

## 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.

### Page 25:

Under Dress Code (Continued)

- 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.

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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  
JoAnna Harrison, 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.

<u>School Address</u>	<u>Telephone</u>	<u>Fax</u>
Janesville School	253-3551	253-3891
P.O. Box 280 (Mailing)		
464-555 Main Street (Physical)		
Janesville, CA 96114		

<u>District Office Address</u>	<u>Telephone</u>	<u>Fax</u>
Janesville School District	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 [www.janesvilleschool.org](http://www.janesvilleschool.org) . Regular meetings are held on the third Tuesday of each month. 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 not 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 PROGRAM**

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 not appropriate for school use 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, *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.** 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 must be completed and signed by the student and the student's parents/guardians before 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 (√) 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 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 only acceptable reason for excused tardies. A student arriving late with no note 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 **must** 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 **before you send the medication to the school.** In order for your child to take prescription medications during the school day, you **must** have an "Administration of Prescribed Medication" form (Education Code Section 11753.1) on file with the school. Over-the-counter medication, including cough drops, **shall not** 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 must have a *Medical Statement Request Specials Meals and/or Accommodations* form that will be on file for students with medical conditions before accommodations will be made.

### 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	½	2
English	1	4
<u>Exploratory</u>	<u>½</u>	<u>2</u>
<b>Total</b>	<b>7</b>	<b>28</b>

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 (√) 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:

1. 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
9. 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** √√√

These offenses may be referred to the administrator and/or in-school 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** √√√√√

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

## DISCIPLINARY CHECK (√) 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 16<sup>th</sup> quarter check; he/she is immediately 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 doubled 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 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).

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. MP3 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 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, and their guests, 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**

**APPENDIX B  
SEXUAL HARASSMENT  
POLICY AND REGULATIONS**

**APPENDIX C  
WELLNESS PROGRAM**

**APPENDIX D**  
**ATHLETIC AGREEMENT**

**APPENDIX E**  
**BULLYING POLICY**

**APPENDIX F  
CELL PHONE CONTRACT**

# **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

