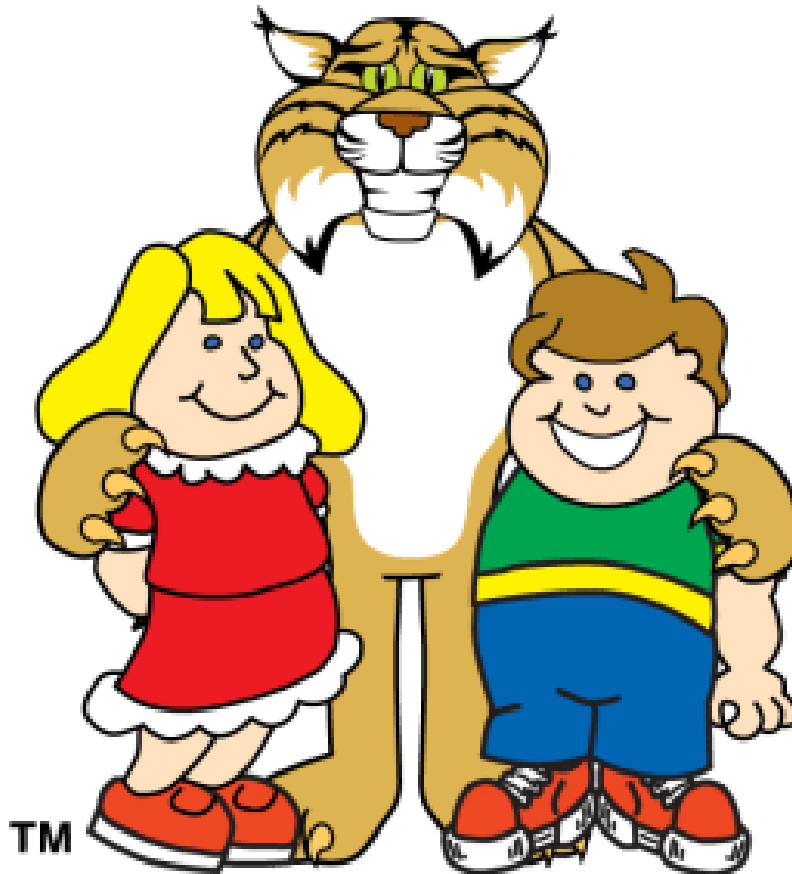


Bountiful Elementary Bobcats



Policy Handbook

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To utilize hyperlink, hold down control key and click on desired location.

Information and Policies

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 801-402-1350 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-west 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. A parent or legal guardian must be present to check their student out from school. Bountiful Elementary **CANNOT** check students out with a telephone call. Parents and designated adults will be asked to show proof of identification before taking a student from school.

CLASS ASSIGNMENT

In the spring parents can complete a parent input form. We try our best to accommodate parent requests. 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 communicate 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 when needed. When possible, please call the school to make an appointment to meet with school administration so that they can set aside time to properly address your concerns.

VISITORS & VOLUNTEERS

For the safety of our students, parents, and members of the school staff, all visitors and volunteers are required to check in at the office. School volunteers are required to have a

background check if they will be working with students and not within view of a licensed professional educator and employee of the Davis School District.

CLASSROOM VISITS

Parents are welcome at Bountiful Elementary, but teachers expect advance notice of classroom visits. Parents must 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.

DRESS CODE

- Bountiful recognizes the importance of school, parent, and student collaboration in encouraging students to come to school dressed appropriately. Clothing, hair, and body should be neat, clean, and modest. 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:
 - Extreme hairstyle
 - Hats (including bandanas) may not be worn in the school building.
 - Extreme low-rider, sagging or baggy pants or shorts. (Underwear should never be seen.)
 - Tank tops, halter-tops, spaghetti straps, and midriff tops. Shorts may be worn, but must be no shorter than 3” from the knee. Skirts may also not be shorter than 3” from the knee.
 - Clothing that is torn, ripped, or frayed or has holes.
 - 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.
 - Clothing attachments or accessories that could be considered weapons or a danger.
 - Exaggerated cosmetics, body paint, or body piercing.
- Shoes or sandals must be worn at all times.

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

School lunch and breakfast is free for the 2021-2022 school year.

Free and Reduced Lunch

Guidelines and applications for Free and Reduced lunch are also available through your MyDSD account available at <http://www.davis.k12.ut.us>

Lunch Menu

An electronic copy of the weekly lunch menu is available at <https://davis.nutrislice.com/menu/menus-eula>

Lunchroom Behavior

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

NUISANCE ITEMS

Toys, including, but not limited to, trading cards, Legos, dolls of any kind, Kendamas, radios, electronic gaming devices, smart phones, tablets, walkie-talkies, and cameras, should not be brought to school. These items can disrupt school and/or contribute to the injury of students. If brought to school, adult staff members may take these items and return them only to a parent or guardian.

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](#) 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.

Recess Equipment

Students should not bring toys from home to be played with during recess. Sports equipment like basketballs, footballs, soccer balls, etc. are allowed. These items should be labeled with the student's name and are 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.

Dress for Recess

Students should come to school dressed appropriately for the weather, with jackets, 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 that promotes effective students learning. 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 with Pawsitive Points. Each month one student is recognized as Student of the Month and gets to enjoy Pizza with the Principals. In addition, two students earn the designation of CARE Champions. These students earn these titles by exemplifying the monthly CARE theme. They are recognized on a bulletin board in the main hall with their picture.

STUDENT BIRTHDAYS

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 <https://bountifulel.davis.k12.ut.us/>

BIRTH CERTIFICATES

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

PARENT-TEACHER CONFERENCES

Students are asked to attend Parent-Teacher Conferences with their parent(s)/guardian(s).

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](#) on pages 11 and 12 of this document for additional information.

TELEPHONE USE

Telephones are available in many classrooms and the office for school use and for emergencies. Students must have teacher permission to use telephones. Smart Phones, 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](#) 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

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 and are not permitted for use during recess. A bicycle

rack is provided at the school however students use the bike rack at their own risk. Bountiful Elementary does not assume responsibility for stolen or damaged bicycles. Students riding bicycles to school must follow the procedures stated below.

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

FIELD TRIPS

For all field trips permission slips from a parent or legal guardian are required. Classroom teachers will send permission slips home prior to a class field trip. Students will not be allowed to participate in any field trip without a signed permission slip.

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. Cars left unattended may be ticketed. Parents who drop off or pick up students in the north parking lot must exercise extreme caution: the combination of pedestrians, private automobiles, and buses is potentially hazardous.

BUS & TRANSPORTATION ELIGIBILITY

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.

1. Click on Departments
2. Click on Transportation
3. Click on Bus Stop Information
4. Fill in the blanks

Behavior

Good manners on the bus are expected and monitored by the bus driver and bus duty supervisor. 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

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)

(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

Update: Due to COVID concerns, we ask that students stay home when exhibiting even minor symptoms such as common colds, runny noses, cough, stomach ache.

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, etc.), handheld entertainment systems (video games, MP3 players, Blue Tooth devices, iPods ©, 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 state 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.