WILDCAT HANDBOOK
2026-2027

JANESVILLE SCHOOL

KIMBERLY FLEMING
SUPERINTENDENT/PRINCIPAL

WWW.JANESVILLESCHOOL.ORG

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

Janesville Union Elementary School District

Melissa McMullen, President
JoAnna Harrison, Clerk
John Meese, Member
Paul Hinkson, Member
Lee Bailey, Member

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

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

The District
Janesville Union Elementary School District is a single school district. The Janesville School serves approximately 300 students in transitional- kindergarten through the eighth grade. JUESD was formed by combining several smaller school districts, including Janesville, Lake, Missouri Bend and Milford that formerly existed in the Honey Lake Valley.

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

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

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

Student - Parent - Teacher - Administration Compact

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

As a student, I will be responsible for:

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

As a parent, I will be responsible for:

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

As a teacher, I will be responsible for:

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

As an administrator, I will be responsible for:

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

General School Information

School Hours (Subject to Change)

Regular Day Schedule

8:15-2:20 Grades K-3
8:15-2:25 Grades 4-8

Minimum Day Schedule

8:15-12:40 Grades K-3
8:15-12:45 Grades 4-8

Delayed Day Schedule

10:15-2:20 Grades K-3
10:15-2:25 Grades 4-8

Office Hours

Office hours at Janesville School are from 7:30 a.m. to 4:00 p.m. each school day. We ask that students and parents limit visits to the office to official business only.

School Address	Telephone	Fax
Janesville School	530-253-3551	530-253-3891
P.O. Box 280 (Mailing)		
464-555 Main Street (Physical)		
Janesville, CA 96114		

District Office Address	Telephone	Fax
Janesville School District	530-253-3660	530-253-3891
P.O. Box 280 (Mailing)		
464-555 Main Street (Physical)		
Janesville, CA 96114		

Unscheduled School Closures/Emergency Conditions

The most common emergency conditions that affect Janesville School include power outages, heavy snow, and high winds. Please follow these directions in case one or more of these conditions are in effect:
Please pay attention to Janesville School All Calls, text messages, emails and Social Media posts for an announcement. The announcement will report one of the following conditions:

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

Students who walk to/from school may be released upon parent notification and consent. It is imperative that all students are accounted for. All students will be checked out from their classrooms and cannot be released to anyone other than those listed on our emergency contact information. Parents/Guardians will also be notified via telephone using our "SchoolWise" automated system for school closures or delayed days.

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

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

Use of School Facilities
Any group, organization or individual wishing to use the JUESD facilities, including any classroom, the cafeteria, the gymnasium, the activity building or the library, must first obtain and enter into a "Facilities Use Agreement" with the District. Facility Use Agreements can be obtained through the District Office. The District will make a determination of risk associated with the use of the facility. The group, organization or individual may need to demonstrate proof of liability insurance, with $1,000,000 minimum coverage, naming the Janesville Union Elementary School District as an "also insured." Call the District Office at 530-253-3660 for more information.

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

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

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

School to Home Instructions
Please make the school aware of any changes in your child's "go home" plans, especially when younger children are involved. Let children know before school if there is to be a change in their daily schedule. Send a note to your child's teacher making her or him aware of the change. Students who are going to a friend's home must have a note from their parent. Please call the school as soon as you know if your child must leave school due to an emergency. Please call the office and not directly into classrooms. Most classes go outside in the afternoon and we are unable to reach students with phone messages.
Please call with student instructions by 12:00 p.m.

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

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

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

Visitors

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

Parents who wish to make appointments with teachers should contact the school at 530-253-3551. The teacher will return the call as soon as possible. Appointments with teachers can only be made before or after school hours. Parents are encouraged to visit and to volunteer at our school. Please follow the procedure for visiting our school as described above. **Students from other schools may not visit our campus during school hours.**

WILDCAT VOLUNTEER PROGAM

Be an asset in your student(s) education by helping in the classroom, in areas of support on campus (such as the library or computer lab), and/or in classrooms other than your students. ALL volunteers must go through one training a year. Returning volunteers will meet for a review and be given information on any new updates if needed. If you are interested in joining our volunteer team please contact the front office for more information. Volunteers must pass a LiveScan background check. Volunteers will need to pay $10 toward the cost of the LiveScan background check. Thank you to all who volunteer!

Parking and Traffic Control

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

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

Payment by Check Notice

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

> The following notice is posted at school and printed here to inform you of the NACHA guidelines: When we use this information from your check to make an electronic funds transfer, funds may be withdrawn from your account as soon as the same day you make your payment, and you will not receive your check back from your financial institution.
>
> **The Lassen County Treasurer requires all checks to be written in black or blue ink.**

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

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

Supplemental Materials
At times teachers will use supplemental materials including movies in classrooms. Students in grades TK-3rd will be allowed to view G rated movies. Students in 4th-8th will be allowed to watch PG rated movies. If movies rated anything else will be viewed teachers will get parent permission first.

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

Personal Property
All students should mark personal belongings with first and last name before articles are brought to school. This includes lunch boxes, backpacks, coats, sweaters, umbrellas, gloves, binders, etc.

Valuables, expensive items, all toys, including playground equipment such as basketballs, baseballs, bats, and gloves, etc. should be left at home. An item can be specifically approved to be at school by the teacher, but the school or district is not responsible for loss or damage to personal items. If an item is brought to school without permission, it will be confiscated and returned at the end of the day.

Illegal, Dangerous, or Prohibited Items/Behaviors

*****Notice*****

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

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

Electronic Devices/Wireless Communication Devices
Cell phones, earbuds, headphones, tape recorders/players, cameras, video games, CD players, iPods, MP3 players or other electronic devices brought to school must remain off and stored in the students' backpack or teacher designated area, during the school day. Electronic devices are expensive and students are highly discouraged from bringing them to school. Personal electronic devices being used for educational purposes are allowed with prior teacher permission and should only be used under direct supervision of a staff member. Students may wear smart watches as long as they don't become a distraction to the learning environment. 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 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. Contracts must be renewed annually.

According to board policy and the associated wireless communication device usage agreement, devices brought to school must be turned off and stored in the students' backpack during the school day. Students who violate the contract 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 contract 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.

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

Students are to park bikes and scooters in provided racks. Students are expected to obey all rules of the road and traffic laws when coming and going to school. Helmets must be worn.

Reminder: The Janesville Campus is closed after dark.

Food on Campus
No gum or seeds in shells are allowed on campus.

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

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

Gold 4.0 grade point average
Silver 3.5 to 3.9 grade point average
Blue 3.0 to 3.4 grade point average

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

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

School Attendance

General Information about School Attendance
Students are expected to come to school every day that school is in session when the student is not ill. If a

student is absent, please have the student bring a written note from his/her parent or guardian that states the reason for the absence. Parents/guardians may also call our office to report the nature of a student's absence from school. **If you are planning a vacation for three or more school days, please see our office about having your child's teacher prepare an Independent Study Contract for the student. Five days' notice is preferred for Independent Study.**

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

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

Why is attendance important?
Did you know . . .?

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

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

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

Excused Absences
Valid excuses from compulsory school attendance include <u>only</u>:

- Personal illness of the student
- Funeral services for members of the student's immediate family
- Medical, dental or optometry services for the student (must provide a note)
- Court appearances by the student

- Student caring for his or her own child
- Quarantine of the student or the student's family
- Attending a student employment conference (requires advance notice to the school)
- Observing a religious holiday (requires advance notice to the school)

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

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

Excessive Absences
More than ten cumulative absences for any reason are considered excessive. Excessive absences will be referred to the Superintendent.

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

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

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

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

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

Emergency Information

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

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

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

Parent Drivers and Automobile Liability Insurance
The district acknowledges the need for responsible private drivers to provide transportation services for numerous school activities that otherwise would not exist without volunteer support. **Students must have written documentation of their parents' consent if they plan to ride to a school event with someone other than their parent/guardian.** The form is available in the school office. (Janesville School Transportation Waiver- Blue Form)

If you plan to provide transportation for other children, you are required to complete an *Application by Private Driver to Provide Student Transportation* form. This form is available from the advisor or the school office. When submitting your form, please include a copy of your insurance declaration page, and a copy of your driver's license. Please review the District's minimum insurance coverage requirements listed on the form. Your insurance must meet or exceed the District's minimum standard listed on the form. Your application will not be signed by the Superintendent if your insurance does not meet the minimum standard specified by the District. In most instances if your insurance does not meet the minimum standard, you may contact your auto insurance carrier and increase the level of coverage to the minimum standard required by the District. Just ask your insurance carrier to FAX a statement of coverage to the school. Please contact the school office before you have this information sent to the school.

Any parent who volunteers to be a chaperone for any overnight event must be fingerprinted. Parents must get fingerprinted well in advance of the scheduled event so that the fingerprints have a chance to clear. *This process can take up to 6 weeks.* Pick up fingerprint information at the Lassen County Office of Education.

Eligibility for Participation in Extracurricular and Co-curricular Activities
Academic Probation and Citizenship Probation
(Grades 6-8)

Grade Point Average
Grade points will be awarded on the following scale:

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

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

Grade point averages will be used to determine if a student is eligible to participate in extracurricular and co-curricular activities. An OVERALL academic GPA of 2.0 or higher and a C or higher in the Citizenship grade as calculated from the previous quarter's report card is necessary to participate in extracurricular and co-curricular activities. Students must be eligible at the time of team tryouts in order to become part of the team. Students whose Citizenship grade falls below a C at any time during the season will be removed from the team that same day.

Academic Probation
Maintaining an OVERALL 2.0 or higher GPA will allow the student to participate in such activities as after school athletic teams, dances and clubs (extracurricular activities). The OVERALL 2.0 GPA requirement is also in effect for a student to be able to participate in field trips, class parties, or other special events associated with the curricula in the school (co-curricular activities). Students who do not maintain an OVERALL 2.0 GPA will be placed on "Academic Probation" and will be ineligible for extracurricular or co-curricular activities.

Citizenship Probation
Maintaining a 2.0 or higher citizenship grade will allow the student to participate in such activities as after school athletic teams, dances, and clubs (extracurricular activities). A student will be placed on Citizenship Probation in any quarter that the student's citizenship grade falls below a grade of "C." That is, a student will be placed on Citizenship Probation whenever the student accumulates sixteen or more behavior checks. Averages for the end of the year class trip and the graduation ceremony and dance, will be based on citizenship grades received while attending classes on the Janesville campus.

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

Statement of Understanding
A student's GPA will be calculated at the end of the first grading period. Any student who does not maintain an OVERALL 2.0 GPA will be placed on Academic Probation. Students who are placed on probation may request a "Statement of Understanding," which is a contract that will allow the student to continue to participate in all extracurricular and co-curricular activities as long as the terms of the contract are honored. A Statement of Understanding is intended to give students a legitimate second chance to get their grades up. It is not intended to allow a student to get around the requirement that a student have a GPA of 2.0 in order to participate in extracurricular and co-curricular activities. A statement of understanding may be granted each sports season as necessary.

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

1. Fill out an activity sign-off sheet before each event (not including practice) in which the student wishes to participate.

2. Be cleared in all six academic subjects and obtain the teacher's signatures in those subjects.

3. Missing Assignments: All work must be turned in; students may not have missing assignments.

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

Dances
School dances will be scheduled throughout the school year. Students may attend the school dance if they are not on academic or citizenship probation. Students will not be allowed to attend school dances if there is an outstanding bill owed to the school (i.e.: money owed to the Library, missing uniforms, text books, etc.) The graduation dance is for current sixth, seventh, and eighth grade students only. Each dance flyer will announce eligible grade levels.

Guests must have the consent of the principal from their home school to attend a dance at Janesville School. Emergency contact information must also be included. Guests will not be admitted without a host student from Janesville School. The participation/consent form must be completed and turned in three days before the dance.

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

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

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

To attend an Honor Roll field trip a student must have an "A" in citizenship and at least a 2.0 in academics OR a "C" or better in citizenship and a 3.0 or better in academics.

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

Outstanding Debt

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

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

First Quarter Activity Eligibility
Grades are not carried over from the previous year for activity eligibility. Students are eligible for first quarter activities, dances, and sports if they have no missing assignments when grades are checked prior to each activity.

Early Release
Students who participate in athletic or academic events and spectators who require early release from school may receive early release from school for participation in an event if all of the following conditions are met:
The student's citizenship grade is a "C" or better. The participant *has to be at school* the day of a game/event, or the day before a game/event, if the game/event falls on a weekend. Excused absences are exempted from this rule. If the participant has to leave early for a game/event, he/she is responsible for the work that is due the next school day. Students must sign out through the office prior to leaving for the event.

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

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

Students who are injured and cannot participate in the class, must provide a doctor's note to be kept on file that they are to be excused from physical education. If a note is not provided, the student will be required to participate or their grade will be affected. Injured students, who have a note, will be required to stay indoors, in a designated classroom, during the physical education period.

Progress Reports/Report Cards
Grades TK-2nd: Progress Reports will be sent home at 1st and 3rd quarters and report cards will be sent home at 2nd and 4th quarters. Students receive standards-based report cards.
Grades 3rd-8th: Mid quarter progress reports will be sent home half-way through each quarter. Report cards will be sent home at the end of each of the four quarters. Students will receive letter grade report cards.

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

Eighth Grade Graduation Requirements

Eighth Grade Graduation Standards

Course	Quarter Credits	Year Credits
U.S. History	1	4
Mathematics	1	4
Science	1	4
Physical Education	½	2
English	1	4
Exploratory	1	4
Total	5 1/2	22

A Diploma and participation in the graduation ceremony are reserved for students who meet the following requirements-

- Cumulative GPA of 2.0 or higher.
  - Students who transfer mid-year from another school will have their previous grades averaged in with the grades they earn from Janesville School.
- Passage of the Constitution test
- Fourth quarter Citizenship grade cannot be an F
- Students must be continuously enrolled for fourth quarter.

Graduating students will be required to wear the gown provided by the District at the graduation ceremony. No hats will be allowed during the graduation ceremony. Students must attend all graduation practices to participate in the graduation ceremony unless prior arrangements are made with their teachers. Graduation/class trip requirements are based on the grades and citizenship earned at Janesville School only. Absences do not exclude students from meeting graduation/class trip deadlines.

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

Eighth Grade Trip Requirements

Academics

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

Citizenship

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

Discipline

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

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

DISCIPLINARY CHECK (√) SYSTEM

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

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

Teachers shall maintain a record of all checks; students will be notified they received a check. Checks will be reported to Parents/Guardians at each progress report and when a citizenship grade drop occurs. The homeroom teacher will notify the parent/guardian upon calculation and within a reasonable amount of time. Notification will be made in writing. Checks are reset each quarter.

A meeting will be held with teachers, administration and counseling staff if available when a student reaches Citizenship Probation and again if a student's grade drops to a F. These meetings are intended to help set a plan to identify areas of need and create an improvement plan for the student.

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

Quarter Checks	
0 – 4 checks	A
5 – 10 checks	B
11 – 15 checks	C
16 – 20 checks	D
More than 21 checks	F

LEVEL A OFFENSES: ONE √

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

1. Horseplay; i.e., running, shoving, pushing, shouting, hitting or pinching
2. Classroom disturbance (minor)
3. Failure to carry out directions or follow school rules
4. Tardiness, unexcused (in between classes)
5. Gum at school
6. Failure to follow dress code
7. Lunchroom rule violation or misbehavior
8. Use of ear buds/headphones, lasers, toys or other electronic devices
9. Writing or marking on clothing or body
10. Failure to stay on supervised playground
11. Failure to return progress reports signed by parent (only one check per incident). Lunch detention until returned.
12. Unprepared for class. (Maximum of five checks per quarter

LEVEL B OFFENSES: TWO √√

These offenses may be referred to the administrator:

1. Repeated and/or severe Level A offense(s)
2. Use of profanity, abusive language or derogatory Messages, lewd behavior or material not directed at a student or any staff member
3. PDA
4. Minor Disrespect toward staff member(s).

LEVEL C OFFENSES: THREE √√√

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

1. Repeated and/or severe Level A or B offenses
2. Cheating in any aspect of school work
3. Continued defiance
4. Throwing objects or food
5. Verbal Altercation
6. Cutting Class
7. Vandalism (minor)
8. Forging any document
9. Not being truthful
10. Wireless communication device violation (additional check added if no contract)

LEVEL D OFFENSES: FOUR √√√√

These offenses may be referred to the administrator.

1. Profanity or verbal abuse directed at a staff member/another student.
2. **Major** disrespect towards a staff member/another student.
3. Leaving building or school grounds without written permission, cutting school/class
4. Violating internet contract
5. Willful defiance of staff request
6. Third offense wireless communication device violation.

LEVEL E OFFENSES: FIVE√√√√√

As provided for in Education Code, the Superintendent will discipline a student with an appropriate suspension or an expulsion for any act enumerated in Education Code, Section 48900 or 48915. Students who are suspended will receive 5 checks. Law enforcement will be notified as provided for by law.

DISCIPLINARY CHECK (√)
SYSTEM (continued)

- **Checks will be prorated accordingly for the length of time the student attended Janesville School for that quarter to assign a citizenship grade.**

- **Citizenship Probation takes effect as soon as a student obtains the 16th quarter check; he/she is immediately on citizenship probation, and the student remains on probation for 5 weeks of the quarter following.**

- **Checks may be doubled for misbehavior with a substitute teacher.**

Lunch Detention-
Grades 6th-8th serve lunch detention as assigned by school staff on Monday-Thursdays in the school library. Students eat lunch first and serve the remaining half of their lunch period in lunch detention if assigned. If a student is sent out of lunch detention for being disruptive etc., they will receive three checks and have to serve an additional detention. If a student does not show up to lunch detention, they will receive three checks and have to serve a make-up day of detention.

Other grade levels and teachers may assign their own classroom detention but not to restrict a student's recess for more than half of the recess period.

Recess and Grounds Rules

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

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

Winter Weather Rules

Avoid puddles and ice *and coned area.* Do not slide *or climb* on the ice or snow *berms.* Do not throw snowballs. *Sleds may be used on permitted days for 1st-8th grades. Students may only use their bottoms on the sleds, with their feet first.*

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

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

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

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

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

Primary Grades

Slides: One person on the slide at a time. No one is to walk up the face of the slide, and no climbing on the sides of slides. People sliding down are to keep their feet inside the slide sitting on their bottom, feet first. Do not put ice, snow, dirt, playground cushion material, or any other object on the slide.

Swings: One person on the swing at a time. No standing or kneeling, or laying in the saddle. Swing forward and backward. Do not swing to the side. Keep your hands on the chains. A fair turn is 25 counts of a full swing. No jumping off swings. No twisting up the swing chains.

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

Use tables correctly. Sit on the seat.

No sitting or climbing on handrails.

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

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

Do not intentionally kick balls over the fence.

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

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

Do not play in the trees.

Upper Grades:

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

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

Equipment: Use the equipment safely.

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

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

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

No stunts off the equipment, walls or railings.

No jumping from one apparatus to the other.

Gaga Ball Pit Rules- 8-10 players in the pit at a time, all throws of the ball must hit below the waist, if you are hit below the waist you are out, if there are already 8-10 players in the pit you must wait your turn to play.

No pushing, shoving, or jumping from any equipment.

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

No cartwheels, flipping, or somersaults (gymnastics).

Leave wild animals alone. Do not approach stray dogs.

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

Do not throw rocks or rubber.

No throwing balls with the intention to hit someone.

Use tables correctly. Sit on the seat.

Do not sit on handrails.

Busing, Bus Rules and Procedures

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

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

1. The bus driver is in charge at all times.
2. Be at the bus stop five minutes before the scheduled pick-up time.
3. When you see the bus coming, move back six feet from the stop and line up for loading. Enter and leave the bus in an orderly manner.
4. Students will remain seated and face forward at all times on the bus. Aisles will remain clear.
5. Seats may be assigned at any time.
6. Students will conduct themselves at all times in a manner that shows respect for property and consideration for others. Profanity will not be tolerated.
7. Actions such as littering, spitting, throwing of objects at, within or out of bus, vandalism or harassment of others will not be tolerated.
8. All parts of the body must be kept inside.
9. Remain silent at railroad crossings.
10. Animals, breakable containers, skateboards, sleds, weapons or any object that could be hazardous shall not be transported on a school bus.
11. Food and drink are not allowed unless with driver's specific permission.
12. Students will be dropped off at designated stops unless a note from the student's parent/guardian states otherwise.
13. Go directly home from bus stop. Do not talk with strangers. Report anything unusual to the driver.
14. Wireless communication devices may be used on school busses following approved policy and/or individual driver's procedures.
15. Taking pictures, video clips, and recording other students is a violation of a student's right to privacy and is prohibited.
16. MP3 players and other electronic listening devices are not allowed and should be kept in backpacks unless with driver's specific permission.

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

Janesville Cafeteria Rules and Procedures

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

Rules

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

Meal Prices (Subject to Change)

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

Guest Lunches	$5.67	Milk	a la carte	$ .40
Guest Breakfast	$3.62			

The cafeteria serves breakfast and lunch each day. Due to a bill passed through the California Universal free meals program, all students can eat for free for the 24/25 school year at each of these times. Students are charged for a milk if they purchase a milk a la carte during lunch.

Prepayments

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

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

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

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

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

Free and Reduced Price Meals
Although all students receive free meals due to California Legislature we encourage all families to fill out a free and reduced lunch application. The applications are available in the school office. Applications are accepted year round, and must be renewed annually. Your child will not be identified and their meal eligibility will remain confidential.

Field Trips
The cafeteria will provide a meal upon request.

Food Allergies and Medical Concerns

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

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

Student Wellness

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

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

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

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

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

Dress Code

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

The following items of dress are prohibited for **all students:**

- Clothing or paraphernalia that advertises tobacco, alcohol, drugs, gang related slogans, or sexual matter
- All items that are racially derogatory, sexually derogatory, or that incite disruptions
- Clothing or paraphernalia that can insinuate something other than its printed meaning: related to tobacco, alcohol, drugs, gang related slogans, sexual matter, inappropriate, underlying messages, racial or discriminatory matter
- All gang-related paraphernalia
- Studded or spiked necklaces, bracelets, or earrings
- Chains, except when worn as a necklace, bracelet or an anklet
- Large hoop or dangling earrings or gauges larger than ¼ inch in diameter.
- Any indecent or immodest clothing, including tube, sheer, backless, halter, low cut tops/dresses; swim suit tops.
- Any undergarments that show
- Slippers, roller shoes, flip-flop sandals, high heels over 1 inch (7th and 8th graders can wear flip-flops, but must bring appropriate shoes for physical education and other physical activities)
- Shirts with large arm holes.
- Masks/sweatshirts that cover the face (other than on special holidays)

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

- Shorts, skirts, and dresses must have a 4" inseam. Pants with holes/slits/threadbare patches in them above the fingertip standard that allow skin/underwear to be visible. Leggings must be worn beneath these type of pants so no skin/underwear is showing.
- Tops and dresses that do not have at least a strap on **both** shoulders
- Midriff that is exposed when arms are at the side
- Bra straps showing
- Pajama Pants/Pajamas (other than on spirit days)

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

** Students who attend Janesville School dances, and their guests, must adhere to the Janesville School dress code policies at all Janesville School dances. No strapless dresses or gowns, low cut front/back, or dresses/gowns/skirts with a high-side cut (fingertip standard) will be allowed at any school dance.

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

APPENDIX A
SCHOOL CALENDAR

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	

03 Independence Day (Observed)

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
Teacher Work Days
19 First Day of School
19-21 Minimum Days

9 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

21 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

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

21 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					

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

15 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
21-1/1 Winter Break
25 Christmas Day

14 days

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

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
12 Lincoln's Birthday
15 Presidents' Day
17 Staff Dev – Min Day

18 days

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

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

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

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)
18 Juneteenth Holiday for eligible employees (Observed)

180 Day Calendar 4 days

Board Approved: 3/17/26

APPENDIX B
SEXUAL HARASSMENT
POLICY AND REGULATIONS

Policy 5145.7: Sexual Harassment

Status: ADOPTED

Original Adopted Date: 01/20/2015 | **Last Revised Date:** 08/19/2025 | **Last Reviewed Date:** 08/19/2025

The district does not discriminate on the basis of sex in any of its programs or activities and complies with Title IX of the Education Amendments of 1972 and its implementing regulations.

The Governing Board is committed to maintaining a welcoming, safe, and supportive school environment that is free from discrimination and harassment. The Board prohibits at district or at district-sponsored or district-related activities, sexual harassment, as defined in the accompanying administrative regulation, targeted at any student.

Additionally, the Board prohibits retaliatory behavior or action against any person who reports, files a complaint, testifies about, assists with, or otherwise supports a complainant in alleging sexual harassment, or otherwise participates or refuses to participate in the complaint process established for the purpose of this policy. (Education Code 220.1, 221.8; 34 CFR 106.71)

The district strongly encourages students who feel that they are being or have experienced sexual harassment on district grounds or at a district-sponsored or district-related activity, or off-campus when the conduct has a continuing effect on campus, to immediately contact their teacher, the principal, the district's Title IX Coordinator, or any other available school employee.

Any employee who receives a report or observes an incident of sexual harassment by or against a student in a district education program or activity shall report the incident to the Title IX Coordinator within one workday.

Once notified, the Title IX Coordinator shall ensure that the complaint alleging sexual harassment is addressed through Administrative Regulation 5145.71 - Title IX Sexual Harassment Complaint Procedures or Board Policy/Administrative Regulation 1312.3 - Uniform Complaint Procedures, as applicable. Additionally, the Title IX Coordinator shall ensure that any implementation of Administrative Regulation 5145.71 - Title IX Sexual Harassment Complaint Procedures concurrently meets the requirements of Board Policy/Administrative Regulation 1312.3 - Uniform Complaint Procedures.

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

The Superintendent or designee shall inform students and parents/guardians of this policy in the manner specified in the accompanying administrative regulation.

The Superintendent or designee shall ensure that all district staff are trained regarding this policy, and that employees required to receive training related to their duties under Title IX receive training as specified in Administrative Regulation 4119.11/4219.11/4319.11 - Sexual Harassment. (Government Code 12950.1; 2 CCR 11023, 11024; 34 CFR 106.45)

Instruction/Information

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

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence

2. A clear message that students do not have to endure sexual harassment under any circumstance

3. Encouragement to report observed incidents of sexual harassment even when the alleged victim of the harassment has not complained

4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved

5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and action shall be taken to respond to the harassment, prevent recurrence, and address any continuing effect on students

6. Information about the district's procedures for investigating complaints and the person(s) to whom a report of sexual harassment should be made

7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues

8. A clear message that, when needed, the district will implement supportive measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation

Disciplinary Actions

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

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

Record-Keeping

The Superintendent or designee shall maintain records in accordance with law, including in accordance with Administrative Regulation 5145.71 - Title IX Sexual Harassment Complaint Procedures, and district policies and regulations, of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

Regulation 5145.7: Sexual Harassment

Status: ADOPTED

Original Adopted Date: 01/20/2015 | **Last Revised Date:** 08/19/2025 | **Last Reviewed Date:** 08/19/2025

Definitions

Sexual harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of one, or a combination of two or more protected characteristics, which include, but may not be limited to, sex; gender; gender identity; gender expression; sexual orientation; sex stereotypes; pregnancy, false pregnancy, childbirth, termination of pregnancy, or related conditions or recovery; and parental, marital, and family status. (Education Code 200, 210.2, 220, 221.51, 230, 260; Government Code 11135; 20 USC 1681-1688)

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

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress

2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student

3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment

4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity

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

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

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

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the district's education program or activity

3. Sexual assault, dating violence, domestic violence, or stalking as defined in 20 USC 1092 or 34 USC 12291

Title IX Coordinator/Compliance Officer

The district designates the following individual as the responsible employee to coordinate its efforts to comply with Title IX. The individual shall also serve as the Compliance Officer specified in Administrative Regulation 1312.3 - Uniform Complaint Procedures and Administrative Regulation 5145.3 - Nondiscrimination/Harassment as the responsible employee to handle student complaints alleging unlawful discrimination, as permitted by law. The Title IX Coordinator may be contacted at:

Superintendent/Principal
464-555 Main St., P.O. Box 280
Janesville, CA 96114
530-253-3551

Notifications

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

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

The Superintendent or designee shall ensure that a copy of the district's sexual harassment policy and regulation:

1. Is included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR 4917)

2. Is displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted (Education Code 231.5)

3. Is summarized on a poster, which shall be prominently and conspicuously displayed in each bathroom and locker room at each school

   The poster may be displayed in public areas that are accessible to and frequented by students, including, but not limited to, classrooms, hallways, gymnasiums, auditoriums, and cafeterias. The poster shall display the rules and procedures for reporting a charge of sexual harassment; the name, phone number, and email address of an appropriate school employee to contact to report sexual harassment; the rights of the reporting student, the complainant, and the respondent; and the responsibilities of the school. (Education Code 231.6)

4. Is posted, along with the name or title and contact information of the Title IX Coordinator, in a prominent location on the district's website in a manner that is easily accessible to parents/guardians and students (Education Code 234.6; 34 CFR 106.8)

5. Is provided as part of any orientation program conducted for new and continuing students at the time the student is enrolled or at the beginning of each quarter, semester, or summer session (Education Code 231.5)

6. Appears in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)

Reports and Complaints

A student or a student's parent(s)/guardian(s) who believes that the student has been subjected to sexual harassment in a district program or activity or who has witnessed sexual harassment is strongly encouraged to report the incident to the district's Title IX Coordinator, a teacher, the principal, or any other available school employee. Within one workday of receiving such a report, the principal or other school employee shall forward the report to the district's Title IX Coordinator. Any school employee who observes an incident of sexual harassment shall, within one workday, report the observation to the Title IX Coordinator as specified in the accompanying Board policy. The report shall be made regardless of whether the alleged victim files a formal complaint or requests confidentiality.

When a report or complaint of sexual harassment involves off-campus conduct, the Title IX Coordinator shall assess whether the conduct may create or contribute to the creation of a hostile school environment. If the Title IX Coordinator determines that a hostile environment may be created, the complaint shall be investigated and resolved in the same manner as if the prohibited conduct occurred at school.

When a verbal or informal report of sexual harassment is submitted, the Title IX Coordinator shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with applicable district complaint procedures.

All complaints alleging sexual harassment against students in the school setting shall be investigated and resolved in accordance with law and district procedures. The district's Title IX Coordinator shall review the allegations to determine the applicable procedure for responding to the complaint. All complaints that meet the definition of sexual harassment under Title IX shall be investigated and resolved in accordance with Administrative Regulation 5145.71 -

Title IX Sexual Harassment Complaint Procedures. Other sexual harassment complaints shall be investigated and resolved pursuant to Board Policy and Administrative Regulation 1312.3 - Uniform Complaint Procedures.

If sexual harassment is found following an investigation, the Title IX Coordinator, or designee in consultation with the Title IX Coordinator, shall take prompt action to stop the sexual harassment, prevent recurrence, implement remedies, and address any continuing effects.

APPENDIX C
WELLNESS PROGRAM

JANESVILLE UNION ELEMENTARY SCHOOL DISTRICT
HEALTH AND WELLNESS POLICY

SCHOOL WELLNESS COMMITTEE

The District's Wellness Committee will be a subfunction of the School Site Council. The Site Council will agendize the wellness policy at least one time per year.

Leadership and Oversight

The Superintendent/Principal is designated as the lead person for the wellness policy, responsible for convening the Wellness Committee, ensuring regular updates, and overseeing compliance. The Wellness Committee will include diverse stakeholders, including parents, teachers, school administrators, students, and community members. The committee will meet at least once a year to assess and update the policy, ensuring it remains relevant and effective.

- **Responsibilities of the Wellness Committee:**
  - Conduct an annual review of the wellness policy.
  - Gather input from a broad range of stakeholders, including the school community, parents, and public health experts.
  - Evaluate the success of nutrition programs, physical activity initiatives, and health education programs.
  - Propose necessary revisions based on community needs and policy effectiveness.

Contact Information for Oversight: Superintendent/Principal
P.O. Box 280
Janesville, CA 96114
Phone: 530-253-3660

Public Communication:

- The wellness policy will be published on the district website, made available in the school handbook, and communicated to all stakeholders through email newsletters and during annual parent meetings.

Recordkeeping and Compliance

The District will maintain a comprehensive recordkeeping system to document compliance with the wellness policy at the District Office, including:

- **Written Wellness Policy:** A current version of the wellness policy will be available to the public on the district website.

- **Public Notification Documentation:** Proof of annual notification to parents, students, and the community about the wellness policy and updates.
- **Triennial Progress Assessment:** A report on policy implementation, including feedback from stakeholders, compliance results, and the degree to which the wellness policy goals are being achieved, will be shared annually. The report will include:
    - Schools under the district's jurisdiction.
    - Compliance with wellness standards.
    - A comparison of the district's policy to the USDA Smart Snacks and model wellness policies.
- **Triennial Assessment Contact:**
  Superintendent/Principal, 530-253-3660
  The progress report will be made publicly available on the district website.

Nutritional Programs

Healthy Food Options:

- **School Meals Compliance:**
  A nutritionally balanced breakfast and lunch will be served daily that meet the USDA National School Lunch Program (NSLP) and School Breakfast Program (SBP) standards. Menus will be posted on the district website and shared monthly through school newsletters.
- **Encouraging Healthy Snacks:**
  Parents will be encouraged to provide only healthy snacks, such as fruits, vegetables, and whole grains, for students. Guidelines for healthy snacks will be provided on the district website and distributed through the school newsletter periodically.
- **Ban on Sugary Beverages:**
  Soda and carbonated drinks will be prohibited during school hours. Special events (e.g., parties) may include less stringent guidelines but will be limited to four times per year to encourage healthier alternatives.
- **Special Events:**
  Special food-related events (e.g., school parties, celebrations) will emphasize healthy food choices, with clear guidelines for parents and community members about acceptable items to bring. These events will occur only four times per year to prevent excess sugar consumption.

Classroom Nutrition Awareness:

- Teachers will encourage students to bring nutritious snacks to class, with lessons integrated into various subjects on the importance of balanced diets and healthy eating.

- **Classroom Activities:**
  Students will engage in projects like poster contests promoting healthy eating, and they will learn about the food pyramid and MyPlate through classroom presentations and visual aids.

Student/Community Interaction:

- **Fundraisers:**
  Non-food fundraisers will be prioritized, and all fundraising activities will support wellness initiatives (e.g., fitness events, health-related products).
- **After-School Healthy Food Alternatives:**
  After-school programs will provide healthy snacks and encourage physical activity. Healthy snacks will be selected based on the USDA guidelines.
- **Healthy Food List:**
  An ongoing list of healthy food options will be available to families on the school website, ensuring the community has access to resources promoting good nutrition.

Nutrition Education

Nutritional Education Programs:

- Nutrition education will be integrated into the school curriculum, including science and health classes. Classroom instruction will cover topics such as:
  - The importance of a balanced diet (e.g., understanding food groups).
  - How nutrition affects energy levels and academic performance.
  - Illness prevention and good hygiene practices (e.g., handwashing, avoiding germs).
  - Food labeling and understanding portions.
- **Public Health Campaigns:**
  Students will be educated about disease prevention (e.g., diabetes, obesity) through classroom lessons, assemblies, and school-wide health campaigns.
  - **Health Education Topics Include:**
    - Healthy snacks and meals.
    - The importance of hydration (access to water).
    - Proper nutrition to manage health conditions (e.g., diabetes).
- **Health Aide Services:**
  The school health aide will:

- Offer health screenings (e.g., vision, hearing, dental).
- Provide health education on healthy eating habits, especially for students with chronic health conditions.
- Promote the importance of vaccinations and help ensure immunization compliance.

- **Interactive Resources:**
  Classrooms will display health-related posters, and the school will offer resources to parents about nutrition, illness prevention, and safety tips.

Physical Health and Activities

Physical Education (PE):

- **Grade-Level PE Requirements:**
  Physical Education will be provided in compliance with California Education Code (EC sections 51210 and 51223), with a minimum of 200 minutes every 10 school days for grades 1-8.
- **PE Curriculum:**
  The PE curriculum will align with the California State Board of Education Physical Education Framework, ensuring that students engage in age-appropriate activities that promote physical fitness and well-being.

School-Wide Fitness Initiatives:

- **Schoolwide Events:**
  Events will be held and promoted such as a Spring-a-Thon that will encourage physical activity through fun and competition. Walk/Jog events will be organized to promote fitness, with students raising money for wellness programs and community projects.
- **Fitness Testing:**
  Grades 5 and 7 will participate in annual spring fitness testing, including assessments of endurance, strength, and flexibility, as preparation for high school physical education programs.

Competitive Foods and Beverages

- **USDA Smart Snacks Compliance:**
  Foods and beverages sold outside of the school meal programs will meet the USDA Smart Snacks standards for healthy snacks and beverages. These include limitations on sugar content, fat content, and portion sizes.

- **After-School Sale Guidelines:**
  Non-compliant foods may be sold after school hours at school-sponsored events, but only after half an hour has passed since the school day ended.

Water Availability

- **Access to Water:**
  Drinking water will be readily available in all eating areas, during mealtime, and throughout the school day. Students will be encouraged to drink water regularly to stay hydrated and promote better concentration during lessons.

Monitoring, Implementation, and Evaluation

- **Monitoring and Reporting:**
  The Superintendent/Principal will ensure the wellness policy is effectively implemented through continuous monitoring. The Wellness Committee will evaluate the policy at least once a year, with adjustments made based on feedback from students, staff, and parents.
- **Triennial Assessment Process:**
  A detailed evaluation report will be produced every three years to assess policy compliance, review the effectiveness of nutrition and physical activity programs, and measure progress toward achieving wellness goals.

USDA Nondiscrimination Statement

The District will post the USDA Nondiscrimination Statement in all school spaces, including the cafeteria, hallways, and on the district website. The policy will explicitly mention that no one will be discriminated against based on race, color, national origin, sex, disability, or age.

SNAP and FDPIR State or local agencies, and their sub-recipients, must post the following Nondiscrimination Statement:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of

hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or
(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Board Approval: 4-8-25

APPENDIX D
ATHLETIC AGREEMENT

JANESVILLE UNION SCHOOL DISTRICT
ATHLETIC AGREEMENT
2026-2027

ATTENDANCE

1. Attendance at practice and contests is mandatory. Any athlete who misses practice or a game, who does not contact their coaches with a valid excuse the day of the absence, will not be allowed to participate in the next event. Schoolwork and serving detention are not valid excuses for missing practice; athletes should plan accordingly to avoid such conflicts.

2. Athletes are expected to remain with their coaches and team members in the facility during all events. They are under the direct supervision of their coaches and parent/guardians and are required to uphold the school's "code of conduct" when participating in sports. Athletes should avoid any conflicts with others and immediately report any problems to their coaches.

EQUIPMENT

1. The school is not responsible for personal items brought on campus or to the events.

2. Athletes who show up to practice or events without the required uniform/equipment will not be allowed to participate. Only the athlete to whom the uniform/equipment is issued may use those items.

3. Athletes are responsible for the cleaning and proper care of their issued uniforms/equipment during the sport or season. An athlete who loses or damages school uniforms/equipment shall be required to pay for that item.

4. Athletes who fail to return issued uniforms/equipment as directed by their coaches will not be allowed to participate in future activities (sports, dances, trips, etc.) until the uniforms/equipment is turned in or paid for.

ELIGIBILITY

1. An athlete must maintain a 2.0 citizenship and academic grade point average. Athletes will be placed on academic or citizenship probation based on their quarterly grades. Athletes will be immediately placed on citizenship probation if their grades fall below a "C" average. Athletes who do not have a 2.0 average in academics are eligible to acquire a *Statement of Understanding*, as noted in the Wildcat Handbook (see "Academic Probation").

2. If an athlete has a note from a doctor, excusing them from PE, they will not participate in sports until cleared by their physician.

3. In order for an athlete to participate in a practice or event, they **must** be present at school the entire day of the practice or event. Exceptions to this rule are medical and dental appointments; a valid note from the doctor **shall** be presented to the coach prior to participation. Should the practice or event fall on a Holiday or weekend, in order to participate, athletes must be present the entire proceeding day of the practice or event.

4. Janesville athletes represent the school and should serve as role models for younger students; therefore, athletes must maintain satisfactory behavior in and out of the classroom (3 or fewer disciplinary checks in one day). Athletes will be suspended from the game or event that day or a game or event later during the season, selected by the coach or administrator, if they fail to demonstrate appropriate behavior in class or on the playground.

5. Janesville School athletes are recognized for their good sportsmanship, a reputation we want to maintain, for that reason, behavior from the bench must be exemplary. Players are not allowed to question calls made by the referee and will not taunt or intentionally distract opposing team members. Players who participate in such behavior, determined by the coach, during practice or games, may be permanently suspended from the team. In the event a student is ejected from a game, or disciplined for severely negative behavior during a game, the student athlete will lose the privilege of playing for the rest of the game and the next game. The severity of the incident may result in the suspension from the remainder of a tournament or permanent suspension from the team at the discretion of coach(es), athletic director and school administration.

6. An important aspect of sportsmanship is team play and team membership. Team members will be taught how to treat each other with respect and coached to encourage each other during practice and competition. Athletes who participate in bullying, hazing, or practical jokes during practice or events or any other time outside of athletics, may be promptly removed from the team. Team players shall report all such cases immediately to the coach.

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

EARLY RELEASE

1. Athletes that require early release from school may have it granted if all of the following conditions are met:

   Athletes must sign out through the attendance office prior to leaving for the event.

2. If an athlete has to leave early for a game, they are responsible for the work that is due the next school day.

3. If an athlete, with work due, leaves school early to participate in an event, they will be excluded from the next game. If the season is over, they will not be permitted to participate in another extracurricular activity: games, tournaments, honor trips, dances, etc.

PHYSICALS AND INSURANCE

1. All athletes who desire to take part in school sports must have a physical at least once every calendar year, certifying that they are in good health and fit to participate. A completed *Athletic Health Statement* **must** be given to the coach prior to participation in any open gyms, practices, games, tournaments, or other events.

2. Athletes are encouraged to schedule their physicals during the Summer Break so they will be covered for the following school year, which will provide ample time to make appointments and avoid delays in participation.

3. The school provides basic insurance.

TRANSPORTATION

1. Athletes are expected to arrange transportation with their parents/guardians for all practices, games, events, or tournaments. When the athletic contest is over, athletes must leave with their parents/guardians and are not allowed to hang around on school grounds following the event unless they are with their parents/guardians. Athletes may remain at the event with other parents if they give the coaches a note or other reasonable evidence, indicating the individual responsible for the athlete.

2. Students may only ride with parents, other than their own, who have completed insurance forms on file with the District Office and with proper paperwork filled out. Twenty-four hours' notice is requested so all paperwork can be taken care of. Prior to leaving for an event and after having been contacted by the parents, coaches will provide the office with a list of students who are riding with other parents/guardians, prior to leaving for an event.

Board Approved Date: 8-18-26

APPENDIX E
BULLYING POLICY

Bullying and Cyberbullying

The student code of conduct includes, but is not limited to:

- Students are expected to immediately report incidents of bullying to a staff member or principal.
- Students can rely on staff to promptly and thoroughly investigate each complaint of bullying/cyberbullying. The staff will make reasonable efforts to keep a report of bullying/cyberbullying and the results of the investigation confidential.
- If the complainant or the parent/guardian of the student feels that the appropriate resolution of the investigation or complaint has not been reached, the student or the parent/guardian of the student should contact the superintendent/principal.
- The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.
- Students also may be subject to discipline for any off-campus conduct during nonschool hours which poses a threat or danger to the safety of students, staff, or district property, or substantially disrupts the educational program of the district or any other district in accordance with law, Board policy, or administrative regulation.
- As defined below, any student who engages in bullying/cyberbullying may be subject to disciplinary action up to and including suspension and/or expulsion as per board policy.

Harassment of students or staff, such as bullying, including cyberbullying, intimidation, hazing or initiation activity, ridicule, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering.

"Cyberbullying" includes the transmission of communications, posting of harassing messages, direct threats, social cruelty, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation or friendships.

Policy 5131.2: Bullying

Status: ADOPTED

Original Adopted Date: 01/20/2015 | **Last Revised Date:** 05/21/2024 | **Last Reviewed Date:** 05/21/2024

This policy shall apply to all acts constituting bullying related to school activity or to school attendance occurring within a district school, to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school, and to all acts of the Governing Board and the Superintendent/Principal in enacting policies and procedures that govern the district.

The Board recognizes the harmful effects of bullying on student well-being, student learning, and school attendance and desires to provide a welcoming, safe, and supportive school environment that protects students from physical, mental, 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/Principal or designee shall develop strategies for addressing bullying in district schools with the involvement of students, parents/guardians, and staff. As appropriate, the Superintendent/Principal 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 Administrative Regulation 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/Principal 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/Principal 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/Principal or designee shall allow the transfer in accordance with law and district policy on intradistrict or interdistrict transfer, as applicable.

District families are encouraged to model respectful behavior, contribute to a safe and supportive learning environment, and monitor potential causes of bullying.

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

Regulation 5131.2: Bullying

Status: ADOPTED

Original Adopted Date: 01/20/2015 | **Last Revised Date:** 05/21/2024 | **Last Reviewed Date:** 05/21/2024

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, which may be shared, sent, or posted publicly. Cyberbullying may include, but is not limited to, personal or private information that causes humiliation, false or negative information to discredit or disparage, or threats of physical harm. Cyberbullying may also include 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 that occurs on electronic devices such as computers, tablets, or cell phones, such as sending demeaning or hateful text messages, direct messages or public posts on social media apps, gaming forums, or emails, spreading rumors by email or by posting on social networking sites, shaming or humiliating by allowing others to view, participate in, or share disparaging or harmful content, or posting or sharing embarrassing photos, videos, website, or fake profiles

Measures to Prevent Bullying

The Superintendent/Principal or designee shall implement measures to prevent bullying in district schools, including, but not limited to, the following:

1. Developing a strategic plan for school connectedness and social skills with benchmark tracking, which may include providing regular opportunities and spaces for students to develop social skills and strengthen relationships and promoting adult support from family and school staff, peer-led programs, and partnerships with key community groups, implementing socially based educational techniques such as cooperative learning projects that can improve educational outcomes as well as peer relations, creating a supportive school environment that fosters belonging through equitable classroom management, mentoring, and peer support groups that allow students to lean on each other and learn from each other's experiences, and building social connection into health education courses including information on the consequences of social connection on physical and mental health, key risk and protective factors, and strategies for increasing social connection

2. Ensuring that each school establishes clear rules for student and staff conduct and implements strategies to promote a positive, supportive, and collaborative school climate

3. Providing information to students, through student handbooks, district and school websites 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

4. 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

5. 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

6. 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/Principal 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/Principal 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/Principal 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

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 website pursuant to Education Code 221.61, and a link to the Title IX information included on CDE's website pursuant to Education Code 221.6

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

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

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

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

Student Instruction

As appropriate, the district shall provide students with instruction, in the classroom or other educational settings, that promotes social-emotional learning, effective communication and conflict resolution skills, character

development, respect for cultural and individual differences, self-esteem development, assertiveness skills, digital and media literacy 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 are responsible for teaching and modeling respectful behavior and building safe and supportive learning environments, and are 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 Administrative Regulation 1312.3 - Uniform Complaint Procedures. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

Within one business day of receiving such a report, a staff member shall notify the principal of the report, regardless of whether 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, regardless of whether 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 Administrative Regulation 1312.3.

Any individuals with information about cyberbullying activity shall save and print any electronic or digital messages that they feel constitute cyberbullying and shall notify a teacher, the principal, or other employee so that the matter may be investigated. When an investigation concludes that a student used a social networking site or service to bully or harass another student, the Superintendent/Principal or designee may report the cyberbullying to the social media platform and may request the material be 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 a student has been suspended, or other means of correction have been implemented against the student, for an incident of racist bullying, harassment, or intimidation, the principal or designee shall engage both the victim and perpetrator in a restorative justice practice suitable to the needs of the students. The principal or designee shall also require the perpetrator to engage in a culturally sensitive program that promotes racial justice and equity and combats racism and ignorance and shall regularly check on the victim to ensure that the victim is not in danger of suffering from any long-lasting mental health issues. (Education Code 48900.5)

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent/Principal or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

Support Services

The Superintendent/Principal, principal, or 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/Principal 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, in accordance with Board Policy and Administrative Regulation 5141.52 - Suicide Prevention.

APPENDIX F
WIRELESS COMMUNICATON DEVICE CONTRACT

Janesville Union Elementary School District
Student Use of Wireless Communication Devices Contract

The Board of Trustees of the Janesville Union Elementary School District recognizes that students in a rural school without access to a public pay phone may need to use a wireless communication device as a safety precaution following school events or at the end of the school day. The following contract allows students to carry wireless communication devices at Janesville School.

1. By completing this form, the parent/guardian declares that their son/daughter will have a wireless communication device on campus and have registered the student's phone number with the office. This will be done at the beginning of each school year thereafter.

2. Wireless Communication Devices will remain turned off during the school day and in the student's backpack or provided caddy. (7:45 a.m.-2:25 p.m.) (Students may wear smart watches as long as they do not become a distraction to the learning environment.)

3. Any student who wishes to arrange changes in transportation home or to school may not do so through a wireless communication device use but must follow regular school procedures.

4. Wireless Communication Devices may be used on school busses following approved policy and/or individual driver's procedures.

5. Student/Parent/Guardian understands that the district will not be responsible for any lost Wireless Communication Devices or lost phone service.

6. The Superintendent/Principal, or designee, shall confiscate any wireless communication device not used as outlined above and the student may lose his/her privilege to have a wireless communication device at school. They will be sent to the office. Once a wireless communication device has been confiscated, it will be the responsibility of the parent(s)/guardian(s) to come to the school to claim the device. The school is not responsible to notify the parent(s)/guardian(s) that the phone has been confiscated.

8. Students who fail to follow the wireless communication device policy may also be prohibited from bringing a wireless communication device to school for the remainder of the school year. Students will be subject to the Disciplinary Check (√) System for violation of school rules.

9. Students are prohibited from taking photos and/or videos of other students while on District property.

Janesville Union Elementary School District
Student Use of Wireless Communication Devices Contract

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

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

_____	_____
Parent/Guardian Signature	Student Signature
_____	_____
Date	Date

Policy adopted: 8/18/26

JANESVILLE UNION ELEMENTARY SCHOOL DISTRICT
Janesville, California

JANESVILLE SCHOOL SONG

WE ARE JANESVILLE UNION WILDCATS

JANESVILLE WILDCATS DO OR DIE

REAL HEP COOL CATS FROM OLE' JANESVILLE U

WE HAVE A TEAM THAT WILL TRY

RAH, RAH, RAH

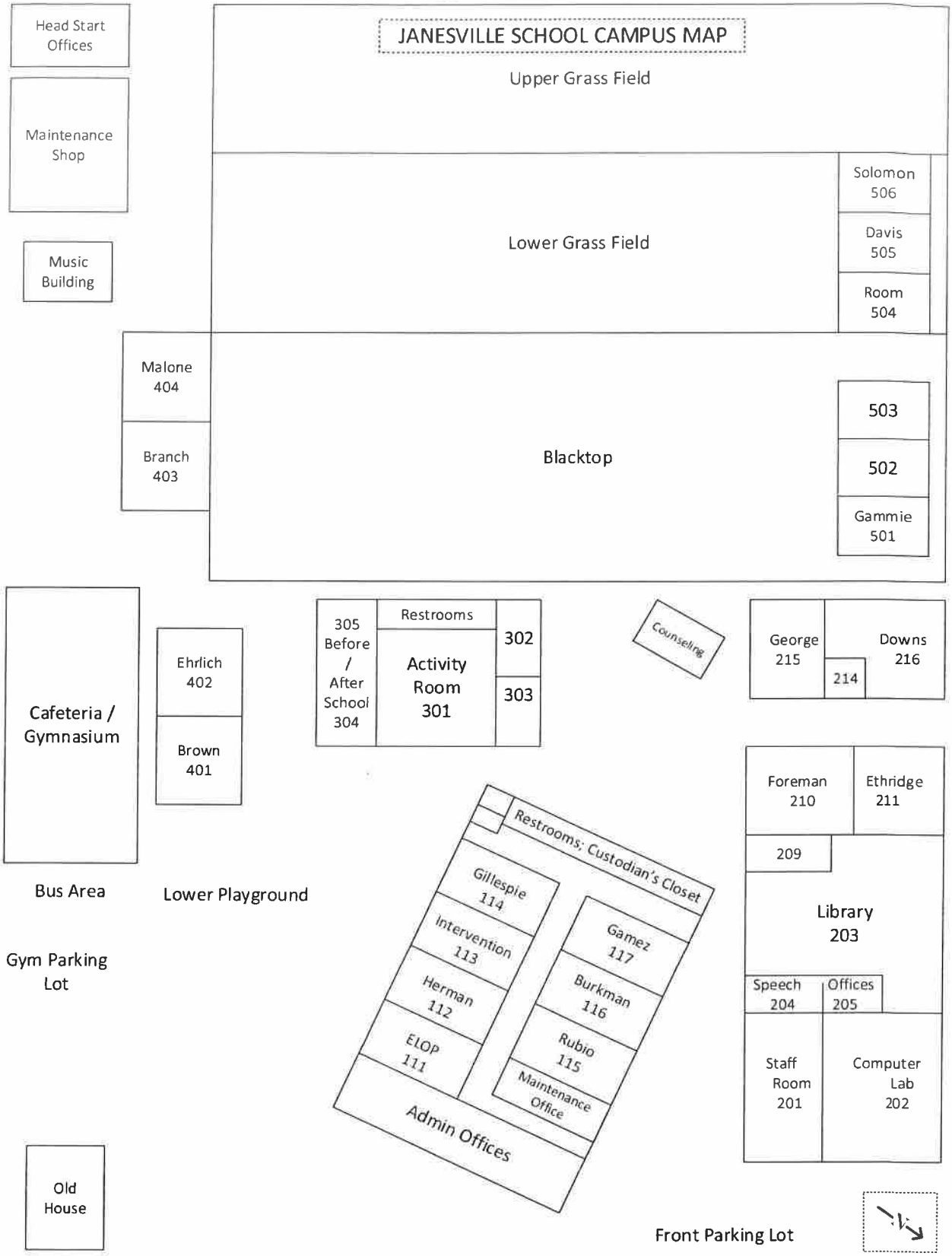
RED WILL SHOW YOU WE'RE COURAGEOUS

BLUE MEANS LOYAL THROUGH AND THROUGH

WHITE MEANS FIGHT AND FIGHT WITH MIGHT

THAT'S WHAT ALL WILDCATS DO

WILDCATS FROM GOOD OLE' JANESVILLE U

GRRRRRRR RAH!

JANESVILLE SCHOOL CAMPUS MAP