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| **Student & Parent Handbook** |
|  |
| Bryan Skelton |



Bountiful Elementary

Student & Parent Handbook

**Bountiful Elementary**

**Bobcats**

Message to Students and Parents

Dear Bountiful Elementary Bobcats,

More than 16 years ago Davis School District began working on curriculum that has become known as the DESK (Davis Essential Skills and Knowledge) Standards. With Utah’s adoption of the Common Core Standards five years ago, DESK has grown to include relevant parts of that “core,” but the curriculum of Davis School District and West Bountiful Elementary School remains the DESK Standards, a link to which is found on the district website, <http://www.davis.k12.ut.us>.

The ongoing development of DESK Standards is intended to increase rigor and better prepare our students for college and careers. Teachers are adapting their instruction toward higher student achievement, and continue to receive professional development in support of that effort. Parents, please join us in keeping the focus of teaching and learning on the marvelous and capable students of our West Bountiful community. Please communicate often and openly with our faculty and staff, and frequently discuss at home the learning that is occurring among your children. We invite and encourage all stakeholders to be actively involved in our educational efforts. Working together we can achieve so much more!

We now embark on an exciting new school year, and the opportunity is ours to boost academic achievement, refine our Bountiful citizenship and better prepare our students for an opportunity-filled future. We can do this by staying focused on the Davis School District Purpose, *Learning First!* Let’s make this an eventful, rewarding journey for each of us.

Sincerely,

Bryan Skelton Shelly Truelson

Principal Assistant Principal

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**ATTENDANCE**

Regular and consistent attendance is essential for student growth and achievement. Under Utah law, it is the responsibility of parents or guardians to ensure that their children are punctual in attending school each school day. Please call 402-1350 if your child is or will be absent. Parents will be notified of unexcused absences by an automated calling system which is activated each school day at 10 a.m.

**ARRIVING TO SCHOOL**

Students should not arrive at school before 8:15 a.m. because limited supervision is available. Parents are welcome to wait with their children on the playground. At 8:45 a.m. students will line up at their grade level doors and wait for teachers to invite their entry into the building.Classroom instruction begins promptly at 8:50 a.m. Breakfast service starts at 8:20 each school morning, and students intending to eat breakfast should enter the building through the south-east door, which is the one nearest the cafeteria.

**STAYING AFTER SCHOOL**

All students are encouraged to go home directly after school. Teachers or staff members do not ask or require children to stay after school for any reason without specific approval from parents.

**LEAVING SCHOOL EARLY**

The office does not dismiss unattended children, but children may come to the office and wait for a parent or other designated adult to sign them out. We **cannot** check students out with a telephone call. Parents and designated adults may be asked to show proof of identification before taking a student from school.

**CLASS ASSIGNMENT**

Each student is assigned to an appropriate grade-level class. Additional supports are available for both advanced and struggling students. Parents and guardians are strongly encouraged to work closely with their student’s classroom teacher to resolve any concerns. The principal, assistant principal, school counselor, school psychologist, and other education specialists are also available for consultation and additional support.

**VISITORS and VOLUNTEERS**

For the safety of our students, parents, and members of the school staff, allvisitors and volunteers are required to check in at the office and wear their volunteer badge while in the building.

**CLASSROOM VISITS**

Parents are welcome at Bountiful Elementary, but teachers expect advance notice of classroom visits. Please check in with the office and obtain a visitor or volunteer badge before proceeding to any other part of the school. District policy prohibits school-age relatives and friends from attending class with enrolled students.

**HOMEWORK**

Teachers follow the Davis School District Homework Guidelines. Students in the Spectrum program follow the Full-Time Spectrum Homework Guidelines. Homework is an important part of the educational program and provides students the opportunity to develop responsibility, good study habits and mastery of developing skills. Homework is encouraged and will be used to extend and expand the activities presented during the instructional day. Specific assignments will vary and depend upon individual grade levels, but in general students should be expected to do daily homework as indicated here:

**Grade Cumulative Minutes per School Day Purpose(s)**

Kindergarten 0- 10 Study Skills and habits

1 – 2 10 -20 Study Skills and habits

 Basic skill building

3 – 4 30 – 40 Study skills and habits

Basic skill building

5 – 6 50 - 60 Preparation

 Skill integration

Estimated homework time is in addition to daily reading practice. Homework assignments for sixth graders are particularly important as they begin to assume responsibilities critical for their success in junior high school.

**DRESS CODE**

Bountiful recognizes the importance of school, parent, and student collaboration in encouraging students to come to school dressed appropriately. To support our students, this dress code also applies to all staff, volunteers, and visitors. School officials may prohibit the following types of dress or grooming at school or school activities:

* Clothing, hair, and body should be neat, clean, and modest.
* Extreme or slovenly clothing or excessive, distracting grooming, including but not limited to,
	+ Extreme hairstyle or colors exaggerated or other than natural colors are prohibited. This includes, but is not limited to, mohawks (shaved on sides, middle standing up) or fohawks longer than two inches.
	+ Shoes or sandals must be worn at all times. Flip-flops and slippers are not allowed.
	+ Hats (including bandanas) may not be worn in the school building. Other head accessories may not be wider than 2 inches.
	+ Extreme low-rider, sagging or baggy pants or shorts may not be worn. Underwear should never be seen.
	+ Summer wear must be modest. Tank tops, halter-tops, spaghetti straps, and midriff tops are not allowed. Shorts may be worn, but must be hemmed and no shorter than 3” from the knee. Skirts may not be shorter than 3” from the knee. Boxers, briefs, or bicycle/spandex shorts are not allowed.
	+ Clothing that is torn, ripped, or frayed or has holes is prohibited (unless layered under other clothing).
	+ Clothing which displays obscene, vulgar, lewd, disrespectful, or sexually explicit words, messages, or pictures, clothing that can be identified as “gang related”, and clothing which shows an illegal substance are not allowed.
	+ Clothing attachments or accessories that could be considered weapons or a danger are prohibited.
	+ Exaggerated cosmetics, body paint, or body piercing are prohibited.

Parents of students in violation of the dress code may be contacted and asked to bring replacement clothing to school or students may be asked to return home to change and *return to school*.

**SCHOOL CALENDAR**

Copies of the school and district calendars are available on the district or school websites.

**SCHOOL LUNCH**

Elementary Lunch $1.85

Adult Lunch $3.40

Elementary Breakfast $1.35

Reduced Lunch $ .40

Reduced Breakfast $ .30

Milk $ .40

While daily cash payments are accepted, parents are encouraged to pay for meals in advance by week, month, term or year. Complete information on paying by mail, online electronic check payment, or auto-pay is available at <http://www.davis.k12.ut.us>

(At the District web site, click on Departments, and then Nutrition).

Guidelines and applications for Free and Reduced lunch are available at <http://www.davis.k12.ut.us> (At the District web site, click on Departments, and then Nutrition).

An electronic copy of the monthly lunch menu is available at <http://www.schoolmenu.com>

Good manners in the lunchroom are expected and are monitored by a supervisor and administration. The very few children whose behavior is inconsistent with good manners may lose lunchroom privileges.

**NUISANCE ITEMS**

Toys, including, but not limited to, Pokeman or other trading cards, Legos, Barbies or other dolls, and Kadamas, radios, electronic games, walkie-talkies, cameras, iPods, fingernail adhesive or super glue, etc., should not be brought to school.  These items are a cause of concern because they can disrupt school and/or contribute to the injury of students. The one exception is for regular classroom “show and tell.” Adult staff members may take these items and return them only to a parent or guardian. However, **bicycles may be ridden to and from school--but not on district property.** During the school day they must remain locked in the bike rack.

**BEHAVIOR EXPECTATIONS**

 It is important for children to develop self-discipline, and know right from wrong. Parents or guardians can help the school by encouraging good behavior and setting a natural consequence when notified of unacceptable behavior by the school. The school will not tolerate fighting, disrespect, obscene language or gestures, sexual harassment, or destruction of school property. A copy of the [Bountiful Elementary School-wide Behavior Management Plan](#Behaviorplan) is available below.

**RECESS**

Recess is part of the school curriculum, and children are expected to participate in supervised recess activities unless there is a health care plan on file in the office or a doctor's note is provided to the teacher.

**Students should not bring toys from home.** However, sports equipment may be brought from home. It must be labeled with the student’s name and is brought to school at the student’s risk. The school is not responsible for any lost, stolen, or damaged sports equipment brought from home. The school provides all play equipment that is approved for recess use.

Students should come to school dressed appropriately for the weather, with jackets or coats, hats, gloves, boots, etc.   When weather is too severe for children to be outside, an indoor or classroom recess may be held.

**DISCIPLINE**

Recognizing and encouraging good behavior and taking corrective action when necessary maintains good discipline. We expect children to conduct themselves in a manner that will promote a safe and orderly environment. Guidelines of expected behavior are posted at school and are taught to the children.

**LIBRARY**

Each class has a weekly scheduled library time. Students in grades 1-2 may check out one book at a time. Students in grades 3-6 may check out two books. Students are encouraged to bring books back each week on their library day and are responsible for the books they check out. Fines may be assessed for damaged or lost books.

**SCHOOL-WIDE POSITIVE REINFORCEMENT PLAN**

Positive reinforcement, student recognition and healthy self-esteem are important parts of our school-wide discipline plan. Exemplary students are recognized daily as Bobcat C.A.R.E card recipients.

**STUDENT BIRTHDAYS**

The PTA recognizes students at the Birthday Table and provides a treat at lunch once a month. With the approval of the classroom teacher, each student is welcome to bring a **purchased** birthday treat to share with their classmates on their birthday. We acknowledge that this is a special day for children, but we ask that all other forms of celebration and recognition be done at home.

**BOUNTIFUL ELEMENTARY WEB SITE**

Please visit our Bountiful Elementary web site for updated information and announcements at [http://www.davis.k12.ut.us/184/site/default.asp?](http://www.davis.k12.ut.us/184/site/default.asp)

**PARENT NEWSLETTERS**

Our wonderful PTA produces an informative parent newsletter at the beginning of each month during the school year. This newsletter contains valuable information such as the month’s activities and lunch menus.

**BIRTH CERTIFICATES**

Federal law requires a certified copy of the birth certificate for all children in the school to be kept on file.

**STUDENT EDUCATION PLAN (SEP) CONFERENCES**

Students are asked to attend the SEP Conference with their parent(s)/guardian(s).

1st SEP Conference……………………………………… November 9-13, 2015

2nd SEP Conference……………………………………… February 1-5, 2016

**FIRST AID**

When students are injured or become ill during the school day, the office will attempt to consult with parents to ensure that proper action is taken. When unable to speak with parents, the school will follow the instructions provided by parents on each child’s information card. (Please be sure to inform the school of any changes to your contact information.) The school is limited to first aid only. Please review the [Davis School District Illness Protocol](#protocol) on pages 11 and 12 of this document for additional information.

**TELEPHONE USE**

Telephones are available in many classroom and the office for school use and for emergencies. Students must have teacher permission to use telephones. Cellular phones, pagers, walking talkies and other electronic communication devices are not to be used during the school day without teacher permission. These items will be confiscated if they are misused (please see the [Bountiful Elementary Electronic Device Policy](#Device) below).

It is best to contact teachers by phone either before or after school. During the school day teachers are asked to send all calls directly to voicemail in order to focus on classroom teaching. Please help us keep the school day uninterrupted. If an emergency arises, contact the office personnel at 801-402-1350, and a message will be relayed to your children.

Please note all calls originating from Bountiful Elementary show up as coming from one number on the receiver’s caller ID. Our office staff regularly receives calls from concerned parents who have seen the school’s number on caller ID without a corresponding message. It is impossible for office staff to know from where in the building a call originated--or who placed it--unless the call came from the office. Student access to classroom phones is limited. Please help us encourage your children to leave messages on those rare occasions when they need to reach you during the school day. You can also help us by ensuring that contact information stays up–to-date.

**BICYCLES**

A bicycle area is provided at the school. Students use this area at their own risk. We cannot assume responsibility for stolen or damaged bicycles. Students riding bicycles to school must follow the procedures stated below.

1. Bicycles are not to be to ridden on school grounds.
2. Bicycles must be locked in the bicycle racks.
3. Report any thefts immediately to the West Bountiful Police Department.

**FIELD TRIPS**

Field trips provide the opportunity for students to learn, grow, and develop outside of the classroom. Classroom teachers will send permission slips home. Students may not participate in field trips without signed permission slips.

**CROSSWALKS/PEDESTRIAN SAFETY**

Our students’ safety is our primary concern. Students should follow routes established by the school’s SNAP plan which can be accessed through the school’s website. Depending on where you live, your student may have to cross busy streets at the designated crosswalks. It is very important that parents teach their children how to be safe pedestrians—looking both directions before crossing, staying on sidewalks, crossing at cross walks, etc.

Please do not drive into the bus loading area to drop off or pick up students. The loading/drop off area is for buses only. **The safest place to drop off or pick up students is on 400 North**, but please note this area is a no-parking zone. Cars left unattended may be ticketed. Parents who drop off or pick up students in both parking lots must exercise extreme caution: the combination of pedestrians, private automobiles, and buses is potentially hazardous.

The District Transportation Department provides buses for students living more than 1.5 miles from the school. If you would like to know if your residence is eligible for busing or where the bus stop is located, or what time the bus will come, you can log on to the District web site at [www.davis.k12.ut.us](http://www.davis.k12.ut.us).

Click on Departments

Click on Transportation

Click on Bus Stop Information

Fill in the blanks

Good manners on the bus are expected and monitored by the bus driver and bus duty supervisor. The few students whose behavior is not consistent with good manners may lose bus privileges.

**Davis School District Illness Protocol**

**Temporary exclusion is recommended when:**

1. The illness prevents the student from participating comfortably in activities

2. The illness results in a greater need for care than the staff can provide

**3.** The student has any of the following conditions, unless a health professional determines the student’s condition does not require exclusion:

**Appears to be severely ill**

**Fever -** temperature 100 F or above and *behavior change or other signs and symptoms* (sore throat, rash, earache, vomiting, diarrhea)

**Marked drowsiness or malaise** (a vague feeling of physical discomfort or uneasiness) as seen early in an illness

**Diarrhea** - defined as an unusual number of stools or unusually liquid stools compared to the child’s normal pattern

**Blood in stools -** not explained by dietary change, medication, or constipation

**Vomiting / nausea**

**Severe abdominal pain**

**Less severe abdominal pain -** that continues for more than 2 hours

**Mouth sores** with drooling

**Rash with fever**

**Sore Throat, cold and persistent cough –** a student with a “heavy” cold and hacking cough should be in bed even if there is no fever. A student complaining of sore throat with no other symptoms may attend school. If white spots can be seen in the back of the throat or if fever is present, the student should be home

**Any break in the skin in the weeping /oozing stage –** unless protected (covered) and/or diagnosed as noninfectious

**Infected eyes -** with discharge - until 24 hours after treatment started by a licensed medical provider. A clear, watery discharge (viral) may not require exclusion.

**Impetigo -** until 24 hours after treatment has started

**Streptococcal infection -** (strep throat or other streptococcal infection), until 24 hours after treatment has been started

**Head lice -** until after the first treatment (Refer to DSD Head Lice Protocol)

**Scabies -** until after treatment has been given

**Chicken pox -** until all lesions have dried or crusted (about one week after onset of rash)

**Pertussis (Whooping cough) -** until 5 days of appropriate antibiotic treatment

**Hepatitis A -** until 1 week after onset of illness or jaundice or as directed by licensed medical provider

**Measles –** Until 4 days after the onset of rash then the student may return to school

**Mumps-** Until 9 days after the onset of parotid gland swelling then student may return to school

* 1. ***Any condition determined by the local health department to be contributing to the transmission of illness during an outbreak***

**Communicable Disease Bureau, Davis County Health Department and the American Academy of Pediatrics**

**Reviewed and approved by Davis School District Health and Nursing Services and**

**Special Education Nursing Services**

**Conditions That May Not Require Exclusion:**

**Common colds, runny noses** (regardless of color or consistency of nasal discharge), and coughs

**Watery eye discharge** without fever, eye pain, or eyelid redness

**Yellow or white eye drainage** that is not associated with pink or red conjunctiva (whites of the eye)

**Rash without fever**

**MRSA (methicillin-resistant staphylococcus aureus ) –** if wound is covered and dry

**Shingles (herpes zoster caused by varicella) –** if covered and dry

**Ringworm** (may delay treatment until the end of the day)

1. (white spots or patches in the mouth)

**Fifth disease** (slapped cheek disease, parvovirus B 19) in a child without immune problems

**HIV** (Human immunodeficiency virus infection), with consideration of risk to the HIV infected student or others - decided on a case-by-case basis by health professionals

**Measles** – 4 days after onset of rash student may return to school

**Mumps** – 9 days after onset of parotid gland swelling student may return to school

**Communicable Disease Bureau, Davis County Health Department and the American Academy of Pediatrics**

**Reviewed and approved by Davis School District Health and Nursing Services and**

**Special Education Nursing Services**

**Ways To Help Your Child Succeed at School**

1. Ensure that students arrive on time to school each day well rested, well nourished, and ready to work.
2. Emphasize the importance of doing well in school.
3. Provide a suitable place to study.
4. Reserve a time for homework free from distraction.
5. Show interest in what your children are doing (but do not do their work for them).
6. Ensure that students complete and return homework on time.
7. Participate in the school: Be a volunteer. Visit the school. Attend school programs. Join the PTA and the Community Council.

**Bountiful Common Area Student Procedures**



|  |  |
| --- | --- |
| RESTROOM1. Be courteous and quiet.2. Flush toilet when finished.3. Wash hands with soap.4. Immediately return to class. | OFFICE 1. Bring a pass from your teacher.2. Patiently wait for your turn.3. Stay in front of the counter.4. Politely ask for help.5. Sit quietly on chairs when asked.  |
| HALLWAY1. Stay in a single file line.2. Quietly walk on the right side of hall.3. Keep hands, feet, and objects to self.4. Yield to younger students.5. Follow teacher directions. | RECESS1. Be kind to others2. Use equipment properly.3. Play safely in approved areas.4. Stay outside until called in.5. Return equipment when finished. |
| DRINKING FOUNTAIN1. Quietly wait in line for your turn.2. Take short drinks (count to 5).3. Keep water in the drinking fountain.4. Keep all objects out of the fountain.5. Immediately return to class. | LUNCHROOM1. Quietly walk in.2. Stay in lunch line order.3. Be polite.4. Use inside voices.5. Sit in assigned area until excused.6. Throw away all garbage when excused. |

**Bountiful Elementary**

**School-wide Behavior Management Plan**

**Examples**

Racial Slurs

Bullying/Harassment

Fighting/physical assault

Gang activity

Hazing

Pornography

Illegal substances

Sexual harassment/assault

Truancy or chronic absence

Vandalism

Weapons

**Habitual level 2 behavior**

**Examples**

Destroying property

Disrespecting/disobeying adult

Obscene gestures

Offensive language

Provoking violence

Biting

Stealing

Intentional tackling

Intimidation

Excessive absence

**Habitual level 1 behavior**

**Examples**

Cheating

Disruptive classroom behaviors

Inappropriate language

Inappropriate use of equipment

Pushing, hitting, kicking

Play fighting

Throwing objects

Running in the hall

Refusal to work

Being in the wrong place

Lying

**Classroom behavior management system**

Level 1

Level 1

**3rd Offense**

1. Meet with administrator
2. Referral to District Case Management or law enforcement
3. Possible change of placement

**2nd Offense**

1. Parent meeting
2. Appropriate consequences, including out-of-school suspension

**1st Offense**

1. Meet with administrator
2. Parent meeting
3. Appropriate consequences, including in-school suspension

**Immediate referral to the office**

Level 3

**4th Offense**

1. Meet with administrator
2. Parent meeting
3. Appropriate consequences, including out-of-school suspension

**3rd Offense**

1. Meet with administrator
2. Meeting with parents
3. Behavior contract (if not in place)
4. Appropriate consequences, including in-school suspension

**2nd Offense**

1. Meet with administrator
2. Phone call home
3. Appropriate consequence

**1st Offense**

1. Meet with administrator
2. Phone call home
3. Appropriate consequence

**Referral to the office**

Level 2



Bountiful Elementary School

Electronic Devices Policy

Electronic devices have become a common means of communication and information access in today’s society. However, these devices have the potential of disrupting the orderly operation of the school. The school has therefore created this policy to govern student possession and use of electronic devices on school premises, during school hours, at school-sponsored activities, and on school transportation.

For purposes of this policy “Electronic Device” means any privately owned wireless and/or

portable electronic handheld equipment that includes, but is not limited to, existing and

emerging mobile communication systems and smart technologies (cell phones, smartphones, walkie-talkies, pagers, etc.), portable internet devices (mobile managers, mobile messengers, BlackBerry ™ handset, etc.), Personal Digital Assistants (PDAs) (Palm organizers, pocket PCs, etc.), handheld entertainment systems (video games, CD players, compact DVD players, MP3 players, Blue Tooth devices, iPods ©, Walkman ™ devices, toys such as “Giga Pets,” etc.), and any other convergent communication technologies that do any number of the previously mentioned functions. Electronic devices also include any current or emerging wireless handheld technologies or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

**Students that choose to bring phones to school must keep them turned off and in their backpacks. Phones remain turned off (not on silent mode) in packs from the time students enter the building to the time of exit. If a student possesses a cell phone during the school day, it will be confiscated and the cell phone will only be released to an adult.** All personal items, including cell phones, are not covered by school insurance and school personnel cannot guarantee their safe-keeping.

* At no time may electronic devices be used in restrooms, at lunchtime or at recess.
* At no time may electronic devices be used in a school bus or in other school-provided vehicles of transportation in any way that might interfere with or distract the driver.

Electronic devices shall not be used in a way that threatens, humiliates, harasses, or intimidates school-related individuals, including students, employees, and visitors, or violates local, state, or federal law. This includes use in school buses or other district-provided transportation. Electronic devices may not be used during SAGE (Student Assessment for Growth and Excellence) assessments or other testing situations unless specifically allowed by law, student IEP, or assessment directions.

If a student violates this policy, his or her electronic device may be confiscated. When an

employee confiscates an electronic device under this policy, that employee shall take reasonable measures to label and secure the device and deliver it to a school administrator as soon as the employee’s duties permit. The electronic device will be released to the student’s parent or guardian after the student has complied with any other disciplinary consequence imposed.

Violation of this policy can result in discipline up to and including:

* Suspension or expulsion from school and notification of law enforcement authorities.
* Prohibition from possession of an electronic device at school or school-related events.
* Confiscation of misused devices for increasing periods of time for subsequent violations.
* Loss of privileges of participation in extra-curricular activities.
* Disciplinary consequences consistent with a school-wide discipline program.
* Loss of honor privileges or recognition.
* Notification of law enforcement officials, at school’s discretion, if circumstances warrant.

Students shall be personally and solely responsible for the security of electronic devices

brought to school. The school shall not assume responsibility for theft, loss, damage, or

unauthorized calls or other use made with an electronic device. If devices are loaned or borrowed and misused by non-owners, device owners are jointly responsible for the misuse or policy violation(s).

Individuals wishing to report a violation of this policy should contact a school administrator.

Camera or audio recording functions of electronic devices may pose threats to the personal privacy of individuals, may be used to exploit personal information, or compromise the integrity of educational programs. Accordingly, the use of the audio recording or camera functions of electronic devices is strictly prohibited on school premises at all times.

With prior approval of the principal, the above prohibitions may be relaxed under the following circumstances:

* The use is specifically required to implement a student’s current and valid IEP or 504 plan.
* The use is at the direction and under the supervision of a teacher for educational purposes.
* The use is determined by the principal to be necessary for other special circumstances such as health-related reasons or emergencies.