

# Boulder Elementary School HANDBOOK

Boulder Elementary School (BES) Handbook is a companion document to the [Garfield County Safe Schools Policy / Student Handbook](#) which is available online or as a hard copy upon request.

**BES students and parents/guardians are instructed to read this document and complete the [Boulder Elementary School Handbook Signature Page](#), which states that each individual has read and understands the handbook.**

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### 1. SAFE SCHOOL POLICY

This policy is adopted by the Board of Education of The Garfield County School District (GCSD) pursuant to UCA '53A-11-901 through 907. It is the intent of the Board **to provide every student in the district with the opportunity to learn in an environment which is safe, conducive to the learning process, and free from unnecessary disruption.** The Board has invited and received input from district employees, students, parents, or guardians of students, and the community. The Board now adopts this policy, **based on the principle that every student is expected to follow rules of conduct, to show respect for others, and to obey persons in authority at the schools.** Please also refer to GCSD Policy FHA.

## 2. SUSPENSION AND/OR EXPULSION

Students should be aware that specific behavior which are outlined below, are unacceptable and will result in disciplinary action. The Garfield County School Board delegates its authority to suspend students to building administrators for up to ten days. Suspension or expulsion beyond the ten days is delegated to the Garfield County Superintendent of Schools. For additional information, please refer to the Garfield County Student Handbook.

A student may be suspended/expelled for participation in any of the following prohibited behaviors when it occurs in a school building, in or on school property, or in conjunction with any school sponsored activity:

Bullying	Cheating	Threatening Behavior	Habitual Disruptive Behavior
Harassment	Theft	Indecent Exposure	Gang Participation
Hazing	Swearing	Destruction of School Property	
Possession/Use of a Weapon, Alcohol, Tobacco, or Controlled Substance			

## 3. HOME – SCHOOL COMMUNICATION

Please **do not pass on verbal messages to teachers or have unscheduled conferences** at arrival, dismissal, or during the school day. It is important that our time be fully dedicated to the students therefore prior arrangements need to be made.

**B.E.E. Books:** Please check your child's B.E.E. Book daily, the binder that students K-6 bring to school and home each day. Specifically, the two-pocket folder, assignments, and progress monitoring.

**School Website:** The school website is updated frequently, here you will find the school calendar, events, newsletters, and other documents. [www.bes.garfk12.org](http://www.bes.garfk12.org)

**REMIND:** Remind offers text or email messages containing important information, updates, and emergency details. It is an excellent platform and the preferred communication for families to communicate regarding absences, dismissal changes, questions, and concerns.

Pick a way to receive messages:

A. If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

Preschool: [rmd.at/bespres](http://rmd.at/bespres)

Elementary: [rmd.at/besk6](http://rmd.at/besk6)

B. If you don't have a smartphone, get text notifications.

Text the following message to the number 81010 or (435) 633 – 4887

Preschool: @bespres

Elementary: @besk6

C. Don't have a mobile phone? Go to the following sites on a computer to sign up for email notifications.

Preschool: [rmd.at/bespres](http://rmd.at/bespres)

Elementary: [rmd.at/besk6](http://rmd.at/besk6)

**Boulder Buckaroos Bulletin:** The digital newsletter contains updates, news, and events which are available to view from the school website as well as through an email subscription.

**Telephone & Email:** Please know that it is often difficult to be reached by telephone and email during the school day, however please expect a response within 48 hours.

**Conference:** Teachers are available to meet upon requests using remind, email, or telephone.

#### 4. ATTENDANCE, ARRIVAL, AND DISMISSAL

The year will be fast paced due to the amount of curriculum covered in each grade level. It is important that all students are present and on time for school as the lessons and hands on experiences are the most valuable learning opportunities.

**Elementary students should be seated and ready to begin class at 8:30 AM, arriving after 8:15 AM.** Students will be marked **Tardy after 8:35 AM**, five minutes after the start of the school.

Students that are absent will be marked excused for illness, death of a family member, an approved school activity, or any other reason established by the district. Parents/guardians must notify the school using remind, a written note, email, or by telephone within five days of the absence.

We ask that you notify the school by 9:00 am on the day of the absence if from illness or death of a family member or prior to absence if a planned event, appointment, or other. Please make every effort to inform the school of any planned absences as soon as possible.

After 10 consecutive absences, students are required to be un-enrolled and will need to re-enroll when they return. Extended un-enrollment may require the completion of a homeschool affidavit or other necessary paperwork.

**Students are dismissed to parents/guardians unless notice is given using remind, a note, email, or telephone prior to dismissal.** Dismissal is outside unless weather or extenuating circumstances arise.

**Preschoolers:**

Monday – Thursdays  
1:30 – 3:30

**Kindergarteners:**

Monday – Thursdays  
8:30 – 1:30  
Friday  
8:30 – 11:30

**First through Sixth Graders:**

Monday – Thursdays 8  
:30 – 3:30  
Friday  
8:30 – 11:30

## 5. ILLNESS AND MEDICATION/HEALTH ISSUES

**Please DO NOT send students to school that are ill or have been ill in the past twenty-four hours.**

It is the parents' responsibility to alert the teacher if their child is on medication, if medication needs to be administered while the child is at school or has a health issue that the school should be in the know.

**All medications and supplements need to be given to the teacher directly and not stored in book bags, or lunches. Parents must also turn in a physician completed [School Medication Authorization Form](#) prior.**

The district policy is that children not attend school if they have had any of the following in the past twenty-four hours:

Diarrhea	Vomiting	100°F or higher without use of a fever reducing agent
Pink Eye	Head Lice	Bad Cold with runny nose and/or cough
Chills	Sore Throat	Strep Throat (must be taking an antibiotic for at least 24 hours before returning to school)

## 6. DRESS CODE

Student's attire needs to not interfere with their or other students' academic learning and physical activities. This includes, but not limited to daily energizers, physical education, dance, and recess.

Students need to wear suitable footwear. BES recommends students wear sneakers, attached sandals, or active wear boots.

Students are discouraged from footwear that may cause difficulty while running. Heels and flip-flops are not acceptable footwear for school.

For additional information, please refer the Garfield County Student Handbook.

## 7. ELECTRONIC DEVICES

Students may only use approved websites while in school that are on the "[Student Resources](#)" page of the Boulder Elementary School website, [www.bes.garfk12.org](http://www.bes.garfk12.org), or approved by district staff. Students will keep a list of usernames and passwords in their B.E.E. Books for home use.

Students have the ability to use a personal Chromebook and/or Kindle Fire, checking it out daily, with the purchase of a \$20.00 insurance policy that needs to be completed by both the student and a guardian.

Students may not have personal electronic devices in school, including mobile telephones, tablets, smart watches, or laptop computers. These items may be stored in the office during the school day if needed after school.

## 8. B.E.E. BOOKS

Bring Everything Everyday (B.E.E.) Books are student binders that keep parents up-to-date on what is going on in school and for students to keep track of their assignments and progress as well as complete assignments at home.

**Please support students in bring their B.E.E. Books to school every day and home every day.**

PLEASE go through your child's B.E.E. Book with them daily. Checking various assignments as well as the two-pocket folder, keeping papers in "LEFT at Home" and return those in "RIGHT back 2 School".

## 9. HOMEWORK AND MISSING ASSIGNMENTS

Homework supports students' accountability of their learning, time management, and study skills. It is intended to be practice, preparation, and extensions of lessons and skills being taught in school.

Homework creates an opportunity for parents to be involved in their child's learning and witness their progress throughout the year.

Additional information and specific homework assignments are kept in your child's B.E.E. Book. If you have any questions regarding the format or individual assignments, please refer to the [Boulder Elementary School Homework](#) overview.

Homework is factored into progress reports. In addition to assigned homework, students are responsible for making up any missing or incomplete work. The expectation is that students turn in any incomplete classwork by Friday, using time both inside and outside of class. Any assignments that have not been completed by Friday will be sent home and need to be returned on the following Monday.

When students are absent, they are to complete and turn in homework and other assignments when they return to school if it is a planned absence, otherwise they will have four school days.

Remember that it does not support your child's growth to verify assignments that have not been completed accurately and with quality nor complete assignments for them.

## 10. SNACK & LUNCH

Students will be given time to eat healthy snacks brought from home, these may be sent daily, or a stash of non-perishable items may be left in their backpacks or cubbies. Often snacks will be eaten in the classroom while students are working therefore snacks need to be easily eaten, students must be able to open themselves, and that won't make a mess on papers.

Students are encouraged to bring water bottles to school to have in the classroom. No other drinks are allowed except during lunch. Students are responsible to bring all needed items to consume their lunches including utensils.

Boulder Elementary School does not provide lunch, instead packed lunches are required.

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**Signature Page for Students and Parents/Guardians**

Dear Parents/Guardians,

**Thank you for taking valuable but necessary time to read through the Boulder Elementary School Handbook. We find that this step helps us establish the partnership that is imperative to promote your child's success this year.**

Boulder Elementary School Parent/Guardian and Student: "By signing this document I acknowledge that I have received or downloaded a copy of the **Boulder Elementary School Handbook**. I promise I have read its contents with (or to) my student, and I agree to act according to the standards, procedures, and policies it contains."

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Parent/Guardian Printed Name

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Parent/Guardian Signature

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Date

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Student's Printed Name

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Second Student's Printed Name

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Student's Signature

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Second Student's Signature

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Date

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Date