

REGULAR MEETING OF THE JANESVILLE UNION SCHOOL DISTRICT BOARD OF TRUSTEES

464-555 Main Street, Janesville School Library, Janesville, CA 96114

Tuesday, February 17, 2026 at 5:30 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 Lewis, 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, 5:30 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. Public Employee Discipline/Dismissal/Release/Complaint (Pursuant to Government Code § 54957).

B. Conference with Labor Negotiator (Pursuant to Government Code § 54957.6): the Board will meet with its designated representative, Jamie Lewis, to consider labor negotiations with represented and unrepresented employees: Janesville Teachers' Association (JTA), California School Employees' Association (CSEA) and Administration/Management.

C. Public Employee Appointment/Employment (Pursuant to Government Code § 54957): Superintendent/Principal.

D. Conference with Labor Negotiator, Name of Negotiator: Board President Melissa McMullen, Unrepresented employee: Superintendent/Principal Jamie Lewis (Government Code § 54957.6)

VII. RECONVENE IN REGULAR SESSION (6:30 p.m.) (Procedural)

VIII. REPORT ACTION TAKEN IN CLOSED SESSION (Procedural)

IX. PUBLIC INPUT (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 the school system. Three minutes may be allotted to each speaker and a maximum of twenty minutes to each subject matter.

X. REPORTS (Informational):

A. Student Council Report

- B. JTA Report
- C. CSEA Report
- D. Maintenance/School Facilities Report
- E. Superintendent Report
 - i. Enrollment
 - ii. Parent Survey Results
- F. Board Report

XI. CORRESPONDENCE (Informational)

- A. Letter from the Lassen County Office of Education Regarding Positive Certification of the 2025-26 First Interim Budget Report.

XII. CONSENT AGENDA (Action)

Items listed under the consent Agenda and their corresponding attachments are considered to be routine and are acted on by the Board of Trustees in one motion. A member of the Board may request that specific items be discussed and/or removed from the Consent Agenda. It is understood that the administration recommends approval on all Consent items. Each item on the Consent Agenda approved by the Board of Trustees shall be deemed to have been considered in full and adopted as recommended.

A. Routine Business:

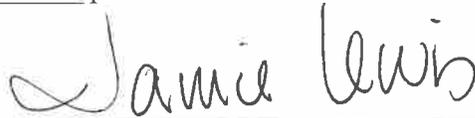
1. Approval of Minutes: Regular Meeting, January 20, 2026
2. January 2026 Warrants
3. Cash Flow/Payroll
4. Williams Complaint Report (Pursuant to AR 1312.4)

XIII. DISCUSSION/ACTION ITEMS:

- A. Strategic Planning/Long-Range Budget Prioritization (Discussion)
- B. Consider/Approve Resolution Number 26-09 Reducing/Laying Off Certificated Employee Services for the 2026-27 School (Action)
- C. Consider/Approve Resolution Number 26-10 Reducing/Laying Off Classified Employee Services for the 2026-27 School Year Due to Lack of Work and/or Lack of Funds (Action)
- D. Review First Draft of the 2026-27 Academic Calendar (Discussion)
- E. Approve Updated Emergency Operations Plan (Action)
- F. Approve Local Control Accountability Plan Midyear Update (Action)
- G. Approval/Ratification of Employment Agreement with Superintendent/Principal (Action)
- H. First Reading to Review/Revise/Adopt Board Policies, Administrative Regulations, and Exhibits: (Procedural)
 - Board Policy 0450: Comprehensive Safety Plan
 - Administrative Regulation 0450: Comprehensive Safety Plan
 - Board Policy 1340: Access to District Records
 - Administrative Regulation 1340: Access to District Records
 - Board Policy 1445: Response to Immigration Enforcement
 - Administrative Regulation 1445: Response to Immigration Enforcement
 - Board Policy 5125: Student Records
 - Administrative Regulation 5125: Student Records
 - Board Policy 5125.1: Release of Directory Information
 - Administrative Regulation 5125.1: Release of Directory Information
 - Exhibit (1) 5125.1 Release of Directory Information

- XIV. FUTURE AGENDA ITEMS (Informational)
- XV. RECONVENE INTO CLOSED SESSION (Procedural) *(if necessary)*
- XVI. RECONVENE IN REGULAR SESSION (Procedural)
- XVII. REPORT ACTION TAKEN IN CLOSED SESSION (Procedural)
- XVIII. ADJOURNMENT (Procedural) Time: _____ pm

Date: 13 February 2026



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

Posted: February 13, 2026 @ 4:00 p.m.

Janesville Union Elementary School

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

Count Enrollment and ADA On A Given Day

Calculated for: 02/11/2026

Class Id	Teacher	Course Name	Absent	I. S. Credit	I. S. No Credit	I.S. Pend	Actual Attendance	Enrolled	F	R	P
OK-B	Brown	Kindergarten	1	0	0	0	20	21	11	1	9
OTK-A	Ehrlich	Transitional Kindergarten	2	0	0	0	15	17	6	1	10
1A	Rubio	Grade 1	1	0	0	0	22	23	11	1	11
1B	Brown	Grade 1	0	0	0	0	5	5	2	0	3
2A	Herman	Grade 2	3	0	0	0	19	22	12	1	9
2B	Gamez	Grade 2	1	0	0	0	8	9	4	1	4
3A	Gamez	Grade 3	1	0	0	0	14	15	6	0	9
3B	Gillespie	Grade 3	0	0	0	0	17	17	6	0	11
4A	Gillespie	Grade 4	2	0	0	0	7	9	7	0	2
4B	Burkman	Grade 4	1	0	0	0	22	23	12	0	11
5A	Branch	Grade 5	2	0	0	0	19	21	6	0	15
5B	Malone	Grade 5	0	0	0	0	20	20	9	0	11
6A	Fleming	Grade 6	0	0	0	0	18	18	6	1	11
6B	Solomon	Grade 6	1	0	0	1	15	17	5	0	12
7A	George	Grade 7	1	0	0	1	16	18	8	0	10
7B	Downs	Grade 7	0	0	0	0	17	17	4	1	12
8A	Ethridge	Grade 8	0	0	0	0	21	21	5	1	15
8B	Wood	Grade 8	0	0	0	0	13	13	8	0	5
Total For School:			16	0	0	2	288	306	128	8	170

Janesville Union Elementary School

464-555 Main St.

Janesville, CA 96114

(530) 253-3551

Count Enrollment and ADA On A Given Day

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Calculated for: 02/12/2025

Class Id	Teacher	Course Name	Absent	I. S. Credit	I. S. No Credit	I.S. Pend	Actual Attendance	Enrolled	F	R	P
OK-A	Ehrlich	Kindergarten	0	0	0	0	8	8	3	2	3
OK-B	Brown	Kindergarten	2	0	0	0	17	19	10	2	7
OTK-A	Ehrlich	Transitional Kindergarten	2	0	0	0	5	7	5	0	2
1A	Burkman	Grade 1	3	0	0	0	18	21	13	1	7
1B	Herman	Grade 1	0	0	0	0	13	13	5	2	6
2A	Herman	Grade 2	0	0	0	0	8	8	4	1	3
2B	Rubio	Grade 2	1	0	0	0	17	18	7	0	11
3A	Gamez	Grade 3	0	0	0	0	18	18	7	2	9
3B	Gillespie	Grade 3	5	0	0	0	14	19	10	1	8
4A	Branch	Grade 4	1	0	0	0	24	25	8	0	17
4B	Malone	Grade 4	3	0	0	0	11	14	10	0	4
5A	Wood	Grade 5	2	0	0	0	21	23	12	0	11
5B	Malone	Grade 5	0	0	0	0	10	10	3	1	6
6A	Fleming	Grade 6	1	0	0	0	18	19	11	1	7
6B	Solomon	Grade 6	1	0	0	1	16	18	7	1	10
7A	George	Grade 7	4	0	0	1	13	18	7	1	10
7B	Downs	Grade 7	3	0	0	0	15	18	6	1	11
8A	Ethridge	Grade 8	7	0	0	1	12	20	10	0	10
8B	Foreman	Grade 8	0	0	0	0	12	12	1	2	9
ADA-HH07-A	George	Home Hospital - Grade 07	0	0	0	0	0	0	0	0	0
ADA-HH08-A	Ethridge	Home Hospital - Grade 08	0	0	0	0	0	0	0	0	0
Total For School:			35	0	0	3	270	308	139	18	151

Janesville Union Elementary School

464-555 Main St.

Janesville, CA 96114

(530) 253-3551

Count Enrollment and ADA On A Given Day

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Calculated for: 01/14/2026

Class Id	Teacher	Course Name	Absent	I. S. Credit	I. S. No Credit	I.S. Pend	Actual Attendance	Enrolled	F	R	P
OK-B	Brown	Kindergarten	0	0	0	0	21	21	11	1	9
OTK-A	Ehrlich	Transitional Kindergarten	0	0	0	0	17	17	6	1	10
1A	Rubio	Grade 1	1	0	0	0	21	22	10	1	11
1B	Brown	Grade 1	0	0	0	0	5	5	2	0	3
2A	Herman	Grade 2	0	0	0	0	22	22	12	1	9
2B	Gamez	Grade 2	2	0	0	0	8	10	4	1	5
3A	Gamez	Grade 3	0	0	0	0	14	14	5	0	9
3B	Gillespie	Grade 3	0	0	0	0	17	17	6	0	11
4A	Gillespie	Grade 4	1	0	0	0	8	9	7	0	2
4B	Burkman	Grade 4	2	0	0	0	21	23	12	0	11
5A	Branch	Grade 5	2	0	0	1	18	21	6	0	15
5B	Malone	Grade 5	1	0	0	1	18	20	9	0	11
6A	Fleming	Grade 6	0	0	0	0	18	18	6	1	11
6B	Solomon	Grade 6	1	0	0	0	17	18	5	0	13
7A	George	Grade 7	2	0	0	0	15	17	7	0	10
7B	Downs	Grade 7	0	0	0	1	16	17	5	1	11
8A	Ethridge	Grade 8	1	0	0	0	20	21	5	1	15
8B	Wood	Grade 8	2	0	0	1	10	13	8	0	5
Total For School:			15	0	0	4	286	305	126	8	171

Janesville Union Elementary School

464-555 Main St.

Janesville, CA 96114

(530) 253-3551

Count Enrollment and ADA On A Given Day

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Calculated for: 01/14/2025

Class Id	Teacher	Course Name	Absent	I. S. Credit	I. S. No Credit	I.S. Pend	Actual Attendance	Enrolled	F	R	P
OK-A	Ehrlich	Kindergarten	1	0	0	0	7	8	2	2	4
OK-B	Brown	Kindergarten	0	0	0	0	19	19	10	2	7
OTK-A	Ehrlich	Transitional Kindergarten	0	0	0	0	8	8	6	0	2
1A	Burkman	Grade 1	0	0	0	0	21	21	13	1	7
1B	Herman	Grade 1	1	0	0	0	12	13	5	2	6
2A	Herman	Grade 2	0	0	0	0	8	8	4	1	3
2B	Rubio	Grade 2	0	0	0	0	18	18	7	0	11
3A	Gamez	Grade 3	2	0	0	1	16	19	7	2	10
3B	Gillespie	Grade 3	2	0	0	0	17	19	10	1	8
4A	Branch	Grade 4	0	0	0	0	25	25	8	0	17
4B	Malone	Grade 4	1	0	0	0	13	14	10	0	4
5A	Wood	Grade 5	0	0	0	0	23	23	12	0	11
5B	Malone	Grade 5	1	0	0	0	10	11	4	1	6
6A	Fleming	Grade 6	1	0	0	0	18	19	11	1	7
6B	Solomon	Grade 6	0	0	0	0	19	19	8	1	10
7A	George	Grade 7	0	0	0	0	18	18	7	1	10
7B	Downs	Grade 7	1	0	0	0	18	19	7	1	11
8A	Ethridge	Grade 8	0	0	0	1	18	19	9	0	10
8B	Foreman	Grade 8	0	0	0	0	13	13	2	2	9
ADA-HH07-A	George	Home Hospital - Grade 07	0	0	0	0	0	0	0	0	0
ADA-HH08-A	Ethridge	Home Hospital - Grade 08	0	0	0	0	0	0	0	0	0
Total For School:			10	0	0	2	301	313	142	18	153

Janesville Union Elementary School

464-555 Main St.

Janesville, CA 96114

(530) 253-3551

Count Enrollment and ADA On A Given Day

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Calculated for: 12/10/2025

Class Id	Teacher	Course Name	Absent	I. S. Credit	I. S. No Credit	I.S. Pend	Actual Attendance	Enrolled	F	R	P
OK-B	Brown	Kindergarten	1	0	0	0	19	20	11	1	8
OTK-A	Ehrlich	Transitional Kindergarten	0	0	0	0	17	17	6	1	10
1A	Rubio	Grade 1	1	0	0	0	22	23	11	1	11
1B	Brown	Grade 1	0	0	0	0	5	5	2	0	3
2A	Herman	Grade 2	1	0	0	0	21	22	12	1	9
2B	Gamez	Grade 2	0	0	0	0	10	10	4	1	5
3A	Gamez	Grade 3	2	0	0	0	12	14	5	0	9
3B	Gillespie	Grade 3	0	0	0	0	17	17	6	0	11
4A	Gillespie	Grade 4	0	0	0	0	9	9	7	0	2
4B	Burkman	Grade 4	0	0	0	0	23	23	12	0	11
5A	Branch	Grade 5	0	0	0	0	21	21	6	0	15
5B	Malone	Grade 5	2	0	0	0	19	21	9	0	12
6A	Fleming	Grade 6	0	0	0	0	18	18	6	1	11
6B	Solomon	Grade 6	2	0	0	0	16	18	5	0	13
7A	George	Grade 7	0	0	0	0	17	17	7	0	10
7B	Downs	Grade 7	2	0	0	0	14	16	4	1	11
8A	Ethridge	Grade 8	0	0	0	1	20	21	5	1	15
8B	Wood	Grade 8	2	0	0	0	13	15	9	0	6
Total For School:			13	0	0	1	293	307	127	8	172

Janesville Union Elementary School

464-555 Main St.

Janesville, CA 96114

(530) 253-3551

Count Enrollment and ADA On A Given Day

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Calculated for: 12/10/2024

Class Id	Teacher	Course Name	Absent	I. S. Credit	I. S. No Credit	I.S. Pend	Actual Attendance	Enrolled	F	R	P
OK-A	Ehrlich	Kindergarten	1	0	0	0	7	8	2	2	4
OK-B	Brown	Kindergarten	0	0	0	0	19	19	10	2	7
OTK-A	Ehrlich	Transitional Kindergarten	0	0	0	0	8	8	6	0	2
1A	Burkman	Grade 1	1	0	0	0	21	22	13	1	8
1B	Herman	Grade 1	0	0	0	0	13	13	5	2	6
2A	Herman	Grade 2	0	0	0	0	8	8	4	1	3
2B	Rubio	Grade 2	0	0	0	0	18	18	7	0	11
3A	Gamez	Grade 3	0	0	0	0	19	19	7	2	10
3B	Gillespie	Grade 3	1	0	0	1	17	19	9	1	9
4A	Branch	Grade 4	2	0	0	1	23	26	9	0	17
4B	Malone	Grade 4	3	0	0	0	11	14	10	0	4
5A	Wood	Grade 5	1	0	0	0	21	22	11	0	11
5B	Malone	Grade 5	0	0	0	1	10	11	4	1	6
6A	Fleming	Grade 6	2	0	0	0	17	19	11	1	7
6B	Solomon	Grade 6	1	0	0	0	18	19	8	1	10
7A	George	Grade 7	1	0	0	0	16	17	7	1	9
7B	Downs	Grade 7	0	0	0	0	18	18	6	1	11
8A	Ethridge	Grade 8	3	0	0	0	17	20	10	0	10
8B	Foreman	Grade 8	1	0	0	0	14	15	4	2	9
ADA-HH07-A	George	Home Hospital - Grade 07	0	0	0	0	0	0	0	0	0
ADA-HH08-A	Ethridge	Home Hospital - Grade 08	0	0	0	0	0	0	0	0	0
Total For School:			17	0	0	3	295	315	143	18	154

Janesville Union Elementary School

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

Count Enrollment and ADA On A Given Day Calculated for: 11/13/2025

Class Id	Teacher	Course Name	Absent	I. S. Credit	I. S. No Credit	I.S. Pend	Actual Attendance	Enrolled	F	R	P
OK-B	Brown	Kindergarten	2	0	0	1	18	21	11	1	9
OTK-A	Ehrlich	Transitional Kindergarten	0	0	0	0	17	17	6	1	10
1A	Rubio	Grade 1	0	0	0	0	23	23	11	1	11
1B	Brown	Grade 1	1	0	0	0	4	5	2	0	3
2A	Herman	Grade 2	0	0	0	0	22	22	12	1	9
2B	Gamez	Grade 2	0	0	0	0	10	10	4	1	5
3A	Gamez	Grade 3	0	0	0	0	14	14	5	0	9
3B	Gillespie	Grade 3	0	0	0	0	17	17	6	0	11
4A	Gillespie	Grade 4	0	0	0	0	9	9	7	0	2
4B	Burkman	Grade 4	0	0	0	0	23	23	12	0	11
5A	Branch	Grade 5	2	0	0	0	19	21	6	0	15
5B	Malone	Grade 5	1	0	0	0	19	20	8	0	12
6A	Fleming	Grade 6	0	0	0	0	18	18	6	1	11
6B	Solomon	Grade 6	0	0	0	0	18	18	5	0	13
7A	George	Grade 7	0	0	0	0	17	17	7	0	10
7B	Downs	Grade 7	1	0	0	0	14	15	3	1	11
8A	Ethridge	Grade 8	2	0	0	0	19	21	5	1	15
8B	Wood	Grade 8	1	0	0	0	13	14	8	0	6
Total For School:			10	0	0	1	294	305	124	8	173

Janesville Union Elementary School

464-555 Main St.

Janesville, CA 96114

(530) 253-3551

Count Enrollment and ADA On A Given Day

Calculated for: 11/14/2024

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Class Id	Teacher	Course Name	Absent	I. S. Credit	I. S. No Credit	I.S. Pend	Actual Attendance	Enrolled	F	R	P
OK-A	Ehrlich	Kindergarten	1	0	0	0	7	8	2	2	4
OK-B	Brown	Kindergarten	2	0	0	0	17	19	10	2	7
OTK-A	Ehrlich	Transitional Kindergarten	0	0	0	0	8	8	5	1	2
1A	Burkman	Grade 1	0	0	0	0	20	20	11	3	6
1B	Herman	Grade 1	2	0	0	1	10	13	5	2	6
2A	Herman	Grade 2	0	0	0	0	8	8	4	1	3
2B	Rubio	Grade 2	1	0	0	0	17	18	7	0	11
3A	Gamez	Grade 3	0	0	0	0	19	19	7	2	10
3B	Gillespie	Grade 3	0	0	0	0	18	18	9	1	8
4A	Branch	Grade 4	3	0	0	0	23	26	8	0	18
4B	Malone	Grade 4	2	0	0	0	11	13	9	0	4
5A	Wood	Grade 5	0	0	0	0	22	22	10	1	11
5B	Malone	Grade 5	1	0	0	0	10	11	4	1	6
6A	Fleming	Grade 6	0	0	0	1	18	19	11	1	7
6B	Solomon	Grade 6	1	0	0	0	17	18	7	1	10
7A	George	Grade 7	1	0	0	0	16	17	7	1	9
7B	Downs	Grade 7	2	0	0	0	16	18	5	1	12
8A	Ethridge	Grade 8	1	0	0	0	21	22	10	0	12
8B	Foreman	Grade 8	0	0	0	0	15	15	4	2	9
ADA-HH07-A	George	Home Hospital - Grade 07	0	0	0	0	0	0	0	0	0
ADA-HH08-A	Ethridge	Home Hospital - Grade 08	0	0	0	0	0	0	0	0	0
Total For School:			17	0	0	2	293	312	135	22	155

Janesville Union Elementary School

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

Count Enrollment and ADA On A Given Day

Calculated for: 10/15/2025

Class Id	Teacher	Course Name	Absent	I. S. Credit	I. S. No Credit	I.S. Pend	Actual Attendance	Enrolled	F	R	P
OK-B	Brown	Kindergarten	1	0	0	0	20	21	10	1	10
CTK-A	Ehrlich	Transitional Kindergarten	0	0	0	0	16	16	5	1	10
1A	Rubio	Grade 1	2	0	0	0	21	23	12	1	10
1B	Brown	Grade 1	0	0	0	0	5	5	2	0	3
2A	Herman	Grade 2	0	0	0	0	23	23	9	2	12
2B	Gamez	Grade 2	0	0	0	0	10	10	4	1	5
3A	Gamez	Grade 3	1	0	0	0	13	14	3	0	11
3B	Gillespie	Grade 3	0	0	0	0	16	16	6	0	10
4A	Gillespie	Grade 4	0	0	0	0	9	9	4	1	4
4B	Burkman	Grade 4	2	0	0	1	20	23	9	0	14
5A	Branch	Grade 5	0	0	0	0	20	20	6	0	14
5B	Malone	Grade 5	1	0	0	0	19	20	8	0	12
6A	Fleming	Grade 6	1	0	0	0	17	18	6	1	11
6B	Solomon	Grade 6	0	0	0	0	18	18	4	1	13
7A	George	Grade 7	1	0	0	0	16	17	10	0	7
7B	Downs	Grade 7	0	0	0	0	16	16	3	2	11
8A	Ethridge	Grade 8	0	0	0	0	20	20	5	1	14
8B	Wood	Grade 8	3	0	0	0	11	14	5	0	9
Total For School:			12	0	0	1	290	303	111	12	180

Janesville Union Elementary School

464-555 Main St.

Janesville, CA 96114

(530) 253-3551

Count Enrollment and ADA On A Given Day

Calculated for: 10/08/2024

Class Id	Teacher	Course Name	Absent	I. S. Credit	I. S. No Credit	I.S. Pend	Actual Attendance	Enrolled	F	R	P
OK-A	Ehrlich	Kindergarten	0	0	0	0	8	8	2	2	4
OK-B	Brown	Kindergarten	0	0	0	0	19	19	6	2	11
OTK-A	Ehrlich	Transitional Kindergarten	1	0	0	0	7	8	1	1	6
1A	Burkman	Grade 1	1	0	0	0	20	21	10	3	8
1B	Herman	Grade 1	1	0	0	0	12	13	3	2	8
2A	Herman	Grade 2	0	0	0	0	8	8	3	1	4
2B	Rubio	Grade 2	0	0	0	1	17	18	6	0	12
3A	Gamez	Grade 3	2	0	0	0	17	19	7	2	10
3B	Gillespie	Grade 3	1	0	0	0	17	18	7	1	10
4A	Branch	Grade 4	0	0	0	0	25	25	5	2	18
4B	Malone	Grade 4	1	0	0	0	12	13	8	0	5
5A	Wood	Grade 5	1	0	0	0	21	22	7	1	14
5B	Malone	Grade 5	1	0	0	1	9	11	2	1	8
6A	Fleming	Grade 6	0	0	0	0	19	19	6	2	11
6B	Solomon	Grade 6	2	0	0	0	16	18	4	1	13
7A	George	Grade 7	0	0	0	1	17	18	7	1	10
7B	Downs	Grade 7	0	0	0	2	16	18	5	1	12
8A	Ethridge	Grade 8	0	0	0	0	21	21	5	0	16
8B	Foreman	Grade 8	2	0	0	0	14	16	3	3	10
ADA-HH07-A	George	Home Hospital - Grade 07	0	0	0	0	0	0	0	0	0
ADA-HH08-A	Ethridge	Home Hospital - Grade 08	0	0	0	0	0	0	0	0	0
Total For School:			13	0	0	5	295	313	97	26	190

Janesville Union Elementary School

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

Count Enrollment and ADA On A Given Day

Calculated for: 09/10/2025

Class Id	Teacher	Course Name	Absent	I. S. Credit	I. S. No Credit	I.S. Pend	Actual Attendance	Enrolled	F	R	P
OK-B	Brown	Kindergarten	0	0	0	0	20	20	4	1	15
OTK-A	Ehrlich	Transitional Kindergarten	0	0	0	0	15	15	0	0	15
1A	Rubio	Grade 1	2	0	0	0	21	23	9	1	13
1B	Brown	Grade 1	0	0	0	0	5	5	2	1	2
2A	Herman	Grade 2	1	0	0	0	21	22	9	3	10
2B	Gamez	Grade 2	0	0	0	0	11	11	7	1	3
3A	Gamez	Grade 3	1	0	0	0	12	13	4	1	8
3B	Gillespie	Grade 3	0	0	0	1	15	16	7	0	9
4A	Gillespie	Grade 4	0	0	0	0	9	9	4	1	4
4B	Burkman	Grade 4	0	0	0	0	24	24	11	0	13
5A	Branch	Grade 5	0	0	0	0	21	21	6	1	14
5B	Malone	Grade 5	0	0	0	0	20	20	6	1	13
6A	Fleming	Grade 6	1	0	0	0	18	19	7	1	11
6B	Solomon	Grade 6	0	0	0	0	19	19	9	1	9
7A	George	Grade 7	2	0	0	0	15	17	9	1	7
7B	Downs	Grade 7	0	0	0	0	17	17	3	2	12
8A	Ethridge	Grade 8	2	0	0	1	17	20	5	2	13
8B	Wood	Grade 8	2	0	0	0	12	14	6	0	8
Total For School:			11	0	0	2	292	305	108	18	179

Janesville Union Elementary School

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

Count Enrollment and ADA On A Given Day

Calculated for: 09/12/2024

Class Id	Teacher	Course Name	Absent	I. S. Credit	I. S. No Credit	I.S. Pend	Actual Attendance	Enrolled	F	R	P
OK-A	Ehrlich	Kindergarten	1	0	0	0	7	8	0	0	8
OK-B	Brown	Kindergarten	0	0	0	0	18	18	4	2	12
OTK-A	Ehrlich	Transitional Kindergarten	1	0	0	0	7	8	0	0	8
1A	Burkman	Grade 1	2	0	0	0	19	21	8	4	9
1B	Herman	Grade 1	0	0	0	0	13	13	4	1	8
2A	Herman	Grade 2	0	0	0	0	8	8	3	2	3
2B	Rubio	Grade 2	0	0	0	0	18	18	4	0	14
3A	Gamez	Grade 3	1	0	0	0	17	18	8	0	10
3B	Gillespie	Grade 3	0	0	0	0	18	18	8	2	8
4A	Branch	Grade 4	0	0	0	0	25	25	4	4	17
4B	Malone	Grade 4	1	0	0	0	12	13	8	0	5
5A	Wood	Grade 5	2	0	0	0	20	22	8	4	10
5B	Malone	Grade 5	0	0	0	0	10	10	1	0	9
6A	Fleming	Grade 6	1	0	0	1	17	19	8	3	8
6B	Solomon	Grade 6	3	0	0	0	15	18	4	0	14
7A	George	Grade 7	2	0	0	0	16	18	7	2	9
7B	Downs	Grade 7	1	0	0	0	17	18	2	1	15
8A	Ethridge	Grade 8	2	0	0	0	18	20	4	3	13
8B	Foreman	Grade 8	1	0	0	0	16	17	2	4	11
ADA-HH07-A	George	Home Hospital - Grade 07	0	0	0	0	0	0	0	0	0
ADA-HH08-A	Ethridge	Home Hospital - Grade 08	0	0	0	0	0	0	0	0	0
Total For School:			18	0	0	1	291	310	87	32	191



Lassen County Office of Education

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

530.257.2196 Fax 530.257.2518

Patricia Gunderson, Superintendent

January 16, 2026

Jamie Lewis and Members of the Board of Trustees
 Janesville Union School District
 P.O. Box 280
 Janesville, CA 96114

Dear Jamie and Members of the Board:

In accordance with Education Code Section 42131, the Lassen County Office of Education (LCOE) has reviewed the First Interim Report of the Janesville Union School District (JUSD) for fiscal year 2025-26. The Education Code requires the County Superintendent to either approve or disapprove the certification for each school district after completing the following:

1. Examine the First Interim Report and determine whether it complies with the standards and criteria established by the state;
2. Identify any technical corrections needed to bring the budget into compliance with the standards and criteria established by the state;
3. Determine whether the projected budget will allow the district to meet its financial obligations during the fiscal year and is consistent with a financial plan that will enable the district to satisfy its multi-year financial commitments.

CERTIFICATION - The JUSD has submitted a positive certification for the First Interim Report, which complies in all material aspects with the State-Adopted Criteria and Standards for districts of Janesville's size. The report was based on the adopted State budget and information known as of October 31, 2025.

ENROLLMENT - The District's ADA is projected to decrease from prior year and in the following two subsequent years.

2025-26 Estimated ADA	297.82
2026-27 Estimated ADA	294.15
2027-28 Estimated ADA	291.44

UNRESTRICTED DEFICIT SPENDING - The District is projecting to deficit spend in the current fiscal year and the two subsequent years.

2025-26	(\$327,866)
2026-27	(\$331,459)
2027-28	(\$424,168)

ENDING BALANCE – The JUSD is able to meet the minimum State-recommended reserve in the current and two subsequent fiscal years. Here are the projected total unrestricted, restricted, and designated reserves currently projected:

June 30, 2026	\$2,160,720
June 30, 2027	\$1,394,838
June 30, 2028	\$ 756,871

LCOE continues to recommend that districts review all proposed expenditures and carefully review staffing needs. The District is able to show the recommended state reserve in the budget year; however, the reserves are being depleted. Ongoing operating deficits reduce the District's available fund balance and its ability to respond to emergencies, unanticipated revenue reductions, or unanticipated expenditures.

CASH FLOW - The District is projecting positive cash flow each month through June 30, 2026. The June cash is expected to be \$3,119,838

COLLECTIVE BARGAINING - According to information provided, labor contracts have been settled. Please keep in mind that, before the District's Board takes any action on a proposed collective bargaining agreement, the District must meet the public disclosure required of Government Code and Title V. The document used for this analysis is referred to as "AB 1200 Public Disclosure of Proposed Collective Bargaining Agreement." This document must be sent to the LCOE ten working days prior to Board approval. We request this information be provided for any settlement regardless of estimated cost or savings.

SUBMISSION OF STUDIES, REPORTS, EVALUATIONS, AND/OR AUDITS - The Education Code requires districts to submit to the LCOE any studies, reports, evaluations, or audits done of the District that contain evidence that the District is showing fiscal distress. The LCOE is required to incorporate this information into our analysis of budgets, interim reports, and the District's overall financial condition.

OTHER ISSUES - The LCOE continues to recommend that districts review all proposed expenditures and carefully review staffing needs. ADA adjustments and fluctuations need to be reviewed carefully to accurately project funding.

CONCLUSION - Based on our review, the First Interim Report is approved as submitted.

If we can be of any assistance, please let us know.

Sincerely,



Patricia A. Gunderson
County Superintendent of Schools

PG/dh

Business/Interim Reports/First Interims 25.26

cc: Courtney Russell, Chief Business Official
Andrea Kellogg, Chief Business Official

JANESVILLE UNION SCHOOL DISTRICT BOARD OF TRUSTEES
 REGULAR MEETING
 January 20, 2026
 MINUTES

MEMBERS PRESENT	Lee Bailey, Melissa McMullen, JoAnna Harrison and Jamie Lewis
MEMBERS ABSENT	Trisha Lilly & John Meese
OTHERS PRESENT	Amy Malone, Alisa Tinnin and Andrea Kellogg
CALL TO ORDER	Board President McMullen called the meeting to order at 5:30 p.m.
ESTABLISHMENT OF QUORUM	A quorum was established with three members present.
PLEDGE OF ALLEGIANCE	The Pledge of Allegiance was recited.
APPROVE AGENDA	MSCU (Bailey/Harrison) to approve the agenda.
PUBLIC INPUT FOR CLOSED SESSION	There were no public comments.
ADJOURN TO CLOSED SESSION	MSCU (Bailey/Harrison) to adjourn to closed session at 5:32 p.m. for the Board to discuss the following: 1. Public Employee Discipline/Dismissal/Release/Complaint 2. Conference with Labor Negotiator Member Meese arrived at 5:50 p.m.
RECONVENE IN REGULAR SESSION	MSCU (Bailey/Harrison) to reconvene the meeting into regular session at 6:30 p.m.
REPORT ACTION TAKEN IN CLOSED SESSION	There was nothing to report.
PUBLIC INPUT	There was no public comment.
JTA REPORT	There was nothing to report from the Janesville Teachers' Association (JTA).
CSEA REPORT	There was nothing to report from the California School Employees' Association (CSEA).

SSC REPORT There was nothing to report for the School Site Council (SSC).

SUPERINTENDENT REPORT Mrs. Lewis discussed the following during the Superintendent Report:

- Enrollment is currently at 303 students
- Schoolwide attendance is at 95.69%
- Chronic absenteeism is down from the past two years; would like to stay below 10% at the end of the school year for chronic absences
- District will be out of Differentiated Assistance (DA) at the end of the year; did not fall into the category of DA for the next two year cycle which is good
- Slowly getting to the 100 million goal in the Reading Challenge
- Family Game Night was last week; included pizza, hot drinks and cookie bar
- Starting in February, beginning a grab-and-go breakfast for late and tardy students to take back to class
- Annual survey went home, condensing the Healthy Kid survey questions with the annual survey, with the help of the SSC
- Results will be shared at the March Board meeting.

BOARD REPORT There was nothing to report.

CONSENT AGENDA MSCU (Bailey/Harrison) to approve the consent agenda:

A. Routine Business:

1. Approval of Minutes, Regular Meeting December 16, 2025
2. December 2025 Warrants: Batch #0014 & #0015
 - a. General Fund \$83,307.64
 - b. Cafeteria \$16,081.87
3. Cash Flow/Payroll
4. Resolution #26-08 Declaration of Surplus Property

LONG-TERM ENROLLMENT Mrs. Lewis discussed declining enrollment and distributed a chart showing a decline from the 2019-20 school year until current. With less students, less staffing is needed. Families are unfortunately moving out of the area.

INITIAL PROPOSAL CSEA MSCU (Bailey/Harrison) to accept the initial proposal from the CSEA to the JUSD for the 2026-27 school year.

SUNSHINE FROM JUSD TO CSEA MSCU (Harrison/Bailey) to approve the sunshine request from the JUSD to the CSEA for the 2026-2027 school year.

CONSOLIDATED APPLICATION MSCU (Meese/Bailey) to approve the Consolidated Application for Categorical Funding.

2024-2025 AUDIT REPORT	Mrs. Kellogg reviewed the 2024-2025 audit report from SingletonAuman.
REVIEW 2024-2025 SARC	The Board reviewed the School Accountability Report Card (SARC).
BB 9250	This item died due to lack of motion. The Board Bylaw 9250 will remain unchanged until next year's January Board meeting when it is reviewed again.
FUTURE AGENDA ITEMS	There were no future agenda items.
RECONVENE IN CLOSED SESSION	MSCU (Bailey/Harrison) to reconvene the meeting back into closed session at 7:09 p.m.
RECONVENE IN REGULAR SESSION	MSCU (Bailey/Meese) to reconvene the meeting into regular session at 8:33 p.m.
REPORT ACTION TAKEN IN CLOSED SESSION	There was nothing to report.
ADJOURNMENT	MSCU (McMullen/Meese) to adjourn the meeting at 8:33 p.m.

Clerk of the Board

Date

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

SUBJECT:
Bill Warrants

AGENDA ITEM AREA:
Consent

REQUESTED BY:
Andrea Kellogg, Chief Business Official

ENCLOSURES:
Batch # 16, Batch # 17

DEPARTMENT:
Business

FINANCIAL IMPACT/SOURCE:
General Fund / Cafeteria Fund

MEETING DATE:
February 17, 2026

ROLL CALL REQUIRED:
No

BACKGROUND:

Batch # 16

This batch includes routine warrants.

Batch # 17

This batch includes routine warrants.

The following warrants are not routine and require further explanation:

Chatfield Clarke – Tackboard for the Activity Room was purchased using ELOP funds.

Guess Plumbing – Drain and sink repair/upgrade was completed using soon to expire KIT funds (kitchen infrastructure).

RECOMMENDATION:

Board approval is requested.

AUTHORIZATION FOR ACCOUNTS PAYABLE WARRANT RUN
REQUEST FOR DATA PROCESSING SERVICES

DISTRICT # 11
DISTRICT NAME: JANESVILLE UNION ELEMENTARY SCHOOL DISTRICT
BATCH # 16

BUDGET YEAR: 26 RUN DATE 1/15/2026

Please process the enclosed claims for payment in the following funds and amounts:

FUND: <u>01</u> General Fund	<u>33,740.62</u>
<u>13</u> Cafeteria Fund	<u>10,968.75</u>
FUND: <u>14</u> Deferred Maintenance	_____
FUND: <u>25</u> Developer Fee	_____
FUND: <u>35</u> County School Facilities Fund	_____
Batch Totals:	<u>44,709.37</u>

SUFFICIENT CASH FOR ALL FUNDS: **YES / NO**

AUTHORIZED FOR PAYMENT

THE DISTRICT GOVERNING BOARD AUTHORIZES THE ISSUANCE OF INDIVIDUAL WARRANTS TO THE PAYEES NAMED IN THIS BATCH.

AUTHORIZED BY: David Lewis DATE: 1/12/24

LCOE USE:

DATE RECEIVED FOR AUDIT: 1/13/24

AUDITED BY: [Signature] DATE APPROVED: 1/13/24

COMMENTS: _____

Batch status: A All

From batch: 0016

To batch: 0016

Include Revolving Cash: Y

Include Address: Y

Include Object Desc: N

Include Vendor TIN: N

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	Fd-Resc-Y-Objt-Goal-Func-Sch-DD T9MPS	ABA num	Account num	FE FS Idg Amt	E-Term Amt	E-ExtRef Net Amount
101420/00	BLUE OX 602 MAIN STREET SUSANVILLE, CA 96130									
260267	PO-260267	12/16/2025 ELOP BREAKFAST	1/19/26		1 01-2600-0-4300-1110-1000-000-00 NN F	225.00 *		225.00		225.00
				TOTAL PAYMENT AMOUNT						225.00
101244/00	BRANCH, KATRINA 717-050 LAKE LEAVITT ROAD SUSANVILLE, CA 96130									
PV-260024	01/09/2026 READING INCENTIVE PARTY REIMB				01-0800-0-4300-1110-1000-000-00 NN	27.55 *				27.55
				TOTAL PAYMENT AMOUNT						27.55
101041/00	C & S WASTE SOLUTIONS P.O. BOX 7428 PASADENA, CA 91109-7428									
260002	FO-260002	12/30/2025 DECEMBER TRASH SERVICE			1 01-0000-0-5520-0000-8200-000-00 NN P	1,333.70 *		1,333.70		1,333.70
				TOTAL PAYMENT AMOUNT						1,333.70
101013/00	CANON FINANCIAL SERVICES INC 14904 COLLECTIONS CENTER DR CHICAGO, IL 60693-0149									
260004	FO-260004	12/12/2025 DECEMBER COPIER LEASE			1 01-0000-0-5600-0000-7200-000-00 NN P	517.25 *		517.25		517.25
				TOTAL PAYMENT AMOUNT						517.25
100208/00	CSEA MEMBER BENEFITS 2045 LUNDY AVENUE SAN JOSE, CA 95131									
260263	FO-260263	12/17/2025 PARAEUCATOR CONFERENCE			1 01-6266-0-5200-1110-1000-000-00 NN F	338.00 *		338.00		338.00
				TOTAL PAYMENT AMOUNT						338.00

Vendor/Addr	Remit name	Req Reference	Date	Description	Tax ID num	Deposit type	Fd-Resc	Y-Objc	Goal-Func	Sch-DD	T9MPS	ABA num	Account num	EE	ES	E-Term	E-ExtRef	

100730/00	CSM INC																	
	P.O. BOX 4408																	
	EL DORADO HILLS, CA 95762																	

260003	PO-260003	10/31/2025	JULY-SEPT E-RATE SERVICE		1	01-0000-0-5800-0000-7200-000-00	NN	P						1,000.00			1,000.00
			TOTAL PAYMENT AMOUNT											1,000.00			1,000.00

100913/00	FGL ENVIRONMENTAL																	
	853 CORPORATION STREET																	
	SANTA PAULA, CA 93060																	

260010	PO-260010	12/17/2025	WATER TESTING		1	01-8150-0-4300-0000-8200-000-00	NN	P						119.00			119.00
260010	PO-260010	12/11/2025	WATER TESTING		1	01-8150-0-4300-0000-8200-000-00	NN	P						79.00			79.00
			TOTAL PAYMENT AMOUNT											198.00			198.00

000561/00	FRONTIER																	
	P.O. BOX 740407																	
	CINCINNATI, OH 45274-0407																	

260011	PO-260011	12/10/2025	NOVEMBER PHONE CHARGES		1	01-0000-0-5900-0000-7200-000-00	NN	P						241.57			241.57
			TOTAL PAYMENT AMOUNT											241.57			241.57

100816/00	JUST KIDDING AROUND																	
	P.O. BOX 36																	
	JANESVILLE, CA 96114																	

260015	PO-260015	01/07/2026	OCT-DEC ELOP		1	01-2600-0-5800-1110-1000-000-00	NN	P						8,577.00			8,577.00
			TOTAL PAYMENT AMOUNT											8,577.00			8,577.00

101426/00	LAKE, MELINDA ROSE																	
	440 N FAIRFIELD																	
	SUSANVILLE, CA 96130																	

260278	PO-260278	12/22/2025	ELOP BREAKFAST 12/22/25		1	01-2600-0-4300-1110-1000-000-00	NY	F						90.00			90.00
			TOTAL PAYMENT AMOUNT											90.00			90.00

BATCH: 0016 JANUARY BATCH #1
Fund : 01 GENERAL FUND

Vendor/Addr	Remit name	Req Reference	Date	Description	Tax ID num	Deposit type	Fd-Resc-Y	Objt-Goal-Func	Sch-DD	T9MPS	ABA num	Account num	EE FS	E-Term	E-ExtRef

003525/00	LASSEN COUNTY OFFICE OF EDUC.															
	472-013 JOHNSTONVILLE RD NORTH															
	SUSANVILLE, CA 96130															

260273	PO-260273	01/05/2026	FINGERPRINTING				1	01-0000-0-4300-0000-7200-0000-00	NN	P			47.00		47.00	
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TOTAL PAYMENT AMOUNT 47.00 *

001229/00	LASSEN MUNICIPAL UTILITY DIST															
	65 SO. ROOP ST.															
	SUSANVILLE, CA 96130															

260021	PO-260021	12/10/2025	DECEMBER ELECTRICITY				1	01-0000-0-5510-0000-8200-0000-00	NN	P			4,497.65		4,497.65	
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TOTAL PAYMENT AMOUNT 4,497.65 *

101429/00	MINOR, DONIELLE															
	473-455 JOHNSTONVILLE ROAD APT															
	SUSANVILLE, CA 96130															

PV-260025 01/12/2026 REPLACE STALE DATED CHECK

TOTAL PAYMENT AMOUNT 75.10

002158/00	OFFICE DEPOT															
	P.O. BOX 29248															
	PHOENIX, AZ 85038-9248															

260277	PO-260277	01/09/2026	CLASSROOM SUPPLIES				1	01-0000-0-4300-1110-1000-0000-00	NN	P			55.33		55.33	
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TOTAL PAYMENT AMOUNT 55.33 *

101210/00	SHRED-IT USA															
	28883 NETWORK PLACE															
	CHICAGO, IL 60673-1288															

260029	PO-260029	11/30/2025	SHREDDING SERVICE				1	01-0000-0-5800-0000-7200-0000-00	NN	P			80.49		80.49	
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260029	PO-260029	12/31/2025	SHREDDING SERVICE				1	01-0000-0-5800-0000-7200-0000-00	NN	P			81.10		81.10	
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TOTAL PAYMENT AMOUNT 161.59 *

Vendor/Addr Remit name Description Tax ID num Deposit type ABA num Account num EE ES E-Term E-ExtRef
 Req Reference Date Fd-Resc-Y-Objt-Goal-Func-Sch-DD T9MPS T I q Amt Net Amount

100380/00 STAUB & SONS PETROLEUM INC
 P.O. BOX 488
 KLAMATH FALLS, OR 97601-0339

260031 PO-260031 12/31/2025 PROPANE 1 01-0000-0-5530-0000-8200-000-00 NN P 6,225.07
 260110 PO-260110 12/31/2025 FUEL FOR BUS #27 1 01-0000-0-4300-0000-3600-000-00 NN P 1,248.80
 TOTAL PAYMENT AMOUNT 7,473.87 *

101080/00 U.S. BANK CORPORATE PAYMENT
 CENTER
 P.O. BOX 790428
 ST. LOUIS, MO 63179-0428

260239 PO-260239 12/09/2025 CHRISTMAS BAGS 1 01-0000-0-4300-0000-7200-000-00 NN P 55.72
 260240 PO-260240 12/12/2025 CHRISTMAS BAGS 1 01-0000-0-4300-0000-7200-000-00 NN F 83.60
 260240 PO-260240 12/10/2025 CLASSROOM SUPPLIES-BROWN 1 01-1100-0-4300-1110-1000-000-16 NN P 167.41
 260247 PO-260247 12/10/2025 CLASSROOM SUPPLIES-BROWN 1 01-1100-0-4300-1110-1000-000-16 NN P 33.97
 260249 PO-260249 12/08/2025 NOVELS FOR GROUP READING 1 01-0000-0-4300-1110-1000-000-00 NN F 139.96
 260249 PO-260249 12/08/2025 TONER FOR STUDENT PRINTERS 1 01-0000-0-4300-1110-1000-000-00 NN P 203.72
 260250 PO-260250 12/11/2025 TONER FOR STUDENT PRINTERS 1 01-0000-0-4300-1110-1000-000-00 NN F 422.38
 260250 PO-260250 12/14/2025 ELOP SUPPLIES 1 01-2600-0-4300-1110-1000-000-00 NN P 17.32
 260250 PO-260250 12/14/2025 ELOP SUPPLIES 1 01-2600-0-4300-1110-1000-000-00 NN P 14.75
 260250 PO-260250 12/14/2025 ELOP SUPPLIES 1 01-2600-0-4300-1110-1000-000-00 NN P 73.34
 260250 PO-260250 12/18/2025 ELOP SUPPLIES 1 01-2600-0-4300-1110-1000-000-00 NN P 180.64
 260250 PO-260250 12/18/2025 ELOP SUPPLIES 1 01-2600-0-4300-1110-1000-000-00 NN P 7.75
 260251 PO-260251 12/14/2025 MARKERS FOR EXPLORATORY 1 01-2600-0-4300-1110-1000-000-00 NN F 0.00
 260253 PO-260253 12/13/2025 MAINTENANCE SUPPLIES 1 01-8150-0-4300-0000-8200-000-00 NN F 21.44
 260258 PO-260258 12/13/2025 TONER FOR CLASSROOMS 1 01-0000-0-4300-0000-8200-000-00 NN F 105.76
 260264 PO-260264 12/16/2025 PROTECTIVE GEAR FOR SPED 1 01-0000-0-4300-1110-1000-000-00 NN F 540.51
 260265 PO-260265 12/16/2025 FLIGHTS FOR CSEA CONFERENCE 1 01-6266-0-5200-1110-1000-000-00 NN F 36.71
 260265 PO-260265 12/16/2025 FLIGHTS FOR CSEA CONFERENCE 1 01-6266-0-5200-1110-1000-000-00 NN P 22.00
 260274 PO-260274 12/16/2025 SSC REGISTRATION 1 01-6266-0-5200-1110-1000-000-00 NN F 716.70
 260275 PO-260275 12/18/2025 FLIGHTS FOR CSEA CONFERENCE 1 01-6266-0-5200-1110-1000-000-00 NN F 2,796.00
 260281 PO-260281 12/14/2025 LIT CON-WOOD 1 01-6266-0-5200-1110-1000-000-00 NN F 1,106.40
 260282 PO-260282 12/08/2025 AMTE CONFERENCE-ETHRIDGE 1 01-6266-0-5200-1110-1000-000-00 NN F 580.00
 260283 PO-260283 12/09/2025 FLIGHT FOR AMTE CONF-ETHRIDGE 1 01-6266-0-5200-1110-1000-000-00 NN F 749.00
 PV-260026 01/12/2026 READING INCENTIVE PARTY 1 01-0800-0-4300-1110-1000-000-00 NN F 146.59
 PV-260026 01/12/2026 CC CORRECTION 1 01-0000-0-4300-0000-7200-000-00 NN NN 18.87
 PV-260026 01/12/2026 INK ROLLER 1 01-0000-0-4300-1110-1000-000-00 NN NN 25.00
 TOTAL PAYMENT AMOUNT 8,173.17 *

TOTAL PAYMENT AMOUNT 8,173.17

Vendor/Addr Remit name	Req Reference	Date	Description	Tax ID num	Deposit type	Fd-Resc-Y-Objt-Goal-Func-Sch-DD	T9MPS	ABA num	Account num	FF	ES	E-Term	E-ExtRef

000351/00	BONANZA PRODUCE COMPANY												
	PO BOX 604												
	SPARKS, NV	89432-0604											

260134	PO-260134	12/31/2025	DECEMBER CAFETERIA PRODUCE			1	13-5310-0-4700-0000-3700-000-00	NN	P			1,345.65	1,345.65
			TOTAL PAYMENT AMOUNT										1,345.65

001542/00	MORNING GLORY INC												
	PO BOX 189												
	SUSANVILLE, CA	96130											

260135	PO-260135	12/31/2025	DECEMBER MILK			1	13-5310-0-4700-0000-3700-000-00	NN	P			1,090.14	1,090.14
260136	PO-260136	12/31/2025	DECEMBER CAFETERIA FOOD			1	13-5310-0-4700-0000-3700-000-00	NN	P			8,111.82	8,111.82
			TOTAL PAYMENT AMOUNT										9,201.96

002192/00	SUSANVILLE REFRIGERATION												
	MAURICE JOHN SANCHEZ												
	524 LAKEWOOD WAY												
	SUSANVILLE, CA	96130											

260279	PO-260279	12/30/2025	THERMOSTAT REPAIR-KITCHEN			1	13-5310-0-5600-0000-3700-000-00	NY	F			421.14	421.14
			TOTAL PAYMENT AMOUNT										421.14

TOTAL Fund	PAYMENT	10,968.75	**										10,968.75
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TOTAL BATCH PAYMENT		44,709.37	***						0.00				44,709.37
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TOTAL DISTRICT PAYMENT		44,709.37	****						0.00				44,709.37
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TOTAL FOR ALL DISTRICTS:		44,709.37	****						0.00				44,709.37
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Number of checks to be printed: 22, not counting voids due to stub overflows.

AUTHORIZATION FOR ACCOUNTS PAYABLE WARRANT RUN
REQUEST FOR DATA PROCESSING SERVICES

DISTRICT # 11
DISTRICT NAME: JANESVILLE UNION ELEMENTARY SCHOOL DISTRICT
BATCH # 17

BUDGET YEAR: 26 RUN DATE 1/29/2026

Please process the enclosed claims for payment in the following funds and amounts:

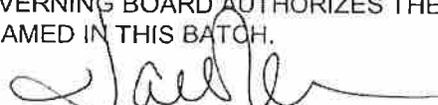
FUND: <u>01</u> General Fund	<u>42,351.15</u>
<u>13</u> Cafeteria Fund	
FUND: <u>14</u> Deferred Maintenance	
FUND: <u>25</u> Developer Fee	
FUND: <u>35</u> County School Facilities Fund	

Batch Totals: 42,351.15

SUFFICIENT CASH FOR ALL FUNDS: YES / NO

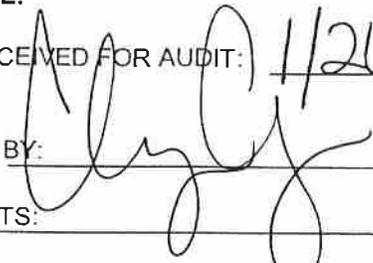
AUTHORIZED FOR PAYMENT

THE DISTRICT GOVERNING BOARD AUTHORIZES THE ISSUANCE OF INDIVIDUAL WARRANTS TO THE PAYEES NAMED IN THIS BATCH.

AUTHORIZED BY:  DATE: 1/26/26

LCOE USE:

DATE RECEIVED FOR AUDIT: 1/26/26

AUDITED BY:  DATE APPROVED: 1/27/26

COMMENTS: _____

Batch status: A All

From batch: 0017

To batch: 0017

Include Revolving Cash: Y

Include Address: Y

Include Object Desc: N

Include Vendor TIN: N

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Fd-Resc-Y-Objt-Goal-Func-Sch-DD	T9MPS	EE Liq Amt	E-Term	E-ExtRef Net Amount
101333/00	A/L SEASONS HEATING AND A/R 922 MAIN STREET SUSANVILLE, CA 96130										
260297	PO-260297	12/19/2025 FURNACE REPAIR RM 302			1 01-8150-0-4300-0000-8200-000-00	NN F		377.39			377.39
TOTAL PAYMENT AMOUNT											377.39
101013/00	CANON FINANCIAL SERVICES INC 14904 COLLECTIONS CENTER DR CHICAGO, IL 60693-0149										
260004	PO-260004	01/12/2026 JANUARY COPTER LEASE			1 01-0000-0-5600-0000-7200-000-00	NN P		515.03			515.03
TOTAL PAYMENT AMOUNT											515.03
101418/00	CHATFIELD CLARKE LLC 14614 VALLEY BLVD FONTANA, CA 92325										
260139	PO-260139	09/24/2025 TACKBOARD FOR ACTIVITY ROM ELO			1 01-2600-0-4300-1110-1000-000-00	NN F		5,470.54			5,470.54
TOTAL PAYMENT AMOUNT											5,470.54
100730/00	CSM INC P.O. BOX 4408 EL DORADO HILLS, CA 95762										
260003	PO-260003	12/31/2025 OCT-DEC E-RATE SERVICE			1 01-0000-0-5800-0000-7200-000-00	NN P		1,000.00			1,000.00
TOTAL PAYMENT AMOUNT											1,000.00
100913/00	FGI, ENVIRONMENTAL 853 CORPORATION STREET SANTA PAULA, CA 93060										
260010	PO-260010	01/20/2026 WATER TESTING			1 01-8150-0-4300-0000-8200-000-00	NN P		131.00			131.00
TOTAL PAYMENT AMOUNT											131.00

011 JANESVILLE UNION ELEMENTARY SD J54769

ACCOUNTS PAYABLE PRELIST
BATCH: 0017 JANUARY BATCH #2
Fund : 01 GENERAL FUND

APY500 L.00.25 01/26/26 11:43 PAGE 2
<< Open >>

Vendor/Addr	Remit name	Req Reference	Date	Description	Tax ID num	Deposit type	Fd-Resc-Y	Objt-Goal	Func-Sch-DD	T9MPS	EE	ES	E-Term	E-PxtRef
000561/00	FRONTIER													
	P.O. BOX 740407													
	CINCINNATI, OH 45274-0407													

260011	PO-260011	01/10/2026	DECEMBER PHONE CHARGES				1	01-0000-0-5900-0000-7200-0000-00	NN	P		242.22		242.22
											TOTAL PAYMENT AMOUNT	242.22 *		242.22

101211/00	GUESS PLUMBING													
	1107 MAIN ST, SUITE A													
	SUSANVILLE, CA 96130													

260260	PO-260260	12/31/2025	PLUMBING WORK IN KITCHEN				1	01-7032-0-5800-0000-3700-0000-00	NY	F		8,590.00		8,590.00
											TOTAL PAYMENT AMOUNT	8,590.00 *		8,590.00

101203/00	KELLOGG, ANDREA													
	P.O. BOX 716													
	JANESVILLE, CA 96114													

260298	PO-260298	01/26/2026	SUPPLIES FOR FAMILY GAME NIGHT				1	01-0800-0-4300-1110-1000-0000-00	NN	F		88.81		88.81
											TOTAL PAYMENT AMOUNT	88.81 *		88.81

001229/00	LASSEN MUNICIPAL UTILITY DIST													
	65 SO. ROOP ST.													
	SUSANVILLE, CA 96130													

260021	PO-260021	01/26/2026	JANUARY ELECTRICITY				1	01-0000-0-5510-0000-8200-0000-00	NN	P		4,825.42		4,825.42
											TOTAL PAYMENT AMOUNT	4,825.42 *		4,825.42

100947/00	LOZANO SMITH, LLP													
	7404 NORTH SPALDING													
	FRESNO, CA 93720-3370													

260262	PO-260262	01/12/2026	DECEMBER LEGAL SERVICES				1	01-0000-0-5800-0000-7110-0000-00	NY	P		15,243.36		15,243.36
											TOTAL PAYMENT AMOUNT	15,243.36 *		15,243.36

Vendor/Agdr	Remit name	Req Reference	Date	Description	Tax ID num	Deposit type	Fd-Resc-Y-Objt-Goal-Func-Sch-DD	T9MPS	Account num	EE	ES	E-Term	R-ExtRef
										Liq Amt			Net Amount

101421/00	MCKENNON, JAY												
	1406 NORTH STREET												
	SUSANVILLE, CA 96130												

260296	PO-260296	01/09/2026		MILEAGE FOR BUS DRIVING			1 01-0800-0-4300-1110-1000-000-00	NN F		145.00			145.00
TOTAL PAYMENT AMOUNT										145.00	*		145.00

002158/00	OFFICE DEPOT												
	P.O. BOX 29248												
	PHOENIX, AZ 85038-9248												

260277	PO-260277	01/08/2026		CLASSROOM SUPPLIES			1 01-0000-0-4300-1110-1000-000-00	NN F		393.64			386.91
TOTAL PAYMENT AMOUNT										386.91	*		386.91

001971/00	SCHOOL SPECIALTY												
	P.O. BOX 825640												
	PHILADELPHIA, PA 19182-5640												

260291	PO-260291	01/14/2026		CLASSROOM SUPPLIES			1 01-0000-0-4300-1110-1000-000-00	NN F		75.25			75.25
TOTAL PAYMENT AMOUNT										75.25	*		75.25

000963/00	SINGLETON / AUMAN PC												
	1740 MAIN STREET, SUITE A												
	SUSANVILLE, CA 96130												

260030	PO-260030	11/30/2025		PROGRESS BILLING AUDIT			1 01-0000-0-5800-0000-7791-000-00	NN P		2,860.00			2,860.00
TOTAL PAYMENT AMOUNT										2,860.00	*		2,860.00

100359/00	UREO BUSINESS SERVICES												
	P.O. BOX 301062												
	LOS ANGELES, CA 90030-1062												

260032	PO-260032	01/06/2026		JANUARY COPIER MAINT STAFF RM			1 01-0000-0-5600-0000-7200-000-00	NN P		155.54			155.54
260032	PO-260032	01/06/2026		JANUARY COPIER MAINT COPY RM			1 01-0000-0-5600-0000-7200-000-00	NN P		494.91			494.91
260032	PO-260032	01/06/2026		QUARTERLY COPY COVERAGE			1 01-0000-0-5600-0000-7200-000-00	NN P		1,806.26			1,806.26
TOTAL PAYMENT AMOUNT										2,456.71	*		2,456.71

TOTAL Fund										PAYMENT			42,351.15
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TOTAL BATCH PAYMENT													42,351.15
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0.00

Vendor/Addr	Requit name	Date	Description	Tax ID num	Deposit type	Fd-Resc	Y-Objt	ABA num	Account num	EE	ES	E-Term	E-ExtRef
Req Reference										Liq Amt			Net Amount

TOTAL DISTRICT PAYMENT													
								42,351.15	****	0.00			42,351.15
TOTAL FOR ALL DISTRICTS:													
								42,351.15	****	0.00			42,351.15

Number of checks to be printed: 15, not counting voids due to stub overflows, 42,351.15

**JANESVILLE UNION ELEMENTARY SCHOOL DISTRICT
2025 / 2026 CASH FLOW**

	Object	July	August	September	October	November
A.	BEGINNING CASH					
B.	RECEIPTS					
	Principal Apportionment / LCFF	3,042,684.91	2,744,779.91	2,437,007.91	2,583,393.91	2,542,149.91
	Property Taxes	(95,984.00)	364,580.00	428,836.00	241,736.00	241,736.00
	DEFERRAL REPAYMENT					
	Miscellaneous Funds					
	Federal Revenue					
	Other State Revenue	3,344.00	23,948.00	68,161.00	96,332.00	55,163.00
	Other Local Revenue	21,904.00	6,774.00	7,216.00	6,141.00	22,696.00
	Interfund Transfers In					
	All Other Financing Sources					
	Other Receipts/Non-Revenue					
	TOTAL RECEIPTS	(70,736.00)	395,302.00	504,213.00	344,209.00	319,595.00
C.	DISBURSEMENTS					
	Certificated Salaries	41,346.00	130,542.00	146,433.00	151,274.00	147,362.00
	Classified Salaries	73,053.00	75,262.00	84,752.00	77,323.00	75,659.00
	Employee Benefits	45,417.00	90,401.00	91,249.00	85,990.00	91,350.00
	Books & Supplies	13,657.00	42,053.00	35,483.00	63,616.00	14,352.00
	Service & Other Operating Expenditures	95,630.00	82,774.00	15,303.00	15,474.00	54,835.00
	Capital Outlay					19,417.00
	Other Outgo					
	Interfund Transfers Out					
	All Other Financing Uses					
	Other Disbursements/ Non Expenditures					
	TOTAL DISBURSEMENTS	269,103.00	421,032.00	373,220.00	393,677.00	402,975.00
D.	PRIOR YEAR TRANSACTIONS					
	Accounts Receivable	71,808.00			7,071.00	
	Accounts Payable	(29,874.00)	(282,042.00)	15,393.00	1,153.00	1,288.00
	Current Loans					
	PRIOR YEAR TRANSACTIONS	41,934.00	(282,042.00)	15,393.00	8,224.00	1,288.00
	Deferred Revenue	-	-	-	-	-
	Suspense Clearing	-	-	-	-	-
E.	NET INCREASE/DECREASE					
	(B-C+D)	(297,905.00)	(307,772.00)	146,386.00	(41,244.00)	(82,092.00)
F.	ENDING CASH (A+E)	2,744,779.91	2,437,007.91	2,583,393.91	2,542,149.91	2,460,057.91
G.	ENDING CASH, PLUS ACCRUALS					

Janesville Union Elementary School District
Board Meeting of February, 2026
Payroll Approval

Payroll Period Ending January, 2026

End of Month Gross Payroll - January, 2026

Certificated	137,026.29
Classified	82,600.25
Board Members	351.80
Retirees	728.50
Certificated Subs	4,738.20
Classified Subs	4,410.99
TOTAL	229,856.03

Benefits (for month of February, 2026)

Medical	\$	32,446.00
Dental	\$	2,959.74
Vision	\$	618.95
Life	\$	84.51
Employee's/Retirees' Portion of Med,Dental & Vision	\$	7,273.00
TOTAL	\$	28,836.20

GRAND TOTAL: (Payroll + Medical, Dental, Vision & Life) \$ 258,692.23

Janesville Union Elementary School District
Fund Balance as of 2/12/2026

GENERAL FUND 01

Beginning Balance 7/1/25	\$	3,042,684.91	
Expenses	\$	(3,107,609.52)	Payroll/Accounts Payable
Revenue	\$	2,454,073.09	Apportionment/Deposits
2/12/2026	\$	2,389,148.48	

CAFETERIA FUND 13

Beginning Balance 7/1/25	\$	229,746.11	
Expenses	\$	(143,167.47)	Payroll/Accounts Payable
Revenue	\$	95,162.83	Apportionment/Deposits
2/12/2026	\$	181,741.47	

DEFERRED MAINTENANCE FUND 14

Beginning Balance 7/1/25	\$	6,529.60	
Expenses			Payroll/Accounts Payable
Revenue	\$	56.58	Apportionment/Deposits
2/12/2026	\$	6,586.18	

SPECIAL RESERVE OTHER THAN CAPITAL OUTLAY FUND 17

Beginning Balance 7/1/25	\$	165.32	
Expenses			Payroll/Accounts Payable
Revenue	\$	1.44	Apportionment/Deposits
2/12/2026	\$	166.76	

CAPITAL FACILITIES DEVELOPER FEE FUND 25

Beginning Balance 7/1/25	\$	85,534.55	
Expenses	\$	(75.74)	Payroll/Accounts Payable
Revenue	\$	3,276.11	Apportionment/Deposits
2/12/2026	\$	88,734.92	

SCHOOL FACILITIES FUND 35

Beginning Balance 7/1/25	\$	197,123.83	
Expenses			Payroll/Accounts Payable
Revenue	\$	1,707.95	Apportionment/Deposits
2/12/2026	\$	198,831.78	

BOND INTEREST & REDEMPTION FUND 51 (INFORMATION ONLY)

Beginning Balance 7/1/25	\$	17,326.26	
Expenses	\$	-	Payroll/Accounts Payable
Revenue	\$	-	Apportionment/Deposits
2/12/2026	\$	17,326.26	

WILLIAMS LAWSUIT SETTLEMENT
QUARTERLY COMPLAINT SUMMARY FORM

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

- No, our District has not received any complaints relating to the Williams Lawsuit this quarter.
- Yes, our District has received a complaint(s) relating to the Williams Lawsuit.

If yes, please attach a copy of the complaint to this Summary Form (removing any confidential student information as appropriate). Please explain the District's resolution of the complaint(s):

This Quarterly Complaint Summary Form is for the period ending:

- April 2025 July 2025 October 2025 January 2026

District: Janesville Union Elementary School

Date: February 17, 2026

Superintendent's Signature: _____

Jamie Lewis

Janesville Union Elementary School District
Pending Projects and Price Estimates
 (This list is not in priority order)

Areas of Focus:

Curriculum and Instruction
 Technology
 Positive Learning Environment
 Facilities
 Fiscal

CURRICULUM AND INSTRUCTION

<u>Priority</u>	<u>Pending Needs and Cost Estimates</u>	<u>Amount</u>	
1	Maintain Additional Teacher- To prevent combo classes	\$ 100,000	On-going
1	Continued focus on professional development for all staff	?	

TECHNOLOGY

<u>Priority</u>	<u>Pending Needs and Cost Estimates</u>	<u>Amount</u>	
3	Technology updates for each classroom/campus wide	?	

POSITIVE LEARNING ENVIRONMENT

<u>Priority</u>	<u>Pending Needs and Cost Estimates</u>	<u>Amount</u>	
1	Paint bathroom stalls	\$ 500	
3	Interactive Gym Activities	?	
3	Playground equipment	?	On-going

FACILITIES

<u>Priority</u>	<u>Pending Needs and Cost Estimates</u>	<u>Amount</u>	
1	Concrete sidewalk replacement - long-term plan pick and choose sections for repair	\$ 100,000	
1	Fill cracks and seal coat gym front parking lot	\$ 25,000	
1	Fill cracks and seal coat gym side parking lot	\$ 50,000	
1	Fill cracks and seal coat front parking lot	\$ 25,000	
3	Demo old house	\$ 25,000	
3	Remove trees in gym parking area	\$ 22,000	

3	Bases for storage units		?
2	Repair landscaping in front of the gym	\$	7,000
1	Replace flooring in gym restrooms	\$	12,000
3	Seal coat new lower blacktop playground	\$	8,000
2	Phase 2 of lower playground sidewalks and drainage		?
1	Pot hole repair gym parking lot entrance		?
3	Install 730 lf of 6' H chainlink fence on back side of portables/JR High	\$	35,000
2	Back up power for water system		?
1	Replace flooring in all restrooms	\$	21,887

PROJECTS IN PROGRESS

1	Attract and retain quality staff		?
1	Maintain appropriate Paraeducator time		?

PROJECTS COMPLETED

			Complete
1	Hire primary grade teacher - ongoing expense	\$	47,000
1	MAP testing 3rd - 8th grades - ongoing expense	\$	4,000
1	Study Island Renewal - ongoing expense	\$	1,925
1	Remove and replace carpets in classrooms (per room) - ongoing expense	\$	4,000
1	Two additional mobile computer carts	\$	28,000 10/1/20
1	Technology replacement - ongoing expense upgrade computer lab, projectors, etc.	\$	45,000 10/1/20
1	Line two fire suppression tanks with liners; money set aside for project	\$	50,000 6/1/19
3	Discovery Education Subscription on-going expense	\$	1,155
1	History/Social Science Curriculum	\$	25,000 3/1/21
1	Upgrade door locks as needed campus wide - budget for five locks per year.	\$	1,500

1	Storage area roof repair	\$	200	10/1/19
1	Re-design activity room roof/sidewalk area - engineering prospects; start saving at least \$3,000 per year after water tank liner project is completed	\$	8,000	3/1/20
1	Projectors/document camera for remaining classrooms	\$	7,000	5/1/20
3	Video cameras for campus at nighttime - Matching grant received from insurance company	\$	10,000	10/1/20
3	Install chain link fence along back fence line of school - Matching grant received from insurance company	\$	10,000	10/1/20
1	Meals with fresh nutritional content			
3	Art Room - Paid from Arts Grant	\$	12,000	3/1/20
3	Bricks around Fred Marino's bench		?	6/1/20
3	Air conditioning in primary classrooms	\$	75,000	3/1/2022
2	Replace flat roof on the end of the primary building (original estimate \$19,380)	\$	30,000	9/1/2022
1	Lower playground asphalt area - repair, clean fill cracks and seal coat Original estimated cost: \$9,800 but full replacement is needed	\$	87,000	8/1/2022
3	Additional video cameras to provide more campus coverage	\$	2,000	8/1/2022
3	Upgrade, repair and/or Replace PA voice paging and bell system	\$	47,000	9/1/2023
3	Replace clocks in classroom	\$	1,500	9/1/2023
2	Technology upgrade for library		?	
1	Fill cracks and seal coat upper playground	\$	30,000	6/30/2024
3	Replace scoreboard in gym	\$	16,406	5/1/2024
1	Replace school potable water system pump in well #2	\$	20,000	6/6/2024
1	Educational playground paint/art supplies	\$	500	7/1/2024

Note: Items in bold were added or updated in 2024/25

**BEFORE THE BOARD OF TRUSTEES OF
THE JANESVILLE UNION ELEMENTARY SCHOOL DISTRICT**

**RESOLUTION #26-09 INTENTION TO TERMINATE
CERTIFICATED EMPLOYEES DUE TO A REDUCTION
OF PARTICULAR KINDS OF SERVICES**

WHEREAS, the Board of Trustees of the Janesville Union Elementary School District hereby determines that it shall be necessary to reduce or discontinue particular kinds of certificated services of the District no later than the beginning of the 2026-2027 school year.

WHEREAS, it is the opinion of this Board that it is in the best interest of this District that the following certificated services be reduced and/or discontinued not later than the beginning of the following school year:

- | | |
|---|---------|
| 1. General Education Elementary Teacher | 1.0 FTE |
|---|---------|

WHEREAS, the Board hereby determines that the foregoing services constitute a particular kind of service(s) (PKS) within the meaning of Education Code section 44955;

WHEREAS, it is the opinion of this Board that it is in the best interest of this District that 1.0 FTE certificated employees of the District be reduced pursuant to the adopted order of employment;

WHEREAS, the Board further determines that, as between employees who first rendered paid service to the District on the same date, the order of termination listed on the seniority list has been based solely on the needs of the District and the students thereof;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the **Janesville Union Elementary School District** as follows:

That, due to a reduction or discontinuance of particular kinds of services pursuant to California Education Code section 44955, the maximum legally permitted number of certificated employees of the District not be reemployed for the 2026-2027 school year as provided herein.

That the Superintendent, or designee, is directed to provide written notice to impacted employees in accordance with the provisions of California Education Code sections 44949 and 44955.

BE IT FURTHER RESOLVED that the action of the Board shall not, in any way, be considered to prejudice the rights of the certificated employees to whom notice will be given as to the Board's consideration of the administrative law judge's proposed decision in the event a hearing is requested by any employee.

PASSED AND ADOPTED this 17th day of February, 2026, by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

Attest,

Melissa McMullen, Board President
Janesville Union Elementary School District

**BEFORE THE BOARD OF TRUSTEES OF
THE JANESVILLE UNION ELEMENTARY SCHOOL DISTRICT**

**RESOLUTION #26-10 INTENTION TO TERMINATE
CLASSIFIED EMPLOYEES DUE TO A LACK OF WORK AND/OR LACK OF FUNDS**

WHEREAS, Education Code sections 45101, 45114, 45117, 45298 and 45308 authorize the Janesville Union Elementary School District (“District”) to layoff or reduce classified employees for lack of work or lack of funds; and

WHEREAS due to a lack of work or a lack of funds, certain services now being provided by classified employees must be reduced for the upcoming school year; and

NOW, THEREFORE, BE IT RESOLVED that as of June 30, 2026, the following positions be eliminated:

Paraeducator I	FTE/hours being eliminated: 5.95
Paraeducator II	FTE/hours being eliminated: 5.95
Total Full Time Equivalent/Hours reduction	11.9 Hours

BE IT FURTHER RESOLVED that the Superintendent or designee is authorized and directed to give notice of reduction of services to the affected employee(s) pursuant to District rules and regulations and applicable provisions of the Education Code not later than March 15, 2026.

BE IT FURTHER RESOLVED that the Superintendent or designee is authorized and directed to take any other actions necessary to carry out this resolution.

The foregoing Resolution was adopted by the Governing Board of the Janesville Union Elementary School District on February 17th, 2026.

AYES: _____

NOES: _____

ABSENT: _____

Melissa McMullen, President of Governing Board
Janesville Union Elementary School District
Lassen County, California

ATTEST:

Joanna Harrison, Clerk of Governing Board
Janesville Union Elementary School District
Lassen County, California

JANESVILLE UNION ELEMENTARY SCHOOL | 2026-2027 CALENDAR

JULY 2026						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

08 Independence Day (Observed)

JANUARY 2027						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

12/21-1/1 Winter Break
 01 New Year's Day
 06 Staff Dev – Min Day
 18 Martin Luther King Day
 20 Staff Dev – Min Day
 22 End of 2nd Qtr (48 days)

19 days

AUGUST 2026						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

03-14 Floating Teacher Work Days
 17-18 Teacher Work Days
 19 First Day of School
 19-21 Minimum Days

FEBRUARY 2027						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

03 Conferences – Min Day
 08 Lincoln's Birthday
 15 Presidents' Day
 17 All Staff Mtg. – Min Day

18 days

SEPTEMBER 2026						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

02 Back to School Night-Min Day
 07 Labor Day
 16 Staff Dev – Min Day

MARCH 2027						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

03 Staff Dev – Min Day
 17 Staff Dev – Min Day
 26 End of 3rd Qtr (43 days)-Min Day
 28 Easter Sunday
 29-4/2 Spring Break*

20 days

OCTOBER 2026						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

12 Columbus Day
 14 All Staff Mtg. – Min Day
 23 End of 1st Qtr. (46 Days)
 28 Staff Dev – Min Day

APRIL 2027						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

3/29-2 Spring Break*
 14 Staff Dev – Min Day
 28 Staff Dev – Min Day

*Includes 1 floating holiday for 12 month employees

20 days

NOVEMBER 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

11 Veterans Day
 16-20 Conferences – Min Day
 23-27 Thanksgiving Break
 26 Thanksgiving Day
 27 CSEA Observed Holiday

MAY 2027						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

05 All Staff Mtg. – Min Day
 19 Staff Dev – Min Day
 28 Snow Day
 31 Memorial Day

19 days

DECEMBER 2026						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

09 Staff Dev – Min Day
 18 Minimum Day
 18 Winter Program
 21-1/3 Winter Break
 25 Christmas Day

JUNE 2027						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

1-4 Minimum Days
 03 Graduation @ 7 pm
 04 Last Day of School (Min Day)
 04 End of 4th Qtr (43 days)
 07-11 Floating Teacher Work Day(s)
 1 Juneteenth Holiday for eligible employees (Observed)

14 days

JANESVILLE UNION SCHOOL DISTRICT

464-555 Main Street

P.O. Box 280, Janesville, CA 96114

(530) 253-3551, 253-3660

Emergency Operations Plan

2026-2027

Adopted by the Janesville School District Board of Trustees on February 17, 2026

SIGNATORY PAGE

The Janesville Union Elementary School District Emergency Operating Plan was adopted on February 17, 2026. This plan supersedes all previous versions of the Emergency Operation Plan.

Jamie Lewis

Superintendent Signature

2/11/26

Date

COLLABORATION AND PLANNING TEAM

The members of the Janesville School Site Council and other involved persons listed below reviewed and advised on the development of this Emergency Operation Plan:

<i>Team Member Name</i>	<i>Role</i>
Jessica Gillespie	Site Council President, Teacher
Karri Gámez	Site Council Member, Teacher
Amy Malone	Site Council Member, Teacher
Alisa Tinnin	Site Council Member (CSEA), Secretary
Kimberlee Adams	Site Council Member, Parent
Ashley Lopez	Site Council Member, Parent
Chris Lilly	Site Council Member, Parent
Cecilia Lain	Site Council Member, Parent
Keygan Hogan	Site Council Member, Parent
Jamie Lewis	Superintendent/Principal
Andrea Kellogg	CBO
Troy Amrein	Chief of Maintenance

APROVAL AND IMPLEMENTATION

The members of the Janesville Union Elementary School District Board of Trustees approved the current Emergency Operation Plan for immediate implementation on the date listed on the front cover of this plan. The members of the Board at the time of approval are:

<i>Board of Trustees Member Name</i>	<i>Role</i>
Melissa McMullen	Board President
JoAnna Harrison	Board Clerk
John Meese	Board Member
Lee Bailey	Board Member
Trisha Lilly	Board Member

PROMULGATION AND DISTRIBUTION PAGE

This plan is distributed to all staff members of Janesville Union Elementary School District upon adoption. The plan is also published on the district website at www.janesvilleschool.org.

Additional persons/entities receiving this plan include:

Robert Stading – Janesville Fire Chief
Lassen County Sheriff's Office
Lassen County Office of Emergency Services

RECORD OF CHANGES

2006	Emergency Operations Plan originally developed and approved
5/19/09	Emergency Operations Plan revised to include Intruder Alerts and Lockdown Procedures.
1/21/14	Emergency Operations Plan reviewed and approved by the Board of Trustees. No significant revisions.
2/20/18	Emergency Operations Plan reviewed and approved by the Board of Trustees. No significant revisions.
1/15/19	Inserted required Board policy and handbook information required by law. Revised campus maps. Revised location and contents of emergency first aid kits. Revised location for evacuation.
2/18/20	Inserted elements as advised by Keenan & Associates including Signatory, Promulgation, Record of Changes, Purpose, etc. to bring Emergency Operations Plan in line with the Guide for Developing High-Quality School Emergency Operations Plans (for K-12).
2/1/24	Inserted Appendices D11 & D12.
2/17/26	Added Page 3, Appendices D13 & D14.

PURPOSE

The purpose of the Emergency Operations Plan (EOP) is to establish comprehensive written guidelines for District employees, students, parents and community members to follow in response to emergency situations involving the Janesville Union Elementary School District. Through its Emergency Operations plan, the District's ultimate goal is the protection and preservation of life and property respectively. The EOP shall be developed and managed by the Superintendent/Principal. The Superintendent/Principal shall be assisted by the Janesville School Site Council. Final approval of the EOP shall rest with the Janesville Union Elementary School District Board of Trustees.

SCOPE

The Emergency Operations Plan (EOP) includes procedures, timelines, and persons responsible for maintaining and revising the EOP, emergency management plans, response plans for specific types of emergency situations, and maps for evacuation routes and utility shutoffs.

SITUATION OVERVIEW

Janesville Union Elementary School District is a single Transitional Kindergarten through 8th grade school located in several buildings spread out on a single campus in a rural location approximately ten miles away from Susanville, California, the nearest community of any size. The campus is surrounded on all sides by pine forest, much of it with dense canopy. Janesville is served by a local volunteer fire department with emergency medical first responders available within five to fifteen minutes. Law enforcement from the Lassen County Sheriff's department and the California Highway Patrol regularly patrol the area and are able to respond within five to fifteen minutes. Law enforcement and fire protection can be augmented by personnel from local, state, and federal entities in the general area including CalFire, US Forest Service, Susanville Police Department, and Susanville Fire Department.

ASSUMPTIONS

School personnel are usually first on the scene of an incident in a school setting. Staff members are expected to take charge and manage the incident until it is resolved or command is transferred to someone more qualified and/or to an emergency responder agency with legal authority to assume responsibility. Staff will seek guidance and direction from local officials and seek technical assistance from state and federal agencies where appropriate.

The Superintendent/Principal or his/her designee (eg. Teacher-in-Charge in the Superintendent/Principal's absence) shall have the authority and responsibility to activate the EOP.

This plan is based upon the concept that the incident management functions that must be performed by the school generally parallel some of their routine day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during incidents. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the incident may be suspended. The personnel, equipment, and supplies that would typically be required for those routine functions will be directed to accomplish assigned incident management tasks.

Annual Activities

- Director of Maintenance conducts hazard assessment each fall and reports to the Superintendent
- Nurse checks all satellite first aid kits and replaces any needed items
- School Secretary updates student contact/crisis response binders
- Annual EOP workshop with entire staff to discuss responsibilities
- Students trained within 30 days of beginning of school
- Monthly fire evacuation drills
- Annual earthquake and lockdown drills
- Annual review of EOP by Site Council
- Annual adoption of EOP by Board
- Updated copies of the plan are posted to school website

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1.	Emergency Plot Plans (Policy)
2.	Evacuation Routes and Staging Areas (Policy)
2.	Staff Training Provisions (Policy)
2.	Student Training Provisions (Policy)
2.	Fire Evacuation Drills (Policy)
2.	Community Orientation to Emergency Operations Plan (policy)
2.	Use of School Facilities and/or Grounds
3.	Refuge Shelter Identification and Evacuation Procedures
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4.	Emergency Management Flow Chart
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69. Appendix – E2 **Janesville School Site Map with Shutoffs**
70. Appendix – E3 **Janesville School Site Map with Evacuation Routes**

Janesville Union School District Emergency Operations Plan

I. EMERGENCY PREPAREDNESS

Hazard Assessment: At the beginning of each new school year the District's Director of Maintenance and Operations will conduct a thorough inspection of the campus and identify all real or potential hazards that could impact response to those types of emergency situations identified in the Emergency Operations Plan. A proper hazard assessment should include a review of the locations where hazardous chemicals are stored, the locations of gas storage tanks and primary valves, the location of major electrical panels, the location of overhead power lines, and, finally, employee practices relative to overhead storage and placement of furniture in the classroom or office. The Hazard Assessment shall also note any changes in the locations of fire suppression equipment.

Following completion of the inspection, the Director of Maintenance and Operations shall report his/her findings to the Superintendent/Principal along with recommendations for mitigating hazards or amending the Emergency Operations Plan to incorporate new found hazards(s) into response plans. The Director of Maintenance and Operations responsibilities shall also include reviewing existing emergency evacuation plans as well as the locations for evacuee staging areas. The Director of Maintenance and Operations' report shall detail the integrity of those plans.

Copies of The Janesville Emergency Operations Plan shall be forwarded to all applicable agencies. Additional copies may be distributed to other emergency response agencies upon their request.

First Aid Supply Stations/Kits: To enhance the immediate availability of first aid supplies to all locations at the school campus, satellite first aid kits shall be strategically located in designated areas of the campus. First aid kits will be located in areas that permit immediate access to school employees in containers that readily identify the contents as emergency first aid equipment. The school nurse shall be responsible for checking first aid kits on a regular basis to ensure that the kit is intact. The school nurse shall open, inspect and re-stock each first aid kit prior to the start of each new school year. Once re-stocked, the kit will be returned to its designated location.

Tools and Equipment: This category focuses on the tools and equipment required to **Access and Control** various electrical panels, engineering controls and gas valves.

- Accessibility of these tools at the access site is monitored by the Director of Maintenance and Operations, on an annual basis.

Emergency Plot Plans: Emergency plot plans shall be developed and maintained to include:

1. School floor plans.
2. General evacuation routes for each room and building. (Head of Maintenance/Principal)
3. Location of each fire extinguisher/hose. (Head of Maintenance/Principal)
4. Location of each gas shut-off valve for each building. (Head of Maintenance/Principal)

5. Location of each electric shut-off switch for each building. (Head of Maintenance/Principal)
6. Location of water shut-off valves. (Head of Maintenance/Principal)

Evacuation Routes and Staging Areas: Each classroom shall have an established primary and secondary evacuation route along with a primary and secondary staging area. An evacuation map that illustrates the primary and secondary evacuation route from each respective classroom and the building it occupies shall be posted near the exit(s) of each classroom. A general description of the route to be taken from each classroom to the primary and secondary staging areas shall accompany the evacuation map.

Staff Training Provisions: All District employees shall attend an Emergency Operations Plan Workshop at the beginning each new school year. The workshop shall include a review of the general elements of the Emergency Operations Plan along with an opportunity for employees to discuss their individual responsibilities. New employees shall be afforded the same training provided in the Emergency Operations Plan Workshop at the time their employment begins. Each Crisis Response Team member will understand the principles of the SEMS (Standardized Emergency Management System) and how SEMS works. Each Crisis Response Team member will be trained to know their duties in the event of a crisis and have a list of staff members who may be able to assist them in their emergency functions.

Student Training Provisions: Students shall receive their orientation to the school's Emergency Operations Plan from their respective, "Home Room" teacher. Within the first 30 calendar days of each new school year, home room teachers shall provide Emergency Operations Plan orientation to their students, ensuring that the below listed points are covered:

1. Description of primary evacuation routes.
2. Location of primary staging areas.
3. Description of student behavioral expectations for emergencies and drills.
4. Description of actions students can implement when they are faced with emergencies.

Fire Evacuation Drills: Fire evacuation drills shall be conducted on a monthly basis, at the direction of the Superintendent/Principal. When adverse weather conditions persist so as to reasonably prevent the evacuation of students to outside areas, the Superintendent/Principal may direct teachers to conduct "Table Top" fire drills. A "Table Top" fire drill is defined as classroom discussion of what to do in a fire emergency.

Community Orientation to Emergency Operations Plan:

The Janesville School Site Council shall review all elements of the Emergency Operations Plan during a regularly scheduled meeting once a year, thereby affording parental orientation to the plan along with an opportunity for interested parents to have input in the plan.

Use of School Facilities and/or Grounds:

If needed in an emergency situation, public agencies, including the American Red Cross, law enforcement, firefighting agencies, and medical responders, may coordinate with the Superintendent/Principal or designee for any use of the school's facilities and/or grounds to respond to the emergency situation.

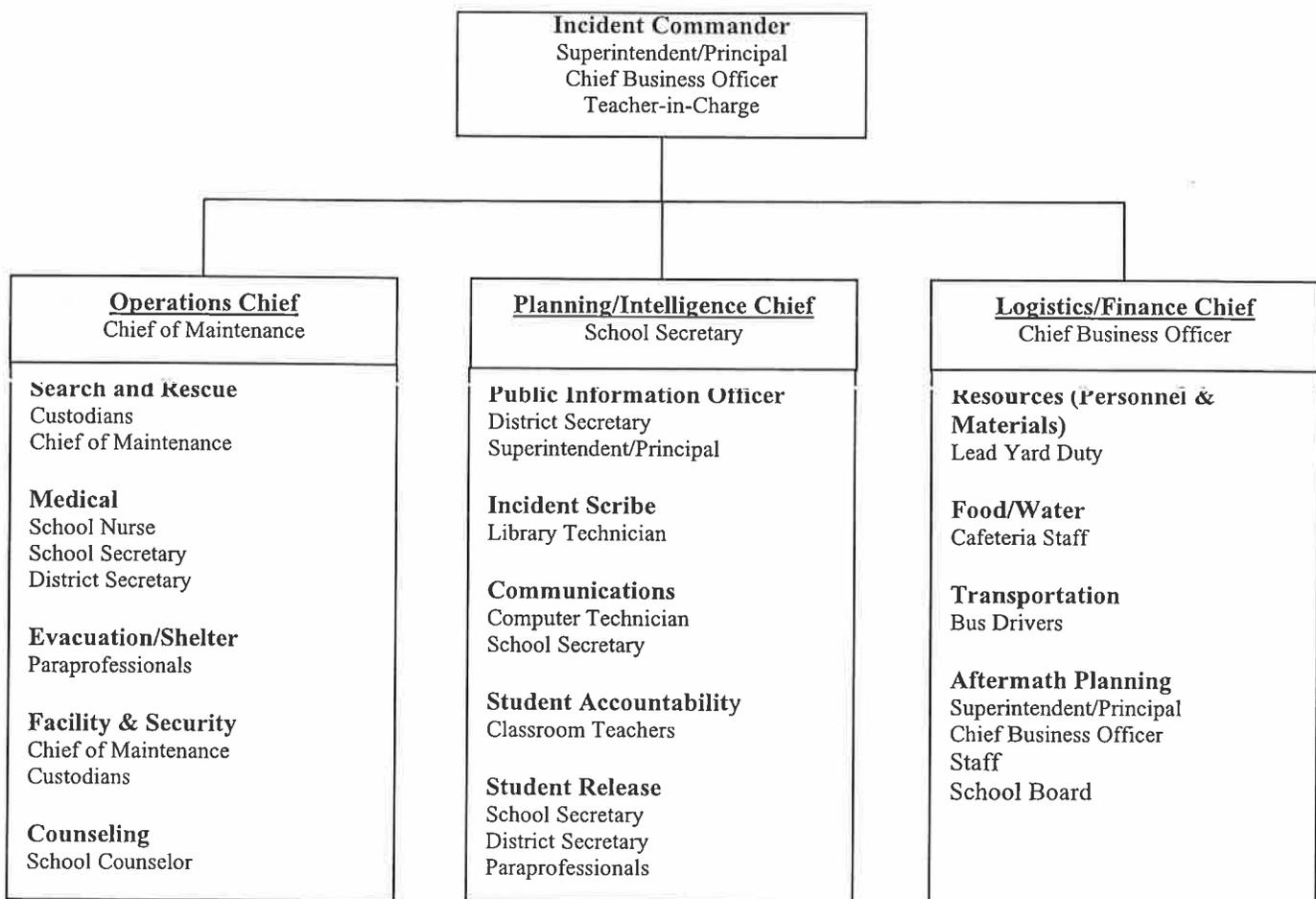
Refuge Shelter Identification and Evacuation Procedures:

In compliance with Education Code Section 32282(a)(2)(F)(iii)(ia--ib), Janesville School has established procedures to identify the Janesville Gymnasium as the designated refuge shelter for all pupils and staff in the event of an evacuation order issued by local authorities. In coordination with the Lassen County Operational Area, Lassen County Office of Emergency Services, and CAL FIRE, this location has been identified as a safe, defensible structure that prioritizes the safety of students and staff during fire or other emergency events. In an evacuation scenario, students and staff will be exited from classrooms and gathered in the Janesville Gym until further direction is received from emergency authorities.

Emergency Incident Command System and Crisis Response Team
Emergency Management Flow Chart

When it is projected that the magnitude of a given emergency situation may overwhelm the management capabilities of the normal organizational structure of the District, the Superintendent/Principal or designee may implement the Emergency Operations Plan's Emergency Incident Command System. The Emergency Incident Command System shall normally operate under the organizational structure illustrated in the diagram below however; the Incident Commander has the authority to modify the school's incident command structure to suit the unique needs of a given incident. When it occurs that overall incident command is assumed by the public agency having the jurisdictional responsibility for such emergencies, the Superintendent/Principal shall normally assume a liaison role within that agencies incident command structure and offer to incorporate the school's organizational structure into the overall incident command system.

In the organization chart below, the primary person responsible is listed first, with other persons listed as assistants and/or backups in case of absence or incapacitation.



Job Descriptions:

Incident Commander (IC) - Responsible for overall policy and coordination. The IC coordinates all response activities through the Section Chiefs. The IC monitors incident safety conditions and develops measures for ensuring the safety of building occupants (including students, staff, volunteers, and responders). The IC serves as the primary on-scene contact for outside agencies assigned to an incident, and assist in accessing services when the need arises. The IC does not leave the Incident Command Center without delegating someone to take over.

Operations Chief – This person is responsible for coordinating actual emergency responses. The Operations Chief determines the need for resources and communicates needs to the IC. The Operations Chief ensures the IC receives situational reports throughout the incident.

Planning/Intelligence Chief – This person is responsible for collecting, evaluating, and disseminating information; maintaining documentation, and evaluating incoming information.

Logistics/Finance Chief – This person is responsible for providing facilities, services, personnel, equipment, and materials needed for the response efforts. This person is also responsible for financial activities such as establishing contracts with vendors, keeping pay records, accounting for expenditures, and handling any injury claims.

Search and Rescue - Teams of two or more persons are responsible for searching the entire school facility, entering only after they have checked the outside for signs of structural damage and determined that it is safe to enter. Search & Rescue Teams are responsible for ensuring that all students and staff evacuate the building (or, if it is unsafe to move the persons, that their locations are documented so that professional responders can locate them easily and extricate them). Search and Rescue Teams are also responsible for: Identifying and marking unsafe areas; Conducting initial damage assessment; Obtaining injury and missing student reports from teachers.

Medical - Responsible to establish medical triage with staff trained in first aid and CPR, provide and oversee care given to injured persons, distribute supplies, and request additional supplies from the Logistics Section. This person maintains and provides casualty reports to the Operations Chief.

Evacuation/Shelter - Evacuation, shelter, and student care in an incident are among the most important tasks faced by schools. These tasks include student accounting, protection from weather, providing for sanitation needs, and providing for food and water. The Evacuation/Shelter/Care Team is responsible for: Accounting for the whereabouts of all students, staff, and volunteers; Setting up a secure assembly area; Managing sheltering and sanitation operations; Managing student feeding and hydration; Coordinating with the Student Release Team; Coordinating with the Logistics Section to secure the needed space and supplies.

Facility & Security - Responsible for: Locating all utilities and turning them off, if necessary; Securing and isolating fire/HazMat; Assessing and notifying officials of fire/HazMat; Conducting perimeter control.

Counseling - Responsible for: Assessing need for onsite mental health support; Determining need for outside agency assistance; Providing onsite intervention/counseling; Monitoring well-being of school Incident Management Team, staff, and students, and reporting all findings to the Operations Section Chief.

Student Release - Responsible for getting students reunited with their parents or guardians in an efficient and orderly manner. Reunification can be an enormous challenge and takes a lot of planning. The Student Release Team is responsible for: Setting up secure reunion area; Checking student emergency cards for authorized releases; Completing release logs; Coordinating with the Public Information Officer on external messages.

Public Information Officer - The point of contact for the media regarding the emergency. Under the direction of the IC, prepares press releases to provide necessary information to the media.

Incident Scribe - Maintains an accurate written, photographic, and/or video record of the incident for future investigations, legal proceedings, and insurance purposes. The Incident Scribe will usually be in close proximity to the IC. Responsible for collecting reports generated by the various groups and sent to the IC.

Communication - Maintains outside and internal communication links including telephones, internet, and walkie-talkies.

Student Accountability - Maintains accurate record of students present in the class; Supervises students and keeps them orderly.

Resources (Personnel & Materials) - The point of contact for other teams needing extra assistance, supplies, and/or equipment.

Food/Water - Responsible for obtaining and providing food and water for students and personnel.

Transportation – Responsible for transporting students and personnel to the evacuation center designated by the IC.

Lines of Succession

In the event of a crisis, the Janesville Union School District Superintendent/Principal will be the Primary Incident Commander and will take control of the situation. If the Superintendent/Principal is not available, his/her 1st alternate will take command. If the 1st Alternate is not available, the 2nd alternate will become Incident Commander. The same holds for each of the management positions.

Incident Commander – Superintendent/Principal

1st Alternate – Chief Business Officer

2nd Alternate – Teacher-In-Charge

Operations Chief – Chief of Maintenance and Operations

1st Alternate – Superintendent/Principal

2nd Alternate – Chief Business Officer

Planning and Intelligence Chief – School Secretary

1st Alternate – District Secretary

2nd Alternate – Library Technician

Logistics/Finance Chief – Chief Business Officer
1st Alternate – District Secretary
2nd Alternate – Superintendent/Principal

Emergency Locations:

Incident Command Center – Superintendent’s Office
Alternate Site – School Office/Library/Gym Loft

Vital Record Protection

- **Primary** – The **Crisis Response Binder** containing student and staff contact information shall be kept in the School Office. The School Secretary shall be responsible for maintaining the Crisis Response Binder and for taking it to the Incident Command Center during an emergency.
- **Secondary** - SchoolWise will be used to access information if the Crisis Response Binder is unavailable.

Phases of Emergency Management

Preparedness

Janesville Elementary School has striven to be as prepared as possible in the event of a crisis. The Plan incorporates the principles of the Standardized Emergency Management System (SEMS). All staff is aware of everyone’s roles and responsibilities under the plan. The staff has been trained to perform their responsibilities during an emergency. All of the school staff is aware that they may be assigned as Disaster Service Workers if a local, regional, or state emergency is declared.

Emergency Response

Each Crisis Response Team member understands the principles of SEMS and how SEMS works. Each Crisis Response Team member knows their duties in the event of a crisis and has a list of staff members who may be able to assist them in their emergency functions.

Recovery – District Level Responsibilities that have been established:

- Identify record keeping requirements and sources of financial aid for disaster relief.
- Establish absentee policies for teachers and students after a disaster.
- Establish alternative teaching methods for students unable to return immediately to classes.
- Develop a plan to conduct classes if some of the facilities have been damaged: half-day sessions, alternative sites, portable classrooms.

III Emergency Response Plans

A written emergency response plan has been developed for each of the emergency situations listed below and has been incorporated into the Emergency Operations Plan through the respective Appendix designation listed alongside each topic situation.

Fire, School Structure	Appendix B1
Fire, Approaching/Threatening Wildland	Appendix B2
Snowstorm	Appendix B3
Explosion or threat of Explosion	Appendix B4
Downed Aircraft	Appendix B5
Severe Windstorm or Lightning Storm	Appendix B6
Hazardous Materials Spill	Appendix B7
Civil Disorder	Appendix B8
Earthquake	Appendix B9
Bomb Threat	Appendix B10
Intruder Alert	Appendix B11
Mass Casualty	Appendix B12
Mass Illness/Infection in the School	Appendix B13
Wild Animal/s on School Grounds	Appendix B14

**EMERGENCY OPERATION PLAN
Appendix - A**

Satellite First Aid Kits, Designated Location Points

Kit Location Guidelines: Each kit's location will be identified on the evacuation map.

Satellite Kit Locations:

2	Food Preparation Room & Gym Storage Area
1	School Library
1	School Office
17	Each Classroom
21	Total

Satellite Kit Inventory Requirements: The school nurse shall establish the initial inventory for each kit. Satellite First Aid Kits are not to be used for routine medical needs that are normally handled by the school nurse.

Emergency Operations Plan Appendix – B1

Emergency Response Plan - FIRE, SCHOOL STRUCTURE

Signal

School Alarm; Verbal Warnings; Visual Sighting of smoke or fire.

Emergency Response:

Teacher

1. Direct students to stand and evacuate the classroom in a single file line. Direct students to proceed to the designated staging area that you want them to go to and to use the designated evacuation route that you want them to use.
2. As students evacuate, close all room windows and non-exit doors. Bring your class roster with you.
3. Before departing the room yourself, ensure that all students have departed the room. Latch the exit door on your way out.
- A. *If morning roll has been taken...* follow your students to the staging area and immediately conduct a roll call upon your arrival there. Use the red-green card system.
- B. *If morning roll has not been taken...*
 - Clear classroom of all students.
 - Turn off lights and close classroom door.
 - Escort students to field staging area and take roll green card/red card
 - Report absent students to administrator or designee.
4. At staging area - report any missing students to SUPERINTENDENT/PRINCIPAL (via staff runner if necessary). Keep students together and follow further instructions from SUPERINTENDENT/PRINCIPAL. Conduct informal student head count every 15 minutes. Report any injuries, illness, etc. to SUPERINTENDENT/PRINCIPAL via authorized runner.

If any member of the class is physically incapable of proceeding to the field staging area, school staff will escort that person to an alternate safe area.
5. Do not permit any re-entry into a building without express permission from SUPERINTENDENT/PRINCIPAL. Return to classroom only after the, “All Clear” has been given.

Superintendent/Principal

1. Activate 911 to notify the Fire Department (FD) of incident. Activate school alarm to be sounded, if needed.
2. Direct custodians to shut off gas and electricity to effected building(s) as soon as possible IF - it is safe for them to do so AND IF - they have the knowledge and training to competently complete the assignment.
3. Direct custodians to return to your location so that responding Fire Department personnel can be advised of the status of the utilities.
4. Assist the Fire Department upon their arrival. Provide the Fire Department Incident Commander (IC) with the status of utilities. Advise Fire Department IC (Incident Commander) of any unaccounted for students or staff. Advise Fire Department IC of any injuries. Advise Fire Department IC of any hazardous materials stored in the incident area.
5. Receive roll call results from teachers. Advise Fire Department IC of roll call results. Conduct a staff, VIP, and/or other campus visitor roll call (School Secretary) and report results to Fire Department IC.
6. If appropriate, activate school's Incident Command System.
7. Determine course of action relative to the disposition of students, i.e.: Evacuation plan, emergency school closure plan; Return to normal activities; Return to normal activities with modifications; Continue existing status; Proceed with a plan for extended staging of students.
8. Coordinate a press release with Fire Department IC. Press Release should include type of incident, a brief description of staff or student injuries, the disposition of students, and the "near future" projection for school activities. Note that the Fire Department IC will normally manage on-site press. Anticipate, however, that your input and assistance will probably be requested.
9. Notify and advise District Trustees of situation.

Custodial Staff

1. Shut off all utilities to incident structure and other structures that appear threatened.
2. Report to SUPERINTENDENT/PRINCIPAL as soon as possible after completing above and inform the SUPERINTENDENT/PRINCIPAL if the above was completed. Remain with SUPERINTENDENT/PRINCIPAL until otherwise directed.

All Other Staff/Volunteers

1. Return all students in your care to their respective classes at the class' respective staging site. Insure that the student/s are returned to their teacher and that their teacher acknowledges receipt of the student.
2. Assign yourself to a lone teacher or report to the SUPERINTENDENT/PRINCIPAL.

Emergency Operations Plan Appendix – B2

Response Plan - “FIRE, APPROACHING/THREATENING WILD LAND”

Signal

Notification of an approaching wild land fire that is threatening to the school will **normally be conducted by the Sheriff’s Department or fire service personnel**. In the event that no notification is made but staff/parents grow concerned about a nearby wild land fire, the SUPERINTENDENT/PRINCIPAL may contact the Janesville Fire District at 253-3737, the Fire Dispatch Center at 257-5575, or the Lassen County Sheriff’s Dispatch at 257-6121

Response Plan

Teacher

1. Until directed to act by the SUPERINTENDENT/PRINCIPAL, you may consider closing classroom windows to reduce drifting smoke from entering room.
2. Keep students calm and begin outlining what they are to do in the event that the SUPERINTENDENT/PRINCIPAL calls for an evacuation. Emphasize behavior expectations.
3. In the event that the SUPERINTENDENT/PRINCIPAL calls for an evacuation, follow directions given. Note that evacuation resulting from approaching wild land fires normally requires evacuation to an off-campus location. Stay attentive to directions, writing them down if possible.
4. Take a roll call of your class before leaving the campus and report any absent students to the SUPERINTENDENT/PRINCIPAL. Bring your attendance roster. If the fire is identified by school personnel or a student to be an immediate threat to the campus the Superintendent/Principal will be notified. He/she will then determine the evacuation procedure to follow (ON CAMPUS/OFF CAMPUS). Continue to take periodic head counts of students, especially if you are required to evacuate the campus.

If any member of the class is physically incapable of proceeding to the evacuation area on foot, school staff will escort that person to a school bus or other means of transportation such as small vehicle.

5. Once you arrive at the staging area (see map on page 66), conduct a second roll call. Report any discrepancies to the SUPERINTENDENT/PRINCIPAL. Keep your class together and conduct periodic head counts. Wait for further instructions.

If any member of the class is physically incapable of proceeding to the staging area, school staff will escort that person to an alternate safe area.

6. If a fire alarm sounds prior to morning roll the following procedures will be abided by:
 - Clear classroom of all students; place a green placard in an outwardly exposed window.
 - Turn off lights and leave the classroom door unlocked.
 - Escort students to soccer field staging area and take roll green card/red card.
 - Report absent students to administrator or designee.

Response Plan Superintendent/Principal

1. You may receive a “Standby to Evacuate” notice from local fire or law enforcement authorities. Generally this lets you know that evacuation may be necessary. In receiving this pre-notice, immediately restrict all non-essential use of the school’s outside telephone line, activate the school’s cellular telephone line and provide the notifying agency with both telephone numbers. Assign a staff member to man the school’s telephone. Notify the transportation department at Lassen High School to provide drivers and at least SIX buses on site. Notify all staff quietly to prepare for evacuation. Activate the Incident Command System.
 - a. If the fire is before the morning roll call has been taken but while students are on campus, administration will follow these additional procedures:
 - i. Instruct a runner/s to go to bus/car unloading zones and ensure that students are in a safe zone... by either walking them to the staging area, if that is the safest location or by staying on the bus until a determination is made to evacuate or stay on site.
 - ii. Corridors, bathrooms, band-rooms, cafeteria, library and all other rooms not occupied by a teacher will be searched by designated staff members... Custodians, maintenance staff, secretaries, designee, etc.
2. A “Standby to Evacuate” notice will automatically result in TWO fire engines being assigned to the school site. The first engine to arrive on site will be the point of contact for the school district IC.
 - a. Shelter On Site: If the local fire authorities recommend/order sheltering on site on the upper playground staging area, all students and staff will proceed to their assigned areas for roll call. Both fire engines will take positions to best protect the staging area from the effects of the fire.
 - i. The point of contact may issue further directions depending on conditions. This may include proceeding to the gym to shelter or prepare to evacuate.
 - ii. Members of the community may also be taking shelter on the upper playground area. They will be directed to remain on upper grass area near the backstop. Students shall remain with their classes in the lower grass assembly area.
 - b. Evacuate Off Site: If the local fire authorities recommend/order evacuating off site, teachers and staff will lead their students to the gym parking lot to begin loading buses.

If you are directed to evacuate the campus, you will be provided with specific details on how you are to evacuate and where you will evacuate to. If the school is to evacuate to Honey Lake Valley Assembly it will be

via buses. If not already done, contact Lassen High School Transportation Department to arrange for buses and drivers for SIX buses on site.

3. Evacuation Procedures: Notify teachers of the need to evacuate the campus. Normally, teachers will be directed to bring their classes to a bus loading area at the gym parking lot; they are to keep their students standing in single file lines by class. Teachers will conduct roll calls of their classes before loading buses. Every student in a class will load together. See the Bus Evacuation Map (Appendix E1) at the end of the document for bus assignments.
4. All personnel will use their own cellular device in emergency. Keep the cellular telephone with you at all times. Prior to leaving the campus yourself, ensure that a final search of the campus has been conducted and that all students and staff are accounted for. As soon as 100% evacuation has been completed, notify the appropriate agency.
5. Join your school at the staging area and determine disposition of the students, i.e.: Remain status quo; Return to the school; activate the Emergency School Closure Plan from the staging area (Coordinate with Fire Department IC). If there is to be an Emergency School Closure, activate the Dismissal from Off-site Area plan.
6. Use the SchoolWise “All Call” system to contact parents to notify them of the status of the situation and where they can pick up their student(s).
7. Contact District Trustees and provide situation update.

Custodial Staff

1. Report to Chief of Maintenance and Operations, Superintendent/Principal, or Business Manager if ICS has been activated.
2. If time permits during a wild land fire evacuation, shut off all school utilities, conduct a room-to-room inspection, closing all windows and doors. Remember not to lock doors as to do so restricts access to responding firefighters. If plenty of time is available, consider removing any flashy fuels, i.e.: Paper products, curtains from windows.
3. Assist the SUPERINTENDENT/PRINCIPAL in ensuring that all students and staff have left the campus. Once this has been completed, evacuate the campus as directed.
4. Place First Aid kits in a vehicle to be transported to the evacuation site.

Secretarial Staff

1. Ensure class lists and volunteer/sub/LCOE personnel lists are transported to the evacuation site.
2. Ensure First Aid kits are transported to the evacuation site.

3. If time permits, ensure student medications are transported to the evacuation site.

All Other Staff/Volunteers

1. Return any students to their respective classes.
2. Assign yourself to any lone teacher. If all teachers have one assistant, report to the SUPERINTENDENT/PRINCIPAL for assignment. Know that upon activation of the school's ICS, you may be reassigned to a different job. Follow instructions from your assigned teacher.

**Emergency Operations Plan
Appendix – B3**

Emergency Response Plan, SNOWSTORM WITH BLIZZARD CONDITIONS

Signal

Visually observing blizzard like conditions; Notification by Lassen High School Transportation Department, California Highway Patrol, Lassen County Sheriff, fire service agencies or other authority.

Response Plan

Teacher

1. Return all students to their respective classrooms/homeroom and take roll call. Notify Superintendent/Principal of any unaccounted for students.
2. Retain all students inside building until otherwise advised.

Superintendent/Principal

1. Direct teachers to restrict student movement to inside their respective classrooms/buildings. A school-wide roll call will be verified. Unaccounted for students will be searched for by designated/available staff and authorities will be notified.
2. Monitor conditions to determine whether or not students who walk home can do so safely. The California Highway Patrol will provide guidance on the use of school buses. As conditions warrant, you may need to activate a modified emergency school closure plan, impacting some or all of the students.
3. If power outages occur, you may consider moving students into general assembly area(s) with their teachers. Such a move takes better advantage of portable lights, heaters and other supplies, and enables you to consolidate your staff.
4. If it appears that weather conditions may require housing students at the school for a prolonged period of time, you may consider contacting Janesville Fire Department for extra portable lights and heaters. It may also be suggested that you contact the Susanville Office of Emergency Services through the Sheriff's dispatch. O.E.S. may be able to direct needed supplies, transportation, communication devices, etc., to the school.
5. Notify the District Trustees and provide situation update.
6. Consider notification of local media to maintain current and accurate information about conditions and processes procedures, phone tree, recall list, website, etc.

All Other Staff/Volunteers

1. Assist teachers as necessary and until otherwise directed.

Emergency Operations Plan Appendix - B4

Emergency Response Plan - EXPLOSION OR THREAT OF EXPLOSION

Propane is the most possible threat for natural explosion at Janesville school. Training includes recognition of propane odors.

If propane gas smell is present:

1. NO FLAMES OR SPARKS! Do not operate lights, appliances, telephones, or cell phones. Flames or sparks from these sources can trigger an explosion or fire.
2. LEAVE THE AREA IMMEDIATELY! Get everyone out of the building or area where you suspect gas is leaking.
3. SHUT OFF THE GAS. Turn off the main gas supply valve(s) on the propane tank(s) if it is safe to do so. To close the valve, turn it to the right (clockwise).
4. REPORT THE LEAK. From a nearby building away from the gas leak, call the propane retailer right away. If the retailer cannot be reached, call 911.
5. DO NOT RETURN TO THE BUILDING OR AREA until the propane retailer, emergency responder, or qualified service technician determines that it is safe to do so.
6. GET THE SYSTEM CHECKED. Before attempting to use any propane appliances, the propane retailer must determine that the system is leak-free.

If there is a smell of gas:

1. Inform the maintenance staff
2. Call Gas Company (Business Manager)
3. Call 911

If an explosion occurs, or an imminent threat of explosion exists, direct all students to stop, drop to the floor/ground (if outside), cover their heads with their arms and turn their backs to any windows. Students near windows should be directed to move away from the windows at a crawl.

Following an explosion, activate the appropriate emergency response plan, i.e.: Fire Evacuation Plan, Mass Casualty Plan, Bomb Threat Plan, etc.

Note that the location of the explosion's origin may indicate use of secondary evacuation routes and/or staging areas.

**Emergency Operations Plan
Appendix - B5**

Emergency Response Plan - DOWNED AIRCRAFT

The presence of fire, explosions, and/or casualties will dictate which emergency response plan(s) to activate.

When in the proximity of a downed civilian aircraft, keeping a distance of approximately 300 yards is in order as the primary danger is from fire and explosion.

When in the proximity of a downed military aircraft, move all evacuees away from front and rear angles to the aircraft and attempt to achieve a 1,000 to 2,500 yard (3/5 mile – 1 ½ mile) distance from the craft. Military craft have the additional threat of carrying ordinance and other hazardous materials. Never attempt to extract a pilot from the cockpit of a downed military fixed wing aircraft.

Superintendent/Principal: Ensure that 911 dispatch is notified and activate the appropriate emergency response evacuation plan.

**Emergency Operations Plan
Appendix – B6**

Emergency Response Plan - SEVERE WINDSTORM OR LIGHTNING STORM

Observation of weather conditions as they occur; Emergency weather alert from local radio station.

Emergency Response

Teacher

1. If advance warning permits, close all windows and window coverings. In case of lightning, unplug all electrical appliances (by the plug not the cord) and do not use phones.
2. Direct students to the leeward (away from wind) side of the building, but away from windows. In the case of a lightning storm, direct the students to a point as far away from the windows as possible.
3. During a windstorm, have students sit on the floor facing away from windows and preferably towards a wall.
4. Await further instructions from the SUPERINTENDENT/PRINCIPAL.

Superintendent/Principal

1. Direct teachers to initiate the emergency response plan for windstorms or lightning.
2. Ensure all staff has unplugged all electrical appliances.
3. During lightning storms, telephones should not be used.
4. Monitor weather conditions and return to the normal programming when appropriate to do so.

All Other Staff/Volunteers

1. Assist teachers as necessary and until otherwise directed.

**Emergency Operations Plan
Appendix - B7**

Emergency Response Plan - HAZARDOUS MATERIALS SPILLS

Signal

The existence of a hazardous material spill threatening the school will normally be communicated to the school by law enforcement or fire service officials. Any Hazmat or potential Hazmat situations shall be reported to school administration who shall notify 9-1-1.

Emergency Response

Having been informed of a threatening condition, the SUPERINTENDENT/PRINCIPAL will activate the appropriate Emergency Response Plan, i.e.: Wild land Fire Plan for off-campus evacuation; Structure Fire Plan for normal evacuation and staging; Mass Casualty Plan.

Whichever plan is activated, the general points to consider when in proximity to a hazardous material incident include:

1. Remain upwind of a spill and traverse sideways from the spill to gain the upwind advantage.
2. Remain uphill from the spill.
3. Avoid depressions in the ground that could collect gases.
4. Any and all suspected exposures to hazardous/unidentified materials must be reported to the Superintendent/Principal and EMS providers

Emergency Operations Plan Appendix - B8

Emergency Response Plan - CIVIL DISORDER

The observation of unauthorized gatherings of students/others on or immediately adjacent to school property; Notice in advance through informed sources.

Emergency Response

Teacher

1. Direct uninvolved students back to their respective classrooms.
2. Conduct a roll call and document unaccounted for students.
3. Follow instructions for Lockdown or Shelter-In-Place as you determine or as directed by School Principal/Superintendent.
4. Forward any pertinent information about the disturbance to the SUPERINTENDENT - PRINCIPAL in the safest possible manner.

Superintendent/Principal

1. Ensure that the Sheriff has been notified of the situation.
2. Direct teachers to assemble their classes in their respective classrooms and take roll call and report missing students to office staff.
3. In the event that the disturbance progresses to a riotous level and circumstances require the evacuation of students from certain buildings or the campus, school staff/adult volunteers should endeavor to shield the evacuating students from the rioters.
4. If a group disturbance is becoming aggressive towards students, staff, or property, a staff member should be directed to remain on the telephone with 9-1-1 to provide for constant status reports to same. Any additional staff members should be directed to record as many of the involved individual's names as possible. Without endangering staff or students determine if pictures or a video tape can be made.

All Other Staff /Volunteers

1. Assist teachers in assembling their students.
2. Assist the Superintendent/Principal as directed.

**Emergency Operations Plan
Appendix - B9**

Emergency Response Plan - EARTHQUAKES

Source

The onset of an earthquake of any magnitude.

Emergency Response

Teacher

1. Direct students to drop to floor and duck under their desk to protect their heads. If possible, students near windows should be directed to move towards the center of the room.
2. Initiate appropriate Emergency Response Plan following tremors, i.e.: Structure Fire Evacuation Plan; Mass Casualty Plan.
3. Follow directions from the Superintendent/Principal. Advise students about potential aftershocks.

Superintendent/Principal

1. Direct all staff and students to duck and cover during the quake.
2. Immediately following quake, ascertain whether an evacuation is warranted. When in doubt, evacuate and ensure that staff and students stage in a clear, open area, away from power lines and other related hazards.
3. Direct custodial staff to shut off utilities.
4. Notify the appropriate emergency agencies as warranted.

Emergency Operations Plan Appendix -B10

Emergency Response Plan - BOMB THREAT

Source

Anonymous telephone callers are the most common; Letters; Communication with various media sources; Communication with law enforcement agencies;

Emergency Response

Teacher

1. Following notification of a bomb threat, teachers will receive directions to evacuate. Unless otherwise directed, evacuation routes and staging areas shall be as described for fire evacuations.
2. If at all possible, have students bring their coats, jackets and lunches with them as they evacuate. Staff should also bring any items that they brought to work that day, including purses, lunches, brief cases, etc. Note that these efforts can reduce the number of parcels and articles that bomb search teams will ultimately need to inspect.
3. If circumstances permit, instruct students and staff aids to be aware of any unusual parcels, boxes, bags, brief cases, etc., along their evacuation route. One example to look for would be a box or brief case left in a corridor. Instruct students coming across such suspicious materials to advise you and avoid the suspicious item. This may include changing the evacuation route to your secondary route.
4. Never tamper with or examine suspicious materials and report their existence to the Superintendent/Principal as soon as possible.
5. Once at your staging site, conduct a roll call and report the results to the Superintendent/Principal via staff runner. Remain at the staging areas until otherwise advised by the Superintendent/Principal.

Superintendent/Principal

1. Initiate an evacuation of the school using standard fire evacuation and staging procedures.
2. Ensure that 911 dispatch has been notified and that all appropriate agencies are responding.
3. Initiate a school wide ban on the use of all radios, including citizen band and AM/FM, cell-phones, etc.
4. Receive roll call results from all classes to confirm that a complete evacuation has been performed.

5. Interview the person who took the phone call. Direct a staff member to assemble a list of students absent from the campus, including both excused and unexcused absences. Note that such a roster can be a tool for responding law enforcement to consider. Note also that law enforcement will want to interview the call recipient.
6. Return to normal operations only after law enforcement personnel so authorize it.

Person Receiving Threat

1. Keep the caller on the line as long as you can.
2. Get as much information from the caller as you can. Ask specific questions of the caller, such as - Where the bomb is located, what time is the bomb scheduled to detonate, why has the bomb been placed in the school, what kind of bomb is it and what does it look like.
3. Note the following, if possible:
 - A) Sex of the caller
 - B) Age of caller
 - C) Voice characteristics (accent, peculiar speech)
 - D) Exact time call was received
 - E) Background noises on telephone (music, motors, traffic)
4. Write down as much or all of the above information as time permits. Be prepared to give a briefing on the call to the Superintendent/Principal and responding law enforcement officials.

All Other Staff/Volunteers

1. Assist with the evacuation and staging process. Remain staged with teachers until otherwise assigned.

Emergency Operations Plan Appendix - B11

Emergency Response Plan - INTRUDER ALERT

Source

A Lockdown will be initiated from the main office, if you are anywhere on campus and see a threat please call the office who will initial the alert response. 2The school's initial response shall be Lockdown (See Appendix C2), then, as directed by law enforcement and/or school administration, the school may be placed into Shelter in Place (See Appendix C1) or maintained in Lockdown (See Appendix C2) mode. Either mode shall be a "no one in, no one out" scenario. All exterior doors shall be locked, and students and staff are to remain in the classrooms or other designated locations.

Emergency Response

Teacher

1. See Appendix C1 (Shelter in Place) or Appendix C2 (Lockdown) for appropriate actions.

Superintendent/Principal

1. See Appendix C1 (Shelter in Place) or Appendix C2 (Lockdown) for appropriate actions.
2. Alert all staff.
3. Confronting the intruder is a judgment call on your part. Use of other staff members is also a judgment call on your part.

All Other Staff/Volunteers

1. See Appendix C1 (Shelter in Place) or Appendix C2 (Lockdown) for appropriate actions.

Emergency Operations Plan Appendix - B12

Emergency Response Plan - MASS CASUALTY INCIDENTS

Source

Any incident that generates more than two moderate to serious injuries to persons on the school campus will be considered mass casualty.

Emergency Response

Teacher

1. Each teacher's primary responsibility is the students under their charge. Therefore, the circumstances surrounding a mass casualty incident must be considered on an individual basis. Points to consider include:
 - Personal Safety
 - Student Safety
 - The need to provide medical care
2. Account for your students. This may require evacuation and staging first or returning your students to their respective classrooms. Generally, the rule of thumb will be to get your uninvolved students to safety and account for them first.
3. With your uninvolved students' safe, consolidate staff resources and free up medical aid providers to respond to the casualty area. Don't forget to deploy your Satellite First Aid Kit.
4. Provide first aid as appropriate. Remember your personal protective equipment.

Superintendent/Principal

1. Generally, a mass casualty incident will be the result of one of the other emergency situations listed in the Emergency Operations Plan, therefore, you will need to activate the appropriate response plan in addition to the Mass Casualty Plan, i.e.: Evacuations, Utility Shut-off, etc. **Remember, you can't begin to provide medical aid until you mitigate unsafe conditions first.**
2. Insure that 911 has been contacted. Important information to include in the call is:
 - What caused the incident and is it safe to enter the area.
 - How many injuries, grouped by critical, moderate, minor.
 - Best access to incident area.
 - Safety issues responders should be aware of, i.e.: Downed power lines, armed assailants, chemical hazards, etc.

3. Normally the Fire Department would be the first EMS providers to arrive on scene and they will begin the triage process. School nursing staff at this point may be better used in an administrative capacity, tracking students being transported to various facilities and providing medical background documents where appropriate to do so.
4. Receive roll call reports from teachers and insure that all students are accounted for. Activate Emergency School Closure plan where appropriate. Remember, it is never too early to activate the school's Crisis Recovery Plan.
5. Coordinate with responding agencies the notification of next of kin for injured students and/or staff.

All Other Staff/Volunteers

1. Assist teachers in assembling and accounting for their students.
2. Either become a medical aid provider or relieve another staff member who can be an aid provider. Assist in maintaining accountability of students.

**Emergency Operations Plan
Appendix - B13**

Emergency Response Plan – MASS ILLNESS/INFECTION IN THE SCHOOL INCIDENTS

Source

An unusual number of students (outbreak) are noticeably becoming ill within an unusually short period of time. Some examples of the source of illness might be food born, toxin or exposure to a chemical or environmental spill or exposure to bacterial or viral infection.

Emergency Response

Bacterial/Viral

Teacher/Office Staff/Attendance Secretary:

1. Staff members who become aware of an unusual rate of illness will immediately report their observations to the school administrator and/or school nurse.
2. In critical situations, if possible, transfer student to the nurses/administrator's office. Isolate the sick child/children from other students and staff. The means of transmission of the biological agent may be unknown initially. It could be airborne or transmitted through direct contact.
 - a. Points to consider:
 - i. Hand washing and disinfecting/custodian contact (follow universal precautions)
 - ii. Avoid possible source of exposure (stay away from it)
 - iii. Remove students from possible contact to exposure if necessary

Toxin/chemical:

1. Remove students from possible contact to exposure
2. With each immediate first exposure the school employee as listed above will call or send runner to office to report and ask for help.
3. Report the observations to the school administrator and or school nurse.
4. Science rooms follow appropriate toxin/chemical protocols.
 - a. Initiate immediate first aid procedures as required/recommended by chemical label.

Superintendent Principal:

- 1 Call 911 and request ambulance if deemed necessary
- 2 Call the Health Department (251-8183) to report the incident and to obtain assistance/recommendations from Public Health Nursing and/or Environmental Health.
- 3 Assist treatment of students.
- 4 If necessary initiate emergency plan procedures...evacuation etc.
- 5 Principal will call for all clear or for an evacuation as conditions require.

All Other Staff/Volunteers:

1. School Secretary will contact/notify Parent/Guardian and care for student if nurse is not available.
2. Nurse will manage health and safety of students in need and assist administration as needed.
3. Custodians will sanitize and clean while observing universal precautions and assist administration as requested.
4. Volunteers will assist classroom teacher or other staff member they are working with during the day.

Health Department:

1. Upon identification of infectious agent or toxin, the Health Department will provide recommendations to the school in terms of length of exclusion (if necessary) of ill children/staff. If treatment or prophylaxis of well contacts is recommended, the Health Department will inform the school. If needed, the school will assist the Health Department in a contact investigation to identify all who have been exposed to the infectious agent or toxin.
2. The school will work with the Health Department in providing accurate information to the parents regarding the situation. Information could include name of the infectious agent (bacterial or viral) or toxin, mode of transmission, prevention, treatment, prophylaxis, symptoms and clinics providing services.
3. Recommendations that the school receives from the Health Department will vary depending on the infectious agent or toxin/chemical affecting those at the school.

Emergency Operation Plan Appendix - B14

Emergency Response Plan, WILD ANIMALS ON CAMPUS

Large Wild Animal on School Grounds

Signal

Visually observing the animal whether it is a cat or a bear. Notify the playground personnel or your teacher.

Teacher

1. If the students are outside slowly put them into a **large group and slowly move away** (Do not look the animal in the eyes) to the nearest shelter or classroom. The bigger the group the less likely the animal is to attack it.
2. Notify the office.

Superintendent/Principal

1. Direct teachers to restrict student movement to inside their respective classrooms/buildings. A school wide roll call may be suggested if students and/or staff were outside when the animal was spotted.
2. Call the Lassen County Sheriff's office (911) and Local Fish and Game Officer (254-6363, 6644, 6808).
3. Monitor conditions; where the animal goes, is it leaving the grounds.
4. When the animal leaves the grounds, return to normal schedule.

All other Staff/Volunteers

1. Assist teacher as necessary and /or until otherwise directed.

Response plan, Snakes, Lizards, and Rodents

Signal

1. Visually observing the snake, lizard, or rodent
2. Someone reporting to you that there is a snake, lizard, or rodent on campus.

Teachers

1. Move all students away from the animal.
2. Check to see if any students were bitten by the animal.
3. Notify the office by a runner a) of the animal and b) if student is bitten.

Superintendent/Principal

1. Secure the area. Direct teachers in the area to restrict the movement of the students until otherwise notified.
2. Notify emergency services if a child has been bitten.
3. Determine the best way to remove animal from school grounds.

4. If student is bitten secure the animal for testing if it's possible to do so safely.

All Other Staff/Volunteers

1. Assist teachers as necessary and /or until otherwise directed

Response Plan, Dogs, Coyotes and Foxes

Signal

1. Visually observing the dog, coyote or fox.
2. Someone reporting to you that there is a dog, coyote or fox on campus.

Teachers

1. Move all students away from the animal.
2. Check to see if any students were bitten by the animal.
3. Notify the office by a runner a) of the animal and b) if student is bitten.

Superintendent/Principal

1. Secure the area. Direct teachers in the area to restrict the movement of the students until otherwise notified.
2. Notify emergency services if a child has been bitten.
3. Determine the best way to remove animal from school grounds.
4. If student is bitten secure the animal for testing.

All other staff/Volunteers

1. Assist teachers as necessary and /or until otherwise directed

Response Plan, Deer (Mule and White Tail), Birds Large and Small and Bats

Signal

1. Visually observing the animal
2. Someone reporting the animal

Teacher

1. Move students away from the animals
2. Report by runner to the office the location of the animal (s)
3. Direct students to NEVER touch or pick up a sick or dead bat.

Superintendent/Principal

1. Direct teachers to keep students away from the animals.
2. Determine if the animal needs to be removed from the school grounds.
3. If a larger bird is hurt you may want to call Fish and Game (254-6363, 6644, 6868)

All Other Staff/Volunteers

1. Assist teachers as necessary and until otherwise directed

Emergency Operation Plan Appendix – C1

Shelter in Place Procedures

Signal- Announcement made over the intercom system implementing “Shelter in Place,” lights on Visiplex will turn Blue.

- Lock down classroom doors, cover windows.
- Take attendance.
- Do not admit anyone else into the classroom after doors have been locked.
- Send an email to Janesville_Emergency@janesvilleschool.org with status:
 - o Subs can text Mrs. Lewis at 530-260-1875
 - o In the email indicate the following:
 - SUBJECT LINE- include COLOR, TEACHER NAME, ROOM #, all of the rest in the body of the email.)
 - Status:
 - **Green**= People are okay
 - **Red**= Serious life threatening injuries
 - **Orange**= Mild to moderately injured subject inside room/student has other medical need.
 - **Yellow**= There are no injured parties in your room but you have EXTRA students or students MISSING that were there earlier.
 - Teacher Name
 - Room #
 - Account for all students
 - Names of additional students, staff, or other adults on campus.
- Classes that are outside when the emergency occurs will shelter in place in the nearest building/classroom.
- Continue checking email for updates.
- Use phone for emergency only.
- Continue teaching at a appropriate noise level.
- Wait for “All Clear” announcement with green lights

Emergency Response

Shelter in Place is used in cases of a need for a precautionary lockdown such as an unspecified threat in the general area. The concept of shelter in place is a “no one in, no one out” scenario. During a shelter in place scenario, all exterior doors are locked, and the students and staff are to remain in the classrooms or designated locations at all times unless escorted by designated adults.

Announcement

An announcement will be made in person or over the public address system. The announcement will say, **“Attention please. We have a possible emergency situation and need to implement Shelter in Place procedures. Teachers and staff are to lock all doors and keep all students inside until further notice.”**

All Clear

All Clear is used to conclude other immediate actions taken upon an emergency to notify staff that normal school operations can resume. **All Clear** signifies that the emergency is over.

Announcement

An announcement will be made over the public address system. The announcement will say, **“Your attention please. (Pause) All Clear. (Pause) All Clear. (Pause). All Clear. (Pause) It is now OK to resume normal school activities. Thank you for your cooperation.”**

Emergency Operation Plan Appendix – C2

Lockdown Procedures

Signal- - Announcement made over the intercom system implementing “Lockdown,” lights on Visiplex will turn Amber.

- Immediately lock all classroom doors and cover windows.
- Do not call the office unless it is an emergency.
- Turn off lights, remain calm and quiet and direct students to do the same.
- Take attendance, evaluate student health status.
- Do not admit anyone to the room after the door has been locked.
- Send an email to Janesville_Emergency@janesvilleschool.org with status:
 - o Subs can text Mrs. Lewis at 530-260-1875
 - o In the email indicate the following:
 - SUBJECT LINE- include COLOR, TEACHER NAME, ROOM #, all of the rest in the body of the email.)
 - Status:
 - **Green**= People are okay
 - **Red**= Serious life threatening injuries
 - **Orange**= Mild to moderately injured subject inside room/student has other medical need.
 - **Yellow**= There are no injured parties in your room but you have EXTRA students or students MISSING that were there earlier.
 - Teacher Name
 - Room #
 - Account for all students
 - Names of additional students, staff, or other adults on campus.
- Do not use electronic or audio-visual equipment.
- Ignore bells and announcements.
- Use phone for emergencies only.
- Wait for information from the Response Team.
- Wait for the door to be UNLOCKED by law enforcement and/or administration and follow directives.

Emergency Response

Lockdown is used to prevent intruders from entering occupied areas of the building and to remove students from potentially dangerous situations. Lockdown is used when the danger is known and imminent. The concept of lockdown is “no one in, no one out” scenario. During lockdown all exterior doors are locked, and the students and staff are to remain in the classrooms or designated locations at all times unless staff members determine running and hiding elsewhere is the safer option. **Lockdown** is not normally preceded with any other warning.

Announcement

An announcement will be made in person or over the public address system. The announcement will say, **“Attention please. We have an emergency situation and need to implement Lockdown procedures. Teachers and staff are to lock all doors and keep all students inside until further notice.”**

All Clear

A Lockdown will **ONLY** be cleared by a key unlock by administration or law enforcement. It will NEVER be cleared by the PA system.

**Emergency Operation Plan
Appendix – C3**

Evacuation Instructions and Locations

Ordered Evacuation:

Ordered On Campus Evacuation: Upper Playground

Students are to walk quietly in single file lines to location as designated by fire alarm map. Students will remain quiet while attendance is taken and quietly wait for instructions. Students who are physically incapable of proceeding to the upper playground shall be escorted by a staff member to an alternate safe area.

Ordered Off Campus Evacuation Busing all students

If students are to be evacuated (ordered evacuation) the following procedures will be followed:

1. When possible take roll before evacuation
2. Bring roll sheet
3. Maintain 2 orderly quiet lines... teacher and student helpers in front and back
4. Take roll when arrival at primary/secondary site

Ordered Off Campus Evacuation Walking

1. Evacuate as many K-3 grade classes as possible and people physically incapable of walking by bus.
2. Other classes walk in single file lines with teacher/student helpers in front and back to primary or secondary locations as directed by administration.

Non Ordered Emergency Off Campus Evacuation Walking

1. Teacher or students who evacuate will walk to the primary or secondary location that is closest, call 911, and will wait for further instructions.
2. People physically incapable of evacuating by walking may be evacuated by a staff member in a vehicle.

Off Campus: Walking locations...

Primary – Janesville Park
Secondary (Except for a wildfire emergency)
- Thompson Peak Veterinary Hospital

Off Campus Busing locations

Primary – Honey Lake Valley Assembly Church
Secondary - Johnstonville School

Emergency Operation Plan Appendix – D1

Bullying and Cyberbullying

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**

(cf. 5131 - Conduct)

(cf. 5137 - Positive School Climate)

2. **Providing information to students, through student handbooks, district and school web sites and social media, and other age-appropriate means, about district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying**
3. **Encouraging students to notify school staff when they are being bullied or when they suspect that another student is being bullied, and providing means by which students may report threats or incidents confidentially and anonymously**
4. **Conducting an assessment of bullying incidents at each school and, if necessary, increasing supervision and security in areas where bullying most often occurs, such as playgrounds, hallways, restrooms, and cafeterias**

5. Annually notifying district employees that, pursuant to Education Code 234.1, any school staff who witnesses an act of bullying against a student has a responsibility to immediately intervene to stop the incident when it is safe to do so

Staff Development

The Superintendent or designee shall annually make available to all certificated staff and to other employees who have regular interaction with students the California Department of Education (CDE) online training module on the dynamics of bullying and cyberbullying, including the identification of bullying and cyberbullying and the implementation of strategies to address bullying. (Education Code 32283.5)

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 website, in a prominent location and in a manner that is easily accessible to students and parents/guardians, information on bullying and harassment prevention which includes the following: (Education Code 234.6)

1. The district's policy on student suicide prevention, including a reference to the policy's age appropriateness for students in grades K-6

(cf. 5141.52 - Suicide Prevention)

2. The definition of sex discrimination and harassment as described in Education Code 230, including the rights set forth in Education Code 221.8

3. Title IX information included on the district's web site pursuant to Education Code 221.61, and a link to the Title IX information included on CDE's web site pursuant to Education Code 221.6

4. District policies on student sexual harassment, prevention and response to hate violence, discrimination, harassment, intimidation, bullying, and cyberbullying

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

5. A section on social media bullying that includes all of the references described in Education Code 234.6 as possible forums for social media

6. A link to statewide resources, including community-based organizations, compiled by CDE pursuant to Education Code 234.5.

7. Any additional information the Superintendent or designee deems important for preventing bullying and harassment

(cf. 1113 - District and School Web Sites)

Student Instruction

As appropriate, the district shall provide students with instruction, in the classroom or other educational settings, that promotes social-emotional learning, effective communication and conflict resolution skills, character development, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

The district shall also educate students about the negative impact of bullying, discrimination, intimidation, and harassment based on actual or perceived immigration status, religious beliefs and customs, or any other individual bias or prejudice.

Students should be taught the difference between appropriate and inappropriate behaviors, how to advocate for themselves, how to help another student who is being bullied, and when to seek assistance from a trusted adult. As role models for students, staff shall be expected to demonstrate effective problem-solving and anger management skills.

To discourage cyberbullying, teachers may advise students to be cautious about sharing passwords, personal data, or private photos online and to consider the consequences of making negative comments about others online.

Reporting and Filing of Complaints

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee.

When a report of bullying is submitted, the principal or a district compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with AR 1312.3 - Uniform Complaint Procedures. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

(cf. 1312.3 - Uniform Complaint Procedures)

Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report such observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint.

Within two business days of receiving a report of bullying, the principal shall notify the district compliance officer identified in AR 1312.3.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

Discipline/Corrective Actions

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

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.

Emergency Operation Plan Appendix – D2

Firearms On School Grounds

The Governing Board is committed to providing a safe environment for students, staff, and visitors on campus. The Superintendent or designee shall consult with local law enforcement and other appropriate individuals and agencies to address the security of school campuses.

Possession of a firearm on or within 1,000 feet of school grounds is prohibited, except under the limited circumstances specified in Penal Code 626.9. School grounds include, but are not limited to, school buildings, fields, storage areas, and parking lots. (Penal Code 626.9)

If a district employee observes or suspects that any unauthorized person is in possession of a firearm on or near school grounds or at a school activity, he/she shall immediately notify the principal or designee and law enforcement.

Emergency Operation Plan Appendix – D3

Student Suspension/Expulsion

A student may be suspended or expelled from school if the superintendent/principal determines that a student has committed an act as defined pursuant to any of EdCode 48900 subdivisions (a) to (r), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.

- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
 - (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
 - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
 - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
 - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
 - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
 - (2) (A) "Electronic act" means the creation or transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
 - (i) A message, text, sound, video, or image.
 - (ii) A post on a social network Internet Web site, including, but not limited to:
 - (I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(iii) (I) An act of cyber sexual bullying.

(II) For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

(III) For purposes of this clause, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:

(1) While on school grounds.

(2) While going to or coming from school.

(3) During the lunch period whether on or off the campus.

(4) During, or while going to or coming from, a school-sponsored activity.

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.

(v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's specific misbehavior as specified in Section 48900.5.

Mandatory Expulsion:

(a) (1) Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:

(A) Causing serious physical injury to another person, except in self-defense.

(B) Possession of any knife or other dangerous object of no reasonable use to the pupil.

(C) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for either of the following:

(i) The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.

(ii) The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.

(D) Robbery or extortion.

(E) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

(2) If the principal or the superintendent of schools makes a determination as described in paragraph (1), he or she is encouraged to do so as quickly as possible to ensure that the pupil does not lose instructional time.

(b) Upon recommendation by the principal or the superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board of a school district may order a pupil expelled upon finding that the pupil committed an act listed in paragraph (1) of subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel a pupil for any of those acts shall be based on a finding of one or both of the following:

(1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.

(2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

(c) The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

(1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district. The act of possessing an imitation firearm, as defined in subdivision (m) of Section 48900,

is not an offense for which suspension or expulsion is mandatory pursuant to this subdivision and subdivision (d), but it is an offense for which suspension, or expulsion pursuant to subdivision (e), may be imposed.

(2) Brandishing a knife at another person.

(3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.

(4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.

(5) Possession of an explosive.

(d) The governing board of a school district shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions:

(1) Is appropriately prepared to accommodate pupils who exhibit discipline problems.

(2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.

(3) Is not housed at the schoolsite attended by the pupil at the time of suspension.

(e) Upon recommendation by the principal or the superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board of a school district may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of Section 48900, or Section 48900.2, 48900.3, or 48900.4, and either of the following:

(1) That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.

(2) That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

(f) The governing board of a school district shall refer a pupil who has been expelled pursuant to subdivision (b) or (e) to a program of study that meets all of the conditions specified in subdivision (d). Notwithstanding this subdivision, with respect to a pupil expelled pursuant to subdivision (e), if the county superintendent of schools certifies that an alternative program of study is not available at a site away from a comprehensive middle, junior, or senior high school, or an elementary school, and that the only option for placement is at another comprehensive middle, junior, or senior high school, or another elementary school, the pupil may be referred to a program of study that is provided at a comprehensive middle, junior, or senior high school, or at an elementary school.

(g) As used in this section, "knife" means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3 1/2 inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.

(h) As used in this section, the term "explosive" means "destructive device" as described in Section 921 of Title 18 of the United States Code.

Emergency Operation Plan Appendix – D4

Notification to Teachers of Dangerous Students

The Superintendent or designee shall inform the teacher(s) of each student who, during the previous three school years, has engaged in or is reasonably suspected to have engaged in any act, except the possession or use of tobacco products, that would constitute a ground for suspension or expulsion as specified in AR 5144.1 - Suspension and Expulsion/Due Process. This information shall be based upon district records maintained in the ordinary course of business or records received from a law enforcement agency. (Education Code 49079)

(cf. 5125 - Student Records)

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

Upon receiving a transfer student's record regarding acts committed by the student that resulted in his/her suspension or expulsion, the Superintendent or designee shall inform the student's teacher(s) that the student was suspended from school or expelled from his/her former district and of the act that resulted in the suspension or expulsion. (Education Code 48201)

Information received by teacher(s) shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher. (Education Code 49079)

Notice Regarding Student Offenses Committed While Outside School Jurisdiction

When a minor student has been found by a court of competent jurisdiction to have illegally used, sold, or possessed a controlled substance or committed specified crimes involving serious acts of violence, the district police or security department may provide written notification to the Superintendent. (Welfare and Institutions Code 828.1)

(cf. 3515.3 - District Police/Security Department)

When informed by the court that a minor student has been found by a court to have committed any felony or any misdemeanor involving curfew, gambling, alcohol, drugs, tobacco products, carrying of weapons, a sex offense listed in Penal Code 290, assault or battery, larceny, vandalism, or graffiti, the Superintendent or designee shall so inform the school principal. (Welfare and Institutions Code 827)

The principal shall disseminate this information to any counselor who directly supervises or reports on the student's behavior or progress. The principal shall also inform any teacher or administrator directly supervising or reporting on the student's behavior or progress whom he/she thinks may need the information so as to work with the student appropriately, avoid being needlessly vulnerable, or protect others from vulnerability. (Welfare and Institutions Code 827)

Any court-initiated information that a teacher, counselor, or administrator receives shall be kept confidential and used only to rehabilitate the student and protect other students and staff. The information shall be further disseminated only when communication with the student, parent/guardian, law enforcement staff, and probation officer is necessary to rehabilitate the student or to protect students and staff. (Welfare and Institutions Code 827)

When a student is removed from school as a result of his/her offense, the Superintendent shall hold the court's information in a separate confidential file until the student is returned to the district. If the student is returned to a different district, the Superintendent shall transmit the information provided by the student's parole or probation officer to the superintendent of the new district of attendance. (Welfare and Institutions Code 827)

Any confidential file of court-initiated information shall be kept until the student becomes 18, graduates from high school, or is released from juvenile court jurisdiction, whichever occurs first, and shall then be destroyed. (Welfare and Institutions Code 827)

Procedures to Maintain Confidentiality of Student Offenses

In order to maintain confidentiality when providing information about student offenses to counselors and teachers of classes/programs to which a student is assigned, the principal or designee shall send the staff member a written notification that one of his/her students has committed an offense that requires his/her review of a student's file in the school office. This notice shall not name or otherwise identify the student. The staff member shall be asked to initial the notification and return it to the principal or designee. He/she shall also initial the student's file when reviewing it in the school office.

Emergency Operation Plan Appendix – D5

Suspected Child Abuse Reporting

The Governing Board is committed to supporting the safety and well-being of district students and desires to facilitate the prevention of and response to child abuse and neglect. The Superintendent or designee shall develop and implement strategies for preventing, recognizing, and promptly reporting known or suspected child abuse and neglect.

District employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect. Suspected Child Abuse Report (SCAR) forms will be available in the staff workroom. The Superintendent or designee will provide training as needed for employees to complete SCAR forms.

All employees (including temporary coaches and substitute employees) will be trained annually at the beginning of each school year or within 30 days of their initial date of hire using the Keenan Safe Schools on-line training for the Child Abuse Prevention Program and Mandated Report: Child Abuse and Neglect Program.

Emergency Operation Plan Appendix – D6

Procedures for School Arrivals and Departures

Going To and From School

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

Students are **NOT** allowed on campus before 7:45 a.m. Students may **NOT** remain at school more than thirty minutes after the end of the school day. Students who are still on the campus after thirty minutes must check in with the school office staff so their parents can be notified that they need transportation. Students cannot remain on campus after school unless 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 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 instructional time, students will not be call 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. If a note is not provided, the tardy will be logged as unexcused. Students who leave during the school day for medical/dental appointments will be required to report to the school office upon their return with a note from the doctor/dentist office.

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.

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.

Emergency Operation Plan Appendix – D7

A Safe and Orderly Environment Conducive to Learning & Dress Code

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/Wireless Communication Devices

Wireless communication devices, tape recorders/players, cameras, video games, CD players, iPods, MP3 players or other electronic devices brought to school **must remain off and stored in the students' backpack during the school day.** 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 wireless communication devices on the Janesville School campus and at school-related events if they abide by the rules established in the "Student Use of Wireless Communication Devices Contract." This contract must be completed and signed by the student and the student's parents/guardians before carrying a wireless communication device on campus. This contract can be obtained in the school office. Wireless communication device contracts must be renewed annually.

According to board policy and the associated wireless communication device usage agreement, wireless communication devices brought to school must be turned off and stored in the students' backpack during the school day. Students who violate the wireless communication device policy will have their device 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 wireless communication device policy may also be prohibited from bringing a device to school for the remainder of the school year. Students will be subject to the Disciplinary Check (√) System, including suspension, for violation of school rules.

Dress Code

Students are expected to dress in a manner that will not offend other students or staff and will not disrupt the classroom. All gang related clothing is prohibited. Please see the dress code in the school handbook for a list of restricted clothing.

Emergency Operation Plan Appendix – D8

School Discipline Policy

The Check System is used for grades 6th-8th and 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. Staff members may award alternative discipline for offenses within their supervision at the staff member's discretion, in which cases the student shall not be placed in double jeopardy by having checks awarded in addition to discipline. In grades TK-5th students are held accountable for their behavior with the referral system and progressive discipline is used in addition to Positive behavior and incentives for good behavior shown on campus. Please see the school handbook for the complete Check System list.

Emergency Operation Plan Appendix – D9

Hate Crime Reporting

Board Policy 5145.9

The Governing Board is committed to providing a safe learning environment that protects students from discrimination, harassment, intimidation, bullying, and other behavior motivated by a person's hostility towards another person's real or perceived ethnicity, national origin, immigrant status, sex, gender, sexual orientation, religious belief, age, disability, or any other physical or cultural characteristic. The Superintendent or designee shall design strategies to promote harmonious relationships among students, prevent incidents of hate-motivated behavior to the extent possible, and address such incidents if they occur.

The Superintendent or designee shall collaborate with regional programs and community organizations to promote safe environments for youth. Such collaborative efforts shall focus on ensuring an efficient use of district and community resources, developing effective prevention strategies and response plans, providing assistance to students affected by hate-motivated behavior, and/or educating students who have perpetrated hate-motivated acts.

The district shall provide students with age-appropriate instruction that includes the development of social-emotional learning, promotes their understanding of and respect for human rights, diversity, and acceptance in a multicultural society, and provides strategies to manage conflicts constructively.

As necessary, the district shall provide counseling, guidance, and support to students who are victims of hate-motivated behavior and to students who exhibit such behavior.

The Superintendent or designee shall ensure that the rules prohibiting hate-motivated behavior and procedures for reporting a hate-motivated incident are provided to students and parents/guardians.

The Superintendent or designee shall provide staff with training on recognizing and preventing hate-motivated behavior and on effectively enforcing rules for appropriate student conduct.

Complaint Process

A student or parent/guardian who believes the student is a victim of hate-motivated behavior is strongly encouraged to report the incident to a teacher, the principal, or other staff member.

Any staff member who is notified that hate-motivated behavior has occurred, observes such behavior, or otherwise becomes aware of an incident shall immediately contact the principal or the compliance officer responsible for coordinating the district's response to complaints and complying with state and federal civil rights laws. As appropriate, he/she shall also contact law enforcement.

Any complaint of hate-motivated behavior shall be investigated and, if determined to be discriminatory, shall be resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures. If, during the investigation, it is determined that a complaint is about nondiscriminatory behavior, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

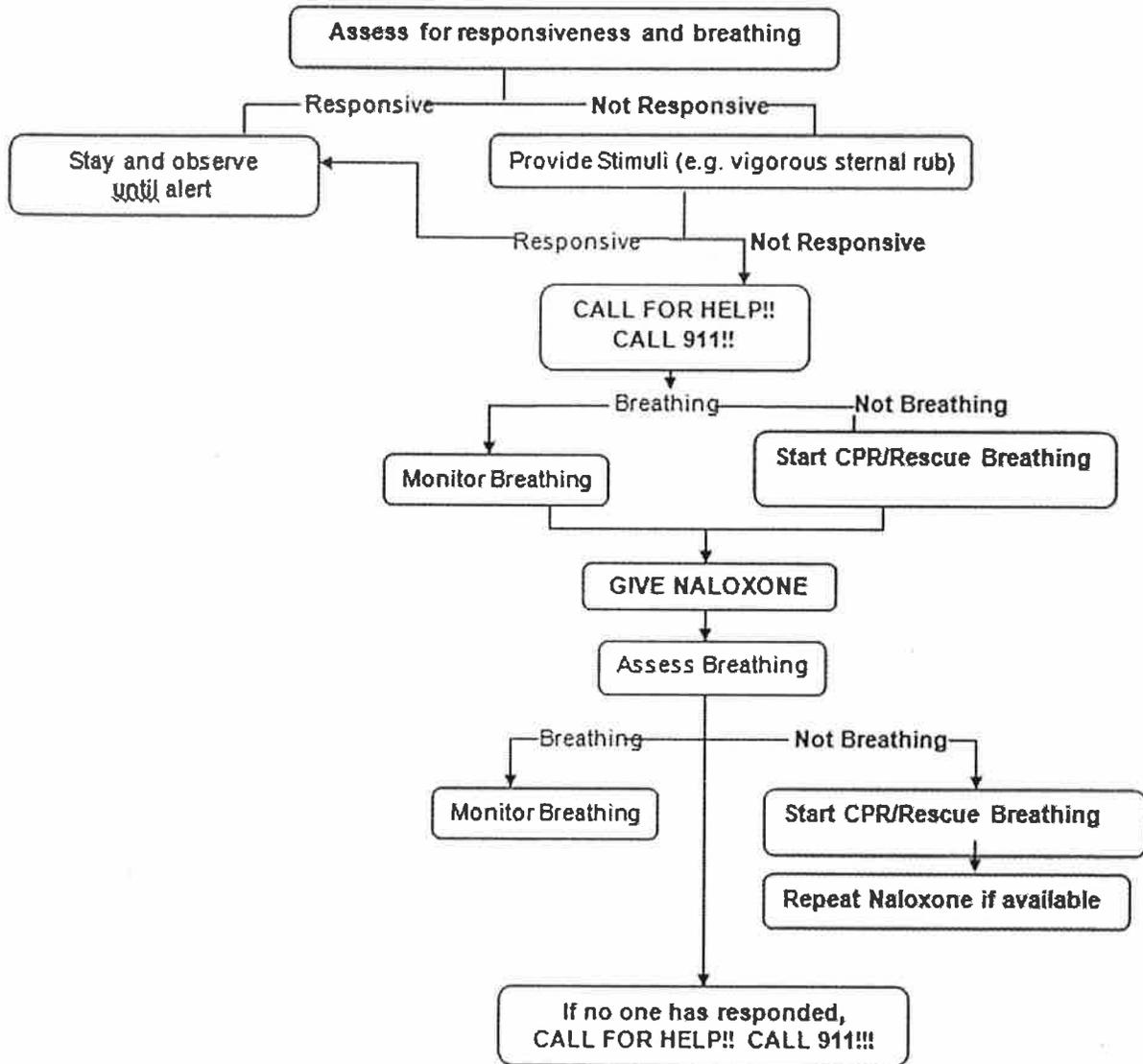
Emergency Operation Plan

Appendix – D10

Opioid Overdose Protocol

RESPONDING TO AN OPIOID OVERDOSE WITH NALOXONE FLOW CHART

The following flow-chart illustrates the steps that are taken depending on the victim's responsiveness.



Staff Volunteers:

Janesville Elementary School District will designate at least one or more volunteers to receive initial and annual refresher professional development regarding the storage and emergency use of naloxone hydrochloride or another opioid antagonist from the LCOE nurse or other qualified person.

In addition, pursuant to California Education Code 49414.3 and Board policy, Janesville Elementary School District will distribute a notice to all staff that contains a description of the training that the volunteer will receive, and the right of an employee to rescind his or her offer to volunteer. Trained volunteer personnel shall be provided with defense and indemnification for any and all civil liability, in accordance with, but not limited to, that provided in Division 3.6 (commencing with Section 810) or Title 1 of the Government Code.

Any emergency response for a potential, or actual opioid overdoses, will complete an emergency response report and an incident report as soon as possible after the incident is resolved.

Wandering and Elopement

Appendix – D11

DEFINITIONS: For purposes of this policy, the following items are defined as indicated.

- A. Elopement: A student intentionally leaving an assigned area without permission from or the knowledge of responsible staff.
- B. Wandering: A student meandering or straying, which leads to leaving a safe environment, intruding into inappropriate places or becoming lost and is often related to a physical or mental distraction.

The procedures required by this policy shall be separate and distinct from students' individualized Behavior Intervention Plans and/or Crisis Management Plans, which shall be required when a student demonstrates wandering and/or elopement behaviors on more than a single occasion within the current or prior school year.

All building-based staff must be provided annual training on the building's wandering and elopement plan prior to the first day that students arrive at school each school year.

Each building's wandering and elopement plan must contain the following components:

1. An explanation of any physical modifications to the building that may discourage wandering and/or elopement or facilitate notification of staff when an incident occurs, such as door alarms.
2. A protocol for notifying staff, including security staff, custodians, clerical staff of specific students with a history of wandering/elopement (two or more incidents within the current or prior school year), which shall include recent photographs and a description of any triggers that may cause a physical reaction or further flight by the student.
3. Procedures and staff assignments for immediately notifying:
 - a. 911;
 - b. Parent/Family; and
 - c. Office when an incident of wandering and/or elopement occurs.
4. Protocols for communicating with responding police, including practices and procedures for accessing and disseminating any available video footage, floor plans, and maps of the school grounds and immediate surrounding areas.
5. A school-wide communication and alert system.
6. Explicit staff assignments for building and ground searches, with a focus on areas of highest threat, such as nearby water and major intersections.
7. A protocol for assuring the availability of recent photos of all students who have a history of wandering or elopement behavior.
8. A protocol for ensuring that students with a history of wandering or elopement incidents carry basic identification at all times, which shall include their name, school, and any triggers that may cause physical reaction or further flight.

General School-Based Practices for Preventing Occurrences of Wandering and/or Elopement:

It is the expectation that all staff will intervene when a student appears to be unsupervised and take appropriate action to ensure that the student is redirected to a supervised activity/location. School Administrators are expected to strategically and specifically assign staff around the school building during arrival, dismissal, recess, lunch, and transition times in order to minimize the chance of wandering and/or elopement. Such staffing assignments shall be designed in order to account for staff absences, meetings, etc.

Student-specific considerations should be made when determining how much direct supervision a student requires during individual transitions, such as using the restroom, attending a related service, or performing a classroom job.

EOP Classroom Reference Sheet

Appendix – D12

Janesville School Emergency Plan

Fire-

Signal- School Alarm, Verbal Warning, Visual Sighting of smoke or fire

- Evacuate students from classroom/building in single file line. Proceed to the back of the school/back field.
- As you evacuate, close all room windows and doors. Bring your class roster and fire drill folder with you.
- Before you leave the room make sure all students and other persons have left the room.
- At staging area use red/green card to notify Administrator of student status.
- Wait for instruction from Administrator or response team.

Earthquake-

Signal- The onset of an earthquake of any magnitude.

- Direct students and other persons to drop to the floor and duck under desks or other furniture to protect their heads.
- If possible students near windows should be moved towards the center of the room.
- Remain with students and advise that there may be potential aftershocks.
- Wait and follow directions from Administrator.

Shelter in Place-

Signal- Announcement made over the intercom system implementing “Shelter in Place,” lights on Visiplex will turn Blue.

- Lock down classroom doors, cover windows.
- Take attendance.
- Do not admit anyone else into the classroom after doors have been locked.
- Send an email to Janesville_Emergency@janesvilleschool.org with status:
 - o Subs can text Mrs. Lewis at 530-260-1875
 - o In the email indicate the following:
 - SUBJECT LINE- include COLOR, TEACHER NAME, ROOM #, all of the rest in the body of the email.)
 - Status:
 - **Green**= People are okay
 - **Red**= Serious life threatening injuries
 - **Orange**= Mild to moderately injured subject inside room/student has other medical need.
 - **Yellow**= There are no injured parties in your room but you have EXTRA students or students MISSING that were there earlier.
 - Teacher Name
 - Room #

- Account for all students
- Names of additional students, staff, or other adults on campus.
- Classes that are outside when the emergency occurs will shelter in place in the nearest building/classroom.
- Continue checking email for updates.
- Use phone for emergency only.
- Continue teaching at a appropriate noise level.
- Wait for “All Clear” announcement with green lights.

Lockdown-

Signal- - Announcement made over the intercom system implementing “Lockdown,” lights on Visiplex will turn Amber.

- Immediately lock all classroom doors and cover windows.
- Do not call the office unless it is an emergency.
- Turn off lights, remain calm and quiet and direct students to do the same.
- Take attendance, evaluate student health status.
- Do not admit anyone to the room after the door has been locked.
- Send an email to Janesville_Emergency@janesvilleschool.org with status:
 - o Subs can text Mrs. Lewis at 530-260-1875
 - o In the email indicate the following:
 - SUBJECT LINE- include COLOR, TEACHER NAME, ROOM #, all of the rest in the body of the email.)
 - Status:
 - **Green**= People are okay
 - **Red**= Serious life threatening injuries
 - **Orange**= Mild to moderately injured subject inside room/student has other medical need.
 - **Yellow**= There are no injured parties in your room but you have EXTRA students or students MISSING that were there earlier.
 - Teacher Name
 - Room #
 - Account for all students
 - Names of additional students, staff, or other adults on campus.
- Do not use electronic or audio-visual equipment.
- Ignore bells and announcements.
- Use phone for emergencies only.
- Wait for information from the Response Team.
- Wait for the door to be UNLOCKED by law enforcement and/or administration and follow directives.

**Emergency Operation Plan
Appendix – D13**

**Procedures for Notification when Immigration Enforcement is Confirmed on the Schoolsite
SAFE Act Notification**

The Janesville Superintendent/Principal will be responsible for confirming the presence of immigration enforcement on the schoolsite, which then triggers the following.

- The District Office Secretary will notify the following groups of students who are affected- parents and guardians of pupils, teachers and other necessary school personnel.
- Notification will occur within one hour of their presence on campus.
- This notification will occur either in person or through a phone call to ensure an accurate message is received and to confirmation receipt. All privacy will be considered when making notifications. If one group is unable to be reached with a live message a follow up email will be sent and a follow up call will be made within another hour.
- Families will be given access to educational rights, state laws and school counseling services as necessary.
- This plan will be annually revised through the emergency plan process.

**Emergency Operation Plan
Appendix – D14**

Instructional Continuity Plan

Information about the Instructional Continuity Plan (ICP) requirements, revision and adoption dates.

This Instructional Continuity Plan (ICP) is to ensure all students have access to instruction during a natural disaster or emergency, as mandated by Senate Bill 153, Chapter 38, Statutes of 2024 (SB 153), which adds a provision to California Education Code (EC) Section 32282.

This ICP will be included in the LEA’s Comprehensive School Safety Plan (CSSP) by July 1, 2025. Inclusion of this ICP in the CSSP will be required to obtain approval of a Form J-13A waiver request beginning in fiscal year 2026-27. This plan is intended to minimize disruptions to instruction and provide support for pupils’ social-emotional, mental health, and academic needs. The purpose of the Janesville School Instructional Continuity Plan is to ensure that all students have equitable access to high-quality instruction and learning opportunities in the event of any short-term or extended disruptions to regular in-person schooling. The plan is designed to provide clear guidance and structured support for maintaining instructional consistency, promoting student engagement, and protecting academic progress across all grade levels and student groups—including unduplicated pupils and students with additional needs.

The Instructional Continuity Plan outlines systems for delivering instruction through various formats (in-person, hybrid, or distance learning), ensures continuity of services (including social-emotional supports, academic interventions, and family communication), and defines expectations for student participation, teacher responsibilities, and technology access. The plan is grounded in the District’s commitment to fostering equity, inclusion, and excellence in education, and is aligned with the core mission of Janesville School to prepare students to be productive citizens and confident authors of their future under any instructional circumstance.

Engagement with Pupils and Families-

As required, Janesville Union School District will engage with pupils and their families as soon as practicable, but no later than five calendar days following an emergency. The protocol for engagement with pupils and their families is designed to establish two-way communication.

Current existing methods include:

Short messaging service (SMS)

Phone Calls

Email

School Portal

Social Media

Flyers

Janesville Union School District maintains an Emergency Communication Protocol to address unforeseen events such as power outages or infrastructure damage that may impact two-way communication. The District uses multiple platforms—automated phone and text alerts, email, website updates, and local radio—to maintain communication with families. In the event of service disruptions, staff will prioritize flexible outreach and redundant communication methods to ensure that all students, including unduplicated pupils, remain connected to learning and essential services. Janesville Union School District uses universal screening, staff observations,

and family input to identify students' social-emotional, mental health, and academic needs. A full-time counselor, tiered intervention supports, and schoolwide SEL practices help address these needs. The District also uses SART/SST processes and maintains regular two-way communication with families to ensure students remain supported throughout any instructional model or disruption. As required, Janesville Union School District will provide access to in-person or remote instruction as soon as practicable, but no more than 10 instructional days following the emergency.

Conditions for Resuming Access to In-Person Instruction-

Outlined below are conditions under which in-person instruction will resume and any alternative sites or arrangements considering various aspects of recovery, including:

- Evacuation orders lifted
- Power and utilities functioning
- Healthy air quality
- Access to safe and clean water
- Campus free from debris and hazards
- Internet fiber lines connected and functioning
- Sufficient staff available
- Kitchens operational for meals

Remote Instruction-

As required, Janesville Union School District remote instruction will align with EC sections 51747 and 51749.5, governing Independent Study instruction modalities. Remote instruction will be designed to meet instructional standards that are, at minimum, equivalent to those applicable in independent study program.

Access to Instructional Materials-

As required, remote instruction offered will align with expectations of access and equity. Janesville Union School District distributes digital materials through its online learning platforms, school website, email, and learning management systems. For students lacking reliable internet access, the District provides printed materials, which can be picked up at designated school sites or delivered as needed. Staff coordinate with families to ensure that both digital and non-digital resources are accessible to all students to support equitable instructional continuity. As required, remote instruction offered will align with expectations of access and equity. Janesville Union School District utilizes a combination of Google Classroom and district-supported digital tools to provide students with access to instructional materials and assignments. Students submit schoolwork electronically through these platforms or, when needed, through paper-based packets provided by the school. Teachers maintain regular communication with families to support submission of completed work and provide timely feedback and progress monitoring.

Communication Protocols-

Janesville Union School District maintains a multi-tiered communication protocol to ensure timely and consistent information sharing. The District uses SchoolMessenger (calls, texts, emails), its website, and social media for district-wide updates. Teachers communicate with students and families weekly via Google Classroom, email, and/or phone calls. Staff and faculty receive weekly staff bulletins and as-needed updates from administration. During emergencies or

instructional disruptions, communications are increased to daily or as needed to provide clear, current guidance. All communication prioritizes multi-directional engagement and accessibility for all families.

Technological Readiness-

Janesville Union School District maintains a proactive approach to technology readiness to support a seamless pivot from in-person to remote learning through independent study if needed. The District ensures early access to independent study program written agreements and provides families with timely information about the program. All students are assigned Chromebooks and provided with online access to assignments and academic resources through Google Classroom and district-supported platforms. Families are surveyed regularly to assess internet access and identify any potential barriers. Teachers receive ongoing professional development in online instructional tools and strategies to maintain high-quality learning in any instructional model.

Access-

Janesville Union School District ensures that all students, including students with disabilities, homeless youth, foster youth, and English learners, have equal access to instructional resources through the provision of printed and digital materials, assistive technology, language supports, and individualized outreach by teachers and support staff to maintain engagement and equitable learning opportunities.

Janesville Union School District will continue to implement and maintain IEPs through collaborative planning with special education staff, virtual or in-person IEP meetings, and the delivery of required services and accommodations through both digital and non-digital formats. Progress toward IEP goals will be monitored and communicated regularly to families, with ongoing efforts to ensure compliance and continuity of services during any instructional shift.

Janesville Union School District will support EL students in alignment with the California English Learner Roadmap Policy by providing integrated and designated ELD, ensuring access to core content with appropriate language scaffolds and differentiated instruction. Teachers will monitor progress and maintain ongoing communication with families to support both language development and academic success.

Well- Being and Support Services-

Janesville Union School District provides access to physical and mental health professionals through its full-time school counselor and partnerships with county and community agencies, which include providers who can support families in languages other than English as needed.

Janesville Union School District maintains emergency supplies, including back-up water and first-aid/medical supplies, on site. Staff are trained to provide access to student medications per established emergency protocols, ensuring that critical needs are met during any emergency situation.

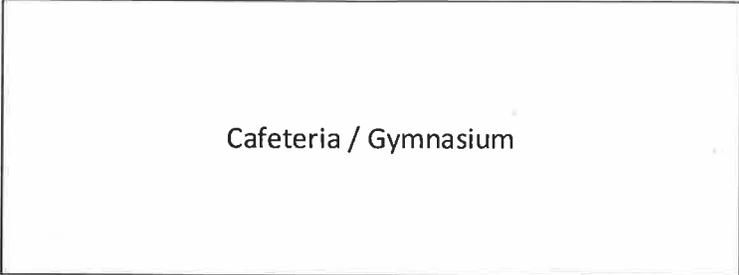
Janesville Union School District will ensure continuity of special education services, counseling, and after-school programs through a combination of virtual and in-person supports, adapted to meet student needs in online or hybrid environments, with ongoing staff outreach to maintain

equitable access.

- This Instructional Continuity Plan will be reviewed and updated in collaboration with Educational Partners, considering feedback and lessons learned on the following basis: yearly, by July 1st.

Emergency Operation Plan
Appendix – E1

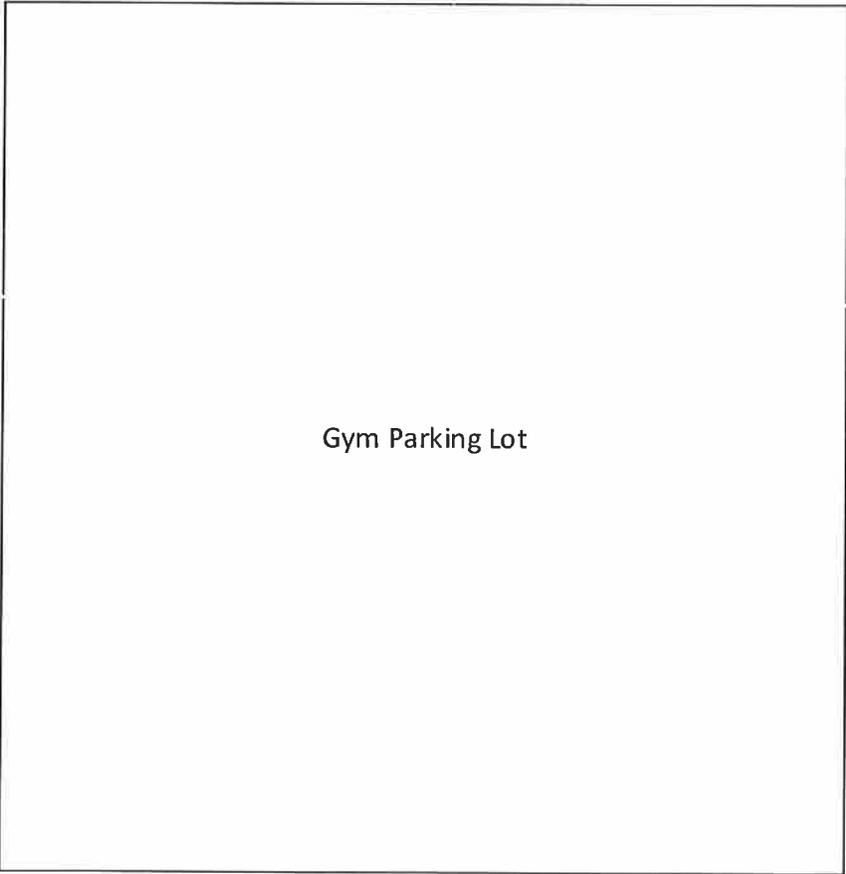
BUS EVACUATION MAP



1st Bus: Ehrlich,
Brown & Rubio

2nd Bus:
Herman &
Gámez

3rd Bus:
Gillespie &
Burkman



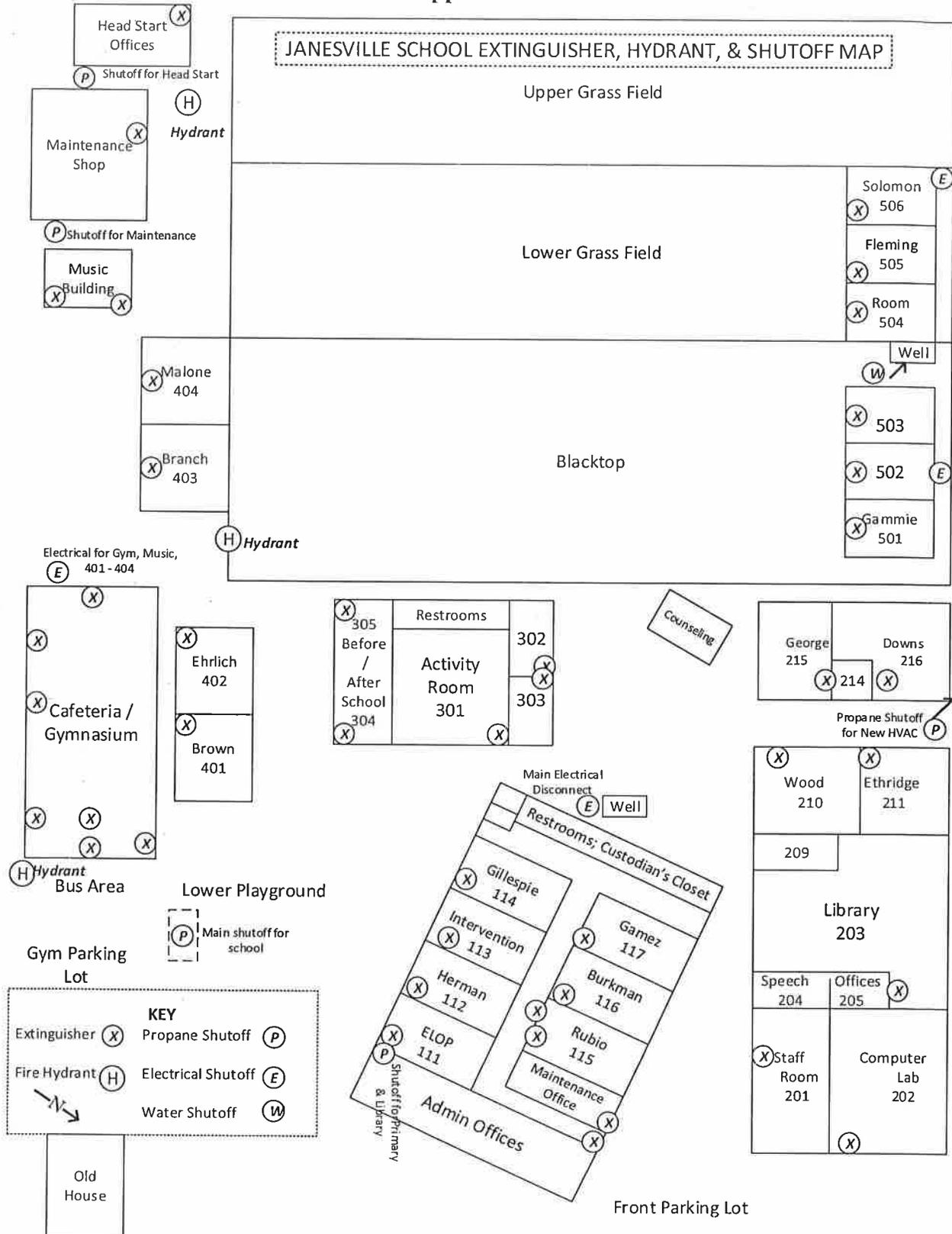
4th Bus: All 5th
Grade

5th Bus: All 6th
& 7th Grade

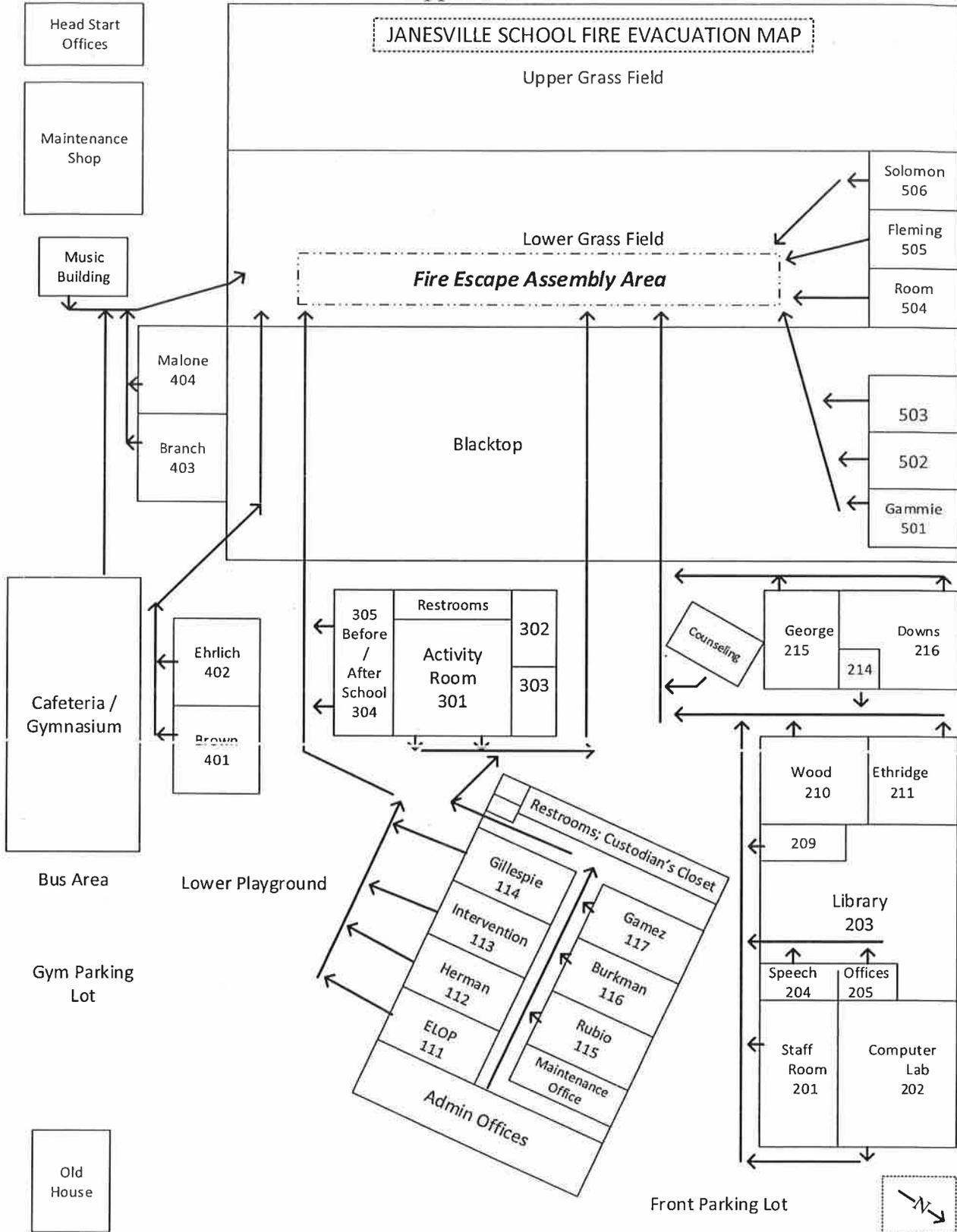
6th Bus: 8th
Grade + All
Other Adults



Emergency Operation Plan Appendix – E2



Emergency Operation Plan Appendix – E3





Monitoring Goals, Actions, and Resources for the 2025-26 Local Control and Accountability Plan (LCAP)

This template is intended for internal monitoring purposes only. The 2025-26 LCAP template and instructions should be consulted when completing required documents.

(6) (A) The superintendent of the school district shall present a report on the annual update to the local control and accountability plan and the local control funding formula budget overview for parents on or before February 28 of each year at a regularly scheduled meeting of the governing board of the school district. (B) The report shall include both of the following: (i) All available midyear outcome data related to metrics identified in the current year's local control and accountability plan. (ii) All available midyear expenditure and implementation data on all actions identified in the current year's local control and accountability plan.

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

Goal 1

Goal Description

All Janesville students will have access to a broad course of study and will be taught by highly qualified staff. All curriculum will be aligned to CCSS. All facilities will be maintained in a good to excellent standard.

Priority 1: Basic

Priority 2: Implementation of State Standards

Priority 7: Course Access

Expected Annual Measurable Objectives

Metric #	Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2026-2027
1.1	Priority 1A: CALPADS - Percent of teaching staff are fully credentialed	2023/24 88.24%	2024/25 94.12%		2025/26 94%	2026/27 100%
1.2	Priority 1A: CALPADS - Percent of teachers are appropriately assigned	2023/24 88.24%	2024/25 94.12%		2025/26 94%	2026/27 100%
1.3	Priority 1B: Williams Report - Percentage of pupils who have access to standards-aligned instructional materials.	100% Percent of pupils have access to standards-aligned instructional materials for English/Language Arts, Mathematics and History/Social Science.	100% Percent of pupils have access to standards-aligned instructional materials for English/Language Arts, Mathematics and History/Social Science and Science.		2025/26 100% Percent of pupils have access to standards-aligned instructional materials for English/Language Arts, Mathematics and History/Social Science and NGSS science.	2026/27 100%
1.4	Priority 1C: FIT Report - Percentage of facilities maintained in good repair	2023/24 98.62% of facilities are in good repair	2024/25 98.67% of facilities are in good repair.		2025/26 98.75% of facilities are in good repair	2026/27 100%

Metric #	Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2026-2027
1.5	<p>Priority 2A: Local Performance Indicator Self-Reflection Tool</p> <p>Rating on the district's implementation of state board adopted academic content and performance standards for all students</p> <p>Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability</p>	<p>2023/24 English Language Arts - 3.19 English Language Development 2.64 Mathematics 3.10 Next Generation Science Standards 2.76 History Social Science 2.71</p>	<p>2024/25 English Language Arts 3.33 – Initial Implementation English Language Development 3.33 – Initial Implementation Mathematics 2.67 – Beginning Development Next Generation Science Standards 2.4 – Beginning Development History Social Science 2.4 –Beginning Development</p>		<p>2025/26 English Language Arts 3.27 – Initial Implementation English Language Development 3.13 – Initial Implementation Mathematics 3.53 – Initial Implementation Next Generation Science Standards 3.13 – Initial Implementation History Social Science 3.53 – Full Implementation</p>	<p>2026/27 English Language Arts - 4.5 English Language Development 3.5 Mathematics 4.1 Next Generation Science Standards 3.75 History Social Science 3.5</p>
1.6	<p>Priority 2B: Local Performance Indicator - Self Reflection Tool</p> <p>Rating on the district's programs and services enabling English learners access to CCSS and ELD standards</p> <p>Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability</p>	<p>2023/24 A measure of Local Performance Indicators measuring the district's programs and services enabling English learners access to CCSS and ELD standards was 2.64</p>	<p>2024/25 3.33 – Initial Implementation</p>		<p>2025/26 3.13 – Initial Implementation</p>	<p>2026/27 3.5</p>
1.7	<p>Priority 7A: Local Performance Indicator - Self Reflection Tool</p>	<p>2023/24 A measure of Local Performance Indicators measuring</p>	<p>2024/25 2.42 – Beginning Development</p>		<p>2025/26 2.36 – Initial Implementation</p>	<p>2026/27 4 - Full Implementation</p>

Metric #	Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2026-2027
	Extent to which students have access to and are enrolled in a broad course of study Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability	the extent to which students have access to and are enrolled in a broad course of study was not conducted in the 2023/24 school year.				
1.8	Priority 7B: Rosters and sign-in sheets Extent to which students have access to and are enrolled in programs and services developed and provided to low income, English learner and Foster youth students.	2023/24 75%	2024/25 100%		2025/26 100%	2026/27 100%
1.9	Priority 7C: SEIS Extent to which students have access to and are enrolled in programs and services developed and provided to students with disabilities	2023/24 100%	2024/25 100%		2025/26 100%	2026/27 100%

Actions & Measuring and Reporting Results

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-Year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
1.1	1.0 FTE Teacher The District will continue to employ a 1.0 FTE teacher to reduce the number of multi-grade classrooms, reduce overall class size and allow for more differentiated instruction and improve student/teacher relationships, mental	Yes	Fully Implemented	1.0 FTE Teacher		\$91,170.00	\$42,599.00

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-Year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
	health, engagement, reduced suspensions, and feelings of success.						
1.2	High quality professional development The Superintendent/Principal will work with staff to design a Professional Learning Plan for both certificated and classified staff which directly correlates to data-supported identified needs of the district's Title 1 students, including student sub-groups. The Professional Learning Plan expenditures will include fees for trainers/coaches and pay for professional learning that falls outside the employee's contracted work day.	No	Ongoing Implementation	PD throughout the year has been funded from a different area.		\$6,380.00	\$0.00
1.3	Special Education Paraeducators The district will maintain employment of one .74 FTE special education paraprofessional to ensure that Janesville students have access to and are enrolled in programs and services developed and provided to students with disabilities.	No	Fully Implemented	.74 FTE Special Education Paraeducator(s)		\$59,964.00	\$14,093.00

Goal 2

Goal Description

Janesville will continue to improve and promote a safe, positive and productive learning environment where students are meaningfully engaged in academics as well as a wide variety of co-curricular activities. Parents will feel welcomed and valued as partners in this educational process. Parents will work cooperatively with school personnel to establish priorities and meet goals.

Priority 3: Parental Involvement

Priority 5: Pupil Engagement

Priority 6: School Climate

Expected Annual Measurable Objectives

Metric #	Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2026-2027
2.1	Priority 3A: CHKS Parent Survey - Percentage of parents/guardians who agree/strongly agree that the school district seeks parent input in making decisions for the school district	2023/24 45%	2024/25 47% of parents/guardians agree/strongly agree that the school district seeks parent input in making decisions for the school district		2025/26 79.31% of parents/guardians agree/strongly agree that the school district seeks parent input in making decisions for the school district	2026/27 65%
2.2	Priority 3B: CHKS Parent Survey - Percentage of parents/guardians who agree/strongly agree that the district promotes parental participation in programs for low income, English learner and foster youth students	Disaggregated data from the CHKS Parent Survey is unavailable	2024/25 No parent of an English learner, or parent of a student with an IEP completed the survey. Low income students are not disaggregated.		2025/26 The CHKS survey is no longer administered and the replacement survey does not have provide this information.	2026/27 65%
2.3	Priority 5A: Attendance Rate as measured by Schoolwise	2023/24 93.78% of attendance at P-2	2024/25 94.71% of attendance at P-2		2025/26 95.76% at P-1	2026/27 96%
2.4	Priority 5B: Chronic Absenteeism as measure by Schoolwise	2023/24 19.42% of students are identified as chronic absentees	2024/25 13.47% of students are identified as chronic absentees		2025/26 8.36% of students are identified as chronic absentees	2026/27 10%

Metric #	Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2026-2027
2.5	Priority 5C: Percentage of middle school dropouts	0% of students are middle school dropouts	2024/25 0% of students are middle school dropouts		2025/26 0% of students are middle school dropouts	2026/27 0%
2.6	Priority 5D: Percentage of high school dropouts	Not relevant since we are a K-8 District	Not relevant since we are a K-8 District		Not relevant since we are a K-8 District	2026/27 Not relevant since we are a K-8 District
2.7	Priority 5E: Percentage of high school graduation rates	Not relevant since we are a K-8 District	Not relevant since we are a K-8 District		Not relevant since we are a K-8 District	2026/27 Not relevant since we are a K-8 District
2.8	Priority 6A: Percentage of suspensions	2023/24 3% of students have been suspended	2024/25 7.12% of students have been suspended		2025/26 4.64% of students have been suspended	2026/27 1%
2.9	Priority 6B: Percentage of expulsions	0% of students who have been expelled	2024/25 0% of students who have been expelled		0% of students who have been expelled	2026/27 0%
2.10	Priority 6C: Percentage of suspensions for students with special needs	2023/24 3% of suspensions for students with special needs	2024/25 8.70% of suspensions for students with special needs		2025/26 1.21% of suspensions for students with special needs	2026/27 1%
2.12	3C - Local Performance Indicator - Self Reflection Tool Rating of the school district's promotion of parental participation in programs for students with disabilities	Disaggregated data from the Local Performance Indicator is unavailable	Disaggregated data from the Local Performance Indicator is unavailable		2025/26 Due to the extremely small population of English learner students at JUSD, releasing this data to the public would compromise student confidentiality.	2026/27

Actions & Measuring and Reporting Results

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-Year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
2.1	<p>Annual Parent/Guardian Survey The School Site Council and Superintendent/Principal will collaborate on the review and develop a parent survey that will be available online and in paper to ensure the largest response from parents/guardians. The survey will be provided in other languages based on family needs. The Superintendent/Principal will ensure that the survey is ready for distribution each Spring and the CBO will tally survey results. The District will consider using a free survey platform in the 2026/27 school year.</p>	Yes	Fully Implemented	Survey Monkey has not renewed yet		\$468.00	\$0.00
2.2	<p>1.0 FTE Counselor The District will retain a 1.0 FTE counselor. Priority will be given to unduplicated students, however, the services are available to all students in need of counseling.</p>	Yes	Fully Implemented	1.0 Full-time counselor		\$71,114.00	\$29,239.00
2.3	<p>Communication and Re-Engagement Plan to Support Student Attendance The Superintendent/Principal will facilitate the development of a Communication and Re-Engagement Plan, including parent education and parent outreach explaining the importance of attendance several times throughout the year. This information will also be included in monthly newsletters and other communications. School Attendance Review Team (SART) meetings with parents and student will take place for each student who absence rate is 10% or more. Expenditures for this action will fund a portion of the Superintendent/Principal's salary personnel).</p>	Yes	Ongoing Implementation	Portion of Supt. salary		\$3,125.00	\$2,083.00

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-Year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
2.4	Family Outreach Program The staff member in charge of public relations coordination will facilitate monthly newsletter mailings to parents/guardians, encourage participation in upcoming events and share important information such as resources available to students and families. Expenditures fund stipend for staff member coordinating public relations.	Yes	Fully Implemented	Stipend paid in June		\$1,329.00	\$0.00
2.5	Community Events The Superintendent/Principal will work with teaching and classified staff, School Site Council members and community members to facilitate a variety of events for student, parents/guardians and the community throughout the year to improve school and family connectedness, including Back to School Night, Science Night, Math Night, Family Game Night and other similar events. Expenditures for this action will fund actual costs of events.	Yes	Ongoing Implementation	Several successful family events have happened this year including: Back to School Night, Family Game Night and a schoolwide assembly has been pre-paid		\$10,239.00	\$1,867.00
2.6	Home to School Transportation Beginning in the 2025/26 school year, the District will be providing transportation in house. Supplemental funds will be used for funding salary and benefits for bus drivers.	Yes	Ongoing Implementation	The district employs one bus driver with the hope of hiring another. The expenditures include salary benefits and maintenance.		\$89,813.00	\$40,675.00
2.7	Wildcat Card Program	Yes	Fully Implemented	Wildcat cards are given		\$7,305.00	\$2,298.00

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-Year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
	<p>The District will continue the "Wildcat Card" Program where students receive a wild card when they exhibit behaviors that are exemplary whether that is behaviorally or academically.</p>			throughout campus			

Goal 3

Goal Description

Janesville students will make significant progress in meeting or exceeding state standards in ELA and mathematics.

Priority 4: Pupil Achievement

Priority 8: Other Pupil Outcomes

Expected Annual Measurable Objectives

Metric #	Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2026-2027
3.1	<p>Priority 4A: CAASPP assessment for students in grades 3-8</p> <p>% of students who met or exceeded standards in ELA and mathematics for all students and socioeconomically disadvantaged students.</p> <p>The way of reporting CAASPP results has changed due to the continued embargo of data.</p>	<p>2023/2024</p> <p>ELA All Students: 37.25% Socioeconomically Disadvantaged: 29.54%</p> <p>MATH All Students: 33.99% Socioeconomically Disadvantaged: 26.44%</p>	<p>2024/25</p> <p>3rd Grade Math: Exceeded/Met 17% Nearly Met 37% Not Met 45%</p> <p>4th Grade Math: Exceeded/Met 16% Nearly Met 58% Not Met 24%</p> <p>5th Grade Math: Exceeded/Met 25% Nearly Met 51% Not Met 22%</p> <p>6th Grade Math: Exceeded/Met 35% Nearly Met 38% Not Met 25%</p> <p>7th Grade Math: Exceeded/Met 36% Nearly Met 25% Not Met 37%</p> <p>8th Grade Math: Exceeded/Met 35% Nearly Met 22% Not Met 41%</p>		<p>2024/25 CAASPP assessments for students in grades 3-8</p> <p>English Language Arts All Students: 45.37% Socioeconomically disadvantaged: 38.15%</p> <p>Math All Students: 36.89% Socioeconomically disadvantaged: 24.49%</p>	<p>2026/27</p> <p>ELA All Students: 57%</p> <p>Socioeconomically Disadvantaged: 49%</p> <p>MATH All Students: 53% Socioeconomically Disadvantaged: 46%</p>

Metric #	Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2026-2027
			3rd Grade ELA: Exceeded/Met 11% Nearly Met 41% Not Met 46% 4th Grade ELA: Exceeded/Met 41% Nearly Met 20% Not Met 37% 5th Grade ELA: Exceeded/Met 39% Nearly Met 28% Not Met 31% 6th Grade ELA: Exceeded/Met 38% Nearly Met 16% Not Met 45% 7th Grade ELA: Exceeded/Met 44% Nearly Met 25% Not Met 28% 8th Grade ELA: Exceeded/Met 35% Nearly Met 35% Not Met 29%			
3.2	Priority 8: MAP Assessments percentage of students with average or above proficiency in Reading, Language Usage and Mathematics	Spring 2024 Reading 1st - 42% 2nd - 34% 3rd - 24% 4th - 25% 5th - 25% 6th - 31% 7th - 25% 8th - 37%	Spring 2025 Reading 1st - 38% 2nd - 54% 3rd - 39% 4th - 51% 5th - 41% 6th - 52% 7th - 32% 8th - 27%		Fall 2025/26 Reading 1st- 28% 2nd- 28% 3rd- 46% 4th- 48% 5th- 27% 6th- 33% 7th- 36% 8th- 47%	2026/27 Reading 1st - 62% 2nd - 54% 3rd - 54% 4th - 55% 5th - 51% 6th - 51% 7th - 55% 8th - 57%

Metric #	Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2026-2027
		Language Usage 3rd - 17% 4th - 33% 5th - 34% 6th - 49% 7th - 36% 8th - 34% Mathematics 1st - 38% 2nd - 58% 3rd - 36% 4th - 13% 5th - 17% 6th - 29% 7th - 28% 8th - 40%	Language Usage 3rd - 31% 4th - 34% 5th - 41% 6th - 51% 7th - 46% 8th - 50% Mathematics 1st - 47% 2nd - 65% 3rd - 42% 4th - 42% 5th - 9% 6th - 47% 7th - 43% 8th - 33%		Language usage 1st- no data 2nd- 30% 3rd- 43% 4th- 27% 5th- 41% 6th- 49% 7th- 62% 8th- 46% Math 1st- 37% 2nd- 41% 3rd- 35% 4th- 29% 5th- 10% 6th- 25% 7th- 42% 8th- 43%	Language Usage 3rd - 47% 4th - 53% 5th - 54% 6th - 70% 7th - 56% 8th - 54% Mathematics 1st - 58% 2nd - 70% 3rd - 56% 4th - 43% 5th - 47% 6th - 49% 7th - 48% 8th - 60%
3.6	Priority 4B: the percentage of pupils who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University	Not relevant since we are K-8 District.	Not relevant since we are K-8 District.		Not relevant since we are K-8 District.	2026/27 Not relevant since we are K-8 District.
3.7	Priority 4C: The percentage of pupils who have successfully completed courses that satisfy the requirements for career technical education sequences or programs of study that align with SBE-approved career technical education standards and frameworks	Not relevant since we are K-8 District.	Not relevant since we are K-8 District.		Not relevant since we are K-8 District.	2026/27 Not relevant since we are K-8 District.
3.8	Priority 4D: The percentage of pupils who have successfully completed both types of courses described in subparagraphs (B) and (C)	Not relevant since we are K-8 District.	Not relevant since we are K-8 District.		Not relevant since we are K-8 District.	2026/27 Not relevant since we are K-8 District.
3.9	Priority 4E: The percentage of English learner pupils who make progress toward English proficiency as measured by the	2023/24 0%	The District had one mid-year enrollment of one EL student. Student will take the		The District does not have any EL students for 2023/24.	2026/27 0%

Metric #	Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2026-2027
3.10	English Language Proficiency Assessments for California Priority 4F: The English learner reclassification rate	2023/24 0%	summative ELPAC assessment in the Spring of 2025. The District had one mid-year enrollment of one EL student. Student will take the summative ELPAC assessment in the Spring of 2025.		2025/26 The District continues to have one EL student. Reclassification will be reported.	2026/27 0%
3.11	Priority 4G: The percentage of pupils who have passed an advanced placement examination with a score of 3 or higher	Not relevant since we are K-8 District.	Not relevant since we are K-8 District.		Not relevant since we are K-8 District.	2026/27 Not relevant since we are K-8 District.
3.12	Priority 4H: The percentage of pupils who demonstrate college preparedness pursuant to the Early Assessment Program or any subsequent assessment of college preparedness	Not relevant since we are K-8 District.	Not relevant since we are K-8 District.		Not relevant since we are K-8 District.	2026/27 Not relevant since we are K-8 District.

Actions & Measuring and Reporting Results

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-Year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
3.1	Professional Learning for Certificated and Classified Employees The Superintendent/Principal will work with staff to design a Professional Learning Plan for both certificated and classified staff which directly correlates to data-supported identified needs of the district's students, including differentiation and MTSS strategies to address existing gaps among student sub-groups. The Professional Learning Plan will include fees for trainers/coaches and pay for professional learning that falls outside the employee's contracted work day.	No	Ongoing Implementation	Professional Development has been paid from other sources of funding.		\$11,318.00	\$0.00

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-Year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
3.2	<p>Assessment Licensing and Testing Coordination The Assessment Coordinator will ensure that all teachers are trained in MAP and CAASPP assessment administration and data analysis, and will support all teachers in assessing all students in MAP Reading, Language Usage and Mathematics during the Fall and Spring summative assessment windows and CAASPP assessments in the spring. This expenditure includes the cost of NWEA MAP Assessment licensing and a stipend for the Assessment Coordinator.</p>	Yes	Fully Implemented	MAP purchased for 2025/26. Stipend to be paid in June		\$9,079.00	\$4,988.00
3.3	<p>Reading Fluency Monitoring All TK-3rd grade teachers will assess students quarterly for fluency at their grade level. The percentage of proficiency will be monitored by the Title I Coordinator and shared with teachers using Wonders assessments.</p>	No	Fully Implemented	Stipend to be paid in June		\$613.00	\$0.00
3.4	<p>Paraeducator 0.75 FTE Maintain general education paraeducator staffing to assist with academic interventions and learning loss mitigation.</p>	Yes	Fully Implemented	.75 FTE paraeducator		\$33,748.00	\$12,705.00
3.5	<p>Supplemental Instructional Resources The Superintendent/Principal will collaborate with teaching staff on identifying and facilitating the purchase of supplemental programs and additional resources based on data drive student needs.</p>	Yes	Ongoing Implementation	Costs for supplemental instruction have been lower than projected		\$10,000.00	\$30.00

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-Year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
3.6	Reading Incentive Program Students will receive a variety of rewards for meeting reading goals both individually and a class groups.	Yes	Ongoing Implementation	The reading incentive program is in the second year of implementation		\$10,000.00	\$78.00
3.7	Indirect Costs - Title I Indirect costs to operate Title I	No	Fully Implemented	Indirect costs transferred at closing		\$4,256.00	\$0.00

Impact to the Budget Overview for Parents

Item	As adopted in Budget Overview for Parents	Mid-Year Update
Total LCFF Funds	2,949,349	3,009,765
LCFF Supplemental/Concentration Grants	332,151	315,642

JANESVILLE UNION ELEMENTARY SCHOOL DISTRICT
SUPERINTENDENT/PRINCIPAL EMPLOYMENT AGREEMENT

THIS AGREEMENT is entered into this 17th day of February, 2026 by and between the Governing Board of the Janesville Union Elementary School District ("District" or "Board") and Jamie Lewis ("Superintendent/Principal") (collectively "The Parties").

1. **Employment.** The District hereby employs the Superintendent/Principal to act and serve as its Superintendent/Principal, and Superintendent/Principal hereby accepts such employment and agrees to satisfactorily perform the duties of the position during the term of this Agreement.
2. **Term.** The Board desires to employ Superintendent/Principal for a term of two (2) years, beginning on July 1, 2026 and terminating on June 30, 2028, subject to the terms and conditions set forth below.
3. **Salary.**
 - 3.1 The Superintendent/Principal shall be paid a base salary of one hundred forty-six thousand three dollars (\$146,003) for the 2026-2027 school year, payable in twelve (12) equal monthly installments less all applicable deductions and withholdings required by law or authorized by the Superintendent/Principal ("Base Salary"). The Superintendent/Principal shall be paid a Base Salary of one hundred fifty thousand three hundred and eighty-three dollars (\$150,383) for the 2027-2028 school year.
 - 3.2 During the term of this Agreement, Superintendent/Principal's Base Salary may be changed by mutual written agreement of The Parties and shall be effective on any date ordered by the Board in accordance with Education Code section 35032. A change in salary shall not constitute the creation of a new contract nor extend the term of this Agreement.
4. **Work Year/Holidays/Vacation.**
 - 4.1 The Superintendent/Principal shall be required to render twelve (12) months of service, including no fewer than two hundred twenty five (225) days of full and regular service to the District during each school year, exclusive of Saturdays, Sundays and holidays as defined in Education Code sections 37220 and 37221. A work day is defined as eight (8) hours. It is understood that the demands of the position of Superintendent/Principal will require more than eight (8) hours per work day and/or forty (40) hours per week. Superintendent/Principal is not entitled to receive overtime compensation. Superintendent/Principal shall prepare and send the Board a tentative work calendar at the beginning of each school year and shall advise the Board of significant changes to the work calendar.

Any days worked by the Superintendent/Principal in excess of two hundred twenty five (225) days are as a volunteer and shall be without compensation unless the Superintendent/Principal obtains advance permission and direction from the Governing Board to work in excess of two hundred twenty five (225) days at her regular per diem rate. Such advance permission and direction from the Governing Board, if any, shall be memorialized in writing and signed by the President of the Board of Trustees and reflected in the minutes of a meeting of the Board of Trustees. In the case of an emergency, the District Superintendent/Principal may exceed 225 workdays based on the approval of the Governing Board President. Such authorization exists only until the Governing Board can meet and consider the matter. It is the responsibility of the Superintendent/Principal to prepare such documentation. The Superintendent/Principal shall not accrue or earn any days of paid vacation leave for non-work days. The Superintendent/Principal shall perform services under this Agreement on all pupil attendance days and for the week prior to the first pupil attendance day and the week after the last pupil day in each school year.

- 4.2. Holidays. The Superintendent/Principal shall receive the same holidays allowed all other District employees in which the District office is closed pursuant to the District's approved work year calendar.

5. Sick Leave.

- 5.1 Superintendent/Principal shall receive sick leave at the rate of one (1) day per each full month of service rendered (12 days per year). Superintendent/Principal shall follow District procedures for reporting sick leave use to the Board and the District Human Resources Department. Earned, unused sick leave may be accumulated without limitation and may be credited for retirement purposes according to law. However, the District shall not be obligated to compensate Superintendent/Principal for accrued unused sick leave upon separation from service.

6. Fringe Benefits.

- 6.1 **Health and Welfare.** The District shall provide the Superintendent/Principal with insurance coverage under the District's health, vision, and dental insurance plans. The health cap contribution will be the same as the cap afforded to certificated employees (\$1,333.33 per month).
- 6.2 **Professional Organization Membership Dues.** The District agrees to pay the Superintendent/Principal's membership fee for her membership in the Association of California School Administrators (ACSA) and Small School Districts Association (SSDA) during the term of this Agreement.
- 6.3 **Professional Meetings.** Superintendent/Principal may attend professional

meetings at the local, county, state and national levels, and all actual and necessary expenses of attendance will be paid by the District. The Superintendent/Principal shall obtain prior approval of the Board to attend meetings or conferences outside of the state.

6.4 Reimbursement for Work Related Expenses. The District shall reimburse the Superintendent/Principal for actual, necessary, and reasonable expenses, not otherwise addressed by this Agreement, including travel, incurred within the scope of her employment, so long as such expenses are permitted by District policies and regulations, or incurred with prior approval of the Board. Superintendent/Principal will follow normal District procedures for requesting expense reimbursement. For all reimbursements, the Superintendent/Principal shall complete and submit an expense reimbursement claim in writing supported by appropriate written documentation. The Superintendent/Principal shall receive a monthly stipend in the amount of \$50.00 per month to offset the cost of a personal cell phone.

7. Superintendent/Principal's Duties.

7.1 General Duties. The Superintendent/Principal is employed as District Superintendent/Principal and shall satisfactorily perform the duties of District Superintendent/Principal as prescribed by this Agreement, and the laws of the State of California, and Board Policy. The Superintendent/Principal shall be Chief Executive Officer and Secretary of the Board. The Superintendent/Principal shall have primary responsibility for execution of Board policy, and responsibility for the duties prescribed by Education Code section 35035, and shall efficiently and effectively manage the programs and operations of the District; oversee the day-to-day operations of the District and, satisfactorily perform such other duties and assume such other responsibilities as are assigned by the Board.

7.2 Administrative Functions. Superintendent/Principal, as Chief Executive Officer, shall:

- (1) Review all policies adopted by the Board and make appropriate recommendations to the Board regarding addition, deletion, or modification;
- (2) Provide timely information to Board members about important issues affecting or that may affect the District;
- (3) Serve as liaison to the Board with respect to all matters of employer-employee relations and make recommendations to the Board concerning those matters;

- (4) Superintendent/Principal shall submit financial and budgetary reports to Board and shall advise the Board of possible sources of funds to implement present or contemplated District programs;
- (5) Assume responsibility for those duties specified in Education Code section 35250; Endeavor to maintain and improve her professional competence by all available means, including subscription to and reading of appropriate periodicals and membership in appropriate professional associations;
- (6) Establish and maintain positive community, staff and Board relations;
- (7) Recommend District goals and objectives to the Board;
- (8) Unless unavoidably detained, or for reasons determined by the Board or mutually agreed upon by the Board and Superintendent/Principal, the Superintendent/Principal shall attend all regular, special, and closed session meetings of the Board;
- (9) Perform such other duties as may be assigned by the Board.

7.3 Educational Leadership. Superintendent/Principal shall provide educational leadership for the District to accomplish the Board's educational goals, consistent with the District's financial and personnel resources.

7.4 Personnel Matters. Superintendent/Principal shall organize, reorganize, and assign administrative and supervisory staff, including instruction and business affairs, which, in her judgment, would best serve the District. Superintendent/Principal is responsible for making timely and appropriate recommendations to the Board regarding the employment of personnel. In the event that the Board does not approve a recommendation, the Superintendent/Principal shall submit another recommendation to the Board within a reasonable time. As required by Education Code section 35035, and subject to the approval of Board, Superintendent/Principal is responsible for assigning all District employees employed in positions requiring certification qualifications. Superintendent/Principal shall also be responsible to periodically evaluate or cause to be evaluated all District employees.

7.5 Community Relations. Superintendent/Principal shall maintain and strengthen ties between the District and other local governmental entities, community organizations, and parents by joining or participating on a regular basis with local groups or events.

7.6 Professional Development. Superintendent/Principal shall endeavor to maintain and improve her competence by all reasonable means, including, but not limited to, subscribing to and reading of appropriate periodicals, joining and participating

in appropriate professional associations and their activities, and attendance at appropriate professional meetings and conferences at local, state, and national levels.

8. Board-Superintendent/Principal Relations

- 8.1** The Superintendent/Principal will work with the Board in developing and maintaining a spirit of cooperation and teamwork in which the Board will accept responsibility for formulating and adopting policy and for taking action on matters which, by law, require Board action. Administrative responsibility and commensurate authority for administering the school system will be delegated by the Board to the Superintendent/Principal.
- 8.2** The Board recognizes that it is a collective body and each Board member recognizes that a Board member's authority is derived from the collective deliberation and actions of the Board as a whole in a duly-constituted meeting. Except as permitted by Board bylaw, policies, protocols or other authority, individual Board members will not give direction to the Superintendent/Principal or any staff member regarding the management of the District or the solution of specific problems unless authorized by the Board.
- 8.3** The Board, individually and collectively, will refer promptly to the Superintendent/Principal any criticism, complaint or suggestion brought to the attention of the Board or any member thereof, pursuant to Board bylaws and protocols. The Superintendent/Principal will take appropriate action and/or respond, and notify the Board President.
- 8.4** The Board shall provide the Superintendent/Principal with periodic opportunities to discuss Board-Superintendent/Principal relationships as they relate to the Board's governance and the effectiveness of the Superintendent/Principal's leadership. As a part of this process, when it is deemed necessary by either the Board or the Superintendent/Principal, the District may retain an outside advisor to facilitate this process.
- 8.5** The Board shall hold the Superintendent/Principal accountable to manage the District consistent with the approved policies and goals, which establish what the Board expects the District and the schools within the District to accomplish.

- 9. Notification of Absence.** The Superintendent/Principal shall keep the Board President informed about the Superintendent/Principal's time away from the District, including the Superintendent/Principal's plans to be absent from the District whenever the Superintendent/Principal will be absent from the District for three (3) or more school days, whether for business or personal reasons. For planned vacations, the Superintendent/Principal shall give the Board as much advance notice as possible.

10. **Credential.** Superintendent/Principal shall hold and maintain throughout the term of this Agreement a valid administrative credential issued by the California Commission on Teacher Credentialing that meets the qualifications of Education Code section 35028 authorizing service as superintendent of the District.
11. **Outside Professional Activities.** The Superintendent/Principal may undertake for consideration outside professional activities, including consulting, teaching, speaking and writing. The Superintendent/Principal's outside professional activities shall not occur during regular work hours and shall not interfere with the performance of the Superintendent/Principal's duties. The District will not be responsible for any expenses related to outside activities.
12. **Medical Conditions.** If at any time the Superintendent/Principal is diagnosed with a medical condition that affects the Superintendent/Principal's ability to perform the essential functions of the position, the Superintendent/Principal shall notify the Board of such, and, if appropriate, engage in the interactive process with the Board or its representative.
13. **Evaluation.**
- 13.1 The Superintendent/Principal is directly responsible to the Board, and the Board shall evaluate the performance of Superintendent/Principal at least once per school year. The Board may choose to do a mid-year evaluation. Each year of the Agreement, the Board and Superintendent/Principal shall establish by mutual agreement the Superintendent/Principal's performance objectives and benchmarks for the next school year. Performance and objectives as outlined in the timetable listed below shall be put in writing no later than October 15th, and shall be based on the duties and responsibilities set forth in this Agreement:
- | | |
|------------|---|
| October 15 | Superintendent/Principal and Board shall meet to establish performance goals and evaluation criteria and adopt the Superintendent Evaluation Form (Attachment A). |
| February 1 | Review of the Superintendent/Principal's performance and effectiveness, and progress towards achievement of the objectives jointly established for that school year. Modifications to those performance objectives may occur from time to time as the parties may agree and shall be reduced to writing by the Superintendent/Principal. A summary of the mid-year discussion(s) may also be reduced to writing by the Board. |
| May 1 | No later than May 1st of each year, the Superintendent/Principal shall notify the Board of its |

evaluation responsibilities; provide the Board with copies of this Agreement and the Superintendent Evaluation Form (Attachment A); and schedule a meeting for the Superintendent/Principal and Board to review the Board's completed written evaluation of the Superintendent/Principal.

May 1 – June 30 Board meets to complete the Superintendent/Principal's evaluation. Then the Board meets with Superintendent/Principal to deliver evaluation. At Superintendent/Principal's or Board's request, Superintendent/Principal and Board will meet in closed session to discuss the evaluation process or the evaluation itself.

June 30 Evaluation with Superintendent/Principal's response, if any, placed in Superintendent/Principal's personnel file and a copy of that same document provided to the Superintendent/Principal.

July 1 – July 30 If necessary based on findings specified in the evaluation report, the Board will provide the Superintendent/Principal with a performance improvement plan.

13.2 Evaluations shall be based upon the achievement of the mutually agreed upon performance goals for the year in question, the Superintendent/Principal's effectiveness at discharging her duties as defined in this Agreement and Board Policies, and job description, if any. If the Board deems it appropriate, it will provide written recommendations for strengthened performance to the Superintendent/Principal.

13.3 Superintendent's performance shall be evaluated using the adopted Superintendent Evaluation Form. The Board shall determine in writing whether or not the Superintendent's evaluation is "Commendable," "Competent," or is "Marginal." An evaluation shall be deemed "Commendable" if the majority of the Board members have rated the Superintendent as "Commendable" on their individual evaluations. If the Board provides the Superintendent with a rating of "Marginal" or "Competent," it will inform her of that assessment in writing, specifying the performance deficiencies it found in reasonable detail. If the Board provides the Superintendent with a rating of "Marginal," the Board will notify the Superintendent that another evaluation will be conducted within six (6) months.

13.4 In the event the Board determines that the performance of the Superintendent/Principal is "Competent" or is "Marginal," the Board shall

meet again with the Superintendent within thirty (30) days to discuss the evaluation and create a performance improvement plan. The Board with collaboration from the Superintendent/Principal will create a performance improvement plan. The improvement plan will indicate what objective(s) must be accomplished and the date by which it should be accomplished in order for the Superintendent/Principal's performance to be deemed "Commendable." If the Superintendent/Principal's annual evaluation received a "Marginal" rating, another evaluation will then be conducted within six (6) months from the date of the last evaluation. If the result of the follow-up evaluation indicates that the performance of the Superintendent remains "Marginal," then the Governing Board may terminate this Agreement as provided in Paragraph 15.4 of this Agreement.

13.5 Failure to Evaluate Non-Limiting. Any failure on the part of the Board to meet the requirements or deadlines set forth in this Section 13 shall not release the Superintendent/Principal from fully and faithfully performing the services required to be performed under this Agreement or constitute a default by the District of its obligations under this Agreement.

14. Agreement Renewal.

14.1 No Automatic Renewal/Extension. The Parties agree that there shall be no automatic renewal or extension of the Agreement. Should the Board desire Superintendent/Principal to continue as Superintendent/Principal beyond the term of the Agreement, the Parties shall negotiate and execute a new Agreement.

14.2 Notice of Non-Renewal by the District. Should the Board determine that it does not wish to negotiate or execute a new contract at the end of the term of the Agreement, the Board may elect not to renew this Agreement upon its expiration by providing written notice to the Superintendent/Principal at least forty-five (45) calendar days prior to the expiration of the Agreement. Accordingly, notwithstanding anything to the contrary in Education Code section 35031 or other applicable provisions of law, the Parties agree that, if the Board fails to reelect or reemploy the Superintendent/Principal and a written notice of non-renewal is not timely provided, this Agreement shall be renewed only for one (1) additional fiscal year under the same terms and conditions as this Agreement that existed in the fiscal year immediately prior to the renewal.

14.3 Superintendent/Principal's Duty to Notify. No later than one hundred and eighty (180) calendar days prior to the expiration of the Agreement, Superintendent/Principal shall, in writing, inform the Board President of the Board's obligation to give written notice pursuant to Section 14.2. The Superintendent's failure to give the written one hundred and eighty (180) day notice constitutes a material breach of this Agreement and is cause for termination. The Superintendent/Principal's failure to provide the reminder notice to the Board shall invalidate the notice requirement under Section 14.2 and shall

operate as a waiver of the automatic renewal provision in Education Code section 35031.

15. **Termination of Agreement.** This Agreement may be terminated prior to its expiration date on any of the following bases:

15.1 **Mutual Agreement.** By mutual agreement of The Parties, in writing, at any time.

15.2 **Unilateral Termination by Superintendent/Principal.** The Superintendent/Principal may resign and terminate this Agreement prior to the end of the Agreement term. The Superintendent/Principal's resignation shall be in writing and presented to the Board ninety (90) days prior to the effective date of the resignation, unless the parties agree otherwise.

15.3 **Termination without Cause.** The Board, at its sole discretion and without the need for any cause, may, upon giving written notice to the Superintendent/Principal, unilaterally terminate this Agreement. If the Board elects this option to terminate the Agreement, the District shall pay the Superintendent severance pay, at the selection of the Superintendent/Principal, in one lump-sum payment or equal monthly payments beginning no later than the effective date of termination, equivalent to the Base Salary the Superintendent/Principal would have earned for the remainder of this Agreement following the effective date of termination, for a period of six (6) months or the number of months remaining on the Agreement, whichever is less ("Severance Compensation").

Any such termination shall be in writing, shall specify the effective date of termination, and shall terminate all of the Superintendent's employment rights and entitlements with the District. The Superintendent/Principal shall execute a full written release of all claims, known and unknown, against the District and its officers, agents, and employees as a condition of receipt of any Severance Compensation, along with a statement acknowledging that the Superintendent/Principal waives applicability of California Civil Code section 1542; otherwise, no severance payments shall be required and termination shall be immediately effective nonetheless.

For purposes of this Agreement, the term "Base Salary" shall include only the Superintendent's regular monthly base salary, as specified under Section 3.1. of this Agreement, including education pay, and shall not include the value of any other reimbursements or benefits received under this Agreement. All payments made pursuant to this termination without cause provision shall be subject to applicable payroll deductions, if any. No payments made pursuant to this early termination provision shall constitute creditable service, creditable compensation or compensation earnable for CalSTRS or CalPERS retirement purposes. Payments made pursuant to this termination without cause provision shall be

considered as final settlement pay; accordingly, no deductions shall be made for retirement purposes.

The Parties agree that any damages to the Superintendent/Principal that may result from the Board's early termination of this Agreement without cause cannot be readily ascertained. Accordingly, the Parties agree that the payments made pursuant to this termination without cause provision, along with the District's agreement to provide health benefits, constitutes reasonable liquidated damages for the Superintendent, fully compensates the Superintendent/Principal for all tort, contract damages, and other damages of any nature whatsoever, whether in law or equity, and does not result in a penalty. The Parties agree that the District's completion of its obligations under this provision constitutes the Superintendent's sole remedy to the fullest extent provided by law.

The Parties agree that this provision meets the requirements governing maximum cash settlements as set forth in Government Code section 53260 et seq. and that any payment of cash or other consideration to the Superintendent/Principal pursuant to a settlement agreement resulting from the termination of this Agreement by the Board is subject to the limitations and requirements contained in Government Code sections 53260 et seq. and other applicable provisions of law, as the law may be amended from time-to-time

If the Agreement is terminated under this provision, any Severance Compensation related to the termination that Superintendent/Principal may receive from the District shall be fully reimbursed to the District if the Superintendent/Principal is convicted of a crime involving an abuse of office or position.

It is further agreed that the Severance Compensation and any health and welfare insurance benefits shall cease upon the Superintendent/Principal's commencement of other employment, whether as employee, independent contractor, consultant or self-employed.

If the Superintendent/Principal is terminated without cause and elects to retire, upon the date of the Superintendent's retirement with CalSTRS or CalPERS, the Severance Compensation shall be reduced by the amount of retirement income earned.

If Superintendent/Principal is terminated without cause, Superintendent/Principal, if she has completed the required probationary period, shall have the rights specified in Education Code sections 44893 and 44894, as well as related laws.

- 15.4 Termination for Cause.** The Superintendent/Principal's employment and all of the Superintendent/Principal's rights under this Agreement may be terminated by the Board at any time for cause. For purposes of this Agreement, any of the following, but not limited to, reasons shall constitute "cause" to terminate this Agreement for cause:

- (1) Failure to perform the obligations and responsibilities set forth in the Agreement, as defined by law, or as specified in the Superintendent/Principal's job description, if any;
- (2) Unsatisfactory performance as established by at least two consecutive written evaluations with a less than Competent rating within the meaning of paragraph 13.4 above;
- (3) Acts done in bad faith to the detriment of the District;
- (4) Misconduct or dishonest behavior in regard to her employment as Superintendent/Principal;
- (5) Conviction of a crime involving moral turpitude, abuse of office as defined in Government Code sections 53243 et seq., dishonesty, breach of trust, or physical or emotional harm to any person; or,
- (6) Failure to maintain required credential as set forth in this Agreement, and as defined by applicable law.

The existence of such cause shall constitute a material breach of this Agreement and shall extinguish all rights and duties hereunder.

Notwithstanding Labor Code section 2924, the parties *agree* that the determination of cause shall be based upon the Board's reasonable belief in the existence of good cause for termination. The existence of such good cause belief shall authorize the termination of this Agreement and shall extinguish all rights and duties of the parties under this Agreement. If such good cause belief exists, the Board shall meet with the Superintendent/Principal and submit a written statement of the grounds for termination and copies of written documents the Board reasonably believes supports the termination. The Superintendent/Principal shall then be entitled to a conference with the Board in closed session at which time the Superintendent/Principal may respond, orally or in writing, to the Board's statement of reasons for termination. The conference shall not be an evidentiary hearing and neither party shall have the opportunity to call witnesses. The Superintendent/Principal shall have the right to have legal counsel or other representative attend the conference at her own expense. After the conference, the Board shall deliberate and determine whether to take final action on termination. If the Board decides to terminate this Agreement for cause, it shall provide the Superintendent/Principal with a written decision. The decision of the Board shall be final. The Superintendent's conference before the Board shall be deemed to satisfy the Superintendent's entitlement to due process of law and shall be the Superintendent's exclusive due process right. The Superintendent waives any other rights that may be applicable to this proceeding with the understanding that completion of this conference exhausts the Superintendent's administrative remedies.

15.5 Termination for Unlawful Fiscal Practices. Notwithstanding any other provision of this Agreement to the contrary, if the Board believes, and subsequently confirms through an independent audit or other means, that the Superintendent/Principal has engaged in fraud, misappropriation of funds, or other illegal fiscal practices, then

the Board may terminate the Superintendent/Principal and the Superintendent/Principal shall not be entitled to any cash, salary payments, health benefits, or other non-cash settlement (e.g. health benefits) as set forth above. This provision is intended to implement the requirements of Government Code section 53260(b).

- 15.6 Abuse of Office Provision.** In accordance with Government Code section 53243 et seq., and as a separate contractual obligation, if the Superintendent/Principal receives a paid leave of absence or cash settlement and this Agreement is terminated for any reason, such paid leave or cash settlement shall be fully reimbursed to the District by the Superintendent/Principal if the Superintendent/Principal is convicted of a crime involving an abuse of office or the position of Superintendent/Principal. In addition, if the District funds the criminal defense of the Superintendent/Principal against charges involving abuse of office or position and the Superintendent/Principal is then convicted of such charges, the Superintendent/Principal shall fully reimburse the District all funds expended for the Superintendent/ Principal's criminal defense.
- 15.7 Unable to Perform Duties.** Should Superintendent/Principal during the term of this Agreement be unable to perform the essential functions of her position due to a physical and/or mental condition, even with reasonable accommodations, upon expiration of the Superintendent/Principal's sick leave and disability entitlement as provided by statute or Board policies, and after submission of a written evaluation from a licensed physician designated by the Board indicating the inability of the Superintendent/Principal to perform the essential functions of her position even with reasonable accommodations, the Board may terminate this Agreement.
- 15.8 Death of Superintendent/Principal.** This Agreement shall automatically terminate immediately upon the death of Superintendent/Principal.
- 15.9 Breach of Agreement.** If the Superintendent/Principal materially breaches the terms of this Agreement or has neglected to perform her duties under this Agreement, the Agreement may be terminated by a majority vote of the Board. prior to exercising this option, the Board shall give the Superintendent/Principal written notice of its intention, with a statement of the specific acts or omissions that give rise to the proposed action. No action shall be taken on a proposed termination for materials breach until the Superintendent/Principal has had an opportunity to meet with the Board to be heard by way of explanation or defense. Any decision to terminate for material breach shall be effective upon the date determined by the Board.
- 16. Indemnification.** The District shall include Superintendent/Principal as a named insured in its liability and errors and omissions insurance policies. In accordance of provisions of Government Code sections 825 and 995, the District shall defend the Superintendent/Principal from any and all demands, claims, suits, actions, and legal

proceedings brought against the Superintendent/Principal in Superintendent/Principal's individual capacity, or official capacity as an agent and employee of the District, provided that the incident giving rise to any such demand, claim, suit, action, or legal proceeding arose while the Superintendent/Principal was acting within the scope of employment.

Unless there is a finding of criminal action, actual fraud, corruption or actual malice, the District shall hold harmless and indemnify the Superintendent/Principal from any and all demands, claims, suits, actions, and legal proceedings brought against the Superintendent/Principal in Superintendent/Principal's individual capacity or in Superintendent/Principal's official capacity as an agent and employee of the District, provided that the incident giving rise to any such demand, claim, suit, action, or legal proceeding arose while the Superintendent/Principal was acting within a scope of Superintendent/Principal's employment. Such indemnification and hold harmless shall be for any and all claims arising out of or related to this contract and its provisions, duties and responsibilities of the Superintendent/Principal's job performance, including any extensions of this Agreement.

17. **Tax/Retirement Liability.** District makes no representations or warranties with respect to the tax or retirement consequences of this Agreement. Notwithstanding any other provision of this Agreement, the District shall not be liable for any state or federal tax consequences or any retirement consequences of any nature as a result of this Agreement including, but not limited to, benefits provided to the Superintendent/Principal or any designated beneficiary, heirs, administrators, executors, successors or assigns of the Superintendent/Principal. The Superintendent/Principal shall assume sole liability for all state and federal tax consequences and all retirement consequences of any nature occurring at any time. Superintendent/Principal further declares that, prior to signing this Agreement, the Superintendent/Principal was apprised of relevant data and received independent advice and counsel regarding the state and federal tax consequences and the retirement consequences of this Agreement.
18. **Notice of Finalist in Search.** In all cases, the Superintendent/Principal shall immediately notify the Board should she become a finalist in the selection process for superintendent or other employment with any other employer. Failure by the Superintendent/Principal to comply with this provision may, within the discretion of the Board, be deemed to be a material breach of this Agreement within the meaning of Paragraph 15.9 above.
19. **General Provisions.**
 - 19.1 **Entire Agreement.** This Agreement constitutes and contains the entire agreement and understanding between the parties concerning the Superintendent/Principal's employment with the District. This instrument supersedes and replaces all prior negotiations and all agreements proposed or otherwise, whether written or oral, concerning the subject matter hereof. This is an integrated document.

- 19.2 Governing Law.** This Agreement has been executed and delivered within the State of California, and rights and obligations of the parties hereunder shall be construed and enforced in accordance with, and governed by, the laws of the State of California. Venue shall be in Lassen County, California.
- 19.3 Construction.** Each party has cooperated in the drafting and preparation of this Agreement. Hence, in any construction to be made of this Agreement, the same shall not be construed against any party on the basis that the party was the drafter.
- 19.4 No Assignment.** The Superintendent/Principal may not assign or transfer any rights granted or obligations assumed under this Agreement.
- 19.5 Modification and Waiver.** This Agreement cannot be changed or supplemented orally. It may be modified or superseded only by a written instrument executed by both parties. Any waiver of any breach of any term of this Agreement shall be in writing and shall not be construed to be a waiver of any other breach of this Agreement.
- 19.6 Independent Representation.** The Superintendent/Principal and the Board each recognize that in entering into this Agreement, the parties have relied upon the advice of their own attorneys, financial advisors, and other representatives, and that the terms of this Agreement have been completely read and explained to them by their attorneys, financial advisors, and representatives, and that those terms are fully understood and voluntarily accepted.
- 19.7 No Assignment/Exclusivity.** The Superintendent may not assign or transfer any rights granted or obligations assumed under this Agreement. To the extent permitted by law, the employment relationship between the District and the Superintendent shall be governed exclusively by this Agreement. Any such attempt to assign this Agreement is null, void and of no effect.
- 19.8 Severability/Savings Clause.** If any provision of this Agreement or its application is held invalid, the invalidity shall not affect the other provisions or applications of the Agreement that can be given effect without the invalid provisions or applications and the provisions of this Agreement are declared to be severable.
- 19.9 Binding Effect.** This Agreement shall be for the benefit of and shall be binding upon all parties and their respective successors, heirs, and assigns.
- 19.10 Execution of Other Documents.** The parties shall cooperate fully in the execution of any other documents and in the completion of any other acts that may be necessary or appropriate to give full force and effect to this Agreement.
- 19.11 Execution in Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together

shall constitute one and the same instrument. Signature pages transmitted by facsimile or electronic mail to other Parties to this Agreement shall have the same force and effect as signature of the original.

19.12 Subject to Board Approval. The effectiveness of this Agreement shall be contingent upon approval by the District's Governing Board as required by law.

IN WITNESS WHEREOF the parties hereto have executed this Agreement on the dates specified below.

JANESVILLE UNION ELEMENTARY SCHOOL DISTRICT:

Dated: _____

President of the Board of Trustees

Dated: _____

Clerk of the Board of Trustees

SUPERINTENDENT/PRINCIPAL:

Dated: _____

Jamie Lewis

CSBA POLICY GUIDE SHEET
January 2026

Note: Descriptions below identify revisions made to CSBA's sample board policies, administrative regulations, board bylaws, and/or exhibits. Editorial changes and minor revisions have also been made. Districts and county offices of education should review the sample materials and modify their own policies accordingly.

Board Policy 0450 - Comprehensive Safety Plan

Policy updated in conjunction with the accompanying administrative regulation.

Administrative Regulation 0450 - Comprehensive Safety Plan

Regulation updated to reflect **NEW LAW (SB 848, 2025)** which (1) expands the list of persons who may cooperate in the review of the comprehensive school safety plan (CSSP) to include the district's public entity risk pool joint powers authority or insurance provider, (2) adds child neglect to the reporting procedures required to be included in the CSSP, (3) requires, when the CSSP is next reviewed and updated, or by no later than July 1, 2026, that the CSSP includes procedures specifically designed to address the supervision and protection of children from child abuse or neglect or sex offenses, (4) adds a sex offense that has occurred on campus to acts that the principal is authorized to notify parents/guardians and employees of, and (5) expands the definition of "violent crime." Additionally, regulation updated to reflect **NEW LAW (SB 98, 2025)**, which requires, when a CSPP is next reviewed and updated, but no later than March 1, 2026, to include procedures specifically designed to notify parents/guardians and district staff when the school confirms the presence of immigration enforcement on a school site. In addition, regulation updated to reflect **NEW LAW (AB 962, 2025)** which authorizes districts to prohibit a student from possessing or using a smartphone in the case of an emergency or in response to a perceived threat of danger, if the prohibition is explicitly addressed in the district's CSSP.

Board Policy 1340 - Access to District Records

Policy reviewed in conjunction with the accompanying administrative regulation.

Administrative Regulation 1340 - Access to District Records

Regulation updated to reflect **NEW LAW (AB 1004, 2025)** which provides that any record that contains financial information provided by an Indian tribe to a public agency as a condition of or requirement for receiving financial assistance is confidential, not considered to be a public record, and not be open to public inspection. Additionally, regulation updated to provide that an individual's immigration status may only be disclosed in accordance with Board Policy/Administrative Regulation 1445 - Response to Immigration Enforcement. In addition, regulation updated to reflect **NEW LAW (AB 370, 2025)** which includes, in the definition of "unusual circumstances" whereby the Superintendent or designee may extend the 10-day limit to initially respond to a request for public records, (1) the inability to access electronic servers or systems due to a cyberattack, but only until the district regains its ability to search for and obtain electronic records, and (2) the need to search for, collect, and examine records when a state of emergency, in addition to currently affecting the district's ability to timely respond, directly affects this ability.

NEW - Board Policy 1445 - Response to Immigration Enforcement

New policy includes a significant amount of material that was formerly in Board Policy/Administrative Regulation 5145.13 - Response to Immigration Enforcement, and addresses a district's response to immigration enforcement including **NEW LAW (AB 495, 2025)** which requires districts to update their policies by March 1, 2026, with language that is equivalent to the model policy language developed by the California Attorney General in, "Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes." Additionally, new policy includes list of actions that district staff are prohibited from undertaking, unless an exception applies, related to (1) citizenship or immigration status of a student or the student's family members, (2) education records of or any information about a student or a student's family or household, (3) personnel records, personal information, or any other confidential information of an employee, and (4) permission to an officer or employee of an agency conducting immigration enforcement to enter a school bus or other transportation provided by the district, a nonpublic

area of any district property or facility, or a nonpublic area where any district-sponsored program or activity is occurring. In addition, new policy reiterates the prohibition against obstructing, interfering with, or otherwise impeding an officer or employee of an agency conducting immigration enforcement who nonetheless enters district-provided transportation, a nonpublic area of any district property or facility, or a nonpublic area where any district-sponsored program or activity is occurring. New policy also includes that (1) the Superintendent or designee is required to report to the Governing Board any requests by an officer or employee of an agency conducting certain immigration enforcement actions, (2) students may not be denied equal rights and opportunities, or be subjected to unlawful discrimination, harassment, intimidation, or bullying in the district's programs and activities on the basis of the student's or family's immigration status or for the refusal to provide information related to the student's or family's immigration status, (3) resources and data collected by the district are prohibited from being used to compile a list, registry, or database of individuals based on national origin, immigration status, religion, or other category of individual characteristics protected against unlawful discrimination, and (4) the Superintendent or designee is required to provide parents/guardians with specified information and notifications related to immigration status or religious beliefs and their rights related to immigration enforcement. Additionally, new policy provides that complaints alleging discrimination, harassment, intimidation, and bullying based on actual or perceived immigration status be filed in accordance with Board Policy/Administrative Regulation 1312.3 - Uniform Complaint Procedures and that the Superintendent or designee provide to the California Department of Education copies of this policy, any associated administrative regulation, and any other Board policies and administrative regulations required by Education Code 234.7.

NEW - Administrative Regulation 1445 - Response to Immigration Enforcement

New regulation includes a significant amount of material that was formerly in Board Policy/Administrative Regulation 5145.13 - Response to Immigration Enforcement, and addresses a district's response to immigration enforcement including **NEW LAW (AB 495, 2025)** which requires districts to update their policies by March 1, 2026, with language that is equivalent to the model policy language developed by the California Attorney General in, "Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes." Additionally, new regulation provides direction on responding to (1) requests by an officer or employee of an agency conducting immigration enforcement for information about a student, a student's family or household, or a district employee, (2) requests by an officer or employee of an agency conducting immigration enforcement for access to a student or permission to enter a school bus, any other transportation provided by the district, a nonpublic area of any district property or facility, or a nonpublic area where any district-sponsored program or activity is occurring, (3) immigration enforcement when any officer or employee of an agency conducting immigration enforcement is actually or imminently present on district property, and (4) instances when a student's parent/guardian has been detained by an agency conducting immigration enforcement or deported.

Board Policy 5125 - Student Records

Policy updated to provide that an individual's immigration status may only be disclosed in accordance with Board Policy/Administrative Regulation 1445 - Response to Immigration Enforcement, with applicable material from this policy moved to/already contained within Board Policy/Administrative Regulation 1445.

Administrative Regulation 5125 - Student Records

Regulation updated to define "district officials and employees," and, for accuracy, to use this term, rather than "school officials and employees." Additionally, regulation updated to reference **NEW LAW (AB 495, 2025)** which (1) requires districts to update their policies by March 1, 2026, with language that is equivalent to the model policy language developed by the California Attorney General in, "Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes," and (2) changes the definition of "relative", for purposes of a Caregiver's Authorization Affidavit, to include any adult who is related to the child by blood, adoption, or affinity within the fifth degree of kinship, including all stepparents, stepsiblings, and all relatives whose status is preceded by the words "great," "great-great," or "grand." In addition, regulation updated to (1) add that a request for student records by an officer or employee of an agency conducting immigration enforcement be denied except in accordance with Board

Policy/Administrative Regulation 1445 - Response to Immigration Enforcement, and (2) clarify that the annual parent/guardian notification includes a statement that a student's citizenship status, immigration status, place of birth, or any other information indicating national origin will only be released in accordance with Board Policy/Administrative Regulation 1445 - Response to Immigration Enforcement.

Board Policy 5125.1 - Release of Directory Information

Policy reviewed due to **NEW LAW (AB 495, 2025)** which requires districts to update their policies by March 1, 2026, with language that is equivalent to the model policy language developed by the California Attorney General in, "Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes."

Administrative Regulation 5125.1 - Release of Directory Information

Regulation reviewed due to **NEW LAW (AB 495, 2025)** which requires districts to update their policies by March 1, 2026, with language that is equivalent to the model policy language developed by the California Attorney General in, "Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes." Additionally, regulation updated to reflect **NEW LAW (AB 677, 2025)** which provides an exception to the consent requirement for release of directory information for a student experiencing homelessness by authorizing disclosure to facilitate an eye examination by a nonprofit eye examination provider or a free oral health assessment hosted by a school, unless consent is not given to the physical examination.

Exhibit(1) 5125.1 - Release of Directory Information

Exhibit updated due to **NEW LAW (AB 495, 2025)** which requires districts to update their policies by March 1, 2026, with language that is equivalent to the model policy language developed by the California Attorney General in, "Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes."

DELETE - Board Policy 5145.13 - Response to Immigration Enforcement

Policy deleted, as being too narrowly focused on students given **NEW LAW (AB 495, 2025)** which expands requirement to develop policies in response to immigration enforce to encompass protections for staff, with significant amount of material added to new Board Policy 1445 - Response to Immigration Enforcement.

DELETE - Administrative Regulation 5145.13 - Response to Immigration Enforcement

Regulation deleted, as being too narrowly focused on students given **NEW LAW (AB 495, 2025)** which expands requirement to develop policies in response to immigration enforce to encompass protections for staff, with significant amount of material added to new Administrative Regulation 1445 - Response to Immigration Enforcement.

