

Burchfield Primary School

Student & Parent Handbook

2023 – 2024



Burchfield Primary School, a culturally diverse school, is committed to providing a safe and nurturing environment where all students can learn and have the opportunity to achieve academic success. We believe that high expectations for our students, family involvement and attendance lead to higher academic achievement.

400 Fremont Street

Colusa, Ca. 95932

(530) 458 – 5853 (office)

(530) 458 – 8874 (fax)

Office Email: rhicks@colusa.k12.ca.us

Attendance Email: mvaldez@colusa.k12.ca.us

Website: <https://burchfield.colusa.k12.ca.us/>

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Principal's Welcome

Welcome to Burchfield Primary School. The policies and procedures in this handbook are the result of a concerted effort on the part of the faculty and the administration. This information has been carefully prepared and presented so that it will be of great value in helping your child succeed in school.

Elementary years are the start of a child's educational journey. We are thrilled you have joined our family, and our veteran staff will be your teammates throughout the year to guide your child. The early years of education prove to be critical developmental years. We will have occasional parent nights in which we present tools and strategies for parents/guardians to support the academic progress of your child.

We have some exciting opportunities and fun activities planned throughout the year. We are looking forward to an amazing year. As you continue your education, we trust your days will be filled with rewarding and happy experiences.

Victoria Wilson, Principal

Burchfield Primary School

James M. Burchfield Primary School serves students from Transitional Kindergarten through third grade. Our diverse school population reflects the multicultural nature of our community. The school personnel work hard to provide a quality academic and social experience for all students. Parents are encouraged to participate in all school activities and to communicate with teachers and administration regularly. There is a page entirely dedicated to ways parents can participate and connect with BPS.

CUSD Mission

Colusa Unified School District is to provide, in cooperation with our families, an excellent, well-balanced education where students gain skills necessary for success in an ever-changing world.

Colusa Unified School District – Vision

The Vision of Colusa Unified School District is to provide a safe, student-centered, high quality education to ALL students.

Burchfield Primary School – Mission Statement

Burchfield Primary School, a culturally diverse school, is committed to providing a safe and nurturing environment where all students can learn and have the opportunity to achieve academic success. We believe that high expectations for our students, family involvement and attendance lead to higher academic achievement.

School Board Meetings

The Colusa Unified School District Board of Trustees meets the third Monday of each month at 5:15 p.m. in the Colusa Unified School District conference room along with the Superintendent, Rebecca Changus. The public is welcome and encouraged to attend. Agendas are posted at each school site before every meeting. If you wish to have an item placed on the agenda, call the CUSD Executive Administrative Assistant, at 458-7791.

Civil Rights Statement

Colusa Unified School District does not discriminate on the basis of race, color, national origin, religion, sex, age, or handicap in its educational programs and/or activities. Students, parents or others who wish further information about these regulations, or about handicapped access to vocational facilities, or wish to file a complaint, should contact Ms. Rebecca Changus, Title IX Coordinator, Colusa Unified School District, 745 Tenth Street, Colusa, CA 95932, (530) 458-7791.

Burchfield Primary School Personnel

Communication:

Many individuals prefer calling, emailing, communicating directly with their teacher or face-to-face interaction. Email addresses and phone numbers including extensions are available on our BPS website Link: <https://burchfield.colusa.k12.ca.us/>

COLUSA UNIFIED SCHOOL DISTRICT
745 Tenth St.
Colusa, CA 95632

2023 - 2024 SCHOOL CALENDAR

S	M	T	W	Th	F	S
July						
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23	24	25	26	27	28	29
30	31					

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August						
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August 14-15: Preservice Days
August 16: First Day of School

S	M	T	W	Th	F	S
September						
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October						
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29	30	31				

September 4: Labor Day
October 9: Teacher Professional Development Day
Quarter End Date October 20

S	M	T	W	Th	F	S
November						
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December						
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24	25	26	27	28	29	30
31						

November 10: Veterans Day (Observed)
November 22-24: Thanksgiving Break
Trimester End Date November 9
Quarter End Date December 22
December 22: Minimum Day
December 25 - January 5: Winter Break

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January						
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February						
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January 15: Dr. Martin Luther King Day
February 19: President's Day
February 20: Lincoln's Birthday (observed)
February 19-23: No School

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March						
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31						

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April						
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21	22	23	24	25	26	27
28	29	30				

Trimester End Date March 1
Quarter End Date March 15
March 29 - Minimum Day
March 31: Easter Sunday
April 1 - April 5: Spring Break

S	M	T	W	Th	F	S
May						
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19	20	21	22	23	24	25
26	27	28	29	30	31	

S	M	T	W	Th	F	S
June						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 27: Memorial Day
May 30: Home School/CAHS/EMS Graduation
May 31: Last day of school/CHS Graduation
May 30 and May 31: Minimum Day
June 6-9: Colusa County Fair

REQUIRED CLASSIFIED HOLIDAYS:

July 4: Independence Day
Sept 4: Labor Day
Nov 10: Veterans' Day (Observed)
Nov 22-24: Thanksgiving
Dec 25: Christmas Eve (Observed)

Dec 25: Christmas Day
Jan 1: New Year's Day (Observed)
Jan 2: In Lieu of Admission Day
Jan 15: Dr. Martin Luther King Day
Feb 19: President's Day

Feb 20: Lincoln's Birthday (observed)
May 27: Memorial Day
June 19: Juneteenth Holiday

LEGEND:

/ / Legal Holiday
[] Break
[] Preservice Day
<- Minimum Day

End of Trimester End of Quarter/Semester Last Day of School

Burchfield Primary – Daily Schedule (8-16-2023 through 5/31-2024)

School Hours

TK – K 8:13-2:10

1st-3rd 8:13-2:15

Wednesday Schedule

TK – 3rd 8:13-1:45

Bell Schedule

School begins 8:13

Recess Grades 1-3 9:52-10:10

- 2nd Chance Breakfast

Kinder Lunch 10:45-11:30

1st Grade Lunch 11:15-12:00

2nd Grade Lunch 11:45-12:30

3rd Grade Lunch 12:15-1:00

Recess Grades TK-K 12:45-1:08

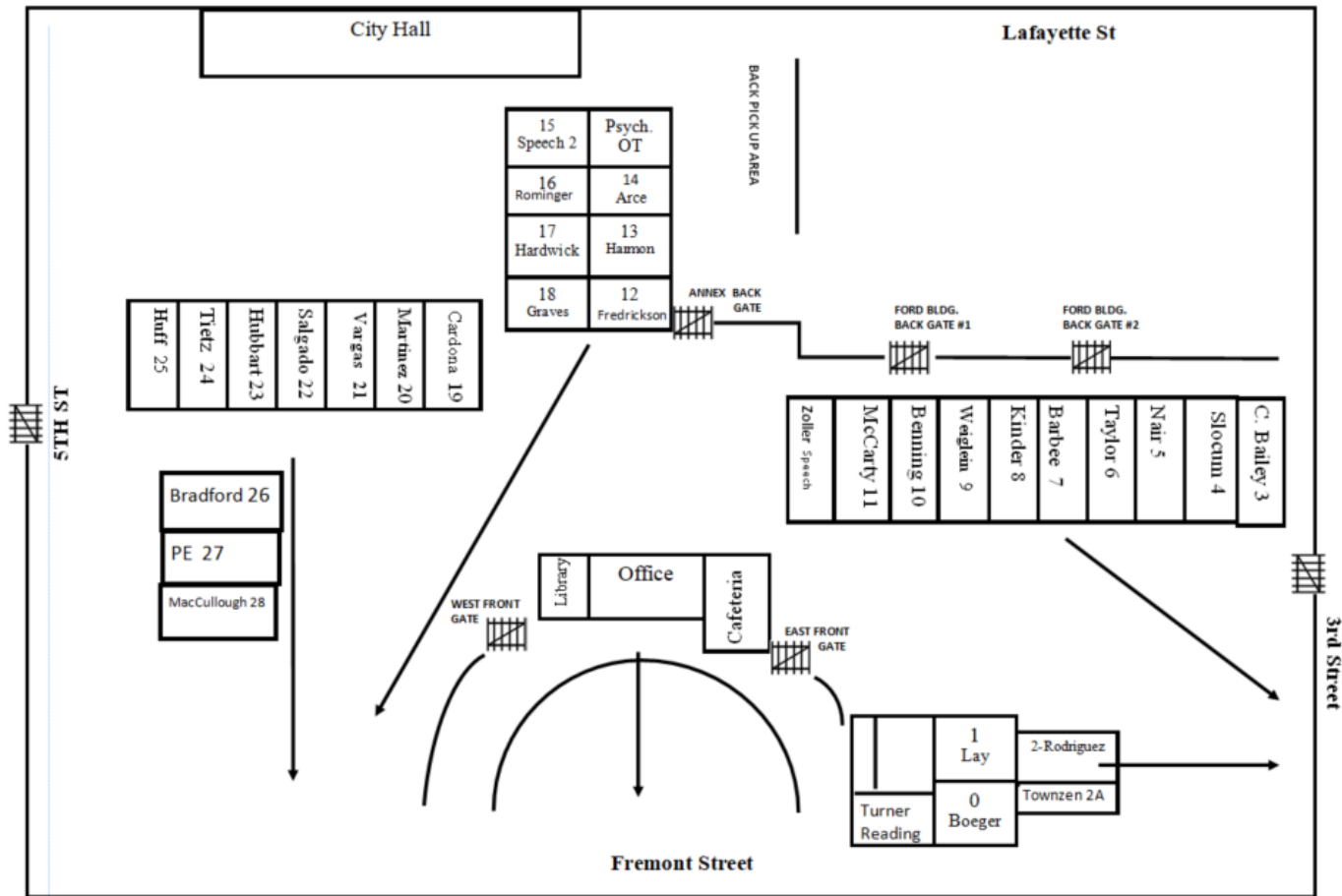
- Snack

Dismissal 2:15

Map and Fire Drill Routes

Map of School & Fire Evacuation Routes

2023– 2024



Safety Procedures

Riding the bus to school activities

Safety requires that certain rules be followed at all times when riding a school bus.

1. Stay seated at all times when the bus is moving. Arms and hands must be kept inside the bus.
2. Horseplay is not permitted in or around the bus.
3. The driver is in full charge of the bus and passengers. Students must obey the driver at all times.
4. No eating, drinking or smoking is allowed on the bus. Students may not play music or electronic devices while on the bus.
5. Inappropriate conduct may result in a notice of consequences mailed home to parents/guardians.

Fire drill procedures

1. In case of fire or a fire drill, fire horns will sound in continuous short blasts.
2. When you hear the fire alarm, wait until you receive notification from the office to evacuate unless imminent, fire danger presents itself.
3. In the event of a real fire (see, smell, hear), "Evacuate, evacuate, evacuate!"
4. Know the exit and alternate exit assigned to the room in which a student is located.
5. Move quickly, quietly out of the building to approximately 100 feet from the building. Orderly building evacuation in case of fire is a serious matter and student response to an alarm should always reflect this.
6. Always assume that a fire alarm is the real thing.
7. Wait outside until instructed to return to the building.

What if there is a dangerous intruder on campus? Run, Hide, Fight

1. If you are in class, remain there. Teachers are to lock doors, close windows, close blinds and barricade.
2. If it is not a class time, get into the nearest classroom or enclosed area and position yourself away from doors and windows and out of sight.
3. Remain in the room. Administration will provide directions and/or additional information.

Bomb threat procedures

1. When a report is received, an announcement will be made notifying all individuals to evacuate to the park or City Hall depending on the situation. Administration will communicate evacuation plans using the PA system as well as our Catapult safety system.
2. Buildings will be locked, and individuals may not be re-entered once evacuated.
3. Do not touch light switches.
4. Once outside, proceed to the park.
5. If evacuation occurs during class time, students are to group with their teacher for an attendance check. Students are not to leave campus on their own as we then have no way of accurately accounting for students' whereabouts and safety.
6. Students will not be dismissed unless properly checked out by their parents/guardians. Parent notification through Catapult will be made for thorough and consistent communication and directions.

False alarms

False alarms constitute sufficient disruption of the educational process to merit immediate suspension. The police will be notified and violators will be charged with a misdemeanor in keeping with state law. Any costs incurred by the false alarm will be the responsibility of the violator. A false bomb threat is a serious

violation of the law. A student responsible would face a 5 day suspension, recommendation for expulsion, a mandatory parent conference, and charges filed with the police department.

General Information

Appointments

Please make every effort to make appointments after school hours. If this is not possible, we encourage you to make appointments in the afternoon when your child is less likely to miss key reading and math instruction. If you must take your child out of school early, please sign him/her out at the office. Students may only be released to adults named on their emergency card.

Arrival Time

Students are not to arrive at school before 8:00 a.m. unless they are eating in the cafeteria. There is no supervision on any of the playgrounds before 8:00. Students who eat in the cafeteria may arrive at 7:45 as we have supervision there for breakfast eaters only.

Attendance/Tardiness

Regular attendance is crucial to academic success in school and is mandated by law. Every effort should be made to see that your child is at school on time unless he/she is ill. All absences must be verified by a parent or guardian. Please call the school ASAP at 458-5853 when you know that your son or daughter will be absent from school or e-mail Mary Valdez at mvaldez@colusa.k12.ca.us before 9:00 A.M. You may also send a message on parent square. In the event that a telephone call cannot be made, a written note is required by you on the first day the student returns to school. The note must be signed and contain the following:

1. Reason for absence
2. Date or dates of absence
3. First and last name of the student
4. Name of student's teacher

Schools receive financial support based only upon the number of students actually in attendance. Excused absences are no longer counted for financial support of the school. We do not want you to send your child to school ill, but we are asking that you keep your child home from school only when it is absolutely in the child's best interest. Parents/guardians have 10 days of medical absences to use at your discretion. Doctor's notes should always be turned into the office as they do not count in the parent/guardian 10 days of medical absences.

Independent Study Contract

If students need to leave town for 5-10 school days, parents/guardians need to notify the front with at least one-week notice, so that the school may place the impacted students on INDEPENDENT STUDY. This program assigns the student a packet of work to complete. It is a supplement curriculum assisting in reinforcing skills and keeping current with class work. It is important to remember when leaving town to give the office at least **one week notice** to prepare the work and the contract. Parents must sign a contract and students must attempt all work.

- If an emergency need comes up, the family must meet with the administrator for potential approval.
- 10 days of independent study are available throughout a calendar school year total. Therefore, it can be a full 10 days independent study contract or two 5 days independent study contracts throughout the year.

Attire and Appearance

Please label coats, sweaters, and sweatshirts with the child's name on the inside of the garment. Students have outside activities every day and they should wear clothing and shoes appropriate for P.E. and playing

outside. All students must wear clothing and accessories deemed safe and appropriate. Specific guidelines include:

- Shoes must be worn at all times; we recommend tennis shoes. We ask that sandals have a back-strap and that toes be covered. No flip flops. (Students need shoes they can run in for P.E. movement and recess) Sunglasses and hats are allowed outside only – not in the buildings.
- **IMPORTANT:** Put the student's initials inside all sweaters/jackets to assist in returning lost items. Additionally, it is encouraged to put the student's classroom number in order to retain lost items.

Bicycles/Helmets

Students must walk their bicycles on campus. Bicycles should be locked in the racks on Fourth Street by the Second Grade Annex Building. It is state law that bicycle riders under the age of 18 wear helmets and the school will make every effort to notify parents when students are not following this law.

Care of the School

Looking after the school and care of the school environment is the responsibility of everyone in the school. This means leaving no litter and not writing or marking on walls, furniture or other school property. It means avoiding behavior that may cause damage to property (ie. Tugging door handles, slamming doors, putting paper towels in the toilet). If any damage is caused, it should be reported at once to a teacher or a staff member.

Electronic Devices

Students are not allowed to bring MP3 players, ipods, smart watches, other handheld music devices, or any other electronic device that interrupts the instructional day or educational process. Parents may leave messages at the office if needed. Refusing to adhere to this policy will result in the device being turned in to the front office. It will be returned to a parent or an approved adult.

Emergency Cards

Please remember to keep your information current. It is very important that you update any changes during the year of address, phone numbers, or emergency contacts. If you send someone to pick up your child and they are not on the emergency contacts, they will not be released to them. You will need to add them to our system using the Aeries Parent Portal located on our <https://burchfield.colusa.k12.ca.us/> website. Each year you will login and complete the data confirmation or make mid-year changes.. **It is extremely important to have accurate information in Aeries in case of an emergency.** When checking a student out during the instructional day, individuals on the emergency contact must check in the office and sign their names as well as the students name in order to properly check the student out from Burchfield Primary School. Please complete the data confirmation in your aeries portal each year.

Nuisance Items

Nuisance items are toys, games, hot cheetos, and trading cards. These items should not be brought to school unless asked for by a teacher for a specific program or activity, ie. "show and tell". If they are brought for an activity, they are to remain in the classroom until they are taken home. These items often cause conflict and disruption. We will collect any item that presents a problem. Any items collected will be kept in the classroom and released to a responsible adult upon request.

Party Invitations/Class Parties

If bringing invitations to school, there must be one for each student in the class. If the entire class is not invited, then invitations need to be mailed or arrangements made in another way. At times parents like to send treats to school. Treats must meet or exceed the USDA Smart Snacks in School Nutrition Standards 7 CFR 210.31(C)(2) and (3). See link - <https://foodplanner.healthiergeneration.org/calculator/>

We prefer only store purchased items with ingredients listed as many children have food sensitivities or allergies. **Please check with your teacher prior to sending snacks, for any reason. Due to the instructional day any student birthday celebration will be limited to no more than 10 minutes.** There is also the option of putting together a goodie bag of stickers, pencils, etc. as an alternative to food as well.

Health Room in Front Office

For detailed information, see the District website.

The health room is reserved for these situations:

- An emergency station for the severely ill or injured student.
- A waiting area for the ill or injured student before he/she is transported home or to the doctor
- A first aid station for those that are injured at school.
- An area for students who are on prescribed medication. (See medication criteria on our website)

Illness








Generally, if your child is ill, she/he should stay at home to reduce the possibility of infecting other students and to be more comfortable. Unless we have a note from a physician, your child will be expected to participate in all school activities, including movement and recess. Children must not have had a high temperature (over 100 degrees) for 24 hours prior to returning to school.

When a student becomes ill or injured during school hours, the nurse or office staff will contact the parent or emergency contact person. Your student will remain in the nurse's office until you or the emergency contact arrives. The adult picking up the child must sign the student out at the office.

Allergies/Special Meal Request

A food allergy form must be completed in order to arrange for meal accommodations. It is important to share allergies at the beginning of the school year in order for the school nurse to properly plan and inform staff.

I NEED TO STAY HOME IF...

I HAVE A FEVER	I AM VOMITING	I HAVE DIARRHEA	I HAVE A RASH	I HAVE HEAD LICE	I HAVE AN EYE INFECTION	I HAVE BEEN IN THE HOSPITAL
						
Temperature of 100.4 or higher	Within the past 24 hours	Within the past 24 hours.	Body rash with itching or fever.	Itchy head, active head lice.	Redness, itching, and/or "crusty" drainage from eye.	Hospital stay and/or ER Visit

I AM READY TO GO BACK TO SCHOOL WHEN I AM....

Fever free for 24 hours without the use of fever reducing medication i.e. Tylenol, Motrin	Free from vomiting for at least 2 solid meals	Free from diarrhea for at least 24 hours	Free from rash itching, or or fever. I have been evaluated by my doctor if needed.	Treated with appropriate lice treatment at home and proof is provided to nurse.	Evaluated by my doctor and have note to return to school	Released by my medical provider to return to school.
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Immunizations

Students attending public schools must, by state law, have been immunized against certain communicable diseases. If your child does not meet those requirements, the school is forced to exclude your child until they have had the mandatory immunizations. You must have on file with the school a certificate of immunization status that shows the dates you have had the shots. Students are checked regularly in the classroom for head lice. Students with live lice will be sent home. Hair should be treated with a product made specifically to kill head lice, such as NIX, which is a crème rinse. If you need more information about treating head lice, please ask in the office. Board Policy 51441.33. Our school nurse has more information about how to keep your child healthy available on the internet at www.colusa.k12.ca.us or in the school office.

Head Lice

Students are checked regularly in the classroom for head lice. Students with **LIVE LICE** will be sent home. Hair should be treated with a product made specifically to kill head lice, such as NIX, which is a crème rinse. If you need more information about treating head lice, please ask in the office. Board Policy 51441.33. Our Health Clerk has more information about how to keep your child healthy available on the internet at www.colusa.k12.ca.us or in the school office

Medications at School

Oral medication will only be administered at school when a treatment form is filled out by your physician and returned back to the school. Medication must be in the original container from the pharmacy listing your child's name, name of the medication, the dosage and the frequency of administration. Oral medication includes all prescription and non-prescription (over the counter) medications. Students may not keep any

medication on their person or in their belongings. All medication is kept and dispensed through our nurse's office. We would be happy to provide you with any forms that you might need.

Homework

Homework is designed to reinforce skills that have been taught by the teacher and is also a way to help your child become responsible and organized. District policy states that kindergarten and first grade will have approximately 10 – 15 minutes of homework nightly. Second and third grades will have approximately 15 – 30 minutes of homework. All grade level students are expected to read at home daily. Teachers set the time and guidelines.

Lost and Found

IMPORTANT: Put the student's initials inside all sweaters/jackets to assist in returning lost items. Additionally, it is encouraged to put the student's classroom number in order to retain lost items. The lost and found is located next to the cafeteria. Children's outer clothing should be labeled with their name. Unclaimed items will be donated to charity.

Student Nutrition

Breakfast is served from 7:50 to 8:10 and is free to all students. Lunch menus are sent home monthly.

Colusa Unified School District will be participating in the federal program called Provision 2 available to schools as a part of the National School Lunch Program and School Breakfast Program. In a Provision 2 school, all students receive a nutritious breakfast and lunch at no cost, regardless of family income. Please complete the application to ensure the financial support and successful continuation of our healthy, quality meal program for all children. Your child(ren) may receive other school benefits as well. The number of applications that are returned and approved can affect how much funding our school receives to help students meet academic benchmarks, including materials like books and computers.

Please complete a meal application form and return it to Colusa Unified School District, via emailing the form to cbarber@colusa.k12.ca.us, turning the form into one of our schools or the district office, filling the form out online at <https://family.titank12.com>, or filling out the form through the parent portal. Your assistance in helping us maintain our current funding levels is greatly appreciated.

Report Cards/Parent-Teacher Conferences

We have developed a report card to help parents know how their child is performing based upon the Essential Standards. Trimester report cards are issued in November, March and May. Individual student conferences are held for the 1st Trimester grading period and at other times as needed. Parents are welcome to set up a conference with their child's teacher at any time. To do so, please arrange an appointment through the office or directly with the teacher.

Burchfield Primary School Safety

- School starts at 8:13am and dismisses at 2:15pm for 1st – 3rd grade students except for each Wednesday when school dismissal is at 1:45pm.
- School starts at 8:13am and dismisses at 2:10 pm daily for TK/Kindergarten students. Teachers will escort their students to the dismissal gate.

- The cafeteria is open at 7:50am to serve students' breakfast. This meal is free to all students. Only students eating breakfast should arrive at 7:50 am. The front west gate will open at 7:50am to receive students eating breakfast.
- Morning supervision is provided at BPS **starting at 8:00am. Please do not drop your children off before 8:00am unless they are having breakfast.**
- Plan to drop-off and pick up your child at one of the drive-up areas, or at a playground gate.
- Sign in at the office to come onto campus for any reason. Make sure to get a visitor's lanyard to wear while on campus.
- Please use the crosswalks when crossing onto and off the school grounds. Follow all traffic rules with regards to crossing the street.
- All school gates will be locked at 8:13am until school dismissal at 2:15pm.

Vehicle Drop-off and Pick-up in the front parking lot loop and on Lafayette Street

- The yellow painted curb is the drop-off / pick-up area. Drive in a single file line and pull as far forward as possible, behind the car in front of you.
- **Please do not leave your vehicle when dropping off your child in a yellow curb zone.** Ask your children to exit the car door next to the yellow curb; do not have them exit on the driver's side – walking behind cars and between cars is dangerous. Do not double-park alongside the drop off lane. This is very dangerous and puts children at risk.
- Please park your vehicle in a parking space if you need to come onto campus.
- **Do not park in the yellow curb zones at any time during the school day.** These areas must stay clear for emergency vehicles at all times.
- Do not park in red bus lane curb areas at any time.
- The parking lot behind the school is for staff only.

Please Note: The Colusa Police Department may ticket drivers who do not follow safety procedures. Following these guidelines ensures safety in both the front and rear student drop-off / pick-up areas.

Tardies:

- Students need to go directly to the office for a tardy slip before going to class and do not need to be accompanied by an adult.
- If the tardy is due to a medical/dental appointment, send a doctor/dentist note with your child to the office.

During school pick-up:

- If students are leaving prior to dismissal time, they must be checked out in the office by a parent, guardian, or an adult who is listed on the emergency card. Identification may be required. **Students will only be released to adults listed on the emergency card.** When checking a student out during the instructional day, individuals on the emergency card must check in the office and sign their names as well as the students name in order to properly check the student out from Burchfield Primary School.

Safety is our top priority!

Thanks for your cooperation! Remember – Courtesy is Contagious!

Be Responsible Be Safe Be Respectful Be Kind

Student Insurance

The Colusa Unified School District offers parents an opportunity to purchase low cost insurance protection for students. Enrollment information is sent home with your student at the beginning of the school year.

Visitors

We encourage parents/guardians to visit and participate at the school, ALL volunteers need to sign in at the office and wear a visitor lanyard while on campus. For safety reasons, all visitors are asked to sign in at the office and receive a visitor's name tag. For security you may be asked to show identification and state the reason for being on campus. Students are not permitted to bring other children such as siblings or out of town visitors to stay for the school day. Please do not bring other children when visiting or volunteering at school.

Volunteers

Burchfield Primary School encourages parents/guardians to volunteer at school. We have a volunteer form that must be filled out **each year** by anyone volunteering. This is an excellent opportunity to reinforce your child's school experience. Children whose parents are involved with the school often feel better about themselves and their school. There are a number of ways parents can volunteer. Some of these include:

- Sharing a special skill or talent.
- Reading with students or helping with special projects.
- If you do not have time to volunteer during school hours there are often things you can do at home.

Please contact your child's teacher if you have questions or would like to volunteer. Your efforts are very much appreciated! Volunteer applications are on our website and in the office. There is a page entirely dedicated to ways parents can participate and connect with BPS.

Williams Act

Pursuant to California *Education Code* Section 35186, information can be found on the district website at <https://www.colusa.k12.ca.us/>

School Committees/Clubs

English Learner Advisory Council

The English Learner Advisory Council (ELAC) is made up of parents of English Learners. Meetings are held once a month at 6:00 – 7:00 pm beginning in September. We will combine with Egling Middle School members and they will be held at Egling Middle School

Parent Club

The Parent Teacher Club is a fabulous group of volunteers who work together to provide increased opportunities to our school community, increase enhanced opportunities for our teachers and students as well as celebrating our students at Burchfield Primary. This organization is very strong in promoting and caring for the needs of our students. We encourage parents to become a member. Meetings are held monthly at 6:00 – 7:00 pm beginning in September.

School Site Council

The School Site Council, made up of parents, teachers, the site administrator and other support personnel makes decisions regarding certain expenditures for the school. It meets on a monthly basis from 2:45 – 3:45pm. An election for new members is held in August/September.

Instructional Programs

Core Programs

Burchfield Primary School is committed to meeting or exceeding the Common Core State Standards for instruction in all areas of the curriculum. Teachers spend approximately 2 ½ hours on language arts instruction. Teachers spend approximately 1 hour 20 minutes delivering math instruction using the state

adopted Bridges program as well as a variety of hands-on materials. Social studies, science, and outstanding pull out music and physical education programs are taught during the week to ensure a well-rounded education for our students.

Library

Burchfield Primary School has a wonderful school library. Each class has a regularly scheduled library period each week and students are welcome to use the library at other times with teacher permission as long as an adult is present. If a book is lost, the student losing it will be charged for the book. The library has a Spanish book section. Both students and parents are encouraged to check out books.

Special Education

Burchfield Primary provides a continuum of programs to serve students with exceptional needs. For further information, please refer to the Colusa County Special Education Local Plan, which is available from the Colusa County Office of Education. Please ask your child's teacher for more information.

Assessments

Students in grade three are tested annually in the spring using a state required standardized test. Results of this test are sent home and can be accessed on the internet at www.cde.ca.gov. Our school also does 3 i-ready diagnostic tests per year. All students are tested frequently in their classrooms using a variety of assessments. These results are reported to parents during conferences and on report cards.

Field Trips

Extending the classroom outside the walls of the school, in the form of field trips, has become an important option for learning. These trips focus on an integrated curriculum. Parents will always be informed of field trips ahead of time. Parents are expected to fully fill out each field trip form and return by the deadline. If chaperones are requested, that information will be included. If a student will need a lunch made by the school, advanced communication is required. Bringing lunch from home needs to be communicated with the student's teacher.

Allowing your student participate is an enriching experience. As you can imagine, there is a great deal of planning and organization that must take place in order to orchestrate classes of students to have the best experience possible in the limited time frame we have. With that being said, each class will take along extra staff/parent chaperones cleared by the district. Please understand that this is a school sponsored trip, therefore we cannot accommodate taking all parents who wish to go. Once at the destination, the expectation is that students are to stay with their assigned field trip group and chaperone for the duration of the day. In the case that a parent were to arrive at the destination on their own, we cannot let your child go with you, this is outside of district protocol for releasing students. As well, our reservations are for a predetermined number of people, therefore we cannot accommodate any extras traveling with our group. All students are required to ride to and from the event on the bus. Any special circumstances need prior authorization from school administration.

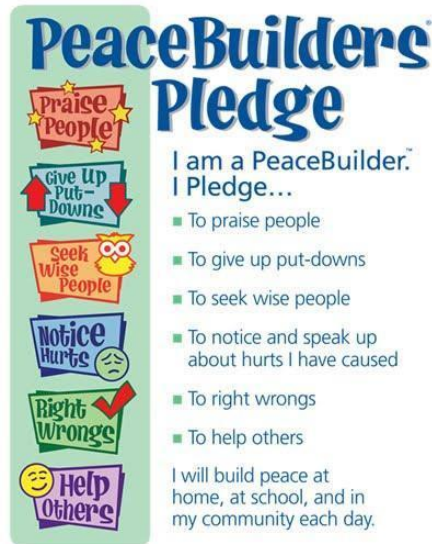
CHS Football Games

Students are not to be playing during the high school athletic competition. Absolutely NO balls are allowed to be brought in. They will be confiscated immediately. Parents can go to the CHS office during regular business hours to pick up confiscated balls.

Behavior and Discipline Expectations

Peace Builders

Burchfield Primary School uses the Peace Builders Program. This program promotes a positive climate where students can concentrate on learning and helps students to understand and to use peaceful interactions with peers and adults. Each teacher devotes time each week to teach the strategies necessary for students to become "peace builders". In order to be peace builders we pledge daily to:



We encourage you to ask your child about what he/she is learning regarding becoming a peace builder and to visit the school office if you would like more information concerning it. Our goal is for the concepts within the program to reach beyond our school and into the community.

Incentives for Individual Students:

- A student may receive a Burchfield Praise Note from any adult on campus in any location (playground, office, cafeteria, classroom, etc.)
- Burchfield Praise Notes are given out randomly when a student is making a good choice at school and/or the student is choosing to be safe, responsible, respectful and kind.
- When a student receives five Burchfield Praise Note, the teacher will send the student to the office for a small reward.
- Students who receive 5 Burchfield Praise Notes will be placed in a drawing at our trimester assembly for a larger prize.
- Trimester Assembly - recognize students' good behavior

Rewards

Peace Builders, Praise Notes and Academic Awards will take place on a periodic basis. Each classroom will select students to be recognized as the student of the week according to the theme selected.

Discipline Policy

Our school has a school-wide discipline policy which is based on state and district policies. A copy of the entire policy is sent home by the district and is on the district website. These rules apply equally to all students. All staff members are responsible for monitoring the behavior of students on campus. We are required to publish a comprehensive list of school rules for parent and student information. These rules and consequences are aligned with all other schools in the district. Our Site Council spent a considerable amount of time on the consequences making them appropriate for Burchfield students. Please take time to become familiar with them.

School-Wide Discipline Cycle

The following discipline cycle will be followed at Burchfield Primary School:

1. Teacher/Staff Action

- a. Teachers have classroom rules and consequences posted.
- b. Each classroom has a system of consequences. The last step in this cycle is referral to the principal.

2. Administrative Action

- a. In-school suspension (ISS) or an alternative intervention will be assigned for repeated offenses or for a first offense which causes a major disruption. The student will be assigned to spend the day out of the regular classroom doing school work. The student will not be allowed to have recesses with the other students.

In-School Suspension or Intervention

- Go directly to the office at the beginning of the day.
- Remain in the office all day.
- Eat lunch in the office
- No talking
- No recess
- Work on classroom assignments while on ISS.

Out-of-School Suspensions

Out-of-school suspension (OSS) may be assigned when a student has committed serious infractions of the California Education Code or for repeated offenses. A listing of parents' legal rights and responsibilities is available at the school office or the district office. These are also sent home to parents at the beginning of the school year. When a student has been suspended from school, the student must remain away from Burchfield Primary School and all school activities for the duration of the suspension. For a listing of the specific laws pertaining to suspension or expulsion, please contact the school principal.

Expulsion

Expulsion may be recommended for a serious violation or for repeated incidents of any suspendable offense. Additionally, an expulsion hearing may be held and law enforcement may be notified for any student involved in arson, battery (bodily injury), use or sale of a controlled substance, robbery/extortion or possession or use of any weapon. Weapons are defined as firearms, knives, explosives, flammable materials or any other items that may cause bodily injury or death. Principals may recommend expelling a student, but the School Board makes the decision to expel. During an expulsion, which may last an entire school year, a student may not attend school or any school functions or be on campus during any time when students are present.

General School Rules

- Use self-control on the way to and from school, on the playground, in lines, in the classroom and at all school activities. Keep hands, feet etc. to self.
- Show respect and courtesy to adults and other students.
- Respect each individual's right to learn and work.
- Respect the property of others.
- Wear hats only outside of buildings.
- Walk on the sidewalks and in buildings.

Playground Rules

- Use self-control – keep hands and feet to yourself.
- Play safely and be a good sport.
- Line up immediately after the freeze bell rings.
- No fighting.
- No throwing rocks, sand, wood chips or dirt.
- No bad language.
- No spitting.
- Do not jump off equipment.
- Play tag on field areas only.
- Play within designated areas.
- Follow playground equipment rules.
- No running on the playground unless involved in an appropriate game.
- Follow tetherball rules.
- No toys, balls etc. from home.

Swings

- Sit on swings.
- No jumping from swings.
- Face towards blacktop.
- One person on swing at a time.
- No one behind or in front of the person on swing.

Ladder Bars

- Swing from hands only.
- All children go in one direction.
- No hanging upside down.
- No standing or climbing on top.

Short Bars

- Two hands on bar at all times.

High Uneven Bars

- No hanging upside down.
- No sitting on top.
- May be used only for chin-ups and swinging.

Ball Rules

- No balls from HOME.
- No balls out on rainy days.
- Kick soccer and heavy balls only.
- Kick balls only on the grass.
- No throwing balls against the buildings.

- No sitting on balls.
- No hard balls on campus. Nerf footballs are allowed.
- Group ball games are to be played on the field area.
- No hanging on basketball hoops.

Slides

- Only one child to go down the slide at a time.
- Sliders must sit on the slide.
- Do not walk up the slide.

Cafeteria Rules

- Students must be seated with hands and feet to themselves.
- All students must remain at their table for the full period unless there is an emergency.
- Each student is responsible for keeping his/her area clean.
- Students will be dismissed after the supervisor has determined that the table and area under and around it are clean.
- All trash is to be placed in garbage cans.
- Throwing food is not tolerated.
- Proper table manners will be encouraged.
- No student will be dismissed while still eating.
- Students may not bring glass containers.
- Students are expected to use “inside voices”.
- After the bell rings, students are asked to listen to directions for dismissal. Students are asked to be quiet during this time so that all may hear directions.
- For help, students are asked to please raise their hand.
- There is an allergy-free table – see cafeteria staff.

Cafeteria Positive Behavior Incentive Program

- An entire grade level earns a point daily for following the cafeteria rules the best.
- When a grade level earns 10 points, the entire grade level earns a reward.

Technology Support – Establish Device Boundaries

Children Ages 2 to 5

- Limit Screen Time to 1 Hour Per Day
- Monitor Use – Encourage Learning Based Programs

Children Ages 6 and Up

- Establish Consistent Limits on Screen Time – Limit to Two Hours
- Monitor YouTube or Restrict Completely

Protect Bedtime

- Restrict the use of phones or tablets to 30 minutes before bed.
- Do not allow devices in the bedroom after lights out. Store devices in a safe, locked location at night.

Foster Real-Life Relationships

- Help your child develop social skills and nurture his or her real-life relationships.

Social Media – Minimum of 13 Years of Age

Keep Devices in Open Spaces

- Devices should be used in open areas such as the kitchen or living room to increase monitoring opportunities.

BPS Discipline Matrix

Category 1 Infractions (Include but not limited to...)*

OFFENSE	CONSEQUENCES	INTERVENTIONS One or more of the following behavioral interventions should be imposed.
Cheating/Forgery	1st Referral – Warning and/or Detention/Campus Clean-up	Parent notification
Classroom Disruption	2nd Referral – Detention and/or half day of intervention.	Recess restrictions
Defiance/Insubordination/Willful disobedience and disregard of authority.	3rd Referral – Detention and/or half day of intervention.	Administrator/Student conference
Willful defiance of after school care instructions	4th Referral – All day intervention.	Counselor/Student conference
Electronic Device	5th Referral – Refer to Category 2 Infractions, 1 st Referral.	Counseling (individual or group)
Harassment/Bullying/Hazing (grades K-5)	<i>Any behavior causing damage to school property or personal property of another may lead to a requirement to pay for that damage as part of the consequence.</i>	Student Study Team (SST)
Horseplay/Rough Play/Playground Misconduct		Behavior Plan/Contract
Inappropriate Sexual Behavior (grades K-5)		Referral to Community/District/School-Based Services
Littering		Peer Group with Middle School or High School
Vandalism (minor)		SARB/DART
Obscene Act (minor)		Modified Day or Schedule
Object of No Reasonable Use That Causes Undue Disruption		Parent Attends a Portion of Class
Unwanted Physical Contact (grades K-5)		
Profanity		
Safety Violation		
School Disruption		
False accusations		
Racial, Discriminatory or Hateful Behavior (minor)		
Theft/Possession of/Attempt to steal school or private property (grades K-5)		

Teacher must use classroom interventions prior to first referral to office when appropriate (warning, counseling, parent notification). Based on severity or persistent nature, consequences may lead to more severe consequences, including suspension, at the discretion of the school administration.

Category 2 Infractions (Include but not limited to...)*

OFFENSE	CONSEQUENCES	INTERVENTIONS One or more of the following behavioral interventions should be imposed.
Abusive, threatening, willfully defiant, gang- related activities	1st Referral – 1 day Intervention or 1 to 5 day suspension (duration to be determined by administration)	Parent notification
Abusive, threatening, or harassing behaviors towards a pupil who is a witness in a school disciplinary proceeding	2nd Referral – 1 to 5 day suspension (duration to be determined by administration)	Recess restrictions
Arson (minor)	3rd Referral – 3 to 5 day suspension (duration to be determined by administration) or recommendation for expulsion if secondary findings (or other means of correction have repeatedly failed or due to the nature of the act, the presence of the student causes danger to the physical safety of others) are present or contract in lieu of expulsion	Administrator/Student conference
Assault and/or Battery/Threat (minor)	<i>Any behavior causing damage to school property or personal property of another may lead to a requirement to pay for that damage as part of the consequence.</i>	Counselor/Student conference
Bullying or cyber-bullying		Counseling (individual or group)
Creating a hostile school environment		Student Study Team (SST)
Caused, attempted to cause, or threatened to cause physical injury to another person		Behavior Plan/Contract
Willfully used force or violence upon another person, except in self-defense		Referral to Community/District/School- Based Services
Knowingly received stolen school or private property		Peer Group with Middle School or High School
Obscene acts, gestures, unsanitary acts, profanity		SARB/DART
Possession of toy (imitation) firearm		Parent Attends a Portion of Class
Possession or use of tobacco or any products containing tobacco or nicotine		Modified Day or Schedule

Based on severity or persistent nature, consequences may lead to more severe consequences, including suspension, at the discretion of the school administration. Mandatory placement on Behavior Plan on 1st offense and stipulated expulsion upon 2nd offense.

Category 3 Infractions (Include but not limited to...)*

OFFENSE	CONSEQUENCES
Act of hate violence: threatening, intimidating or offensive behavior; EC 48900.3	<p><i>One or more of the following consequences should be imposed for category 3 infractions:</i></p> <p>1st Referral –</p> <ul style="list-style-type: none"> • 2 - 5 day suspension <p>and/or</p> <ul style="list-style-type: none"> • Behavior plan • Contract in lieu of expulsion • Placement in alternative program <p>Recommendation for Expulsion if secondary findings (or other means of correction have repeatedly failed or due to the nature of the act, the presence of the student causes danger to the physical safety of others) are present.</p>
Any action that causes serious physical injury, except in self-defense; EC 48900(a)(2)	<p><i>Any behavior causing damage to school property or personal property of another may lead to a requirement to pay for that damage as part of the consequence.</i></p>
Engaged in an act of bullying, including, but not limited to, bullying by means of an electronic act; EC 48900(r)	
Assault and/or battery upon any school staff; EC 48900(a)(1)(E)	
Possession of a controlled substance, an alcoholic beverage, intoxication of any kind or possession (an ounce or more) or intoxication of marijuana; EC 48900(c); EC 48915(a)(3)	
Possession of dangerous object (including knife) with no reasonable use to the pupil; EC 48900(b)	
Robbery or extortion (major); EC 48900(e)	
Sexual harassment: intimidating or hostile or offensive; EC 48900.2	
Terrorist threats against school officials; 48900, 48900.2, 48900.3, 48900.4	

For grades K-3 we recognize students are still learning the connection between actions and consequences and the corrective measures outlined above are intended to assist in teaching appropriateness and responsibility, while maintaining consistent student discipline on campus. To that end, the site administrators at the elementary and middle school shall use discretion and take into account the many and varied factors in each case involving category 3 infractions when determining consequences.



United States Department of Agriculture

MYPLATE GUIDE TO SCHOOL LUNCH

for Families

Grains

GRAINS

Whole grains give kids B vitamins, minerals, and fiber to help them feel fuller longer so they stay alert to concentrate at school.

VEGETABLES

A variety of vegetables helps kids get the nutrients and fiber they need for good health.

Vegetables

MILK

Dairy

Low-fat (1%) or Fat-free milk. Children and teens need the calcium, protein, and vitamin D found in milk for strong bones, teeth and muscles.

Protein

PROTEIN FOODS

Meat, poultry, fish, dry beans, peas, eggs, nuts, and seeds provide many nutrients including protein and iron. Portion sizes are based upon the nutrition needs of children in various grade groups. School meals also allow cheese, tofu, and yogurt to count as the meat/cheese alternate in the school lunch.

FRUITS

Fruits

Every school lunch includes fruits as well as vegetables. Only ½ of the fruits offered may be 100% juice, since whole and cut-up fruits have more fiber.



Visit teamnutrition.usda.gov for additional tips and activities.



HOW DOES SCHOOL LUNCH HELP FAMILIES?



Provides a balanced meal

It meets one-third of the nutrition needs of most children for the day.



Helps kids learn where foods come from

Farm to school programs are in 42 percent of schools which increase kids access to locally produced foods and learning activities such as farmers' visits and school gardening.



Saves time

If you spend 10 minutes a day packing lunch, that adds up to 30 hours (1,800 minutes) each school year.



Supports learning at school

Research shows that kids with healthier eating patterns have better academic performance.

“

“We grow fruits and vegetables in our school greenhouse, which are harvested and given to the cafeteria to serve on the salad bar. It's great because the landscaping class gets involved, the leadership classes get involved, and even all the marketing plan classes get involved.”

”

Nebraska student

HOW CAN FAMILIES HELP THEIR CHILDREN ENJOY SCHOOL LUNCH?

- Try new foods at home. Kids need many opportunities to taste a new food to “get used to it.”
- Talk with your child about what's on the menu. Make sure he or she knows about all the foods that are included in his or her school.
- Eat lunch at school with your child. Learn more about what's offered and meet school nutrition staff.
- Encourage your child or teen to join in taste-testing events or surveys about school lunch, when available.

Visit **Choosemyplate.gov/Families** for additional tips and activities for families.

The National School Lunch Program is a federally assisted meal program operating in public and nonprofit private schools and residential child care institutions. It provides nutritionally balanced, low-cost or free lunches to children each school day.

Learn more at: www.fns.usda.gov/nslp/national-school-lunch-program-nslp.

FNS-632

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USDA is an equal opportunity provider and employer.



Parent Involvement Ideas

Volunteer packets are available in the office. There are different levels of volunteering, so please review that paperwork carefully.

- Class Parent – Dedicated to assisting with projects throughout the year
- Class Helper – Assist class parent when needed
- 1 Hour a Week – **Scheduled** Time with your child's teacher
 - Some parents/guardians, grandparents, family members enjoy coming to their child's classroom once a week, and they organize this with their classroom teacher. Individuals must be on their student's emergency card.
- Field Trips – Small Group Support
 - Various Pumpkin Patches in the County
 - Halloween Parade – Walking Field Trip in Colusa
 - 3rd Grade: Pond Day – Event Requires Significant Adult Support
- Staff Appreciation Week
 - Small Snacks for Staff
- Parent Club Support
 - Attend Monthly Planning Meetings
 - Assist with Events – No Need to Attend Meetings
 - Fall Festival
 - Set-up
 - Running a Booth
 - Clean-up
 - Getting Donations.
 - Candy
 - Water
 - Pumpkins
 - Etc.
- Book Fair – Fall & Spring
 - 2-3 hour shifts
- Jog-a-thon
- Track and Field Day
 - Run a Station
 - Water
 - Snacks
- Spring Dance

CUSD Homework Philosophy

Homework is an integral part of student learning. The district supports a reasonable, balanced approach to homework. The amount of homework and the type of homework should logically progress toward independent, high level thinking tasks. The principal and staff at each school have developed, and regularly review, a school-site homework plan which includes guidelines for the assignment of homework and describes the responsibilities of students, staff and parents/guardians.

For each grade level, the amount of time that students will be expected to spend on homework is approximately 6 – 10 minutes per year in school. For example: a student in grade 2 might expect to have 12 – 20 minutes of independent homework nightly. Students in grades 7 & 8 should expect to spend 42 - 80 minutes on independent homework. Students in high school should expect to spend anywhere from 30 – 90

minutes an evening on independent homework. Generally, secondary students will average no more than 90 minutes of homework nightly.

In addition to the independent homework, teachers from each grade level from K – 8 may suggest parental involvement with their student's homework. For example: in Kindergarten, parents may be asked to read to their child for up to thirty minutes nightly. In most cases, the amount of necessary parental involvement will decrease as the student develops learning independence. However, parents are encouraged to adopt attitudes and habits which support student academic learning. A student who has no school-assigned homework will still benefit by reading, reviewing content, or practicing skills.

Homework comprises varying proportions of the class grade depending upon the content of the course and whether that content lends itself to extensive independent practice.

Parents should be aware that teachers plan homework based on the average student's capabilities. Some students may take much longer to complete the assignment. Other students with the same assignment may complete it in a very short amount of time. If your child reports that they have no homework, you are encouraged to direct them to reading quality books, reviewing class notes, or practicing academic skills. If your child is frequently taking much longer than expected to complete the homework, please contact the teacher. Accommodations and modifications can be made to assignments at the teacher's discretion.

Teachers at every level instruct students on how to allocate their time wisely, the importance of meeting deadlines, and developing good personal study habits.

Generally, students will have all the resources they need available at home. In some cases, as when they are learning research skills, students may be directed to certain web sites or print resources contained either in the school library, or available for access in the Public Library. A number of on-line homework assistance programs are available over the internet. Depending on the need and resources, the school or teacher may offer tutoring or other after-school assistance.

Elementary teachers will design homework assignments so that students do not receive an overload of homework one day and very little the next. Secondary teachers will make every effort to communicate with one another to avoid this situation. However, parents should understand that, occasionally, heavy loads of homework may result despite the teachers' best efforts to avoid this situation. Should your student experience frequent excessive homework, please contact the teacher.

Parents are encouraged to help their students organize and segment large homework assignments. A project due in two weeks may take 20 minutes per school night. But this could become 200 minutes of work in a single night if the student does not plan and complete the work in smaller segments.

Also, parents of students taking the most rigorous courses should be prepared to expect significantly higher homework loads. Advanced Placement courses are basically college classes taught in a high school setting. As such, the expectations for additional time commitment by the student are greatly increased.