# REGULAR MEETING OF THE JANESVILLE UNION SCHOOL DISTRICT BOARD OF TRUSTEES

Janesville School Library Tuesday, May 18, 2021 6:30 p.m.

Any person with a disability may request this agenda be made available in an appropriate alternative format. A request for a disability related modification or accommodation may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting to Ed Brown, Superintendent/Principal, 464-555 Main St. Janesville, CA, at (530) 253-3660, between the hours of 8:00 a.m. and 4:00 p.m. at least forty-eight (48) hours before the meeting. (Government Code 54954.2). Any writing that is a public record and relates to an agenda item for open session of a regular meeting of the Board of Trustees, and is distributed fewer than 72 hours prior to the regular meeting shall be available for public inspection at the Janesville Union Elementary School District Office located at 464-555 Main Street, Janesville, CA.

- I. CALL TO ORDER, 6:30 p.m.
- II. ROLL CALL & ESTABLISHMENT OF QUORUM
- III. PLEDGE OF ALLEGIANCE
- IV. CONSENT AGENDA (Items listed under the consent Agenda are considered to be routine and are acted on by the Board of Trustees in one motion. A member of the Board may request that specific items be discussed and/or removed from the Consent Agenda. It is understood that the administration recommends approval on all Consent items. Each item on the Consent Agenda approved by the Board of Trustees shall be deemed to have been considered in full and adopted as recommended).
  - A. Approval of Agenda
  - B. Approval of Minutes: Regular Meeting, April 20, 2021 Special Meeting, April 20, 2021 (Attachment)
  - C. Approval of Bill Warrants

    Provides a review of the accounts payable. (Attachment)
  - D. Williams Complaint Report (Pursuant to AR 1312.4) (Brown)

    Per the requirements of the Williams Lawsuit Settlement, each educational agency must report quarterly to its Governing Board and the County Superintendent of Schools any complaints received related to the Williams Lawsuit. (Attachment)
  - E. Resolution #21-18 to Authorize the Closing of the 2020-2021 Books (Kellogg)

Board consent authorizing the superintendent to take the actions necessary to make budget revisions and cash transfers is requested for the closing of the 2020-2021 fiscal year. (Attachment)

# V. DISCUSSION REGARDING PROVISIONAL APPOINTMENT TO THE JANESVILLE UNION SCHOOL DISTRICT BOARD OF TRUSTEES:

- A. Review of Written Statement(s) Regarding Interest/Qualifications (Brown)
- B. Interview Candidate(s)

### VI. VISITORS

**Public-Input** – During this portion of the meeting, any member of the public is permitted to make a brief statement, express his/her viewpoint, or ask a question regarding matters related to the school system. Three minutes may be allotted to each speaker and a maximum of twenty minutes to each subject matter.

### VII. CORRESPONDENCE:

A. Letter from Patricia A. Gunderson, Superintendent of the Lassen County Office of Education, Regarding a Review of the Collective Bargaining Agreement Between JUSD and the CSEA (Attachment)

### VIII. REPORTS:

- A. Student Council Report
- B. PTO Boosters Report
- C. Janesville Teachers' Association (JTA) Report
- D. California School Employees' Association (CSEA) Report
- E. Enrollment Report (Attachment)
- F. School Site Council (Attachment)
- G. Business Cash Flow Update (Attachment)
- H. Superintendent Report

### IX. DISCUSSION/ACTION ITEMS:

- A. Offer/Sign Certificated Elementary Teaching Contract for 2021-2022:
  - Greg Blakeman (Brown)
- B. Offer/Sign Certificated Elementary Teaching Contract for 2021-2022:
  - Ida Bruce (Brown)
- C. Offer/Sign Certificated Elementary Teaching Contract for 2021-2022:
  - Jessica Gillespie (Brown)
- D. Teacher Assignments for 2021-2022 (Brown) (Attachment)

**NOTICE TO THE PUBLIC** – To comply with Government Code Section 3547.5, Mandate for Public Disclosure of Collective Bargaining Agreements, this is a posting for public view of the proposed tentative agreement between the Janesville Union School District (JUSD) and the California School Employees' Association (CSEA) for July 1, 2021 through June 30, 2024.

The Board will conduct a PUBLIC HEARING on the proposed tentative agreement between the JUSD and the CSEA for July 1, 2021 through June 30, 2024. The Public Disclosure will be reviewed at this time and the public is invited to comment and ask questions.

- E. Open Public Hearing for the Proposed Tentative Agreement Between the JUSD and the CSEA for July 1, 2021 through June 30, 2024 (Brown)
- F. Close Public Hearing for the Proposed Tentative Agreement Between the JUSD and the CSEA for July 1, 2021 through June 30, 2024 (Brown)
- G. Approve the CSEA and the JUSD Proposed Tentative Agreement Between the JUSD and the CSEA for July 1, 2021 through June 30, 2024 (Brown) (Attachment)
- H. Approve Memorandum of Understanding (MOU) Between the CSEA and JUSD Regarding Changes to Multiple Classified Job Descriptions (Brown) (Attachment)
- I. Approve Expanded Learning Opportunity (ELO) Grant Plan (Brown) (Attachment)
- J. First Reading to Review/Revise the 2021-2022 Janesville School Wildcat Handbook (Brown) (Attachment)
- K. Review Plan for Seventh Graders Moving to Eighth Grade (Brown)
- L. Accept Letter of Resignation with the Intent to Retire from Kendra Bierman (Brown) (Attachment)
- M. Accept Letter of Resignation with the Intent to Retire from Alan McDonald (Brown) (Attachment)
- N. Accept Letter with the Intent to Retire from Terri O'Bryan but Maintain Part-Time Employment (Brown) (Attachment)
- O. CONTRACT Just Kidding Around Childcare Program (Kellogg) (Attachment)
- P. Approve MOU Between Tehama County Superintendent of Schools and JUSD Regarding the Teacher Induction Program (Brown) (Attachment)

- Q. Approve the Request for Allowance of Attendance Because of Emergency Conditions Form J-13A (Kellogg) (Attachment)
- R. Offer/Sign Certificated Contracts for the 2021-2022 School Year (Brown)
- S<sub>0</sub> Sign Graduation Diplomas for the Class of 2021 (Brown)
- X. BOARD REPORTS AND FUTURE AGENDA ITEMS:
- XI. ADJOURNMENT

# JANESVILLE UNION SCHOOL DISTRICT BOARD OF TRUSTEES REGULAR MEETING April 20, 2021 MINUTES

MEMBERS PRESENT

Nathan Roderick, Charity Moore, Melissa McMullen,

Lee Bailey and Ed Brown

**MEMBERS ABSENT** 

None

OTHERS PRESENT

Loretta Larimer, Liebra Mooney, Stephanie Brooks, Aubrey Wyse, Josh Ballard, Patricia Ballard, Peggy Johnson, Cary Ehrlich, Cody Martell, David Teeter, Jeff Hemphill, Amy Malone,

Tiffany Hinkson, Pamela Pratt and Andrea Kellogg

CALL TO ORDER

President Lee Bailey called the meeting to order at 6:33 p.m.

ESTABLISHMENT OF

**QUORUM** 

A quorum was established with four members present.

PLEDGE OF

ALLEGIANCE

The Pledge of Allegiance was recited.

**CONSENT AGENDA** 

MSCU (Roderick/Moore) to approve the consent agenda.

A. Approval of Agenda

B. Approval of Minutes: Regular Meeting, March 16, 2021

Special Meeting, March 16, 2021 Special Meeting, March 23, 2021 Special First Meeting, March 23, 2021

Special Meeting, April 13, 2021

C. Approval of Bill Warrants: Batch #0014, and #0015

a. General Fund

\$ 62,244.61

b. Cafeteria

\$ 14,473.87

D. Teacher Notification of Intent to Remain Within the Janesville Union School District's (JUSD) Employment for the 2021-2022 School Year.

**VISITORS** 

Josh and Patricia Ballard addressed the Board regarding problems with the seventh/eighth grade combination class and discussion followed:

- For the sake of saving a teacher, students were split
- Seventh grade students completed eighth grade curriculum including sexual education and constitution
- Student was approached by eighth grade teacher asking if they wanted to be a freshman and go to high school
- Student was told eighth grade students would "hang out with Mr. Brown and do prep classes"

- Parents were not aware seventh graders were doing eighth grade curriculum until sexual education started
- Seventh graders "very stressed out" doing eighth grade work
- Last two weeks of the year teachers told students they will not have much to do; study hall perhaps
- If next year eighth graders will do same curriculum, parent will pull student from school
- One seventh grader already moving on to high school
- If seventh grade students passed eighth grade, why should they stay another year?

### President Bailey addressed the following:

- Study hall will not happen for the last two weeks
- No repeat of curriculum for current seventh graders
- Science will have a dedicated science teacher, depending on staffing
- World History will be taught next year instead of US History, which was taught this year
- English Language Arts (ELA) will have different book reports
- Before the end of this school year the District will know what next year will look like with staffing levels
- Recommend parent/teacher meeting before next year to inform parents what will be best for the students.

### Peggy Johnson, grandparent of seventh grader.

- Worried her student will be bored if they have to repeat eighth grade
- She would like student to go on to high school.

President Bailey stated you would need a high school to accept them. If parents/guardians are wanting students to move ahead, that's up to the parent/guardian.

### Jeff Hemphill stated:

- His student needs to be challenged
- Working hard to keep up with eighth graders
- Students told to go back and "do seventh grade" is not right
- Students put in situation where they were told they were skipping seventh grade.

Mr. Brown was not aware a seventh grader was moving to high school.

President Bailey stated people are speaking out of turn.

Cody Martell and David Teeter, representing agricultural cooperative in Lassen County, addressed the Board on the following:

- Installing educational farm by Artisan Coffee Shop
- ¾ acre in production for teaching space for specialty crops
- Producing vegetables for school lunches during summer if summer school happens
- Mr. Brown stated summer school will probably not happen
- Field trips in the fall will be an option
- New technology to grow crops in the winter
- In a year or two they will have a crop to offer vegetables to schools
- Take footprint and teach people how to replicate crops
- Contact information will be given out to teachers.

Mrs. Pratt passed out information to the Board regarding sports reopening in the yellow tier:

- Possibility of opening the gym for open-gym practice
- Indoor moderate sports allowed with restrictions
- Allowing competition play in certain spots
- Would like to open gym for kids to start playing volleyball and basketball
- State requires the school to have a plan in place which we already have
- Mr. Brown stated it is easier now to schedule intermural practice.

#### CORRESPONDENCE

A letter from Patricia A. Gunderson, Superintendent of the Lassen County Office of Education, approved the second interim report with a positive certification.

## STUDENT COUNCIL

Mr. Brown discussed the Student Council is working on having elections in the next couple of weeks.

#### PTO BOOSTERS

Tiffany Hinkson reported for the PTO Boosters on the following:

- Successfully completing Spirit Week this week
- Staff Appreciation Week luncheon during the week of May 10-14
- Information on Accelerated Reader Ice Cream Social will be emailed out to teachers soon.

#### JTA REPORT

There was nothing to report from the Janesville Teachers' Association.

### **CSEA REPORT**

There was nothing to report from the California School Employees' Association.

**ENROLLMENT** 

REPORT Mr. Brown stated the enrollment is decreasing. The Board stated

they would like to go back to the previously used Count Enrollment

and ADA on a Given Day printout for all further meetings.

Mr. Brown stated the School Site Council (SSC) meeting last week

discussed the Local Control Accountability Plan (LCAP) and

"bumping up" supplemental programs.

QUARTERLY

INTEREST Mr. Brown stated not much interest has been reported.

CASH FLOW Mrs. Kellogg reported cash flow is good. Looking forward to

additional amount through COVID funds to supplement cash flow in

May.

SUPERINTENDENT

REPORT Mr. Brown stated in his superintendent report kindergarten and

eighth grade graduations will be planned outdoors the last day of

school. Chairs will be set up on the blacktop.

CLASS OF 2021

GRADUATION TRIP MSCU (Moore/McMullen) to approve the Class of 2021 Graduation

Trip.

RESOLUTION #21-15 MSCU (McMullen/Roderick) to approve Resolution #21-15

Declaration of Classified School Employees' Week

May 16-22, 2021.

The Board discussed they will provide a luncheon for the Classified

staff May 12.

CLASSIFIED EMPLOYEE

OF THE YEAR Mr. Brown announced Katrina Branch as the Classified Employee of

the Year. There was an overwhelming response to nominate Mrs. Branch and a round of applause came from the audience.

RESOLUTION #21-16 MSCU (McMullen/Roderick) to approve Resolution #21-16

Declaration of Teacher Week May 2-8, 2021.

The Board discussed they will provide a luncheon for the

Certificated staff May 12.

RESOLUTION #21-17 MSCU (McMullen/Roderick) to approve Resolution #21-17 and

recognize Susan George as the Janesville Union School

District/Masonic Lodge Teacher-of-the-Year! Susan received a

round of applause.

### REVIEW/APPROVE REVISED SCHOOL CALENDAR

Mr. Brown reviewed the changes to the calendar stating the Columbus Day Holiday will be "observed" in November after Veterans Day. The school calendar shows November 12 as a local holiday instead of the original Columbus Day holiday October 11. These changes are for the 2021-22 school year only.

MSCU (Roderick/Moore) to approve revised school calendar for the 2021-22 school year.

### EXPENDTURES PLAN-COVID RELIEF FUNDS

Mr. Brown discussed meeting with the classified and certificated staff as well as the SSC on the following:

- Good discussions were made; five key items were listed
- Air conditioning in primary hallway classrooms
- Hire additional teachers to eliminate combination classes
- Additional special education support
- Possibly get by with another full-time aide
- Facilities repairs with flooring and playground
- Modern furnishings for classrooms and library.

### SUPERINTENDENT/ PRINCIPAL CONTRACT DAVID ANDREASEN

The Board discussed to amend the termination with and without cause portion of the contract. Amount of pay has already been addressed. Mr. Brown stated "what a work day entails" will be added into the three-year contract. The Board emailed the contract to Mr. Andreasen during the meeting.

### RESIGNATION

ANDREA BUCKLER

MSCU (Moore/Roderick) to accept letter of resignation from Andrea Buckler.

# RESIGNATION TOM JASO

MSCU (McMullen/Moore) to accept letter of resignation from Tom Jaso.

### CALL FOR PROVISIONAL APPOINTMENT

MSCU (Roderick/Moore) to call for a provisional appointment to fill

a vacancy on the JUSD Board of Trustees.

### CHANGE DATE/TIME JUNE MEETING

Mr. Brown stated the LCAP is all new this year and the May revise of the Budget comes out at the end of the month, not giving much time to have presentation ready. This also allows for more time for the new superintendent during the transition process.

MSCU (Roderick/McMullen) to change the date of the regular Board meeting to June 22, with a special meeting on June 15 for the Proposed LCAP and Preliminary Budget Report.

SCHEDULE PUBLIC HEARINGS FOR BUDGET AND LCAP

This was addressed on the previous agenda item.

FIRST READING BP/AR/BB: BP 5126 AR 5126 BP 5141.31 AR 5141.31 BP 6170.1 BB 9012 BB 9320

MSCU (Moore/Roderick) to approve the first reading and waive the

second reading for the Board Policy (BP), Administrative Regulations (AR) and Board Bylaws (BB) listed under item N.

**BOARD REPORTS** 

The Board would like to discuss a plan for junior high for the

2021-2022 school year.

**ADJOURNMENT** 

MSCU (Roderick/McMullen) to adjourn the meeting at 9:00 p.m.

Clerk of the Board	Date	

# JANESVILLE UNION SCHOOL DISTRICT BOARD OF TRUSTEES SPECIAL MEETING April 20, 2021 MINUTES

Charity Moore, Nathan Roderick, Lee Bailey, Melissa McMullen MEMBERS PRESENT and Ed Brown There were no members absent. MEMBERS ABSENT OTHERS PRESENT Kendra Bierman and Andrea Kellogg CALL TO ORDER President Lee Bailey called the meeting to order at 5:33 p.m. **ESTABLISHMENT OF** OUORUM A quorum was established with four members present. APPROVE AGENDA MSCU (Moore/Roderick) to approve the agenda. **PUBLIC COMMENTS** FOR CLOSED SESSION Kendra Bierman addressed the Board regarding the retirement incentive. ADJOURN TO MSCU (Moore/Roderick) to adjourn to closed session for the **CLOSED SESSION** Board to discuss the following: 1. Certain Personnel Matters 2. Labor Negotiations 3. Public Employee Performance Evaluation RECONVENE IN REGULAR The meeting reconvened in regular session. SESSION REPORT ACTION TAKEN IN CLOSED SESSION There was nothing to report. ADJOURNMENT The session adjourned at 6:30 p.m. to start the regular meeting. The closed session resumed at the conclusion of the regular meeting at 9:00 p.m. MSCU (Moore/Roderick) to adjourn the meeting at 9:12 p.m.

Date

Clerk of the Board

### JANESVILLE UNION ELEMENTARY SCHOOL DISTRICT BOARD OF TRUSTEES MEETING FACT SHEET

**SUBJECT:** 

**AGENDA ITEM AREA:** 

Bill Warrants

Consent

**REQUESTED BY:** 

Andrea Kellogg, Chief Business Official

**ENCLOSURES:** 

Batch #16

**DEPARTMENT:** 

Business

FINANCIAL IMPACT/SOURCE:

General Fund / Cafeteria Fund

**MEETING DATE:** 

May 18, 2021

**ROLL CALL REQUIRED:** 

No

BACKGROUND:

**Batch #16** 

Includes routine warrants

Glau Septic Service – This is an annual service of the septic tank and lines.

### **RECOMMENDATION:**

Board approval is requested.

# AUTHORIZATION FOR ACCOUNTS PAYABLE WARRANT RUN REQUEST FOR DATA PROCESSING SERVICES

DISTRICT #	11		
DISTRICT NAME:	JANESVILLE UNION	ELEMENTARY	SCHOOL DISTRICT
BATCH #BUDGET YEAR:	16 21 F	RUN DATE	4/26/2021
Please process the	enclosed claims for pa	yment in the follo	wing funds and amounts:
FUND: 01	_General Fund		15, \$35,40 15,724.28
FUND: 13	Cafeteria Fund		1,882.24
FUND: 14	Deferred Maintenance		
FUND: 25	Developer Fee		
FUND:35	County School Facilities	Fund	
	В	atch Totals:	17,717.64
SUFFICIENT CASH F		ES / NO	
<b>AUTHORIZED FO</b> THE DISTRICT GOVE TO THE PAYEES NAM		RIZES THE ISSUA	NCE OF INDIVIDUAL WARRANTS
AUTHORIZED BY:	Redde	<del>}</del>	DATE: 4/27/2021
LCOE USE:	***************	**************************************	***********
DATE RECEIVED FOR	RAUDIT:	22/21	<del>.</del>
AUDITED BY:	Helle_		DATE APPROVED: $\frac{4/23/2}{2}$
COMMENTS:			

Batch status: A All

From batch: 0016

To batch: 0016

Include Revolving Cash: Y

Include Address: Y

Include Object Desc: N

Include Vendor TIN: N

Include Audit Date and Time in Sort: N

APY500 L.00.19 04/26/21 08:18 PAGE << Released for Payment >>

ACCOUNTS PAYABLE PRELIST
BATCH: 0016 APRIL BATCH #2
Fund : 01 GENERAL FUND

Vendor/Addr Remit name Tax ID num Deposit type Req Reference Date Description Tax ID num Deposit type Fd-Resc-Y-Objt-Goal-Func-Sch-DD T9MPS Light Amt Net Emphases	tRef
210245 PO-210245 04/22/2021 SUPPLIES FOR READ ACROSS AMERI 1 01-0800-0-4300-1110-1000-000-00 NN F 90.00 76.08 76.08	6.08
101041/00 C & S WASTE SOLUTIONS P.O. BOX 270780 SUSANVILLE, CA 96127-0015	
210001 PO-210001 04/01/2021 TRASH SERVICE TOTAL PAYMENT AMOUNT 564.83 * 564.83 *	4.83
101013/00 CANON FINANCIAL SERVICES INC 14904 COLLECTIONS CENTER DR CHICAGO, IL 60693	
210204 PO-210204 04/11/2021 COPIER LEASE 8795; TOTAL PAYMENT AMOUNT 539.50 *	05.60
101115/00 DOWNS, SHERI 465-710 CHURCH STREET JANESVILLE, CA 96114	
PV-210041 04/22/2021 CLASS SUPPLIES-DONWS 01-1100-0-4300-1110-1000-000-23 NN 27.86 27.86 *	7.86
000561/00 FRONTIER P.O. BOX 740407 CINCINNATI, OH 45274-0407	
210004 PO-210004 04/10/2021 APRIL PHONE CHARGES 1 01-0000-0-5900-0-5900-0000-7200-000-00 NN P 554.52 554.52 554.52 554.52 554.52 554.52	4.52

ACCOUNTS PAYABLE PRELIST
BATCH: 0016 APRIL BATCH #2
Fund : 01 GENERAL FUND

*C*.

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Vendor/Addr Remit name Req Reference Date Description	Deposit type	ABA num Account num Fd-Resc-Y-Objt-Goal-Func-Sch-DD T9MPS	EE ES E-Term Lig Amt	1 E-ExtRef Net Amount
101291/00 GILLESPIE, JESSICA 471-287 CIRCLE DRIVE SUSANVILLE, CA 96130				
PV-210042 04/22/2021 RE-ISSUE LOST PAYROLL CHECK TOTAL PP	L CHECK TOTAL PAYMENT AMOUNT	01-0098-0-9910-0000-0000-000-00 NN 106.01 *		106.01
101103/00 GLAU SEPTIC SERVICE P.O. BOX 248 JANESVILLE, CA 96114				
210269 PO-210269 04/09/2021 SEPTIC SYSTEM SERVICE-ANNUAL TOTAL PA	E-ANNUAL TOTAL PAYMENT AMOUNT	01-8150-0-5600-0000-8110-000-00 NY F 3,500.00 *	3,500.00	3,500.00
101211/00 GUESS PLUMBING 1107 MAIN ST, SUITE A SUSANVILLE, CA 96130				
210270 PO-210270 04/07/2021 PLUMBING REPAIR TOTAL PA	1 PAYMENT AMOUNT	01-8150-0-5600-0000-81,10-000-00 NY F 705.50 *	705.50	705.50
101280/00 J SOON CONSULTING 1360 MARJORIE COURT ORLAND, CA 95963				
210135 PO-210135 04/01/2021 PMT 4 OF 5 CONSULTING SVCS TOTAL PA	G SVCS TOTAL PAYMENT AMOUNT	01-0800-0-5800-0000-7200-000-00 NY P 1,995.70 *	1,995.70	1,995.70
001229/00 LASSEN MUNICIPAL UTILITY DIST 65 SO. ROOP ST. SUSANVILLE, CA 96130				
210012 PO-210012 04/10/2021 APRIL ELECTRICITY TOTAL PA	1 PAYMENT AMOUNT	01-0000-0-5510-0000-8200-000-00 NN P 3,890.65 *	3,890.65	3,890.65

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ACCOUNTS PAYABLE PRELIST BATCH: 0016 APRIL BATCH #2

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3,300.00 ES E-Term E-ExtRef Lig Amt Net Amount APY500 L.00.19 04/26/21 08:18 PAGE << Released for Payment >> 0.00 日日 ABA num Account num Fd-Resc-Y-Objt-Goal-Func-Sch-DD T9MPS Д 1 01-0000-0-5800-0000-7110-000-00 NY GENERAL FUND Tax ID num Deposit type TOTAL PAYMENT AMOUNT 210014 PO-210014 04/12/2021 LEGAL SERVICES Description LOZANO SMITH, LLP 7404 NORTH SPALDING FRESNO, CA 93720-3370 Vendor/Addr Remit name Red Reference 100947/00

144.40 144.40 (z, 1 01-1100-0-4300-1110-1000-000-00 NN 144.40 \* TOTAL PAYMENT AMOUNT 210272 PO-210272 04/02/2021 PLAYGROUND CARTS MILLER, SHANNON 713-665 BYERS PASS ROAD JANESVILLE, CA 96114 100990/00

430.35 430.35 1 01-0000-0-5600-0000-7200-000-00 NN P TOTAL PAYMENT AMOUNT 210017 PO-210017 04/06/2021 8795i COPIER MAINTENANCE RAY MORGAN COMPANY 3131 ESPLANADE CHICO, CA 95973

100359/00

15,835.40 \*\* PAYMENT TOTAL Fund

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ACCOUNTS PAYABLE PRELIST
BATCH: 0016 APRIL BATCH #2
Fund : 13 CAFETERIA

ABA num Account num EE ES E-Term E-ExtRef Fd-Resc-Y-Objt-Goal-Func-Sch-DD T9MPS Lig Amt Net Amount		1 13-5310-0-4700-0000-3700-000-00 NN P 1,882.24 1,882.24 1,882.24 *	1,882.24 **	17,717.64 *** 0.00 17,717.64	17,717.64 **** 0.00 17,717.64	17,717.64 **** 0.00 17,717.64	17,717.64
ABA num Fd-Resc-Y-Objt-Goa		13-5310-0-4700-0000-3 <sup>-</sup>		17,71			b overflows.
Tax ID num Deposit type		1 TOTAL PAYMENT AMOUNT	TOTAL Fund PAYMENT	TOTAL BATCH PAYMENT	TOTAL DISTRICT PAYMENT	TOTAL FOR ALL DISTRICTS:	14, not counting voids due to stub
Description	96114	PIZZA					
Veluci/Addr Kemit name Req Reference Date	100316/00 PIZZA FACTORY PO BOX 1087 JANESVILLE, CA	210034 PO-210034 04/13/2021 PIZZA					Number of checks to be printed:

# WILLIAMS LAWSUIT SETTLEMENT QUARTERLY COMPLAINT SUMMARY FORM

(Per the requirements of the Williams Lawsuit Settlement, each educational agency must report quarterly to its Governing Board and the County Superintendent of Schools any complaints received related to the Williams Lawsuit.)

$\boxtimes$	No, our District has not received any complaints relating to the Williams Lawsuit this quarter.
	Yes, our District has received a complaint(s) relating to the Williams Lawsuit.
	es, please attach a copy of the complaint to this Summary Form (removing any confidential ent information as appropriate). Please explain the District's resolution of the complaint(s):
This	Quarterly Complaint Summary Form is for the period ending:
⊠ A	April 2021
Distr	rict: Janesville Union Elementary School Date: May 18, 2021
Supe	erintendent's Signature:

### JANESVILLE UNION ELEMENTARY SCHOOL DISTRICT RESOLUTION TO AUTHORIZE THE CLOSING OF THE 2020-2021 BOOKS Resolution #21-18 Budget/Cash Transfers

WHEREAS, Education Code section 42600, *District Budget Limitation on Expenditure*, requires that the Janesville Union Elementary School District Board of Trustees approve all fund transfers by means of written resolution approved by a majority vote of the Board; and

WHEREAS, The Janesville Union Elementary School District Board of Trustees recognizes that the 2020-2021 fiscal records must be closed in accordance with applicable laws of the State and Federal Government, County Office of Education, County Treasurer, and Board Policy, and

WHEREAS, The Janesville Union Elementary School District Board of Trustees has designated the Superintendent/Principal as fiscal agent responsible for maintaining the funds for the operation of the Janesville Union Elementary School District; and

WHEREAS, The Janesville Union Elementary School District Board of Trustees conducts matters, fiscal and otherwise, according to the laws specified in the California Education Code, Government Code, Board Policy, and other applicable statute.

NOW, THEREFORE BE IT RESOLVED, That the Board authorizes the Superintendent/Principal to make budget and/or cash transfers within and between funds in order to balance and close the 2020-2021 fiscal year within the time prescribed by the Lassen County Office of Education, and the California Department of Education.

PASSED AND ADOPTED by the Board of Trustees of the Janesville Union Elementary School District at a duly called meeting held on May 18, 2021, by the following called vote:

AYES:
NOES:
ABSTENTIONS:
ABSENT:

I, Charity Moore, Clerk to the Board of Trustees, do hereby certify that the foregoing is a full, true, and correct copy of a resolution passed and adopted by said Board at a regular meeting thereof held on said date.



# Lassen County Office of Education

472-013 Johnstonville Road North · Susanville, CA 96130-8752 530.257.2196 Fax 530.257.2518

Patricia Gunderson, Superintendent



May 12, 2021

Ed Brown, Superintendent and Members of the Board of Trustees Janesville Union School District P.O. Box 280 Janesville, CA 96114

Dear Ed and Members of the Board

The Lassen County Office of Education has concluded its review of the Collective Bargaining Agreement, to be approved at your May 18, 2021, Board meeting between the Janesville Union School District (JUSD) and the California School Employees Association (CSEA)-Chapter 678. The County Office is not required to approve the public disclosure notices; however, we do review the fiscal impact on the District's reserves.

The Agreement includes revising the salary schedule to address the minimum wage increases and adding 5% to all other columns. This will be an ongoing cost for the District. It also includes reclassifying one-on-one paraeducators who handle diapering from Column B to Column C of the salary schedule. A stipend will be given to a classified employee if he/she becomes the Chairperson or Secretary of Site Council. There will be an increase to hours worked per day to three paraeducators, one food service worker, and one head of food service. A retirement incentive has been offered to employees with 15 years of experience that are over 50. The District does anticipate a cost savings to salaries and benefits based on two retirements. The cost savings is already reflected in the total cost to the District. The total anticipated cost to the District for all three years is \$74,781.

According to the Multi-Year Projection (MYP) submitted from the Second Interim Report, the District's reserves are sufficient to absorb these expenses. The MYP is also projecting deficit spending in the 2021-22 year but not in the 2022-23 year with no declining enrollment.

We commend the Janesville Union School District for its commitment to sound fiscal practices. If we can be of any assistance please let us know.

Sincerely,

Patricia A. Gunderson

County Superintendent of Schools

Patricia, a Munderson

PG/cr

Business/Collective Bargaining Disclosures

Denise Lee, Director of Business Services Andrea Kellogg, Chief Business Official

		,

464-555 Main St. Janesville, CA 96114 (530) 253-3551

# Count Enrollment and ADA On A Given Day Calculated for: 05/14/2021

Page 1 of 1

REPORTS ITEM: E

Class Id	Teacher	Course Name	Absent	I. S. Credit	I. S. No Credit	I.S. Pend	Actual Attendance	Enrolled	F	R	P
0K-A	Ehrlich	Kindergarten	0	0	0	0	10	10	2	_ 1	7
0K-B	Herman	Kindergarten	0	0	0	0	17	17	3	4	10
0K-C	Brown	Kindergarten	0	0	0	0	19	19	9	0	10
0K-DL	Brown	Kindergarten	0	0	0	0	0	0	0	0	0
0TK-A	Ehrlich	Transitional Kindergarten	0	0	0	0	8	8	3	1	4
0TK-DL	Brown	Transitional Kindergarten	0	0	0	0	0	0	0	0	0
1A	Azevedo	Grade 1	0	0	0	0	21	21	10	1	10
1B	Burkman	Grade 1	0	0	0	0	20	20	7	3	10
1DL	Brown	Grade 1	0	0	0	0	0	0	0	0	0
2A	Buckler	Grade 2	0	0	0	0	19	19	7	2	10
2B	Rubio	Grade 2	0	0	0	0	17	17	5	3	9
2DL	Brown	Grade 2	0	0	0	0	0	0	0	0	0
3A	Downs	Grade 3	0	0	0	0	21	21	10	2	9
3B	Gamez	Grade 3	1	0	0	0	21	22	5	3	14
3DL	Brown	Grade 3	0	0	0	0	0	0	0	0	0
4A	Bierman	Grade 4	0	0	0	0	27	27	5	3	19
4B	Amrein	Grade 4	0	0	0	0	11	11	2	2	7
4DL	Brown	Grade 4	0	0	0	0	0	0	0	0	0
5 <b>A</b>	Amrein	Grade 5	0	0	0	0	16	16	4	0	12
5B	George	Grade 5	0	0	0	0	25	25	9	5	11
5DL	Brown	Grade 5	0	0	0	0	0	0	0	0	0
5DLB	Brown	Grade 5	0	0	0	0	0	0	0	0	0
6A	Malone	Citizenship 6	0	0	0	0	15	15	6	1	8
6B	Bailey	Citizenship 6	0	0	0	0	17	17	4	2	11
6DL	Brown	Citizenship 6	0	0	0	0	0	0	0	0	0
7A	Pratt	Citizenship 7	0	0	0	0	15	15	4	2	9
7B	Ethridge	Citizenship 7	0	0	0	0	9	9	3	1	5
7C	Foreman	Citizenship 7	0	0	0	0	2	2	0	0	2
7D	Malone	Citizenship 7	0	0	0	0	7	7	3	1	3
7DL	Brown	Citizenship 7	0	0	0	0	0	0	0	0	0
7E	Bailey	Citizenship 7	1	0	0	0	7	8	1	1	6
ВА	Ethridge	Citizenship 8	0	0	0	0	11	11	3	0	8
BB	Foreman	Citizenship 8	1	0	0	0	13	14	3	2	9
BC .	Pratt	Citizenship 8	0	0	0	0	6	6	4	0	2
BDL	Brown	Citizenship 8	0	0	0	0	0	0	0	0	0
TIS-A	Downs	Long Term Independent	0	0	0	0	1	1	1	0	0
TIS-B	George	Long Term Independent	0	0	0	0	1	1	1	0	0
TIS-C	Pratt	Long Term Independent	0	0	0	0	0	0	0	0	0
		Total For School:	3	0	0	0	356	359	114	40	205

# Janesville Union Elementary School 464-555 Main St.

464-555 Main St. Janesville, CA 96114 (530) 253-3551

# Count Enrollment and ADA On A Given Day Calculated for: 05/15/2020

Class Id	Teacher	Course Name	Absent	I. S. Credit	I. S. No Credit	I.S. Pend	Actual Attendance	Enrolled	F	R	Р
OK-A	Ehrlich	Kindergarten	0	0	0	0	16	16	7	1	8
0K-B	Herman	Kindergarten	0	0	0	0	23	23	6	2	15
0TK-A	Ehrlich	Transitional Kindergarten	0	0	0	0	10	10	7	1	2
1A	Azevedo	Grade 1	0	0	0	0	22	22	8	1	13
1B	Burkman	Grade 1	0	0	0	0	20	20	6	6	8
2A	Buckler	Grade 2	0	0	0	0	24	24	3	4	17
2B	Rubio	Grade 2	0	0	0	0	23	23	10	1	12
3A	Downs	Grade 3	0	0	0	0	21	21	5	1	15
3B	Gamez	Grade 3	0	0	0	0	20	20	6	2	12
4A	Amrein	Grade 4	0	0	0	0	24	24	5	1	18
4B	Bierman	Grade 4	0	0	0	0	23	23	12	1	10
5A	Kanavel	Grade 5	0	0	0	0	27	27	9	3	15
5B	Bailey	Grade 5	0	0	0	0	13	13	2	3	8
6A	Bailey	Citizenship 6	0	0	0	0	13	13	4	0	9
6B	Malone	Citizenship 6	0	0	0	0	28	28	6	4	18
7A	George	Citizenship 7	0	0	0	0	23	23	9	3	11
7B	Pratt	Citizenship 7	0	0	0	0	22	22	4	2	16
8A	Ethridge	Citizenship 8	0	0	0	0	16	16	4	4	8
8B	Foreman	Citizenship 8	0	0	0	0	19	19	3	1	15
LTIS-A	Azevedo	Long Term Independent	0	0	0	0	1	1	0	0	1
		Total For School:	0	0	0	0	388	388	116	41	231

464-555 Main St. Janesville, CA 96114 (530) 253-3551

### Count Enrollment and ADA On A Given Day

**Calculated for: 04/16/2021** 

Class Id	Teacher	Course Name	Absent	I. S. Credit	I. S. No Credit	I.S. Pend	Actual Attendance	Enrolled	F	R	Р
0K-A	Ehrlich	Kindergarten	0	0	0	0	10	10	2	1	7
0K-B	Herman	Kindergarten	1	0	0	0	16	17	2	4	11
0K-C	Brown	Kindergarten	1	0	0	0	18	19	9	0	10
0K-DL	Brown	Kindergarten	0	0	0	0	0	0	0	0	0
OTK-A	Ehrlich	Transitional Kindergarten	0	0	0	0	8	8	2	1	5
0TK-DL	Brown	Transitional Kindergarten	0	0	0	0	0	0	0	0	0
1A	Azevedo	Grade 1	0	0	0	0	21	21	9	2	10
1B	Burkman	Grade 1	2	0	0	0	18	20	5	3	12
1DL	Brown	Grade 1	0	0	0	0	0	0	0	0	0
2A	Buckler	Grade 2	2	0	0	0	17	19	6	2	11
2B	Rubio	Grade 2	1	0	0	0	16	17	5	3	9
2DL	Brown	Grade 2	0	0	0	0	0	0	0	0	0
3A	Downs	Grade 3	1	0	0	0	20	21	8	2	11
3B	Gamez	Grade 3	1	0	0	0	21	22	4	3	15
3DL	Brown	Grade 3	0	0	0	0	0	0	0	0	0
4A	Bierman	Grade 4	0	0	0	0	27	27	5	3	19
4B	Amrein	Grade 4	0	0	0	0	11	11	2	2	7
4DL	Brown	Grade 4	0	0	0	0	0	0	0	0	0
5A	Amrein	Grade 5	1	0	0	0	15	16	4	0	12
5B	George	Grade 5	1	0	0	0	24	25	9	5	11
5DL	Brown	Grade 5	0	0	0	0	0	0	0	0	0
5DLB	Brown	Grade 5	0	0	0	0	0	0	0	0	0
6 <b>A</b>	Malone	Citizenship 6	1	0	0	0	16	17	6	1	10
6B	Bailey	Citizenship 6	1	0	0	0	14	15	3	3	9
6DL	Brown	Citizenship 6	0	0	0	0	0	0	0	0	0
7A	Pratt	Citizenship 7	0	0	0	0	15	15	4	2	9
7B	Ethridge	Citizenship 7	1	0	0	0	8	9	3	1	5
7C	Foreman	Citizenship 7	0	0	0	0	2	2	0	0	2
7D	Malone	Citizenship 7	1	0	0	0	6	7	3	1	3
7DL	Brown	Citizenship 7	0	0	0	0	0	0	0	0	0
7E	Bailey	Citizenship 7	1	0	0	0	7	8	1	1	6
BA	Ethridge	Citizenship 8	0	0	0	0	10	10	3	0	7
BB	Foreman	Citizenship 8	1	0	0	0	14	15	3	2	10
BC .	Pratt	Citizenship 8	0	0	0	0	6	6	4	0	2
BDL	Brown	Citizenship 8	0	0	0	0	0	0	0	0	0
.TIS-A	Downs	Long Term Independent	0	0	0	0	1	1	1	0	0
TIS-B	George	Long Term Independent	0	0	0	0	1	1	1	0	0
TIS-C	Pratt	Long Term Independent	0	0	0	0	0	0	0	0	0
		Total For School:	17	0	0	0	342	359	104	42	213

464-555 Main St. Janesville, CA 96114 (530) 253-3551

# Count Enrollment and ADA On A Given Day Calculated for: 04/17/2020

Class Id	Teacher	Course Name	Absent	I. S. Credit	I. S. No Credit	I.S. Pend	Actual Attendance	Enrolled	F	R	Р
0K-A	Ehrlich	Kindergarten	0	0	0	0	16	16	7	1	8
0K-B	Herman	Kindergarten	0	0	0	0	23	23	6	2	15
0TK-A	Ehrlich	Transitional Kindergarten	0	0	0	0	10	10	7	1	2
1A	Azevedo	Grade 1	0	0	0	0	22	22	8	1	13
1B	Burkman	Grade 1	0	0	0	0	20	20	6	6	8
2A	Buckler	Grade 2	0	0	0	0	24	24	3	4	17
2B	Rubio	Grade 2	0	0	0	0	23	23	10	1	12
3A	Downs	Grade 3	0	0	0	0	21	21	5	1	15
3B	Gamez	Grade 3	0	0	0	0	20	20	6	2	12
4A	Amrein	Grade 4	0	0	0	0	24	24	5	1	18
4B	Bierman	Grade 4	0	0	0	0	23	23	12	1	10
5A	Kanavel	Grade 5	0	0	0	0	27	27	9	3	15
5B	Bailey	Grade 5	0	0	0	0	11	11	2	3	6
6A	Bailey	Citizenship 6	0	0	0	0	13	13	4	0	9
6B	Malone	Citizenship 6	0	0	0	0	27	27	6	4	17
7A	George	Citizenship 7	0	0	0	0	23	23	9	3	11
7B	Pratt	Citizenship 7	0	0	0	0	22	22	4	2	16
8A	Ethridge	Citizenship 8	0	0	0	0	16	16	4	4	8
8B	Foreman	Citizenship 8	0	0	0	0	19	19	3	1	15
LTIS-A	Azevedo	Long Term Independent	0	0	0	0	1	1	0	0	1
		Total For School:	0	0	0	0	385	385	116	41	228

464-555 Main St. Janesville, CA 96114 (530) 253-3551

# Count Enrollment and ADA On A Given Day Calculated for: 03/12/2021

Class Id	Teacher	Course Name	Absent	I. S. Credit	I. S. No Credit	I.S. Pend	Actual Attendance	Enrolled	F	R	P
0K-A	Ehrlich	Kindergarten	1	0	0	0	9	10	2	1	7
0K-B	Herman	Kindergarten	2	0	0	0	16	18	3	4	11
0K-C	Brown	Kindergarten	1	0	0	0	18	19	9	0	10
0K-DL	Brown	Kindergarten	0	0	0	0	0	0	0	0	0
0TK-A	Ehrlich	Transitional Kindergarten	0	0	0	0	9	9	2	1	6
0TK-DL	Brown	Transitional Kindergarten	0	0	0	0	0	0	0	0	0
1A	Azevedo	Grade 1	3	0	0	0	18	21	9	2	10
1B	Burkman	Grade 1	2	0	0	0	18	20	5	3	12
1DL	Brown	Grade 1	0	0	0	0	0	0	0	0	0
2A	Buckler	Grade 2	5	0	0	0	14	19	6	2	11
2B	Rubio	Grade 2	1	0	0	0	16	17	5	3	9
2DL	Brown	Grade 2	0	0	0	0	0	0	0	0	0
3A	Downs	Grade 3	3	0	0	0	17	20	8	2	10
3B	Gamez	Grade 3	0	0	0	0	22	22	4	3	15
3DL	Brown	Grade 3	0	0	0	0	0	0	0	0	0
4A	Bierman	Grade 4	3	0	0	0	24	27	5	3	19
4B	Amrein	Grade 4	1	1	0	0	9	11	2	2	7
4DL	Brown	Grade 4	0	0	0	0	0	0	0	0	0
5A	Amrein	Grade 5	0	0	0	0	16	16	4	0	12
5B	George	Grade 5	5	0	0	0	20	25	9	5	11
5DL	Brown	Grade 5	0	0	0	0	0	0	0	0	0
5DLB	Brown	Grade 5	0	0	0	0	0	0	0	0	0
6A	Malone	Citizenship 6	3	0	0	0	14	17	6	1	10
6B	Bailey	Citizenship 6	0	0	0	0	15	15	3	3	9
5DL	Brown	Citizenship 6	0	0	0	0	0	0	0	0	0
7 <b>A</b>	Pratt	Citizenship 7	4	0	0	0	10	14	4	1	9
7B	Ethridge	Citizenship 7	1	0	0	0	8	9	3	1	5
7C	Foreman	Citizenship 7	0	0	0	0	2	2	0	0	2
7D	Malone	Citizenship 7	1	0	0	0	6	7	3	1	3
'DL	Brown	Citizenship 7	0	0	0	0	0	0	0	0	0
'E	Bailey	Citizenship 7	0	0	0	0	8	8	1	1	6
3A	Ethridge	Citizenship 8	0	0	0	0	9	9	2	1	6
ВВ	Foreman	Citizenship 8	1	0	0	0	16	17	4	2	11
3C	Pratt	Citizenship 8	0	0	0	0	6	6	4	0	2
BDL	Brown	Citizenship 8	0	0	0	0	0	0	0	0	0
TIS-A	Downs	Long Term Independent	0	0	0	0	1	1	1	0	0
TIS-B	George	Long Term Independent	0	0	0	0	1	11	1	0	0
TIS-C	Pratt	Long Term Independent	0	0	0	0	1	1	0	1	0
		Total For School:	37	1	0	0	323	361	105	43	213

464-555 Main St. Janesville, CA 96114 (530) 253-3551

# Count Enrollment and ADA On A Given Day Calculated for: 03/13/2020

Class Id	Teacher	Course Name	Absent	I. S. Credit	I. S. No Credit	I.S. Pend	Actual Attendance	Enrolled	F	R	Р
0K-A	Ehrlich	Kindergarten	0	0	0	0	16	16	7	1	8
0K-B	Herman	Kindergarten	3	0	0	0	20	23	6	2	15
0TK-A	Ehrlich	Transitional Kindergarten	3	0	0	0	7	10	7	1	2
1A	Azevedo	Grade 1	2	0	0	0	21	23	9	1	13
1B	Burkman	Grade 1	3	0	0	0	17	20	6	6	8
2A	Buckler	Grade 2	1	0	0	0	23	24	3	4	17
2B	Rubio	Grade 2	1	0	0	0	21	22	10	1	11
3A	Downs	Grade 3	1	0	0	0	20	21	5	1	15
3B	Gamez	Grade 3	3	1	0	0	16	20	6	2	12
4A	Amrein	Grade 4	1	0	0	0	23	24	5	1	18
4B	Bierman	Grade 4	1	0	0	0	22	23	12	1	10
5A	Kanavel	Grade 5	1	1	0	0	24	26	9	3	14
5B	Bailey	Grade 5	0	0	0	0	11	11	2	3	6
6 <b>A</b>	Bailey	Citizenship 6	0	1	0	0	12	13	4	0	9
6B	Malone	Citizenship 6	2	0	0	0	24	26	6	4	16
7A	George	Citizenship 7	2	0	0	0	21	23	9	3	11
7B	Pratt	Citizenship 7	2	1	0	0	19	22	4	2	16
8A	Ethridge	Citizenship 8	0	0	0	0	16	16	4	4	8
8B	Foreman	Citizenship 8	0	0	0	0	19	19	3	1	15
LTIS-A	Azevedo	Long Term Independent	0	0	0	0	0	0	0	0	0
		Total For School:	26	4	0	0	352	382	117	41	224

464-555 Main St. Janesville, CA 96114 (530) 253-3551

# Count Enrollment and ADA On A Given Day Calculated for: 02/12/2021

Class Id	Teacher	Course Name	Absent	I. S. Credit	I. S. No Credit	I.S. Pend	Actual Attendance	Enrolled	F	R	P
0K-A	Ehrlich	Kindergarten	0	0	0	0	10	10	3	1	6
0K-B	Herman	Kindergarten	1	0	0	0	17	18	4	4	10
0K-C	Brown	Kindergarten	0	0	0	0	19	19	9	0	10
0K-DL	Brown	Kindergarten	0	0	0	0	0	0	0	0	0
0TK-A	Ehrlich	Transitional Kindergarten	0	0	0	0	9	9	2	1	6
0TK-DL	Brown	Transitional Kindergarten	0	0	0	0	0	0	0	0	0
1A	Azevedo	Grade 1	2	0	0	0	19	21	9	2	10
1B	Burkman	Grade 1	0	0	0	0	21	21	7	3	11
1DL	Brown	Grade 1	0	0	0	0	0	0	0	0	0
2A	Buckler	Grade 2	1	0	0	0	18	19	6	2	11
2B	Rubio	Grade 2	0	0	0	0	18	18	6	3	9
2DL	Brown	Grade 2	0	0	0	0	0	0	0	0	0
3A	Downs	Grade 3	0	0	0	0	19	19	7	2	10
3B	Gamez	Grade 3	3	0	0	0	19	22	4	3	15
3DL	Brown	Grade 3	0	0	0	0	0	0	0	0	0
4A	Bierman	Grade 4	1	0	0	0	25	26	5	3	18
4B	Amrein	Grade 4	0	0	0	0	10	10	2	2	6
4DL	Brown	Grade 4	0	0	0	0	0	0	0	0	0
5A	Amrein	Grade 5	2	0	0	0	14	16	4	0	12
5B	George	Grade 5	3	0	0	0	22	25	9	5	11
5DL	Brown	Grade 5	0	0	0	0	0	0	0	0	0
5DLB	Brown	Grade 5	0	0	0	0	0	0	0	0	0
6A	Malone	Citizenship 6	0	0	0	0	17	17	6	1	10
6B	Bailey	Citizenship 6	0	0	0	0	15	15	3	3	9
6DL	Brown	Citizenship 6	0	0	0	0	0	0	0	0	0
7A	Pratt	Citizenship 7	0	0	0	0	16	16	4	2	10
7B	Ethridge	Citizenship 7	0	0	0	0	9	9	3	1	5
7C	Foreman	Citizenship 7	0	0	0	0	3	3	1	0	2
7D	Malone	Citizenship 7	1	0	0	0	6	7	3	1	3
7DL	Brown	Citizenship 7	0	0	0	0	0	0	0	0	0
7E	Bailey	Citizenship 7	0	0	0	0	8	8	1	1	6
3A	Ethridge	Citizenship 8	0	0	0	0	8	8	2	1	5
ВВ	Foreman	Citizenship 8	0	0	0	0	16	16	3	2	11
BC	Pratt	Citizenship 8	0	0	0	0	7	7	4	0	3
BDL	Brown	Citizenship 8	0	0	0	0	0	0	0	0	0
TIS-A	Downs	Long Term Independent	0	0	0	0	1	1	1	0	0
TIS-B	George	Long Term Independent.	0	0	0	0	1	1	1	0	0
		Total For School:	14	0	0	0	347	361	109	43	209

464-555 Main St. Janesville, CA 96114 (530) 253-3551

# Count Enrollment and ADA On A Given Day Calculated for: 02/14/2020

Class Id	Teacher	Course Name	Absent	I. S. Credit	I. S. No Credit	I.S. Pend	Actual Attendance	Enrolled	F	R	Р
0K-A	Ehrlich	Kindergarten	0	0	0	0	16	16	7	0	9
0К-В	Herman	Kindergarten	0	1	0	0	22	23	5	2	16
0TK-A	Ehrlich	Transitional Kindergarten	0	0	0	0	10	10	7	1	2
1A	Azevedo	Grade 1	1	0	0	0	22	23	9	0	14
1B	Burkman	Grade 1	1	0	0	0	19	20	5	6	9
2A	Buckler	Grade 2	1	0	0	0	23	24	3	4	17
2B	Rubio	Grade 2	0	0	0	0	21	21	8	1	12
3A	Downs	Grade 3	0	0	0	0	20	20	4	1	15
3B	Gamez	Grade 3	2	0	0	0	18	20	5	2	13
4A	Amrein	Grade 4	0	0	0	0	23	23	4	1	18
4B	Bierman	Grade 4	1	0	0	0	22	23	11	1	11
5A	Kanavel	Grade 5	1	0	0	0	26	27	9	3	15
5B	Bailey	Grade 5	. 1	0	0	0	10	11	2	2	7
6A	Bailey	Citizenship 6	0	0	0	0	13	13	4	0	9
6B	Malone	Citizenship 6	0	0	0	0	26	26	6	3	17
7A	George	Citizenship 7	1	1	0	0	20	22	9	2	11
7B	Pratt	Citizenship 7	0	0	0	0	23	23	3	3	17
8A	Ethridge	Citizenship 8	1	0	0	0	16	17	3	5	9
8B	Foreman	Citizenship 8	2	0	0	0	17	19	3	1	15
LTIS-A	Azevedo	Long Term Independent	0	0	0	0	0	0	0	0	0
		Total For School:	12	2	0	0	367	381	107	38	236

464-555 Main St. Janesville, CA 96114 (530) 253-3551

# Count Enrollment and ADA On A Given Day Calculated for: 01/15/2021

Class Id	Teacher	Course Name	Absent	I. S. Credit	I. S. No Credit	I.S. Pend	Actual Attendance	Enrolled	F	R	Р
0K-A	Ehrlich	Kindergarten	4	0	0	0	17	21	6	1	14
0К-В	Herman	Kindergarten	3	0	0	0	22	25	9	4	12
0K-C	Brown	Kindergarten	0	0	0	0	0	0	0	0	0
0K-DL	Brown	Kindergarten	0	0	0	0	2	2	1	0	1
OTK-A	Ehrlich	Transitional Kindergarten	0	0	0	0	9	9	2	1	6
0TK-DL	Brown	Transitional Kindergarten	0	0	0	0	0	0	0	0	0
1A	Azevedo	Grade 1	4	0	0	0	18	22	9	2	11
1B	Burkman	Grade 1	2	0	0	0	18	20	7	3	10
1DL	Brown	Grade 1	0	0	0	0	2	2	1	0	1
2A	Buckler	Grade 2	1	0	0	0	17	18	6	2	10
2B	Rubio	Grade 2	3	0	0	0	15	18	6	3	9
2DL	Brown	Grade 2	0	0	0	0	1	1	0	0	1
3A	Downs	Grade 3	3	0	0	0	15	18	6	2	10
3B	Gamez	Grade 3	1	0	0	0	20	21	3	3	15
3DL	Brown	Grade 3	0	0	0	0	3	3	3	0	0
4A	Bierman	Grade 4	2	0	0	0	25	27	5	3	19
4B	Amrein	Grade 4	0	0	0	0	9	9	3	2	4
4DL	Brown	Grade 4	0	0	0	0	0	0	0	0	0
5A	Amrein	Grade 5	0	0	0	0	15	15	3	0	12
5B	George	Grade 5	3	0	0	0	22	25	9	5	11
5DL	Brown	Grade 5	0	0	0	0	2	2	2	0	0
5DLB	Brown	Grade 5	0	0	0	0	1	1	1	0	0
5A	Malone	Citizenship 6	1	0	0	0	16	17	6	2	9
5B	Pratt	Citizenship 6	3	0	0	0	11	14	3	2	9
DL	Brown	Citizenship 6	0	0	0	0	4	4	2	1	1
'A	Bailey	Citizenship 7	2	0	0	0	26	28	8	3	17
<b>'</b> В	Ethridge	Citizenship 7	1	0	0	0	9	10	3	2	5
'C	Foreman	Citizenship 7	1	0	0	0	2	3	1	0	2
'DL	Brown	Citizenship 7	0	0	0	0	3	3	1	0	2
A	Ethridge	Citizenship 8	3	0	0	0	14	17	7	1	9
В	Foreman	Citizenship 8	0	0	0	0	17	17	4	2	11
DL	Brown	Citizenship 8	0	0	0	0	3	3	0	0	3
		Total For School:	37	0	0	0	338	375	117	44	214

464-555 Main St. Janesville, CA 96114 (530) 253-3551

# Count Enrollment and ADA On A Given Day Calculated for: 01/17/2020

Class Id	Teacher	Course Name	Absent	I. S. Credit	I. S. No Credit	I.S. Pend	Actual Attendance	Enrolled	F	R	P
0K-A	Ehrlich	Kindergarten	2	0	0	0	14	16	7	0	9
0K-B	Herman	Kindergarten	2	0	0	0	22	24	6	2	16
0TK-A	Ehrlich	Transitional Kindergarten	0	1	0	0	9	10	7	1	2
1A	Azevedo	Grade 1	6	0	0	0	17	23	9	0	14
1B	Burkman	Grade 1	3	0	0	0	18	21	6	6	9
2A	Buckler	Grade 2	3	0	0	0	21	24	3	4	17
2B	Rubio	Grade 2	4	0	0	0	19	23	10	1	12
3A	Downs	Grade 3	3	0	0	0	17	20	3	1	16
3B	Gamez	Grade 3	4	0	0	0	16	20	5	2	13
4A	Amrein	Grade 4	2	1	0	0	20	23	4	1	18
4B	Bierman	Grade 4	1	0	0	0	20	21	10	1	10
5A	Kanavel	Grade 5	3	2	0	0	22	27	9	3	15
5B	Bailey	Grade 5	0	0	0	0	11	11	2	2	7
6A	Bailey	Citizenship 6	2	0	0 .	0	11	13	4	0	9
6B	Malone	Citizenship 6	7	0	0	0	18	25	5	3	17
7A	George	Citizenship 7	7	0	0	0	17	24	10	3	11
7B	Pratt	Citizenship 7	1	0	0	0	22	23	3	3	17
8A	Ethridge	Citizenship 8	2	0	0	0	14	16	3	5	8
8B	Foreman	Citizenship 8	1	0	0	0	19	20	3	1	16
LTIS-A	Azevedo	Long Term Independent	0	0	0	0	0	0	0	0	0
		Total For School:	53	4	0	0	327	384	109	39	236

464-555 Main St. Janesville, CA 96114 (530) 253-3551

# Count Enrollment and ADA On A Given Day Calculated for: 12/11/2020

Class Id	Teacher	Course Name	Absent	I. S. Credit	I. S. No Credit	I.S. Pend	Actual Attendance	Enrolled	F	R	Р
0K-A	Ehrlich	Kindergarten	0	0	0	0	21	21	6	1	14
0K-B	Herman	Kindergarten	4	0	0	0	23	27	10	4	13
0K-C	Brown	Kindergarten	0	0	0	0	0	0	0	0	0
0K-DL	Brown	Kindergarten	0	0	0	0	1	1	1	0	0
0TK-A	Ehrlich	Transitional Kindergarten	1	0	0	0	6	7	2	1	4
0TK-DL	Brown	Transitional Kindergarten	0	0	0	0	0	0	0	0	0
1A	Azevedo	Grade 1	1	0	0	0	21	22	9	2	11
1B	Burkman	Grade 1	0	0	0	0	19	19	6	3	10
1DL	Brown	Grade 1	1	0	0	0	1	2	1	0	1
2A	Buckler	Grade 2	2	0	0	0	16	18	6	2	10
2B	Rubio	Grade 2	3	0	0	0	15	18	6	3	9
2DL	Brown	Grade 2	0	0	0	0	11_	1	0	0	1
3A	Downs	Grade 3	0	0	0	0	18	18	6	2	10
3B	Gamez	Grade 3	0	0	0	0	22	22	4	3	15
3DL	Brown	Grade 3	0	0	0	0	2	2	2	0	0
4A	Bierman	Grade 4	26	0	0	0	2	28	5	3	20
4B	Amrein	Grade 4	0	0	0	0	9	9	3	2	4
4DL	Brown	Grade 4	0	0	0	0	0	0	0	0	0
5 <b>A</b>	Amrein	Grade 5	0	0	0	0	16	16	3	1	12
5B	George	Grade 5	2	0	0	0	24	26	10	5	11
5DL	Brown	Grade 5	0	0	0	0	1	1	1	0	0
5DLB	Brown	Grade 5	0	0	0	0	1	1	1	0	0
6A	Malone	Citizenship 6	2	0	0	0	14	16	6	2	8
6B	Pratt	Citizenship 6	1	0	0	0	16	17	4	2	11
6DL	Brown	Citizenship 6	0	0	0	0	3	3	2	1	0
7A	Bailey	Citizenship 7	1	0	0	0	29	30	8	3	19
7B	Ethridge	Citizenship 7	1	0	0	0	9	10	3	2	5
7C	Foreman	Citizenship 7	0	0	0	0	3	3	1	0	2
7DL	Brown	Citizenship 7	0	0	0	0	2	2	1	0	1
8A	Ethridge	Citizenship 8	1	0	0	0	17	18	7	1	10
8B	Foreman	Citizenship 8	0	0	0	0	18	18	4	2	12
8DL	Brown	Citizenship 8	1	0	0	0	1	2	0	0	2
	_	Total For School	47	0	0	0	331	378	118	45	215

464-555 Main St. Janesville, CA 96114 (530) 253-3551

# Count Enrollment and ADA On A Given Day Calculated for: 12/13/2019

Class Id	Teacher	Course Name	Absent	I. S. Credit	I. S. No Credit	I.S. Pend	Actual Attendance	Enrolled	F	R	Р
0K-A	Ehrlich	Kindergarten	1	0	0	0	14	15	6	0	9
0K-B	Herman	Kindergarten	1	1	0	0	23	25	6	3	16
0TK-A	Ehrlich	Transitional Kindergarten	1	0	0	0	8	9	7	0	2
1A	Azevedo	Grade 1	2	1	0	0	19	22	7	0	15
1B	Burkman	Grade 1	4	0	0	0	17	21	6	5	10
2A	Buckler	Grade 2	1	0	0	0	23	24	3	4	17
2B	Rubio	Grade 2	1	0	0	0	22	23	10	1	12
3A	Downs	Grade 3	3	0	0	0	17	20	4	1	15
3B	Gamez	Grade 3	2	0	0	0	18	20	5	2	13
4A	Amrein	Grade 4	0	0	0	0	23	23	3	1	19
4B	Bierman	Grade 4	2	0	0	0	19	21	10	1	10
5A	Kanavel	Grade 5	1	0	0	0	26	27	9	4	14
5B	Bailey	Grade 5	1	0	0	0	10	11	2	2	7
6A	Bailey	Citizenship 6	3	0	0	0	10	13	4	0	9
6B	Malone	Citizenship 6	0	0	0	0	25	25	5	3	17
7A	George	Citizenship 7	2	0	0	0	23	25	10	3	12
7B	Pratt	Citizenship 7	2	0	0	0	21	23	3	3	17
8A	Ethridge	Citizenship 8	0	0	0	0	16	16	3	5	8
8B	Foreman	Citizenship 8	3	0	0	0	16	19	2	1	16
LTIS-A	Azevedo	Long Term Independent	0	0	0	0	0	0	0	0	0
		Total For School:	30	2	0	0	350	382	105	39	238

464-555 Main St. Janesville, CA 96114 (530) 253-3551

### Count Enrollment and ADA On A Given Day Calculated for: 11/13/2020

Class Id	Teacher	Course Name	Absent	I. S. Credit	I. S. No Credit	I.S. Pend	Actual Attendance	Enrolled	F	R	Р
0K-A	Ehrlich	Kindergarten	3	0	0	0	18	21	6	1	14
0K-B	Herman	Kindergarten	5	0	0	0	22	27	9	5	13
0K-C	Brown	Kindergarten	0	0	0	0	0	0	0	0	0
0K-DL	Brown	Kindergarten	0	0	0	0	1	1	1	0	0
OTK-A	Ehrlich	Transitional Kindergarten	1	0	0	0	6	7	2	1	4
0TK-DL	Brown	Transitional Kindergarten	0	0	0	0	0	0	0	0	0
1A	Azevedo	Grade 1	2	0	0	0	20	22	9	2	11
1B	Burkman	Grade 1	2	0	0	0	17	19	6	3	10
1DL	Brown	Grade 1	0	0	0	0	2	2	1	0	1
2A	Buckler	Grade 2	1	2	0	0	17	20	6	2	12
2B	Rubio	Grade 2	2	0	0	0	17	19	6	3	10
2DL	Brown	Grade 2	0	0	0	0	1	1	0	0	1
ЗА	Downs	Grade 3	0	0	0	0	17	17	6	2	9
3B	Gamez	Grade 3	0	0	0	1	23	24	4	3	17
3DL	Brown	Grade 3	0	0	0	0	2	2	2	0	0
4A	Bierman	Grade 4	1	0	0	0	27	28	5	3	20
48	Amrein	Grade 4	4	0	0	0	5	9	3	2	4
4DL	Brown	Grade 4	0	0	0	0	0	0	0	0	0
5A	Amrein	Grade 5	0	0	0	0	16	16	3	1	12
5B	George	Grade 5	3	0	0	0	24	27	10	5	12
5DL	Brown	Grade 5	0	0	0	0	1	1	1	0	0
5DLB	Brown	Grade 5	0	0	0	0	1	1	1	0	0
6A	Malone	Citizenship 6	1	0	0	0	15	16	6	2	8
6B	Pratt	Citizenship 6	0	0	0	0	17	17	4	2	11
6DL	Brown	Citizenship 6	0	0	0	0	3	3	2	1	0
7A	Bailey	Citizenship 7	4	0	0	0	26	30	8	3	19
7B	Ethridge	Citizenship 7	0	0	0	0	10	10	3	2	5
7C	Foreman	Citizenship 7	0	0	0	0	4	4	1	0	3
7DL	Brown	Citizenship 7	0	0	0	0	2	2	1	0	1
ВА	Ethridge	Citizenship 8	3	0	0	0	15	18	7	1	10
8 <b>B</b>	Foreman	Citizenship 8	0	0	0	0	18	18	4	2	12
BDL	Brown	Citizenship 8	0	0	0	0	2	2	0	0	2
		Total For School:	32	2	0	1	349	384	117	46	221

464-555 Main St. Janesville, CA 96114 (530) 253-3551

### Count Enrollment and ADA On A Given Day Calculated for: 11/15/2019

Class Id	Teacher	Course Name	Absent	I. S. Credit	I. S. No Credit	I.S. Pend	Actual Attendance	Enrolled	F	R	P
0K-A	Ehrlich	Kindergarten	0	0	0	0	15	15	6	0	9
0К-В	Herman	Kindergarten	3	0	0	0	22	25	4	4	17
OTK-A	Ehrlich	Transitional Kindergarten	0	0	0	0	8	8	6	0	2
1A	Azevedo	Grade 1	0	0	0	0	22	22	7	1	14
1B	Burkman	Grade 1	1	0	0	0	21	22	6	6	10
2A	Buckler	Grade 2	0	0	0	0	24	24	3	4	17
2B	Rubio	Grade 2	2	0	0	0	20	22	9	1	12
3A	Downs	Grade 3	2	0	0	0	18	20	4	1	15
3B	Gamez	Grade 3	0	0	0	0	20	20	5	2	13
4A	Amrein	Grade 4	0	0	0	0	23	23	2	1	20
4B	Bierman	Grade 4	1	0	0	0	19	20	8	3	9
5A	Kanavel	Grade 5	1	0	0	0	25	26	8	5	13
5B	Bailey	Grade 5	2	0	0	0	9	11	2	2	7
6A	Bailey	Citizenship 6	0	0	0	0	13	13	4	0	9
6B	Malone	Citizenship 6	0	0	0	0	25	25	5	3	17
7A	George	Citizenship 7	3	0	0	0	22	25	10	3	12
7B	Pratt	Citizenship 7	0	0	0	0	23	23	2	3	18
8A	Ethridge	Citizenship 8	0	0	0	0	16	16	3	5	8
8B	Foreman	Citizenship 8	0	0	0	0	19	19	2	1	16
LTIS-A	Azevedo	Long Term Independent	0	0	0	0	0	0	0	0	0
		Total For School:	15	0	0	0	364	379	96	45	238

464-555 Main St. Janesville, CA 96114 (530) 253-3551

# Count Enrollment and ADA On A Given Day Calculated for: 10/16/2020

Class Id	Teacher	Course Name	Absent	I. S. Credit	I. S. No Credit	I.S. Pend	Actual Attendance	Enrolled	F	R	P
0K-A	Ehrlich	Kindergarten	1	0	0	0	18	19	5	1	13
0K-B	Herman	Kindergarten	1	0	0	0	24	25	8	3	14
0K-C	Brown	Kindergarten	0	0	0	0	0	0	0	0	0
0K-DL	Brown	Kindergarten	1	0	0	0	5	6	4	0	2
0TK-A	Ehrlich	Transitional Kindergarten	1	0	0	0	3	4	2	0	2
0TK-DL	Brown	Transitional Kindergarten	1	0	0	0	1	2	0	0	2
1A	Azevedo	Grade 1	0	0	0	0	19	19	9	2	8
1B	Burkman	Grade 1	1	0	0	0	18	19	6	3	10
1DL	Brown	Grade 1	1	0	0	0	4	5	1	0	4
2A	Buckler	Grade 2	1	0	0	0	16	17	5	2	10
2B	Rubio	Grade 2	2	0	0	0	15	17	4	3	10
2DL	Brown	Grade 2	0	0	0	0	4	4	3	0	1
3A	Downs	Grade 3	2	0	0	0	15	17	7	2	8
3B	Gamez	Grade 3	1	0	0	0	22	23	4	3	16
3DL	Brown	Grade 3	0	0	0	0	3	3	1	0	2
1A	Bierman	Grade 4	2	0	0	0	20	22	3	3	16
4B	Amrein	Grade 4	0	0	0	0	8	8	3	2	3
1DL	Brown	Grade 4	0	0	0	0	5	5	2	0	3
5A	Amrein	Grade 5	1	0	0	0	13	14	2	1	11
5B	George	Grade 5	1	0	0	0	25	26	9	5	12
5DL	Brown	Grade 5	0	0	0	0	5	5	3	0	2
DLB	Brown	Grade 5	0	0	0	0	1	11	1	0	0
5A	Malone	Citizenship 6	1	0	0	0	13	14	5	2	7
БВ	Pratt	Citizenship 6	1	0	0	0	16	17	3	3	11
DL	Brown	Citizenship 6	1	0	0	0	4	5	4	0	1
'A	Bailey	Citizenship 7	2	0	0	0	25	27	7	3	17
'В	Ethridge	Citizenship 7	0	0	0	0	10	10	3	2	5
C	Foreman	Citizenship 7	0	0	0	0	3	3	0	0	3
DL	Brown	Citizenship 7	0	0	0	0	4	4	1	0	3
Α	Ethridge	Citizenship 8	3	0	0	0	14	17	7	1	9
В	Foreman	Citizenship 8	2	0	0	0	16	18	4	2	12
DL	Brown	Citizenship 8	0	0	0	0	4	4	1	0	3
		Total For School:	27	0	0	0	353	380	117	43	220

464-555 Main St. Janesville, CA 96114 (530) 253-3551

# Count Enrollment and ADA On A Given Day Calculated for: 10/11/2019

Class Id	Teacher	Course Name	Absent	I. S. Credit	I. S. No Credit	I.S. Pend	Actual Attendance	Enrolled	F	R	P
0K-A	Ehrlich	Kindergarten	0	0	0	0	16	16	7	0	9
0К-В	Herman	Kindergarten	0	1	0	0	24	25	4	4	17
0TK-A	Ehrlich	Transitional Kindergarten	0	0	0	0	8	8	6	0	2
1A	Azevedo	Grade 1	1	0	0	0	23	24	8	1	15
1B	Burkman	Grade 1	2	0	0	Ω	20	22	5	7	10
2A	Buckler	Grade 2	0	3	0	0	21	24	3	4	17
2B	Rubio	Grade 2	1	0	0	0	21	22	9	1	12
3A	Downs	Grade 3	0	0	0	0	19	19	4	0	15
3B	Gamez	Grade 3	0	0	0	0	19	19	5	1	13
4A	Amrein	Grade 4	2	1	0	0	21	24	2	0	22
4B	Bierman	Grade 4	0	0	0	0	21	21	9	3	9
5A	Kanavel	Grade 5	1	1	0	0	22	24	6	5	13
5B	Bailey	Grade 5	0	0	0	0	11	11	2	2	7
6A	Bailey	Citizenship 6	2	0	0	0	11	13	4	0	9
6B	Malone	Citizenship 6	1	0	0	0	24	25	5	3	17
7A	George	Citizenship 7	4	0	0	0	21	25	10	3	12
7B	Pratt	Citizenship 7	0	0	0	0	23	23	2	3	18
8A	Ethridge	Citizenship 8	4	0	0	0	12	16	3	4	9
8B	Foreman	Citizenship 8	0	0	0	- 0	19	19	2	1	16
LTIS-A	Azevedo	Long Term Independent	0	0	0	0	0	0	0	0	0
		Total For School:	18	6	0	0	356	380	96	42	242

464-555 Main St. Janesville, CA 96114 (530) 253-3551

# Count Enrollment and ADA On A Given Day Calculated for: 09/10/2020

Class Id	Teacher	Course Name	Absent	I. S. Credit	I. S. No Credit	I.S. Pend	Actual Attendance	Enrolled	F	R	Р
0K-A	Ehrlich	Kindergarten	2	0	0	0	17	19	7	0	12
ОК-В	Herman	Kindergarten	1	0	0	0	23	24	9	1	14
0K-C	Brown	Kindergarten	0	0	0	0	0	0	0	0	0
0K-DL	Brown	Kindergarten	1	0	0	0	5	6	4	0	2
OTK-A	Ehrlich	Transitional Kindergarten	0	0	0	0	3	3	1	0	2
0TK-DL	Brown	Transitional Kindergarten	0	0	0	0	2	2	0	0	2
1A	Azevedo	Grade 1	0	0	0	0	20	20	12	1	7
1B	Burkman	Grade 1	0	0	0	0	20	20	7	2	11
1DL	Brown	Grade 1	1	0	0	0	4	5	0	0	5
2A	Buckler	Grade 2	0	0	0	0	17	17	5	3	9
2B	Rubio	Grade 2	0	0	0	0	16	16	6	2	8
2DL	Brown	Grade 2	1	0	0	0	3	4	4	0	0
3A	Downs	Grade 3	0	0	0	0	18	18	8	1	9
3B	Gamez	Grade 3	1	0	0	0	22	23	4	4	15
3DL	Brown	Grade 3	0	0	0	0	2	2	1	0	1
4A	Bierman	Grade 4	1	0	0	0	18	19	6	0	13
4B	Amrein	Grade 4	1	0	0	0	7	8	3	1	4
4DL	Brown	Grade 4	0	0	0	0	7	7	2	0	5
5A	Amrein	Grade 5	0	0	0	0	15	15	2	1	12
5B	George	Grade 5	1	0	0	0	22	23	11	2	10
5DL	Brown	Grade 5	0	0	0	0	6	6	5	0	1
5DLB	Brown	Grade 5	0	0	0	0	1	1	1	0	0
6 <b>A</b>	Malone	Citizenship 6	0	0	0	0	15	15	6	1	8
5B	Pratt	Citizenship 6	1	0	0	0	16	17	4	4	9
5DL	Brown	Citizenship 6	1	0	0	0	6	7	2	1	4
7A	Bailey	Citizenship 7	1	0	0	0	25	26	10	2	14
7B	Ethridge	Citizenship 7	1	0	0	0	5	6	3	1	2
7C	Foreman	Citizenship 7	0	0	0	0	6	6	1	0	5
7DL	Brown	Citizenship 7	0	0	0	0	5	5	0	0	5
ЗА	Ethridge	Citizenship 8	2	0	0	0	16	18	8	3	7
ВВ	Foreman	Citizenship 8	2	0	0	0	16	18	4	2	12
BDL	Brown	Citizenship 8	1	0	0	0	2	3	2	0	1
		Total For School:	19	0	0	0	360	379	138	32	209

464-555 Main St. Janesville, CA 96114 (530) 253-3551

# Count Enrollment and ADA On A Given Day Calculated for: 09/13/2019

Class Id	Teacher	Course Name	Absent	I. S. Credit	I. S. No Credit	I.S. Pend	Actual Attendance	Enrolled	F	R	Р
0K-A	Ehrlich	Kindergarten	0	0	0	0	15	15	7	0	8
0К-В	Herman	Kindergarten	0	0	0	0	25	25	5	4	16
0TK-A	Ehrlich	Transitional Kindergarten	0	0	0	0	8	8	6	0	2
1A	Azevedo	Grade 1	3	0	0	0	21	24	9	1	14
1B	Burkman	Grade 1	1	0	0 >	0	22	23	7	8	8
2A	Buckler	Grade 2	0	0	0	0	24	24	4	4	16
2B	Rubio	Grade 2	2	0	0	0	20	22	10	1	11
3A	Downs	Grade 3	0	0	0	0	19	19	5	2	12
3B	Gamez	Grade 3	0	0	0	0	19	19	7	1	11
4A	Amrein	Grade 4	1	0	0	0	23	24	5	4	15
4B	Bierman	Grade 4	1	1	0	0	19	21	14	2	5
5A	Kanavel	Grade 5	1	0	0	0	22	23	9	3	11
5B	Bailey	Grade 5	1	0	0	0	10	11	3	3	5
6A	Bailey	Citizenship 6	2	0	0	0	11	13	5	2	6
6B	Malone	Citizenship 6	1	0	0	0	24	25	6	2	17
7A	George	Citizenship 7	2	0	0	0	23	25	12	4	9
7B	Pratt	Citizenship 7	1	0	0	0	22	23	6	2	15
8A	Ethridge	Citizenship 8	2	0	0	0	14	16	3	5	8
8B	Foreman	Citizenship 8	0	0	0	0	19	19	4	2	13
LTIS-A	Azevedo	Long Term Independent	0	0	0	0	0	0	0	0	0
		Total For School:	18	1	0	0	360	379	127	50	202

# JANESVILLE UNION ELEMENTARY SCHOOL SITE COUNCIL (SSC) LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP) COMMITEE DISTRICT ADVISORY COMMITTEE (DAC) SCHOOL ADVISORY COMMITTEE (SAC) WELLNESS COMMITTEE

#### **AGENDA**

May 13, 2021 Staff Lunch Room 3:40 p.m.

~		ORDER	
T I W T	111		

#### II. <u>ACTION/ DISCUSSION/ INFORMATION</u>

- A. Approval of Agenda
- B. Approval of Minutes, April 15, 2021
- C. Review Handbook for 2021-22
- D. Review Expanded Learning Opportunity (ELO) Grant Plan
- E. Final Review/Approval of the 2020-21 Annual Update and 2021/22-2023/24 LCAP
- F. Distribute Updated 2021-22 School Calendar

#### III. PUBLIC COMMENT

#### IV. REPORTS - COUNCIL SUBCOMMITTEES / CATEGORICAL PROGRAMS

- A. Superintendent
- B. Title II (High Quality Professional Development)
- C. Technology

#### V. <u>FUTURE AGENDA ITEMS</u>

Action/ Discussion / Information:

#### VI. <u>ADJOURNMENT</u>

# JANESVILLE SCHOOL SITE COUNCIL (SSC) LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP) COMMITTEE

# DISTRICT ADVISORY COMMITTEE (DAC) SCHOOL ADVISORY COMMITTEE (SAC) WELLNESS COMMITTEE

Minutes April 15, 2021

SSC Members Present: Kimber Azevedo, Jennifer Fine (zoom), Jacob George (zoom), Ed Brown,

Jennifer Szostak, Jolea Clapp (zoom), Sabrina Johnson

SSC Members Absent: Heather Ethridge,

SSC Guests: Andy Kellogg, Jacey Herman, Karri Gamez

<u>I.</u> <u>CALL TO ORDER</u>, the meeting was called to order by President Kimber Azevedo at 3:42 p.m. in the Janesville School Staff Lounge.

#### II. ACTION / DISCUSSION / INFORMATION

- A. MSCU (Brown/Clapp) to approve the agenda
- B. MSCU (Clapp/Szostak) to approve the minutes for March 11, 2021
- C. Appoint New Members/Certificated:
  - a. MSCU (Brown/Fine) for Jacey Herman to take over the Teacher position on Site Council for Mrs. Ethridge.
- D. Evaluation of Parent Involvement Plan/Information:
  - a. The date of approval was changed.
- E. LCAP-Finalize Goals and Discuss Actions and Service:
  - a. Reviewed what was gone over at the last meeting to make final changes.
  - b. Document will be reorganized and put in the correct placement to fit the new template that was received this year.
  - c. Items need to remain as general as possible.
- F. School Wellness Policy/Update:
  - a. No Changes
- G. Distribute Updated 2020-2021 Bylaws:
  - a. Done

#### III. REPORTS - COUNCIL SUBCOMMITTEES / CATEGORICAL PROGRAMS

- A. Superintendent
  - i. There was a new Superintendent hired named David Andreasen from Bakersfield, CA. The new superintendent will start July 1-2021.
- B. Title II
  - i. No changes were made from previous month
- C. Technology No Report

#### VI. FUTURE AGENDA ITEMS

- Action / Discussion / Information:

  1. Possibly do a handbook committee, or just ask for suggestions.

  2. LCAP
- ADJOURNMENT 4:27 p.m. VII.

# JANESVILLE UNION ELEMENTARY SCHOOL DISTRICT

			2020 / 202	2020 / 2021 CASH FLOW			
),		Object	July	August	September	October	November
Α Bi	BEGINNING CASH RECEIPTS	9110	536,678.00	852,950.00	698,592.00	787,762.00	849,013.00
	Principal Apportionment / LCFF	8010-8019	113,744.00	113,744.00	204.740.00	369.725.00	204 740 00
	Property Taxes	8020-8079	3,213.00		18,161.00	1,082.00	(460.00)
	Miscellaneous Funds	8080-8099					
	Federal Revenue	8100-8299		12,218.00	122.076.00	30.360.00	
	Other State Revenue	8300-8599			25.924.00	7,650.00	13 318 00
	Other Local Revenue	8600-8799	3,500.00	336.00	3.324.00	3,607.00	35 622 00
	Interfund Transfers In	8910-8929					20,22
	All Other Financing Sources	8930-8979					
	Other Receipts/Non-Revenue		*)				
	TOTAL RECEIPTS		120,457.00	126,298.00	374.225.00	412.424.00	253,220,00
ن	DISBURSEMENTS						
	Certificated Salaries	1000-1999	11,500.00	126,938.00	136,397.00	138,838.00	133.135.00
	Classified Salaries	2000-2999	27,195.00	48,806.00	52.903.00	51,705.00	51 645 00
	Employee Benefits	3000-3999	32,683.00	66,629.00	72,750.00	66,144.00	69.893.00
	Books & Supplies	4000-4999	6,847.00	9,233.00	16,732.00	39,062.00	6,145.00
	Service & Other Operating Expenditures	2000-2999	66,339.00	22,207.00	38,293.00	54,678.00	19.191.00
	Capital Outlay	6659-0009					
	Other Outgo	7000-7499					
	Interfund Transfers Out	7600-7629					
	All Other Financing Uses	7630-7699					
	Other Disbursements/ Non Expenditures						
	TOTAL DISBURSEMENTS		144,564.00	273,813.00	317,075.00	350,427.00	280.009.00
اف	PRIOR YEAR TRANSACTIONS						
	Accounts Receivable	9200	503,948.00		19,328.00		
	Accounts Payable	9200	(163,569.00)	(6,843.00)	12,692.00	(746.00)	137.00
	Current Loans	9640					
	PRIOR YEAR TRANSACTIONS		340,379.00	(6,843.00)	32,020.00	(746.00)	137.00
	Deferred Revenue	9650		1901	12		
	Suspense Clearing	9910	i	rc		Ī	
шi	NET INCREASE/DECREASE						
	(B-C+D)		316,272.00	(154,358.00)	89,170.00	61,251.00	(26,652.00)
Ŀ	ENDING CASH (A+E)		852,950.00	698,592.00	787,762.00	849,013.00	822,361.00
ى ق	ENDING CASH, PLUS ACCRUALS						

# JANESVILLE UNION ELEMENTARY SCHOOL DISTRICT 2020 / 2021 CASH FI OW ACTUALS

	TOTAL	680 071 00		1,911,906.00	218,883.00	·	207,582.00	263,174.00	140,630.00	000	ľ	2,742,175.00	1 208 007 00	40F EEO 00	723 726 00	133 084 00	410 301 00	23.482.00			2,995,068.00	605 004 00	(205,776.00)	399,318.00		13.0	146,425.00	680,071.00
	Accruals	680.071.00										•						i i						ť				680,071.00
	June	680.071.00																			•				T.		•	680,071.00
<b>LOW ACTUALS</b>	Мау	552,461.00						167,216.00				167,216.00									,		(39,606.00)	(39,606.00)	¥		127,610.00	680,071.00
2020 / 2021 CASH FLOW ACTUALS	April	801,911.00					37,183.00	21,474.00	2,545.00			61,202.00	133.185.00	54 822 00	70.522.00	3.591.00	48.795.00			in in	310,915.00		263.00	263.00	100	-	(249,450.00)	552,461.00
	March	910,230.00	000	230,988.00				1,669.00	12,438.00			245,095.00	134.804.00	53 408 00	70 446 00	17.857.00	55,150.00	23,482.00			355,147.00		1,733.00	1,733.00			(108,319.00)	801,911.00
	February	1,105,747.00	00 750 00	98,738.00			3,032.00	1,669.00	(6,284.00)			98,176.00	130,350.00	53 104 00	69.745.00	6,228.00	21,145.00				280,572.00		(10,089.00)	(10,089.00)	(3,032.00)		(195,517.00)	910,230.00
	January	1,084,913.00	304 740 00	204,740.00	903.00		68.00	22,585.00	85,175.00			313,171.00	131,511.00	52,020,00	135.510.00	6,888.00	48,411.00				374,340.00	81.818.00	185.00	82,003.00	/4		20,834.00	1,105,747.00
	December	822,361.00	360 726 00	106 204 00	130,204.00		2,645.00	1,669.00	367.00			570,691.00	131,349.00	49.960.00	69,404.00	21,401.00	36,092.00				308,206.00		00'29	67.00	<b>:</b> 1		262,552.00	1,084,913.00

#### Janesville Union Elementary School District Board Meeting of May 18, 2021 Payroll Approval

#### Payroll Period Ending April 30, 2021

#### End of Month Gross Payroll - April 30, 2021

Certificated		\$	128,925.10
Classified		8	55,653.90
<b>Board Members</b>		S	148.92
Retirees		\$	780.00
Certificated Subs		\$	3,480.00
Classified Subs		\$	3,197.25
	TOTAL	\$	192,185.17

#### Benefits (for month of May, 2021)

Medical	\$	29,318.00
Dental	\$	3,209.09
Vision	\$	632.50
Life	\$	90.77
Employee's/Retirees' Portion of Med,Dental & Vision	8	7,006.15
TOTAL	\$	26,244.21

GRAND TOTAL: (Payroll + Medical, Dental, Vision & Life)

\$ 218,429.38

#### Janesville Union Elementary School District

Fund Balance as of 5/12/2021

GE	N	IFR	ΔI	FI	IN	n	Λ1
	N		$\sim$ L		,,,	$\boldsymbol{v}$	v

Beginning Balance 7/1/20 \$	551.	,013.39
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Expenses \$ (3,602,673.67) Payroll/Accounts Payable Revenue \$ 3,731,731.17 Apportionment/Deposits

Cash Balance 4/14/21 \$ 680,070.89

#### **CAFETERIA FUND 13**

Beginning Balance 7/1/20	\$	24,790.27
--------------------------	----	-----------

Expenses \$ (93,489.18) Payroll/Accounts Payable Revenue \$ 85,203.88 Apportionment/Deposits

Cash Balance 4/14/21 \$ 16,504.97

#### **DEFERRED MAINTENANCE FUND 14**

Beginning Balance 7/1/20	\$	5,903.61
--------------------------	----	----------

Expenses \$ - Payroll/Accounts Payable Revenue \$ 89.30 Apportionment/Deposits

Cash Balance 4/14/21 \$ 5,992.91

#### SPECIAL RESERVE OTHER THAN CAPITAL OUTLAY FUND 17

Beainnina	Ralanco	7/1/20	<b>Q</b>	149.01
Bealmina	Balance	7/1/ZU	35	148.91

Expenses Payroll/Accounts Payable Revenue \$ 2.26 Apportionment/Deposits

Cash Balance 4/14/21 \$ 151.17

#### **CAPITAL FACILITIES DEVELOPER FEE FUND 25**

Beainnina	Ralance	7/1/20	\$ 23 334 73

Expenses \$ (335.25) Payroll/Accounts Payable Revenue \$ 11,656.92 Apportionment/Deposits

Cash Balance 4/14/21 \$ 34,656.40

#### **BOND INTEREST & REDEMPTION FUND 51 (INFORMATION ONLY)**

Beginning Balance 7/1/20	\$	65,665.00
--------------------------	----	-----------

Expenses \$ - Payroll/Accounts Payable Revenue \$ - Apportionment/Deposits

Cash Balance 4/14/21 \$ 65,665.00

#### 2021-2022 Anticipated Teacher Assignments ROOM # **GRADE** NAME Aspen Brown 401 Κ K Cary Ehrlich 402 1 **Ida Bruce** 111 1 Jennifer Burkman 113 2 Jacey Herman 115 2 Julie Rubio 112 3 Sheri Downs 116 3 Karri Gamez 117 4 Steve Bierman 404 4 Jessica Gillespie 114 Kimber Azevedo 5 403 5 Greg Blakeman 505 6 Diana Bailey 504 **Amy Malone** 6 506 7 Jacob George 215 7 Pam Pratt 216 Heather Ethridge 8 211 8 Rhonda Foreman 210 Susan George 501 SE SE - PART TIME ???? 503 Counseling Terri O'Bryan 209



#### Tentative Agreement between

#### Janesville Union School District (District) and

California School Employees Association and Its Janesville Chapter #678 (CSEA)

#### May 11. 2021

The Agreement described herein concludes Successor Contract Negotiations for the Collective Bargaining Agreement between the Parties for the Term of July 1, 2021 through and including June 30, 2024.

Notes inside of [[double brackets]] are not part of the Tentative Agreement, but are for the convenience of reviewers.

It is so agreed:

#### **Drafting Changes**

Cover: change the CSEA nomenclature to "CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS JANESVILLE CHAPTER #678", and the term as agreed.

Change the abbreviation of CSEA from "the Association" to "CSEA" throughout the collective bargaining agreement, exclusive of Article 16, "Negotiations History," and including pp. 1-1, 2-1, 4-1, 7-2, 10-1, 11-1, 12-1, 13-1, 13-2, 14-1, and 15-4.

Pages: instead of denominating according to CBA article, number the pages consecutively with page 1-1 becoming "1," 2-1 becoming "2," 3-1 becoming "3," 3-2 becoming "4," and so-on throughout the Agreement.

Table of Contents: change page numbers to correspond with new page numbering described above.

Article numbers adjusted for addition of a new Article 3: Association Rights and removal of Article 16: Negotiation History.

#### ARTICLE 1

#### Agreement

- A. The Parties agree that this contract is entered into with the intent of promoting harmony and efficiency in the school district so that the decisions of the Board can be smoothly accomplished.
- **B.** The provisions contained herein constitute a bilateral and binding agreement by and between Janesville Union School District, employer, hereinafter referred to as the "District" and Janesville Union School CSEA Chapter #678, an "Association".

- C. This Agreement will be in full force and in effect from July 1, 2019 2021 up to and including June 30, 2021 2024, and thereafter remains in effect until a successor agreement is reached. Both parties agree to exchange sunshine proposals no later than December 1<sup>st</sup>, 2021 for 2016 2017 2022-2023 reopener negotiations and December 1<sup>st</sup>, 2022 for 2017 2018 2023-2024 reopener negotiations and each year thereafter.
- D. Within thirty days after the execution of this contract, the District will print or duplicate and provide without charge one copy of this contract to every employee in the bargaining unit. A current copy of the

  Agreement will be posted under a password-protected Staff tab on the District website within 45 days of the effective date.
- E. Each employee in the bargaining unit will be provided by the District, without charge, a copy of any written changes agreed to by the parties of this Agreement during the life of this Agreement.

#### ARTICLE 3 [[New Article]]

#### **Association Rights**

- A. Officers and/or representatives of the Association will not work on Association business during their regular working hours except for the purpose of negotiations as provided for in Article 12, and/or grievance processing as provided by the Rodda Act (Government Code Sections 3540-3549). [[Moved from Art. 15 "Miscellaneous"]]
- B. All official CSEA communiqués which may be placed in the mailboxes of unit members or posted on the unit bulletin board must be initialed by a designated officer. The site administrator must be given a courtesy copy of distributed or posted material. [[Moved from Art. 15 "Miscellaneous"]]
- C. <u>In order to facilitate communication and the mutual benefit of the employer and the classified unit, the District Superintendent and the CSEA Chapter President will have at least one one-hour meeting regularly scheduled each month to discuss matters which are of concern to either party.</u>
- D. Classified unit members may attend monthly CSEA membership meetings during their shift without loss of pay if those meetings are held after 4:00 p.m.

#### ARTICLE 34

#### Terms of Employment

#### A. CLASSIFIED EMPLOYEES

1. Upon initial employment and each change in classification the District will provide a job description for each position in the bargaining unit with a designated title, placement on the salary schedule, date of hire, a regular minimum number of assigned hours per day, days per week, months per year, and a statement of the specific duties required to be performed in each position. This information will be provided to the Chapter President at the same time. A newly hired bargaining unit member shall be introduced to the Chapter President or an executive board member and given a copy of the collective bargaining agreement and a school handbook.

[[No changes in Subsections A(2) and A(3); Section B]]

#### C. EVALUATION

- c. Probation The probation period for all newly hired classified employees shall be 12 months 130 days in paid status from the first date of paid probationary service (board approved hire date).
- d. Probationary classified employees shall receive at least two (2) evaluations during the probationary period, typically at the conclusion of the third (3 rd ) and sixth (6<sup>th</sup>) month forty-fifth (45<sup>th</sup>) and ninetieth (90<sup>th</sup>) days of service.

#### D. VACANCIES

[[No changes in Subsections D 1&2]]

- 3. During the term of this Agreement, if a full-time or part-time position(s) is vacated by retirement, resignation, or promotion, the District may eliminate the position. Before the Board eliminates the vacant position(s), the CSEA President will be notified and the Superintendent or his/her designee will meet with the CSEA President to discuss the action. [[Moved from Article 15 "Miscellaneous"]]
- 4. The parties agree that the decision to reduce the hours of any position whether filled or vacant is negotiable under the Rodda Act. [[Moved from Article 15 "Miscellaneous"]]

#### E. STIPEND POSITIONS

Beginning May 1<sup>st</sup>, the Classified Stipend Application Form with attached job description will be distributed by hard copy into unit member boxes for the following school year. Applications will be accepted for the following school year from all unit members for each stipend activity no <u>later than the last instructional day workday in May, and the Superintendent will notify applicants of their hiring status by the last instructional day of the current school year. Classified employees who are interested in more than one stipend position will rank those positions on the application according</u>

to their preferences. An employee may not hold more than one stipend position unless there are positions available with no other applicant. Current occupants of stipend positions will maintain the position from year-to-year if their performance is judged satisfactory by the Superintendent and they apply each year by the last workday in May.

See Appendix G for the Classified Stipend Application Form.

[[No changes in Section F]]

#### **ARTICLE 45**

#### Layoffs

[[No changes in Sections 1-3]]

- 4. Rehire Rights: All rehire from layoff will be based solely on classification and date of hire in classification, and will be done regardless of daily hours of employment.
  - a. Notices of rehire vacancies shall be sent to the last known address of the employee. <u>Vacancy</u> notification will also be sent to the last non-District email address on file. Employees shall be given 7 days from date of postmark or the email send date, whichever is later, to respond.
- 5. Seniority Roster: The District shall maintain a seniority roster indicating employees' classification seniority. Rosters shall be made available to the Association upon request.

#### ARTICLE 56

#### Compensation

A. The District agrees to placement of classified employees on applicable step increments of the adopted salary schedules in Appendix E. Additionally, both parties agree to the minimum wage adjustment for Column A and the five percent (5%) salary increase for Columns B, C, and D that is reflected on the attached salary schedule (Appendix E), for 2015-2016, 2016-2017, and 2017-2018 for 2021-2022.

#### [[No changes Sections B-C]]

- D. Differential Pay The District will pay a 5% shift differential for night custodians during the school year. Employees hired before July 1, 2018 are not required to meet the definition set forth in Appendix F, Item K. Paraeducators who are assigned to students who are dependent and need assistance with feeding, using the toilet, an/or diapering and/or Paraeducators who are assigned to moderate/sever students identified by an Individualized Education Program (IEP) will be paid a differential of ten percent (10%).
- E. Additional/extra time Any additional time worked beyond the employee's regular work day will be paid at the employee's regular rate of pay. This provision only applies to additional hours offered at the request of the district. To the extent practicable, these assignments will be made on a rotational basis. Such rotation will begin with an offer to the most senior available classified unit member and proceed through the rotation on a seniority basis.

#### [[No changes Sections F-L]]

M. The following annual stipends will be paid on a monthly basis, <u>across 10 checks</u> beginning with the second paycheck of the instructional year, when such work is assigned.

Lead Yard Duty @\$1000.00

Bus Trip Coordinator@ \$500.00

Volunteer Coordinator@\$500.00

Substitute Caller @ \$2250.00

Garden Club Advisor/Coordinator @ \$250 per season (Fall and Spring)

Cafeteria Scanner@ \$500.00

SST/504 Caller @ \$1,200.00

School Site Council President (upon election) @\$500.00

School Site Council Secretary (upon election) @\$500.00

#### N. Medical Support for Students

The following stipends are available to bargaining unit members who provide medical support to Janesville Union School students:

- 1. ADA I (Americans with Disabilities Act) Bargaining unit members who are trained to provide medical support to students, but are not called on to perform these tasks every day, will be on standby and will be eligible to receive a yearly maximum stipend of \$500.00, to be paid monthly as long as the student requiring medical support is enrolled. Epi-Pen training/support does not apply to this section.
- 2. ADA II Bargaining unit members who are assigned to provide medical support to a student on a regular basis are eligible to receive a yearly maximum stipend of \$1,000.00, to be paid monthly as long as the student requiring medical support is enrolled and in attendance. Epi-Pen training/support does not apply to this section.

- 3. Medical support for students provided by a bargaining unit member after regular school hours is to be paid at the employee's regular hourly rate for all time worked.
- 4. ADA volunteers will be trained for one or more procedures. Providing multiple procedures will not compound stipends.
- 5. Any unit member who attends an annual Epi-Pen training will be eligible for \$50.00 for each year he/she attends the Epi-Pen workshop. (Please note: in order to be trained to administer the Epi-Pen, one must have a current CPR/First Aid certification). [[Moved from 5R]]
- O. In the event that no certificated staff apply for a stipend position that is designated for certificated staff by the last working day in September, that position will be offered to the classified staff before being offered to non-employees of the District. This will not apply to stipend positions that require a credential.
- **P.** A current employee who is promoted will be placed at step 1 (one) or nearest step in the promotional position which guarantees at least a 5% increase in his/her hourly salary.
- Q. Beginning in June 2005, each salary warrant in June will be issued on June 30.
  - Effective July 1, 2019 all 10 (ten) month employees will become 11 (eleven) month employees with the first payment beginning the last working day of August and the final payment on June 30.
- R. Expense Reimbursement Necessary mileage will be reimbursed at the maximum mileage rate allowed by the Board Policy without attribution to employee income. Necessary parking and tolls and conference registration fees will also be reimbursed to the employee. Receipts are required by the District.

An employee who is required to attend training sessions or otherwise engage in training of any kind in order to continue his/her employment in a position, or assigned any work which requires travel, will receive compensation as follows:

- 1. Employees who are required to travel on school business will be reimbursed, upon presentation of appropriate expenditure receipts, for actual, reasonable, and necessary expenses for food and lodging: provided, however, the Superintendent has the right to determine what expenses are reasonable and necessary. Necessary mileage will be reimbursed at the maximum mileage rate allowed by Board Policy without attribution to employee income. Necessary parking and tolls and conference registration fees will also be reimbursed to the employee. Receipts are required by the District.
- 2. Any employee in the bargaining unit who, as a result of work assignment, must have meals away from the District will be reimbursed for the reasonable costs of the meals as set by District policy including a fifteen percent gratuity.
- 3. Any employee in the bargaining unit who, as a result of work assignment, must be lodged away from the home overnight will be reimbursed for the reasonable cost of the lodging as set by District policy. [[Moved from Article 11]]

4. If paying for conference fees, meals, airfare, or and lodging is a hardship for the classified unit member, the District will arrange and pay ahead for conference fees airfare, or lodging as necessary.

R. Medical Support for Stude	ents
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The following stipends are available to bargaining unit members who provide medical support to Janesville Union School students:

- 1. ADA I (Americans with Disabilities Act) Bargaining unit members who are trained to provide medical support to students, but are not called on to perform these tasks every day, will be on standby and will be eligible to receive a yearly maximum stipend of \$500.00, to be paid monthly as long as the student requiring medical support is enrolled. Epi Pen training/support does not apply to this section.
- 2. ADA II Bargaining unit members who are assigned to provide medical support to a student on a regular basis are eligible to receive a yearly maximum stipend of \$1,000.00, to be paid monthly as long as the student requiring medical support is enrolled and in attendance. Epi Pen training/support does not apply to this section.
- 3. Medical support for students provided by a bargaining unit member after regular school hours is to be paid at the employee's regular hourly rate for all time worked.
- ADA volunteers will be trained for one or more procedures. Providing multiple procedures will not compound stipends.
- 5. Any unit member who attends an annual Epi-Pen training will be eligible for \$50.00 for each year he/she attends the Epi-Pen workshop. (Please note: in order to be trained to administer the Epi-Pen, one must have a current CPR/First Aid certification). [[Moved above to 6(N)]]

#### S. Late Start Days

- 1. On late start days, an employee will leave at their normal time and be compensated for their normal work shift. The intent is that an employee's salary will remain the same as on any other day.
- 2. In the event of an emergency, when classified staff are released from duty, but are still in paid status, and the maintenance/custodial staff must continue working, the maintenance/custodial staff shall receive a compensatory day off. This day shall be taken during the summer months when no substitute will be required to cover their shift.
- T. 3. On minimum days unit members are expected to work their normally scheduled hours.
- U. Longevity Bonus

The longevity bonus will apply to employees who are eligible:

27th year of service \$500.00

29th year of service \$500,00

#### 31st year of service \$500.00

Beginning with the 2015–2016 school year, employees who have already reached or surpassed the 29<sup>th</sup> or 31<sup>st</sup> year will receive the longevity bonus in two or three consecutive years. If an irrevocable letter of retirement is received by the District the employee will receive the \$1000.00 or \$1500.00 amount in their final year of employment.

#### ARTICLE 67

#### **Employee Benefits**

#### [[No changes Sections A-G]]

- H. The District contribution will be up to \$12,000 \$14,000 per year or \$1000.00 \$1166.67 per month. Effective July 1, 2018 Delta Dental coverage will include Prosthodontics and Implants 70, 80, 90, 100%. The medical cap will be increased by \$10.00 per month per employee to pay for the cost of this additional coverage for an annualized addition to the cap of \$120.00.
- I. Employees have the option of choosing any medical plan selected by the unit and provided by the carrier.
- J. Employees who choose plans with a premium cost less than the district contribution may elect to have the difference, up to \$1000.00, put into a TSA 403(b), or incorporated into an IRC 125 Plan that is offered through American Fidelity Assurance Co. In the event that a High Deductible Health Plan (HDHP) is offered and chosen by an employee, the difference between the cost of the CVT HDHP, plus dental, vision and life insurance coverage and the cap established above, may be placed in the employee's Health Savings Account administered through American Fidelity. It is the responsibility of the employee to set up a Health Savings account through American Fidelity.
- K. Insurance opt-out will be made available year-to-year in a fair and equitable manner consistent with insurance carrier policy, as long as an opt-out is allowed.

L. The American Fidelity IRC 125 program will be available for all unit members. [[Moved from Article 15 "Miscellaneous"]]

#### ARTICLE 78

Leaves

[[No changes Sections A-F]]

G. FEDERAL/STATE FAMILY CARE/MEDICAL LEAVE

[[No changes Subsections G(1)-G(4)

5. If both parents of a child who are entitled to Family Care Leave, and are employees of the District, the District will not be required to grant leave in connection with the birth, adoption, or foster care of a child that would allow the parents Family Care Leave of more than a combined total of twelve work weeks.

[[No changes Subsections G(6)-G(11)]]

12. An employee who has been employed by the District for at least one calendar-year, but who cannot qualify for FMLA or CFRA leave due to their position not providing a qualifying number of work hours shall be considered by the District as qualified for such leaves if they have worked at least eighty percent (80%) of their assigned work hours in the preceding calendar-year, and shall be given the same consideration and protection as if they had met the statutory minimum of hours.

[[No changes Section H]]

#### ARTICLE 87

Holidays

[[No changes Sections A-C]]

D. If Columbus Day is not observed as a holiday, then either the Wednesday before Thanksgiving or another mutually agreed day shall be a paid holiday.

#### ARTICLE 10 11

#### In-Service Training

#### [[No change Section A & B]]

- C. An employee who is required to attend training sessions or otherwise engage in training of any kind in order to continue his/her employment in a position will receive compensation as follows:
  - 1. Employees who are required to travel on school business will be reimbursed, upon presentation of appropriate expenditure receipts, for actual, reasonable, and necessary expenses for food and lodging: provided, however, the Superintendent has the right to determine what expenses are reasonable and necessary. Necessary mileage will be reimbursed at the maximum mileage rate allowed by Board Policy without attribution to employee income. Necessary parking and tolls and conference registration fees will also be reimbursed to the employee. Receipts are required by the District.
  - 2. Any employee in the bargaining unit who, as a result of work assignment, must have meals away from the District will be reimbursed for the reasonable costs of the meals as set by District policy including a fifteen percent gratuity.
  - 3. Any employee in the bargaining unit who, as a result of work assignment, must be lodged away from the home overnight will be reimbursed for the reasonable cost of the lodging as set by District policy. [[Moved to Article 5]]

#### ARTICLE 13-14

#### Grievances

[[No changes Sections A & B]]

#### C. Procedure:

1. Step 1: Before filing a formal, written grievance, the grievant must attempt to resolve the issue in an informal conference with his/her supervisor. A classified employee may have a CSEA representative attend any such meeting and may also ask that another supervisory employee be present if they are concerned about a meeting with only the supervisor they perceive as the source of the grievance.

[[No changes Subsections C(2)-C(5)]]

#### ARTICLE 14 15

#### Miscellaneous

A. Officers and/or representatives of the Association will not work on Association business—during their regular working hours except for the purpose of negotiations as provided for in Article 11, and/or grievance processing as provided by the Rodda Act (Government Code Sections 3540-3549). [[Move to New "Article 3: Association Rights"]]

- **B.** All official CSEA communiqués which may be placed in the mailboxes of unit members or posted on the unit bulletin board must be initialed by a designated officer. The site administrator must be given a courtesy copy of distributed or posted material. [[Move to New "Article 3: Association Rights"]]
- C. During the term of this Agreement, if a full time or part time position(s) is vacated by retirement, resignation, or promotion, the District may eliminate the position. Before the Board eliminates the vacant position(s), the CSEA President will be notified and the Superintendent or his/her designee will meet with the CSEA President to discuss the action. [[Move to Art. 4(D)]]
- D. The parties agree that the decision to reduce the hours of any position whether filled or vacant is negotiable under the Rodda Act. [[Move to Art. 4(D)]]
- E. The American Fidelity IRC 125 program will be available for all unit members. [[Moved to Art. 7]]
- F. The District and the CSEA will continue to work together to fully implement Every Student Succeeds Act (ESSA) and the Volunteer Program.

#### **GA.** Parent Volunteers

#### **Use of Parent Volunteers**

Both parties mutually agree to abide by California Education Code 45021 B

No district may abolish any of its classified positions and utilize volunteer aides, as authorized herein, in lieu of classified employees who are laid off as a result of the abolition of a position. A district shall not refuse to employ a person in a vacant classified position and use volunteer aides in lieu of filling the classified position.

5021 (c) It is the intent of the Legislature to permit school districts to use volunteer aides to enhance its educational program but not to permit displacement of classified employees nor to allow districts to utilize volunteers in lieu of normal employee requirements.

B. The certificated unit member who fills the teacher-in-charge will not be involved with hiring, firing, reprimanding, disciplining or evaluating classified unit members, though they may coordinate classified work assignments on a particular day consistent with job descriptions and the usual and orderly functioning of the District.

#### ARTICLE 45 16

#### Discipline

#### A. Definition

- 1. [[No change Subsection A(1)]]
- 2. Bargaining unit employees with permanent status will be subject to disciplinary action only for just cause. The Board of Trustees? determination of the sufficiency of the cause for disciplinary action is conclusive.

#### [[No changes Sections B & C]]

#### D. <u>Causes for Discipline of a Permanent Employee</u>

The District may discipline permanent employees for just cause, including, but not limited to the following provisions:

- Falsifying any information supplied to the District. This includes, but is not limited to, information supplied on application forms, employment records, time sheets or cards, absence forms or any other district records.
- 2. Incompetence or inefficiency in performance of the duties or his/her position.
- 3. Carelessness or negligence in the performance of his/her work duties or in the care of District property.
- Abandonment of position. Three (3) days absence without <u>requesting</u> leave <u>from an appropriate supervisor</u> will be deemed and will result in a voluntary resignation.
- 5. Absence without leave, repeated tardiness, excessive absenteeism, including abuse of illness or other leave provisions.
- 6. Conviction of a felony, conviction of any sex or substance abuse offense made relevant by provisions of the Education Code or any other applicable laws. A plea of guilty or conviction following a plea of nolo contendre is deemed to be a conviction within the meaning of this section.
- 7. Insubordination
- Possession or consumption of any controlled substance while on duty or in a time proximity that might cause any detrimental effect upon pupils, upon the employee or upon employees associated with him/her.

- **9.** Knowingly providing verbal or written confidential information to an unauthorized person or persons.
- 10. Dishonesty or theft, including deliberate destruction, damage or removal of District or another person's property.
- 11. Actively working for any political party or cause during the assigned work hours, <u>exclusive of duty-free break times</u>.
- 12. Unauthorized use, or misuse, of district supplies, materials, facilities, equipment or other property.
- Willful or persistent violation of the Education Code or district rules, policies or procedures. This will also include violation or refusal to obey safety rules or regulations made applicable to public schools by the Board of Trustees or by an appropriate state or governmental agency.
- 14. Failure to possess or keep in effect any license, certificate, or other similar requirement specified in the employee's class specification or otherwise necessary for the employee to perform the duties of the position.
- 15. Discourteous, offensive, or abusive conduct or language toward the public, a pupil, or another officer or employee of the District.
- Physical or mental disability, which disability precludes the employee from the proper performance of his/her duties and responsibilities as determined by a competent medical authority, except as otherwise provided by contract or by law regulating retirement of employees. Reasonable accommodations, including transfer to another position, must be sufficiently explored in such cases.
- 17. Any cause set forth in the California Education Code which mandates discipline or dismissal.

[[No changes Sections E-J]]

#### ARTICLE 16

#### **Negotiations History**

#### 2017-2018

#### 1. Me Too Clause:

Should any other bargaining units receive a salary increase beyond 3% for the 2017/18 school year, the CSEA bargaining unity shall receive the same increase effective July 1, 2017.

#### 2. Job Descriptions:

All job descriptions to be negotiated at a separate time, but no later than June 30, 2017. With the exception of the Lead Yard Duty which has a new stipend of \$1000 effective July 1, 2017.

#### 3. Paraeducator Position:

Paraeducator position currently held by Candace Wilson will be increased by 5 minutes per day effective immediately in order to put away playground equipment.

#### 4. All Paraeducators:

Increase work days from 176 to 182 effective July 1, 2017.

#### 5. Vacation:

See revised chart (Page 9-1) which clarifies vacation days earned.

#### 6. Employee Benefits:

C. Employees initially employed on or after January 1, 2003 must work at least 6 hours per day, 5 days per week, in order to qualify for Health and Welfare benefits.

H. The District contribution will be \$12,000 or \$1000 up to \$11,500 or \$958.33 per month effective July 1, 2017. The benefit cap was increased \$1000 beginning July 1, 2014.

#### 7. Holidays:

C. .... (e.g.: 176 to 182 days).

Change to read as follows: ... additional holiday In Lieu of Day that may be taken....An employee may carry over this In Lieu of Day into the next school year.

Move sections D and E out of "Holidays" and into "Leaves" new letter H.

#### 8. Minimum Wage:

Article 5: Compensation: Change Steps 1 and 2 of Column A to \$10.50 and \$11.00 respectively. (Please note, the minimum wage issue is ongoing expensive proposition we will be addressing over the next several years.)

#### 9. B:

Change contract language to reflect hours for Computer Tech from 7 to 8.

#### 2018/19

#### Article 1 Agreement

C: New Term July 1, 2018 through June 30, 2021

#### Article 3 Terms of Employment

#### A. CLASSIFIED EMPLOYEES

3. Rest breaks: Less than eight hour employees are entitled to one ten minute rest break to be taken during the workday. Eight hour employees are entitled to two ten minute rest breaks to be taken during the workday. The District shall establish an unpaid, duty free lunch period of not less than one half hour, nor more than one hour, for each bargaining unit employee working five or more consecutive hours per day. Employees who work between 5 and less than 6 hours per day have the option of waiving their right to a half hour unpaid lunch.

#### -C. -EVALUATION

- \_\_\_\_\_\_
- b. Permanent employees may be subject to evaluation at any time but no later than May 15th of the current school year. Probationary employees will be subject to evaluation not less than twice during the probationary period. Evaluations not completed by this deadline shall be considered to be rated "meets standards" in all categories.
- d. Probationary classified employees shall receive at least two (2) evaluations during the probationary period, typically at the conclusion of the third (3<sup>rd</sup>) and sixth (6th) month of service.

(letters after "d." have been re-lettered)

#### D. VACANCIES

- 1. The District will post publicly *in-house* all bargaining unit position vacancies for a period of no less than five (5) days prior to considering any applications. The notice will include the location, work times, salary range, beginning date, and a brief explanation of the job description and qualifications.
- 2. A qualified employee in the bargaining unit who files for a vacancy during the posting period will be given priority consideration for the position. The individual hired for the position is to be, in the opinion of the Superintendent, the best qualified person available for the position. Where an outside candidate and an employee are the best and, in the opinion of the Superintendent, equally qualified, the employee will be chosen. Where there are several in house applicants considered equally qualified and best, the choice

will be made on a seniority basis (date of hire, i.e., first date of paid service in a probationary position) from among the applicants who are members of the bargaining unit.

#### E. STIPEND POSITIONS

Beginning May 1<sup>st</sup>, the Classified Stipend Application Form with attached job descriptions will be distributed by hard copy into unit member boxes for the following school year. Applications will be accepted for the following school year from all unit members for each stipend activity no later than the last instructional day of the current school year. See Appendix "G" for the Classified Stipend Application Form.

(Article E. EQUIPMENT AND SUPPLIES is now item F.)

#### Article 5 Compensation

- D. Differential Pay The District will pay a 5% shift differential for night custodians during the school year. Employees hired before July 1, 2018 are not required to meet the definition set forth in Appendix F, K.
- L. Working out of class—An employee required to perform duties inconsistent with those assigned to the position by the Governing Board for a period which exceeds five workdays within a 15 calendar day period will have his/her hourly rate of pay adjusted upward by 5% for the entire period he/she is required to work out of classification. Ref ED CODE 45110 including working out of class for paid stipend positions. The District reserves the right to select substitutes for positions based on the most cost effective and least impactful way possible.

M. The following annual stipends will be paid on a monthly basis when such work is assigned.

Lead Yard Duty @ \$1000.00

Bus Trip Coordinator @ \$500.00

VIP Volunteer Coordinator @ \$500.00

Substitute Caller @ \$1500.00

Garden Club Advisor/Coordinator @ \$250.00 per season (Fall and Spring)

Cafeteria Scanner @ \$500.00

#### Q. Medical Support for Students

The following stipends are available to bargaining unit members who provide medical support to Janesville Union School students:

6. ADA I (Americans with Disabilities Act) Bargaining unit members who are trained to provide medical support to students, but are not called on to perform these tasks every day, will be on standby and will be eligible to receive a yearly maximum stipend of \$500.00, to be paid monthly as long as the student requiring medical support is enrolled and in attendance. Epi-pen training/support does not apply to this section.

- 7. ADA II Bargaining unit members who are assigned to provide medical support to a student on a regular basis are eligible to receive a yearly maximum stipend of \$1,000.00, to be paid monthly as long as the student requiring medical support is enrolled, and in attendance. *Epi-pen training/support does not apply to this section*.
- 8. [No Changes]
- 9. [No changes]
- 10. Any unit member who attends an annual Epi-Pen training will be eligible for \$50.00 for each year he/she attends the Epi-pen workshop. (Please note: in order to be trained to administer the Epi-pen, one must have a current CPR/First Aid certification).
- The salary increase will be retroactive to January 1, 2016 for all bargaining unit members.

  [U. will be changed to T.]
- U. Effective July 1, 2018, the first row of the 2017/18 salary schedule will be climinated and an additional .25 cents per hour has been added to step 25 in each column.

  On the 2018/19 classified salary schedule, employees in classification A and B who are on step 5 or greater as of July 1, 2018, will receive an additional one (1) step. Employees who are in classifications C through E will receive an additional one (1) step. Employees in classification A and B who are on steps one through four, will receive an additional two (2) steps to comply with the state mandated minimum wage increase (minimum wage will be increased to \$12.00 per hour effective January 1, 2019 for employers with 26 or more employees).

#### Article 6 - Employee Benefits

- B. In the event that a position with Health and Welfare benefits is vacated due to retirement, resignation, or dismissal, employees in paid status as of January 1, 2003 who apply for and are selected for employment in the position will be provided the same number of work hours and Health and Welfare benefits accorded to the prior employee. Any existing position and employees receiving Health and Welfare benefits on January 1, 2003 will continue to be eligible for benefits when they work four or more hours per day, five days per week. (Attached Appendix B identifies positions and hours of existing positions.)
- H. The District contribution will be up to \$12,000 per year or \$1,000 per month effective July 1, 2017. Effective July 1, 2018 Delta Dental coverage will include Prosthodontics and Implants 70, 80, 90, 100%. The medical cap will be increased by \$10.00 per month per employee to pay the cost of this additional coverage for an annualized addition to the cap of \$120.00.
- J. Employees who choose plans with a premium cost less than the district contribution may elect to have the difference, up to \$1,000, put into a TSA 403(b), or incorporated into an IRC 125 Plan that is offered through American Fidelity. In the event that a High Deductible Health Plan

(HDHP) is offered and chosen by an employee, the difference between the cost of the CVT HDHP, plus dental, vision and life insurance coverage and the cap established above, may be placed in the employee's Health Savings Account administered through American Fidelity. It is the responsibility of the employee to set up a Health Savings account through American Fidelity.

# Article 8 Holidays

-	A. The following are paid holidays:
=	Labor Day
-	Columbus Day
	——————————————————————————————————————
-	Thanksgiving Day
-	Friday after Thanksgiving
-	Christmas Day
-	New Year's Day
	Martin Luther King, Jr. Day
-	Lincoln's Birthday
-	Presidents Day
_	Memorial Day
5	Admission Day (In Lieu of Day, see page 7-4 "Leaves")
В.—	For twelve month employees, the 4th, of July and the Friday after Thanksgiving.
С.	Less than twelve month employees will be granted without pay, the day before and the day after Thanksgiving as a local holiday when observed by the District, but they still work the minimum scheduled school days (e.g.: 180 school days plus two additional pre-work days for a total of 182 days).

#### Article 13 - Grievances

B. A "grievant" may be CSEA #678 *The Association* or any classified employee(s) of the unit covered by the terms of this Agreement. A "day" is any day that the District Office is open for business.

#### Article 14 Miscellaneous

F. The District and the CSEA will continue to work together to fully implement NCLB Every Student Succeeds Act (ESSA) and the Volunteers In Service Program (VIP.) Program.

Appendix A Updated Job Classifications (See attachment)

Appendix B Updated classification list as of June 30, 2018 (See attachment)

Appendix E Added updated salary schedule.

Appendix G Added Application for Classified Stipend Application Form to the contract. (See attachment)

# **NEGOTAITIONS HISTORY CONTINUED**

#### APPENDIX B

Positions with Health and Welfare Benefits

Eleven existing positions with Health and Welfare benefits prior to January 2003:

Eight Hour Positions	
1 School Secretary     1 District Office Secretary     2 Custodians     1 Library Media Clerk     1 Computer Technician	
Less Than Eight Hour Positions	
— 1 Head of Food Service 7 hr.	
1 Speech Therapy Aide 6 hr.*	
1 District Aide	-5.5 hr.
2 Special Education Aides	6 hr. each *
* In the event that Janesville Elementary to the bargaining unit as six hour position	y operates its own Special Education Program, these benefited positions will return ons.
<del>2019/20</del>	

U. Effective July 1, 2018, the first row of the 2017/18 salary schedule will be eliminated and an additional .25 cents per hour has been added to step 25 in each column.

On the 2018/19 classified salary schedule, employees in classification A and B who are on step 5 or greater as of July 1, 2018, will receive an additional one (1) step. Employees who are in classifications C through E will receive an additional one (1) step. Employees in classification A and B who are on steps one through four, will receive an additional two (2) steps to comply with the state mandated minimum wage increase (minimum wage will be increased to \$12.00 per hour effective January 1, 2019 for employers with 26 or more employees)

16-6

#### **NEGOTAITIONS HISTORY CONTINUED**

2020/21

Article 3: Terms of Employment

Add "Employee working fewer than four hours per day will not be entitled to a regularly scheduled rest break."

Article 5: Compensation

Add "5(N). In the event that no certificated staff apply for a stipend position that is designated for certificated staff by the last working day of September, that position will be offered to the classified staff before being offered to non-employees of the District. This will not apply to stipend positions that require a credential.

Change Lettering: Article 5(A) through 5(M) shall remain status quo. New language shall be placed at 5(N), and the current 5(N) will be designated as 5(O) through 5(V) will remain status quo.

Article 9: Vacation

A. Add "Effective July 1, 2020, all employees will accrue vacation according to the table below."

B. Delete 10 Month Column

Change 11 Month Column math to standard rounding,

Article 10: In Service Training

<u>Delete</u> "C. Any day granted as a teacher training day, teacher institute, or teacher parent conference day by whatever name for whatever purpose is a regular workday for all classified employees of the bargaining unit."

Change designation of Section D to section C.

Appendix B: Positions as of July 2019

Change Article Header to "Positions as of July 2020"

Change Head of Food service from 7 to 7.0 hours

Change Paraeducator (2 days before school) from 6.25 to 6.0 hours

Change "3 Paraeducator (2 days before school) 5 hours" to "1 Paraeducator (2 days before school) 5.0 hours

Change "1 Paraeducator (2 days before school) 5.95 hours" to "5 Paraeducator (2 days before school) 5.95 hours."

Delete 3 One on one Paraeducator (2 days before school) 5.95 hr.

Add 2 Paraeducator (2 days before school) 3.83 hr.

Appendix E: Vacation Section

**Delete** All 10 month information

Change 11 Month 1st through 5th year from 9.16 to 9.17 days, 11 Month 6th through 10th year from 13.74 to 13.75 days, 11 month 11th through 15th year from 16.49 to 16.50 days and 11 Month 16th year and up from 18.32 days to 18.33 days.

# ARTICLE 47 16

# Term

This Agreement will be in full force and in effect from July 1, 2020 2021 up to and including June 30, 2021 2024, and thereafter remains in effect until a successor agreement is reached. Both parties agree to exchange sunshine proposals no later than December 1st for each year.

CSEA	JANESVILLE UNION SCHOOL DISTRICT
Alisa Tinnin, CSEA President	Ed Brown, Superintendent/Principal
Date:	Date:

Ratified by CSEA on XXXX, 2021

Ratified by the Board of Trustees on XXXX, 2021

# APPENDIX A

# JOB CLASSIFICATIONS

#### FOOD SERVICE

Rate A	Rate D
Food Service Worker	Head of Food Service

# MAINTENANCE/CUSTODIAL

Ra	te C			
~~~				
	Cust	odiar	1	
			-	
l				
1				

# OFFICE AND TECHNICAL

# Rate D

Computer Technician
District Office Secretary
Library Technician
School Secretary

# **PARA-PROFESSIONALS**

Rate B	Rate C
Paraeducator <u>I</u> Bilingual Paraeducator	Paraeducator II

# APPENDIX B

# Positions as of July 1, <del>2020-</del>**2021**

# Positions with Health and Welfare Benefits:

# Eight Hour Positions:

- 1 School Secretary (10 days before and 10 days after school)
- 1 District Office Secretary (10 days before and 10 days after school)
- 2 Custodians (260 days)
- 1 Library Technician (5 days before and 5 days after school)
- 1 Computer Technician (5 days before and 3 days after school)

# Less than Eight Hour Positions:

1 Head of Food Service (5 days before school)	<del>7.0 hr</del> . 7.5 hr.
1 Paraeducator (2 days before school)	6.0 hr

# Positions with no Health and Welfare Benefits but with PERS retirement:

	To recit eliterit
3 Paraeducator II (2 days before school)	5.95 hr.
2 Paraeducator I (2 days before school)	5.95 hr.
1 Paraeducator I (2 days before school)	5.0 hr.
3 Paraeducator I (2 days before school)	4.0 hr.
1 Food Service Worker (2 days before school)	4.0 hr.
1 Paraeducator (2 days before school)	5.0 hr.
1 Paraeducator (2 days before school)	5.95 hr.
4 One on one paraeducator (2 days before school)	5.95 hr.

# Positions with no Health and Welfare Benefits and no PERS retirement:

1 Food Service Worker (2 days before school)	3.95 hr.
2 Paraeducator (2 days before school)	3.83 hr.
1 Paraeducator (2 days before school)	3.33 hr.
1 Paraeducator (2 days before school)	2.41 hr.
1 Bilingual Paraeducator/ELPAC Coordinator	Hrs. vary based on student need

# APPENDIX E

# JANESVILLE UNION SCHOOL DISTRICT CLASSIFIED SALARY SCHEDULE

2019/2020 - 2020/2021

	A	В	c	a
1	13.00	<del>14.50</del>	<del>15.00</del>	<del>15.50</del>
2	<del>13.52</del>	<del>15.08</del>	<del>15.60</del>	<del>16.12</del>
3	14.06	<del>15.68</del>	16.22	16.76
4	<del>14.62</del>	<del>16.31</del>	<del>16.87</del>	<del>17.44</del>
5	15.21	<del>16.96</del>	17.55	<del>18.13</del>
6	<del>15.82</del>	<del>17.64</del>	<del>18.25</del>	<del>18.86</del>
7	16.45	<del>18.35</del>	18.98	<del>19.61</del>
8	<del>16.78</del>	<del>18.71</del>	<del>19.36</del>	<del>20.00</del>
9	17.11	<del>19.09</del>	19.75	<del>20.40</del>
10	<del>17.46</del>	<del>19.47</del>	<del>20.14</del>	<del>20.81</del>
11	17.81	<del>19.86</del>	20.54	21.23
12	18.16	<del>20.26</del>	<del>20.96</del>	<del>21.65</del>
13	18.52	<del>20.66</del>	<del>21.37</del>	<del>22.09</del>
14	18.89	<del>21.08</del>	<del>21.80</del>	22.53
15	<del>19.27</del>	<del>21.50</del>	<del>22.24</del>	<del>22.98</del>
16	<del>19.66</del>	<del>21.93</del>	<del>22.68</del>	23.44
17	<del>20.05</del>	<del>22.37</del>	<del>23.14</del>	23.91
18	<del>20.45</del>	<del>22.81</del>	<del>23.60</del>	24.39
19	20.86	<del>23.27</del>	24.07	<del>24.87</del>
20	21.28	<del>23.73</del>	<del>24.55</del>	<del>25.37</del>
21	<del>21.70</del>	24.21	<del>25.04</del>	<del>25.88</del>
22	22.14	<del>24.69</del>	<del>25.5</del> 4	<del>26.40</del>
23	22.58	<del>25.19</del>	26.06	<del>26.92</del>
24	23.03	<del>25.69</del>	<del>26.58</del>	<del>27.46</del>
25	23.49	<del>26.20</del>	<del>27.11</del>	28.01
26	<del>23.96</del>	<del>26.73</del>	<del>27.65</del>	<del>28.57</del>

11 MONTH 12 MONTH					
9.17 days 10 days					
1st through	5th year				
13.75 days	15 days				
_	•				
6th through	10th was =				
oth through	Totti year				
	_				
16.50 days	18 days				
11th through	15th year				
18.33 days	20 days				
16 th year and up					
The state of the s					

Α	В	C	D
Food Service Worker	Paraeducator I	Custodian	Head of Food Service
	Bilingual Paraeducator	Paraeducator II	Computer Technician
		\ <u></u>	School Secretary
			District Office Secretary
			Library Technician

Effective 7/1/18 the first row of the 2017/18 salary schedule was eliminated and an additional .25 was added to steps 25 in each column. Effective July 1, 2019

Paraeducators who are assigned to students who are dependent and need assistant with feeding, using the toilet and/or diopering and/or paraeducators who are assigned to moderate/severe-students identified by an Individualized Education Program (IEP) will be paid a differential of 10%.

The District will pay a 5% shift differential for night custodians during the school year.

 $Employees\ hired\ before\ July\ 1,\ 2018\ are\ not\ required\ to\ meet\ the\ definition\ set\ forth\ in\ Appendix\ F,\ Item\ K$ 

# JANESVILLE UNION SCHOOL DISTRICT CLASSIFIED SALARY SCHEDULE 2021 - 2022

	A	В	C	D
1	15.00	15.24	15.75	16.28
2	15.60	15.85	16.38	16.93
3	16.22	16.48	17.04	17.61
4	16.87	17.14	17.72	18.31
5	17.55	17.82	18.43	19.05
6	18.25	18.54	19.16	19.81
7	18.98	19.28	19.93 r	20.60
8	19.36	19.66	20.33	21.01
9	19.75	20.06	20.73	21.43
10	20.14	20.46	21.15	21.86
11	20.54	20.87	21.57	22.30
12	20.96	21.28	22.00	22.74
13	21.37	21.71	22.44	23.20
14	21.80	22.14	22.89	23.66
15	22.24	22.59	23.35	24.14
16	22.68	23.04	23.82	24.62
17	23.14	23.50 '	24.29	25.11
18	23.60	23.97	24.78	25.61
19	24.07	24.45	25.27	26.13
20	24.55	24.94	25.78	26.65
21	25.04	25.44	26.30	27.18
22	25.54	25.95	26.82	27.72
23	26.06	26.47	27.36	28.28
24	26.58	26.99	27.91	28.84
25	27.11	27.53	28.46	29.42
26	27.65	<b>26.73</b>	29.03	30.01

11 MONTH 1	2 MONTH
9.17 days	10 days
1st through	5th year
13.75 days	15 days
15.15 days	15 days
6th through	10th year
16.50 days	18 days
11th through	15th year
10.22	20.1
18.33 days	20 days
16 th year	and up

A	В	С	D
Food Service	Paraeducator I	Custodian	Head of Food
Worker	T aracuucator 1	Custodian	Service
	Bilingual Paraeducator	Paraeducator [[	Computer Technician
			School Secretary
			District Office
			Secretary

The District will pay a 5% shift differential for night custodians during the school year.

Employees hired before July 1, 2018 are not required to meet the definition set forth in Appendix F, Item K

Library Technician

# APPENDIX F

# **DEFINITIONS**

- A. Immediate Family- For the purposes of the agreement, "immediate family" shall be defined as the spouse, domestic partner, mother, mother-in-law, father, father-in-law, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, grandmother, grandfather, grandchild, aunt, uncle or any relative or dependent residing in the employee's household. Permission to use this definition for other relationships because of extenuating circumstances may be granted by the Superintendent or designee. Other relationships may be considered "immediate family" for the purposes of this Agreement, depending on circumstances, if granted by the Superintendent or designee.
- **B.** "Parent" means a biological or adoptive parent, a stepparent, a legal guardian, <u>foster parent</u>, or other person who stood in loco parentis (in place of parents) to the employee when the employee was a child.

[[No changes Sectons C-K]]

#### **APPENDIX G**

#### JANESVILLE UNION SCHOOL DISTRICT CLASSIFIED STIPEND APPLICATION FORM

Check the stipend position you are requesting for the following year. If you are applying for multiple stipends, please rank them according to your preference. Complete the form and return to the District Office no later than the last instructional day of the eurrent year the last workday of May. Monthly payments will be September through June.

	Volunteer Coordinator	\$500/annually. Paid on a monthly basis.	Approved (Initial)	Denied (Initial) □
_	Lead Yard Duty	\$1,000/annually. Paid on a monthly basis		
	Bus Trip Coordinator	\$500/annually. Paid on a monthly basis.		
~_	Substitute Caller	\$2,250/annually. Paid on a monthly basis.		
_	SST/504 Scheduler	\$1,200/annually. Paid on a monthly basis.		
Garden Cl	ub/Coordinator ->>	\$500/annually. Paid upon completion of		
		Fall/Spring Session (\$250 each session).		
_	Cafeteria Scanner**	\$500/annually. Paid on a monthly basis.		
School Year:				
Signature	of Applicant	Date		
Printed Na	me of Applicant		- /	<b>=</b>
S	uperintendent	Date		

Note: The Superintendent shall decide on the best applicant and his/her decision is final based on the criteria in Article 3, Section E of the CSEA Bargaining Unit Contract.

Job descriptions are attached to Application Forms

<sup>\*\*</sup>Cafeteria Scanner position is rotating based on seniority.

# Signifying tentative agreement:

CSEA  Clesa Canara  Alisa Tinnin, CSEA Chapter 678 President	JANESVILLE UNIO	ON SCHOOL DISTRICT
Date: May 1/202/  Jeff Otter, CSEA Labor Relations Representative	Date: 1770y	11, 2021
May 11, 2021		

# MEMORANDUM OF UNDERSTANDING BETWEEN THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS JANESVILLE CHAPTER #678 AND JANESVILLE UNION ELEMENTARY SCHOOL DISTRICT

May 10, 2021

This Memorandum of Understanding (MOU) is between the California School Employees Association and its Janesville Chapter #678 ("CSEA") and Janesville Union Elementary School District ("District") concerning changes to multiple classified job descriptions.

The District and CSEA agree to changes to the job descriptions for the following classifications, as indicated on attached descriptions:

Bilingual Para — ELPAC Facilitator

Bus Trip Coordinator
Cafeteria Scanner
Cafeteria Scanning
Computer Technician

Custodian

District Office Secretary Food Service Worker

Garden Club Advisor

Head of Food Service

Lead Yard Duty Library Technician

Paraeducator I

Paraeducator II

**School Secretary** 

SST 504 Caller

Sub Caller – Certificated Volunteer Coordinator

For the District:

Date: 5 /11 / 202

, 1

For CSEA

Date: 5/11/2021

Date: 5-11-2021

=/11/202.

Column B\* Hours vary

Date

POSITION: Bilingual Paraeducator – ELPAC Facilitator

#### JOB DESCRIPTION:

Under the direct supervision of the Superintendent/Principal, will attend training to administer the Initial and Summative ELPAC (English Learner Proficiency Assessment of California) and work during the school year to provide testing of English Language Learners as needed.

#### QUALIFICATIONS:

Education:

High School diploma or GED.

Passage of the CODESP Test, 48 semester units of college, or AA degree.

#### Desired Qualities/Skills:

- Computer literate
- 2. Ability to work on multiple tasks
- 3. Ability to communicate effectively with both students and staff in both oral and written form.
- 4. Criminal Justice/fingerprint clearance
- 5. TB clearance
- 6. Perform tasks involving use of independent judgment
- 7. Ability to abide by Professional Standards as outlined in Board Policies 4119.21 (a), 4219.21, and 4319.21

#### TYPICAL DUTIES:

- Training to administer the Initial and the Summative ELPAC (Two separate training sessions usually provided at LCOE - one in August and the other on a yet unspecified date)
- Order all necessary ELPAC materials
- Administration of the appropriate ELPAC testing to each identified English Learner student.
- Preparation of all ELPAC materials for shipping and scoring.
- Promotes good public relations and maintains District confidentiality policies
- While performing the duties of this position, the employee works with standard office and/or instructional equipment with moving mechanical parts.
- Participates in professional development provided by the District that are relevant to and/or required by the Superintendent/Principal or designee
- Working knowledge of Family Educational Rights and Privacy Acts (FERPA)
- Working knowledge of mandated reporter regulations and child abuse laws
- Working knowledge of school guidelines and rules in the Wildcat Handbook
- 11. Understand and apply the District's rules, regulations, procedures and policies
- 12. Other related duties as assigned by the Superintendent/Principal.

PHYSICAL REQUIREMENTS: Hearing and speaking to exchange information in person and/or on the telephone; sitting or standing for extended periods of time; dexterity of hands and fingers; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally; climbing, walking over rough or uneven surfaces; moderate stress level.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Approved by the Janesville Union Approved by CSEA: May 4, 2018	School Board of Trustees: May 15, 2018	
For the District:	For CSEA:	
	Date	Date
	For CSEA:	Date
For the District:	For CSEA:	Date
	Date  CSEA LRR:	Date

POSITION: Bus Trip Coordinator

\$500.00 Annual stipend Paid monthly

#### JOB DESCRIPTION:

Under the direct supervision of the Superintendent/Principal or designee, organizes and coordinates student transportation needs safely, efficiently and economically for field trips. This is a stipend position.

#### **QUALIFICATIONS:**

Education: Minimum of the twelfth grade

#### Desired Qualities /

Skills:

- 1. Computer literate
- 2. Able to work flexible hours (some early morning, evenings and weekend work may be required)
- 3. Ability to work on multiple tasks
- 4. Ability to communicate effectively with both students and staff in both oral and written form.
- 5. Ability to work with little supervision
- 6. Criminal Justice/fingerprint clearance
- 7. TB clearance
- 8. Ability to abide by Professional Standards as outlined in Board Policies 4119.21 (a), 4219.21, and 4319.21

#### TYPICAL DUTIES:

- 1. Co-ordinates the scheduling and routing of trips with Lassen High School bus dispatcher and District staff
- 2. Determines the number of buses needed, the approximate cost of each trip, the route to be used and the time frame for each trip
- 3. Provides procedures to be followed if an accident or mishap occurs; provides drivers with emergency telephone numbers.
- 4. Is responsible for knowing: number of passengers and chaperones, purpose of trip, date and time of departure, departure point, pick up time and location, location of bus at destination, anticipated return time and equipment, instruments, or supplies in addition to passengers
- 5. Provides District office with estimated cost of trips
- 6. Maintains accurate records
- 7. Working knowledge of Family Educational Rights and Privacy Acts (FERPA)
- 8. Working knowledge of mandated reporter regulations and child abuse laws
- 9. Working knowledge of school guidelines and rules in the Wildcat Handbook
- 10. Understand and apply the District's rules, regulations, procedures and policies

PHYSICAL REQUIREMENTS: Hearing and speaking to exchange information in person and/or on the telephone; sitting or standing for extended periods of time; dexterity of hands and fingers; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally; climbing, walking over rough or uneven surfaces; moderate stress level.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Approved by the Janesville Union School Board of Trustees: June 16, 2015

Approved by CSEA: May 27, 2015

\$500.00 Annual stipend Paid monthly

POSITION Cafeteria Scanner

JOB DESCRIPTION: Under the direct supervision of the Superintendent/Principal or designee, scans bar codes for cafeteria/lunch. This is a stipend position.

\*Job will go to the most senior available classified employee whom shall have the first right of refusal. If the most senior available classified employee refuses the available hours, the available hours will be offered to the next available classified employee based on a yearly rotating schedule and seniority, and so on until the vacancy is filled. (Available means, "the classified employee must not be absolutely necessary to operations elsewhere in the District at the time scanning lunch tickets is needed.")

#### **QUALIFICATIONS:**

Education: Min

Minimum of the twelfth grade

Desired Qualities / Skills:

1. Computer literate

- 2. Ability to work on multiple tasks
- 3. Ability to communicate effectively in both oral and written form with both students and staff
- 4. TB clearance
- 5. Knowledge of First Aid and C.P.R.
- 6. Criminal Justice/fingerprint clearance.
- 7. At least one school year of experience working in a yard duty position
- 8. Ability to abide by Professional Standards as outlined in Board Policies 4119.21 (a), 4219.21, and 4319.21

#### TYPICAL DUTIES:

- 1. Monday through Friday; 1 hour and fifteen (15) minutes each day
- To scan student lunch tickets and print daily reports under the guidance of Head of Food Service
- 3. Establish and maintain effective work relationships with those contacted in the performance of required duties
- 4. Working knowledge of Family Educational Rights and Privacy Acts (FERPA)
- 5. Working knowledge of mandated reporter regulations and child abuse laws
- 6. Working knowledge of school guidelines and rules in the Wildcat Handbook
- 7. Understand and apply the District's rules, regulations, procedures and policies

#### PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and/or on the telephone; sitting or standing for extended periods of time; dexterity of hands and fingers; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally; climbing, walking over rough or uneven surfaces; moderate stress level.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Approved by the Janesville Union School Board of Trustees: April 17, 2018

Approved by CSEA: March 26, 2018

POSITION: Computer Technician

Column D\* 188 days

#### JOB DESCRIPTION:

Under the direct supervision of the Superintendent/Principal is responsible for providing a high level of support to system users, by assisting them in their understanding and use of their equipment and software; providing setup, connection, and configuration of workstations. Participate in the planning and implementation of all major hardware and software systems, and is responsible for the maintenance and administration of these systems. Trains staff and students in the use of media, equipment, and technology to support technology integration in the instructional program.

#### QUALIFICATIONS:

Education:

High School diploma or GED. Passage of the CODESP Test, 48 semester units of college, or AA degree. Must possess skill and ability to work with computer hardware and software.

#### Desired Qualities /Skills:

- 1. Computer literate
- 2. Ability to work on multiple tasks
- 3. Ability to communicate effectively with both students and staff in both oral and written form.
- 4. Working knowledge of First Aid.
- 5. Criminal Justice/fingerprint clearance
- 6. TB clearance
- 7. Perform tasks involving use of independent judgment
- 8. Ability to abide by Professional Standards as outlined in Board Policies 4119.21 (a), 4219.21, and 4319.21

#### TYPICAL DUTIES:

- 1. Schedule, supervise, and instruct students in the Computer Lab.
- General maintenance of all technology on campus, including trouble-shooting any problems with software or hardware
- 3. Assist in staff training on technology.
- 4. Purchase, set-up, and distribute all technology and on campus.
- 5. Set-up, schedule, proctor and train staff for testing.
- 6. Set-up organize, schedule and maintain the school's mobile labs.
- 7. Update and maintain all computer software on campus.
- 8. Design and print Honor Roll/Perfect Attendance certificates, Cumulative Record stickers, Graduation program, etc.
- 9. Maintain and update School's webpage
- 10. Liaison between Janesville School and the LCOE Technicians.
- Schedule and oversee all LCOE technology jobs on site.
- 12. May perform lunch duty supervision within the cafeteria and can be exposed to high noise levels. May perform outside recess duty as part of their daily responsibilities. This may require standing outside for period of time –sometimes in inclement weather. Will provide input into the schedule taking into account the best interest of the students and the needs of the District.
- 13. Promote good public relations and maintains District confidentiality policies
- While performing the duties of this position, the employee works with standard office and/or instructional equipment with moving mechanical parts.
- 15. Participate in professional development provided by the District that are relevant to and/or required by the Superintendent/Principal or designee
- Working knowledge of Family Educational Rights and Privacy Acts (FERPA)
- 17. Working knowledge of mandated reporter regulations and child abuse laws
- 18. Working knowledge of school guidelines and rules in the Wildcat Handbook
- 19. Understand and apply the District's rules, regulations, procedures and policies
- 20. Other related duties as assigned by the Superintendent/Principal.

PHYSICAL REQUIREMENTS: Hearing and speaking to exchange information in person and/or on the telephone; sitting or standing for extended periods of time; dexterity of hands and fingers; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally; climbing, walking over rough or uneven surfaces; moderate stress level. Normal physical activities including being able to crawl under desks, climb ladders, move equipment, etc.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Approved by the Janesville Union School Board of Trustees: April 17, 2018
Approved by CSEA: April 20, 2018

Column C\* 260 days

POSITION: Custodian

#### JOB DESCRIPTION:

Under the general supervision of the Chief of Maintenance and Operations, shall assist the school administration in providing the most desirable environment for the educational program at Janesville School in the most cost-effective manner.

#### QUALIFICATIONS:

Education:

High School diploma or GED.

Desired Qualities/Skills:

- 1. Ability to work on multiple tasks
- Reflect an understanding, courteous, and positive attitude toward the students and all employees of the District.
- 3. Working knowledge of First Aid.
- 4. Criminal Justice/fingerprint clearance
- 5. TB clearance
- 6. Perform tasks involving use of independent judgment
- Ability to abide by Professional Standards as outlined in Board Policies 4119.21 (a), 4219.21, and 4319.21

#### TYPICAL DUTIES:

- Participate in the general cleaning of the school building to include sweeping, vacuuming, mopping, cleaning and dusting classrooms, corridors, restroom fixtures and other spaces as assigned, cleaning all whiteboards/chalkboards at least once per week, and assisting in snow removal.
- 2. May operate mechanical floor cleaners and polishers.
- 3. Supervise children during lunch period in the cafeteria.
- 3. Carry out assigned cleaning duties for all areas assigned within the frequency requirements determined by the district to include cleaning windows inside and outside as necessary, sweeping walks and steps keeping them clear of snow and ice, scrubbing and disinfecting toilets and floors daily and cleaning all sanitary fixtures and drinking fountains daily.
- Move furniture or equipment within the building(s) as required for various activities and as directed.
- 5. Perform such yard-keeping chores as grass cutting, tree trimming, and the like, as necessary, to maintain the school grounds in a safe and attractive condition.
- 6. Assist in maintaining a system of building and ground security to ensure that the building is secure at night and on non-school days and reporting to the Chief of Maintenance and Operations or Superintendent/Principal any damage to school property.
- 7. Participate in necessary general repairs as directed by the Superintendent/Principal or Chief of Maintenance and Operations to include replacing broken windows, etc.
- 8. Lift cartons, boxes, and buckets weighing in excess of sixty pounds as well as perform activities such as opening and closing school gymnasium bleachers and setting up stages or other such tasks.
- 9. Perform emergency repair or cleaning services when necessary.
- 10. Participate in professional development provided by the District that are relevant to and/or required by the Superintendent/Principal or designee
- 11. Working knowledge of Family Educational Rights and Privacy Acts (FERPA)
- 12. Working knowledge of mandated reporter regulations and child abuse laws
- 13. Working knowledge of school guidelines and rules in the Wildcat Handbook
- 14. Understand and apply the District's rules, regulations, procedures and policies
- 15. Other related duties as assigned by the Superintendent/Principal which do not extend beyond the scope of duties listed above, subject to association (CSEA) review.

PHYSICAL REQUIREMENTS: Hearing and speaking to exchange information in person and/or on the telephone; sitting or standing for extended periods of time; dexterity of hands and fingers; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally; climbing, walking over rough or uneven surfaces; moderate stress level.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed

Approved by the Janesville Union School Board of Trustees: April 18, 2017
Approved by CSEA: March 29, 2017

Column D\* 200 days

POSITION: District Office Secretary

#### JOB DESCRIPTION:

Under the general supervision of the Superintendent/Principal and Business Manager. Performs a wide variety of receptionist and clerical work; public relations and communications services; related work as required. This position is distinguished by the relatively small amount of supervision received since many of the duties may be performed while the Superintendent/Principal is absent from the office. Frequent contacts with parents, teachers, and students is a basic characteristic of this position.

#### QUALIFICATIONS:

Education: High School diploma or GED.

Desired Qualities /Skills: 1.

- Computer literate
- 2. Ability to work on multiple tasks
- 3. Ability to communicate effectively with both students and staff in both oral and written form.
- 4. Working knowledge of First Aid.
- 5. Criminal Justice/fingerprint clearance
- 6. TB clearance
- 7. Perform tasks involving use of independent judgment
- 8. Ability to abide by Professional Standards as outlined in Board Policies

4119.21 (a), 4219.21, and 4319.21

#### TYPICAL DUTIES:

- 1. Receptionist
- 2. Receive and verify all orders received
- Receive and deposit all student body money from fundraisers
- 4. Receive requests for payment of student body bills and prepares checks for Superintendent approval and signatures
- 5. Maintain accounting of student body funds
- 6. Close out and balance Student Body Fund for fiscal year and prepare books for audit
- 7. Assists auditors in the District's audit process
- 8. Prepares Board meeting agendas and copies supplemental support documents for meetings
- 9. Types minutes of Board meetings and maintains records and files of Board actions
- Assists School Site Chairperson in the preparation of School Site Council (SSC) agenda and other materials for monthly meetings
- 11. Maintain official SSC records
- 12. Post Board and SSC agendas in public locations as required by law
- 13. Open District Office mail
- 14. Verification that all goods or services have been received
- 15. Process purchase orders with invoices/statements
- 16. Mail warrants to vendors
- 17. Process checks for certificated and classified payroll
- 18. Assists the community in facility use and private driver matters
- 19. Administer first aid in the absence of the school secretary and nurse
- 20. Promote good public relations and maintains District confidentiality policies
- While performing the duties of this position, the employee works with standard office and/or instructional equipment with moving mechanical parts.
- 22. Participate in professional development provided by the District that are relevant to and/or required by the Superintendent/Principal or designee
- 23. Working knowledge of Family Educational Rights and Privacy Acts (FERPA)
- 24. Working knowledge of mandated reporter regulations and child abuse laws
- 25. Working knowledge of school guidelines and rules in the Wildcat Handbook
- 26. Understand and apply the District's rules, regulations, procedures and policies
- 27. Attend workshops and meetings as appropriate
- 28. Other related duties as assigned by the Superintendent/Principal.

PHYSICAL REQUIREMENTS: Hearing and speaking to exchange information in person and/or on the telephone; sitting or standing for extended periods of time; dexterity of hands and fingers; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally; climbing, walking over rough or uneven surfaces; moderate stress level.

#### District Office Secretary

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Approved by the Janesville Union School Board of Trustees: May 17, 2016

Approved by CSEA: May 11, 2016

Column A\* 182 days

POSITION: Food Service Worker

#### JOB DESCRIPTION:

Under the general supervision of the Head of Food Service, assists in the preparation and serving of food in a school cafeteria.

#### **OUALIFICATIONS**:

Education:

High School diploma or GED.

Passage of Food Safety Certification (District expense)

#### Desired Qualities/Skills:

- 1. Prior experience in food service desirable.
- 2. Computer literate
- 3. Ability to work on multiple tasks
- 4. Ability to communicate effectively with both students and staff in both oral and written form.
- 5. Working knowledge of First Aid.
- 6. Criminal Justice/fingerprint clearance
- 7. TB clearance
- 8. Perform tasks involving use of independent judgment
- Ability to abide by Professional Standards as outlined in Board Policies 4119.21 (a), 4219.21, and 4319.21

#### TYPICAL DUTIES:

- 1. Assists in setting up foods on counters and steam tables
- 2. Serves at steaming tables during meals
- 3. Washes dishes, kitchen utensils and milk cart
- 4. Scrubs tables and counters (scrub, disinfect, wipe) while using chemical agents
- 5. Keeps rooms and equipment clean (scrub, disinfect, wipe) while using chemical agents
- 6. Operates kitchen equipment
- 7. Standing/walking on hard flooring for long periods of time
- 8. Complete duties in wide range of temperatures
- 9. Lifting/carrying items weighing up to 60 pounds
- 10. May work flexible hours
- 11. End of year cleaning
- 12. Will substitute for Head of Food Service if Head of Food Service is absent, and so directed
- Participate in professional development provided by the District that are relevant to and/or required by the Superintendent/Principal or designee
- 14. Working knowledge of Family Educational Rights and Privacy Acts (FERPA)
- 15. Working knowledge of mandated reporter regulations and child abuse laws
- 16. Working knowledge of school guidelines and rules in the Wildcat Handbook
- 17. Understand and apply the District's rules, regulations, procedures and policies
- 18. Other related duties as assigned by the Superintendent/Principal.

PHYSICAL REQUIREMENTS: Hearing and speaking to exchange information in person and/or on the telephone; sitting or standing for extended periods of time; dexterity of hands and fingers; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally; climbing, walking over rough or uneven surfaces; moderate stress level.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed

Approved by the Janesville Union School Board of Trustees: April 18, 2017

Approved by CSEA: March 29, 2017

POSITION: Garden Club Advisor/Coordinator

\$250.00 Bi-annual stipend Paid monthly

#### JOB DESCRIPTION:

Under the direct supervision of the Superintendent/Principal or designee, this position will provide  $1^{st} - 8^{th}$  grade students with an after school opportunity to create, promote, and further an interest in horticulture, gardening, floral and landscape design, plant life, and an appreciation of the natural beauties of Lassen County. This is a stipend position.

#### QUALIFICATIONS:

Education:

Minimum of twelfth grade.

Desired Qualities/Skills: 1.

Gardening experience.

- 2. Ability to work on multiple tasks
- 3. Ability to communicate effectively in both oral and written forms with a diverse student/parent/community population
- 4. TB clearance
- 5. Criminal Justice/fingerprint clearance
- 6. Ability to abide by Professional Standards as outlined in Board Policies 4119.21 (a), 4219.21, and 4319.21

Typical Duties:

- 1. Organize and plot out classroom adoptions of boxes with ideas of what to plant.
- 2. Be a contact and resource for the Bonnie Plants Cabbage Program, helping students to enter the contest with their cabbages.
- 3. Pick up and distribute donations, when offered.
- 4. Organize and keep inventory of gardening tools and equipment, and keep them in good repair.
- 5. Work with Head of Maintenance regarding watering amounts and schedules.
- 6. Provide an after school program for  $1^{st} 8^{th}$  grades, 5+ days in the fall and 5+ days in the spring, 1 hour each day.
- 7. Send and collect parent permission slips.
- 8. Maintain an attendance sheet with sign-in and parent signature sign-outs for the CBO.
- 9. Teach safe practices in the garden and tool safety.
- 10. Teach students about seeds, weeds, beneficials, plants, and water usage.
- 11. Working knowledge of Family Educational Rights and Privacy Acts (FERPA)
- 12. Working knowledge of mandated reporter regulations and child abuse laws
- 13. Working knowledge of school guidelines and rules in the Wildcat Handbook
- 14. Understand and apply the District's rules, regulations, procedures and policies

#### PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and/or on the telephone; sitting or standing for extended periods of time; dexterity of hands and fingers; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally; climbing, walking over rough or uneven surfaces; moderate stress level.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Approved by the Janesville Union School Board of Trustees: March 20, 2018

Approved by CSEA: February 23, 2018

Column D\* 185 Days

POSITION: Head of Food Service

#### JOB DESCRIPTION:

Manages the foodservice program in a single site or multiple-site program according to policies and procedures, and federal/state requirements. Provides leadership, support and guidance to ensure that food quality standards, inventory levels, food safety guidelines and customer service expectations are met. Maintains records of income and expenditures, food, supplies personnel and equipment.

#### QUALIFICATIONS:

Education:

High School diploma or GED.

Passage of Food Safety Certification (District expense)

Specialized training in foodservice management and nutrition is desirable. The lead worker in each school is required to complete a DPI approved Sanitation and Safety course.

#### Desired Qualities/Skills:

- 1. Prior experience in food service desirable.
- 2. General knowledge and understanding of nutrition.
- 3. Ability to interpret a nutrient analysis spreadsheet of school meals.
- 4. Knowledge of foodservice program requirements.
- 5. Ability to maintain records and complete reports as required, including web-based reporting.
- 6. Knowledge of quantity food production and serving techniques, food safety/sanitation requirements and procedures.
- An understanding of foodservice program finances.
- Skill in using public relations techniques to promote the foodservice program to children, school personnel
  and the public.
- 9. Ability to interact positively with children, other school personnel and the public.
- 10. Computer literate
- 11. Ability to work on multiple tasks
- 12. Ability to communicate effectively with both students and staff in both oral and written form.
- 13. Working knowledge of First Aid.
- 14. Criminal Justice/fingerprint clearance
- 15. TB clearance
- 16. Perform tasks involving use of independent judgment
- 17. Ability to abide by Professional Standards as outlined in Board Policies 4119.21 (a), 4219.21, and 4319.21

#### TYPICAL DUTIES:

- Supervises, coordinates and evaluates <u>Coordinates the tasks for and gives constructive feedback on the</u> work of all foodservice employees in preparing and serving food, and cleaning facilities and utensils in a production kitchen.
- 2. Trains cafeteria scanner in procedures necessary to fulfill job duties
- 3. Conducts planning and budgeting.
- 4. Manages a cost-effective program.
- 5. Forecasts and plans the purchase of food, supplies and equipment.
- 6. Oversees and/or participates in menu planning.
- Responds to customer preferences and industry trends to plan menus that encourage participation in the lunch program.
- Maintains required records including food production, inventory, income/expense, meal counts and personnel records.
- Ensures that established sanitation and safety standards are maintained.
- 10. Oversees and participates in the preparation and serving of food.
- 11. Interacts with students, other personnel and the public.
- 12. Assists in setting up foods on counters and steam tables
- 13. Serves at steaming tables during meals
- 14. Washes dishes, kitchen utensils and milk cart
- 15. Scrubs tables and counters (scrub, disinfect, wipe) while using chemical agents
- 16. Keeps rooms and equipment clean (scrub, disinfect, wipe) while using chemical agents
- 17. Operates kitchen equipment
- 18. Standing/walking on hard flooring for long periods of time
- 19. Complete duties in wide range of temperatures
- 20. Lifting/carrying items weighing up to 60 pounds
- 21. May work flexible hours
- 22. End of year cleaning

- 23. Participate in professional development provided by the District that are relevant to and/or required by the Superintendent/Principal or designee
- 24. Working knowledge of Family Educational Rights and Privacy Acts (FERPA)
- 25. Working knowledge of mandated reporter regulations and child abuse laws
- 26. Working knowledge of school guidelines and rules in the Wildcat Handbook
- 27. Understand and apply the District's rules, regulations, procedures and policies
- 28. Other related duties as assigned by the Superintendent/Principal.

PHYSICAL REQUIREMENTS: Hearing and speaking to exchange information in person and/or on the telephone; sitting or standing for extended periods of time; dexterity of hands and fingers; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally; climbing, walking over rough or uneven surfaces; moderate stress level.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed

Approved by the Janesville Union School Board of Trustees: April 18, 2017
Approved by CSEA: March 29, 2017

POSITION: Lead Yard Duty

\$1000.00 Annual stipend Paid monthly

#### JOB DESCRIPTION:

Under the direct supervision of the Superintendent/Principal or designee, organizes and coordinates yard duty coverage for the District. This is a stipend position.

#### QUALIFICATIONS:

Education: Minimum of the twelfth grade

Desired Qualities /

Skills:

- 1. Computer literate
- 2. Able to work flexible hours (some early morning, evenings and weekend work may be required)
- Ability to work on multiple tasks
- 4. Ability to communicate effectively in both oral and written form with both students and staff
- 5. TB clearance
- 6. Knowledge of First Aid and C.P.R.
- 7. Criminal Justice/fingerprint clearance.
- 8. At least one school year of experience working in a yard duty position
- 9. Ability to abide by Professional Standards as outlined in Board Policies 4119.21 (a), 4219.21, and 4319.21

#### TYPICAL DUTIES:

# 1. Will be required to have most scheduled yard duty time

- Organize and create an efficient yard duty and inclement weather schedule with appropriate District staff (e.g. Paraeducators, Library Technician, and Computer Technician) and provide these schedules to all vard duty personnel
- Obtain Superintendent/Principal or designee's approval prior to implementing regular or inclement weather schedule
- 4. Annually review playground rules from Wildcat Handbook with yard duty personnel
- 5. Call substitutes as needed to ensure adequate yard duty coverage and ensure fair and equitable scheduling
- 6. Train substitute yard duty personnel on the playground rules and the Wildcat handbook before they sub
- 7. Order and maintain playground supplies
- 8. Provide monthly absence reports to the District office for reconciliation
- Establish and maintain effective work relationships with those contacted in the performance of required duties
- 10. Working knowledge of Family Educational Rights and Privacy Acts (FERPA)
- 11. Working knowledge of mandated reporter regulations and child abuse laws
- 12. Working knowledge of school guidelines and rules in the Wildcat Handbook
- 13. Understand and apply the District's rules, regulations, procedures and policies

# PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and/or on the telephone; sitting or standing for extended periods of time; dexterity of hands and fingers; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally; climbing, walking over rough or uneven surfaces; moderate stress level.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Approved by the Janesville Union School Board of Trustees: April 17, 2018

Approved by CSEA: April 20, 2018

Column D\* 190 days

POSITION: Library Technician

#### JOB DESCRIPTION:

Under the direction of the Principal/Superintendent, organizes and operates the school library.

#### **QUALIFICATIONS**

Education:

High School diploma or GED. Passage of CODESP Test, 48 semester units of college credit or AA degree supplemented by college courses in library principles and practices.

#### Desired Qualities/Skills:

- 1. One year of work in a school or public library desirable.
- 2. Knowledge of library functions and procedures, including familiarity with the Dewey Decimal system and classification and cataloging of library materials.
- 3. Ability to file alphabetically and numerically.
- 4. Ability to perform clerical duties accurately and rapidly.
- 5. Computer literate
- 6. Ability to work on multiple tasks
- 7. Ability to communicate effectively with both students and staff in both oral and written form.
- 8. Criminal Justice/fingerprint clearance
- 9. TB clearance
- 10. Perform tasks involving use of independent judgment
- 11. Ability to abide by Professional Standards as outlined in Board Policies 4119.21 (a), 4219.21, and 4319.21

#### TYPICAL DUTIES:

- 1. Performs routine but specialized clerical functions in connection with acquisition, receipt, classifying and cataloging, circulation, and use of library books and materials.
- 2. Prepares and processes orders for books and other library materials.
- 3. Checks library materials received against invoices.
- 4. Inputs cataloging information, including AR information, in the online library catalog.
- 5. Stamps identifying information into new library books.
- Prepares books and other materials for circulation, including AR labels, spine, and barcode labels, and covers books.
- Answers routine reference questions and assists students, parents, and staff in the use of library facilities and resources.
- 8. Keeps circulation records, prepares overdue notices, and maintains book payment reports. Checks books in and out. Shelves books.
- 9. Maintain library materials and keeps shelves in order. Runs inventory as needed.
- 10. Collects and records payments for lost and damaged library books. Prepares deposits of payments.
- 11. Repairs library and classroom books, including textbooks.
- 12. Prepares and maintains a schedule for classes to visit the library once a week.
- 13. Supervises students completing tests and make-up work during times when classes are not in the library.
- 14. Collaborates with teachers regarding library program. Works with and assists students with reading materials. Reads to classes of students and helps them with research projects.
- 15. May perform lunch duty supervision within the cafeteria and can be exposed to high noise levels. May perform outside recess duty as part of their daily responsibilities. This may require standing outside for period of time -sometimes in inclement weather. Will provide input into the schedule taking into account the best interest of the students and the needs of the District. Promote good public relations and maintains District confidentiality policies
- 16. While performing the duties of this position, the employee works with standard office and/or instructional equipment with moving mechanical parts.
- 17. Participate in professional development provided by the District that are relevant to and/or required by the Superintendent/Principal or designee
- 18. Working knowledge of Family Educational Rights and Privacy Acts (FERPA)
- 19. Working knowledge of mandated reporter regulations and child abuse laws
- 20. Working knowledge of school guidelines and rules in the Wildcat Handbook
- 21. Understand and apply the District's rules, regulations, procedures and policies
- 22. Other related duties as assigned by the Superintendent/Principal.

PHYSICAL REQUIREMENTS: Hearing and speaking to exchange information in person and/or on the telephone; sitting or standing for extended periods of time; dexterity of hands and fingers; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally; climbing, walking over rough or uneven surfaces; moderate stress level.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Approved by the Janesville Union School Board of Trustees: April 17, 2018

Approved by CSEA: April 20, 2018

Column B 182 days

POSITION: Paraeducator I

#### JOB DESCRIPTION:

Under the direct supervision of the Superintendent/Principal, classroom teacher or designee, provides support services in classrooms or other school related areas and performs a wide variety of instructional duties including assisting the classroom teacher with the supervision and instruction of students.

#### QUALIFICATIONS:

Education:

High School diploma or GED

Passage of the CODESP Test, 48 semester units of college, or AA degree

#### Desired Qualities/Skills:

- 1. Computer literate
- 2. Ability to work on multiple tasks
- 3. Ability to communicate effectively with both students and staff in both oral and written form.
- 4. Work cooperatively with a teacher and to learn classroom procedures and skills rapidly and thoroughly
- 5. Criminal Justice/fingerprint clearance
- TB clearance
- 7. Perform tasks involving use of independent judgment
- 8. Skill and ability to work with at-risk and special needs students
- Exercise physical control over students who are acting out and/or offer physical assistance to students who might be themselves physically impaired
- 10. Maintain an appropriate personal demeanor during periods of heightened stress created by outside factors
- Ability to abide by Professional Standards as outlined in Board Policies 4119.21 (a), 4219.21, and 4319.21

#### TYPICAL DUTIES:

- 1. Assists and tutors pupils individually and in small groups
- 2. May take attendance and lunch count
- 3. May assist in the administration, scoring and grade recording of tests and classroom assignments which do not require analysis or interpretation under the direction of licensed staff
- 4. Assists teachers in supervision at assemblies, on field trips, in classrooms and in the lunch and play areas
- 5. Ability to reinforce skills of pupils based on an understanding of individual pupil and their needs
- 6. <u>Keeps detailed and accurate records of the student's work and/or behavior progress when asked by the teacher.</u>
- 7. Provide substitute teachers information regarding the instructional program for individual pupils
- 8. May perform classroom organizational duties including maintain bulletin boards, instructional materials and equipment
- 9. Promotes good public relations and maintains District confidentiality policies
- 10. May perform lunch duty supervision within the cafeteria and can be exposed to high noise levels
- 11. May perform outside recess duty as part of their daily responsibilities. This may require standing outside for period of time –sometimes in inclement weather
- 12. Supervise students in order to maintain a safe playground environment

#### 13. Enforce school and playground rules

- While performing the duties of this position, the employee works with standard office and/or instructional equipment with moving mechanical parts
- 15. Participates in professional development provided by the District that are relevant to and/or required by the Superintendent/Principal or designee
- 16. Working knowledge of Family Educational Rights and Privacy Acts (FERPA)
- 17. Working knowledge of mandated reporter regulations and child abuse laws
- 18. Working knowledge of school guidelines and rules in the Wildcat Handbook
- 19. Understand and apply the District's rules, regulations, procedures and policies
- 20. Other related duties as assigned by the Superintendent/Principal

PHYSICAL REQUIREMENTS. Hearing and speaking to exchange information in person and/or on the telephone; sitting or standing for extended periods of time; dexterity of hands and fingers; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally; climbing, walking over rough or uneven surfaces; moderate stress level.

<sup>\*</sup> Paraeducators who are assigned to students who are dependent and need assistance with feeding, using the toilet, and/or diapering and/or paraeducators who are assigned to moderate/severe students identified by an Individualized Education Program (IEP) will be paid a differential of 10%.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Approved by the Janesville Union School Board of Trustees: April 23, 2019 Approved by CSEA: April 11, 2019

This job description incorporates duties from and replaces the former Paraeducator Special Education job description



POSITION: Paraeducator II

#### JOB DESCRIPTION:

Under the direct supervision of the Superintendent/Principal, classroom teacher or designee, provides support services in classrooms or other school related areas and performs a wide variety of instructional duties including assisting the classroom teacher with the supervision and instruction of students.

#### QUALIFICATIONS:

Education: High School diploma or GED

Passage of the CODESP Test, 48 semester units of college, or AA degree

#### Desired Qualities/Skills:

- 1. Computer literate
- 2. Ability to work on multiple tasks
- 3. Ability to communicate effectively with both students and staff in both oral and written form.
- 4. Work cooperatively with a teacher and to learn classroom procedures and skills rapidly and thoroughly
- 5. Criminal Justice/fingerprint clearance
- 6. TB clearance
- Perform tasks involving use of independent judgment
- 8. Skill and ability to work with at-risk and special needs students
- 9. Exercise physical control over students who are acting out and/or offer physical assistance to students who might be themselves physically impaired
- Maintain an appropriate personal demeanor during periods of heightened stress created by outside factors
- 11. Ability to abide by Professional Standards as outlined in Board Policies 4119.21 (a), 4219.21, and 4319.21

#### TYPICAL DUTIES:

- May assist students who are dependent and need assistance with feeding, using the toilet and/or diapering
- 2. <u>May assist moderate/severe students identified by an Individualized Education Program</u>
  (IEP)
- 3. Assists and tutors pupils individually and in small groups
- 4. May take attendance and lunch count
- 5. May assist in the administration, scoring and grade recording of tests and classroom assignments which do not require analysis or interpretation under the direction of licensed staff
- 6. Assists teachers in supervision at assemblies, on field trips, in classrooms and in the lunch and play areas
- 7. Ability to reinforce skills of pupils based on an understanding of individual pupil and their needs
- 8. <u>Keeps detailed and accurate records of the student's work and/or behavior progress when asked by the teacher</u>
- 9. Provide substitute teachers information regarding the instructional program for individual pupils
- May perform classroom organizational duties including maintain bulletin boards, instructional materials and equipment
- 11. Promotes good public relations and maintains District confidentiality policies
- 12. May perform lunch duty supervision within the cafeteria and can be exposed to high noise levels
- 13. May perform outside recess duty as part of their daily responsibilities. This may require standing outside for period of time –sometimes in inclement weather
- 14. Supervise students in order to maintain a safe playground environment
- 15. Enforce school and playground rules
- While performing the duties of this position, the employee works with standard office and/or instructional equipment with moving mechanical parts
- 17. Participates in professional development provided by the District that are relevant to and/or required by the Superintendent/Principal or designee
- 18. Working knowledge of Family Educational Rights and Privacy Acts (FERPA)
- 19. Working knowledge of mandated reporter regulations and child abuse laws
- 20. Working knowledge of school guidelines and rules in the Wildcat Handbook
- 21. Understand and apply the District's rules, regulations, procedures and policies
- 20. Other related duties as assigned by the Superintendent/Principal

\* Paraeducators who are assigned to students who are dependent and need assistance with feeding, using the toilet, and/or diapering and/or paraeducators who are assigned to moderate/severe students identified by an Individualized Education Program (IEP) will be paid a differential of 10%

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Approved by the Janesville Union School Board of Trustees: April 23, 2019
Approved by CSEA: April 11, 2019

This job description incorporates duties from and replaces the former Paraeducator Special Education job description

Column D\* 200 days

POSITION: School Secretary

#### JOB DESCRIPTION:

Under the general supervision of the Superintendent/Principal, performs a wide variety of receptionist and clerical work; public relations and communications services; related work as required. This position is distinguished by the relatively small amount of supervision received since many of the duties may be performed while the Superintendent/Principal is absent from the office. Frequent contacts with parents, teachers, and students is a basic characteristic of this position.

#### QUALIFICATIONS:

Education: High School diploma or GED.

# Desired Qualities/Skills:

- 1. Computer literate
- 2. Ability to work on multiple tasks
- Ability to communicate effectively with both students and staff in both oral and written form. 3.
- 4. Working knowledge of First Aid.
- Criminal Justice/fingerprint clearance 5.
- 6. TB clearance
- 7. Perform tasks involving use of independent judgment
- 8. Ability to abide by Professional Standards as outlined in Board Policies

4119.21 (a), 4219.21, and 4319.21

#### TYPICAL DUTIES:

- 1. Receptionist
- 2. Student attendance
- 3. Transfer students in/out
- Maintain/transfer student records 4.
- Order/maintain/distribute school supplies 5.
- 6. State attendance reports/CALPADS
- 7. Administer first aid in the absence of the school nurse
- 8. Promote good public relations and maintains District confidentiality policies
- While performing the duties of this position, the employee works with standard office and/or 9. instructional equipment with moving mechanical parts.
- Participate in professional development provided by the District that are relevant to and/or 10. required by the Superintendent/Principal or designee
- Working knowledge of Family Educational Rights and Privacy Acts (FERPA) 11.
- 12. Working knowledge of mandated reporter regulations and child abuse laws
- Working knowledge of school guidelines and rules in the Wildcat Handbook 13.
- Understand and apply the District's rules, regulations, procedures and policies 14.
- Other related duties as assigned by the Superintendent/Principal. 15.

PHYSICAL REQUIREMENTS: Hearing and speaking to exchange information in person and/or on the telephone; sitting or standing for extended periods of time; dexterity of hands and fingers; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally; climbing, walking over rough or uneven surfaces; moderate stress level.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Approved by the Janesville Union School Board of Trustees: May 17, 2016 Approved by CSEA: April 13, 2016

\$1200.00 Annual stipend Paid monthly

POSITION: SST/504 SCHEDULER

#### JOB DESCRIPTION:

Under the direct supervision of the Superintendent/Principal or designee, organizes and coordinates with the attending parties to schedule SST's (Student Study Team) and 504 meetings. This is a stipend position.

#### QUALIFICATIONS:

Education: Minimum of the twelfth grade

Desired Qualities / Skills:

- 1. Computer literate
- Competent with using technology, including but not limited to, telephones, software for word processing, various calendar programs, and e-mail (with attachments).
- Able to work flexible hours (some early morning, evenings and weekend work may be required)
- 4. Ability to communicate effectively in both oral and written form with both staff and parents/guardians.
- 5. TB clearance
- 6. Knowledge of First Aid and C.P.R.
- 7. Criminal Justice/fingerprint clearance.
- 8. Ability to abide by Professional Standards as outlined in Board Policies 4119.21 (a), 4219.21, and 4319.21

#### TYPICAL DUTIES:

- 1. Communicate with the applicable administrator, staff members, and parents/guardians to schedule SST's and 504's in a timely manner.
- 2. Establish and maintain effective work relationships with those contacted in the performance of required duties
- 3. Working knowledge of Family Educational Rights and Privacy Acts (FERPA)
- 4. Working knowledge of mandated reporter regulations and child abuse laws
- 5. Working knowledge of school guidelines and rules in the Wildcat Handbook
- 6. Understand and apply the District's rules, regulations, procedures and policies

# PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and/or on the telephone; sitting or standing for extended periods of time; dexterity of hands and fingers; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally; climbing, walking over rough or uneven surfaces; moderate stress level.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Approved by the Janesville Union School Board of Trustees: May 21, 2019 Approved by CSEA: May 7, 2019

POSITION: Substitute (Certificated) Caller

\$2250.00 Annual stipend Paid monthly

#### JOB DESCRIPTION:

Under the direction of the Superintendent/Principal or designee, ensures that teacher absences are filled with a qualified substitute.

#### **QUALIFICATIONS:**

Education: Minimum of twelfth grade.

#### Desired Qualities/Skills:

- 1. Computer literate
- 2. Able to work flexible hours (some early mornings, evenings, and weekend and holiday work required)
- 3. Ability to communicate effectively in both oral and written forms with a diverse population
- 4. Professional presence

#### Knowledge:

- 1. Computer literate-online absence management program or willingness to learn
- 2. Establish and maintain effective work relationships with those contacted in the performance of required duties
- 3. Working knowledge of Family Educational Rights and Privacy Acts (FERPA)
- 4. Working knowledge of mandated reporter regulations and child abuse laws
- 5. Working knowledge of school guidelines and rules in the Wildcat Handbook
- 6. Understand and apply the District's rules, regulations, procedures and policies

#### Typical Duties:

- 1. Input and current teacher and substitute information in the online absence management system data base.
- 2. Ensure that teachers and substitutes are given log-in information and training.
- 3. Check in daily for absence requests and verify fulfillment.
- 4. Communicate substitute information to School Office regarding fulfillment of teacher absence dates and times.
- 5. Provide monthly absence report to District Office for reconciliation.

#### PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person, via computer, and on the telephone; sitting or standing for extended periods of time; dexterity of hands and fingers; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally; climbing, walking over rough or uneven surfaces; moderate stress level.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Approved by the Janesville Union School Board of Trustees: February 21, 2017

Approved by CSEA: October 17, 2016

### JANESVILLE UNION ELEMENTARY SCHOOL DISTRICT

POSITION: Volunteer Coordinator

\$500 Annual stipend Paid monthly

### JOB DESCRIPTION:

Under the direction of the Superintendent/Principal or designee, this position organizes, coordinates and trains interested parties (parents/guardians, family members and community members) in joining the V.I.P. program (Volunteers In-Service Program). This is a stipend position.

### **QUALIFICATIONS:**

Education: Minimum of twelfth grade.

Desired Qualities/Skills:1. Computer literate

- 2. Able to work flexible hours (some evenings and weekend work required)
- 3. Ability to work on multiple tasks
- 4. Ability to communicate effectively in both oral and written forms with a diverse student/parent/community population
- 5. TB clearance
- 6. Criminal Justice/fingerprint clearance
- 7. Ability to abide by Professional Standards as outlined in Board Policies 4119.21 (a), 4219.21, and 4319.21

Typical Duties:

- 1. Volunteer Recruitment
- 2. Volunteer Screening (including fingerprinting and TB clearance prior to volunteering)
- 3. Volunteer Orientation/Training
- 4. Matching volunteer's interest and abilities to actual needs of students and staff
- 5. Liaison between school staff / volunteers /community partners
- 6. Maintaining the volunteer handbook
- 7. Evaluation of program at year-end
- 8. Promote good public relations
- 9. Working knowledge of Family Educational Rights and Privacy Acts (FERPA)
- 10. Working knowledge of mandated reporter regulations and child abuse laws
- 11. Working knowledge of school guidelines and rules in the Wildcat Handbook
- 12. Understand and apply the District's rules, regulations, procedures and policies

### PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and/or on the telephone; sitting or standing for extended periods of time; dexterity of hands and fingers; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally; climbing, walking over rough or uneven surfaces; moderate stress level.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Approved by the Janesville Union School Board of Trustees: June 16, 2015

Approved by CSEA: May 27, 2015



# **Expanded Learning Opportunities Grant Plan**

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Janesville Union Elementary School District	Edward J. Brown	ebrown@janesvilleschool.org
	Superintendent/Principal	530-253-3660

students with disabilities, students at risk of abuse, neglect, or exploitation, disengaged students, and students who are below grade level at least the students included in one or more of the following groups: low-income students, English learners, foster youth, homeless students, identified as needing academic, social-emotional, and other supports, including the provision of meals and snacks. The plan will explain how at risk of not graduating, and other students identified by certificated staff. the LEA will use the funds it receives through the Expanded Learning Opportunities (ELO) Grant to implement a learning recovery program for including, but not limited to, those who did not enroll in kindergarten in the 2020–21 school year, credit-deficient students, high school students The following is the local educational agency's (LEA's) plan for providing supplemental instruction and support to students, including those

For specific requirements please refer to the Expanded Learning Opportunities Grant Plan Instructions.

## Plan Descriptions

A description of how parents, teachers, and school staff were involved in the development of the plan.

plan. All classified and certificated staff met and provided additional input for goals and priorities. During the regular April school board Parents, teachers, and school staff who are members of the school site council were initially consulted to develop goals and priorities for the meeting, the public and staff in attendance were able to give the school board and administration further input on goals and priorities for the

A description of how students will be identified and the needs of students will be assessed

spring of each school year and through classroom grades and assessments.
Students with social emotional needs will be identified on an ongoing basis through self-referral, parent referral, staff referral. A counselor will Students will be identified for specific learning opportunities through the MAP (Measures of Academic Progress) testing given in the fall and

work on site 2-3 days per week to provide social emotional support to identified students

students population. The District will continue to provide after school tutoring and homework help to identified students with preference given to the unduplicated

A description of how parents and guardians of students will be informed of the opportunities for supplemental instruction and support

classroom teacher and/or school administration using electronic contact systems (eg. SchoolWise, Remind, Class Dojo), telephone, and/or Parents/Guardians of students identified to be in need of additional learning opportunities will be notified through direct contact from the

A description of the LEA's plan to provide supplemental instruction and support

social-emotional support, and professional development. Additionally, the District will increase Paraeducator time to address specific student Funds will be allocated to pay for after school intervention and tutoring, school wide technology, curriculum and supplemental programs, needs allocating a minimum of \$19,210.

### Expenditure Plan

support strategies being implemented by the LEA. The following table provides the LEA's expenditure plan for how it will use ELO Grant funds to support the supplemental instruction and

Supplemental Instruction and Support Strategies	Planned Expenditures	Actual Expenditures
Extending instructional learning time	0	
Accelerating progress to close learning gaps through the implementation, expansion, or enhancement of learning supports	\$52,677	
Integrated student supports to address other barriers to learning	82093	
Community learning hubs that provide students with access to technology, high-speed internet, and other academic supports	0	
	ť	6

Supplemental Instruction and Support Strategies	Planned Expenditures	Actual Expenditures
Supports for credit deficient students to complete graduation or grade promotion requirements and to increase or improve students' college eligibility	0	
Additional academic services for students	\$80,000	
Training for school staff on strategies to engage students and families in addressing students' social-emotional health and academic needs	\$12,000	
Total Funds to implement the Strategies	\$226,770	

A description of how ELO Grant funds are being coordinated with other federal Elementary and Secondary School Emergency Relief Funds received by the LEA.

Strategic Planning meetings with all stakeholders have taken place. Funds will be coordinated and spent in the order of priorities identified.

# **Expanded Learning Opportunities Grant Plan Instructions: Introduction**

collectively referred to as Local Educational Agencies (LEAs), that receive Expanded Learning Opportunities (ELO) Grant funds under chartering authority within five days of adoption, as applicable. The plan must be updated to include the actual expenditures by December 1. meeting on or before June 1, 2021, and must be submitted to the county office of education, the California Department of Education, or the California Education Code (EC) Section 43521(b). The plan must be adopted by the local governing board or body of the LEA at a public The Expanded Learning Opportunities Grant Plan must be completed by school districts, county offices of education, or charter schools

ELOGrants@cde.ca.gov.mailto:lcff@cde.ca.gov For technical assistance related to the completion of the Expanded Learning Opportunities Grant Plan, please contact

## Instructions: Plan Requirements

the United States Department of Agriculture, meals and snacks to, at a minimum, students who are included in one or more of the following provides supplemental instruction, support for social and emotional well-being, and, to the maximum extent permissible under the guidelines of An LEA receiving ELO Grant funds under EC Section 43521(b) is required to implement a learning recovery program that, at a minimum,

- low-income,
- English learners,
- foster youth,
- homeless students,

students with disabilities

- students at risk of abuse, neglect, or exploitation,
- disengaged students, and
- students who are below grade level, including, but not limited to, those who did not enroll in kindergarten in the 2020–21 school year, credit-deficient students, high school students at risk of not graduating, and other students identified by certificated staff.

## For purposes of this requirement

- including services provided in accordance with an individualized education program (IEP). "Supplemental instruction" means the instructional programs provided in addition to and complementary to the LEAs regular instructional programs
- "Support" means interventions provided as a supplement to those regularly provided by the LEA, including services provided in accordance with an to engage in, and benefit from, the supplemental instruction being provided. IEP, that are designed to meet students' needs for behavioral, social, emotional, and other integrated student supports, in order to enable students
- "Students at risk of abuse, neglect, or exploitation" means students who are identified as being at risk of abuse, neglect, or exploitation in a written referral from a legal, medical, or social service agency, or emergency shelter.

supplemental instruction and support strategy; rather LEAs are to work collaboratively with their community partners to identify the with ELO Grant funds and requires the LEA to use the funding only for any of these purposes. LEAs are not required to implement each EC Section 43522(b) identifies the seven supplemental instruction and support strategies listed below as the strategies that may be supported

billing options in the design and implementation of the supplemental instruction and support strategies being provided (EC Section 43522[h]) operation with community partners and expanded learning programs, and to leverage existing behavioral health partnerships and Medi-Cal supplemental instruction and support strategies that will be implemented. LEAs are encouraged to engage, plan, and collaborate on program

The seven supplemental instruction and support strategies are:

- amount of instructional time or services provided to students based on their learning needs. provided during the school year, providing summer school or intersessional instructional programs, or taking any other action that increases the Extending instructional learning time in addition to what is required for the school year by increasing the number of instructional days or minutes
- Ņ Accelerating progress to close learning gaps through the implementation, expansion, or enhancement of learning supports including, but not limited to, any of the following:
- Tutoring or other one-on-one or small group learning supports provided by certificated or classified staff
- Learning recovery programs and materials designed to accelerate student academic proficiency or English language proficiency, or both
- Educator training, for both certificated and classified staff, in accelerated learning strategies and effectively addressing learning gaps including training in facilitating quality and engaging learning opportunities for all students.
- ယ school meal programs, before and after school programs, or programs to address student trauma and social-emotional learning, or referrals for Integrated student supports to address other barriers to learning, such as the provision of health, counseling, or mental health services, access to support for family or student needs
- 4. Community learning hubs that provide students with access to technology, high-speed internet, and other academic supports
- Ġ Supports for credit deficient students to complete graduation or grade promotion requirements and to increase or improve students' college
- ტ Additional academic services for students, such as diagnostic, progress monitoring, and benchmark assessments of student learning
- emotional health needs and academic needs Training for school staff on strategies, including trauma-informed practices, to engage students and families in addressing students' social-

applicable IEP As a reminder, EC Section 43522(g) requires that all services delivered to students with disabilities be delivered in accordance with an

### **Fiscal Requirements**

will be monitored through the annual audit process The following fiscal requirements are requirements of the ELO grant, but they are not addressed in this plan. Adherence to these requirements

- purposes described above. The LEA must use at least 85 percent (85%) of its apportionment for expenditures related to providing in-person services in any of the seven
- supplemental instruction and support through the duration of this program, with a priority for full-time paraprofessionals. The supplemental instruction and support provided by the paraprofessionals must be prioritized for English learners and students with disabilities. Funds expended to hire paraprofessionals count towards the LEAs requirement to spend at least 85% of its apportionment to provide in-person services. The LEA must use at least 10 percent (10%) of the funding that is received based on LCFF entitlement to hire paraprofessionals to provide

support activities intended to prepare the LEA for in-person instruction, before in-person instructional services are offered An LEA may use up to 15 percent (15%) of its apportionment to increase or improve services for students participating in distance learning or to

## Instructions: Plan Descriptions

Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broad understanding among the LEA's local

# A description of how parents, teachers, and school staff were involved in the development of the plan

behavioral health partnerships in the design of the plan. strategies that will be implemented. LEAs are encouraged to engage with community partners, expanded learning programs, and existing Describe the process used by the LEA to involve, at a minimum, parents, teachers, and school staff in the development of the Expanded Learning Opportunities Grant Plan, including how the LEA and its community identified the seven supplemental instruction and support

# A description of how parents and guardians of students will be informed of the opportunities for supplemental instruction and

languages, as applicable. availability of these opportunities, including an explanation of how the LEA will provide this information in the parents' and guardians' primary Describe the LEA's plan for informing the parents and guardians of students identified as needing supplemental instruction and support of the

# A description of how students will be identified and the needs of students will be assessed

may include the use of diagnostic and formative assessments Describe the LEA's plan for identifying students in need of academic, social-emotional, and other integrated student supports, including the LEA's plan for assessing the needs of those students on a regular basis. The LEA's plan for assessing the academic needs of its students

programs to address student trauma and social-emotional learning, or referrals for support for family or student needs as the provision of health, counseling, or mental health services, access to school meal programs, before and after school programs, or As noted above in the Plan Requirements, "other integrated student supports" are any supports intended to address barriers to learning, such

# A description of the LEA's plan to provide supplemental instruction and support

supplemental instruction and support will be provided in a tiered framework that bases universal, targeted, and intensive supports on students' be provided through a program of engaging learning experiences in a positive school climate needs for academic, social-emotional, and other integrated student supports. The plan must also include a description of how the services will work collaboratively with its community to identify the strategies that will be implemented. The plan must include a description of how in the Plan Requirements section. As a reminder, the LEA is not required to implement each of the seven strategies; rather the LEA will to Describe the LEA's plan for how it will provide supplemental instruction and support to identified students in the seven strategy areas defined

learning programs, and to leverage existing behavioral health partnerships and Medi-Cal billing options in the implementation of, this plan (EC Section 43522[h]). applicable individualized education program. Additionally, LEAs are encouraged to collaborate with community partners and expanded As a reminder, EC Section 43522(g) requires that all services delivered to students with disabilities be delivered in accordance with an

## Instructions: Expenditure Plan

and support strategies that may be supported with ELO Grant funds The 'Supplemental Instruction and Support Strategies' column of the Expenditure Plan data entry table lists the seven supplemental instruction

Complete the Expenditure Plan data entry table as follows:

supplemental instruction and support strategies being implemented by the LEA and the total of all ELO Grant funds being budgeted. In the 'Planned Expenditures' column of the data entry table, specify the amount of ELO Grant funds being budgeted to support each

the LEA will report the amount of ELO Grant funds that the LEA actually expended in support of the strategies that it implemented, as well as the total ELO Grant funds expended. The plan must be updated to include the actual expenditures by December 1, 2022. In the 'Actual Expenditures' column of the data entry table

# A description of how these funds are being coordinated with other federal Elementary and Secondary School Emergency Relief Funds received by the LEA

Describe how the LEA is coordinating its ELO Grant funds with funds received from the federal Elementary and Secondary School Emergency Relief (ESSER) Fund provided through the federal Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (Public Law 116-260), also known as ESSER II, to maximize support for students and staff.

California Department of Education March 2021



### WILDCAT HANDBOOK 2021-2022

### JANESVILLE SCHOOL

DAVID ANDREASEN SUPERINTENDENT/PRINCIPAL

WWW.JANESVILLESCHOOL.ORG



### Revisions Since Last School Year

### Page 6: Electronic Devices/Cell Phones

Cell phones, *smart watches*, tape recorders/players, cameras, video games, CD players, iPods, MP3 players or other electronic devices brought to school **must remain off and stored in the students' backpack during the school day.** 

### Page 10: Under Medical Concerns

The food service Manager has must have a Medical Statement Request for Specials Meals and/or Accommodations form that will be on file for students with medical conditions before accommodations will be made.

Page 16:

Under Disciplinary Check System; Level D Offenses

3. *Major* disrespect towards a staff member/another student.

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NOTE: THIS HANDBOOK IS A GUIDELINE TO THE OPERATIONAL RULES AND REGULATIONS OF OUR SCHOOL. PRIMARY GOVERNANCE WILL ALWAYS BE CALIFORNIA EDUCATION CODE, APPLICABLE FEDERAL LAW AND OFFICIAL PUBLISHED POLICIES OF THE BOARD OF TRUSTEES.

### Janesville Union Elementary School District

Lee Bailey, President Charity Moore, Clerk Nathan Roderick, Member Melissa McMullen, Member Vacant, Member

The Board of Trustees meets on the third Tuesday of each month at 6:30 p.m. in the Library. The public is invited to attend all meetings.

### The Mission

The mission of the Janesville Union Elementary School District is to prepare students to be productive citizens and confident authors of their future. We will strive to achieve this by offering academically challenging curriculum, quality teaching, and modeling integrity and empathy for others.

### The District

Janesville Union Elementary School District is a single school district. The Janesville School serves approximately 380 students in kindergarten through the eighth grade. JUESD was formed by combining several smaller school districts, including Janesville, Lake, Missouri Bend and Milford that formerly existed in the Honey Lake Valley.

Janesville School is located on Main Street in the community of Janesville. The school includes a beautifully maintained campus nestled in the tree line of the Sierra Nevada mountain range. The Janesville School site presently houses twenty-eight classrooms, including the computer laboratory. The site also includes a student library, a gymnasium/cafeteria and various administrative and operations facilities. Classes are self-contained in kindergarten through the sixth grade. Seventh and eighth grade students receive instruction in a modified departmentalized system. Janesville has a well-earned reputation for providing a high quality education. All teachers meet the criteria to be recognized as "Highly Qualified." In addition, the faculty also includes one resource specialist teacher.

The paraprofessional staff at Janesville School consists of six classroom aides, a computer technician, a speech aide and a library technician. Cafeteria staff and custodial staff include three full-time and one part-time employees. The administrative staff consists of the Superintendent/Principal, the Chief Business Official (Business Manager), the Director of Maintenance, the District Secretary and the School Secretary. School nursing services are provided on a part-time basis with a health clerk provided by the Lassen County Office of Education. The health clerk works under the supervision of a School Nurse. A before and after-school privately operated child care program, Just Kidding Around, is also available on the Janesville School campus for a fee.

The District has seven re-locatable classrooms. The school's computer lab is located in a classroom adjacent to the library. Students are taught basic computer skills in the lower grades, while junior high school students are given instruction in keyboarding.

### **Student - Parent - Teacher - Administration Compact**

Recognizing that the education of children requires the collaborative efforts of all educational stakeholders, the following compact is an effort to articulate and recognize the responsibilities of everyone. Janesville School would like to work together to ensure a quality educational program.

### As a student, I will be responsible for:

- Following the student responsibilities stated in the handbook
- Completing my assignments on time
- Asking for help when I need it
- Discussing what I am learning with my parents
- Being on time to class and attending school unless I am ill
- Obeying the directions of teachers and others in authority
- Being respectful to teachers and others in authority
- Being kind and courteous to school mates and staff
- Refraining from the use of profane and vulgar language

### As a parent, I will be responsible for:

- The behavior and conduct of my child at school
- Knowing what my child is responsible for at school
- Communicating with my child to make sure he/she understands student responsibilities
- Encouraging my child to do his/her school work and to learn
- Making a real and effective effort in the education of my child by:
- Monitoring homework to completion
- Attending school functions including conferences
- Making myself aware of the school's programs
- Visiting my child's classroom
- Limiting my child's television viewing
- Teaming with the teacher to support my child's learning
- Supporting home and community values
- Teaching my child behaviors that are conducive to school success

### As a teacher, I will be responsible for:

- Providing motivating and interesting learning experiences in my classroom
- Using the State and District curriculum standards in my classroom
- Explaining my expectations, instructional goals, and grading system to the students and parents
- Providing a safe and pleasant atmosphere for learning
- Providing clear evaluations of the students progress and achievement
- Demonstrating professional attitudes and actions at all times
- Developing a positive rapport with my students and parents

### As an administrator, I will be responsible for:

- The implementation and supervision of State and District curriculum standards
- Supervision of instruction
- Supporting a safe, wholesome, and friendly school environment
- Communicating the school's goals and objectives to the community
- Providing and supporting staff development activities that keep the staff up to date and properly trained
- Monitoring resources and directing those resources in a productive manner

### **General School Information**

### School Hours (Subject to Change)

Regular Day Schedule

8:15-2:20 Grades K-3

8:15-2:25 Grades 4-8

Minimum Day Schedule

8:15-12:40 Grades K-3

8:15-12:45 Grades 4-8

Delayed Day Schedule

10:15-2:20 Grades K-3

10:15-2:25 Grades 4-8

### **Office Hours**

Office hours at Janesville School are from 8:00 a.m. to 4:00 p.m. each school day. We ask that students and parents limit visits to the office to official business only.

School Address

Telephone

Fax

Janesville School

253-3551

253-2127

P.O. Box 280 (Mailing)

464-555 Main Street (Physical)

Janesville, CA 96114

District Office Address Janesville School District Telephone Fax

253-3660

253-3891

P.O. Box 280 (Mailing)

464-555 Main Street (Physical)

Janesville, CA 96114

### **Unscheduled School Closures/Emergency Conditions**

The most common emergency conditions that affect Janesville School include power outages, heavy snow, and high winds. Please follow these directions in case one or more of these conditions are in effect:

Before school starts, listen to 1240 AM (KSUE) or 93.3 FM (KJDX). The radio will announce Janesville School's status. Please listen carefully as there may be different conditions at other schools. The announcement will report one of the following conditions:

- 1. School will take place on a delayed day schedule
- 2. School is cancelled for the day

If school is cancelled after the start of the day, the school will notify KSUE and KJDX. Students who walk to/from school may be released upon parent notification and consent. It is imperative that all students are accounted for. All students will be checked out from their classrooms and cannot be released to anyone other than those listed on our emergency contact information. Parents/Guardians will also be notified via telephone using our "SchoolWise" automated system for school closures or delayed days. Please continue to use the radio for emergency notifications until you receive a phone message.

In the event school is cancelled due to a weather emergency or other unanticipated closure event, all school meetings, practices, appointments and sports events, such as games, will also be cancelled. This includes any private meetings such as meetings of Cub Scouts or 4H.

### **Board Meetings and Required School Document Postings**

School Board meeting agendas and required school documents will be posted at a minimum of three local Janesville and Milford businesses, on the outside bulletin board at school, and on the JUESD website at <a href="https://www.janesvilleschool.org">www.janesvilleschool.org</a>. Regular meetings are held on the <a href="https://www.janesvilleschool.org">third Tuesday of each month</a>. Special board meetings and public hearings, as needed, will be posted with twenty-four hours notice at the places noted above.

### **Use of School Facilities**

Any group, organization or individual wishing to use the JUESD facilities, including any classroom, the cafeteria, the gymnasium, the activity building or the library, must first obtain and enter into a "Facilities Use Agreement" with the District. Facility Use Agreements can be obtained through the District Office. The District will make a determination of risk associated with the use of the facility. The group, organization or individual may need to demonstrate proof of liability insurance, with \$1,000,000 minimum coverage, naming the Janesville Union Elementary School District as an "also insured." Call the District Office at 253-3660 for more information.

### Going To and From School

A student is responsible for his or her actions going to and from school just as if he/she were on campus. State Education Code requires students to be held responsible for observing school rules and property rights while going to school and while returning home from school. Therefore, parents should ensure that their student proceeds directly to school and home again prior to taking part in any other activity. Students should be given enough time to get to school. Students should not arrive before 7:45 a.m. Students are expected to proceed to school and home again while obeying all traffic rules, respecting the property rights of homeowners on their route, and obeying all school rules.

Students are **NOT** allowed on campus before 7:45 a.m. Students may **NOT** remain at school more than thirty minutes after the end of the school day. Students who are still on the campus after thirty minutes must check in with the school office staff so their parents can be notified that they need transportation. Students cannot remain on campus after school unless there is a reason to be here. **WE DO NOT HAVE SUPERVISION FOR YOUR CHILDREN BEFORE OR AFTER SCHOOL HOURS.** 

Do not leave children unattended on the playground equipment when visiting the campus after school hours.

### **School to Home Instructions**

Please make the school aware of any changes in your child's "go home" plans, especially when younger children are involved. Let children know before school if there is to be a change in their daily schedule. Send a note to your child's teacher making her or him aware of the change. Students who are going to a friend's home must have a note from their parent. Please call the school as soon as you know if your child must leave school due to an emergency. Please call the office and not directly into classrooms. Most classes go outside in the afternoon and we are unable to reach students with phone messages.

Please call with student instructions by 12:00 p.m.

Due to the lost instruction time, students will <u>not</u> be called out of class early to wait for parents/guardians to pick them up in the office. The office will call the classroom when the parent/guardian arrives.

### **Closed Campus**

Janesville School has a closed campus. Students are allowed to leave only when signed out by a parent or guardian. Other situations must be cleared through the office by phone or by note. Students who arrive late to school from a medical/dental appointment will be **required** to furnish a note from the doctor/dentist office or parent/guardian. If a note is not provided, the tardy will be logged as unexcused. Any student who violates the closed campus by leaving school during school hours without permission will be considered truant. Students

must remain in designated areas during school hours. Due to traffic danger, students must remain out of all designated parking areas during school hours.

### Visitors

Parents and guests must sign in at the office. They will receive a visitor's pass prior to going anywhere on campus. This is required to protect the safety of all students and staff. Your cooperation is essential. Students will refrain from communicating with anyone who does not have a visitor's badge or who is not a known staff member. Students should also report any person who attempts to communicate with them if that person does not have a visitor's badge and who is not a known staff member.

Parents who wish to make appointments with teachers should contact the school at 253-3551. The teacher will return the call as soon as possible. Appointments with teachers can only be made before or after school hours. Parents are encouraged to visit and to volunteer at our school. Please follow the procedure for visiting our school as described above. Students from other schools may not visit our campus during school hours.

### WILDCAT VOLUNTEER PROGAM

Be an asset in your student(s) education by helping in the classroom, in areas of support on campus (such as the library or computer lab), and/or in classrooms other than your students. ALL volunteers must go through one training a year. Returning volunteers will meet for a review and be given information on any new updates if needed. If you are interested in joining our volunteer team please contact the front office for more information. Thank you to all who volunteer!

### **Parking and Traffic Control**

Vehicles must be parked in designated parking areas only. Leaving a car unattended in an area not designated for parking is prohibited. Parents/Guardians and staff members must be careful when picking up or dropping off their children. All visitors must sign in at the office.

Please take care when driving in the parking lot area. Watch for students and drive slowly! Let's work together to avoid a tragedy.

### **Payment by Check Notice**

All checks written to Janesville School are processed through the Lassen County Treasury. Each check received by the County Treasury is electronically scanned and deposited. NACHA is a not-for-profit association that represents more than 11,000 financial institutions through direct memberships and a network of regional payments associations, and 650 organizations through its industry councils. NACHA develops operating rules and business practices for the Automated Clearing House (ACH) Network and for electronic payments. NACHA guidelines require us to inform anyone who writes a check that his or her transaction is being handled in an electronic format and that they will not receive a copy of their check back.

The following notice is posted at school and printed here to inform you of the NACHA guidelines: When we use this information from your check to make an electronic funds transfer, funds may be withdrawn from your account as soon as the same day you make your payment, and you will not receive your check back from your financial institution.

### The Lassen County Treasurer requires all checks to be written in black or blue ink.

If you have any questions regarding these policies, please contact the County Treasurer-Tax Collector's office at (530) 251-8220.

### Books, Instructional Materials, and Equipment

Students will be provided with textbooks, instructional materials and equipment. Students are expected to treat these items with care. Parents will be required to pay for items lost or damaged by the students or by any incident of vandalism. Please be aware that school textbooks may cost fifty dollars or more.

### Lost and Found

The school maintains a lost and found box for clothing. This box is located near the south door of the primary grade building. Parents are asked to check with the office before checking the box for their child's belongings. Periodically throughout the year, the lost and found items will be displayed. Those items not claimed will be donated to a charity.

### Illegal, Dangerous, or Prohibited Items/Behaviors

\*\*\*Notice\*\*\*

### ANY PARENT, GUARDIAN, OR OTHER PERSON WHOSE CONDUCT DISRUPTS A SCHOOL ACTIVITY IS GUILTY OF A MISDEMEANOR (CALIFORNIA PENAL CODE 44811 (a))

No weapons, drugs or alcohol are allowed at school. Possession, sales or the furnishing of a gun or an explosive; possession, use or sales of drugs or brandishing a knife at another person will result in a recommendation for expulsion by the superintendent from Janesville School to the Board of Trustees. The Lassen County Sheriff's Department will also be notified. No laser pointers are allowed at school without prior approval of the superintendent/principal (penal code 417.27).

In addition, there are items which the District states are <u>not appropriate for school use</u> and are not to be brought to school. These items include toys, party gags, balloons, hard baseballs, non-approved books or magazines, glass containers, yo-yos, trading cards, expensive jewelry, metal baseball bats, or aerosol cans. Some of these items may be dangerous. They can distract students from their learning and/or they are too valuable to risk for theft or loss.

### **Electronic Devices/Cell Phones**

Cell phones, tape recorders/players, cameras, video games, CD players, iPods, MP3 players or other electronic devices brought to school **must remain off and stored in the students' backpack during the school day.** Electronic devices are expensive and students are highly discouraged from bringing them to school. Personal electronic devices being used for educational purposes are allowed with prior teacher permission and should only be used under direct supervision of a staff member. Janesville School is not responsible for theft or loss of any electronic device brought on campus. The Janesville School Technology Contract and all Janesville School policies apply to personal electronic devices brought on campus or to school sponsored events.

If you are unsure of any item, consult your child's teacher or the school office before bringing the item to school.

\*Students may carry cell phones on the Janesville School campus and at school-related events if they abide by the rules established in the "Student Use of Cell Phones Contract." This contract <u>must</u> be completed and signed by the student and the student's parents/guardians <u>before</u> carrying a cell phone on campus. This contract can be obtained in the school office. Cell phone contracts must be renewed annually.

According to board policy and the associated cell phone usage agreement, cell phones brought to school must be turned off and stored in the students' backpack during the school day. Students who violate the cell phone policy will have their cell phone confiscated and turned over to the principal or designee. A parent will be required to pick up the confiscated item. Students who fail to follow the cell phone policy may also be prohibited from bringing a cell phone to school for the remainder of the school year. Students will be subject to the Disciplinary Check ( $\sqrt{}$ ) System, including suspension, for violation of school rules,.

### **Dress Code**

Students are expected to dress in a manner that will not offend other students or staff and will not disrupt the classroom. Please see the dress code in this handbook (pages 25 and 26) for a list of restricted clothing.

### Bicycles, Skateboards, Skates and Scooters

Bicycles and scooters are not to be used on the school grounds during school hours or when staff members are working (7:00 a.m. to 4:30 p.m.). They are not allowed on sidewalks or close to buildings.

Skateboards and skates are not allowed at school at any time. Students are to park bikes and scooters in provided racks. Students are expected to obey all rules of the road and traffic laws when coming and going to school. Helmets must be worn.

Reminder: The Janesville Campus is closed after dark.

### **Food on Campus**

No gum or seeds in shells are allowed on campus.

All food and beverages must be eaten in the cafeteria during lunch or in classrooms under the approval of supervising staff. Students are prohibited from eating food or candy or drinking hot beverages anywhere on the school grounds except on outdoor lunch days. On outdoor lunch days, students may eat outside in the designated area.

### Awards and Recognition

Each Friday there may be a presentation of awards to recognize the Student of the Week in each class. These awards are based on a student's weekly achievement for academic performance and citizenship. Selections are made by the classroom teachers and other staff members.

Academic Honor Roll Certificates are given to students for academic achievement based on the student's report for the grading period. There are three levels:

Gold 4.0 grade point average

Silver 3.5 to 3.9 grade point average Blue 3.0 to 3.4 grade point average

Each grading period Perfect Attendance Awards will be awarded to students who are in attendance all of the school days for all of the day. Medical appointments are exempted. Students leaving early to medical appointments or arriving late from medical appointments must bring a note from their doctor or it will be considered an absence. More than two unexcused tardies per grading period will exclude the student from perfect attendance.

### Cheating and Plagiarism

Cheating and copying other's work will result in a reduced or failing grade for the test, paper or project. All incidents of cheating or copying may result in a referral to the principal and a report will be made to the student's parents. Continual or habitual cheating will result in a failing grade for the subject.

### **School Attendance**

### General Information about School Attendance

Students are expected to come to school every day that school is in session when the student is not ill. If a student is absent, please have the student bring a written note from his/her parent or guardian that states the reason for the absence. Parents/guardians may also call our office to report the nature of a student's absence from school. If you are planning a vacation for five or more school days, please see our office about having your child's teacher prepare an Independent Study Contract for the student. Please see your child's teacher at least five days before the planned absence to develop the Independent Study Contract.

Schools receive state funding for students only when they actually attend school or during the period covered by an Independent Study Contract. If you find it necessary to keep your child out of school for reasons other than illness, we encourage you to send your child to school for at least part of the day so your child will not miss out on important school assignments.

Studies show that there is a direct correlation between good school attendance and student achievement. Therefore, we encourage parents to reinforce the importance of good school attendance.

### Why is attendance important?

Did you know . . .?

- Attendance patterns are established as early as kindergarten.
- Regular attendance and learning to be on time establishes good academic habits that are important in later years.
- New educational concepts are introduced each day. Habitual tardiness and absenteeism lead to student
  frustration. It's difficult for students to play "catch-up." Children have a hard time filling in the gaps
  between missed lessons.
- It is difficult to identify behaviors and academic difficulties early if a student misses school frequently.
- Older children in the home often set patterns for younger siblings.
- Absenteeism and behavioral problems contribute to higher drop-out rates, delinquency, and vandalism.
- Students who do not eat breakfast are absent more than students who do.
- Students who ride the bus to school are absent more frequently than students within walking distance of the school.
- If your student is absent or tardy frequently, your child may begin to feel that school isn't important and that you, the parent, don't value education.
- Your support of the educational process will help motivate your child to do well in school.

Absenteeism is not a new problem, but it is a disturbing and costly one. Students who miss school create problems at four levels:

- 1. **Absenteeism hurts the students**. Students miss important studies, concepts, and socialization skills, such as learning to understand and follow directions and to plan for the future.
- 2. **Absenteeism hurts other students**. Teachers have to give absentees more individual attention for them to catch up, depriving other students of the teacher's full attention.
- 3. **Absenteeism hurts the school and district**. The greater the number of absences, the less the guaranteed revenue to the district. Less revenue affects available resources to spend on educational programs.
- 4. **Absenteeism hurts the community**. Short-term effects are reflected in statistics showing increased criminal activity when youth are not in school. Long-term effects are reflected in both social and criminal justice system statistics.

### **Excused Absences**

Valid excuses from compulsory school attendance include only:

- Personal illness of the student
- Funeral services for members of the student's immediate family
- Medical, dental or optometry services for the student
- Court appearances by the student
- Student caring for his or her own child
- Quarantine of the student or the student's family
- Attending a student employment conference (requires advance notice to the school)
- Observing a religious holiday (requires advance notice to the school)

Three (3) or more consecutive absences require a doctor's note to be excused. When a student has accumulated fourteen (14) absences in the school year, any further absences shall require a doctor's note to be excused. Absences that are not excused are truant (see **Truancy**, below). When a student is reported ill but then shows up at a school event or is seen at a public event later that day, the excused absence may be revoked.

### **Truancy (Unexcused Absences)**

California Education Code (Section 48260 (a)) defines truancy as, "Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district."

### **Excessive Absences**

More than ten cumulative absences for any reason are considered excessive. Excessive absences will be referred to the Superintendent who may refer the matter to the District Student Attendance Review Team (SART).

### **Tardiness**

A child's tardiness not only interferes with their learning, but also disrupts the education of others. The tardy guidelines are:

- 1. Any child entering the classroom after the tardy bell has rung (8:15) is considered tardy.
- 2. Medical, dental, or illness related excuses are the <u>only</u> acceptable reason for excused tardies. A student arriving late with <u>no note</u> will receive an unexcused tardy.
- 3. More than two unexcused tardies each quarter will exclude the student from perfect attendance.
- 4. Excessive unexcused tardiness as defined in the "Excessive Absence" section above will be referred to the Superintendent and the District Truancy Officer from the Lassen County Probation Department.

### **Emergency Information**

Each student <u>must</u> have at least one emergency contact person on file at the school. It is the responsibility of parents and guardians to update student emergency information when changes occur. The school will not release students to persons other than their parents/guardians unless we are given directions to do so by the students' parents. Please notify the school office in writing if you plan to have your child released from school to someone other than the parent/guardian or others listed in the school office, or if they are will be riding the bus to a different stop.

### **Medical Concerns**

Students shall not carry medication of any kind at school. If your child must take prescription medication at school, it is imperative that you contact the school secretary or school nurse <u>before you send the medication to the school</u>. In order for your child to take prescription medications during the school day, you <u>must</u> have an "Administration of Prescribed Medication" form (Education Code Section 11753.1) on file with the school. Over-the-counter medication, including cough drops, <u>shall not</u> be brought to school. Please notify your child's teacher and the school office if your child has any severe food allergies. Special meals will be provided or accommodations will be made for your child. The food service Manager has a *Medical Statement Request Specials Meals and/or Accommodations* form that will be on file for students with medical conditions.

### **Accidents**

When a student is injured and the nature of the injury or the mobility of the student is uncertain, do not move the injured student. Call for assistance or send someone to the nearest teacher or other school staff member. Accidents should be reported to the office immediately.

### **Accident Insurance**

An accurate report, including the date, time and place of an accident should be made at the school office whenever an accident occurs at school. The district purchases basic insurance for students. However, this insurance extends only to school activities and school-related activities. School accident insurance is supplemental insurance that may not provide full coverage in certain situations. School accident insurance does not take effect if the parent has primary insurance coverage.

### Parent Drivers and Automobile Liability Insurance

The district acknowledges the need for responsible private drivers to provide transportation services for numerous school activities that otherwise would not exist without volunteer support. Students must have written documentation of their parents' consent if they plan to ride to a school event with someone other than their parent/guardian. If you plan to provide transportation for other children, you are required to complete an *Application by Private Driver to Provide Student Transportation* form. This form is available from the advisor or the school office. When submitting your form, please include a copy of your insurance card or policy, and a copy of your driver's license. Please review the District's minimum insurance coverage requirements listed on the form. Your insurance must meet or exceed the District's minimum standard listed on the form. Your application will not be signed by the Superintendent if your insurance does not meet the minimum standard specified by the District. In most instances if your insurance does not meet the minimum standard, you may contact your auto insurance carrier and increase the level of coverage to the minimum standard required by the District. Just ask your insurance carrier to FAX a statement of coverage to the school. Please contact the school office before you have this information sent to the school.

Any parent who volunteers to be a chaperone for any overnight event must be fingerprinted. Parents must get fingerprinted well in advance of the scheduled event so that the fingerprints have a chance to clear. Pick up fingerprint information at the Lassen County Office of Education.

### Eligibility for Participation in Extracurricular and Co-curricular Activities Academic Probation and Citizenship Probation

### **Grade Point Average**

Grade points will be awarded on the following scale:

$$A = 4.0$$
  $B = 3.0$   $C = 2.0$   $D = 1.0$   $F = 0$ 

A teacher may utilize a "+" or a "-" on a report card grade to indicate the level of success in a particular subject. However, grade point averages (GPA) will be calculated using whole numbers only, ignoring the + or – assigned to a particular grade.

Grade point averages will be used to determine if a student is eligible to participate in extracurricular and co-curricular activities. The grade point average will be calculated by multiplying the grade points received with the credit for a given course. All the courses in a grading period are added then averaged. An OVERALL academic GPA of 2.0 or higher and a C or higher in the Citizenship grade as calculated from the previous quarter's report card is necessary to participate in extracurricular and co-curricular activities. Students must be eligible at the time of team tryouts in order to become part of the team. Students who become academically ineligible on a mid-season report card will be removed from the team on the Monday following the day the report cards are sent home from school. Students whose Citizenship grade falls below a C at any time during the season will be removed from the team that same day.

All athletes will abide by the Janesville School Athletics Agreement in Appendix D.

### **Academic Probation**

Maintaining an OVERALL 2.0 or higher GPA will allow the student to participate in such activities as after school athletic teams, dances and clubs (extracurricular activities). The OVERALL 2.0 GPA requirement is also in effect for a student to be able to participate in field trips, class parties, or other special events associated with the curricula in the school (co-curricular activities). Students who do not maintain an OVERALL 2.0 GPA will be placed on "Academic Probation" and will be ineligible for extracurricular or co-curricular activities. Academic probation for students who enter into long term independent study/home schooling through Janesville School will be determined by the last grading period/current grades they received while attending school.

### **Citizenship Probation**

Maintaining a 2.0 or higher citizenship grade will allow the student to participate in such activities as after school athletic teams, dances, and clubs (extracurricular activities). A student will be placed on Citizenship Probation in any quarter that the student's citizenship grade falls below a grade of "C." That is, a student will be placed on Citizenship Probation whenever the student accumulates sixteen or more behavior checks. Students on Citizenship Probation shall lose their playground privileges for the remainder of the quarter or four weeks, whichever is greater. The student will remain on Citizenship Probation throughout the duration of that entire grading period, and he or she will remain on Citizenship Probation for the following quarter. Citizenship probation for students who enter into long term independent study/home schooling through Janesville School will be determined by the last grading period/current citizenship grade they received while attending school. Averages for the end of the year class trip and the graduation ceremony and dance, will be based on citizenship grades received while attending classes on the Janesville campus.

### Statement of Understanding

A student's GPA will be calculated at the end of the first grading period. Any student who does not maintain an OVERALL 2.0 GPA will be placed on Academic Probation. Students who are placed on probation may request

a "Statement of Understanding," which is a contract that will allow the student to continue to participate in all extracurricular and co-curricular activities as long as the terms of the contract are honored. A Statement of Understanding is intended to give students a legitimate second chance to get their grades up. It is not intended to allow a student to get around the requirement that a student have a GPA of 2.0 in order to participate in extracurricular and co-curricular activities.

### Seventh and Eighth Grade Requirements:

The Statement of Understanding in seventh and eighth grade requires students to do the following prior to each activity in which they wish to participate:

- 1. Fill out an activity sign-off sheet before each event in which the student wishes to participate.
- 2. Be cleared in all six academic subjects and obtain the teacher's signatures in those subjects.
- 3. Grades: If a student has an A, B, or C for 7<sup>th</sup> Grade or an A for 8<sup>th</sup> Grade in a subject he/she may have missing assignments. Otherwise, all work for that subject must be turned in.

### **Dances**

School dances will be scheduled throughout the school year. Students in the seventh and eighth grades may attend all school dances if they are not on academic or citizenship probation. Students in sixth grade may attend the tournament dances and those occurring after the end of the 2<sup>nd</sup> quarter. Students will not be allowed to attend school dances if there is an outstanding bill owed to the school (i.e.: money owed to the Library, missing uniforms, text books, etc.) The graduation dance is for current sixth, seventh, and eighth grade students only.

Guests at dances at Janesville School must be making satisfactory academic progress and not be poor citizens at their home school. Guests must therefore have the consent of the principal from their home school to attend a dance at Janesville School. Guests will not be admitted to a Janesville dance unless they obtain a guest participation/consent form, available in the school office. This form must be completed, signed by their school principal and presented at the dance. Emergency contact information must also be included. Guests will not be admitted without a host student from Janesville School. The participation/consent form must be completed and turned in one week before the dance. Students who leave Janesville School during the school year to attend another school must have left Janesville School with a citizenship grade of "C" or better in order to be a guest at a Janesville School dance.

Students who attend Janesville School dances, and their guests, must adhere to the Janesville School dress code policies (see the dress code section) at all Janesville School dances with only one exception to the dress policy. Dresses and tops with straps on both shoulders less than one inch wide may be worn to dances, if all other elements of the dress code are otherwise observed. No strapless dresses or gowns, low cut front/back, or dresses/gowns/skirts with a high-side cut (fingertip standard) will be allowed at any school dance (including the graduation dance).

Students who leave a dance early will not be readmitted. Students must remain indoors during dances so they can be supervised. If a student is asked to leave a school dance, the student's parents will be responsible for prompt transportation home.

### Field Trips

Some field trips are co-curricular activities. They are scheduled during the school year, depending upon the curriculum and the instructional needs of the class. Students on academic probation will not be allowed to attend extra-curricular field trips.

To attend an Honor Roll field trip a student must have an "A" in citizenship and at least a 2.0 in academics OR a "C" or better in citizenship and a 3.0 or better in academics. If a student who is ineligible for an Honor Roll trip attends the event, he/she will receive one week of lunch detention and five checks.

A parent consent form allowing attendance on field trips must be signed and returned to the teacher prior to participation on a field trip. Fundraisers may be held to help students raise money for these trips or parents may be asked for donations to help the school defray the cost of some field trips. Money generated from fundraising is non-refundable. A sack lunch from the cafeteria will be provided for any student upon request.

### **Outstanding Debt**

Outstanding school related bills/debt (library books, textbooks, yearbooks, etc.) must be cleared before students are allowed to attend dances or field trips. Students may be exempted by the classroom teacher for field trips deemed educational by the classroom teacher, however the teacher shall make a concerted effort to help recover the outstanding debt. In addition, report cards and student cumulative files will not be released until all school related bills/debt are cleared. Debts that have accumulated with no reasonable attempt to pay down the debt may be referred to the Lassen County Small Claims Court.

### Athletics and Other Extracurricular Activities

Janesville School sponsors the following sports: seventh and eighth grade touch football, seventh and eighth grade basketball; sixth, seventh, and eighth grade cheerleading, seventh and eighth grade volleyball; sixth, seventh, and eighth grade track and field, multi-age cross-country, and multi-age wrestling. Sixth grade students may be included on basketball and volleyball teams if necessary to provide sufficient numbers for viable teams. The school may also have several other opportunities for students to participate in competitive events. Students who participate in school sports or other extracurricular activities must sign the school Athletic Agreement. These students must also receive medical clearance from a doctor before they participate on the team. Students must be present at school the entire day of the event or practice (excluding medical/dental appointments) to participate or on the preceding day if the event is on a holiday or weekend. They may not participate in extracurricular team sports/dance activities during any period they are excused from physical education, and they must meet school academic and citizenship standards required for extracurricular activities. No student may participate in athletics or other extracurricular activities, such as Yearbook, Spelling Bee, Geography Bee, Academic Olympics, math competitions, Student Council or any other extracurricular activities if they are on Academic or Citizenship Probation. Students participating in athletics must follow the athletic agreement.

### Early Release

Students who participate in athletic or academic events and spectators who require early release from school may receive early release from school for participation in an event if all of the following conditions are met:

All assignments are complete to the satisfaction of the classroom teacher. Any past-due assignments must be turned in before the event. An early release form must be filled out by the student and signed by the teachers.

The student's citizenship grade is a "C" or better. The participant has to be at school the day of a game/event, or the day before a game/event, if the game/event falls on a weekend. Medical appointments are exempted from this rule with proof of a doctor's excuse. If the participant has to leave early for a game/event, he/she is responsible for the work that is due the next school day. Being absent the day before an event does **not** excuse the student from having to fill out the early release form.

If a student, who has not fulfilled the early release policy/form, leaves school early to participate in an activity, he/she will be excluded from future events. i.e. - games, tournaments, honor trips, dances, etc.

Student spectators who take an early release without satisfying the applicable criteria stated above will be required to serve an in-house suspension, as directed by the teacher and/or the principal.

### **Physical Education**

Although students are not required to wear uniforms for P.E., they are expected to wear appropriate footwear and clothing for daily P.E. class. If the student wears shoes or clothing that is not appropriate for P.E., the student should bring a change for P.E. and recess. Grades for P.E. will be affected for students who do not participate because they do not have appropriate clothing or footwear for P.E.

If a student is injured and cannot participate in P.E. they have lost their eligibility to participate in a Janesville School sports program/activity/game etc., until the student is able to return to P.E.

Students who are injured and cannot participate in the class, must provide a doctor's note to be kept on file that they are to be excused from physical education. If a note is not provided, the student will be required to participate or their grade will be affected. Injured students, who have a note, will be required to stay indoors, in a designated classroom, during the physical education period. Students, who are unable to participate in P.E. on a regular basis, may/will earn no higher than a grade of 'C', NG (no grade), or P (pass).

### **Seventh Grade Promotion Standards**

To meet the seventh grade promotion standards, the student must have no more than four F's for the entire year. A conference with the student's parents may be required.

### **Eighth Grade Graduation Requirements**

### **Eighth Grade Graduation Standards**

Course	Quarter Credits	Year Credits
U.S. History	1	4
Mathematics	1	4
Science	1	4
Reading/Literature	1	4
Spelling	1	4
Physical Education	1/2	2
English	1	4
Exploratory	<u>1/2</u>	<u>2</u>
Total	7	28

Students must obtain credit for thirty-two units of course work during the regular school year and pass the Constitution Test to graduate from Janesville School. Credit is obtained each quarter by successfully passing the subjects shown above with a grade of "D" or better. No credit is earned toward graduation for a class when the student receives a grade of "F" in that class. A diploma and participation in the graduation ceremony and dance will be awarded to those students who complete twenty-four to twenty-eight credits in their eighth grade year. This averages out to no more that four grades of "F" for the entire school year. Students who do not attend Janesville School for the entire year will be allowed an average of one "F" per full quarter of attendance (one quarter of attendance equals one "F"; two quarters equals 2 "Fs," etc.). If a student has more than twenty-one checks, which equals an "F" in citizenship, in the fourth quarter he or she will be excluded from the graduation ceremony and the graduation dance. Graduating students will be required to wear the gown provided by the District at the graduation ceremony. Students must attend all graduation practices to participate in the graduation ceremony unless prior arrangements are made with their teachers. Graduation/class trip requirements are based on the grades and citizenship earned at Janesville School only. Absences do not exclude students from meeting graduation/class trip deadlines.

The high school will be apprised of those students who were graduated, promoted, transferred or retained.

### **Eighth Grade Trip Requirements**

### **Academics**

- The student has met the graduation requirements for Janesville School.
- All work has been turned in during the fourth quarter to the satisfaction of all classroom teachers.
- All students must get the end-of-the-year check off sheet signed by all required staff members.
- The student has passed the Constitution Test.

### Citizenship

• A 2.00 average has been obtained for the year, with a minimum of a "C" in the fourth quarter.

### Discipline

• Any student who has more than three days of home suspension is not eligible to attend the eighth grade trip. The parent/guardian and student may file for appeal with a letter to the Superintendent. As part of the appeal process, the student and parent/guardian will be required to attend a closed session board meeting to state their case for reinstatement to the eighth grade trip.

Students who do not attend the eighth grade trip because of Academic Requirements or Citizenship Probation, excessive suspensions, or because they do not want to go, must attend school while the rest of the class is on the trip. Work and supervision will be provided. If an eighth grade student attends the trip even though they have not met Academic Requirements or Citizenship Probation, he or she will be excluded from the graduation ceremony and the graduation dance. Students must attend all graduation practices in order for the student to participate in the graduation ceremony.

### DISCIPLINARY CHECK ( $\sqrt{\ }$ ) SYSTEM

Students are held accountable for their behavior while at school, at any school-related event, or while coming or going to school. Checks are given by any staff member for offenses as described below. The principal retains the authority to determine the penalty for any offense not listed below.

Teachers shall maintain a record of all checks, students will be notified when receiving a check, and checks will be reported on progress reports.

Citizenship grades are affected by these checks in the following manner: \*

### Quarter Checks

0-4 checks A 5-10 checks B 11-15 checks C 16-20 checks D \*\* More than 21 checks F \*\*

Each additional check shall result in In-House Suspension

### LEVEL A OFFENSES: ONE √

The teacher or staff member involved will deal with the situation and issue a check unless the behavior is extensive or repeated in which case the pupil(s) will be referred to the principal:

- Horseplay; i.e., running, shoving, pushing, shouting, hitting or pinching
- 2. Classroom disturbance (minor)
- 3. Failure to carry out directions or follow school rules
- 4. Tardiness
- 5. Offensive or inappropriate clothing to include messages regarding tobacco, alcohol, drugs, or sexual matter
- 6. Gum at school
- 7. Failure to follow dress code
- 8. Lunchroom rule violation or misbehavior
- Use of CD players, lasers, games, toys or other electronic devices
- 10. Writing or marking on clothing or body
- 11. Failure to have appropriate clothing for P.E.
- 12. Failure to stay on supervised playground
- 13. Failure to return progress reports signed by parent (only one check per incident). Lunch detention until returned.
- 14. Unprepared for class. (Maximum of five checks per quarter

### LEVEL B OFFENSES: TWO √√

These offenses may be referred to the administrator:

- 1. Repeated and/or severe Level A offense(s)
- 2. Use of profanity, abusive language or derogatory messages or material not directed at a student or any staff member
- 3. Minor bus problem
- 4. Arguing with any staff member
- 5. Removed from class for disciplinary reasons.

### LEVEL C OFFENSES: THREE $\sqrt{\sqrt{}}$ DISCIPLINARY CHECK ( $\sqrt{}$ )

These offenses may be referred to the administrator and/or inschool suspension

- 1. Repeated and/or severe Level A or B offenses
- 2. Cheating in any aspect of school work
- 3. Insubordination (did not follow a reasonable directive of a staff member)
- 4. Throwing objects or food
- 5. Minor fighting. (No punches thrown)
- 6. Bus problems (major)
- 7. Vandalism (minor)
- 8. Disregard for the well-being of others
- 9. Lying to staff member
- 10. Holding hands, kissing, hugging, sexual behavior or sexual language
- 11. Cell phone violation (additional check added if no contract)
- 12. Spitting on another person

### LEVEL D OFFENSES: FIVE $\sqrt{\sqrt{1}}$

These offenses may be referred to the administrator. Any of these offenses could result in an in-school or an out-of-school suspension depending on the severity and the nature of the offense:

- 1. Items or activities that disrupt school activities.
- 2. Profanity or verbal abuse directed at a staff member or another student.
- 3. Disrespect towards a staff member or another student.
- 4. Vandalism that requires replacement or repair.
- 5. Possession of matches or a lighter.
- 6. Cutting school/classes
- 7. Leaving building or school grounds without written permission.
- 8. Forging excuses for absences, tardies, or to leave school.
- 9. Gambling.
- 10. Harassment of staff or another student.
- 11. Major fighting (punches thrown).
- 12. Theft from staff or students.
- 13. Major bus problems (may result in loss of riding privileges.)
- 14. Violating internet contract
- 15. Willful defiance of staff request
- 16. Undermining staff
- 17. False Accusation/Allegation
- 18. Possession of obscene, profane, or sexually inappropriate material. This includes videos, pictures, and text messages.
- 19. Third offense cell phone violation. Cell phone contract is revoked. One day suspension.
- 20. Unauthorized video or photography
- 21. Instigating/Attempting to instigate a fight

### **LEVEL E OFFENSES:**

As provided for in Education Code, the Superintendent will recommend a student for an expulsion hearing for any act enumerated in Education Code, Section 48915. Law enforcement will be notified as provided for by law.

**SYSTEM (continued)** 

- Checks will be prorated accordingly for the length of time the student attended Janesville School for that quarter to assign a citizenship grade.
- Citizenship Probation takes effect as soon as a student obtains the 16th quarter check; he/she is <u>immediately</u> on citizenship probation, and the student remains on probation for the entire quarter following.
- Students directed by a staff member to serve lunch detention and who fail to attend or are tardy to lunch detention may be given an in-house suspension and will receive at least (3) behavior checks.
- Penalty checks will be <u>doubled</u> for misbehavior with a substitute teacher.
- Recently enrolled home school students, who obtained a probationary level citizenship grade from Janesville School will be held to the same requirements as enrolled students.

### **Recess and Grounds Rules**

### **Recess Areas**

There are four playground areas at Janesville School: The lower primary playground, the playground equipment for students in kindergarten through the second grade, the blacktop/upper playground equipment and the grass fields for students in third through the eighth grade. P.E. is under direct supervision of a teacher and the location of that activity is at the discretion of the teacher.

### Restrooms

During class time, kindergarten students use restrooms in their classrooms. During recess time, kindergarten through second grade students are to use the outside restrooms by the drinking fountains. No student is to be in the primary hallway during recesses without a pass. Seventh and eighth grades students are to use the restrooms facing the blacktop behind the wall ball court at recess time. Third through sixth grade students may use either restroom.

During lunch if the upper restrooms are closed for maintenance, students will be directed to the outside primary restrooms to allow supervision of students during lunch recess.

### Winter Weather Rules

Avoid puddles and ice. Do not slide on the ice or snow. Do not throw snowballs.

### **Front Lawn**

Please stay off the front lawn unless participating in supervised activities.

### Supervision

Stay in direct sight of the yard duty supervisor at all times. Do not leave the playground unless you get a pass from yard duty.

Snacks may be only be eaten indoors at the discretion of the teacher and when supervised.

Students must observe the following rules on all playgrounds at Janesville School:

- No littering or spitting.
- No pushing, wrestling or tackling other students.
- No running on sidewalks.
- No food is allowed outside during recess.

### **Primary Grades**

Slides: One person on the slide at a time. No one is to walk up the face of the slide.

People sliding down are to keep their feet inside the slide sitting on their bottom, feet first. Do not put ice, snow, dirt, playground cushion material, or any other

object on the slide.

Swings: One person on the swing at a time. No standing or kneeling in the saddle.

Swing forward and backward. Do not swing to the side. Keep your hands on the chains. A fair turn is 25 counts of a full swing. No jumping off swings.

Bars and Equipment: No pushing, shoving, or jumping from the bars and the equipment. No walking on the parallel bars.

Do not swing on or kick tetherballs.

Use tables correctly. Sit on the seat.

No sitting on handrails.

Do not throw rocks, pea gravel, sticks, pinecones, or the blue playground cushion material. Do not kick pea gravel or blue cushion material outside of the areas where it is intended.

Do not walk on the retaining wall on the lower playground.

Do not intentionally kick balls over the fence.

No running, chase, or tag in the playground equipment area.

No balls, jump ropes, hula hoops, or toys allowed on the playground equipment.

### **Upper Grades:**

Balls: When playing ball games, use the appropriate ball. No ball smaller than a softball is allowed. Only soccer balls and footballs are to be kicked and may be kicked on the fields only, not on the blacktop. Two balls to a basketball court unless a game is being played between two teams. Wall ball is to be played on the wall ball court only.

Baseballs, golf balls or other sports items the staff considers dangerous are prohibited. Metal or wooden bats are to be used only during supervised physical education activities. Please stay behind the cage when someone is batting.

Equipment: Use the equipment safely.

No balls, jump ropes or toys are allowed on the equipment

No running, chase, or tag in the playground equipment area.

Only one person at a time may stand or sit on each side to the teeter-totter. Count to 30 to establish one turn. Do not jump off when your side is down. You may not sit or stand in the middle on the bar.

Use the bars safely. You are not allowed on top of the bars or on top of the Orbitron.

Do not push on the Orbitron or Accelerator with the intent to make someone fly off.

Do not tie or loop clothing or ropes over bars or the Orbitron.

No stunts off the equipment, walls or railings.

No jumping from one apparatus to the other.

No pushing, shoving, or jumping from any equipment.

Two-hand touch or flag football only. Tackling is prohibited.

No cartwheels, flipping, or somersaults (gymnastics).p

Leave wild animals alone. Do not approach stray dogs.

Do not swing on or kick tetherballs.

Do not throw rocks or blue material.

No throwing balls with the intention to hit someone.

Use tables correctly. Sit on the seat.

Do not sit on handrails.

No hand holding, hugging, kissing, sexual behavior, or sexual language.

### **Busing, Bus Rules and Procedures**

Busing to and from school is provided for students who live beyond walking distance of the school as defined by State and Board policy. Students are expected to obey all bus rules and directions of the bus driver. The bus driver is responsible for the safety of all students and must not be distracted from that task. Riding the school bus is a privilege, not a right! Bus drivers have the authority to discipline, suspend or dismiss students from the bus. They can suspend or revoke the student's bus privileges. The driver can be considered the administration while students are riding the bus.

Students are required to know and follow the rules listed below:

- 1. The bus driver is in charge at all times.
- 2. Be at the bus stop five minutes before the scheduled pick-up time.
- 3. When you see the bus coming, move back six feet from the stop and line up for loading. Enter and leave the bus in an orderly manner.
- 4. Students will remain seated and face forward at all times on the bus. Aisles will remain clear.
- 5. Seats may be assigned at any time.
- 6. Students will conduct themselves at all times in a manner that shows respect for property and consideration for others. Profanity will not be tolerated.
- 7. Actions such as littering, spitting, throwing of objects at, within or out of bus, vandalism or harassment of others will not be tolerated.
- 8. All parts of the body must be kept inside.
- 9. Remain silent at railroad crossings.
- 10. Animals, breakable containers, skateboards, weapons or any object that could be hazardous shall not be transported on a school bus.
- 11. Food and drink are not allowed unless with driver's specific permission.
- 12. Students will be dropped off at designated stops unless a note from the student's parent/guardian states otherwise.
- 13. Go directly home from bus stop. Do not talk with strangers. Report anything unusual to the driver.
- 14. Cell phones, including texting, are not to be used on the bus unless it is an emergency and approved by the bus driver.
- 15. Taking pictures, video clips, and recording other students is a violation of a student's right to privacy and is prohibited.
- 16. MPs players and other electronic listening devices are not allowed and should be kept in backpacks unless with driver's specific permission.

Students who do not normally ride the bus or who want to get off at another stop must have written permission and present the note to the driver. If this involves several students, please let the office and/or the driver know two days in advance.

#### Janesville Cafeteria Rules and Procedures

Janesville School recognizes the importance of good nutrition for students. The school participates in the Child Nutrition and Food Distribution Program and complies with its requirements. All parents are encouraged to complete an annual application. Each student will have an individual account. All payments to the program will be recorded as credits to individual students' accounts and all meals served will be charged as debits to individual student accounts. Payments to meal accounts should be sent to the Janesville School office.

#### Rules

- 1. Students will conduct themselves at all times in a manner that shows respect for property and consideration for others. Profanity will not be tolerated.
- 2. Actions such as littering, spitting, throwing of objects, vandalism, and harassment of others will not be tolerated.
- 3. No P.E. equipment, radios, books, games or other items are to be carried into the cafeteria. Items must be placed in the designated area when entering the cafeteria.
- 4. Students are expected to remove their hats, beanies, and/or hoods before entering the cafeteria.
- 5. Walk at all times. Never run in the cafeteria.
- 6. Once you are seated at a table you may not change places or tables. Seats may be assigned by the supervising adults at any time.
- 7. If you need help, raise your hand and wait for the cafeteria supervisor.
- 8. When leaving, it is a courtesy to leave a clean place for the next person.
- 9. No carbonated drinks or energy drinks. Juice is allowed, but must be consumed in the cafeteria.
- 10. Students must go to the lunchroom during lunch and stay fifteen (15) minutes, even if they do not have a lunch. Supervision is not available for children who simply try to miss lunch so they can go out and play.
- 11. Sharing of food is not allowed.
- 12. No parties can be held in the cafeteria during the student lunch period (state regulations).
- 13. All food must be consumed in the cafeteria or in the designated area outside on outside lunch days.
- 14. Grades 6<sup>th</sup> and up: Three students to a bench; Maximum six per table.

#### Meal Prices (Subject to Change)

Breakfast is served from 7:45 a.m. until 8:15 a.m.

Breakfast reduced price	\$ .30	Student Breakfast	\$1.75
Lunch reduced price	\$ .40	Student Lunch	\$2.85
Guest Lunches	\$3.35	Milk	\$ .40
Guest Breakfast	\$2.25		

#### **Prepayments**

Prepayments are encouraged. They will be credited to student accounts and will show a credit balance daily until depleted. Janesville School Cafeteria cannot make change. We apologize for any inconvenience. Please pay in advance to avoid having any meal charges. Please make meal payments in the Janesville School office.

**Charge Policy** 

No later than 10 days after a student's school meal account has reached a negative balance, the District will notify the student's parent/guardian by use of the automated phone information system. When a negative balance exceeds \$11.40, the student's parent/guardian will be notified by mail. Before sending this notification, the district will exhaust all options and methods to directly certify the student for free or reduced-price meals. If the district is not able to directly certify the student, the initial notice to the parent/guardian will include a paper copy of an application for free or reduced-price meals and the District will contact the parent/guardian to encourage submission of the application.

The District may enter into an agreement with a student's parent/guardian for payment of the student's unpaid meal charge balance over a period of time. As necessary, the repayment plan may allow the unrecovered or delinquent debt to carry over into the next fiscal year.

Debts that have accumulated with no reasonable attempt to pay down the debt may be referred to the Lassen County Small Claims Court.

**Refund Policy** 

Refunds will be made upon written request from parents. Refunds may take up to two weeks to process.

#### Free and Reduced Price Meals

To improve student's access to healthy school meals, free or reduced priced meals are available to all students who are eligible (Ed. Code 49510). The applications are available in the school office. Applications are accepted year round, and must be renewed annually. Your child will not be identified and their meal eligibility will remain confidential.

#### Field Trips

The cafeteria will provide a meal upon request. Paying students will be charged for this meal.

# Food Allergies and Medical Concerns

- 1. Students with a food allergy will be identified by a medical statement/emergency action plan as required.
- 2. Parents/Guardians please notify your child's teacher and the school office if your child has identified food allergies. You can request special meals or accommodations. Parents may pick up a *Medical Statement Request Special Meals and or Accommodations* form from the food services manager in the cafeteria.
- 3. All cafeteria personnel will be made aware of those identified students by the school nurse.
- 4. Students are not allowed to share or trade food in the cafeteria.
- 5. The establishment of a no nut/no allergen table for food allergic students if requested by the parent/guardian. All students can eat at this table as long as they have no nuts or specific food allergen.
- 6. Janesville School students will be made aware of the need to use caution with nuts and nut products, and other food allergy situations as needed.
- 7. Treatment/Response plans for identified students and accompanying medication will be kept in the school nurse's office.
- 8. Food is not to be taken on the playground during school hours.

- 9. Per district policy, cafeteria tables will be cleaned between and after each lunch period.
- 10. Teachers of a student with identified food allergies are asked to keep a copy of how to proceed in an emergency situation with their sub-plans.
- 11. Appropriate staff will be trained on the use of an epi-pen. Epi-pen placement will be the school nurse office and/or other appropriate place as decided by staff, parents, and administration.
- 12. All students in a class with a student having identified food allergies are trained to respect that student's particular needs e.g. learning to read food labels and not bringing snacks containing identified allergens into the classroom.

#### **Student Wellness**

The District encourages school organizations to use healthy food items or non-food items for fundraising purposes and further encourages school staff to avoid the use of non-nutritious foods as a reward for students' academic performance, accomplishments, or classroom behavior.

School staff shall encourage parents/guardians or other volunteers to support the district's nutrition education program by considering nutritional quality when selecting any snacks which they may donate for occasional class parties and by limiting foods or beverages that do not meet nutritional standards to no more than one food or beverage per party.

Class parties or celebrations shall be held after the lunch period when possible. Each class may only have one class party per month in grades kindergarten through the fourth grade and grades five through eight are limited to four parties per year. Parents are encouraged to support class parties with healthy food, avoiding sugar and fat laden snacks.

No student fundraisers that are based on food sales are permitted less than 30 minutes after school has adjourned for the day. Candy-based fund-raisers that target children are prohibited.

See Appendix C for additional information on Janesville School's Health and Wellness Program.

#### **Dress Code**

The Janesville dress code has been established by state law and the Janesville Union School District Board of Trustees for all students and staff. In order to preserve a neutral environment conducive to learning and protect the educational process, the following dress code is in effect at all times, including coming to school or going home, or while participating in school related activities. The dress code at Janesville School provides a balance between an individual's First Amendment right to free expression and the school's responsibility to provide a safe and secure educational environment.

We encourage everyone to dress appropriately and wear clothing that is not disruptive to the learning process, that does not violate a health, safety or decency aspect of school operation and that does not interfere with classroom procedures. Clearly, you cannot wear any clothing that advocates or promotes religious, ethnic or racial intolerance nor may you wear clothing that indicates gang membership.

In addition to being a Level "A" behavior offense, students who wear clothing that violates the school's dress code will be subject to the following:

First violation: Referral to office, first warning recorded and student is required to

change the clothing so that it is appropriate. The student will

receive one check.

Second violation: Referral to office, lunch detention given and student is required to change

the clothing so that it is appropriate. The student will receive two checks.

All further violations: Referral to office, student is suspended for one day and is required to

change the clothing so that it is appropriate. The student will receive three

checks.

In general, students must, at all times, be clean and neat and shoes must be worn at all times.

### **Dress Code (continued)**

The following items of dress are prohibited for all students:

- Clothing or paraphernalia that advertises tobacco, alcohol, drugs, gang related slogans, or sexual matter
- All items that are racially derogatory, sexually derogatory, or that incite disruptions
- Clothing or paraphernalia that can insinuate something other than its printed meaning: related to tobacco, alcohol, drugs, gang related slogans, sexual matter, inappropriate, underlying messages, racial or discriminatory matter
- All gang-related paraphernalia
- Studded or spiked necklaces, bracelets, or earrings
- Chains, except when worn as a necklace, bracelet or an anklet
- Large hoop or dangling earrings or gauges larger than ¼ inch in diameter.
- Any indecent or immodest clothing, including tube, sheer, backless, halter, low cut tops/dresses; swim suit tops. Butterfly cuts must have a minimum of three inches in the back.
- Any undergarments that show
- Clothing that shows bare parts of buttocks
- Pants that do not fit snugly at the waist without being held
- Hats not worn with the bill in the forward position
- Slippers, roller shoes, flip-flop sandals, high heels over 1 inch (7<sup>th</sup> and 8<sup>th</sup> graders can wear flip-flops, but must bring appropriate shoes for physical education and other physical activities)
- Suspenders or straps not worn on shoulders
- Pajama pants
- Shirts with large arm holes.

The following items are additionally prohibited for students in the **third through the eighth grades:** 

- Shorts, skirts, and dresses shorter than the finger-tip/mid thigh standard. Pants with holes/slits/threadbare patches in them above the fingertip standard that allow skin/underwear to be visible. Leggings must be worn beneath these type of pants so no skin/underwear is showing.
- Tops and dresses that do not have at least a strap on **both** shoulders
- Midriff that is exposed when arms are at the side
- Bra straps showing

#### Administration reserves the right to make final determination regarding dress code.

\*\* Students who attend Janesville School dances, <u>and their guests</u>, must adhere to the Janesville School dress code policies at all Janesville School dances with only one exception to the dress policy. Dresses and tops with straps less than one inch wide may be worn to dances, if all other elements of the dress code are otherwise observed. No strapless dresses or gowns, low cut front/back, or dresses/gowns/skirts with a high-side cut (fingertip standard) will be allowed at any school dance.

If your student is found in violation of the dress policy he/she will be given the choice to call his/her parents to bring an appropriate change of clothing or to change into clothing provided by the school.

# APPENDIX A SCHOOL CALENDAR

# JANESVILLE UNION ELEMENTARY SCHOOL | 2021-2022 CALENDAR

JULY 2021									
S	M	T	W	Th	F	S			
				E	2	3			
4	5	6	7	8	9	10			
11	12	13	14	15	16	17			
18	19	20	21	22	23	24			
25	26	27	28	29	30	31			

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

01 New Year's Day 17 M.L. King Day 21 End of 2<sup>nd</sup> Qtr (43 days)

20 days

AUGUST 2021								
S	M	T	W	Th	F	S		
1	2	3	4	5	6	7		
8	9	10	11	12	13	14		
15	16	17	18	19	20	21		
22	23	24	25	26	27	28		
29	30	31						

18:20 Teacher Work Day23 First Day of School – Min Day24-25 Minimum Days

7 days

FEBRUARY 2022								
5	M	1	W	Ih	F	S		
		1	2	3	4	5		
6	7	8	9	10	.11	12		
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28							

09 Conferences – Min Day 07 Lincoln's Birthday 21 Presidents' Day 23 All Staff Mtg. – Min Day

18 days

SEPTEMBER 2021									
S	M	Т	W	Th	F	S			
			1	2	3	4			
5	6	7	8	9	10	11			
12	13	14	15	16	17	18			
19	20	21	22	23	24	25			
26	27	28	29	30					

06 Labor Day09 Back to School Night22 Staff Dev – Min Day

21 days

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

Staff Dev – Min Day
End of 3<sup>rd</sup> Qtr (43 days)

23 days

	OCTOBER 2021									
S	M	T	W	Th	F	S				
					1	2				
3	4	5	6	7	8	9				
10	11	12	13	14	15	16				
17	18	19	20	21	22	23				
24	25	26	27	28	29	30				

27 All Staff Mtg. – Min Day 29 End of 1st Qtr. (48 days)

21 days

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

11-15 Spring Break 17 Easter Sunday Snow Day

15 days

	NOVEMBER 2021									
S	M	T	W	Th	F	S				
	1	2	3	4	5	6				
7	8	9	10	11	12	13				
14	15	16	17	18	19	20				
21	22	23	24	25	26	27				
28	29	30								

11 Veterans Day
12 Local Holiday
15-19 Conferences – Min Day
22-26 Thanksgiving Break
25 Thanksgiving Day

16 days

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

All Staff Mtg. – Min Day
Snow Day

Snow Day Memorial Day

20 days

DECEMBER 2021								
S	M	T	W	Th	F	S		
			- 1	2	3	4		
. 5	6	7	8	9	10	11		
12	13	14	15	16	17	18		
19	20	21	22	23	24	25		
26	27	28	29	30	31			

17 Minimum Day20-31 Christmas Break25 Christmas Day

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

6-9 Minimum Days
09 Last Day of School
09 Graduation @ 7 pm
69 End of 4<sup>th</sup> Qtr (46 days)
Teacher work Day

7 days

180 Day Calendar

13 days

# APPENDIX B SEXUAL HARASSMENT POLICY AND REGULATIONS

#### Sexual Harassment

#### **Students**

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

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(cf. 0410 - Nondiscrimination in District Programs and Activities)(cf. 5131 - Conduct)(cf. 5131.2 - Bullying)(cf. 5137 - Positive School Climate)
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(cf. 5145.3 - Nondiscrimination/Harassment)

The district strongly encourages students who feel that they are being or have been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who have experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact their teacher, the principal, the district's Title IX Coordinator, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the Title IX Coordinator.

Once notified, the Title IX Coordinator shall ensure the complaint or allegation is addressed through AR 5145.71 - Title IX Sexual Harassment Complaint Procedures or BP/AR 1312.3 - Uniform Complaint Procedures, as applicable. Because a complaint or allegation that is dismissed or denied under the Title IX complaint procedure may still be subject to consideration under state law, the Title IX Coordinator shall ensure that any implementation of AR 5145.71 concurrently meets the requirements of BP/AR 1312.3.

```
(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 5145.71 - Title IX Sexual Harassment Complaint Procedures)
```

The Title IX Coordinator shall offer supportive measures to the complainant and respondent, as deemed appropriate under the circumstances.

The Superintendent or designee shall inform students and parents/guardians of the district's sexual harassment policy by disseminating it through parent/guardian notifications, publishing it on the district's web site, and including it in student and staff handbooks. All district staff shall be trained regarding the policy.

#### Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information shall include:

- 1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
- 2. A clear message that students do not have to endure sexual harassment under any circumstance
- 3. Encouragement to report observed incidents of sexual harassment even when the alleged victim of the harassment has not complained
- 4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
- 5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and action shall be taken to respond to harassment, prevent recurrence, and address any continuing effect on students
- 6. Information about the district's procedures for investigating complaints and the person(s) to whom a report of sexual harassment should be made
- 7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues
- 8. A clear message that, when needed, the district will implement supportive measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation

## **Disciplinary Actions**

Upon completion of an investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

(cf. 4117.7/4317.7 - Employment Status Report)

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

#### Record-Keeping

In accordance with law and district policies and regulations, the Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

(cf. 3580 - District Records)

#### Legal Reference:

**EDUCATION CODE** 

200-262.4 Prohibition of discrimination on the basis of sex

48900 Grounds for suspension or expulsion

48900.2 Additional grounds for suspension or expulsion; sexual harassment

48904 Liability of parent/guardian for willful student misconduct

48980 Notice at beginning of term

48985 Notices, report, statements and records in primary language

**CIVIL CODE** 

51.9 Liability for sexual harassment; business, service and professional relationships

1714.1 Liability of parents/guardians for willful misconduct of minor

**GOVERNMENT CODE** 

12950.1 Sexual harassment training

CODE OF REGULATIONS, TITLE 5

4600-4670 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1092 Definition of sexual assault

1221 Application of laws

1232g Family Educational Rights and Privacy Act

1681-1688 Title IX of the Education Amendments of 1972

UNITED STATES CODE, TITLE 34

12291 Definition of dating violence, domestic violence, and stalking

UNITED STATES CODE, TITLE 42

1983 Civil action for deprivation of rights

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

106.1-106.82 Nondiscrimination on the basis of sex in education programs

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130

Reese v. Jefferson School District, (2000, 9th Cir.) 208 F.3d 736

Davis v. Monroe County Board of Education, (1999) 526 U.S. 629

Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274

Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473

Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

#### Management Resources:

**CSBA PUBLICATIONS** 

Providing a Safe, Nondiscriminatory School Environment for Transgender and

Gender-Nonconforming Students, Policy Brief, February 2014

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Q&A on Campus Sexual Misconduct, September 2017

Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016

Dear Colleague Letter: Title IX Coordinators, April 2015

Sexual Harassment: It's Not Academic, September 2008

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other

Students, or Third Parties, January 2001

**WEB SITES** 

CSBA: http://www.csba.org

California Department of Education: http://www.cde.ca.gov

U.S. Department of Education, Office for Civil Rights: http://www.ed.gov/about/offices/list/ocr

(9/16 7/20) 10/20

Policy JANESVILLE UNION ELEMENTARY SCHOOL DISTRICT

adopted: January 19, 2021 Janesville, California

#### Sexual Harassment

#### Students

#### **Definitions**

Sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions: (Education Code 212.5; 5 CCR 4916)

- 1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
- 2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
- 3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment.
- 4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

Any prohibited conduct that occurs off campus or outside of school-related or school-sponsored programs or activities will be regarded as sexual harassment in violation of district policy if it has a continuing effect on or creates a hostile school environment for the complainant or victim of the conduct.

For purposes of applying the complaint procedures specified in Title IX of the Education Amendments of 1972, sexual harassment is defined as any of the following forms of conduct that occurs in an education program or activity in which a district school exercises substantial control over the context and respondent: (34 CFR 106.30, 106.44)

1. A district employee conditioning the provision of a district aid, benefit, or service on the student's participation in unwelcome sexual conduct

- 2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the district's education program or activity
- 3. Sexual assault, dating violence, domestic violence, or stalking as defined in 20 USC 1092 or 34 USC 12291

(cf. 5145.71 - Title IX Sexual Harassment Complaint Procedures)

Examples of Sexual Harassment

Examples of types of conduct which are prohibited in the district and which may constitute sexual harassment under state and/or federal law, in accordance with the definitions above, include, but are not limited to:

- 1. Unwelcome leering, sexual flirtations, or propositions
- 2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
- 3. Graphic verbal comments about an individual's body or overly personal conversation
- 4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
- 5. Spreading sexual rumors
- 6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
- 7. Massaging, grabbing, fondling, stroking, or brushing the body
- 8. Touching an individual's body or clothes in a sexual way
- 9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
- 10. Displaying sexually suggestive objects
- 11. Sexual assault, sexual battery, or sexual coercion
- 12. Electronic communications containing comments, words, or images described above

## Title IX Coordinator/Compliance Officer

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 in accordance with AR 5145.71 - Title IX Sexual Harassment Complaint Procedures, as well as to oversee investigate, and/or resolve sexual harassment complaints processed under AR 1312.3 - Uniform Complaint Procedures. The Title IX Coordinator(s) may be contacted at:

Superintendent/Principal Janesville USD 464-555 Main Street / P.O. Box 280 Janesville, CA 96114 (530) 253-3660

#### **Notifications**

The Superintendent or designee shall notify students and parents/guardians that the district does not discriminate on the basis of sex as required by Title IX and that inquiries about the application of Title IX to the district may be referred to the district's Title IX Coordinator and/or to the Assistant Secretary for Civil Rights, U.S. Department of Education. (34 CFR 106.8)

(cf. 5145.6 - Parental Notifications)

The district shall notify students and parents/guardians of the name or title, office address, email address, and telephone number of the district's Title IX Coordinator. (34 CFR 106.8)

A copy of the district's sexual harassment policy and regulation shall:

- 1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR 4917)
- 2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted (Education Code 231.5)
- 3. Be summarized on a poster which shall be prominently and conspicuously displayed in each bathroom and locker room at each school. The poster may be displayed in public areas that are accessible to and frequented by students, including, but not limited to, classrooms, hallways, gymnasiums, auditoriums, and cafeterias. The poster shall display the rules and procedures for reporting a charge of sexual harassment; the name, phone number, and email address of an appropriate school employee to contact to report a charge of sexual harassment; the rights of the reporting student, the complainant, and the respondent; and the responsibilities of the school. (Education Code 231.6)

- 4. Be posted, along with the name or title and contact information of the Title IX Coordinator, in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students. (Education Code 234.6; 34 CFR 106.8)
- (cf. 1113 District and School Web Sites) (cf. 1114 - District-Sponsored Social Media)
- 5. Be provided as part of any orientation program conducted for new and continuing students at the beginning of each quarter, semester, or summer session (Education Code 231.5)
- 6. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)
- 7. Be included, along with the name or title and contact information of the Title IX Coordinator, in any handbook provided to students or parents/guardians (34 CFR 106.8)

The Superintendent or designee shall also post the definition of sex discrimination and harassment as described in Education Code 230, including the rights set forth in Education Code 221.8, in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students. (Education Code 234.6)

# Reporting Complaints

A student or parent/guardian who believes that the student has been subjected to sexual harassment by another student, an employee, or a third party or who has witnessed sexual harassment is strongly encouraged to report the incident to a teacher, the principal, the district's Title IX Coordinator, or any other available school employee. Within one school day of receiving such a report, the principal or other school employee shall forward the report to the district's Title IX Coordinator. Any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report the observation to the principal or Title IX Coordinator. The report shall be made regardless of whether the alleged victim files a formal complaint or requests confidentiality.

#### (cf. 5141.4 - Child Abuse Prevention and Reporting)

When a report or complaint of sexual harassment involves off-campus conduct, the Title IX Coordinator shall assess whether the conduct may create or contribute to the creation of a hostile school environment. If the Title IX Coordinator determines that a hostile environment may be created, the complaint shall be investigated and resolved in the same manner as if the prohibited conduct occurred at school.

When a verbal or informal report of sexual harassment is submitted, the Title IX Coordinator shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with applicable district complaint procedures.

#### **Complaint Procedures**

All complaints and allegations of sexual harassment by and against students shall be investigated and resolved in accordance with law and district procedures. The Title IX Coordinator shall review the allegations to determine the applicable procedure for responding to the complaint. All complaints that meet the definition of sexual harassment under Title IX shall be investigated and resolved in accordance with AR 5145.71 - Title IX Sexual Harassment Complaint Procedures. Other sexual harassment complaints shall be investigated and resolved pursuant to BP/AR 1312.3 - Uniform Complaint Procedures.

If sexual harassment is found following an investigation, the Title IX Coordinator, or designee in consultation with the Coordinator, shall take prompt action to stop the sexual harassment, prevent recurrence, implement remedies, and address any continuing effects.

(9/16 7/20) 10/20

Policy JANESVILLE UNION ELEMENTARY SCHOOL DISTRICT

adopted: January 19, 2021 Janesville, California

# APPENDIX C WELLNESS PROGRAM

## JANESVILLE UNION ELEMENTARY SCHOOL DISTRICT HEALTH AND WELLNESS POLICY

#### SCHOOL WELLNESS COMMITTEE

The District's Wellness Committee will be a subfunction of the School Site Council. The Site Council will agendize the wellness policy at least one time per year.

#### **LEADERSHIP**

The Superintendent/Principal will convene the Wellness Committee and facilitate development of and updates to the wellness policy, and ensure compliance with the policy. The designated official for oversight is:

Superintendent/Principal P.O. Box 280 Janesville, CA 96114 530-253-3660

#### RECORDKEEPING

The District will retain records to document compliance with the wellness policy at the District Office. The records will include the following:

- The written wellness policy
- Documentation demonstrating compliance with the annual public notification requirements.
- Documentation of the district's efforts to review and update the wellness policy, including who was involved and methods the district uses to make stakeholders aware of their ability to participate.
- The most recent assessment on the implementation of the wellness policy has been made available to the public.

#### TRIENNIAL PROGRESS ASSESSMENTS

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- Schools under the District's jurisdiction and compliance with the wellness policy,
- How the District's wellness policy compares to model wellness policies; and
- A description of the progress made in attaining the goals of the wellness policy.
- The person responsible for managing the triennial assessment and contact information is: Superintendent/Principal 530-253-3660

#### **GOALS**

#### **NUTRITION PROGRAMS**

#### Healthy Food Options

- A nutritionally balanced breakfast and lunch meal that meet the requirements of the National School Lunch Program (NSLP) and School Breakfast Program (SBP) will be offered daily
- Parents encouraged to provide only healthy snacks
- No soda or carbonated drinks will be allowed at school events during school hours
- There may be special events that can meet less stringent guidelines but not more than four times a year.

#### In Class Awareness

• In class snacks, will be encouraged to provide nutritional items.

## Student/Community Interaction

- Fund raisers will be encouraged to include non-food items.
- Encourage healthy food alternatives at after school activities.
- Parent Teacher Organization to help support healthy evening activities.
- On-going healthy food list to be provided to families via website.
- Incorporate a recycling program.

#### STAFF QUALIFICATIONS AND PROFESSIONAL DEVELOPMENT

- The District will strive to ensure all nutrition staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals.
- Janesville School is a Drug/Tobacco/Alcohol Free Campus.

#### WATER

The District will make drinking water available where school meals are served during mealtimes.

#### **COMPETITIVE FOODS AND BEVERAGES**

The foods and beverages sold and served outside of the school meal programs (e.g., competitive foods and beverages will meet the USDA Smart Snacks in School nutrition standards. A Guide to Smart Snacks in Schools is available at: <a href="http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks">http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks</a>.

Non-compliant foods may be sold at a school-sponsored event directly after school or may be sold by any entity at least one-half hour after the end of the school day.

#### **CELEBRATIONS & REWARDS**

• Parents will be encouraged to provide nutritional items for class parties.

#### **NUTRITIONAL EDUCATION PROGRAMS**

- Encourage healthy eating through communications that may include school newsletter, website, school handbook.
- Encourage classes to provide education on ways and means of eating and being healthier.
- Poster projects on healthy food choices.
- Illness prevention instruction to be taught in each classroom.
- Blood born pathogen / HIV education to 8<sup>th</sup> grade.
- Puberty Program to 5<sup>th</sup> grade (with handouts provided by Johnson & Johnson).
- Include in depth instruction in eighth grade P.E. class as prep for high school.
- Post flyers in all rooms, cafeteria, bathrooms on hand washing, sneezing and germ prevention.
- An on-site Health Aide will provide the following services:
  - Provide proactive services for injuries
  - > Provide or promote on going health screenings, eye tests, hearing tests, dental screenings, and health education in the classroom (select grade levels).
  - Education and support healthy eating habits for those with diabetes and/or obesity.
  - > Verify compliance with state immunization laws.
- Anti-Drug/Tobacco/Alcohol prevention education to be taught to all grades as follows and to be incorporated with other basic curriculum such as creative writing, poetry, health statistics, graphs, charts, etc.

#### PHYSICAL HEALTH & ACTIVITIES

Daily Physical Activity Programs

- Physical Education instruction per (EC sections 51210 and 51223) Grades 1-8 – A minimum of 200 minutes for every 10 school days
- Staff to use CA State Board of Ed. "Physical Education Framework" Guide to implement physical education at each grade level.

#### All School Fitness Programs

- School to host Spring-a-Thon at least every other year.
- Upper grade(s) to teach necessary skills for competing in Spring-a-Thon to other grades.
- Encourage and/or host walk/jog for health as fund raisers.
- 5<sup>th</sup> and 7<sup>th</sup> grade annual spring fitness testing.

#### USDA NONDISCRIMINATION STATEMENT

SNAP and FDPIR State or local agencies, and their sub-recipients, must post the following Nondiscrimination Statement:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

- Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.
- To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint\_filing\_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:
- (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Board Approval: April 23, 2019

# APPENDIX D ATHLETIC AGREEMENT

# JANESVILLE UNION SCHOOL DISTRICT ATHLETIC AGREEMENT 2021-2022

### **ATTENDANCE**

- 1. Attendance at practice and contests is mandatory. Any athlete who misses practice or a game, who does not contact their coaches with a valid excuse the day of the absence, will not be allowed to participate in the next event. Schoolwork and serving detention are not valid excuses for missing practice; athletes should plan accordingly to avoid such conflicts.
- Athletes are expected to remain with their coaches and team members in the facility during <u>all</u> events. They are under the direct supervision of their coaches and parent/guardians and are required to uphold the school's "code of conduct" when participating in sports. Athletes should avoid any conflicts with others and immediately report any problems to their coaches.

# **EQUIPMENT**

- 1. The school is not responsible for personal items brought on campus or to the events.
- Athletes who show up to practice or events without the required uniform/equipment will <u>not</u> be allowed to participate. Only the athlete to whom the uniform/equipment is issued may use those items.
- 3. Athletes are responsible for the cleaning and proper care of their issued uniforms/equipment during the sport or season. An athlete who loses or damages school uniforms/equipment shall be required to pay for that item.
- 4. Athletes who fail to return issued uniforms/equipment as directed by their coaches will <u>not</u> be allowed to participate in future activities (sports, dances, trips, etc.) until the uniforms/equipment is turned in or paid for.

#### **ELIGIBILITY**

- 1. An athlete must maintain a 2.0 citizenship and academic grade point average. Athletes will be placed on academic or citizenship probation based on their quarterly grades. Athletes will be immediately placed on citizenship probation if their grades fall below a "C" average. Athletes who do not have a 2.0 average in academics are eligible to acquire a *Statement of Understanding*, as noted in the Wildcat Handbook (see "Academic Probation").
- 2. If an athlete has a note from a doctor, excusing them from PE, they <u>will not</u> participate in sports until cleared by their physician.
- 3. In order for an athlete to participate in a practice or event, they **must** be present at school the entire day of the practice or event. Exceptions to this rule are medical and dental appointments; a valid note from the doctor **shall** be presented to the coach prior to participation. Should the practice or event fall on a Holiday or weekend, in order to participate, athletes must be present the entire proceeding day of the practice or event.

- 4. Janesville athletes represent the school and should serve as role models for younger students; therefore, athletes must maintain satisfactory behavior in and out of the classroom (3 or fewer disciplinary checks in one day). Athletes will be suspended from the game or event that day or a game or event later during the season, selected by the coach or administrator, if they fail to demonstrate appropriate behavior in class or on the playground.
- 5. Janesville School athletes are recognized for their good sportsmanship, a reputation we want to maintain, for that reason, behavior from the bench must be exemplary. Players are not allowed to question calls made by the referee and will not taunt or intentionally distract opposing team members. Players who participate in such behavior, <u>determined by the coach</u>, during practice or games, may be permanently suspended from the team.
- An important aspect of sportsmanship is team play and team membership. Team members will be taught how to treat each other with respect and coached to encourage each other during practice and competition. Athletes who participate in bullying, hazing, or practical jokes during practice or events or any other time outside of athletics, may be promptly removed from the team. Team players shall report all such cases immediately to the coach.
- 7. Athletes shall not use or be in possession of tobacco, alcohol, or <u>any</u> controlled substance. Any violations of this policy will result in the mandatory dismissal from the team.

#### **EARLY RELEASE**

- 1. Athletes that require early release from school may have it granted if all of the following conditions are met.
  - A. All assignments, present or past due, will be completed and turned in by the date agreed upon by all teachers and daily work (work due the day of the event) **must** be turned in on time that day.
  - B. Teachers' signatures are required to confirm that all the athletes work is completed and turned in to the satisfaction of the teacher and are to be given to the coaches/designee, prior to leaving campus. Athletes <u>must</u> sign out through the attendance office prior to leaving for the event.
- 2. If an athlete has to leave early for a game, they are responsible for the work that is due the next school day.
- 3. If an athlete, with work <u>due</u>, leaves school early to participate in an event, they will be excluded from the next game. If the season is over, they will not be permitted to participate in another extracurricular activity: games, tournaments, honor trips, dances, etc.

#### PHYSICALS AND INSURANCE

- 1. All athletes who desire to take part in school sports must have a physical at least once every calendar year, certifying that they are in good health and fit to participate. A completed *Athletic Health Statement* must be given to the coach <u>prior to participation</u> in any open gyms, practices, games, tournaments, or other events.
- 2. Athletes are <u>encouraged to schedule their physicals during the Summer Break</u> so they will be covered for the following school year, which will provide ample time to make appointments and avoid delays in participation.
- 3. The school provides basic insurance.

#### TRANSPORTATION

- 1. Athletes are expected to arrange transportation with their parents/guardians for all practices, games, events, or tournaments. When the athletic contest is over, athletes must leave with their parents/guardians and are not allowed to hang around on school grounds following the event unless they are with their parents/guardians. Athletes may remain at the event with other parents if they give the coaches a note or other reasonable evidence, indicating the individual responsible for the athlete.
- 2. Students may only ride with parents, other than their own, who have completed insurance forms on file with the District Office and with the consent of their parents/guardians. Prior to leaving for an event and after having been contacted by the parents, coaches will provide the office with a list of students who are riding with other parents/guardians, prior to leaving for an event.

Board Approved Date: May 17, 2016

# APPENDIX E BULLYING POLICY

### **Bullying and Cyberbullying**

The student code of conduct includes, but is not limited to:

- Students are expected to immediately report incidents of bullying to a staff member or principal.
- Students can rely on staff to promptly and thoroughly investigate each complaint of bullying/cyberbullying. The staff will make reasonable efforts to keep a report of bullying/cyberbullying and the results of the investigation confidential.
- If the complainant or the parent/guardian of the student feels that the appropriate resolution of the investigation or complaint has not been reached, the student or the parent/guardian of the student should contact the superintendent/principal.
- The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.
- Students also may be subject to discipline for any off-campus conduct during nonschool hours which poses a threat or danger to the safety of students, staff, or district property, or substantially disrupts the educational program of the district or any other district in accordance with law, Board policy, or administrative regulation.
- As defined below, any student who engages in bullying/cyberbullying may be subject to disciplinary action up to and including suspension and/or expulsion as per board policy.

Harassment of students or staff, such as bullying, including cyberbullying, intimidation, hazing or initiation activity, ridicule, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering.

"Cyberbullying" includes the transmission of communications, posting of harassing messages, direct threats, social cruelty, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation or friendships.

### **Bullying**

### **Students**

The Governing Board recognizes the harmful effects of bullying on student well-being, student learning, and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. No individual or group shall, through physical, written, verbal, visual, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel, or retaliate against them for filing a complaint or participating in the complaint resolution process.

```
(cf. 5131 - Conduct)
(cf. 5136 - Gangs)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)
```

The Superintendent or designee shall develop strategies for addressing bullying in district schools with the involvement of students, parents/guardians, and staff. As appropriate, the Superintendent or designee may also collaborate with social services, mental health services, law enforcement, courts, and other agencies and community organizations in the development and implementation of effective strategies to promote safety in schools and the community.

```
(cf. 1220 - Citizen Advisory Committees)(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)(cf. 6020 - Parent Involvement)
```

Such strategies shall be incorporated into the comprehensive safety plan and, to the extent possible, into the local control and accountability plan and other applicable district and school plans.

```
(cf. 0420 - School Plans/Site Councils)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 0460 - Local Control and Accountability Plan)
```

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3. If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

```
(cf. 1312.3 - Uniform Complaint Procedures)
```

If the Superintendent or designee believes it is in the best interest of a student who has been the victim of an act of bullying, as defined in Education Code 48900, the Superintendent or designee shall advise the student's parents/guardians that the student may transfer to another school. If the parents/guardians of a student who has been the victim of an act of bullying requests a transfer for the student pursuant to Education Code 46600, the Superintendent or designee shall allow the transfer in accordance with law and district policy on intradistrict or interdistrict transfer, as applicable.

```
(cf. 5116.1 - Intradistrict Open Enrollment)
(cf. 5117 - Interdistrict Attendance)
```

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

```
(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4119.21/4219.21/4319.21 - Professional Standards)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
```

Legal Reference:

**EDUCATION CODE** 

200-262.4 Prohibition of discrimination

32282 Comprehensive safety plan

32283.5 Bullying; online training

35181 Governing board policy on responsibilities of students

35291-35291.5 Rules

46600 Student transfers

48900-48925 Suspension or expulsion

48985 Translation of notices

52060-52077 Local control and accountability plan

PENAL CODE

422.55 Definition of hate crime

647 Use of camera or other instrument to invade person's privacy; misdemeanor

647.7 Use of camera or other instrument to invade person's privacy; punishment

653.2 Electronic communication devices, threats to safety

CODE OF REGULATIONS, TITLE 5

4600-4670 Uniform complaint procedures

UNITED STATES CODE, TITLE 47

254 Universal service discounts (e-rate)

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

### CODE OF FEDERAL REGULATIONS, TITLE 34

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

110.25 Notification of nondiscrimination on the basis of age COURT DECISIONS

Wynar v. Douglas County School District, (2013) 728 F.3d 1062

J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094

Lavine v. Blaine School District, (2002) 279 F.3d 719

### Management Resources:

### **CSBA PUBLICATIONS**

Final Guidance: AB 1266, Transgender and Gender Nonconforming Students, Privacy,

Programs, Activities & Facilities, Legal Guidance, March 2014

Providing a Safe, Nondiscriminatory School Environment for Transgender and

Gender-Nonconforming Students, Policy Brief, February 2014

Addressing the Conditions of Children: Focus on Bullying, Governance Brief, December 2012

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

Cyberbullying: Policy Considerations for Boards, Policy Brief, rev. July 2010

Building Healthy Communities: A School Leaders Guide to Collaboration and Community Engagement, 2009

### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

**Bullying Module** 

California's Social and Emotional Learning: Guiding Principles, 2018

Social and Emotional Learning in California: A Guide to Resources, 2018

Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008

Bullying at School, 2003

### CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to

Assist California K-12 Schools in Responding to Immigration Issues, April 2018

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014

Guidance to America's Schools: Bullying of Students with Disabilities, October 2014

Dear Colleague Letter: Guidance on Schools' Obligations to Protect Students from

Student-on-Student Harassment on the Basis of Sex; Race, Color and National Origin; and

Disability, October 26, 2010

Dear Colleague Letter: Harassment and Bullying, October 2010

### **WEB SITES**

CSBA: http://www.csba.org

California Department of Education, Safe Schools Office: http://www.cde.ca.gov/ls/ss

California Office of the Attorney General: http://oag.ca.gov Center on Great Teachers and Leaders: http://gtlcenter.org

Collaborative for Academic Social and Emotional Learning: http://casel.org

Common Sense Media: http://www.commonsensemedia.org National School Safety Center: http://www.schoolsafety.us

Partnership for Children and Youth: http://www.partnerforchildren.org

U.S. Department of Education: http://www.ed.gov

(5/18 5/19) 12/19

Policy JANESVILLE UNION ELEMENTARY SCHOOL DISTRICT

adopted: March 17, 2020 Janesville, California

### **Students**

**Examples of Prohibited Conduct** 

Bullying is an aggressive behavior that involves a real or perceived imbalance of power between individuals with the intent to cause emotional or physical harm. Bullying can be physical, verbal, or social/relational and may involve a single severe act or repetition or potential repetition of a deliberate act. Bullying includes, but is not limited to, any act described in Education Code 48900(r).

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images. Cyberbullying also includes breaking into another person's electronic account or assuming that person's online identity in order to damage that person's reputation.

(cf. 5145.2 - Freedom of Speech/Expression) (cf. 6163.4 - Student Use of Technology)

Examples of the types of conduct that may constitute bullying and are prohibited by the district include, but are not limited to:

- 1. Physical bullying: An act that inflicts harm upon a person's body or possessions, such as hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's possessions, or making cruel or rude hand gestures
- 2. Verbal bullying: An act that includes saying or writing hurtful things, such as teasing, name-calling, inappropriate sexual comments, taunting, or threats to cause harm
- 3. Social/relational bullying: An act that harms a person's reputation or relationships, such as leaving a person out of an activity on purpose, influencing others not to be friends with someone, spreading rumors, or embarrassing someone in public
- 4. Cyberbullying: An act such as sending demeaning or hateful text messages or emails, spreading rumors by email or by posting on social networking sites, or posting or sharing embarrassing photos, videos, web site, or fake profiles

Measures to Prevent Bullying

The Superintendent or designee shall implement measures to prevent bullying in district schools, including, but not limited to, the following:

1. Ensuring that each school establishes clear rules for student conduct and implements strategies to promote a positive, collaborative school climate

```
(cf. 5131 - Conduct)
(cf. 5137 - Positive School Climate)
```

- 2. Providing information to students, through student handbooks, district and school web sites and social media, and other age-appropriate means, about district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying
- 3. Encouraging students to notify school staff when they are being bullied or when they suspect that another student is being bullied, and providing means by which students may report threats or incidents confidentially and anonymously
- 4. Conducting an assessment of bullying incidents at each school and, if necessary, increasing supervision and security in areas where bullying most often occurs, such as playgrounds, hallways, restrooms, and cafeterias
- 5. Annually notifying district employees that, pursuant to Education Code 234.1, any school staff who witnesses an act of bullying against a student has a responsibility to immediately intervene to stop the incident when it is safe to do so

### Staff Development

The Superintendent or designee shall annually make available to all certificated staff and to other employees who have regular interaction with students the California Department of Education (CDE) online training module on the dynamics of bullying and cyberbullying, including the identification of bullying and cyberbullying and the implementation of strategies to address bullying. (Education Code 32283.5)

```
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
```

The Superintendent or designee shall provide training to teachers and other school staff to raise their awareness about the legal obligation of the district and its employees to prevent discrimination, harassment, intimidation, and bullying of district students. Such training shall be designed to provide staff with the skills to:

- 1. Discuss the diversity of the student body and school community, including their varying immigration experiences
- 2. Discuss bullying prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims

- 3. Identify the signs of bullying or harassing behavior
- 4. Take immediate corrective action when bullying is observed
- 5. Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior

### Information and Resources

The Superintendent or designee shall post on the district's web site, in a prominent location and in a manner that is easily accessible to students and parents/guardians, information on bullying and harassment prevention which includes the following: (Education Code 234.6)

1. The district's policy on student suicide prevention, including a reference to the policy's age appropriateness for students in grades K-6

(cf. 5141.52 - Suicide Prevention)

- 2. The definition of sex discrimination and harassment as described in Education Code 230, including the rights set forth in Education Code 221.8
- 3. Title IX information included on the district's web site pursuant to Education Code 221.61, and a link to the Title IX information included on CDE's web site pursuant to Education Code 221.6
- 4. District policies on student sexual harassment, prevention and response to hate violence, discrimination, harassment, intimidation, bullying, and cyberbullying

```
(cf. 5145.3 - Nondiscrimination/Harassment)
```

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

- 5. A section on social media bullying that includes all of the references described in Education Code 234.6 as possible forums for social media
- 6. A link to statewide resources, including community-based organizations, compiled by CDE pursuant to Education Code 234.5.
- 7. Any additional information the Superintendent or designee deems important for preventing bullying and harassment

(cf. 1113 - District and School Web Sites)

### Student Instruction

As appropriate, the district shall provide students with instruction, in the classroom or other educational settings, that promotes social-emotional learning, effective communication and conflict resolution skills, character development, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

(cf. 6142.8 - Comprehensive Health Education) (cf. 6142.94 - History-Social Science Instruction)

The district shall also educate students about the negative impact of bullying, discrimination, intimidation, and harassment based on actual or perceived immigration status, religious beliefs and customs, or any other individual bias or prejudice.

Students should be taught the difference between appropriate and inappropriate behaviors, how to advocate for themselves, how to help another student who is being bullied, and when to seek assistance from a trusted adult. As role models for students, staff shall be expected to demonstrate effective problem-solving and anger management skills.

To discourage cyberbullying, teachers may advise students to be cautious about sharing passwords, personal data, or private photos online and to consider the consequences of making negative comments about others online.

### Reporting and Filing of Complaints

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee.

When a report of bullying is submitted, the principal or a district compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with AR 1312.3 - Uniform Complaint Procedures. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

### (cf. 1312.3 - Uniform Complaint Procedures)

Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report such observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint.

Within two business days of receiving a report of bullying, the principal shall notify the district compliance officer identified in AR 1312.3.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

### Discipline/Corrective Actions

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

```
(cf. 5116.2 - Involuntary Student Transfers)
```

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

### **Support Services**

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)

### (cf. 6164.2 - Guidance/Counseling Services)

If any student involved in bullying exhibits warning signs of suicidal thought or intention or of intent to harm another person, the Superintendent or designee shall, as appropriate, implement district intervention protocols which may include, but are not limited to, referral to district or community mental health services, other health professionals, and/or law enforcement.

(5/19) 12/19

Policy adopted: March 17, 2020 JANESVILLE UNION ELEMENTARY SCHOOL DISTRICT

Janesville, California

# APPENDIX F CELL PHONE CONTRACT

### Janesville Union Elementary School District Student Use of Cell Phones Contract

The Board of Trustees of the Janesville Union Elementary School District recognizes that students in a rural school without access to a public pay phone may need to use a cell phone as a safety precaution following school events or at the end of the school day. The following contract allows students to carry cell phones at Janesville School.

- 1. By completing this form the parent/guardian declares that their son/daughter will have a cell phone on campus and have registered the student's phone number with the office. This will be done at the beginning of each school year thereafter.
- Parents/Guardians and students understand that a student will not carry cell
  phones in their pockets or on their person during the school day. Cell phones
  will not be kept in the desks, but will be kept in backpacks or sports bags, out
  of sight.
- 3. Cell phones will remain turned off during the school day (7:45 a.m.-2:25 p.m.)
- 4. Any student who wishes to arrange changes in transportation home or to school may not do so through cell phone use but must follow regular school procedures.
- 5. Cell phones may be used on school busses upon the Lassen High School policy and/or individual driver's procedures.
- 6. Student/Parent/Guardian understands that the district will not be responsible for any lost cell phones or lost phone service.
- 7. The Superintendent/Principal, or designee, shall confiscate any cell phone not used as outlined above and the student may lose his/her privilege to have a cell phone at school. Once a cell phone has been confiscated, it will be the responsibility of the parent(s)/guardian(s) to come to the school to claim the phone. The school is not responsible to notify the parent(s)/guardian(s) that the phone has been confiscated.
- 8. Students who fail to follow the cell phone policy may also be prohibited from bringing a cell phone to school for the remainder of the school year. Students will be subject to the Disciplinary Check (√) System for violation of school rules, including suspension.
- 9. Students are prohibited from taking photos and/or videos of other students while on District property.

### Janesville Union Elementary School District Student Use of Cell Phones Contract

	agrees that they will follow
(Student Name)	•
the above list of cell phone use requirentime they have a phone at school. The cis:	
	e to follow all requirements and expectations se my cell phone privileges if I do not follow this
Parent/Guardian Signature	Student Signature
Date	Date
Policy JANESVILLE U adopted: January 16, 2018	J <b>NION ELEMENTARY SCHOOL DISTRICT</b> Janesville, California

## JANESVILLE SCHOOL SONG

WE ARE JANESVILLE UNION WILDCATS

JANESVILLE WILDCATS DO OR DIE

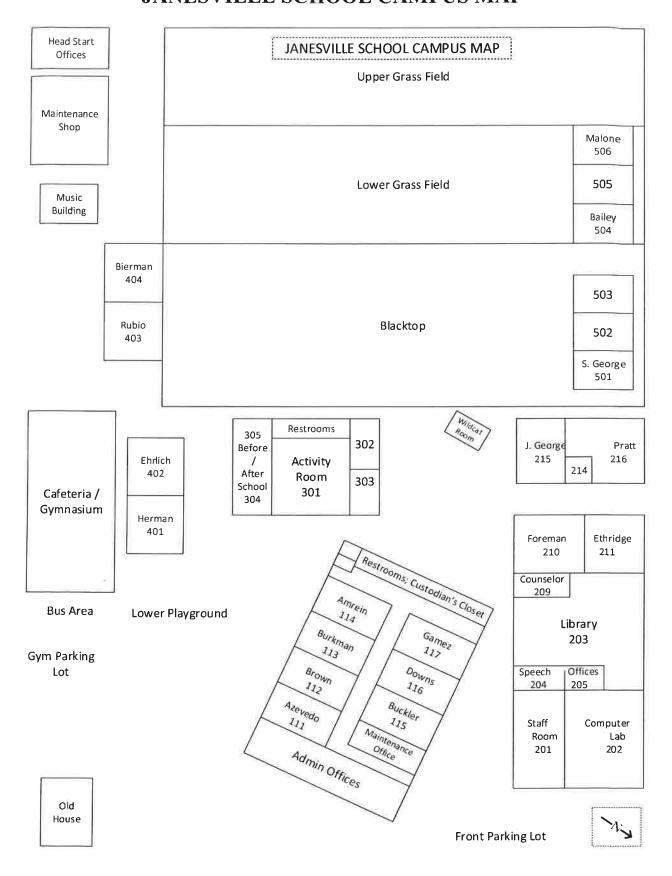
REAL HEP COOL CATS FROM OLE' JANESVILLE U

WE HAVE A TEAM THAT WILL TRY

RAH, RAH, RAH

RED WILL SHOW YOU WE'RE COURAGEOUS
BLUE MEANS LOYAL THROUGH AND THROUGH
WHITE MEANS FIGHT AND FIGHT WITH MIGHT
THAT'S WHAT ALL WILDCATS DO
WILDCATS FROM GOOD OLE' JANESVILLE U
GRRRRRRR RAH!

### JANESVILLE SCHOOL CAMPUS MAP



### April 23, 2021

I hereby submit my unconditional and irrevocable resignation from all employment with the Janesville School District effective September 30, 2021. This resignation is contingent upon payment to me of the retirement incentive agreed to between the District and the CSEA, dated April 21, 2021.

Kendra M. Bierman

Kendra M. Bierman

### April 23, 2021

I hereby submit my unconditional and irrevocable resignation from all employment with the Janesville School District effective September 30, 2021. This resignation is contingent upon payment to me of the retirement incentive agreed to between the District and the CSEA, dated April 21, 2021.

Alan McDonald

April 30, 2021

Dear Mr. Brown:

This letter is to let you know a specific date I plan to retire. We have discussed retirement and my intention to work as a retired annuitant after I retire. I plan September 30, 2021 as my last day of fulltime work. I truly enjoy working here and have been grateful for the opportunity. Beginning the following week, I would be available to work Monday, Wednesday and Friday as a retiree.

Sincerely,

Terri O Bryan, LCSVI

CC: Andrea Kellogg

## ADDENDUM TO THE JANESVILLE UNION SCHOOL DISTRICT FACILITY USE AGREEMENT

### CHILD CARE PROGRAM

This agreement states the terms, conditions and responsibilities of the parties involved for the use of the Janesville Union School District facility which is located on the Janesville School campus at 464-555 Main Street and is identified on the Janesville School Site Map as "Room 304 and Room 305." This agreement is between the Janesville Union School District (District) and Lori Furtado, doing business as "Just Kidding Around Children's Centers."

### **CONDITIONS**

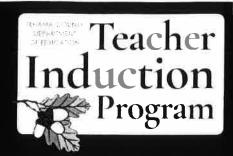
- 1. Just Kidding Around Children's Centers will operate as a licensed child care facility and will meet all requirements for a licensed child care facility as specified by the Community Care Licensing agency.
- 2. All applicable Janesville Union School District policies and procedures, including Board Policy, Facility Use Agreements (including policy updates), fire and emergency procedures, including disaster emergencies, and temporary limitations of the use of the Janesville School District buildings, will apply to the Just Kidding Around Children's Centers.
- 3. Just Kidding Around Children's Centers has inspected the premises and acknowledges that the premises is clean and in operative condition. Upon termination, all keys (including copies) shall be returned to the District and the premises will be returned in clean and operative condition. Any modification, aesthetic or otherwise, shall have Superintendent or designee approval prior to any artwork or modification made.
- 4. Just Kidding Around Children's Centers will establish hours of operation. Such hours will be established based on community need and the ability of Just Kidding Around Children's Centers to pay operational costs.
- 5. This agreement covers the time period of July 1, 2021 through June 30, 2022. This agreement will be reviewed each May.
- 6. Just Kidding Around Children's Centers agrees to pay \$550.00 per month for facility use payment to the Janesville Union School District, excluding June, July and August. This payment of \$550 per month includes \$350 per month for Room 304 and \$200 per month for Room 305. Payments are due by the first day of each month. The District reserves the right to increase the amount of payment if the operation of the preschool results in a substantial increase in operating expenses to the District.
- Just Kidding Around Children's Centers will provide proof of liability insurance, naming the Janesville Union School District as an "also insured" at a minimum combined single limit of one million dollars for bodily injury, liability and property damage. Evidence of such coverage must be provided prior to the commencement of operations in the district facility each year.
  - a. The Just Kidding Around Children's Centers shall be solely responsible for the supervision of and personal injury to its clients, employees, agents or invitees.
  - b. The Just Kidding Around Children's Center agree, to the fullest extent permitted by law, to indemnify, defend and hold harmless the District, its board of trustees, officers, agents, invitees and employees from and against any and all claims, costs, demands, expenses (including attorney fees), losses, damages, injuries and liabilities arising from any accident, death or injury whatsoever or however caused to the other parties person or property, due to, arising out of, or related to the negligence of the District.

- c. The indemnification provisions contained in this Agreement include but are not limited to any violation of applicable law, ordinance, regulation or rule, including where the claim, loss, damage, charge or expense was caused by deliberate, willful or criminal acts.
- 8. The Janesville Union School District will provide electricity, water, propane and a well-maintained facility. Maintenance of the facility, exclusive of day-to-day cleaning, shall be the responsibility of the District. Just Kidding Around Children's Centers will be responsible for daily cleaning. District custodial services are available for an additional fee.
- 9. All employees of Just Kidding Around Children's Centers who work on the campus of the Janesville Union School District must pass a background investigation that shall include submission of fingerprints to the California Department of Justice. Processing fees associated with the fingerprinting process shall not be borne by the District.
- 10. The Just Kidding Around Children's Centers shall be responsible for the loss, damage, repair and replacement of District facilities and equipment beyond normal wear and tear. Such damage shall be reported to the superintendent within twenty-four (24) hours.
- 11. Both parties agree to establish a method for achieving a mutually beneficial afterschool education program and shall negotiate any changes to this contract as needed to achieve such a program.
- 12. Just Kidding Around Children's Center shall not assign this Agreement or any interest herein, nor sublet the leased property or any part thereof to any person, firm or corporation without the prior written consent of the District's Superintendent.
- In the event that any provision of this Agreement is held invalid or unenforceable by a court of competent jurisdiction, no other provision of this Agreement will be affected by such holding, and all of the remaining provisions of this Agreement will continue in full force and effect.

This agreement may be reviewed at any time by mutual agreement of the Janesville Union School District and the Just Kidding Around Children's Centers.

Ed Brown, Superintendent/Principal Janesville Union School District	Date
Lori Furtado, Owner/Director	Date
Just Kidding Around Children's Centers	

Board Adopted: May 18, 2021



General Education Career Technical Education Preliminary and Clear Education Specialist

April 29, 2021

Dear Administrator,

Thank you for partnering with the Tehama County Department of Education Teacher Induction Program and for collaborating with us to establish a network of support for early career teachers and their mentors. Our goal is to support your new teacher(s) during their most challenging years of teaching, advance their professional practice, and increase student achievement through high quality mentoring.

Enclosed you will find our 2021-2022 Memorandum of Understanding. The California Teacher Induction standards call for a coherent overall system of support through collaboration, communication and coordination between candidates, mentors, school and district administrators, and all members of the Induction system. Our intent with this MOU is to foster collaboration, communication, and coordination with partnering districts to establish a system of mentoring, support, and professional learning in service of early career teachers. Please note that the MOU includes a request for the designation of a District Coordinator to act as a liaison between your district and our program, to promote communication and to strengthen our partnership.

Please return the signed MOU (p.7), along with the District Coordinator's signature on <u>Attachment 1</u>, to the following address or scan and email it to <u>induction@tehamaschools.org</u>:

Tehama County Department of Education Attn: Teacher Induction Program 1135 Lincoln Street Red Bluff, CA 96080

If you have any questions regarding the MOU or the enrollment process, please feel free to contact me via email at induction@tehamaschools.org or by calling 530-528-7311. We look forward to collaborating with you in support of teacher growth and development.

Thank you,

Maria Elena Diaz

Administrator, Tehama Teacher Induction Program





### Memorandum of Understanding between Tehama County Superintendent of Schools

and

### Participating County Offices of Education and School Districts, or Employing Agencies

### I. General

This Memorandum of Understanding (MOU) is between the Tehama County Superintendent of Schools, serving as the Local Education Agency ("LEA") for the Tehama County Department of Education Teacher Induction Program ("PROGRAM"), and the County Office of Education, district, employing agency, or independent charter school ("DISTRICT") signing below. Throughout the MOU, new teachers are referred to as "Candidates" and veteran teachers are referred to as "Mentors." The term of this MOU commences on July 1, 2021, and terminates on June 30, 2022.

### II. Purpose

The purpose of the MOU is to establish a formal working relationship between the DISTRICT, LEA, and the PROGRAM; set forth conditions, roles, and responsibilities that will govern this relationship; set forth the terms and conditions upon which the parties shall cooperate and share responsibility for performance of this Agreement. The PROGRAM will provide and coordinate services and support to guide Candidates in meeting California credential requirements through a two year, individualized, job-embedded system of mentoring, support, and professional learning that begins in the teacher's first year for the state-accredited General Education Clear Credential Program, Education Specialist Clear Credential Program, and the Designated Subjects Career Technical Education Preliminary and Clear Credential Programs.

### III. Eligibility

Eligible Candidates are those hired within the PROGRAM "Consortium" defined as the following counties: Butte, Glenn, Lassen, Modoc, Plumas, Shasta, Siskiyou, Tehama, and Trinity Counties. The following credential programs are available to Candidates: **Preliminary Credential Program** - for Candidates who meet the industry experience and prerequisite CCTC requirements for Designated Subjects Career Technical Education Credential and **Clear Credential Program** - for Candidates holding a Preliminary Multiple Subject, Single Subject, Education Specialist, or Designated Subjects Career Technical Education Credential(s), and Out of State and Out of Country trained teachers. Candidates who hold a second Preliminary Credential and need to obtain a second Clear Credential; or who already hold one Clear Credential and need to obtain a second Clear Credential, and teachers who hold a Program Sponsor Variable Term Waiver or an Intern extension are eligible to participate in the PROGRAM on a fee-for- service basis (Table A: 2021-2022 Fee Schedule). Refer to <a href="https://dx.doi.org/10.1016/journal-to-program">https://dx.doi.org/10.1016/journal-to-program</a>. Candidate's eligibility for enrollment in an Induction Program. The PROGRAM Credentials Technician will use the credential status information provided by the California Commission on Teacher Credentialing to verify their eligibility to enroll in a California Teacher Induction Program. Once a Candidate is accepted in the PROGRAM, TCDE offers the PROGRAM to the Candidate, meeting the adopted program standards, until the Candidate:

- a. completes the program;
- b. withdraws from the program;
- c. is dropped from the program based on established criteria; or
- d. is admitted to another program to complete the requirements, with minimal disruption, for the authorization

In the event of program closure, TCDE will offer a teach out plan (<u>Attachment 6</u>), which includes individual transition plans for each Candidate, as well as a plan for Candidates to access their student records (<u>Attachment 7</u>).

### Teacher Induction Program

### Tehama Teacher Induction Program



### IV. LEA and PROGRAM Responsibilities

(Tehama County Department of Education Teacher Induction Program)

### A. Accreditation:

- Establish a program model in alignment with California Teacher Induction Standards to ensure PROGRAM accreditation status through the California Commission on Teacher Credentialing (CCTC) Accreditation System.
- 2. Submit accreditation reports and fees as required by CCTC.

### B. Personnel:

- 1. Employ a PROGRAM Administrator whose primary duty is to administer the PROGRAM.
- 2. Employ Support Staff whose primary duty is to support the administration of the PROGRAM.
- 3. Employ Coaches whose primary duty is to support Mentors and Candidates in meeting PROGRAM requirements.

### C. Internal Resources:

- 1. Provide sufficient and appropriate workspace for the PROGRAM Administrator and PROGRAM Support Staff.
- 2. Provide office support services for the PROGRAM, including, but not limited to, mail service, phone, fax, internet services, technology support, and meeting space for PROGRAM activities.
- 3. Provide business and legal services required for PROGRAM implementation.

### D. Services Provided:

- 1. Provide a process for equitable distribution of support, formative assessment, and credential services to Candidates and Mentors in all participating DISTRICTS within the region.
- 2. Develop and provide ongoing training and support for Mentors that includes, but is not limited to coaching and mentoring, goal setting, use of appropriate mentoring instruments, best practices in adult learning, support for individual mentoring challenges, reflection on mentoring practice, opportunities to engage in professional learning networks, etc.
- 3. Provide Mentors and Candidates with guidance and clear expectations for the mentoring experience based on the PROGRAM's design.
- 4. Advise Candidates of an Early Completion Option for "experienced and exceptional" Candidates.
- 5. Arrange for and monitor California State University, Chico, and Simpson University Continuing Education Units for Candidates and Mentors.
- Provide professional development for Site Administrators (topics may include Induction program preconditions and standards, their role in the Induction program, mentor selection, mentoring skills to support the Individualized Learning Plan, the importance of new teacher professional development, and the working conditions that optimize a Candidate's success).
- 7. Maintain a database for tracking each Candidate's progress toward completion of PROGRAM requirements.
- 8. Submit Clear Credential recommendations to the CCTC for Candidates who have successfully completed the requirements of the PROGRAM.





### E. Communication:

- 1. Inform Candidates of the completion of requirements for the Clear General Education Credentials (Multiple and/or Single Subject), Preliminary and Clear Designated Subjects Career Technical Education Credentials, and/or Clear Education Specialist Credentials.
- 2. Inform the DISTRICT of the Candidate's and Mentor's progress toward completion of PROGRAM requirements.
- 3. Communicate with the candidate, mentor, district, and the initial preliminary program to align the mentoring support to the Individual Development Plan and to ensure that the candidate(s) who hold a Program Sponsor Variable Term Waiver or Intern Extension, are on track to meet requirements for the Preliminary Credential.

### F. Stakeholder Engagement:

- Convene PROGRAM Regional Advisory Council meetings a minimum of two times per year and Leadership Team meetings a minimum of two times per year to engage stakeholders in the decision making process and to support the continuous improvement of services provided to Mentors and Candidates.
- 2. Administer Mid-Year and End-of-Year surveys to Site Administrators, Mentors, and Candidates for the purpose of PROGRAM evaluation.

### G. Financial:

- Develop, establish, and process payment for contracts with Mentors (see Table A: 2021-2022
  Fee Schedule) to participate in the PROGRAM Mentor trainings (coaching and mentoring
  skills, goal setting, use of appropriate mentoring instruments, and best practices in adult
  learning), reflect on their mentoring practice, engage with mentoring peers in professional
  learning networks, and meet weekly for an average of not less than one hour per week with
  each Candidate (31 hours total).
- Establish and fulfill contracts with outside vendors for professional services as needed and/or required.
- Assume overall fiscal responsibility for the administration of the PROGRAM budget, including submission of year-end expenditure reports and any other documentation required by CCTC and/or California Department of Education (CDE).

### V. DISTRICT Responsibilities

### A. Personnel

 Appoint a DISTRICT Coordinator (<u>Attachment 1</u>) whose assignment includes dedicated time to fulfill the DISTRICT Coordinator roles and responsibilities (may include Human Resource personnel, Site Administrator, Instructional Coach, or Curriculum and Instruction Administrator/Coordinator, etc.).

### B. Enrollment and Mentor Selection

- 1. Upon hire, identify all Candidates who are eligible for PROGRAM services, as described by state guidelines (Eligibility for Induction Guide <u>Attachment 5</u>).
- Notify each new Candidate of his or her responsibility to enroll in an Induction program in order to clear his or her Preliminary General Education, Education Specialist, and/or Designated Subjects Career Technical Education teaching credential and provide Candidates access to the PROGRAM enrollment web-page.
- 3. Enroll Year 2 Candidates by June 11, 2021, Year 1 Candidates by July 30, 2021 and late hires by August 31, 2021 to allow the PROGRAM support staff sufficient time to confirm their eligibility and provide timely notifications before the start of the academic year. Teachers hired after the August 31, 2021 deadline will be considered on a case by case basis.





- 4. Assign a qualified Mentor, who meets CCTC identified criteria, to each eligible Candidate within 30 days of the Candidate's enrollment in the PROGRAM. Qualifications for Mentors must include, but are not limited to:
  - a) Mentors must hold a Clear Credential which is a match to that of the Credential Candidate (exceptions may be made for Career Technical Education).
  - b) Mentors must have 3 or more years of effective teaching experience.
  - c) Mentors must have knowledge of the context and content of the Candidate's teaching assignment.
  - d) Mentors must demonstrate commitment to professional learning and collaboration.
  - e) Mentors must have the ability, willingness, and flexibility to meet the Candidate's needs for support.
  - f) Mentors must have the availability to attend the professional learning required.
  - g) Mentors must possess basic computer skills (e.g. word processing, web navigation, email, and file downloads/uploads).
- 5. Notify the PROGRAM of the Mentor selection via the district enrollment form and provide Mentors access to the PROGRAM enrollment web-page.

### C. Services Provided

- 1. Provide Candidates and Mentors release time for formal and informal observations (a minimum of 2 per year for the Mentor and 2 per year for the Candidate).
- Ensure each Mentor and Candidate has access to personal or district-issued computer and internet connection to participate in professional learning via the PROGRAM designated webconference platform and to complete program requirements.
- 3. Make every effort to assign Candidates to classrooms appropriate to their novice status, avoiding whenever possible, combination classrooms, secondary assignments with multiple preps, teaching assignments at multiple sites, and multiple adjunct duties. For Candidates assigned a "challenging" setting, the DISTRICT will mitigate working conditions by appropriating support services.
- 4. Conduct an initial orientation for Candidates that includes an introduction to the school's staff in order to build a learning community climate within the school.
- 5. Ensure that each Candidate receives an average of not less than one hour per week of individualized support and mentoring (a total of 31 hours or 1860 minutes).
- 6. Provide Candidates the opportunity to participate in professional learning that correlates to their Individualized Learning Plan (ILP) professional growth goals.
- 7. Ensure that district and school site administrative staff support the confidential nature of the Candidate-Mentor relationship. The ILP is designed and implemented solely for the professional growth and development of the Candidate and not for evaluation for employment purposes. PROGRAM assessments and activities shall not be considered in the Candidate's school and/or district evaluation.
- 8. Assist the PROGRAM in ensuring that all Mentors and Candidates attend required trainings and complete PROGRAM requirements, including providing release time as necessary.
- 9. For teachers who hold a Program Sponsor Variable Term Waiver or Intern Extension, DISTRICTS will communicate frequently with the Candidate, Mentor, the initial preliminary program, and the PROGRAM, offer support aligned to the Individual Development Plan, and ensure the candidate is on track to meet requirements for the Preliminary Credential.





### D. Communication

- 1. The District Coordinator will communicate PROGRAM requirements and Expectations of Site Administrators (<u>Attachment 2</u>) to site administrators with candidates enrolled in the PROGRAM.
- 2. Notify PROGRAM staff within 10 business days of any changes in the employment status, leaves of absence, or changes in teaching assignment of the enrolled Candidate(s) and Mentor(s).
- 3. Notify PROGRAM staff of a potential grievance or need for a Mentor reassignment.
- 4. Notify PROGRAM staff of any Candidate who discontinues PROGRAM participation (Table B: 2021-2022 Refund Schedule).

### E. Input

- 1. Participate in PROGRAM evaluation by providing feedback via the Site Administrator Mid-Year and End-of-Year surveys.
- 2. Participate in the CCTC Accreditation Cycle (Site Review interviews, etc.) as needed.
- 3. DISTRICT appoints a minimum of one liaison to serve on the PROGRAM'S Regional Advisory Council. The liaison(s) should be a designee authorized by the DISTRICT to fulfill the roles and responsibilities assigned to him or her. The liaison supports the PROGRAM by providing ongoing updates, communication, and information to and from the DISTRICT.

### F. Financial

- 1. The DISTRICT will assume financial responsibility of all PROGRAM Fees for each Candidate enrolled in the PROGRAM. Refer to Table A: 2021-2022 Fee Schedule.
  - a) The PROGRAM may provide a refund to the DISTRICT in the event that a Candidate discontinues PROGRAM participation. Refer to Table B: 2021-2022 Refund Schedule.
- 2. Provide Candidates and Mentors release time for formal and informal observations (a minimum of 2 per year per Mentor and 2 per year per Candidate).
- 3. Provide Candidates and Mentors release time, as needed, to participate in the PROGRAM'S professional development.

### G. Expectations

- Expectations of Site Administrator: DISTRICT shall ensure that each district employee who
  is designated as a Site Administrator understands that the knowledge, attitudes, and actions
  of the Site Administrator are critical to the success of the Induction Program. DISTRICT shall
  provide each Site Administrator a copy of the responsibilities set forth in Expectations of Site
  Administrators Attachment 2.
- Expectations of District Coordinator: DISTRICT shall ensure that each district employee
  who is designated as a District Coordinator for the Induction Program have certain
  responsibilities, including but not limited to those set forth in <u>Attachment 1</u>. DISTRICT shall
  provide the District Coordinator a copy of the responsibilities set forth in Expectations of
  District Coordinators <u>Attachment 1</u>.
- 3. **Expectations of Mentor**: DISTRICT shall ensure that each Mentor, whom the district/school assigns to provide support services to a Candidate, complies with the terms and conditions set forth in Expectations of Mentors <u>Attachment 3</u>.
- 4. **Expectations of Candidate**: DISTRICT shall ensure that each Candidate who participates in one or more Induction Programs complies with the terms and conditions set forth in Expectations of Candidates <u>Attachment 4</u>.





### VI. Compliance with CTC Requirements

Pursuant to Education Code Section 4427(a) both parties agree to adhere to the General and Program Preconditions established by the CTC, which are linked to this MOU as Attachments 9-11 and incorporated into the MOU.

### VI. Non-Discrimination Clause

Any service provided by either party pursuant to this agreement shall be without discrimination based on the actual or perceived race, religious creed, color, national origin, nationality, ethnicity, ethnic group identification, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, gender, gender identity, gender expression, sex, or sexual orientation, in accordance with all applicable Federal and State laws and regulations. TCDE and DISTRICT agree to make all personnel decisions without unlawful discrimination, including decisions regarding the admission, retention or graduation of students, and decisions regarding the employment, retention or promotion of employees.

Each party hereto agrees to hold harmless and to indemnify the other party, its officers and employees, against liability for damages for death or bodily injury to persons, injury to property, or any other loss, damage, or expense arising from the negligence, willful misconduct or omission of the party which committed the act, and while acting under the terms and conditions of the Agreement. Should any action be brought to enforce any of the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees. Both parties as certified by the signatures below agree to the provisions of this agreement:

Suck ely	
Richard DuVarney, Superintendent	Signature - Superintendent/Authorized Agent
Tehama County Department of Education	
District Name	Print Name
4/27/21	
Date	District Name
	Date





Clear Credential Program	Fee
<ul> <li>includes enrollment of one Candidate in one or more of the following programs: Clear Multiple Subject Credential, Clear Single Subject Credential, and Clear Education Specialist Credential, or</li> <li>includes enrollment of one Candidate in the Clear Designated Subjects (CTE) credential program</li> <li>includes a Mentor Stipend Fee of \$1,700</li> </ul>	Enrollment fee before 9-1-21: \$4,200  Enrollment fee after 9-1-21: \$4,400
<ul> <li>Dual Credential Program</li> <li>includes enrollment of one Candidate in one or more of the following programs: Clear Multiple Subject Credential, Clear Single Subject Credential, or Clear Education Specialist Credential, and a concurrent enrollment in a Clear Designated Subjects (CTE) credential program</li> <li>includes a Mentor Stipend Fee of \$1,700</li> </ul>	\$4,450 per year
<ul> <li>Early Completion Option Program</li> <li>includes enrollment of one Candidate in an accelerated program for one of the following credentials: Clear Multiple Subject Credential, Clear Single Subject Credential, or Clear Education Specialist Credential</li> <li>the Candidate must be an experienced and exceptional teacher, and must meet the program criteria to gain admission in the Early Completion Option (ECO) Program</li> </ul>	\$4,450 one-time fee
<ul> <li>Second Clear Credential Program - Education Specialist (Level I)</li> <li>includes enrollment of one Candidate in a self-paced independent study Education Specialist Program to meet PROGRAM requirements</li> <li>the Candidate must have completed teacher induction for a previous credential or received their first clear credential before 2002</li> </ul>	\$500 one-time fee
Preliminary Credential Program - Designated Subjects (CTE)  includes support with the completion and submission of form 41-4  includes appraisal of requirements for the preliminary and clear credentials	\$250 one-time fee
<ul> <li>Second Clear Credential Program - Designated Subjects (CTE)</li> <li>includes enrollment of one Candidate in a self-paced independent study Designated Subjects (CTE) Program</li> <li>the Candidate must have completed teacher induction for a previous credential or received their first clear credential before 2002</li> <li>the Candidate must hold a Clear General Education or Clear Education Specialist Credential</li> </ul>	\$500 one-time fee
Extended Year Credential Program  f the Candidate goes beyond the two-year program due to lack of progress or missing requirements, an additional fee of \$1000 per year, per Candidate will be applied. Additional yearly fees may apply if a Mentor is assigned to support the Candidate beyond the two-year program. Additional fees will be based on the ength of mentoring recommended to support program completion.	Program Fee: \$1000 per year Mentor Stipend Fee: \$1,700 per year





Table B: 202	1-2022 Refund Schedule
Date PROGRAM receives written notice from DISTRICT that a Candidate and Mentor will not be participating in the Program	Amount of Refund
April 15-July 31	100% of Credential Program Fee
August 1 - August 31	80% of Credential Program Fee
September 1 - September 30	70% of the Credential Program Fee
October 1 – October 31	50% of the Credential Program Fee
November 1 – November 30	25% of the Credential Program Fee
December 1 - June 30	No refund

**Expectations of District Coordinators-Attachment 1** 

Expectations of Site Administrators-Attachment 2

**Expectations of Mentors-Attachment 3** 

Expectations of Candidates-Attachment 4

Eligibility for Induction Guide - Attachment 5

Teach Out Plan-Attachment 6

Request Records Form-Attachment 7

Grievance Process-Attachment 8A & Attachment 8B

General Institutional Preconditions-Attachment 9

Induction Program Preconditions-Attachment 10

Designated Subjects Preconditions-Attachment 11

Program Sponsor Variable Term Waivers - Attachment 12

# REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS FORM J-13A, REVISED DECEMBER 2017

# **SECTION A: REQUEST INFORMATION**

- This form is used to obtain approval of attendance and instructional time credit pursuant to Education Code (EC) sections 41422, 46200, 46391, 46392 and California Code of Regulations (CCR), Title 5, Section 428.
- Only schools that report Principal Apportionment average daily attendance (ADA) for the purpose of calculating a K-12 Local Control Funding Formula (LCFF) entitlement should submit this form. Refer to the instructions and frequently asked questions at <a href="https://www.cde.ca.gov/fg/aa/pai/13a.asp">https://www.cde.ca.gov/fg/aa/pai/13a.asp</a> for information regarding the completion of this form.

DICTRICT CORP.
Janesville Union Elementary School District  18  COURT CODE:  18  CHARTER NUMBER (IF APPLICABLE)  18  64105
FISCAL YEAR:  Edward Brown  FISCAL YEAR:  2020/21
ADDRESS: COUNTY NAME: 464-555 Main Street  Lassen
CITY: STATE: STATE: Janesville CA STATE: 96.114
CONTACT NAME: PHONE: E-MAIL: PHONE E-MAIL: CBO (530) 253-3660 x 4526   akellogg@janesvilleschool.org
PART II: LEA TYPE AND SCHOOL SITE INFORMATION APPLICABLE TO THIS REQUEST (Choose only one LEA type):
© SCHOOL DISTRICT Choose one of the following: □ All COE school sites □ Select district school sites □ Select COE school sites
PART III: CONDITION(S) APPLICABLE TO THIS REQUEST:
SCHOOL CLOSURE: When one or more schools were closed because of conditions described in EC Section 41422. LCFF apportionments should be maintained and instructional time credited in Section B for the school(s) without regard to the fact that the school(s) were closed on the dates listed, due to the nature of the emergency. Approval of this request authorizes the LEA to disregard these days in the computation of ADA (per EC Section 41422) without applicable penalty and obtain credit for instructional time for the days and the instructional minutes that would have been regularly offered on those days pursuant to EC Section 46200, et seq.
☐ There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.
□ MATERIAL DECREASE: When one or more schools were kept open but experienced a material decrease in attendance pursuant to EC Section 46392 and CCR, Title 5, Section 428. Material decrease requests that include all school sites within the school district must demonstrate that the school district as a whole experienced a material decrease in attendance. Material decrease requests for one or more but not all sites within the school district must show that each site included in the request experienced a material decrease in attendance. Material decrease requests for one or more but not all sites within the school attendance for actual days of attendance is in accordance with the provisions of EC Section 46392. Approval of this request will authorize use of the estimated days of attendance in the computation of LCFF apportionments for the described school(s) and dates in Section C during which school attendance was materially decreased due to the nature of the emergency.  □ There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.
□ LOST OR DESTROYED ATTENDANCE RECORDS: When attendance records have been lost or destroyed as described in EC Section 46391. Requesting the use of estimated attendance in lieu of attendance that cannot be verified due to the loss or destruction of attendance records. This request is made pursuant to EC Section 46391:  "Whenever any attendance records of any district have been lost or destroyed, making it impossible for an accurate report on average daily attendance for the district for any fiscal year to be rendered, which fact shall be shown to the satisfaction of the Superintendent of Public Instruction by the attidavits of the members of the governing board of the district and the county superintendent of schools, the Superintendent of public Instruction shall estimate the average daily attendance of such district. The estimated average daily attendance shall be deemed to be the actual average daily attendance for that fiscal year for the making of apportionments to the school district from the State School Fund."

# CALIFORNIA DEPARTMENT OF EDUCATION REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS FORM J-13A, REVISED DECEMBER 2017

school closed on May 3, 2021	Due to a system wide power outage with no estimated time of restoration, the school
☐ Supplemental Page(s) Attached	PART I: NATURE OF EMERGENCY (Describe in detail.)
☐ Not Applicable (Proceed to Section C	SECTION B: SCHOOL CLOSURE

PART II: SCHOOL INFORMATION (Use the supplemental Excel form at <a href="https://www.ode.ca.gov/fg/aa/pa/f13a.asp">https://www.ode.ca.gov/fg/aa/pa/f13a.asp</a> if more than 10 lines are needed for this request. Attach a copy of a school calendar. If the request is for multiple school sites, and the sites have differing school calendars, attach a copy of each different school calendar to the request.)

A	В	C	D	m	-11	ഒ	T	
			Days in School	Emergency Days	Built In Emergency			Total Number of
School Name	School Code	Site Type	Calendar	Built In	Built In Days Used	Date(s) of Emergency Closure	Closure Dates Requested Days Requested	Days Requested
Janesville Union Elementary School District	1864105	Traditional	180	2	2*		5/11/21	_
*Emergency days are being used for prior school closures								

			1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
A	В	C	D	Е	п
					Weather
School Name	School Code	Fiscal Year	Closure Dates	Nahire	Related
Janesville Union Elementary School District	1864105	2020/21	9/11/21	Wildfire/Air Quality	NO TES/NO
Janesville Union Elementary School District	1864105	2020/21	8/24/2020-8/28/2020	Wilders/Air Onality	
Janesville Union Elementary School District	1864105	2010/20	40/20/40		ā
				a constant	NO
Janesville Union Elementary School District	1864105	2016/17	1/9/17-1/10/17	Power Outage	Yes
Janesville Union Elementary School District	1864105	2015/16	10/14/16	Power Outage	Yes
Janesville Union Elementary School District	1864105	2014/15	2/6/15	Power Outage	Yes

SECTION C: MATERIAL DECREASE	Not Applicable (Proceed to Section D)
ART I: NATURE OF EMERGENCY (Describe in detail.)	☐ Supplemental Page(s) Attached
ART II: MATERIAL DECREASE CALCULATION (Use the supplemental Excel file at https://www.cde.ca.gov/fg/aa/pa//13a.asp if more than 10 lines are needed for this request. Refer to the instructions for information	than 10 lines are needed for this request. Refer to the instructions for information

on completing the form including the definition of "normal" attendance. to the instructions for information

BAST III. WATERIAL DECORPANT ON OUR ATION FOR DOMESTIC CONTROL OF THE PROPERTY												School Name	<b>x</b>
	Total:											School Code	α
	0.00											"Normal" Attendance (October/May)	C
		*61	*	£	79	×	(4)	29	×	Э	æ	Dates Used for Determining "Normal" Attendance	D
												Date of Emergency Actual Attendance	m
	0											Actual Attendance	П
		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	Qualifier: 90% or Less (F/C)	တ္
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Net Increase of Apportionment Days (C-F)	Ξ

PART III: MATERIAL DECREASE CALCULATION FOR CONTINUATION HIGH SCHOOLS (Provide the attendance in hours. Use the supplemental Excel file at https://www.cde.ca.gov/fg/aa/pai/13a.asp if more than 5 lines are needed for this request. Refer to the instructions for information on completing the form including the definition of "normal" attendance.)

						School Name	A
Total						School Code	В
計 0.00						"Normal" Attendance Hours	C
						Date Used for Determining "Normal" Attendance	D
						Date of Emergency	m
0.00						Actual Attendance Hours	п
	0.00%	0.00%	0.00%	0.00%	0.00%	Qualifier: 90% or Less (F/C)	တ္
0.00	0.00	0.00	0.00	0.00	0.00	Net Increase of Hours (C-F)	Ξ.

<sup>\*</sup>Qualifier should be 90% or less except when the governor declares a state of emergency or in the case of a Necessary Small School (NSS) site.

CALIFORNIA DEPARTMENT OF EDUCATION
REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS
FORM J-13A, REVISED DECEMBER 2017

SECTION D: LOST OR DESTROYED ATTENDANCE RECORDS	Not Applicable (Proceed to Section E)
ART I: PERIOD OF REQUEST The entire period covered by the lost or destroyed records commences with	up to and including
ART II: CIRCUMSTANCES (Describe below circumstances and extent of records lost or destroyed.)	
ART III: PROPOSAL (Describe below the proposal to reconstruct attendance records or estimate attendance in the absence of records.	

# CALIFORNIA DEPARTMENT OF EDUCATION REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS FORM J-13A, REVISED DECEMBER 2017

Phone: (530) 257-2197	Name: Stacy Russell Title: Executive Assistant
	(Name) (Signature)
Title: Associate Supt. of Lassen	Witness: Patricia L. Thurman
	Subscribed and sworn (or affirmed) before me, thisday ofday of
(Signature)	(Name)
belief.	County Superintendent of Schools (or designee):  Patricia A. Gunderson
	PART III: AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS
. Included the second of the s	(Name) (Signature)
scrioor requests)  Authorizing   FA Name:	Superintendent (or designee):
	PART II: APPROVAL RY SLIDERINTENDENT OF CHARTER SCHOOL ALTHOUSES (C. C. C
	(Name) (Signature)
Supt./Principal Lassen	
2021	Subscribed and sworn (or affirmed) before me, this Eighteenth day of May
	At least a majority of the members of the governing board shall execute this affidavit.
	Nathan Roderick
	Charity Moore
	Melissa McMullen
	Lee Bailey
Board Members Signatures	Board Members Names
hereby swear (or affirm) that the foregoing statements are true and are based on official records	We, members constituting a majority of the governing board of Janesville Union School District
VERNING BOARD MEMBERS - All applicable sections below must be completed to process this J-13A request.	PART I: AFFIDAVIT OF SCHOOL DISTRICT, COUNTY OFFICE OF EDUCATION, OR CHARTER SCHOOL GOVERNING BOARD MEMBERS - All applicable sections below must be completed to process this J-13A request.
	SECTION E: AFFIDAVIT





## 65 S. ROOP STREET \* SUSANVILLE, CA \* 96130 (530) 257-4174 \* FAX (530) 257-2558

Daren Hagata, President \* Fred Nagel, V.P. \* Dave Ernaga, Treasurer \* H.W. "Bud" Bowden, Director \* Jess Urionaguena, Director

May 4, 2021

To: Patty Gunderson Lassen County Superintendent of Schools 472-013 Johnstonville Rd Susanville, CA 96130

Dear Ms. Gunderson,

Thank you for your inquiry regarding the system-wide outage on the Lassen MUD system that occurred Monday, May 3<sup>rd</sup>.

The outage began at approximately 7:55am Monday, May 3<sup>rd</sup>. The outage was caused by a fault on the main transmission line and was unplanned and unexpected. At the time of the outage, there was no known cause or, estimated time of restoration.

Power was restored to our system at approximately 10:10am the same day.

Please let me know if you require any further information.

Sincerely,

Theresa Phillips
Lassen M.D. Public Rei

Lassen MUD, Public Relations Manager

530-257-6944

tphillips@lmud.org