SPECIAL MEETING OF THE JANESVILLE UNION SCHOOL DISTRICT BOARD OF TRUSTEES
464-555 Main Street, Janesville School Library, Janesville, CA 96114
Tuesday, August 8, 2023 at 5:00 p.m.

Agenda

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 Jamie Huber, 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, 5:00 p.m. (Procedural)

II. ROLL CALL & ESTABLISHMENT OF QUORUM (Procedural)

III. PLEDGE OF ALLEGIANCE (Procedural)

IV. APPROVAL OF AGENDA (Action)

V. PUBLIC COMMENTS ON CLOSED SESSION AGENDA (Procedural)
   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 items on the closed session agendas. Three minutes may be allotted to each speaker and a maximum of twenty minutes to each subject matter.

VI. ADJOURNMENT TO CLOSED SESSION (Procedural)
   A Closed or Executive Session of the Board of Trustees may be held when legal and the need requires. Items to be discussed will be announced before the Board moves to Closed Session. Items can include personnel matters, student personnel matters, negotiations, security matters, matters of real property negotiations, legal counsel regarding pending litigation and protection of records exempt from public disclosure.

   A. Conference with Legal Counsel Regarding Existing Litigation (Pursuant to Government Code §54956.9)

VII. RECONVENE IN REGULAR SESSION (5:30 p.m.) (Procedural)

VIII. REPORT ACTION TAKEN IN CLOSED SESSION (Procedural)

IX. DISCUSSION/ACTION ITEMS:
   A. Second Reading to Review/Revise the 2023-24 Janesville Union School District Wildcat Handbook (Discussion)

X. RECONVENE INTO CLOSED SESSION (Procedural) (if necessary)

XI. RECONVENE IN REGULAR SESSION (Procedural)

XII. REPORT ACTION TAKEN IN CLOSED SESSION (Procedural)

XIII. ADJOURNMENT (Procedural) Time: ______ pm

Date: 7 August 2023

Jamie Huber, Superintendent/Principal and Secretary to the Board of Trustees

Posted: August 7, 2023 @ 3:00 p.m.
WILDCAT HANDBOOK
2023-2024

JANESVILLE SCHOOL
JAMIE HUBER
SUPERINTENDENT/PRINCIPAL

WWW.JANESVILLESCHOOL.ORG
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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
Melissa McMullen, Clerk
John Meese, Member
Paul Hinkson, 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.

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<td>Janesville School</td>
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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:

Please pay attention to Janesville School All Calls, text messages, emails and Social Media posts for an announcement. 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

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. 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 ten 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 attending a school function, program, or with parent supervision. 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. Volunteers must pass a LiveScan background check. Volunteers will need to pay $10 toward the cost of the LiveScan background check. 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, earbuds, headphones, 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 or teacher designated area, 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 (X) 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, skateboards, 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.

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 another’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 three 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.
- 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.

Absenteism 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.

**Makeup Work**

Students who are absent from school shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time. (BP 6154)

**Home and Hospital**

Home and Hospital Instruction is for students who have a temporary disability and are unable to attend regular school instruction. Parents/guardians must notify the Superintendent in writing with a note from a medical provider when they are requesting Home and Hospital instruction. (BP 6183)

**Independent Study**

Short term independent study a voluntary option available to students who are going to be absent for 3-15 days. Independent Study contracts are available in the office and must be signed BEFORE the absence begins. All independent study work is due the day students return to school or absences will be recorded as truant. A minimum 5-day notice is preferred.
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:

\[
A = 4.0 \quad B = 3.0 \quad C = 2.0 \quad D = 1.0 \quad F = 0
\]

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.

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. 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.

Students on Citizenship Probation will remain on Citizenship Probation for the remainder of the quarter and five weeks of the next quarter and lose the following privileges:
- No Extracurricular Field Trips (Academic Field Trips may require a parent to attend.)
- Ineligibility for School Sports
- No extracurricular activities: school dances, attendance at after school activities etc.

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. A statement of understanding may be granted each sports season as necessary.

**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 7th Grade or an A for 8th Grade in a subject he/she may have missing assignments. Otherwise, all work for that subject must be turned in.

4. The Statement of Understanding must be filled out by Tryout dates for the students to be eligible to tryout.

**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 2nd 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 must have the consent of the principal from their home school to attend a dance at Janesville School. 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 (mid-thigh 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, football, 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.

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

<table>
<thead>
<tr>
<th>Eighth Grade Graduation Standards</th>
<th>Year Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Quarter Credits</td>
</tr>
<tr>
<td>U.S. History</td>
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<tr>
<td>Mathematics</td>
<td>1</td>
</tr>
<tr>
<td>Science</td>
<td>1</td>
</tr>
<tr>
<td>Reading/Literature</td>
<td>1</td>
</tr>
<tr>
<td>Spelling</td>
<td>1</td>
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<tr>
<td>Physical Education</td>
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<tr>
<td>English</td>
<td>1</td>
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<tr>
<td>Exploratory</td>
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</tr>
<tr>
<td>Total</td>
<td>7</td>
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</tbody>
</table>

Students must obtain credit for twenty-eight 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

The Check System is used in Grades 6th-8th.

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. Checks will be reported to Parents/Guardians at each progress report and at each collection of 5 checks when a grade drop occurs. Checks are reset each quarter.

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, unexcused
5. Gum at school
6. Failure to follow dress code
7. Lunchroom rule violation or misbehavior
8. Use of ear buds/headphones, lasers, games, toys or other electronic devices
9. Writing or marking on clothing or body
10. Failure to have appropriate clothing for P.E.
11. Failure to stay on supervised playground
12. Failure to return progress reports signed by parent (only one check per incident). Lunch detention until returned.
13. 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. Minor Disrespect toward staff member(s).

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. Continued defiance
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, PDA or sexual language
11. Cell phone violation (additional check added if no contract)

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, Nicotine, vapes, or other paraphernalia.
6. Spitting on another person
7. Leaving building or school grounds without written permission, cutting school/class
8. Forging excuses for absences, tardies, or to leave school.
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.
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 16th 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 may 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 and coned area. Do not slide or climb on the ice or snow berms. Do not throw snowballs. Sleds may be used on permitted days for 3rd-8th grades. Students may only use their bottoms on the sleds, with their feet first.

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, and no climbing on the sides of slides. 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, or laying 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. No twisting up the swing chains.

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

Do not swing on, sit on, or kick tetherballs.

Use tables correctly. Sit on the seat.

No sitting or climbing 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.

Do not play in the trees.
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 sit on, 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 6th 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.
- Guest Lunches $3.35
- Milk $ .40
- Guest Breakfast $2.25

The cafeteria serves breakfast and lunch each day. Due to a bill passed through the California Universal free meals program, all students can eat for free for the 23/24 school year at each of these times. Students are charged for a milk if they purchase a milk only during lunch or breakfast time.

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
Although all students receive free meals due to California Legislature we encourage all families to fill out a free and reduced lunch application. 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.

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 advertise 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 (7th and 8th 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. 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.
# JANESVILLE UNION ELEMENTARY SCHOOL | 2023-2024 CALENDAR

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04 Independence Day

## AUGUST 2023
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14-18 Floating Tchr. Work Days
31-32 Teacher Work Days
23 First Day of School
23-25 Minimum Days

## SEPTEMBER 2023
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04 Labor Day
13 Staff Dev – Min Day
13 Back to School Night
27 Staff Dev – Min Day

## OCTOBER 2023
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09 Columbus Day
11 All Staff Mtg. – Min Day
20 End of 1st Qtr. (41 Days)
20 Staff Dev – Min Day
31 Minimum Day

## NOVEMBER 2023
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10 Veterans Day
13-17 Conferences – Min Day
24 Thanksgiving Day
24 Thanksgiving Break
24 CSEA Observed Holiday
29 Staff Dev – Min Day

## DECEMBER 2023
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13 Staff Dev – Min Day
22 Minimum Day
Winter Program
25-1/5 Winter Break
25 Christmas Day

## JANUARY 2024
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25-1/5 Winter Break
01 New Year’s Day
10 Staff Dev – Min Day
15 Martin Luther King Day
26 End of 2nd Qtr (53 days)

## FEBRUARY 2024
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07 Conferences – Min Day
12 Lincoln’s Birthday
19 Presidents’ Day
21 Staff Dev – Min Day

## MARCH 2024
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06 Staff Dev – Min Day
20 All Staff Mtg. – Min Day
29 End of 3rd Qtr (43 days)
29 Minimum Day
31 Easter Sunday

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01-05 Spring Break*
24 Staff Dev – Min Day

*Includes 1 floating holiday for 12 month employees

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08 All Staff Mtg. – Min Day
22 Staff Dev – Min Day
27 Memorial Day

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3-6 Minimum Days
06 Graduation @ 7 pm
07 Last Day of School (Min Day)
10-14 Floating Tchr. Work Days
19 Juneteenth Holiday for eligible employees

180 Day Calendar 5 days

Board Approved 3/21/23
APPENDIX B
SEXUAL HARASSMENT
POLICY AND REGULATIONS
Policy 5145.7: Sexual Harassment

Original Adopted Date: 03/01/2012 | Last Revised Date: 10/01/2020 | Last Reviewed Date: 10/01/2020

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.

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.

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.

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.

**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.

Policy adopted: January 19, 2021

JANESVILLE UNION ELEMENTARY SCHOOL DISTRICT

Janesville, California
Definitions
Sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwelcome 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.

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

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:

________________________________________
(title or position)

________________________________________
(address)

________________________________________
(telephone number)

________________________________________
(email)

**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)

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)

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.
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.

Policy adopted: January 19, 2021

JANESVILLE UNION ELEMENTARY SCHOOL DISTRICT

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: http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks.

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 8th grade.
- Puberty Program to 5th 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 ongoing 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.
- 5th and 7th 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 19, 2022
JANESVILLE UNION SCHOOL DISTRICT
ATHLETIC AGREEMENT
2023-2024

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.

2. Athletes are expected to remain with their coaches and team members in the facility during all 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.

2. Athletes who show up to practice or events without the required uniform/equipment will not 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 not 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 will not 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, determined by the coach, during practice or games, may be permanently suspended from the team. In the event a student is ejected in a game, or disciplined for severely negative behavior during a game, the student athlete will lose the privilege of playing for the rest of the game and the next game. The severity of the incident may result in the suspension from the remainder of a tournament or permanent suspension from the team at the discretion of coach(es), athletic director and school administration.

6. 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. Any athlete that is found to have committed a Level D offense, as per the Wildcat Handbook, may be dismissed from the team or participation in the sport.

**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 must 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 due, 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 prior to participation in any open gyms, practices, games, tournaments, or other events.

2. Athletes are encouraged to schedule their physicals during the Summer Break 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: 6-21-22
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 communication account and assuming that person's identity in order to damage that person's reputation or friendships.
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.

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.

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.

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.

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.

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.
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.

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

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)

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
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

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

**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.

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.

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.

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)

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.

Policy adopted: March 17, 2020

JANESVILLE UNION ELEMENTARY SCHOOL DISTRICT
Janesville, California
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.

2. 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 (V) 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

(Student Name) agrees that they will follow
the above list of cell phone use requirements at Janesville Union Elementary School any
time they have a phone at school. The cell phone number I am registering
is: ____________________________

I have read the above contract and agree to follow all requirements and expectations
listed within. I understand that I can lose my cell phone privileges if I do not follow this
agreement.

Parent/Guardian Signature

Student Signature

Date

Date

Policy adopted: January 16, 2018

JANESVILLE UNION ELEMENTARY SCHOOL DISTRICT
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
GRRRRRRRR RAH!