

Boulton Elementary



Family Handbook of Procedures and Policies 2020-2021

MISSION

Educators, parents, and community members work together to create a successful educational experience for each student.

VISION

Learning First: Davis School District provides an environment where **learning comes first** and growth and learning flourish. Students master essential learning skills, demonstrate civic responsibility, prepare for post-secondary education and careers, and engage in positive personal development. Parents are invested in their child's education. Employees recognize the value of their individual contributions and commit to excellence. The community supports the educational process.

SCHOOL PURPOSE

The purpose of Boulton Elementary is to promote the mission of **Learning First** for all our students; to promote growth and excellence. To become effective communicators, inspired learners, productive workers, responsible citizens, and resourceful, independent thinkers. It is our job to prepare our students to be the leaders and producers for this next generation. To accomplish our purpose, highly qualified teachers will implement the DESK Standards across curricular areas for all students. We will use research-based curriculum across all grade levels. Common Assessments will be given to all students. For those students not mastering the concepts, RTI Interventions will be implemented, in order to bring them up to mastery.

Principal Tiffany Tuck
2611 South Orchard Drive, Bountiful UT 84010
Telephone: (801) 402-1300

Boulton Elementary Teaching staff

Rooms and Extensions

Rm #	Grade/Teacher	Phone
	Principal Tuck	801-402-1300
	Assistant Shaeffer	801-402-1300
11	K Lemmon	801-402-5555 x51324
09	1 Anderson	801-402-5555 x51325
08	1 Badham	801-402-5555 x51327
07	1 Furubayashi	801-402-5555 x51341
06	2 Barnes	801-402-5555 x51332
05	2 Hemphill	801-402-5555 x51335
03	2 Petersen	801-402-5555 x51347
04	3 Gehmlich	801-402-5555 x51331
01	3 McGowen	801-402-5555 x51333
21	4 Housinger	801-402-5555 x51312
02	4 Baird	801-402-5555 x51321
23	5 Brooks	801-402-5555 x51329
24	5 Read-Smith	801-402-5555 x51342
25	6 Christensen	801-402-5555 x51318
26	6 Croft	801-402-5555 x51339
26	6 D'Agostini	801-402-5555 x51338
Resource	K-6 Biehn	801-402-2138
14	Essential Elements Johnson	801-402-1337
16	Essential Elements Dellos	801-402-1317
12	Speech Winn	801-402-1309
12	Speech Eliason	801-402-1309
22	Counselor Struebing	801-402-1307
15	Pre-K Fidler/Smith	801-402-1310
	Kitchen James	801-402-1314
	Library Nelson	801-402-1315
13	Computer Oswald	801-402-1319
Portable	Music Eggett	801-402-1340
Activity Room	PE Crowl	801-402-1300
	Custodian Jackson	801-402-1348
Office	Head Secretary Kelli Rapp	801-402-1304
106	STS Darrel Chamberlain	801-402-1346

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PLEASE READ AND DISCUSS ALL POLICIES WITH YOUR STUDENTS

It is our goal to have positive communication between home and school. Please recognize that the spirit of these policies is to help your student have a positive educational experience in a safe environment. Within certain sections, you will notice the added information from COVID-19. We appreciate your patience with this fluid document as changes occur often.

Best Practice Teaching Standards

All teachers are expected to teach the DESK STANDARDS for Davis School District. These may be found online under myDSD for your specific grade level. Teachers are expected to recognize that ALL STUDENTS can learn and make progress on these standards. Our purpose is to promote **Learning First**, as stated in our mission statement. Teachers are expected to develop interventions with help from various school resources for student at risk, and challenge work for students above grade level.

Teachers are expected to use district curriculum for all subjects, explicitly math and literacy. Research based strategies are to be used. The Davis DESK REPORT is to be the reporting system used and shared with parents. This reporting system is to be used ethically and consistently. Scores are to be downloaded regularly, and progress reports sent to parents at a minimum of twice a month.

Attendance and Timely Arrival

It is the legal responsibility for parents of children under the age of 18 to have children in school daily. If a child is absent for 5 days or more, we will begin to check into the matter.

Boulton teachers will begin their day of teaching promptly at 8:50. Being even a few minutes late can cause a student to lose the flow of the school day. Excessive tardiness, over 10, will be considered an attendance issue and require that we take action.

***ATTENDANCE WILL ONLY BE TAKEN ON DAYS STUDENTS ARE FACE-TO-FACE WITH THEIR TEACHER.**

In the event that a student displays a pattern of excessive checking in/out, absenteeism or tardiness, parents can expect the following steps to occur:

1. A referral will be made to school administration.
2. School administration will talk directly to the student/or parent and send attendance letter to parents with record of absences and/or tardies.
3. School administration will call/conference with the parent/guardian.
4. School administration will send a second letter with a copy to District Student Services and talk to parents/guardians to resolve attendance problems.
5. School administration will initiate Educational Neglect procedures with the District and Social Services.

***We will take COVID-19 scenarios seriously and act accordingly. We know that the attendance policy will change if in the event a child comes down with COVID. It is understood that a student can and may be absent for more than the 10 school days. We will continue to work together, communicate frequently, and make sure every student's needs are taken care of during this time.**

Please wait to bring your child to school after 8:40, unless they are eating breakfast. Breakfast begins at 8:20. Children will be expected to wait outside until the first bell rings at 8:45 and their teacher comes for them in their designated line up area. There is no supervision until teachers meet their lined-up students and bring them in the building. Please help your children arrive in time to line up outside, be greeted by their teacher, and enter the building with their class through their assigned doors.

We certainly do not want kids waiting outside during inclement weather, or below freezing temperatures. Administration will determine when the students can be allowed to wait indoors, but not prior to breakfast beginning at 8:20. There will be a sign placed on the east door if they may come in early. Students can then come in and wait in designated areas until the 8:45 bell. Students may not enter the building and wander the halls.

***NEW COVID-19 Guidelines for Drop Off (also outlined in Parent Return to School Plan):**

Before School:

Arrival Times:

8:40am – Please do not arrive prior to this time, unless you are participating in the Breakfast program (breakfast students can arrive by 8:15). Please note that students will not be allowed to play on the playground while waiting for school to start.

8:45am – First Bell Rings; 8:50am – School Begins

These precautions will help us mitigate the spread of illness and allow for further physical distancing as well as adult supervision.

East Doors: Grades 2, 3 and 4

Southwest Doors: Kindergarten, Grade 6, Mrs. Dellos'/Mrs. Johnson's Classes

South Doors: Grades 1 and 5

Front/Office Doors: Late Arrivals (After 8:50am)

It is not necessary to call the Boulton Office when your student is absent. The Davis School District call out system may suggest that you do so, but this is not our policy. We recommend that you email the teacher describing the absence. If your child is going to be out for an extended time, please let your teacher know. Please know that we do not have the ability to stop the Davis School District call out system. If a student is marked absent, and you have asked for phone notification, the system will still call you. Be sure to remember that a note does not automatically constitute an excused absence. **It only explains the absence**, it does not take it away. The absence will still accumulate.



Behavior Management

Behavior Management is a team effort between the school and home. We ask for your support as we help children learn to conduct themselves in a manner that will promote a safe, orderly, learning environment for everyone.

Boulton School Wide Expectations

1. Keep hands, feet, and objects to self.
2. Be at the proper place at the proper time.
3. Be kind by saying positive words and using positive actions with others.
4. Take care of the property inside the school as well as school grounds.
5. Follow directions the first time asked.

If the above expectations are not met, the following events will take place:

1. Verbal Warning
2. Think Time (Mindset Reset ~ Buddy Room)
3. Below the Line Behavior Alert form filled out by teacher and student (student will also sign) and sent home for parents to read, sign, and return.

A classroom rewards activity will be scheduled for students to earn as a “whole class” reward. As students transition to and from various areas within the building and participate in prep classes, the entire class has opportunities to earn a gold star. After a certain amount of stars have been earned, the entire class will earn a reward from administration.

“Boulton Bobcats Thinking and Acting Above the Line”

Our theme for this year is “Dream, Believe, Achieve...Your Educational Adventure Awaits You!” As we focus on the positive behavior, often times the negative behaviors fade away. Each month our school will focus on an “Above the Line” characteristic. Those students demonstrating this characteristic in an exceptional manner, will be recognized for their efforts. Once a month, the four students chosen throughout the month will attend an activity with the principal. The student listed on the card will attend lunch with the Principal and have his/her picture placed on our “Above the Line” board.

Above the Line Characteristics for the year:

September ~ Self-Awareness – Feelings/Self-Management

October ~ Self-Awareness – Managing Crises and Difficult Changes

November ~ Self-Management – Work Ethic/Personal Responsibility

December ~ Self-Management - Honesty

January ~ Responsible Decision-Making – Study Skills/Self-Motivation

February ~ Responsible Decision-Making – Setting Goals/Goal Oriented

March ~ Relationship Skills – Interactions with Others/Conflict Resolution

April ~ Relationship Skills – Positive Interaction with Peers/Friendship Skills

May ~ Social Awareness – Bullying

***NEW COVID 19 guidelines may require us to become creative with our lunch with the Principal program (currently known as Pizza with the Principal).**

Boulton Elementary has a Zero Tolerance for Bullying.

Behavior Alerts

In order to maintain consistency across all settings outside of the classroom, we have implemented a behavior alert system for negative behavior. Our playground people, library/media, and specialty class teachers will fill

out a behavior alert detailing the negative behavior of any student. This is then taken to the classroom teacher who decides the consequence. Classroom teachers also will fill out the behavior alert detailing the negative behavior of any student within the classroom. The **Below the Line Behavior Alert** form will need to go home, be signed by a parent, and returned to the school.

If a classroom teacher feels necessary, a call home will be made. If the infraction requires further intervention, it will be brought to the attention of administration. The form **Boulton Elementary Administration Referral** will be filled out for administrative intervention.

Safe School Policy

By District mandate we will implement a safe-school policy.

Suspension from school may occur if/for:

1. Fights
2. Profanity
3. Weapons (real, home-made, or toy)
4. Harassment (verbal/physical/sexual)

School Administration will be involved in all safe school issues. An **Administration Referral** form will be sent home.



Parking Lot Procedures

- No Parking or pick up/drop off on 200 West around Orchard Drive where curb is red.
- Please do not wait to enter the parking lot by lining up on 2600 South. Please do not park along 2600 South (especially where students are crossing the street to get to their guardian's cars). We also respectfully ask that you do not park where blocking of home driveways becomes an inconvenience. *If you cannot enter the parking lot, please go around the block until you can get in.*

In order to keep our students safe, no students will be allowed to enter a parking lot without an adult with them. Please do not motion your child to cross alone!

PLEASE make sure that you use a parking stall at any point during the school day when you come into the building, and not the pick-up/drop off zone. Parking in front of the building must be done in a marked parking stall - This includes "just running in quickly." **Please make sure that anyone picking up your students understand and follow these procedures. All procedures are enforced by the Bountiful Police Department and may be ticketed.**

Front of School

THIS AREA IS NO LONGER FOR STUDENT PICK UP and DROP OFF.

The front is now going to be the school bus zone. Parents may enter this parking lot only to park in marked parking stalls. Please note that individuals **may have to remain in the stall if the bus is in the process of loading or unloading.** No one may enter the parking lot between the bus times of 8:30am – 9:00am & 3:15pm – 3:45pm. Remember parking in front of the school **MUST** be done in a marked parking stall! **Violators may be ticketed.**

East of School

You may enter the parking lot through the West entrance and go either up the side lane or up the middle lane. Please expect to pick up your child in the location under the trees at the east end of the drop off zone. Traffic will merge at the top (south) end of the lot where children can be picked up in front of the Big Toy. **Please do not come early and stop by the doors as this causes a backup of cars into the street. Please pull your car forward as far as you can.** We have painted lines on this parking lot indicating a pick-up line and a drive through line. Please stay in the appropriate lane. **NO CHILD WILL BE ALLOWED TO RUN ACROSS THE PICK-UP LANE TO A CAR IN THE DRIVE-THROUGH LANE!** The parking lot entrance on the WEST side is for ENTRANCE only. The EAST entrance will be for EXIT only. You can choose an exit lane to turn left, or a lane to turn right. The center parking lot isle may be used to go in and park in a stall to walk over and get your student. We ask that parents be courteous of others when squeezing into the pick-up area. Adults will not be able to access any of the doors on this side of the building. Please enter through the front entry and check in with the office.

West Parking Lot

This will continue to be a pick-up/drop off area. This will be a one direction parking lot, entering on the south side, and exiting on the north. Please do not park and leave your vehicle at any time unless you are in a designated stall. Pick up and drop off will be curbside only, single file. There is NO pick-up/drop off at any time on 200 West. Children are not allowed to enter the parking stall areas unless they are with a parent or adult. Adults will not be able to access any of the doors on this side of the building. Please enter through the front entry and check in with the office.

Walking Students

Please help your student determine an **outdoor** meeting location. Suggestions might be the flagpole, or by the West fence line. If they walk home towards the east, or are being picked up at the catwalk, they can go out the east exit and meet at a spot of their choosing on the playground, away from the doors and pick up zone.

***NEW COVID-19 Procedures for After School (also outlined in Parent Return to School Plan):**

After School

Students will be escorted out of the building, by their teachers, to promote proper physical distancing. Masks will be worn while in transition and while waiting for siblings and/or pick-up. Please establish in advance, a pick-up/drop-off area for your child (children).

Exit (after school) doors will remain the same as Enter (before school) doors. Teachers will establish a 6ft. social distancing plan with their individual classes and can utilize the painted circles that your class uses in the morning, that are 3ft. apart.

Release times:

3:20: 4th-6th Grades; 3:25: K-3rd Grades

THANK YOU FOR TRYING TO HELP US KEEP ALL BOULTON STUDENTS SAFE!



After School Policy

We ask that no students remain on the playground after school. For safety reasons, students are asked to leave the premises and go directly home. If they want to play on the playground, they will need to go home, check in with their guardian, and then may return. PLEASE make sure to pick up your students in a timely manner. For their safety, students should be off school premises within 15 minutes of school being excused. There is no outdoor or office supervision after this time. Office staff is released by 4:00, so please do not ask for students to come sit in the office to wait for you. Again, there may be no supervision during this time.



Birthday Treats

Please do not send birthday party invitations to school with your student. Please consider the feelings of all students and do not do this unless ALL students in the class/grade level are being invited. Classmates phone numbers and addresses can be found by joining the PTA and receiving a School Directory. The office may not give this information out.

Birthday treats are allowed (must be store bought, individually wrapped, and not homemade) but please coordinate delivery with teachers, and they can help you be sensitive to class needs – diabetic students, nut allergies, etc. Please keep outside celebrations to a minimum during the school day. Delivery of balloons and flowers etc. should be done at home, as to not disrupt the classroom settings and learning. If items arrive, they will be delivered to students at the end of the school day.

Check-In Procedures

Davis School District has updated the way a student checks in. A student will use their log in and pin, the same numbers that are the same as their computer log in. Please help your student memorize their numbers, we will work with them also at school. A parent will be notified by email when their student checks in as late. Please remember that 10 or more tardies are considered excessive.

Check-Out Procedures

Parents are urged to limit the number of occasions on which children leave school during the day. Please arrive at Boulton giving ample time for us to locate your student. Understand that a student may be outside of their room, and the office may not be able to locate them quickly.

- ALL parents, volunteers, visitors, substitutes, etc., will need to enter from the front doors only. Teachers and all staff will help remind adults attempting to enter from any side door that they must enter from the front and **immediately check in at the Office**. All parent/guardian/volunteer/visitors must have a proper ID badge/lanyard displayed while on school property. If not, they will be sent to the office to check in.
- **A badge and/or lanyard MUST be worn by ANY non-employee on school property.**
- Parents, grandparents, or any family member/friend of a student may not remain on property after dropping off a student, unless they are previously arranged volunteers for an event or to go into a classroom and have been issued a badge/lanyard upon arriving.
- In order for a student to be checked out, visited, or called to the office, a legal guardian or listed emergency contact **must show Photo ID**. No child may be released to anyone unless they are a verified parent, guardian, or emergency contact as indicated on the student’s registration form. **Office staff have been instructed to ask for verification of ID even if they know the individual checking out the student. Please have your ID ready every time.**

***NEW COVID-19 CHECK-IN/CHECK-OUT PROCEDURES AS OUTLINED IN RETURN TO SCHOOL PLAN:**

Check-in and Check-out Procedures:

- **Once an adult has entered our secure vestibule, they must use the hand sanitizer to engage the call button and to open the door. All visitors must check in at the office. All current check-in and check-out procedures will be followed. Sanitation and cleaning will take place each time as needed.**

***PLEASE NOTE BELOW IN THE VISITOR/VOLUNTEER SECTION, THE NEW GUIDELINES AND POLICIES FOR VOLUNTEERING OR VISITING AT OUR SCHOOL.**

District Policies

The Davis School District has several policies that all schools are required to follow. The policy manual can be found within this link <https://www.davis.k12.ut.us/district/administration/policy-manual>. Sections include: Board of Education, Human Resources, Risk Management and Workplace Safety, Instructional Programs, Student Services, Finance, Support Services, Educators Agreement, Classified Agreement, Community Relations, and Individual rights and Responsibilities.

The web address is: www.davis.k12.ut.us.

Fee Waiver information: <https://www.davis.k12.ut.us/departments/nutrition-services/free-reduced-price-school-meals>

ADMINISTRATIVE MEMO #28/04:10:17 – STATEMENT OF NONDISCRIMINATION AND NOTICE OF POLICIES
Can be found on the Boulton Elementary Website at <https://boulton.davis.k12.ut.us/>



Dress Code

We encourage children to dress in a manner that reflects pride in themselves and their school.

The following clothing items are **not permitted** by students or staff: No tank tops, halter tops, spaghetti strap tops, razor back shirts, clothing revealing the midriff, buttocks, or undergarments, baggy pants that hang below the waist, clothing associated with gangs, any clothing advertising any substance which a minor cannot legally possess or use, has sexual reference, or any other clothing that is considered a distraction to the educational process. Parents can expect that a student will be required to call home for an immediate change of clothing should any of the above items be an issue.

Due to safety, students are not permitted to wear open-toed sandals/flip flops. Students are allowed to wear sandals which cover the toes.

Hats are not to be **brought to school** or worn inside the school building unless it is a “Special Hat Day.” This applies to both girls and boys.

Length of dresses, skirts, or shorts should be appropriate. A standard is no more than 3 inches above the knee.

Hair needs to be a “normal” hair coloring. No green, purple, pink, orange, or other extreme coloring is allowed except on specific days. Hair should be cut so that it is well kept and does not cover the eyes.

Please remember that proper attire can positively influence the way your child academically and behaviorally approaches his/her school day.



Electronic Device 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. In compliance with District request, Boulton Community Council has created this policy to govern the 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 a privately owned wireless and portable electronic handheld equipment that include, but are not limited to, existing and emerging mobile communication systems and smart technologies (cell phones, smart phones, Apple or smart watch), portable internet devices (iPads) when not being used for educational access, handheld entertainment systems (video games, iPods, etc.), and any other convergent communication technologies that do any number of the previously mentioned functions. Electronic Device 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.

POSSESSION AND USE

Students may not use electronic devices (personal electronic devices) during school hours. This includes all recesses and lunch. They may be turned on after school or up until the 1st bell (8:45). No personal electronic devices may be stored in the classroom desk. They must be kept in backpacks or given to the teacher. At no time may personal electronic devices be used in the bathrooms.

PROHIBITIONS

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. Electronic devices may not be used during end of year assessments unless specifically allowed by law, student IEP, or assessment directions.

CONFISCATION

If a student violates this policy, his/her electronic device will be confiscated by the classroom teacher or another adult and given to the classroom teacher. The teachers shall take reasonable measures to label and secure the device. At the end of the day the student may take it home. If there is a second offense, the device will be taken to an administrator who will hold it until parents come to get it.

POTENTIAL DISCIPLINARY ACTIONS

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

- Suspension or expulsion, and notification of law enforcement authorities.
- A student who violates this policy may be prohibited from possession of an electronic device at school or school-related events.
- Confiscation of device for increasing periods of time for subsequent violations.
- Removal of privileges for extracurricular activities.

SECURITY OF DEVICES

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

REPORTING

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

PROHIBITIONS ON AUDIO RECORDING

No camera or audio recording functions of electronic devices may take place at school without the parents having given permission through our permission slip sent home at the first of the year. This may strictly be used for school related activities.

EXCEPTIONS

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.
- The use is at the direction of a teacher for educational purposes.
- The use is determined by the principal to be necessary for other special circumstances.
- Health-related reason or emergency.



Emergency Drills and Procedures

For the safety of your child we request that each student have emergency release information on their registration card. This card will specify who you will allow to pick up your child in case of an emergency. If these instructions change during the year, please notify the office. Because of limited parking, it is our goal for students to be picked up in neighborhood groups rather than having all parents pick up their own child.

In the case of an emergency, you should receive a call via the District Call out system. Special emergency information will also be posted on our website and new Boulton Elementary Facebook page.

Evacuation routes are posted in each room showing how to exit the building. Each class has a designated area outside, a safe distance from the school which is their meeting place. Every class has an emergency pack with first aid and other supplies which might be needed. We will also conduct drills of our emergency calling trees at various times in the year.

Having regular drills teaches children to respond calmly in the event of an emergency. Fire drills are held monthly, and an earthquake drill is held yearly. Lock Downs and Lock Out Drills will also be held.

***DUE TO COVID-19, THESE DRILLS MAY BE PUT ON HOLD. WE WILL WAIT FOR FURTHER DIRECTIVE FROM OUR DISTRICT. WE ARE TENTATIVELY PLANNING ON A FIRE DRILL INSTRUCTIONAL APPLICATION FOR BOTH GROUPS IN SEPTEMBER.**

Homework

The district guidelines for grade level homework can be found on the district website. Homework will be based on grade level standards.

The guidelines recommend the following cumulative grade level minutes:

- Kinder 0-10 minutes
- 1-2 10-20 minutes
- 3-4 30-40 minutes
- 5-6 50-60 minutes

Homework will not be specifically assigned during vacations or holidays. Classroom projects will be assigned far enough ahead of due dates that they can be accomplished during regular homework times. Parents are encouraged to check their children's homework before sending/submitting it back to school.

Illness Policy

Boulton Elementary has implemented the following Illness Policy:

- **Temperature** – 100 degrees or above. Please keep the sick child home until 24 hours AFTER their fever subsides without the use of medication (including Tylenol and Motrin/Advil).
- **Vomiting and diarrhea** – Student should be at home and remain home until 24 hours after their symptoms subside, or 24 hours AFTER the last time they vomited.
- **Strep Throat** – The first symptoms of strep throat are fever, sore throat, stomachache, and/or swollen tonsils. This child should be kept home until they have been on antibiotics for 24 hours.
- **Pink Eye** – When pink eye is present, the whites of the eyes are red, the lids are swollen, and the eye tears more than usual. It is easily spread. Please keep your student home until 24 hours after antibiotic drops have been started.
- **Chicken Pox and Rashes** – A child with any kind of rash should be checked by a health care provider before coming to school. If Chicken Pox is present, the child should remain home until all the pox are dry. They may be contagious for as long as 5 days before the rash appears, and up to 5 days after the first pox eruptions.
- **Head Lice** - If active head lice or nits (eggs) are found, the parent will be confidentially notified. The school will provide information to the parents about proper treatment. Parents of children with head lice

will be encouraged to talk to other parents of close friends. Parents will not be informed of other children who have head lice in school, as that is a privacy concern and the risk of getting lice from a classmate is very small. Students with head lice may be checked when they return to school. Current evidence does not support the efficacy and cost-effectiveness of classroom or school wide screening for decreasing the incidence of head lice among school children. Schools are encouraged to help educate parents and staff about the diagnosis, treatment, and prevention of head lice.

We ask that parents help by picking up students as quickly as possible! The goal is to have ill students in your car and headed home within 10-20 minutes after parents have been contacted by the school. Please make sure that all home, work, and cell phone information is kept up to date, and that emergency contacts are available. If you have any questions about contact information, please call the office at 801-402-1300.

***COVID 19 Response Protocols:**

If a student comes to school and presents with any ill symptoms, the teacher will ensure the mask remains and call the main office for the Health Aide. The Health Aide will escort the child to the Care Room (Miss Shannon's old office) for evaluation and communication to parents.

Triage Response Protocols:

The current health room, in the office, with the Health Clerk and Nurse will remain our triage location for students with diabetes, medication needs, injuries (concussions, broken bones, bloody noses, etc.).



Masks

***NEW COVID-19 GUIDELINES WITH MASKS AS OUTLINED IN PARENT RETURN TO SCHOOL PLAN:**

Masks:

Mandatory mask wearing is a result of the current health crises. As per Governor Herbert's orders, masks are required for students and staff, along with any volunteers or visitors. Gentle reminders will be given throughout the day to keep masks on. If the Governor lifts the mandatory mask requirement in schools, we will make the appropriate changes to our practice.

Each student will be issued a lanyard and a mask with the school logo on it on the first day of school. Teachers will write student names on the masks. Students may also opt to wear one from home. There are plain, black masks in the office as ONE additional mask IF the student loses their home-brought mask or the Boulton mask.

Teachers will be notified if a student has a district approved mask exemption. This applies to parents as well – if you need a mask exemption, please fill out the form which the link can be found within Superintendent Newey’s email as well as my email in August. Until the mask exemption has been approved by the district and an exemption badge issued either to a student, parent or teacher, this individual MUST wear a mask while in the building.

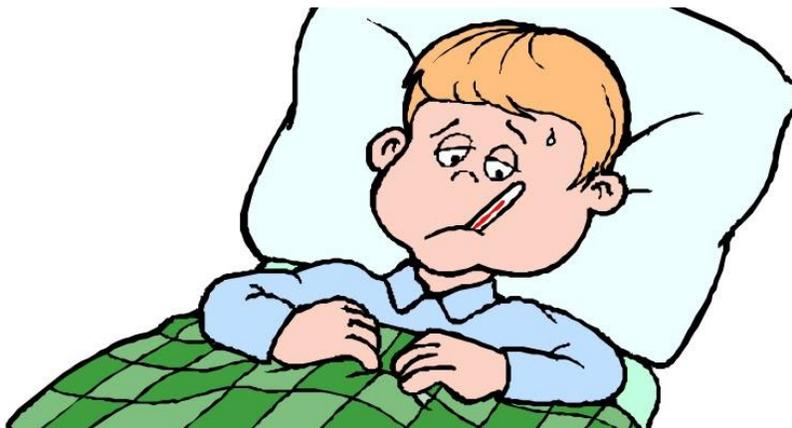
Students (parents) are responsible for washing student masks.

All students will wear a cloth mask at school. If a student refuses to comply after kindly being reminded to wear a mask, please contact the office, and someone will escort the student to the office.

Students may remove their masks in class at the direction of the teacher, only when they are seated and are six feet apart. This will occur once an hour for five minutes, as per our district guidelines. Masks must be put back on if a student moves about the room within that five minutes.

Students may remove their masks at recess time when they are playing six feet apart. Recess aides are to do their best to monitor this. This guideline also continues to change frequently and we will adjust our practice to be in compliance.

Teachers are encouraged to find several opportunities throughout the day for students to remove their masks for a few minutes.



Medicine

If a student has prescription medicine to be taken during the school day, the medicine must be labeled, in the original pharmacy container, and be kept in the office. A form signed by your doctor is also required to be filled out and on file at Boulton before any medication can be dispensed. The above procedures are designed to help ensure students receive the appropriate medication and dosage.

If a parent decides that their student is mature enough to administer a medication themselves, and keep it safe from other students, they may do so. It is important that **only one dose** (i.e. one Tylenol tablet, one ibuprofen tablet – no liquid forms) worth of medication is sent to school with your child if this is your decision. All responsibility then rests with the parent. We would appreciate a note to the teacher stating this decision.

If a child has asthma and uses an inhaler, the child may personally carry their inhaler. Please note that a health plan is required on file if an inhaler is needed.

As per Health Department regulations, STAFF MAY NOT DISTRIBUTE NON-PRESCRIPTION MEDICATION TO STUDENTS (i.e. Tylenol, cough syrup, etc.).



Physical Distancing

***NEW COVID-19 GUIDELINES AS OUTLINED IN PARENT RETURN TO SCHOOL PLAN:**

Physical Distancing:

As outlined more specifically above, classroom, cafeteria, and hallway settings will be modified to mitigate risk. Safety principles, guidelines and physical distancing will be reinforced on playgrounds during recess. There will be no large group gatherings during the school day.

PE

Students are expected to attend and participate in PE on a weekly basis during their classroom scheduled time. They will be allowed to sit out of PE activities if they have a current doctor's note (within 30 days) directing that they are unable to participate for a specific amount of time. If students are unable to participate, administration will determine a curriculum-based lesson or lower impact activity for them to do.

Pets at School

Due to liability issues, Davis Schools have asked that **NO ANIMALS COME TO SCHOOL**. This would **include not** coming for any type of Show and Tell. In compliance with the district request, Boulton cannot allow these furry, scaly, or many-legged visitors.

Sanitation & Disinfecting Protocols

Sanitation and Disinfecting Protocols:

Our custodians will follow a rigorous sanitation regiment including the cleaning of multiple touchpoints throughout the school day (high use surfaces, bathrooms, and playground equipment). Sharing of items that are difficult to clean or disinfect will be eliminated (communal supplies within the classroom). Students will have their own supplies to access the curriculum. Within the classroom, teachers will also be responsible for cleaning and disinfecting regularly.

Security

To maintain security, no non-faculty adult will be allowed to be in the building, hallways, or classrooms without having checked in and is displaying a lanyard from the office. No non-faculty adult is allowed on the playground at any time.

To keep our students, volunteers, and faculty safe, Davis School District has implemented a new check in/out system. Parents will now need to **show ID, every time, no exceptions**, and then check their student out on the computer using their MyDSD account. This also goes for those parents who the staff knows and recognizes. If you do not have a MyDSD account set up, please do so. If you don't remember it, now is a great time to reset and then memorize it. Students will check in using their computer log in and pin. Please ask them if they remember it and help them to memorize it as well. We will work on that on our end also.

ALL Volunteers and Visitors must check in at the office on the check in/out machine, and then wear a lanyard while they are in the building. When that person is finished, they will check out on the computer, and replace the lanyard.

No visitor is allowed out on the playground at any time even if volunteering for the day. Volunteers **must be under the direction of a teacher or building administrator at all times**, which allows the volunteer access to the classroom, hallways and lunchroom. This does not allow access to the playground.

We ask that during this time that younger siblings remain home if an adult is wanting to come and eat lunch with a student.

Snowballs

Throwing snow of any form is not allowed at any time on the playground. This includes before or after school. Snowballs should not be thrown on the way to or from school either. Failure to comply with this rule will result in the loss of a recess for your student.

Telephone Use & Student Messages

The telephone is an essential instrument of school operations. Therefore, we ask that students only use the telephone with teacher approval in the event that they need to contact parents for illness or emergencies. Please help us by reminding your student that if they call home from the school during the day and do not reach you, they should leave you a message. Many parents see the school phone number on caller ID and call the school to

find out ‘why we were calling.’ Many times, we are unable to give you an answer, because every phone in the building will show as 801-402-1300 on your caller ID. **The office has no way to determine where a phone call originates.**

It is our policy that students are not allowed to call home to arrange an after-school play date. Please set this up before school or after your student arrives home.

Calling the School with messages for students:

(The office is unable to transfer calls, please dial direct extensions).

It is important that you make arrangements in the morning before school with your children, as to whom they are riding or walking home with at the end of the school day. Calling into classrooms during school hours is disruptive and discouraged. Many phones are on silent so please be aware that if you call to leave a message for your student, **there is a chance that the message won't reach them before the end of the school day.** Understand that relaying messages is very difficult for our office staff, especially in the afternoon.

Calling the School with messages for teachers:

(The office is unable to transfer calls, please dial direct extensions).

While teachers are always open to communication with parents, phone calls during the school day are disruptive to the teaching process, so please limit calls to before or after school hours, whenever possible. If you have left a message on a teacher's phone, and they have not yet responded, it means that they are busy with students, or out of the classroom. Please make all efforts to call your child's teacher before or after school.

Toys at School

Toys, stuffed animals, electric games, cards, etc. are not allowed at school. Cosmetics including make-up, nail polish, perfume, etc., are also discouraged. These and similar items disrupt learning.

If a student chooses to bring his own ball or other playground equipment to school, we will not be liable for any lost or stolen item. If it becomes a nuisance, the playground duties will have the right to remove the item from the child and ask them not to bring it again.

Teachers may confiscate any nuisance item and will return it only to the **parent**. Boulton Elementary cannot be responsible for any lost or stolen items. Skateboards and the like are not allowed at school. Scooters are allowed if they can be locked up outside on the bike rack.

Transportation

Many children ride the bus to and from school daily. Our bus is full. **Please do not ask to have your child bring a non-riding friend home to play, by riding the bus.** Students not following the rules, or not utilizing the bus may be removed from the privilege of riding the bus. Bus rules from the transportation department include:

1. Students must be seated
2. No abusive language
3. Keep hands, feet and other objects to yourself
4. Follow directions of driver

Consequence

1st Warning - seat may be assigned

2nd Warning - Contact with Principal - Principal contacts home.

3rd Warning - Principal required to revoke bus privilege for one or more days.



Bus Lottery

Bus Transportation:

Bus riding students must wear a mask at all times. Parents can opt to transport their child to and from school. We ask that you notify transportation services if you will not be utilizing this service.

The bus lottery will not be taking place this upcoming 2020-2021 school year. To maintain physical distancing while on the bus, it has become necessary to only have the regular riders on the bus. We appreciate your understanding with this change.

Riding a Bike/Scooter to School

Many of our students enjoy riding their bikes to school. This is perfectly all right, but please bring a lock from home, and lock them on the bike rack. The school will not be responsible for items taken from the bike rack. Scooters may also be ridden, but again must be locked outside on the bike racks. Skateboards and similar items are not allowed at school.

Due to safety and fire code, scooters will not be allowed in the building.

Some suggestions include:

1. Make sure the bike/scooter has and uses a good lock.
2. Students should park their bike/scooter in the bike racks on the east of the building.
3. Students should follow all traffic rules.
4. Student should always wear a helmet.

Volunteers and Visitors

We have many volunteers in our school and welcome more! Volunteers do individual tutoring and help in specific classrooms. If you wish to volunteer, please contact your teacher or the PTA. **All volunteers need to check in and out at the office and obtain a volunteer badge as well as complete a Volunteer Service form before they begin working with students. Please be ready to show ID anytime you are visiting or volunteering at our school.**

We ask that no volunteers use the copy machines. *We feel sure* that you would rather work with students whenever possible.

Visitors are always welcome at our school, but we must ask that you check in on the computer in the office. This will give you a volunteer name tag to identify you while you are in the school. It also logs volunteer hours that the PTA needs for credential hours. Teachers will be required to send you back to the office if you fail to do this.

If you need to bring something to your child, then the office staff will either offer to take the item to your child or call your child down to the office. If you need to speak with your child, the office staff will call your child down to the office. If you need to speak with your child's teacher, please call before or after school or email them your concern, question, etc. If you have pre-arranged with the teacher to visit within the classroom for an extended period of time, then you will need to check in and obtain a badge to be worn during the length of your stay. Please help us to maintain safety and security here at Boulton Elementary. Every single person within our building is our number one concern. With the secure vestibule and these procedures in place, we can work together to ensure that our students are learning and enjoying their experiences here. Thank you for helping keep our school safe!

***NEW COVID-19 OPTIONAL PROCEDURE FOR BRINGING CHILD'S ITEMS TO SCHOOL:**

You will notice as you enter our secure vestibule, that we have now added a cubby shelf for items. If your child forgets their homework, folders, lunch, etc., this is a new, convenient, and easy way to bring in the items and have them be delivered to your child, if you choose this option. Once you enter the secure vestibule, you can ring the doorbell and notify my office staff of who you are, who your child is and what you are dropping off for them. You will pick a slot and place the brought item(s) in that cubby before exiting. The office staff will retrieve the item(s) and ensure that the items make their way to your child. This cubby will be sanitized every time afterwards. As always, you are more than welcome to enter our wonderful school, with a mask, and proceed to the office! We want to be cognizant of your time and needs and understand there are risk factors for everyone involved. We are wanting to provide alternative options to ensure your safety, health, and well-being, and well as those around you.

***NEW COVID-19 PROCEDURES FOR VISITORS AND VOLUNTEERS AS OUTLINED IN THE PARENT RETURN TO SCHOOL PLAN:**

Volunteers/Visitors:

Once a visitor/volunteer has entered our secure vestibule, they must use the hand sanitizer prior to engaging the call button and opening the door. All visitors/volunteers must check in at the office. If the visitors/volunteers are requesting access to other parts of the building, they will be asked to answer wellness questions and submit to a temperature screening.

Visitors/Volunteers will check in, show ID and gain access to a visitor/volunteer badge. Masks must be worn during the entire length of stay within the building. When visiting or volunteering, please proceed directly to and from the requested area of the building. Physical distancing guidelines must be followed as well as frequent handwashing etiquette. Please be cognizant and remain in your designated area as much as possible.

Under the current circumstances, all assemblies will either be canceled or conducted virtually for children. Musicals, programs, choir, and plays will be canceled for the 2020 – 2021 school year. In person field trips will be canceled. Virtual field trips will be offered. Re-valuation of the face-to-face learning opportunities will take place in the Spring.

Educational activities such as seasonal parties and celebrations are still permitted. However, they will only occur within each individual classroom, with guidelines relating to parent involvement and volunteers. Only treats that are individually packaged are allowed. Classroom volunteers are limited to (2) adults. We ask that for the safety of all involved, each volunteer kindly leaves younger siblings at home.

Background Checks:

Due to fingerprinting and background checks being backlogged, all volunteers who have not yet had a district background check conducted, can only volunteer if they remain in the line of sight of the classroom teacher. When background checks resume, this will be communicated to all families.

Substitutes:

In preparation to meet potential shortage of substitutes for our teachers and staff, we are asking any community members to consider becoming a substitute. Please tell your child's teacher if you are interested and the teacher will notify administration of the interest. More information can be found on our district website.

THANK YOU for taking the time to read and discuss this policy manual with your family.

It is our goal to provide open communication with parents and maintain a positive educational experience for all our students at Boulton Elementary! **WE RECOGNIZE** that there could be issues come up that have not been covered in this handbook.

We value parent input and communication! Please feel free to discuss any concerns you may have with the administration.