <sup>th</sup> Grade	5 <sup>th</sup> Grade	6 <sup>th</sup> Grade
8:00-9:30 Instruction	8:00-9:55 Instruction	8:00-9:55 Instruction	8:00-10:15 Instruction	8:00-10:15 Instruction	8:00-10:35 Instruction	8:00-10:35 Instruction
9:30-9:45 Recess	9:55-10:10 Recess	9:55-10:10 Recess	10:15-10:30 Recess	10:15-10:30 Recess	10:35-10:50 Recess	10:35-10:50 Recess
9:45-10:55 Instruction	10:10-11:25 Instruction	10:10-11:25 Instruction	10:30-11:50 Instruction	10:30-11:50 Instruction	10:50-12:20 Instruction	10:50-12:20 Instruction
10:55-11:29 Lunch	11:25-11:59 Lunch	11:25-11:59 Lunch	11:50-12:24 Lunch	11:50-12:24 Lunch	12:20-12:54 Lunch	12:20-12:54 Lunch
11:29-1:05 Instruction	11:59-2:05 Instruction	11:59-2:05 Instruction	12:24-2:05 Instruction	12:24-2:05 Instruction	12:54-2:05 Instruction	12:54-2:05 Instruction
1:05pm Dismissal	2:05pm Dismissal	2:05pm Dismissal	2:05pm Dismissal	2:05pm Dismissal	2:05pm Dismissal	2:05pm Dismissal

**Adjusted-Early Release Daily Schedule**

Except for the Week of: Sept. 1, Oct. 13, Nov. 10, Jan. 19, Feb. 9 & 16, Mar. 9, Apr. 6 and May 25

4 Days for Parent Conferences-Week of October 20<sup>th</sup>-24<sup>th</sup>

TK/Kindergarten	1 <sup>st</sup> Grade	2 <sup>nd</sup> Grade	3 <sup>rd</sup> Grade	4 <sup>th</sup> Grade	5 <sup>th</sup> Grade	6 <sup>th</sup> Grade
8:00-9:30 Instruction	8:00-9:55 Instruction	8:00-9:55 Instruction	8:00-10:15 Instruction	8:00-10:15 Instruction	8:00-10:35 Instruction	8:00-10:35 Instruction
9:30-9:45 Recess	9:55-10:10 Recess	9:55-10:10 Recess	10:15-10:30 Recess	10:15-10:30 Recess	10:35-10:50 Recess	10:35-10:50 Recess
9:45-10:55 Instruction	10:10-11:25 Instruction	10:10-11:25 Instruction	10:30-11:50 Instruction	10:30-11:50 Instruction	10:50-12:20 Instruction	10:50-12:20 Instruction
10:55-11:29 Lunch	11:25-11:59 Lunch	11:25-11:59 Lunch	11:50-12:24 Lunch	11:50-12:24 Lunch	12:20-12:54 Lunch	12:20-12:54 Lunch
11:29-12:00 Instruction	11:59-1:00 Instruction	11:59-1:00 Instruction	12:24-1:00 Instruction	12:24-1:00 Instruction	12:54-1:00 Instruction	12:50-1:00 Instruction
12:00pm Dismissal	1:00pm Dismissal	1:00pm Dismissal	1:00pm Dismissal	1:00pm Dismissal	1:00pm Dismissal	1:00pm Dismissal

**Adjusted Daily Schedule**

Last Day of School – June 12, 2025

TK/Kindergarten	1 <sup>st</sup> Grade	2 <sup>nd</sup> Grade	3 <sup>rd</sup> Grade	4 <sup>th</sup> Grade	5 <sup>th</sup> Grade	6 <sup>th</sup> Grade
8:00-9:30 Instruction	8:00-9:55 Instruction	8:00-9:55 Instruction	8:00-10:15 Instruction	8:00-10:15 Instruction	8:00-10:35 Instruction	8:00-10:35 Instruction
9:30-9:45 Recess	9:55-10:10 Recess	9:55-10:10 Recess	10:15-10:30 Recess	10:15-10:30 Recess	10:35-10:50 Recess	10:35-10:50 Recess
9:45-10:30 Instruction	10:10-10:45 Instruction	10:10-10:45 Instruction	10:30-11:00 Instruction	10:30-11:00 Instruction	10:50-11:15 Instruction	10:50-11:15 Instruction
10:30-11:00 Lunch	10:45-11:15 Lunch	10:45-11:15 Lunch	11:00-11:30 Lunch	11:00-11:30 Lunch	11:15-11:45 Lunch	11:15-11:45 Lunch
11:00-12:00 Instruction	11:15-12:00 Instruction	11:15-12:00 Instruction	11:30-12:00 Instruction	11:30-12:00 Instruction	11:45-12:00 Instruction	11:45-12:00 Instruction
12:00pm Dismissal	12:00pm Dismissal	12:00pm Dismissal	12:00pm Dismissal	12:00pm Dismissal	12:00pm Dismissal	12:00pm Dismissal

**Rainy Day Schedule (Normal Day Schedule)**

TK/Kindergarten	1 <sup>st</sup> Grade	2 <sup>nd</sup> Grade	3 <sup>rd</sup> Grade	4 <sup>th</sup> Grade	5 <sup>th</sup> Grade	6 <sup>th</sup> Grade
8:00-9:30 Instruction	8:00-9:55 Instruction	8:00-9:55 Instruction	8:00-10:15 Instruction	8:00-10:15 Instruction	8:00-10:35 Instruction	8:00-10:35 Instruction
9:30-9:45 Recess	9:55-10:10 Recess	9:55-10:10 Recess	10:15-10:30 Recess	10:15-10:30 Recess	10:35-10:50 Recess	10:35-10:50 Recess
Classroom Recess (NTA/ Admin) Cover Classrooms	Classroom Recess (NTA/ Admin) Cover Classrooms	Classroom Recess (NTA/ Admin) Cover Classrooms	Classroom Recess (NTA/ Admin) Cover Classrooms	Classroom Recess (NTA/ Admin) Cover Classrooms	Classroom Recess (NTA/ Admin) Cover Classrooms	Classroom Recess (NTA/ Admin) Cover Classrooms
9:45-10:30 Instruction	10:10-11:10 Instruction	10:10-11:10 Instruction	10:30-11:50 Instruction	10:30-11:50 Instruction	10:50-12:20 Instruction	10:50-12:20 Instruction
10:30-11:00 Lunch	11:10-11:40 Lunch	11:10-11:40 Lunch	11:50-12:20 Lunch	11:50-12:20 Lunch	12:30-1:00 Lunch	12:30-1:00 Lunch
Pick up in Cafeteria	Pick up in Cafeteria	Pick up in Cafeteria	Pick up in Cafeteria	Pick up in Cafeteria	Pick up in Cafeteria	Pick up in Cafeteria
11:00-1:05 Instruction	11:40-2:05 Instruction	11:40-2:05 Instruction	12:20-2:05 Instruction	12:20-2:05 Instruction	1:00-2:05 Instruction	1:00-2:05 Instruction
1:05pm Dismissal	2:05pm Dismissal	2:05pm Dismissal	2:05pm Dismissal	2:05pm Dismissal	2:05pm Dismissal	2:05pm Dismissal

**Rainy Day Adjusted-Early Release Daily Schedule**

TK/Kindergarten	1 <sup>st</sup> Grade	2 <sup>nd</sup> Grade	3 <sup>rd</sup> Grade	4 <sup>th</sup> Grade	5 <sup>th</sup> Grade	6 <sup>th</sup> Grade
8:00-9:30 Instruction	8:00-9:55 Instruction	8:00-9:55 Instruction	8:00-10:15 Instruction	8:00-10:15 Instruction	8:00-10:35 Instruction	8:00-10:35 Instruction
9:30-9:45 Recess	9:55-10:10 Recess	9:55-10:10 Recess	10:15-10:30 Recess	10:15-10:30 Recess	10:35-10:50 Recess	10:35-10:50 Recess
Classroom Recess (NTA/ Admin) Cover Classrooms	Classroom Recess (NTA/ Admin) Cover Classrooms	Classroom Recess (NTA/ Admin) Cover Classrooms	Classroom Recess (NTA/ Admin) Cover Classrooms	Classroom Recess (NTA/ Admin) Cover Classrooms	Classroom Recess (NTA/ Admin) Cover Classrooms	Classroom Recess (NTA/ Admin) Cover Classrooms
9:45-10:30 Instruction	10:10-11:10 Instruction	10:10-11:10 Instruction	10:30-11:50 Instruction	10:30-11:50 Instruction	10:50-12:20 Instruction	10:50-12:20 Instruction
10:30-11:00 Lunch	11:10-11:40 Lunch	11:10-11:40 Lunch	11:50-12:20 Lunch	11:50-12:20 Lunch	12:30-1:00 Lunch	12:30-1:00 Lunch
Pick up in Cafeteria	Pick up in Cafeteria	Pick up in Cafeteria	Pick up in Cafeteria	Pick up in Cafeteria	Pick up in Cafeteria	Pick up in Cafeteria
11:00-12:05 Instruction	11:40-1:05 Instruction	11:40-1:05 Instruction	12:20-1:05 Instruction	12:20-1:05 Instruction	1:00-1:05 Instruction	1:00-1:05 Instruction
12:05pm Dismissal	1:05pm Dismissal	1:05pm Dismissal	1:05pm Dismissal	1:05pm Dismissal	1:05pm Dismissal	1:05pm Dismissal

**Bus Schedule**

A detailed schedule is included in the beginning of the year packet sent home with students on the first day of school. If you would like an additional copy, please contact the office.

### **Permit to Leave School**

Any child leaving school for a doctor's or dentist's appointment should be signed out in the office by the parent or person authorized on the emergency card. No child is to leave the school grounds during school hours unless approval has been granted by the school office.

**Identification MUST BE SHOWN for students(s) to leave campus.**

### **Breakfast/Lunch/Snacks**

#### **Breakfast– 7:30am – 7:55 am**

The cafeteria doors will close at 7:55 am so that students will be able to get to class on time. Students who walk to school or are brought by car will not be fed after 7:55 am. **If the bus is late, bussed students may only eat breakfast after 7:55 a.m.**

#### **Snacks**

Snacks are allowed at school under the following guidelines:

- They **must be healthy** in nature, i.e. fruit juices, water, fruit, yogurt, energy bars, raisins, etc.
- Containers, wrappers, papers, bottles must be thrown away.
- Snacks may only be eaten at **morning recess at the picnic tables.**
- **NO SODAS, CANDY, GUM, or HOT CHIPS.**

#### **Outside Food Policy**

1. Parents or guardians are not to bring food or drop off students, unless documented as a dietary restriction or medical condition.
2. Food deliveries of any kind are not permitted on campus, both during school hours and after school hours. This includes pizza delivery, Uber Eats, Door Dash, etc.
3. **Homemade food items are not to be shared in any group setting on campus. This includes both during school hours and after school hours.**

#### **Birthday Celebration:**

Parents, if you plan on bringing cupcakes or a cake, **please bring them/it to the office at 1:45 pm.** All items must be pre-packaged without a broken seal. Celebrations will take place in the last 15 minutes of school. We do not interrupt classes during class time.

**Please no Peanut-Nut Products**

#### **Arriving at School**

Supervision is provided for students who do not eat at school **beginning at 7:30 am.** **The earliest time a student should be at school is 7:30 am to eat breakfast.**

#### **Student Behavior**

Here at Ayer, we believe all our students can achieve success. We will be using a structured Discipline Program to ensure this. Rules are made not only to protect our students and their property, but also to protect the right to participate in the educational setting.

The students at Ayer Elementary know that disruptive or defiant behavior is not acceptable. Therefore, the students will be expected to follow the Ayer's rules that are listed in accordance with the Fresno Unified Code of Behavior found in this packet.

### **Disciplinary Steps:**

- Step 1 Verbal Warning
- Step 2 Teacher/Student Conference
- Step 3 Parent Conference
- Step 4 Office Referral with Administrator
- Step 5 School or Home Suspension

**Student Referral to the Office**

Students will be sent to the office for infractions under Levels 3 and Level 2 if severe. Incidents will be recorded in the student’s discipline log each time he/she is sent to the office. Consequences may result in detention, on-campus suspension, or suspension.

**Ayer’s Level of Misbehaviors**

Level 1	Level 2	Level 3
<i>Minor behaviors that can be adequately corrected at the time and in the setting in which they occur; documentation is recommended</i>	<i>These are behaviors that continue to be corrected at the time and in the setting in which they occur. Notification to other staff members that a pattern is developing or to request support; documentation is required.</i>	<i>Serious misbehaviors that require immediate administrative involvement and documentation is required.</i>
<ul style="list-style-type: none"> <li>▪ Blurting/calling out in class</li> <li>▪ Horseplay</li> <li>▪ Making noises</li> <li>▪ Not following directions</li> <li>▪ Name calling (non-intentional put-downs)</li> <li>▪ Excessive talking</li> <li>▪ Profanity (accidental)</li> <li>▪ Throwing objects (no harm intended)</li> <li>▪ Out of seat</li> <li>▪ Gum/candy/chips/seeds</li> <li>▪ Work not complete</li> <li>▪ Misuse of equipment/electronics</li> <li>▪ Prohibited objects at school</li> <li>▪ Dress code violation</li> <li>▪ Inappropriate common area behavior</li> </ul>	<ul style="list-style-type: none"> <li>▪ Stealing (minor, one time)</li> <li>▪ Targeting others (early stage)</li> <li>▪ Profanity to other students</li> <li>▪ Name calling to cause intentional harm</li> <li>▪ Talking back to adults</li> <li>▪ Damaging property</li> <li>▪ Repeated misuse of equipment/electronics</li> <li>▪ Leaving classroom without permission</li> <li>▪ Not following directions (insubordination)</li> <li>▪ Tripping/Pushing</li> <li>▪ Prolonged Restroom Use</li> <li>▪ Cheating/Copying</li> <li>▪ Throwing objects or food (someone hit not harmed)</li> <li>▪ Verbal Altercation with another student</li> </ul>	<ul style="list-style-type: none"> <li>▪ Fighting/Injury to person</li> <li>▪ Threats</li> <li>▪ Weapon or dangerous objects</li> <li>▪ Possession/Use of Control Substance /Drug paraphernalia/Tobacco</li> <li>▪ Theft/Robbery</li> <li>▪ Damage to property - severity of incident or habitual *</li> <li>▪ Stolen property - severity of incident or habitual *</li> <li>▪ Obscene act or profanity -severity of incident, directed at an adult or habitual *</li> <li>▪ Defiance or Disruption***-The teacher’s direction must meet three conditions</li> <li>▪ Sexual assault or battery</li> <li>▪ Hazing – actual or attempted</li> <li>▪ Engaged in bullying** (severe or chronic)/cyberbullying</li> <li>▪ Sexual harassment</li> </ul>

**Suspension**

Students can be suspended for fighting, threatening others, vulgar language, stealing, damaging school or private property, defying the authority of a supervisor, sexually harassing another, possessing a controlled substance, or disrupting school activities as well as bullying.

**Notification Regarding Expulsion**

The Fresno Unified School District Board of Education has established policies and standards of behavior which promote learning and protect the safety and well-being of students. When these policies are violated, it may be necessary to suspend or expel a student. Board Policy 5144.1 aligns with California Education Code in the approaching serious offenses.

The following offenses will warrant a mandatory referral for expulsion:

1. Possession of loaded or unloaded firearm.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance.
4. Sexual assault (including attempt) or sexual battery.
5. Possessing an explosive

The offenses listed above will not be tolerated in school buildings, school grounds, and buses, going to or coming from lunch or school or at any school-sponsored activity.

For all other violations, the principal shall have the discretion to recommend expulsion of a student. If expulsion is recommended, the Board shall order the student expelled only if it makes finding of either or both of the following:

1. That other means of correction is not feasible or has repeatedly failed to bring about proper conduct.
2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others.

Students who violate applicable Penal Codes, referenced by Board policy, will be referred to the appropriate law enforcement authorities.

This Board policy is publicized, and each student and parent/guardian will be asked to sign a copy of the Notification Regarding Expulsion. If the letter is not returned to the school, the policy still applies to all students.

### ***Student Dress and Grooming Code: B.P. 5132; A.R. 5132***

The Governing Board believes that appropriate dress and appearance contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or interfere with the educational process. In adopting this Dress and Appearance policy, it is the Board's intention to comply with education code 221.5.

The Board recognizes that, to promote student safety and a positive school climate, the staff, parents/guardians, and students must be involved in the development of the Dress and Appearance policy.

School sites, in collaboration with the staff, parents/guardians and students may develop a Site-Specific Dress Code which exceeds the district's minimum Dress and Appearance Policy but is not contradictory. The superintendent or designee shall establish a process for the submission and approval of Site-Specific Dress Code in conjunction with each school's safety plan. Students and parents/guardians shall be informed about the Dress and Appearance policy as well as any Site-Specific dress code at the beginning of the school year and when revised. A student who violates the minimum Dress and Appearance Policy shall be subject to appropriate disciplinary action. Except in exigent circumstances, a violation of the Dress and Appearance Policy shall not be grounds for suspension or expulsion.

The responsibility for the dress and appearance of a student rests primarily with the student and their parents or guardians. In the interest of maintaining an appropriate learning environment, the district believes in the following basic principles:

- All students are encouraged to dress in a manner that is appropriate, comfortable, and conducive to an active academic school day. Students should be able to wear clothing without fear of or actual unnecessary discipline or body shaming.
- The student dress code should serve to support all students to develop a body-positive self-image.
- The district standard dress and appearance policy is gender neutral and applies to all students equally regardless of gender on school campuses and at school-sponsored functions and will be enforced consistently and fairly by all members of the school staff.
- Clothing and hairstyles are a matter of personal choice (except for schools with uniforms). The school shall be concerned only when this impacts the health and safety of students and staff.

#### **Examples of inappropriate clothing include:**

- clothing where the buttocks or torso is exposed, i.e., tube tops, half shirts, halters.
- clothing that is see-through (Clothing must be opaque).
- clothing or accessories which show profanity, obscene words or pictures, sexually suggestive statements, or incite violence.
- Clothing representing gang-related activities.
- clothing where the entire thigh is exposed, such as micro minis or short shorts.
- bathing suits or cut-offs
- the wearing and carrying of tobacco promotional items, or items promoting controlled substances (drugs) and/or alcohol,
- clothing where undergarments are exposed
- clothing that has text that is libelous, bullying, constitutes harassment or discrimination
- footwear must be worn at school and all functions
- ***no backless footwear for elementary students***

Additionally, site leadership may establish a site-specific dress code addendum in the following circumstances: Times when students are engaged in extracurricular or other special school activities and where the standard dress and appearance policy

would not be appropriate for the activity. Times when students are engaged in specific courses where modification is needed to ensure the safety of the students engaged in the class.

### **GANG-RELATED APPAREL**

The Board recognizes that, in order to promote student safety and discourage theft, peer rivalry, and/or gang activity, the principal, staff, and parents/guardians at a district school may wish to establish a reasonable site-specific dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a dress code shall be included as part of the school safety plan presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

### **Sun Protective Clothing A.R. 5132**

Each school site shall allow for outdoor use during the school day, articles of sun-protective clothing, including but not limited to, hats. Each school site may set a policy related to the type of sun-protective clothing, including but not limited to hats, that pupils will be allowed to use outdoors. Specific clothing and hats determined by the school district or school site to be gang-related or inappropriate apparel may be prohibited by the school site's dress code policy.

### **Sunscreen E.C. 35183.5 (b)**

Each school site allows pupils to use sunscreen during the school day without a physician's note or prescription. Each school site may set a policy related to the use of sunscreen by pupils during the school day.

### ***Bus Rules***

Bus transportation is a service and a privilege. Students must follow all State Health Department requirements while riding the bus which can include but not limited to wearing a mask. A school administrator, following written communication from the bus driver involved, will discipline students who are cited for the violations listed below. Further disciplinary action for multiple violations could result in a suspension or loss of bus privileges.

### **Students get TWO warnings on the bus before they are removed**

#### **Violations**

- Leaving seat while bus is in motion.
- Kindergarten parents fail to pick up their child from the bus stop.
- Tampering with bus equipment.
- Obstructing the aisle with legs, feet, or other objects.
- Not sitting facing the front of the bus.
- Putting any part of the body out of the bus windows.
- Eating or drinking on the bus.
- Failing to cross the street in front of the bus under the driver's supervision.
- Having dangerous objects, glass, knives, etc. on the bus.
- Being defiant or uncooperative with the bus driver, needing constant correction.
- Fighting or using body contact on the bus, or while loading or unloading.
- Damaging or defacing the bus.
- Making unnecessary noise or commotion, whistling, or calling people from the bus.
- Giving improper identification when requested by the bus driver.
- Throwing objects from the bus window or while at the bus stop.

### **When a student rider receives a bus citation, the following will occur:**

1. The rider and his/her parent/guardian will be given notice and warning.
2. Upon a second offense, the rider may be denied transportation services for the remainder of the school year.

### ***Student Procedures to Follow During the School Day***

1. Assist in maintaining our **beautiful school campus** by staying out of planted areas, not throwing balls against walls of the school buildings, picking up litter and placing it in trash cans, and staying off grassy areas except on the playground.
2. In the **cafeteria** students are to talk in quiet voices, clean up after themselves, and **not** take food out of the cafeteria.
3. **Always walk** on the school campus unless it is at recess or PE.
4. Do not play in the restrooms or hallways.

5. Students are not allowed in the main building unless accompanied by a teacher before school starts, during recess, lunch, and after school.

### **Prohibited Items** –

Toys are not to be brought to school for any reason. Bringing toys creates several problems. It takes away from the learning environment and causes problems dealing with lost and stolen toys. If toys are brought to school a teacher or administrator will take the toy away and may request that the parent pick up the toy.

### **Laser Pointers and Toys of any type**

(Including Spinners, Game Cards, Kadama's and balls) are to remain at home. If cell phones are brought to school, they are to be turned off during class time and be out of sight as to not interrupt the learning environment.

### **Lost and Found** –

Lost and Found items are kept in the cafeteria. Please remember to write your child's name on the inside of any outerwear and jackets. At the end of each semester items that are not claimed will be donated to a charitable organization.

### ***Yellow Emergency Procedure Card- Now available Online on Parent Portal***

This is our only way to contact you or your family/friends if your child is ill or injured. Please make sure all your information is current on Parent Portal and on your yellow emergency card. This is more important than ever. Please read carefully, answer all questions completely. If you do not have a phone, please give us a number where we can leave a message. This is for your child's protection and safety. When and if there are any changes, please come to the office immediately so we can update the information.

### ***Volunteers***

The Governing Board encourages parents/guardians and other members of the community to share their time, knowledge, and abilities with our students. Each volunteer is required to complete the District Volunteer Application Form, and the completed form must be on file in the Principal's office by commencement of service. This form includes a requirement to disclose any prior criminal convictions. Failure to provide accurate information will result in immediate dismissal.

### ***Medications***

Only medications prescribed by a doctor can be administered at school. Students cannot be sent to school with any prescription or over-the-counter medicine to take on their own. A parent or guardian must provide the office with the medication in the original container and with complete instructions. A consent form, signed by the parent or guardian and the physician, explaining the time and dosage to be given along with any special instructions is necessary. Medications will be stored in a locked cupboard in the nurse's office.

### ***Illness***

Students and staff must answer no to all questions on the district Self Screening Tool. (Included in your back-to-school packet). If you answer yes to any of the questions or if your child has a health condition that may affect his/her activities at school, immediately notify the school office. If the parent cannot be reached another person on the emergency card will be contacted. Students are not allowed to walk home, be picked up by someone under the age of 18, or by someone who is not listed on the emergency card.

### ***Dismissal***

Please clarify any changes to after school routines with your child before they come to school. It is not always possible that your child can receive a message during school day.

Students who are picked up by auto should wait in the passenger loading in the main parking lot. All students that walk home should exit through the Lowe Ave Gate. Please encourage proper pedestrian and traffic procedures. It is unsafe for a student

to exit or enter a car in the middle of the parking lot or street. All students not picked up by 2:15 will be brought into the office to call their parents. Students will remain in the office until picked up.

For the safety of our students and to eliminate as much traffic congestion as possible, do not park and leave your car in the roundabout, bus parking or other drop-off and pick-up zone.

### ***After School Extended Learning***

The ASP Program operates daily from 2:05pm -6:00pm.

### ***AR 5121***

*As a general practice, students working below the standards of expected student achievement for their grade level may not receive a mark higher than a "C."*

To receive an A, B, or C students must be reading on or above grade level and doing A, B, or C work. Students at any level in any academic area can receive a lower grade than their ability level if their assignments are of poor quality or are incomplete.

### ***Promotion and Retention***

Students will be identified at the end of the first quarter if they are a "Candidate for Retention" or "At Risk of Retention." Kindergarten students will be identified after the second reporting period. Parents will be informed at the Parent Teacher Conference held in October. At that time, you and your child's teacher will discuss and plan interventions that will assist in your child meeting grade level requirements. A final determination whether to promote or retain will be made during the third quarter of school.

### ***Report Card Periods***

October  
March

December  
June

***\*Report Cards will be shared during Parent/Teacher Conferences – October***

### **Parent-Teacher Association**

At Ayer, we are committed to a Parent Partnership relationship. Research has proven that students whose parents are involved in their child's education achieve more in school.

#### **Some activities to be aware of:**

- Back To School Night
- Parent Teacher Conferences
- School Site Council (SSC)
- English Language Advisory Committee (ELAC)
- Parking Lot Volunteers
- Cross Walk Volunteers
- Open House
- School Carnival
- Family Movie Night
- Literacy Night
- Parent Coffee Hour
- Family Dance
- Award Assemblies
- Much, much more!!!