

**BURNT RANCH SCHOOL**  
**2022/2023**  
**Student/Parent Information Handbook**



**Burnt Ranch School District  
(530) 629-2543**

**Website: [www.bresd.org](http://www.bresd.org)**

# TABLE OF CONTENTS

Superintendent/Principal's Message.....	3
Shared Vision/Core Beliefs .....	4
Burnt Ranch Staff List .....	5
Annual Calendar .....	6
Bell Schedules.....	7,8
Parent Involvement Policy .....	9
Parent Participation Opportunities.....	9,10
Instructional Programs.....	10,11
Attendance Information & Truancy .....	11,12
Independent Study Contracts.....	12
Books and Materials .....	12
Child Nutrition Program .....	12,13
After School Program.....	13,14
Home-School Communication .....	14
Lost and Found .....	15
Parental Concerns .....	15
CALPADS Participation Disclosure .....	15
Transportation .....	15,16
Student Health and Wellness.....	16
School Plans and Accountability .....	17
Student Safety.....	17,18
School Climate.....	18
Student Behavior Policies .....	19
Student Discipline .....	20
Tobacco, Alcohol and Drug Free School Policies.....	20,21
Uniform Complaint Procedures Policy.....	21,22

## Superintendent and Principal's Welcome Message

Welcome to Burnt Ranch School! This handbook is designed to be a quick reference to programs, schedules, policies, and general information about our school. If you have further questions, please do not hesitate to call or stop by our office at any time.

The Burnt Ranch School staff and Board of Trustees strive to provide the best learning experience for each student. Our school has a tradition of high academic standards and achievement, by offering coordinated support by a dedicated and talented staff to prepare all students for success in life.

At Burnt Ranch School, we hold high standards for positive behavior, teach students to take responsibility for problem solving, and encourage the development of character traits that will allow our students to become positive, productive citizens who are active in their communities. Our staff uses the *Love and Logic* model of guidance and discipline, and we often offer training to parents and guardians in our effort to work together as partners in education.

The district provides many enrichment opportunities for all students. We offer programs in visual and performing arts, instrumental and choral music, Indian Education, and fitness and athletics.

We incorporate technology into our instructional day so our students will be College and Career-ready citizens in the 21<sup>st</sup> century. Classrooms have interactive whiteboards and computing devices such as Chromebooks, iPads, laptops and computers. Our middle and upper grade students use these for research, writing, and accessing online differentiated math instruction, as well as for learning keyboarding, video and digital arts, and presentation skills.

We encourage your support and participation in our school! We need parents to volunteer and serve on the School Advisory Committee and the PTO. Our campus is open to classroom volunteers, please contact your student's teacher or one of us for additional opportunities. We love the incredible parent involvement typical of our little school and whole heartily welcome you.

Please share any suggestions or concerns you may have regarding your child's education or our school program. We are happy to meet with you at your convenience. Staff and parents together create a learning community that provides academic and social-emotional growth, enriching experiences, and positive memories for our students. We are all looking forward to a great year!

Sincerely,

Amanda Platt, Superintendent

Kristi Holland-Kilgore, Principal

## **OUR SHARED VISION**

*"Burnt Ranch School is committed to providing a balanced, quality education in a safe learning environment for our students, staff, and community."*

### *Our Core Beliefs*

1. We believe in dignity and respect for everyone at Burnt Ranch School.
2. We use problem solving to teach us to resolve problems without making problems for others.
3. Problem solving includes the opportunity for each party to voice his/her side of an issue.
4. Problem solving is viewed as an opportunity for individual thinking and listening to others.
5. We understand that there are logical connections between behavior and consequences.

Home and school unity and cooperation are keys to excellence. Improving education is a shared responsibility, something that our staff and parents address together. All our highly qualified teachers are prepared to work in partnership with parents to provide quality education. Your guidance can make school a positive and enriching experience for your child. We urge you to keep in communication with your child's teacher and the office if you have any questions throughout the school year. Office hours are 8:00 am until 4:00 pm. Please keep in mind that the teachers are more readily available after 3:15 pm and can also be contacted by email.

We encourage parents and community members to visit Burnt Ranch School and become familiar with our programs and practices. We look forward to working with you to serve the best interest of not only your child, but also the whole community.

If you have any questions after reading this booklet, please do not hesitate to call the school at (530) 629-2543.

*- The Burnt Ranch School Staff*

# Burnt Ranch School Staff

## Teaching Staff

Libby Pinto	Grades Tk-K
Michelle Arwood	Grades 1-2
Betsy Wilde	Grades 3-4
Kristi Holland	Grades 5-6
Tamera West	Grades 7-8
Shelly Ammon	Resource Specialist
Casey Geyer	PE, Health
Irene Treesong	Music
Summer Vanselow	Art

## Instructional Assistants

Lacy Duncan  
Danielle Zarcufsky  
Dara Kelley  
Sarah Ganas

## ASES (After School) Program

Casey Geyer, Coordinator  
Lacy Duncan, Assistant  
Dara Kelley, Assistant  
Danielle Zarcusfsky, Assistant  
Brittany Shuey, Assistant  
Monique Ambrosini, Assistant

## Administration

Amanda Platt, Superintendent  
Kristi Kilgore, Principal  
Robin Dummer, Business Manager/Admin. Assistant

## Office Staff

Robin Dummer, Business Manager/Admin. Assistant  
Angela Wiltse, Receptionist/Attendance

## Child Nutrition Programs

Sabrina Ketchum, Food Services

## Transportation

Brian Ambrosini, Main Bus Driver  
Casey Geyer, Substitute Bus Driver

## Custodian

Julie McCurdy

# 2022-2023 CALENDAR

## BURNT RANCH SCHOOL

Start: August 23, 2022 End: June 16, 2023

**23 First Day of School**

Days = 7

AUGUST 2022						
S	M	T	W	Th	F	S
			1	2	3	4
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	<u>24</u>	25	26	27
28	29	30	<u>31</u>			

**FEBRUARY 2023**

S	M	T	W	Th	F	S
				1	2	3
5	6	7	<u>8</u>	9	10	11
12	13	14	<u>15</u>	16	17	18
19	20	21	<u>22</u>	23	24	25
26	27	28				

7- The 100<sup>th</sup> Day of School  
20-24 Presidents Day  
No School

Days = 15/110

**5 Labor Day**  
No School

Days = 21/28

SEPTEMBER 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	<u>7</u>	8	9	10
11	12	13	<u>14</u>	15	16	17
18	19	20	<u>21</u>	22	23	24
25	26	27	<u>28</u>	29	30	

**MARCH 2023**

S	M	T	W	Th	F	S
				1	2	3*
5	6	7	<u>8</u>	9	10	11
12	13	14	<u>15</u>	16	17	18
19	20	21	<u>22</u>	23	24	25
26	27	28	<u>29</u>	30	31	

3 End 2<sup>nd</sup> Trimester  
15-17 Parent Conferences  
17 Minimum Day

Days = 23/133

31- Minimum Day?

Days = 21/49

OCTOBER 2022						
S	M	T	W	Th	F	S
						1
2	3	4	<u>5</u>	6	7	8
9	10	11	<u>12</u>	13	14	15
16	17	18	<u>19</u>	20	21	22
23	24	25	<u>26</u>	27	28	29
30	31					

**APRIL 2023**

S	M	T	W	Th	F	S
						1
2	3	4	<u>5</u>	6	7*	8
9	10	11	12	13	14	15
16	17	18	<u>19</u>	20	21	22
23	24	25	<u>26</u>	27	28	29

7 Minimum Day  
9 Easter  
10-14 Spring Break  
No School

Days = 15/148

**9 End 1<sup>st</sup> – Trimester**  
**10 No School-Staff Development Day**  
**11 Veterans Day-No School**  
**15-18 Minimum Days for Parent Conferences**  
**21-25 Thanksgiving Break- No School**  
Days = 15/64

NOVEMBER 2022						
S	M	T	W	Th	F	S
			1	2	3	4
6	7	8	<u>9*</u>	10	11	12
13	14	<u>15</u>	16	<u>17</u>	<u>18</u>	19
20	21	22	23	<u>24</u>	25	26
27	28	29	<u>30</u>			

**MAY 2023**

S	M	T	W	Th	F	S
			1	2	3	4
7	8	9	<u>10</u>	11	12	13
14	15	16	<u>17</u>	18	19	20
21	22	23	<u>24</u>	25	26*	27
28	29	30	<u>31</u>			

**26 Minimum Day**  
**29 Memorial Day**  
No School

Days = 22/170

**21 Minimum Day**  
**Dec. 22 – Jan. 6 Winter Break- No School**  
Days = 15/79

DECEMBER 2022						
S	M	T	W	Th	F	S
			1	2	3	4
4	5	6	<u>7</u>	<u>8</u>	9	10
11	12	13	<u>14</u>	15	16	17
18	19	20	<u>21*</u>	22	23	<u>24</u>
25	26	27	28	<u>29</u>	30	<u>31</u>

**JUNE 2023**

S	M	T	W	Th	F	S
				1	2	3
4	5	6	<u>7</u>	8	9	10
11	12	<u>13</u>	<u>14</u>	<u>15*</u>	<u>16*</u>	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

12-16 Minimum Days  
15 and/or 16\* Last Day of School/Possible Emergency Days  
**19 All Staff Day**  
**20 Teachers Only Day**  
Days = 12/182 (with 2 emergency days built in)

**9 School Resumes**  
**16 M. L. King Day**  
No School  
Days = 16/95

JANUARY 2023						
S	M	T	W	Th	F	S
1	2	3	<u>4</u>	5	6	7
8	9	10	<u>11</u>	12	13	14
16	17	18	19	20	21	
23	24	<u>25</u>	26	27	28	
29	30	31				

**6 Certificated Staff Days**

August 17-19 (or 18-19-22)  
November 10

June 19-20

**3 Classified Staff Days**

August 17-18 (or 18-19)

June 19

(2 emergency days are built in: May 26 and June 15)

**Minimum Days (11-13) - 1:00 dismissal**

October 31

November 15-18 (parent-teacher conferences)

December 21

March 17

April 7

May 26

June 12-16

**Modified Wednesdays=**

**2:00 dismissal**

**Board adopted: 3/10/22**

# Burnt Ranch School

## Bell Schedule 2022 – 2023

**Regular Days: Monday-Tuesday, Thursday-Friday**

TK

8:10 – 9:20	Class	70	
9:20 – 9:50	<i>Breakfast/Recess - 30</i>		
9:50 – 11:40	Class	110	
11:40 – 12:20	<i>Lunch -40</i>		
12:20 – 1:00	Class	40	Total Minutes 220

Kindergarten

8:10 – 9:20	Class	70	
9:20 – 9:50	<i>Breakfast/Recess - 30</i>		
9:50 – 11:40	Class	110	
11:40 – 12:20	<i>Lunch -40</i>		
12:20 – 2:45	Class	145	Total Minutes 325

Grades 1,2

8:10 – 9:25	Class	75	
9:25 – 9:50	<i>Breakfast/Recess - 25</i>		
9:50 – 11:40	Class	110	
11:40 – 12:20	<i>Lunch -40</i>		
12:20 – 2:45	Class	145	Total Minutes 330

Grades 3,4

8:10 – 9:25	Class	75	
9:25 – 9:50	<i>Breakfast/Recess-25</i>		
9:50 – 11:45	Class	115	
11:45 – 12:25	<i>Lunch-40</i>		
12:25 – 2:45	Class	140	Total Minutes 330

Grade 5 - 6

8:10 – 9:30	Class	80	
9:30 – 9:50	<i>Breakfast/Recess-20</i>		
9:50 – 11:50	Class	120	
11:50 – 12:30	<i>Lunch-40</i>		
12:30 – 2:45	Class	135	Total Minutes 335

Grades 7-8

8:10 – 9:30	Class	80	
9:30 – 9:50	<i>Breakfast/Recess-20</i>		
9:50 – 11:55	Class	125	
11:55 – 12:35	<i>Lunch-40</i>		
12:35 – 2:45	Class	130	Total Minutes 335

## One Minimum Day Bus Run @ 2:00pm

### **Minimum Days**

**11 Minimum Days are scheduled:**

- Halloween: Monday, October 31, 2022
- Parent Conferences: Tuesday through Friday, November 15<sup>th</sup>- 18<sup>th</sup> & Friday, March 17<sup>th</sup>
- Friday, December 21st, before Christmas Break
- Friday, April 7, 2022, before Easter Break
- Friday, May 26<sup>th</sup>, before Memorial Weekend
- Last week of school: Monday- Wednesday, June 6<sup>th</sup>-14<sup>th</sup> (Plus June 15-16 if we need to use our snow days.)

#### TK-Kindergarten

	8:10 – 9:25	Class	75		
	9:25 – 9:50	<i>Breakfast/Recess - 25</i>			
	9:50 – 11:40	Class	110		
	11:40 – 12:20	<i>Lunch -40</i>			
	12:20 – 1:00	Class	40	Total Minutes	225
Grades 1-4	8:10 – 9:25	Class	75		
	9:25 – 9:50	<i>Recess-25</i>			
	9:50 – 11:45	Class	115		
	11:45 – 12:25	<i>Lunch-40</i>			
	12:25 – 1:00	Class	65	Total Minutes	225
Grade 5 - 8	8:10 – 9:30	Class	80		
	9:30 – 9:50	<i>Recess-20</i>			
	9:50 – 11:50/55	Class	120/125		
	11:50/55 – 12:30/35	<i>Lunch-40</i>			
	12:30/35 – 1:00	Class	30/25	Total Minutes	230

Grade level	CA required minutes	2022-23 BRS minutes
TK	36,000	39,600
Kindergarten	36,000	55,680
1 <sup>st</sup> - 3 <sup>rd</sup>	50,400	56,520
4th	54,000	56,520
5 <sup>th</sup> - 8 <sup>th</sup>	54,000	57,360

### **START OF SCHOOL DAY**

The bus is scheduled to arrive at the school by 8:05am. Students not riding the bus are asked to arrive at the school no earlier than 8:00am. Classrooms will be open at 8:00am and instruction begins at 8:10am for all grades. Breakfast will be served starting at 9:20.

Any child arriving after school has started (8:10am) must check in at the office before proceeding to the classroom. Students will be considered truant after 8:30am.

## **PARENT INVOLVEMENT POLICY**

As per Board Policy 6020, The Governing Board recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent involvement in the education of their children contributes greatly to student achievement and a positive school environment. The administration shall work with staff and parents/guardians to develop meaningful opportunities at all grade levels for parents/guardians to be involved in district and school activities; advisory, decision-making, and advocacy roles; and activities to support learning at home.

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

The Superintendent shall regularly evaluate and report to the Board on the effectiveness of the district's parent involvement efforts, including, but not limited to, input from parents/guardians and school staff on the adequacy of parent involvement opportunities and barriers that may inhibit such participation.

### **TITLE I "COLLEGE AND CAREER READY STUDENT" SCHOOLS**

Each year the Superintendent shall identify specific objectives of the district's parent involvement program and shall ensure that parents/guardians are consulted and participate in the planning, design, implementation, and evaluation of the parent involvement program.

The Superintendent shall consult with parents/guardians of participating students in the planning and implementation of parent involvement programs, activities, and regulations. He/she also shall involve parents/guardians of participating students in decisions regarding how the district's Title I funds will be allotted for parent involvement activities. (20 USC 6318) The above policy is carried out through participation in the School Parent Advisory Committee.

## **PARENT PARTICIPATION OPPORTUNITIES**

### **BOARD OF TRUSTEE Meetings** (Monthly, second Tuesday, 5:00 p.m.)

The five-member governing Board's major function is to adopt policies on the budget, personnel, student welfare, curriculum, and facilities. We encourage parents to attend the Board meetings to keep informed of school business. They are held on the second Tuesday of each month at 5:00 p.m. at Burnt Ranch School and are open to the public. Special meetings, also open to the public, are held when the need arises. The agenda for regular meetings is posted at least 72 hours in advance at the school office and the Burnt Ranch Post Office. Special meeting agendas are posted at least 24 hours in advance. During a regular or special Board meeting, a closed session, which is not open to the public, may be held for the Board to deliberate on matters such as personnel, consideration of student disciplinary action, salary negotiations and certain legal issues.

If you wish to have a topic discussed at a Board meeting, you must submit your request in writing to the district office at least ten school days prior to the regular monthly meeting date. The minutes for board meetings are available for public review in the district office.

Our Board of Trustees members are:

Josh McKnight, President

James King, Member

Mike Harding, Vice President

Cyn Van Fleet, Member

Sarah Brown, Clerk

### **LCAP ADVISORY COMMITTEE**

The LCAP Advisory Committee is an advisory body to the Board of Trustees that provides input on the planning, implementation and evaluation of our special programs. Included in the group's duties is input in the annual update of the school's Comprehensive Safety Plan and the Local Control Accountability Plan. The committee consists of parents, teachers and the principal. The Committee meets about four times a year and all meetings are open to the public.

### **PARENT VOLUNTEERS**

Your participation is valued and welcome! The efforts and experiences of parents and community volunteers make all the difference in the richness of the program we offer to students. Some of the opportunities for parents include: assist in classroom or afterschool school programs, tutor, help with library, accompany on field trips, coach or assist with athletic teams, and help organize or assist with special events.

## **PARENT-TEACHER ORGANIZATION (PTO)**

The Burnt Ranch School has a long and rich history of having a strong PTO. This organization has been essential to both the students and staff for helping to provide special events, activities and programs that benefit both the school and the community. The Harvest Festival, yearbook, Book Fair, student awards programs, Spring Fun Day and the garden are just a few of the things that the PTO has organized or helped with during the school year. The PTO needs parent support to keep going. Please consider being a PTO volunteer.

## **PARENT-TEACHER CONFERENCES**

Parent-Teacher conferences for all students are held at the end of the first trimester and, for some students, at the end of the second trimester. Parents are given advance notice of scheduled dates and times, and teachers will make every attempt to adjust scheduled conference times to meet parent needs. These conferences are an important part of the educational program, and if possible both parents are urged to attend as are upper grade students. In addition, a parent-teacher meeting can be scheduled at any time by contacting the school via telephone, email or note.

## **PARENT VOLUNTEER DRIVERS**

We may need parents to drive on field trips due to bus capacity, availability, or cost. Drivers need to register with the school office to demonstrate a good driving record, current license, and insurance requirements. Our insurance has specific guidelines for drivers such as certain insurance configurations; students under 8 years old and less than 4' 9" tall must use a car seat; any form of tobacco use in the vehicle is prohibited; and more. If you are interested in helping the school by becoming a registered driver, please contact the office.

# **INSTRUCTIONAL PROGRAMS**

## **TITLE I**

Title I services in math and language arts are provided to students schoolwide by instructional aides and intervention teachers. These services focus on instruction to pupils based on data gathered from state standardized tests, District Benchmark Assessments and curricular assessments.

## **ECONOMIC IMPACT AID**

This state-funded program provides for instructional aide time to better support students in grades K-8 who require additional assistance.

## **RESOURCE SPECIALIST TEACHER**

Burnt Ranch School offers Resource Specialist Services to three year olds through 8th graders with identified special education needs. A Resource Specialist Teacher provides services as defined on each student's Individual Educational Plan. All services are coordinated between the school psychologist, speech therapist, classroom teacher and parents.

## **SPEECH AND LANGUAGE THERAPY**

Students with identified speech, language, and/or hearing disorders may receive this service from the speech specialist provided through a consortium with the Trinity County Office of Education.

## **TECHNOLOGY PROGRAM**

We incorporate technology into our instructional day so our students will be College & Career-ready citizens in the 21<sup>st</sup> century. We have high-speed internet provided by a dedicated tower on USFS land. Classrooms have interactive whiteboards and a variety of computing devices such as Chrome books, iPads, laptops and computers. Our middle/upper grade students use these for research, writing, and accessing online differentiated math instruction, as well as for keyboarding, video and digital arts, and presentation skills.

## **ART PROGRAM**

Our Visual Arts program offers instruction in a variety of media such as paper, ceramics, oil, water and acrylic paint, sculpture and more. A yearly Art Show exhibits student work.

## **MUSIC PROGRAM**

Whole class music is provided to all Kindergarten-8th grade classes, with elective choir and/or instrumental instruction available in grades 5-8. Performances are held twice a year. Students and families are financially responsible for instruments loaned to students by the district.

## **ACADEMIC COMPETITIONS (These may be canceled, modified, or postponed due to the COVID-19 pandemic.)**

Spelling Bee, STEAM Expo, and History Day are some of the opportunities available to Burnt Ranch students through the Trinity County Office of Education. Participation is optional, and district support will be provided for students who wish to compete.

## **COUNSELING**

Individual, small group, and whole class counseling services are provided by a trained counselor through a consortium with the Trinity County Office of Education. School policy requires parent permission for individual counseling services after an initial visit.

## **STUDENT SUCCESS TEAM (SST)**

This team is assembled upon the request of a parent, teacher or administrator to assist a student in academic, social-emotional or behavior development. The team is composed of parents, teachers, administrators, counselors and other school staff and specialists who have expertise relevant to the child's education. The goal of the team is to examine student strengths and challenges and align district resources to provide the best possible services to the student for optimal learning and success at school.

## **RESPONSE TO INTERVENTION (RTI)**

The goal of our intervention program is to help every student reach grade level or above in all subjects. Students are identified for extra support through assessments, classroom staff and specialists. This support may occur in class, as tutoring outside of class, or in the after school program. These services may be provided in person or virtually through teleconferencing tools such as, but not limited to, Zoom, Google Meets, GoToMeeting.

## **CHARACTER EDUCATION**

Burnt Ranch has adopted the traits of *Trustworthiness, Respect, Responsibility, Fairness, Caring* and *Citizenship* as a base for our character development instruction. Our staff emphasizes these character traits in all grades and activities.

## **AFTER SCHOOL EDUCATION and SAFETY PROGRAM (ASES)**

After school care is available each day as each grade level is dismissed, free of charge to all families. Our After School staff lead academic, enrichment and sports activities daily. Healthy meals are provided.

## **ATHLETICS**

Burnt Ranch School typically offers Volleyball, Basketball and Track for girls and boys as an after school activity. Our core program includes a specialized PE teacher with instruction in a variety of skills, sports and activities.

## **ATTENDANCE INFORMATION**

Studies show that there is a direct correlation between regular school attendance and student achievement. Therefore, we urge you to reinforce the importance of good school attendance, and to make every effort to send your child to school on time, every day.

*Instruction begins when the school day starts.*

*When students are late or absent they miss valuable learning time.*

## **EXCUSED ABSENCES**

California Education Code and Board policy recognize only the following as acceptable excused absences:

- Illness
- Medical/dental appointment
- Funeral of immediate family member
- Quarantine

If your child is out of school due to illness or injury for three days or more, it is required that you seek medical attention for the child and provide a physician's medical excuse to the office.

## **ABSENCES FOR PERSONAL REASONS**

When one of these special family needs occur, please make arrangements ahead of time:

- Family emergency
- Court appearance
- Religious holiday
- Necessary family business

## **EXCLUSION FROM SCHOOL**

State law requires that children are excluded from school for the following reasons:

- Contagious health problems (including head lice)
- Lack of immunization

## **UNEXCUSED ABSENCES**

Any absence not defined as excused will be recorded as unexcused. Such absences may result in a determination of truancy for the student. More importantly, such absences cause students to miss both new lessons and the practice of acquired skills which can affect their academic foundation and confidence.

## **UNAVOIDABLE ABSENCES**

If you find it necessary to keep your child out of school for reasons other than illness, we ask that you send your child to school **for at least part of the day** (preferably the beginning part) so he/she does not miss out on important school assignments.

## **APPOINTMENTS**

Ideally, please schedule all medical/dental appointments during one of our many weeks off of school. If not possible, a student who has a doctor or dentist appointment should attend school for part of the day. Even a partial day provides valuable instruction for your student. Many providers will make appointments later in the day so students can attend some morning school hours before leaving for the appointment.

## **TRUANCY**

Any student with unexcused absences for more than three (3) days in the year, or who has three unexcused tardies of 30 minutes or more, is legally truant. A notice may be sent to notify you of the problem. Consequences can include:

- Parent conference
- Mandated student attendance in after school tutoring
- Referral to School Attendance Review Board
- District Attorney or Probation referral

The **School Attendance Review Board** is a group of school and community officials who meet regularly at Trinity County Office of Education to discuss and provide solutions for students who experience attendance problems. Parents are notified by mail of a truancy problem and parents and students can be asked to appear before the attendance board after three truant days are on record.

## **Absences Impact Our School**

Schools do not receive funding from the State of California for pupils who are absent from school. This includes all absences, even those related to illness, medical appointments, or attendance at funeral services of an immediate family member. Schools receive state funding only for students who actually attend school or are on independent study. It is crucial that local schools continue to receive the financial resources necessary to provide quality educational services and reduce program cuts.

## **INDEPENDENT STUDY CONTRACTS**

Short Term Independent Study is available to students who are unable to attend school due to illness or family necessity. Short Term Independent Study allows the student to keep pace with his/her classmates. The teacher creates an Independent Study contract and prepares assignments. Students complete assignments under parent supervision and turn them in to the teacher for assessment upon return to school. It takes time to create a packet of schoolwork for a student. School policy requires that your request be submitted to the teacher at least **3 school days prior** to the start of the absence. Long-term Independent Study Contracts (over four weeks) are not available at this time. A yearly maximum of 14 cumulative Independent Study Days is allowed per calendar year. Please contact the school office to apply for a contract.

## **BOOKS AND MATERIALS**

The school provides textbooks for every student, as well as library books and other materials. We ask students to be responsible for the good care of all materials. Parents/students are responsible for replacing lost or damaged school materials. Report cards/transcripts may be withheld until payment is made for items lost or damaged.

## **CHILD NUTRITION PROGRAM**

### **LUNCH AND BREAKFAST**

Breakfast and lunch menus are posted online each month at our school website at [www.bresd.org](http://www.bresd.org) and sent home via paper copy or e-mail. Our Food Service Director follows the menu as closely as possible. Occasionally the menu may change due to supply orders not arriving on time or other unusual circumstances.

## **PROVISION 2 MEAL PROGRAM**

Burnt Ranch School is part of the Provision 2 National School Lunch/Breakfast Program. This means that both breakfast and lunch will be provided to all students at no cost.

## **AFTER-SCHOOL PROGRAM**

We offer the ASES program every school day of the year. There are many activities for children to participate in, including targeted academic tutoring, fun and educational games, computer programs, gardening, sports, Homework/Reading Counts club and much more. You are required to complete and return the ASES Registration Form for your child before they are able to attend. Please review the introduction (with the application form) for transportation information.

Highlights of the program include:

- ❖ Academic enrichment activities that increase student achievement
- ❖ Homework assistance
- ❖ Learning activities supporting those offered during the school day
- ❖ Activities including: recreation, sports, arts, crafts, music, cooking, sewing and much more
- ❖ A nutritious snack that complies with the USDA
- ❖ A nurturing environment for healthy social and emotional growth
- ❖ Community engagement through local collaboration fostering teamwork and leadership skills

### **ASES EARLY RELEASE POLICY**

All students in the Burnt Ranch School After-School Program are invited to attend the program each school day until closing. To accommodate when early release of your child is needed, a policy exists to assure that students transition safely from the school site into the safe custody of a parent or guardian.

If your child needs to leave the program early (i.e., dental appointment, 4-H meeting, other school functions), it is important to let us know in advance and indicate on the after-school program sign-in sheet.

Please know that program goals were set to benefit students who attend the after-school program for 9-15 hours per week. It is the intent of the Legislature that students participate in the full program. The "Early Release Policy" is designed to accommodate exceptions to the regular schedule.

***The ASES Program allows for the early release of students under the following circumstances:***

- Last available van or bus
- Medical Appointments
- Parent or Guardian pick-up
- Special Campus events
- School site closure
- Athletic events

### **Attendance Requirements and Early Release Policy:**

- Every after-school program must operate for a minimum of three hours per day and must remain open until 5:00 on every regular school day.
- Kindergarten - 5<sup>th</sup> grade students are expected to participate 5 days per week (15 hours/wk total).  
6<sup>th</sup> - 8<sup>th</sup> grade students are expected to participate at least 3 days per week (9 hours/wk total)

### **ASES PICK-UP POLICY**

It is especially important for overall student safety that parents, ASES Coordinator, and staff communicate with each other in a consistent manner. While we will do everything we can to make your pick-up arrangements as convenient for you as

possible, please understand that last minute changes to your child's pick-up schedule can create safety issues for your child. For your child's safety please follow these transportation guidelines:

- *Changes in your child's transportation schedule will be considered by written request only by **11:30 am of the given school day**. Please avoid phone changes unless it is an emergency.*
- Parents are responsible for picking up students who participate *after* the departure of the **last bus run of the day**.
- A written request for bus transportation may require up to one week to process.

Unexpected circumstances sometimes occur; therefore, we have a Late Pick-Up Policy:

- 1<sup>st</sup> late pick-up = We send a reminder to you regarding our pick-up policy.
- 2<sup>nd</sup> late pick-up = Another reminder and student must ride the afternoon bus or be picked up at 4:30 pm.
- 3<sup>rd</sup> late pick-up = Two-week suspension from the After-School Program.
- 4<sup>th</sup> late pick-up = Suspended from the program for the remainder of the year.

\*Pick-up policy subject to administrative modifications

## HOME-SCHOOL COMMUNICATION

### **WEBSITE**

Our website can be found at [www.bresd.org](http://www.bresd.org). It has links to classroom pages as well as to all of our calendars, schedules, Board policies, agendas and minutes, school plans, newsletters, announcements, and more. We hope you will use this resource for district information.

### **SCHEDULES AND CALENDARS**

Monthly activity calendars will be posted on our website at [www.bresd.org](http://www.bresd.org) by the first of each month. We will also post the menu, current bus schedules and more. Of course, there are times when an event or activity is planned and must be changed after the calendar has been posted. The school apologizes for this and will send notification home explaining changes or additions as needed.

### **MONTHLY COMMUNICATION**

BRS sends home a monthly calendar, menu, and newsletter. This will help keep you informed about school news and upcoming events at the school.

### **NOTICES HOME**

The staff endeavors to keep all parents/guardians informed of school events. Notices are one of the vital communication links between the school and you as a parent/guardian. Please impress upon your child/ren the fact that all notices sent home are important, and that they need to make sure you receive them. We will also use our Robo-call system and an e-mail list for school-to-home communication. Additionally, most notices will be posted online at [www.bresd.org](http://www.bresd.org).

### **BUS NOTES**

By law, we need to have a note from you for the bus driver to take your child to a stop different than his/her regular one, or for your child to stay after school and/or not ride the bus to his/her regular bus stop. **All bus changes must be in the office by 11:30 am**. We cannot accept changes after that time, as the bus driver will be making the schedule for the afternoon bus runs. We will, of course, help out in any emergency, but we do appreciate your consideration in this respect.

### **STUDENT RELEASE**

If parents/guardians wish to have their child/ren picked up at school by someone other than them, the school must have a note authorizing permission. To ensure student safety, no exceptions will be allowed without written authorization, unless it is an emergency situation, and then only with your emergency contacts.

All students who leave school before the regularly scheduled dismissal time must be signed out at the school office before they are permitted to leave the school grounds. Students who ordinarily ride the school bus home after school, but who ride home with someone other than their parent/guardian, and students who require a ride home with someone other than with their parents/guardians after school sponsored activities must be signed out at the school office before they are permitted to leave the school grounds.

### **TELEPHONE**

School telephones are primarily for the transaction of school business. Students may use phones with the permission of their teacher or office staff. Students wishing to go to a friend's house after school should make prior arrangements and bring a note from home. The school phone will not be used to make these arrangements.

## **LOST AND FOUND**

The school maintains a “Lost and Found” where misplaced items (usually clothing) are kept until claimed. Please label your child’s personal items for easy identification and return. Students walk by the *Lost and Found* weekly with their teacher and are encouraged to “look it over” for any items they may have left behind. At the end of each month, unclaimed items are given to DreamQuest for their fundraising efforts for local kids.

## **PARENTAL CONCERNs**

The teacher is the key person in the educational program of each child. Individual parental concerns should be first brought to the attention of the teacher so that there is an opportunity to answer questions and resolve any misunderstandings. When educational matters are not resolved in discussions with the child’s teacher, the superintendent/principal will meet with the teacher and parent to help with communication and resolution of any issues or concerns. If a concern still remains after this consultation, complaints must then be submitted in writing as per our Uniform Complaint Procedure described later in this Handbook.

## **CALPADS PARTICIPATION DISCLOSURE**

Burnt Ranch School District is participating in the California Longitudinal Pupil Achievement Data System (CALPADS) and the electronic transfer of student information. This information is reported to the California Department of Education and to districts to which the student is transferring or applying for admission. The benefits of participation to the student and parent are that records will be transferred much more promptly. Schools and districts benefit from the streamlining and reduction of state reporting burden. Student information is encoded so that no personally identifiable information will be maintained by CALPADS.

Parents have the right to inspect student information maintained by the CALPADS system. Contact Burnt Ranch School, (530) 629-2543, to initiate this procedure.

## **TRANSPORTATION**

The Burnt Ranch School District currently provides bus service to students once every morning and twice in the afternoon, with service as far west as Willow Creek. Please note that parents are required to be at the bus stop at least 5 minutes ahead of the scheduled bus arrival time. Please park safely at the bus stop, well away from where the bus needs to turn around or back up. Please refrain from smoking at all bus stops.

### **PROCEDURES FOR THE START OF A NEW SCHOOL YEAR**

All students will be given the District’s Transportation Safety Plan in the first day packet. This plan will be taken home by the students for the parents to read and discuss with their child/ren. Parents must sign and return to the school the notice that they have received the Transportation Plan, discuss it with their child/ren and will contact the school if they have any questions.

### **EMERGENCY DISMISSAL/LATE START/SNOW DAY**

Due to hazardous winter road conditions, excessive snow, or a power outage, we may have to make an emergency change to our regular schedule. When this happens, you will be notified by 7:00 am if we are not going to school or if we will have a late start to the school day (2 hour delay). We will contact you through our automated messaging system via home phone, email and/or cell phone. **If we feel a delayed start is warranted, school will begin at 10:10 am.** The bus will travel the same route, but pickup at all stops will occur two hours later than normal. Lunch and the ASES program will still be held at the regular times.

When we have a power outage during the school day and the power is **not expected to be restored within 2 hours, students will be dismissed early.** Parents or emergency contacts will be called and informed of the emergency bus schedule. *Whenever there are changes in any of your contact information, please inform the office* so that we call the correct contact, especially if you can not be reached.

There are two designated Emergency Days in our calendar-April 13 and May 22, 2020. If we need to cancel up to two full school days, we will put them up on May 22 and April 13 respectively and all students will be expected to attend school on those days.

### **FIELD TRIPS**

Throughout the school year, the different classes take various field trips. Because of the distance of travel to the coast, Weaverville or Redding, the bus is usually not able to return for the earlier afternoon bus runs. The school only has one bus and because of this parents/guardians will need to pick their child/ren up at the school on most field trip days. You will be notified whenever this will be necessary.

### **SPECIAL TRIPS TRANSPORTATION**

Field trips and school-related activities will be in accordance with Board policy. All field trips will require each student to have a permission form signed by his/her parent or guardian. Private vehicles are sometimes used for field trips. Each driver of a private vehicle must complete and submit to the school's office the *District's Application by Private Driver to Provide Student Transportation* prior to the trip. This requires meeting a driver's record clearance, insurance limits, and vehicle/passenger accommodations such as the use of car seats. A full copy of the policy and the process for becoming a district driver is available in the office.

### **BUS NOTES**

By law, we need to have a note from you in order for the bus driver to take your child to a stop different than his/her regular one, or for your child to stay after school and/or not ride the bus to his/her regular bus stop. **All bus changes must be in the office by 11:30 am.** We cannot accept changes after that time, as the bus driver will be making the schedule for the afternoon bus runs. We will, of course, help out in any emergency, but we do appreciate your consideration in this respect.

## **STUDENT HEALTH AND WELLNESS**

### **HEAD LICE**

Burnt Ranch School children will regularly be checked for head lice. Any student found to have live lice and/or nits will be sent home for treatment. When they return to school, those children will have their heads checked before being allowed to return to the classroom. They will then be rechecked after seven days to ensure nits have not hatched into lice. Parents who discover lead lice on their children should notify the school immediately so that head checks can be done in those classrooms. Please contact the school if you need information or resources for lice eradication.

### **INFORMATION/EMERGENCY FORMS**

We ask that you fill out Student Information and Student Health History Forms annually. This is essential so we have the most up-to-date home and work numbers of parents/guardians and emergency contacts. Please inform the office of any telephone number, address or name changes during the school year.

### **MEDICATION**

California Education Code Section 49480 defines certain requirements regarding student medication. Parents/guardians are required to inform the school of medications being taken by students, the current dosage, and the name of the supervising physician. With your consent, the school nurse or other designated employee can communicate with the student's physician regarding the medication and its effects.

Any student who may need medication during the school day – even Tylenol - must have on file a parent/guardian authorization and a Health Care Provider Statement and must keep the medication information up-to-date with any changes in type of medication or dosage. (Education Code 49414.5, 49414.7, 49423, 49423.1; 5 CCR 600) If a student suffers from epilepsy, parents must notify the school whenever the student has had emergency anti-seizure medication administered to him/her within four hours before a school day. (Education Code 49414.7)

Medications brought to school must be in properly labeled, original containers along with the doctor's instructions. For prescribed medication, the container also needs the name and telephone number of the pharmacy, the student's identification, and the name and phone number of the prescribing doctor. Medication should be brought directly to the school office by the parent or guardian so that the necessary authorization forms can be signed. These must be signed before the school can administer the medication.

## SCHOOL PLANS AND ACCOUNTABILITY

### LOCAL CONTROL ACCOUNTABILITY PLAN(LCAP)/LOCAL CONTROL FUNDING FORMULA(LCFF)

This three year plan is aligned to annual goals for all pupils and each subgroup of students in the eight state priorities (student achievement, basic services, student engagement, parental involvement, course access, implementation of State Standards, school climate and “other student outcomes”) and any additional local priorities. The LCAP is created with parent and community input and guides the specific actions the school district will take during each year to achieve the annual goals.

### SCHOOL ACCOUNTABILITY REPORT CARD (SARC)

As required, Burnt Ranch School posts our School Accountability Report Card (SARC) on our website, [www.bresd.org](http://www.bresd.org), for access by parents and the public. If you do not have access to the Internet and would like a copy, please contact the school office.

## STUDENT SAFETY

### EMERGENCY PROCEDURES

Student safety is the highest priority in our district. Emergency drills (fire, earthquake, and lock-down) are held to familiarize staff and students with emergency procedures. Students also attend an annual bus evacuation drill.

In the event that students are dismissed due to emergency or weather conditions, they may only be released to persons listed on the child’s emergency card. Please understand that this is for the safety of your child.

### SAFETY PLAN

Burnt Ranch School believes the safety of your children is a priority. Each year we review and revise our safety plan with staff, parents and students to make sure we are as safe as possible. The safety plan, in its entirety, is available to check out upon request at the school office.

- The first component of the safety plan focuses on *People and Programs*. Our first goal is to increase emergency preparedness. Our second goal is to improve the school climate.
- Our second component focuses on the *Physical Environment*.

### PARKING LOT SAFETY

For maximum safety, **please follow the arrows when entering or exiting the parking area**. Proceed slowly and with caution when in the driveway or parking area. Parking is available by the gym for parents who need to walk students into school, or for other short-term parking. **For student drop off, please pull up to the curb by the bus parking area so that students do not have to cross in front of on-coming vehicles.**

### OTHER SAFETY MEASURES

1. Adults should always check in at the office when they arrive on campus.
2. If your child is leaving early, a note should be sent letting us know. Please come to the office to sign out, and we will call the classroom to send it to your child.
3. Students who usually ride the bus home after school must be signed out at the school office before they leave the school grounds if being driven home in a private car.
4. If your child is staying after school, notify the school so we are aware they are on campus. Students who require a ride home with someone other than their parent or guardian after school-sponsored activities must be signed out before leaving school grounds.
5. All students who have permission to walk home must leave school at dismissal time if they are not enrolled in the ASES program.
6. We must have a parent note or phone call if someone other than the parent is picking a child up from school or the regular bus stop.
7. ***It is important that all bus stop changes be in the office before 11:30 am to avoid confusion. Therefore, we cannot accept changes after that time.*** The bus driver reviews the notes and makes the schedule for the afternoon runs.

### ASBESTOS

With the rebuilding of Burnt Ranch School, all asbestos has been eliminated.

## **SAFE WATER**

The school water comes from a well. The water is chlorinated and monitored on a daily basis. Monthly water tests are completed to determine that the water is safe to drink. Annual analysis of the water is done to ensure that there are not any water contaminants. The analysis is sent yearly to the Department of Health Services. Copies of their report are available in the school office.

## **SCHOOL CLIMATE**

### **CHARACTER COUNTS**

Burnt Ranch School emphasizes character development in all grades. Teachers and staff use the following concepts to help students with the goal of developing good character, positive relationships, personal confidence and making productive life choices.

#### **Trustworthiness**

- Be honest. Don't deceive, cheat or steal
- Be reliable. Do what you say you'll do
- Have the courage to do the right thing

#### **Respect**

- Treat others with respect. Follow the Golden Rule
- Be tolerant of differences
- Use good manners, not bad language
- Be considerate of the feelings of others

#### **Responsibility**

- Do what you are supposed to do
- Persevere: keep on trying
- Always do your best
- Think before you act and consider the consequences
- Be accountable for your choices

#### **Fairness**

- Play by the rules
- Take turns and share
- Be open-minded and listen to others
- Don't take advantage of others

#### **Caring**

- Be kind
- Be compassionate and show you care
- Forgive others
- Help people in need

#### **Citizenship**

- Do your share to make your school and community better
- Cooperate
- Be a good neighbor
- Obey laws and rules and respect authority

Parents and school staff can work together to help students develop a strong ethical foundation by using this common language and looking for opportunities to promote these shared values.

## **BULLYING PREVENTION**

At Burnt Ranch School we use various curricula to help our students develop positive character and friendship skills, and to learn what to do about bullying. We teach children that bullying is hurtful and one-sided. It's not okay here or anywhere. Our goal as a school is to move students from behaving as bullies, supporters, onlookers or bystanders to confident, proactive defenders of positive behavior and promoters of a safe school climate and community.

## **STUDENT BEHAVIOR POLICIES**

*We are Safe, Respectful and Responsible at Burnt Ranch School!*

### **STUDENT BEHAVIOR**

Students are expected to cooperate with all Burnt Ranch School staff members. Students are required to follow all classroom, playground, and bus rules. The use of appropriate manners is expected at all times. Please impress upon your child/ren the importance of proper behavior, including at the bus stop, while on the bus, in the classroom or cafeteria, and on the playground/field. Disrespect, foul language, fighting, throwing rocks or sticks and other such unsafe or unkind behaviors will not be tolerated. Our goal is to make our school a fair and safe environment, with every student a good citizen.

### **STUDENT DRESS CODE**

Student appearance and dress should be within the boundaries of regulation covering health and safety and should be of a nature that will not interfere with the educational process. Burnt Ranch teachers and staff use their judgment and discretion in censoring any clothing, shoes or accessories that present a safety hazard to our students or which disrupt the educational process.

Students who come to school dressed inappropriately will need to call parents or change clothes at school.

### **DRESS GUIDELINES AT BURNT RANCH SCHOOL:**

- No visible undergarments, sagging clothing, pajamas or slippers are to be worn to school.
- Bare midriffs, tops with straps less than 1.5 inches wide, low-cut tops, and tank tops with oversize arms holes are not allowed.
- Shorts and skirts must be at or below mid-thigh in length or paired with leggings.
- Shoes need to be safe for all educational activities. Flip-flops are not acceptable for PE or other physical activities.
- Hats, headgear and/or sunglasses are not to be worn in class or at assemblies.
- PE/sports activities require students to wear appropriate shoes and clothing.
- Proper attention should be given to personal cleanliness and neatness.
- Clothing cannot display inappropriate messages or images including alcohol, cigarettes, marijuana, or illegal drugs.

### **STUDENT ACCEPTABLE USE OF PERSONAL ELECTRONIC DEVICES**

The Burnt Ranch School District provides technology resources to its students for educational purposes. The goal of providing these resources is to promote educational excellence. All users are expected to use the personal electronic devices, computers, and computer networks in a responsible, ethical, and polite manner.

A “personal electronic device” means any device that a student is in possession of which electronically communicates, sends, receives, stores, reproduces, or displays voice and/or text communication or data. These include, but are not limited to cell phones, smart phones, music and media players, gaming devices, tablets, laptop computers, and personal digital assistants.

#### **Student Rights and Responsibilities**

1. Personal electronic devices shall be kept out of sight and powered off or silenced during the school day and during any school-sponsored activity.
  - Students shall not use personal electronic devices on school property or at school-sponsored activity to access or view internet websites that are otherwise blocked to students at school.
2. Student use of personal electronic devices that disrupt the instructional day may result in disciplinary action and/or confiscation of the personal electronic device.
  - When a personal electronic device is confiscated, it shall only be released and/or returned to the student's parent/legal guardian.

#### **The requirement that personal electronic devices be turned off may not apply in the following circumstances:**

1. The student is using the device for an educational or instructional purpose with the teacher's or staff member's permission and supervision.
2. Devices may be permitted on the school bus, as authorized by the driver, unless use of the personal electronic device causes a disruption on the school bus.

The student who possesses a personal electronic device is to be solely responsible for its care. The Burnt Ranch School District is not responsible for the theft, loss or damage to personal electronic devices brought to school by a student while the device is under the student's care.

## STUDENT DISCIPLINE

### CLASSROOM DISCIPLINE PLAN

At Burnt Ranch School the classroom discipline plan is founded on the principles of "**Love and Logic**," an approach to guidance that provides loving support while at the same time expecting kids to be respectful and responsible for their own actions. Poor choices or an error in judgment by a student provides an opportunity to teach the child how to make better decisions in the future. The *Love and Logic* philosophy helps promote healthy relationships and a culture of positive school wide discipline.

### SCHOOLWIDE DISCIPLINARY CONSEQUENCES

Each school year the pupils in the Burnt Ranch School District are informed of the rules and regulations established by the administration and the Board of Trustees. Sometimes students try behaviors that are counter to school rules and guidelines, and some form of disciplinary action is necessary.

Any disciplinary action necessary will be appropriate to the rule(s) violated, the individual circumstances of the incident(s), and the number of behavior referrals that student has. The teachers and administration will be responsible for the carrying out of appropriate disciplinary action in accord with District policy and the California Education Code. Please refer to the *Rights of Parents, Legal Guardians, & Students* booklet included in the First Day Packet.

**The following are the main disciplinary consequences utilized by school staff:**

- Teacher initiated disciplinary action
- Detention (loss of recess or other free time)
- Communication to parents
- Conference with parents/pupils
- Counseling formal and informal, with pupil(s)
- Loss of school privileges (sports, assemblies, special events)
- Community Service
- In-House suspension (student remains at school but not with their class)
- Suspension from school
- Payment for damaged or lost school property

### SUSPENSION / EXPULSION

A student may be suspended or expelled for any of the acts listed in the California Education Code (Sections 48900-48915 inclusive) "if the act is related to a school activity or school attendance..., including but not limited to the following circumstances: While on school grounds. While going to or from school. During lunch period, whether on or off school campus. During, going to or coming from a school-sponsored or school/related activity." Please refer to the *Rights of Parents, Legal Guardians, & Students* booklet included in the First Day Packet.

## TOBACCO, ALCOHOL, AND DRUG FREE SCHOOL

### TOBACCO-FREE SCHOOL

As per Board Policy 3513.3, and 5131.62, the Governing Board recognizes the health hazards associated with smoking and the abuse of tobacco products, including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff.

The Board prohibits the use of tobacco products at any time in district-owned or leased buildings or vehicles, or on district property. This prohibition applies to all employees, students and visitors at any program, activity or athletic event.

Smoking or use of any tobacco-related products and disposal of any tobacco-related waste are prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground.

The district shall provide developmentally appropriate tobacco-use prevention instruction for students at selected grade levels from K-8. Such instruction shall be aligned with state standards and the curriculum framework for health education and with any requirements of state and/or federal grant programs in which the district participates.

For tobacco cessation information and assistance, call the California Smokers Helpline 1-800-NO-BUTTS or the Trinity County Human Response Network for a free Quit Kit to help stop with smoking or chewing tobacco. (530) 623-2024 or 1-800-358-5251

## **ALCOHOL AND OTHER DRUGS**

As per Board Policy 5131.6, The Governing Board believes that the use of alcohol or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. The Board desires to keep the school free of alcohol and other drugs in order to help prevent violence, promote school safety and create a well-disciplined environment conducive to learning.

Staff will encourage students to participate as responsible partners in efforts to maintain a safe, constructive school climate. The district shall provide science-based preventative instruction that has been proven effective in helping students avoid the use of alcohol and other drugs. All instruction and related materials shall consistently state that unlawful use of alcohol or other drugs is wrong and harmful and not include the concept of responsible use of drugs or alcohol when such use is illegal.

The Board strongly encourages any student who is using alcohol or drugs to discuss the matter with his/her parent/guardian or with any staff member. Students who disclose their use of alcohol or drugs when seeking help from an intervention or recovery program shall not be disciplined for such use.

The Superintendent shall take appropriate action to eliminate possession, use or sale of alcohol and other drugs and related paraphernalia on school grounds or at school-sponsored activities.

Students possessing, using or selling alcohol or other drugs or related paraphernalia shall be subject to disciplinary procedures including suspension or expulsion and/or referral to law enforcement in accordance with law, Board policy and administrative regulation. In addition, such students may be referred to an appropriate counseling program, transferred to an alternative placement, and/or be restricted from extracurricular activities, including athletics.

To speak to someone about alcohol or other drug use/abuse, call Trinity County Behavioral Health Services 530-623-5708.

## **UNIFORM COMPLAINT PROCEDURES (UCP)**

### **BURNT RANCH SCHOOL DISTRICT**

#### **Uniform Complaint Procedures (UCP) Annual Notice - 2022-2023**

For students, employees, parents/guardians, school and district advisory committee members, appropriate private school officials, and other interested parties

The **BURNT RANCH SCHOOL DISTRICT** has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs and the charging of unlawful pupil fees.

The **BURNT RANCH SCHOOL DISTRICT** shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board. Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, disability, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in: Title I; Title VII; National School Breakfast and Lunch; Consolidated Categorical Aid Programs; Local Control Funding Formula; Local Control Accountability Plan; Child Care and Developmental Programs; Child Nutrition Programs; Special Education Programs; American Indian Early Childhood Education; and Safety Planning Requirements.

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee includes, but is not limited to, all the following:

- 1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory or is for credit.
- 2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
- 3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance officer:

Amanda Platt, Superintendent  
PO Box 39, Burnt Ranch, CA 95527      530-629-2543

\*Complaints of noncompliance with laws relating to pupil fees are filed with a principal of a school. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees.

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of

the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the superintendent or designee.

Complaints of noncompliance of the implementation of the Local Control Funding Formula and/or Local Control Accountability Plan may be filed with the superintendent or designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The LEA person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal **BURNT RANCH SCHOOL DISTRICT**'s Decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving **BURNT RANCH SCHOOL DISTRICT**'s Decision. The appeal must include a copy of the complaint filed with **BURNT RANCH SCHOOL DISTRICT** and a copy of **BURNT RANCH SCHOOL DISTRICT**'s Decision.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of the **BURNT RANCH SCHOOL DISTRICT**'s complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the **BURNT RANCH SCHOOL DISTRICT**'s UCP policy and complaint procedures shall be available free of charge.

Together we'll have a great year at  
Burnt Ranch School!

