

## Mary Zerba

maryzerba@hotmail.com 707.738.3014 Millville, CA 96062

### SUMMARY OF QUALIFICATIONS

- Customer Service Professional with over 10 years experience working in fast paced environments
- Knowledge of principles and methods for showing, promoting and selling products or services
- Familiar of principles and processes for providing customer and personal services.
- Exceptional communication, time management and organizational skills
- Proven ability to make difficult decisions independently, be accountable, exceed goals and achieve high quality results through strong planning and implementation skills
- Accounting experience in treasury management, credit, collections, cash application, billing, month-end accounting close, general ledger analysis and month-end financial reporting

### PROFESSIONAL EXPERIENCE

#### **Munchkin University**

**2019-Present**

#### **Cook/Classroom Aid**

- Prepare and execute daily meals for the school
- Maintain school cleanliness and organization
- Ensure the inventory of food and cleaning supplies
- Classroom Aid

#### **Beazley House Luxury Inns**

**2007-2017**

#### **Concierge/Innkeeper:**

- Reservations, accommodate guests by registering and assigning rooms. Presenting statements to and collecting payments from departing guests.
- Concierge service, determine nature and purpose of visit, schedule appointments, maintain and update appointment calendars.
- Retail sales, generating sales by providing excellent product knowledge.
- Inspect guest rooms, public areas, and grounds for cleanliness and appearance.
- Prepare meals and conduct evening wine tastings.

#### **Platypus Tours – Fleet Maintenance, Inventory Control, Purchasing**

**2008-2016**

#### **Fleet Maintenance:**

- Monitored a preventative maintenance program to ensure cost effective maintenance.
- Analyzing all information and evaluating results to choose the best solution and solve problems.
- Maintained complete inventory system through recording of all expenditures of each vehicle, maintenance equipment, fuel, repair parts, supplies, etc.

**Inventory/Purchasing:**

- Prepared purchase orders, receiving, storing, issuing of goods.
- Supervised the offloading process, the subsequent arrangement of merchandise, material, etc.
- Verified the receipt of items ordered, resolving any errors with suppliers.
- Managed relationships with key suppliers to maintain quality of goods and timely delivery.

**Napa Valley Wine Train – Accounting Clerk, Safety Coordinator****1992-2007****Accounts Payable/Receivable:**

- Analyzed and reconciled balance sheet and selected income statement accounts to ensure accurate and complete recording of various commercial transactions.
- Prepared and processed transactions for billing adjustments and customer chargebacks. Record and process payment of suppliers and general vendor invoices.
- Recorded cash receipts and prepared bank reconciliations.

**Safety Coordinator:**

- Planned and implemented with department leads the safety policies and procedures in compliance with local, state and federal regulations.
- Trained managers and employees in work site safety practices, fire prevention, and correct handling techniques for chemicals, toxins, equipment and other materials.
- Conducted safety committee meetings for all departments.
- Investigated accidents and injuries, prepared material and evidence for organization use in hearings, lawsuits and insurance investigations.
- Compiled and submitted reports required by regulatory agencies.
- Maintained records in compliance with Cal/OSHA and the Federal Railroad Administration.

**EDUCATION****Certificate in Financial Management, Napa Solano College****Certificate in Occupational Safety and Health****Napa High School**





# Oak Run Elementary School

P.O. Box 48 • Oak Run, CA 96069 • Phone (530) 472-3241 • Fax (530) 472-1087 • oakrunschool.org

September 5, 2024

27899 Whitmore Rd.  
Whitmore, Ca 96069

Dear Mary,

We are ecstatic to have you part of our Team for the 2024-2025 school year! We feel you will help us fulfill our Vision for kids!

Your Classified Contract offer is:

Position:	Cook
Pay Rate:	Column A, Step 22 = \$21.88
Daily Hours:	8 hours
Weekly Hours:	40 hours
Total Work Days:	175 (September 5, 2024 – June 9, 2025)
Holidays Paid:	9
Total Paid Days	185
FTE:	1
Vacation Factor:	3.8460%
PERS	No
Health Benefits	No

Note: Work days may change per required calendar changes.

Sincerely,

Misti Livingston, Superintendent/Principal

I, Tristen Helms, accept this offer of employment and conditions.

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(Signature)



# Oak Run Elementary School

P.O. Box 48 • Oak Run, CA 96069 • Phone (530) 472-3241 • Fax (530) 472-1087 • oakrunschool.org

August 26, 2024

#3 Helms Rd. (29095 Chickaree Ln.)  
Round Mountain  
Round Mountain, Ca 96084

Dear Tristen,

We are ecstatic to have you part of our Team for the 2024-2025 school year! We feel you will help us fulfill our Vision for kids!

Your Classified Contract offer is:

Position:	Custodian
Pay Rate:	Column A, Step 5 = \$16.00
Daily Hours:	4 hours
Weekly Hours:	20 hours
Total Work Days:	177 (August 26, 2024 – June 9, 2025)
Holidays Paid:	10
Total Paid Days	187
FTE:	.5
Vacation Factor:	3.8460%
PERS	No
Health Benefits	No

Note: Work days may change per required calendar changes.

Sincerely,

Misti Livingston, Superintendent/Principal

I, Tristen Helms, accept this offer of employment and conditions.

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(Signature)



# Oak Run Elementary School

P.O. Box 48 • Oak Run, CA 96069 • Phone (530) 472-3241 • Fax (530) 472-1087 • oakrunschool.org

July 30, 2024

Glynn Gregory  
19601 Old Indian Trail  
Redding, CA 96003

Dear Glynn,

We are ecstatic to have you part of our TEAM for the 2024-25 school year! We feel you will help us fulfill our Vision for kids!

Your personal service agreement is:

Position:	Psychologist
Pay Rate:	\$130.00/ hr
Daily Hours:	As needed
Weekly Hours:	N/A
Total Work Days:	N/A
Holidays Paid:	N/A
Total Paid Days	N/A
FTE:	N/A
Vacation Factor:	N/A
PERS	No
Health Benefits	No

Sincerely,

Misti Livingston, Superintendent/Principal

I, Glynn Gregory, accept this offer of employment and conditions.

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(Signature)





# Oak Run Elementary School District

P.O. Box 48 • Oak Run, CA 96069 • Phone (530) 472-3241 • Fax (530) 472-1087

July 30, 2024

Jill Spooner  
13582 Oak Run Rd.  
Oak Run, CA  
96069

Dear Jill,

We are ecstatic to have you part of our TEAM for the 2024-2025 school year! We feel you will help us fulfill our Vision for kids!

Your personal service agreement is:

Position:	Reading Specialist
Pay Rate:	Column A, Step 2 = \$21.22/hr.
Daily Hours:	TBD
Weekly Hours:	Up to, but not more than 20 hrs.
Total Work Days:	TBD (August 15, 2024 through June 9, 2025)
Holidays Paid:	N/A
Total Paid Days	N/A
FTE:	N/A
Vacation Factor:	N/A
PERS	No
Health Benefits	No

Note: Work days may change per required calendar changes.

Sincerely,

Misti Livingston, Superintendent/Principal

I, Jill Spooner, accept this offer of employment and conditions.

  
(Signature)

# OAK RUN ELEMENTARY SCHOOL DISTRICT

## STATUS CHANGE FORM

EMPLOYEE NAME: Jill Pearson/Spooner EMPLOYEE ID#: \_\_\_\_\_ FISCAL YEAR: 2024/2025

**EMPLOYEE UPDATE/CHANGE:** (Please provide documentation)

EMPLOYEE OUT ON LEAVE: MEDICAL \_\_\_\_\_ WORK COMP \_\_\_\_\_ EFFECTIVE DATE: \_\_\_\_\_  
NAME/ADDRESS CHANGE: \_\_\_\_\_ FED/STATE TAX CHANGE: \_\_\_\_\_ UPDATED TB DATE: \_\_\_\_\_  
DIRECT DEPOSIT CHANGE: \_\_\_\_\_  
EMPLOYEE CHANGE NOTES: \_\_\_\_\_

**POSITION CHANGE:** \_\_\_\_\_ (Position changes require Authorized District Signature)

FTE/HRS PER DAY: FROM: .5 TO: PSA EFFECTIVE DATE: 8-15-2024  
SALARY SCHEDULE PLACEMENT CHANGE: N/A EFFECTIVE DATE: \_\_\_\_\_  
EMPLOYEE TYPE CHANGE: CERTIFICATED N/A CLASSIFIED N/A EFFECTIVE DATE: \_\_\_\_\_

POSITION CHANGE NOTES: \_\_\_\_\_

**EMPLOYEE DEDUCTION ADD/CHANGE:** (Please provide documentation)

DEDUCTION: \_\_\_\_\_ DEDUCTION AMT: \_\_\_\_\_ EFFECTIVE DATE: \_\_\_\_\_

DEDUCTION ADD/CHANGE NOTES: \_\_\_\_\_

(Vendor Name, Deduction months if not every payroll month, etc.)

**EMPLOYER CONTRIBUTION ADD/CHANGE:** (Please provide documentation)

CONTRIBUTION: \_\_\_\_\_ CONTRIBUTION AMT: \_\_\_\_\_ EFFECTIVE DATE: \_\_\_\_\_

CONTRIBUTION ADD/CHANGE NOTES: \_\_\_\_\_

(Vendor Name, Contribution months if not every payroll month, etc.)

**HEALTH INSURANCE ADD/CHANGE:** (Please submit enrollment/change form for payroll processing)

NEW PLAN : \_\_\_\_\_ CHANGE PLAN: \_\_\_\_\_ ER CAP CHANGE: \_\_\_\_\_ EFFECTIVE DATE: \_\_\_\_\_

HEALTH INSURANCE ADD/CHANGE NOTES: \_\_\_\_\_

**ADDITIONAL PAY ADD/CHANGE:** (Additional Payments/Changes require Authorized District Signature)

TYPE & DESCRIPTION OF PAYMENT: \_\_\_\_\_ ADD: \_\_\_\_\_ CHANGE: \_\_\_\_\_ END: \_\_\_\_\_ EFFECTIVE DATE: \_\_\_\_\_

AMOUNT: \_\_\_\_\_ PAY FREQUENCY: MONTHLY \_\_\_\_\_ ONE TIME PMT (PROVIDE PAY DATE): \_\_\_\_\_ OTHER: \_\_\_\_\_

District Signature: Mitch Livingston

Date: 8-20-2023



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## September Board Meeting / Special Board Meeting

1 message

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**Patty Blythe** <pblythe@shastacoe.org>  
To: Misti Livingston <mlivingston@oakrunschool.org>

Fri, Sep 6, 2024 at 1:33 PM

Hi Misti,

I am VERY close to finished with closing the 2023/24 books for your district. I still need to do the Narrative that goes with the reports. And I am proofing everything. It will not be completed and reviewed before you need to send out your agenda for next week's meeting. You may need to do a special meeting later in September for the following items (I know some of them are already on your list):

- 23/24 Unaudited Actuals (closing SACS reports w/narrative)
- 23/24 GANN Resolution
- 24/25 LCAP - board approval with any updates made in the instructional and fiscal approval process
- Sufficiency of Instructional Materials (because it needs to be posted in 3 places in town 10 days prior to the meeting)
  - if the 10 day requirement is met, it could be approved at the regular September meeting.

Thank you,

**Patty Blythe**  
Accountant

Shasta County Office of Education  
1644 Magnolia Ave.  
Redding, CA 96001  
O: 530-225-0252  
F: 530-225-0278  
pblythe@shastacoe.org



On Mon, Aug 26, 2024 at 1:12 PM Patty Blythe <pblythe@shastacoe.org> wrote:

Hi there,

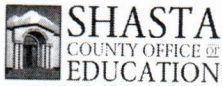
I will need to confirm with you on the following questions for closing. If you could reply today, that would be helpful. There is still A LOT to do before your September board meeting.

Thank you so much!

**Patty Blythe**  
Accountant

Shasta County Office of Education  
1644 Magnolia Ave.  
Redding, CA 96001  
O: 530-225-0252  
F: 530-225-0278  
pblythe@shastacoe.org





On Thu, Aug 22, 2024 at 9:08 PM Patty Blythe <pblythe@shastacoe.org> wrote:  
Hi Misti,

I would like to add to the list below. I am also crunching numbers to apply Instructional Aide time to spend ESSER III to zero. I went back and checked and Instructional Aides are in the ESSER III Plan. I asked some questions and we can spend Lottery money for your outdoor tables and chairs... providing that you can argue that they will be used for Instructional purposes. Which I think will work if you have classrooms running outside at times or student testing, etc. Lots of Instructional purposes in my opinion.

This way, you don't need to worry about the deadline of spending the rest of the money. There is about \$20,000 in Lottery funds so no problem with using \$6000 or so on tables.

Thank you so much!

**Patty Blythe**  
Accountant

Shasta County Office of Education  
1644 Magnolia Ave.  
Redding, CA 96001  
O: 530-225-0252  
F: 530-225-0278  
pblythe@shastacoe.org



On Mon, Aug 19, 2024 at 1:05 PM Patty Blythe <pblythe@shastacoe.org> wrote:

I am working on all sorts of journal entries to get your books closed. I am working with our previous emails about the Camp Coral after school program. I have done the following...

- Moved 1 hour of OT per day of Wayne's time over to ELOP for the afternoon bus run.
- Moved 20% of fuel cost \$2616 over to ELOP for afternoon bus run
- Confirmed 25% of Andrea is in ELOP for after school program
- Confirmed Kara's overtime is in ELOP for after school program
  - **Is it unrealistic for 25% of Kara's regular day to also be in the after school prgm? Too much?**

I will keep working of it...

Thank you for your help!

**Patty Blythe**  
Accountant

Shasta County Office of Education  
1644 Magnolia Ave.  
Redding, CA 96001  
O: 530-225-0252  
F: 530-225-0278  
pblythe@shastacoe.org







# SHASTA COUNTY OFFICE OF EDUCATION

*To be leaders in educational excellence, offering support to schools and community to ensure Shasta County students receive a quality education preparing them for high school graduation and success in career and college.*

**Superintendent**  
Mike Freeman

**Board of Education**  
Robert Brown  
Amy Cavalleri  
Authur Gorman  
Laura Manuel  
Denny Mills  
Cindy Vogt

September 6, 2024

Board of Trustees  
Oak Run Elementary School District  
27480 Oak Run to Fern Rd.  
Oak Run, CA 96069

Re: Shasta County Office of Education Attendance Review Report for 2021/22 and 2022/23

To Superintendent Livingston and the Board of Trustees:

I am writing to summarize the outcome of the Shasta County Office of Education's review of the Oak Run Elementary School District's attendance reports for previous fiscal years. As a result of reviews by Shasta County Office of Education (SCOE) and an independent auditor, SCOE has determined that the District is required by October 1, 2024, to amend and refile its 2021/22 and 2022/23 fiscal year attendance reports with CDE to report corrected average daily attendance (ADA).

### Background Information on the Review of the District's Attendance Data

As you know, the District employs outside independent auditors for annual financial and compliance audits as required by the Education Code. A failure to comply with various Education Code requirements can prevent the District from counting some students' attendance when calculating average daily attendance (ADA) to determine the amount of the District's state funding. As one example, a student must have certain immunizations to attend public school in-person and the District cannot count their in-person attendance towards ADA if they are not immunized. (Health & Safety Code sec. 120335.) In recent years, the District's auditor had not reviewed District students' immunization status because the reported immunization data did not trigger an audit.

On September 18, 2023, SCOE received anonymous written allegations that some District students were attending school in-person without satisfying California's student immunization requirements or possessing a valid immunization exemption. In response, SCOE enlisted the aid of the Shasta County Health and Human Services Agency and audited the immunization status of 30 District students. From the records reviewed by SCOE and the Health and Human Services Agency, only 13 of the 30 students satisfied California's immunization requirements or possessed a valid exemption. As a result, the District could not count the other 17 students

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when calculating ADA and the District's revenue would have to be revised down significantly. This information was shared with you in SCOE's December 13, 2023, "Going Concern Determination," which noted SCOE's concern that the District was at risk of insolvency and may be unable to meet its financial obligations. Additional details were provided to you in a February 21, 2024, letter which calculated that the District could only claim ADA of between 1/4<sup>th</sup> or 1/3<sup>rd</sup> the amounts that had been reported to SCOE and the California Department of Education in recent budget reports.

In response to the December 13, 2023, Going Concern Determination, it was reported to SCOE that many of the unvaccinated students had been participating in independent study (which is not subject to immunization requirements) instead of in-person instruction. Different reporting requirements apply to independent study, including "Master Agreement" contracts signed by each family and the collection of work samples as evidence of the student's independent work. If the required records are not maintained, then the student's work cannot be counted towards ADA calculations.

### Findings

SCOE conducted an internal review of the District's independent study program and attendance records for the 2023/24 fiscal year. SCOE District Fiscal Services staff reviewed all attendance reports, student enrollment records, independent study agreements, and immunization records provided by District staff. SCOE could not identify any Education Code-compliant Master Agreements for independent study and expanded the scope of the review to include records for the 2021/22 and 2022/23 fiscal years. These findings and SCOE's recommendations were provided to you in the February 21, 2024, letter which also calculated ADA revisions.

To validate the determination of 2023/24 ADA, the County Office engaged the firm of Wilkinson, Hadley, King & Co. LLP to perform agreed-upon procedures related to the District's independent study program and data. The procedures requested were those outlined in the K-12 school audit guide. The result of the agreed-upon procedures engagement validated SCOE's previous findings, but also confirmed that attendance was correctly reported for 2023/24 because the District had not ultimately claimed ADA derived from independent study when it submitted its official attendance reports to SCOE and CDE. Additionally, the District corrected its 2023/24 reported ADA to include only the ADA generated by students in compliance with California's immunization requirements. A copy of the agreed-upon procedures report is attached for your reference.

### Necessary Revisions to Claimed ADA

The County Office was also required to review prior year attendance data for 2021/22 and 2022/23. After reviewing all records provided, SCOE has determined that the District over

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claimed ADA in both the 2021/22 and 2022/23 fiscal years by reporting average daily attendance for students who did not satisfy California’s immunization requirements or possess a valid exemption. The District is required by October 1, 2024, to amend and refile its 2021/22 and 2022/23 fiscal year attendance reports with CDE.

Below is a summary of the original ADA claimed and the amended ADA that will need to be refiled with CDE.

	<u>2021/22</u>	<u>2022/23</u>
Original ADA	51.88	50.28
Revised ADA	13.82	16.11
Overstated ADA	38.06	34.17

The district’s overstated revenues are approximately \$820,275, as outlined on the attached LCFF Revenue Calculation summary, which will be required to be returned to the State.

As mentioned earlier, although the District had independent audits conducted for the 2021/22 and 2022/23 fiscal years, the auditor did not review immunizations because the District did not meet the criteria that required that review. It is unfortunate that this immunization noncompliance was not discovered and corrected earlier through the regular audit process. Regardless of testing by auditors, the District has a responsibility to ensure that all regulations around immunization are adhered to in order to claim average daily attendance for students enrolled in in-person instruction.

Next Steps

After submitting the amended attendance reports by October 1, 2024, the District can request a repayment plan for the calculated penalty. It is recommended that the District request a maximum repayment schedule of up to eight years. In addition to the repayment plan request, the District can request a Summary Review through the Education Audit Appeals Panel (EAAP) utilizing SCOE’s review findings. The Summary Review process may provide relief from the calculated penalty if the District can demonstrate substantial compliance. SCOE District Fiscal Services staff can assist the District on how to initiate both the repayment plan and Summary Review requests.

The Shasta County Office of Education recognizes that students were in attendance and the Oak Run Elementary School District was educating those students at substantial expense. The EAAP may take this into account if the District requests a Summary Review. However, attendance must be reported according to the various regulations and reporting requirements as

established by the Education Code and the California Department of Education. Due to the findings summarized here and substantial decrease in revenues, the District will be faced with a significant financial liability that will negatively impact the current fiscal condition of the district.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mike Freeman", with a long horizontal flourish extending to the right.

Mike Freeman  
Shasta County Superintendent of Schools





BRIAN K. HADLEY, CPA  
AUBREY W. MANN, CPA  
KEVIN A. SPROUL, CPA

INDEPENDENT ACCOUNTANT'S REPORT  
ON APPLYING AGREED-UPON PROCEDURES

Shasta County Office of Education  
1644 Magnolia Ave.  
Redding, California 96001

We have performed the procedures enumerated in Appendix A on Independent Study of Oak Run Elementary School District (the District) as for 2023-24 fiscal year. Oak Run Elementary School District's management is responsible for compliance with Independent Study requirements, which are conditions of apportionment for funding of the program.

Shasta County Office of Education (the COE) has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of evaluating whether apportionment can be claimed for independent study at Oak Run Elementary School District for the 2023-24 fiscal year. Oak Run Elementary School District acknowledges the procedures performed, and the intended purpose of the procedures. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

Procedures we agreed to perform are identified in Appendix A. Results of procedures performed are identified in Appendix B.

We were engaged by Shasta County Office of Education to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the AICPA. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on independent study compliance. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of Oak Run Elementary School District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of Shasta County Office of Education and Oak Run Elementary School District and is not intended to be and should not be used by anyone other than those specified parties.

El Cajon, California  
August 13, 2024



## APPENDIX A: AGREED UPON PROCEDURES

1. Verify that the LEA has adopted board policies, and has implemented those policies, pursuant to rules and regulations adopted by the Superintendent, that include, but are not limited to, all of the following:
  - a. The maximum length of time, by grade level and type of program, that may elapse between the time an independent study assignment is made and the date by which the pupil must complete the assigned work.
  - b. The level of satisfactory educational progress and the number of missed assignments that will be allowed before an evaluation is conducted to determine whether it is in the best interests of the pupil to remain in independent study, or whether the pupil should return to the regular school program. A written record of the findings of any evaluation made pursuant to this subdivision shall be treated as a mandatory interim pupil record. The record shall be maintained for a period of three years from the date of the evaluation and, if the pupil transfers to another California public school, the record shall be forwarded to that school.
  - c. Satisfactory educational progress shall be determined based on all of the following indicators:
    - i. The pupil's achievement and engagement in the independent study program, as indicated by the pupil's performance on applicable pupil level measures of pupil achievement and pupil engagement set forth in paragraphs (4) and (5) of subdivision (d) of Education Code section 52060.
    - ii. The completion of assignments, assessments, or other indicators that evidence that the pupil is working on assignments.
    - iii. Learning required concepts, as determined by the supervising teacher. Progressing toward successful completion of the course of study or individual course, as determined by the supervising teacher.
  - d. The provision of content aligned to grade level standards that is substantially equivalent to in - person instruction.
  - e. Procedures for tiered reengagement strategies for all pupils who are not generating attendance for more than 10 percent of required minimum instructional time over four continuous weeks of a local educational agency's approved instructional calendar, pupils found not participatory in synchronous instruction offerings pursuant to Education Code section 51747.5 for more than 50 percent of the scheduled times of synchronous instruction in a school month as applicable by grade span, or pupils who are in violation of the written agreement pursuant to subdivision (g). These procedures shall include, but are not necessarily limited to, all of the following:
    - i. Verification of current contact information for each enrolled pupil.
    - ii. Notification to parents or guardians of lack of participation within one school day of the recording of a non - attendance day.
    - iii. A plan for outreach from the school to determine pupil needs, including connection with health and social services as necessary.
    - iv. A clear standard for requiring a pupil - parent - educator conference to review a pupil's written agreement, and reconsider the independent study program's impact on the pupil's achievement.
  - f. For pupils in transitional kindergarten and grades 1 to 3, inclusive, a plan to provide opportunities for daily synchronous instruction for all pupils throughout the school year.
  - g. For pupils in grades 4 to 8, inclusive, a plan to provide opportunities for both daily live interaction and at least weekly synchronous instruction for all pupils throughout the school year.
  - h. For pupils in grades 9 to 12, inclusive, a plan to provide opportunities for at least weekly synchronous instruction for all pupils throughout the school year.



- i. A plan to transition pupils whose families wish to return to in - person instruction from independent study expeditiously, and, in no case, later than five instructional days.
  - j. A requirement that a current written agreement for each independent study pupil shall be maintained on file.
2. Verify that the monthly site summaries used for summarizing attendance provide accurate information.
3. For 100% of Students who participated in independent study for the 2023-24 school year the following tests will be performed:
  - a. Verify that no pupil was enrolled in the LEA pursuant to subdivision (b) of Education Code section 48204 while engaged in full - time independent study.
  - b. Determine each selected pupil's county of residence at the time of commencing independent study and verify that it is the county in which the apportionment claim is reported or a contiguous county within California.
  - c. Determine whether mailing addresses or other evidence of residency changed during the time the pupils were in independent study and, if so, whether each pupil remained resident of the same or a contiguous county within California.
  - d. Verify that a total of not more than one day of attendance generated through independent study was recorded for each pupil, including pupils enrolled in more than one program, for any calendar day on which school was in session.
  - e. Verify that a written agreement exists for each pupil selected.
  - f. Verify that every pupil whose independent study attendance can be claimed for apportionment was participating under an agreement for a minimum of three consecutive school days.
  - g. Verify that pupils enrolled in independent study met the applicable age requirements established pursuant to Education Code section 46300.1.
  - h. Verify evidence from appropriately licensed professionals of the need for pupils to participate in independent study pursuant to Education Code Section 51747(i), as applicable.
  - i. Verify that every written agreement contained all the required elements:
    - i. The manner, time, frequency, and place for submitting a pupil's assignments for reporting progress, and for communicating with a pupil's parent or guardian regarding a pupil's academic progress.
    - ii. The objectives and methods of study (pupil activities selected by the supervising teacher as the means to reach the educational objectives set forth in the written agreement) for the pupil's work.
    - iii. The methods used to evaluate that work (any specified procedure through which a certificated teacher personally assesses the extent to which the pupils achieved the objectives set forth in the written assignment).
    - iv. The specific resources, including materials and personnel, to be made available to the pupils (resources reasonably necessary to the achievement of the objectives in the written agreement, not to exclude resources normally available to all pupils on the same terms as the terms on which they are normally available to all pupils). These resources shall include confirming or providing access to all pupils to the connectivity and devices adequate to participate in the educational program and complete assigned work.
    - v. A statement of the policies adopted pursuant to subdivisions (a) and (b) of Education Code section 51747:
      1. The maximum length of time allowed between the assignment and the completion of a pupil's assigned work;



2. The level of satisfactory educational progress as defined in Education Code section 51747(b)(2)(A) - (D); and
  3. The number of assignments a pupil may miss before there must be an evaluation of whether it is in the pupil's best interests to continue in independent study.
- vi. The duration of the independent study agreement, including the beginning and ending dates for the pupil's participation in independent study under the agreement, with no agreement being for longer than one school year.
  - vii. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the pupil upon completion.
  - viii. A statement detailing the academic and other supports that will be provided to address the needs of pupils who are not performing at grade level, or need support in other areas, such as English learners, individuals with exceptional needs in order to be consistent with the pupil's individualized education program or plan pursuant to Education Code section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794), pupils in foster care or experiencing homelessness, and pupils requiring mental health supports.
  - ix. A statement in each independent study agreement that independent study is an optional educational alternative in which no pupil may be required to participate (in the case of a pupil who is referred or assigned to any school, class or program pursuant to Education Code section 48915 or 48917, the agreement also shall include the statement that instruction may be provided to the pupil through independent study only if the pupil is offered the alternative of classroom instruction).
  - x. Signatures, affixed prior to the commencement of independent study, for a pupil that is scheduled to participate for more than 14 schooldays, or within 10 schooldays of the commencement of independent study for a student scheduled for less than 15 schooldays, by:
    1. The pupil;
    2. The pupil's parent, legal guardian, or caregiver as that term is used in Family Code section 6550 and following, if the pupil is less than 18 years old;
    3. The certificated employee who has been designated as having responsibility for the general supervision of independent study; and
    4. The certificated employee designated as having responsibility for the special education programming of the pupil, as applicable.
  - xi. Verify that no days of attendance were reported without meeting the requirement of 51747(g)(9)(A).
  - xii. Trace each pupil's attendance from the attendance records to the teacher's register, record of the pupil's work completed, and the corresponding work assignment record. Verify that pupil work samples have been retained in the file.
  - xiii. Verify that the pupil work product samples are related to the assignment pursuant to which the work was undertaken and reflect the curriculum adopted by the local governing board and not an alternative curriculum.
  - xiv. Verify that the LEA documented each pupil's participation in live interaction and synchronous instruction and that a pupil who did not participate in scheduled live interaction or synchronous instruction was documented as nonparticipatory pursuant to Education Code section 51747.5(c).

- xv. Verify that participation in synchronous instruction being counted towards instructional minute and apportionment calculations contained all the required elements:
  - 1. Synchronous instruction was offered pursuant to Education Code section 51747(e).
  - 2. Participation in synchronous instruction is applied to the schoolday on which the student participated.
  - 3. The synchronous instruction meets the definition of Education Code section 51745.5(d).
  - 4. The synchronous instruction is provided by a teacher or teachers of record.
  - 5. The student's participation in synchronous instruction augments the time value of student work product pursuant to Education Code section 51747.5(b)(2)(B)(ii).
  - 6. Evidence of student participation in synchronous instruction for each hour or fraction thereof was furnished and maintained.
- xvi. Verify that the LEA maintained written or computer - based evidence of each pupil' s engagement, that includes, but is not limited to, a grade book or summary document that, for each class, list all assignments, assessment, and associated grades.
- xvii. Review records and other relevant documentation to verify that each pupil's choice to commence or to continue in independent study was entirely voluntary and uncoerced.



## APPENDIX B: RESULTS

### Board Policies:

We reviewed Oak Run Elementary School District Board Policy 6158: Independent Study, revised and updated on 09/01/2022. We were able to identify all elements required to be included in the policy as defined by Education Code §51747. The District appears to have complied with requirements for independent study board policies.

### Attendance Reporting:

We were unable to verify the calculations of attendance for Oak Run Elementary School District due to limited information being provided. We had some attendance records from 08/14/2023 to 12/15/2023 but not for the entirety of the reporting period.

### Review of Student Records:

We have attached our Excel workbooks which identify by student results of our testing for student files. In our review of the student files we identified the following:

1. 7 out of 40 student files tested did not include the students address and as such we could not determine if the student resided in Shasta County or a contiguous county from the records reviewed.
2. 40 out of 40 student files tested we could not determine if the duration of the contract was for a minimum of 3 days as required by Education Code §46300(e)(1) because the duration of the agreement was not included in the agreement.
3. Student files tested had written agreements that were missing 4 out of 9 elements required by Education Code §51747(g). The following items were missing from the agreements:
  - a. 40 out of 40 agreements did not include a statement of the policies adopted pursuant to subdivisions (a) and (b) of Education Code §51747 as to (A) The maximum length of time allowed between the assignment and the completion of a pupil's assigned work; (b) The level of satisfactory progress as defined in Education Code §51747(b)(2)(A)-(D); and (C) The number of assignments a pupil may miss before there must be an evaluation of whether it is in the pupil's best interest to continue in independent study.
  - b. 40 out of 40 agreements did not include the duration of the agreement, including beginning and ending dates of the agreement. (Education Code §51747(g)(5))
  - c. 40 out of 40 agreements did not include a statement of the number of course credits, or for elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the pupil upon completion. (Education Code §51747(g)(6))
  - d. 40 out of 40 agreements were missing teacher signatures and 6 out of 40 agreements were missing parent's or students signatures on the agreements. (Education Code §51747(g)(9)).
  - e. One agreement listed two different students on the agreement citing a power outage as the reason for not obtaining one for each student in the household.
4. 21 out of 40 student files tested did not include work samples.
5. 21 out of 40 student files tested did not include documentation of student engagement.

### Conclusion:

The independent study agreements and documentation did not meet conditions of apportionment for the 2023-24 fiscal year as noted above. Since the District did not claim apportionment, there has not been any identified non-compliance that will be required to be reported in the District's annual audit.



Oak Run Elementary (70086)

	2021-22	2022-23	2023-24
<b>ADA as Revised</b>			
Current Year Necessary Small School (NSS) ADA	13.82	16.11	15.65
Funded NSS ADA	47.63	36.37	25.85
NSS ADA Funding Method(s)			
Prior Yr	3-PY Average	3-PY Average	3-PY Average

<b>LCFF Entitlement Summary</b>	
Base Grant	\$ - \$2,799
Grade Span Adjustment	\$ - \$ -
<i>Adjusted Base Grant</i>	\$ - \$2,799
Supplemental Grant	\$60,364 \$46,262
Concentration Grant	\$49,219 \$52,106
<b>Total Base, Supplemental and Concentration Grant</b>	\$109,583 \$101,167
Allowance: Necessary Small School	\$357,062 \$538,970
Add-on: Targeted Instructional Improvement Block Grant	\$6,969 \$6,969
Add-on: Home-to-School Transportation	\$40,398 \$40,398
Add-on: Small School District Bus Replacement Program	\$ - \$ -
Add-on: Economic Recovery Target	\$ - \$ -
Add-on: Transitional Kindergarten	\$ - \$2,841
<b>Total Allowance and Add-On Amounts</b>	\$404,429 \$593,159
<b>Total LCFF Entitlement Before Adjustments (excludes Additional State Aid)</b>	<b>\$514,012 \$663,906</b>
Miscellaneous Adjustments	\$ - \$ -
<b>Total LCFF Entitlement (excludes Additional State Aid)</b>	<b>\$ 514,012 \$ 663,906</b>
Additional State Aid	\$19,154 \$ -
Total LCFF Entitlement with Additional State Aid	533,166 663,906

<b>LCFF Sources Summary</b>	
<b>Funding Source Summary</b>	
Local Revenue and In-Lieu of Property Taxes (net for school districts)	\$ 239,296 \$ 261,959
Education Protection Account Entitlement (includes \$200/minimum per ADA)	\$ 175,107 \$ 54,762
Net State Aid (excludes Additional State Aid)	\$ 99,609 \$ 377,605
Additional State Aid	\$ 19,154 \$ -
<b>Total Funding Sources</b>	<b>\$ 533,166 \$ 694,326</b>

<b>Per CDE Principal Apportionment Exhibits</b>	
Local Revenue and In-Lieu of Property Taxes (net for school districts)	\$ 239,296 \$ 261,959
Education Protection Account Entitlement (includes \$200/minimum per ADA)	\$ 175,107 \$ 105,239
Net State Aid (excludes Additional State Aid)	\$ 282,643 \$ 684,404
<b>Total LCFF paid</b>	<b>\$ 697,046 \$ 1,051,602</b>

<b>Total Due to CDE</b>	<b>(163,880)</b>	<b>(299,119)</b>	<b>(357,276)</b>
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**Oak Run**  
**Elementary School District**  
*A Preschool through 8<sup>th</sup> Public Family-Style Learning Environment*  
**Family Handbook**



Our VISION is to develop well rounded, confident, and responsible individuals who aspire to achieve their personal best and build their emotional, social and physical well-being by empowering all students to embrace a love of learning. We will do this by providing a welcoming, happy, safe, and supportive learning environment in which everyone is equal and achievements are celebrated.

Our MISSION is to work together to maximize each child's sense of wellbeing and acquisition of skills for life and learning in an academic-rich environment, where individual learning styles are recognized and encouraged.



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## OAK RUN ELEMENTARY BOARD OF TRUSTEES

Board President	Shawn Hill	<a href="mailto:shill@oakrunschool.org">shill@oakrunschool.org</a>
Board Clerk	Dede Masala	<a href="mailto:dmasala@oakrunschool.org">dmasala@oakrunschool.org</a>
Board Member	Candy Maurer	<a href="mailto:cmaurer@oakrunschool.org">cmaurer@oakrunschool.org</a>
Board Member	Sean Kittrell	<a href="mailto:skittrell@oakrunschool.org">skittrell@oakrunschool.org</a>
Board Member	Luke Pearson	<a href="mailto:luke@oakrunschool.org">luke@oakrunschool.org</a>
Board Secretary	Misti Livingston	<a href="mailto:mlivingston@oakrunschool.org">mlivingston@oakrunschool.org</a>

## OAK RUN ELEMENTARY SITE COUNCIL

Facilitator	Misti Livingston	<a href="mailto:mlivingston@oakrunschool.org">mlivingston@oakrunschool.org</a>
Chairperson - Site Council		
Vice Chairperson - Site Council		
Secretary - Site Council Member		
Site Council Member		
Site Council Member		
Site Council Member		
Student Site Council Member		

## OAK RUN ELEMENTARY STAFF

Primary Teacher	Anne Hanna	<a href="mailto:ahanna@oakrunschool.org">ahanna@oakrunschool.org</a>
Elementary Teacher		
Middle School Teacher	Wallace Kempkey	<a href="mailto:wkempkey@oakrunschool.org">wkempkey@oakrunschool.org</a>
Community Liaison	Kim Patterson	<a href="mailto:kpatterson@oakrunschool.org">kpatterson@oakrunschool.org</a>
School Psychologist	Glenn Gregory	<a href="mailto:ggregory@junctionesd.net">ggregory@junctionesd.net</a>
Cook	Mary	<a href="mailto:kstomps@oakrunschool.org">kstomps@oakrunschool.org</a>
Project Share Coordinator	Andrea Sellers	<a href="mailto:asellers@shastacoe.org">asellers@shastacoe.org</a>
Special Education Teacher	Misti Livingston	<a href="mailto:mlivingston@oakrunschool.org">mlivingston@oakrunschool.org</a>
Instructional Aide/PE Coach	Andrea Sellers	<a href="mailto:asellers@oakrunschool.org">asellers@oakrunschool.org</a>
Librarian	Jill Pearson	<a href="mailto:jpearson@oakrunschool.org">jpearson@oakrunschool.org</a>
Music/Choir & Attendance Clerk	Becky Carr	<a href="mailto:bcarr@oakrunschool.org">bcarr@oakrunschool.org</a>
Instructional Aide	Morgan Cole	<a href="mailto:mcole@oakrunschool.org">mcole@oakrunschool.org</a>
Superintendent/Principal	Misti Livingston	<a href="mailto:mlivingston@oakrunschool.org">mlivingston@oakrunschool.org</a>





### **Unique Benefits**

1. Each child is valued as a unique Individual
2. At an early age, students develop order, coordination, concentration, and independence.
3. Students are part of a close, caring community
4. Students enjoy freedom with limits set by their teachers
5. Students are supported in becoming active seekers of knowledge pursuing answers to their own questions and pursuits
6. Self-correction and self-assessment are an integral part of student learning

*"The teacher must derive not only the capacity, but the desire, to observe natural phenomena. The teacher must understand and feel her position of observer: the activity must lie in the phenomenon." ~ Maria Montessori*

For more information about Oak Run Elementary School education, you can visit our website at [www.oakrunschool.org](http://www.oakrunschool.org)

  
OAK RUN  
ELEMENTARY



### **The Oak Run Classroom**

Our authentic Home-style Education classrooms are well-organized and inviting, with uncluttered spaces that help children feel focused and calm. You'll see spaces suited to group activity, and rugs and couches where a child can settle in alone or with a buddy. Each room is uniquely suited to the size and needs of its students; everything is easily accessible and designed to promote independence. The upper-level classrooms contain large tables for group work, computers, interactive whiteboards, and areas for science labs. The room features well-defined areas for each part of the curriculum: Practical Life, to help build everyday living skills; Sensorial, to help develop sensory skills; Math; Language; and Culture, which includes music, art, geography, and science. Learning materials are beautifully crafted objects made to be handled and explored. The classrooms are imbued with nature through live plants, seasonal flowers, seashells, terrariums, aquarium, or rock gardens. The repetition of activities, multisensory materials, and self-guided learning create the perfect "recipe" for human brain development. Our Oak Run garden allows for large motor movement—running, throwing, climbing, balancing— natural elements such as rocks, tree stumps, pathways, and varying terrain can add interest and delight.

### **Oak Run Students**

The ages in our authentic classrooms typically span 3 years. The older children serve as role models and helpers, and each student feels supported as part of a close, caring community. From an early age, students are encouraged to be independent and self-directed. They are free to move about the room, to speak with one another, and to responsibly choose an activity and a place to work on it. Listen for a busy hum of activity as children engage in individual or small-group lessons, ask questions or offer assistance, or go intently about their work.

### **Oak Run Teachers**

Oak Run teachers are not the center of attention. They circulate throughout the classroom and sometimes sitting on the floor, demonstrating a material, give small group lessons, and quietly notes how each student is progressing. Oak Run teachers are keen observers and know each student's interests, academic level, and learning style. The teacher chooses materials and activities that entices each one to learn and serves as a resource as students go about their work, and helps them move through the curriculum as they master new concepts and skills. They model important values, such as empathy, kindness, and individual responsibility, treating children respectfully by speaking gently and at eye-level; redirecting inappropriate behavior in a positive and loving way.



**About Oak Run Elementary School District**

Approximately 50 TK-8th grade students are enrolled at Oak Run School District. Our rural school, located about 22 miles northeast of Redding, is proud to be a community school. Our students appreciate the traditions and pride of the community. **We welcome you to come and visit** our school where students are safe, respectful, responsible and productive. We always have room for you!



**Daily Schedule**

**Regular Day - Monday through Thursday**

		<u>Minutes</u>
9:00-9:10/30	Morning Meeting in cafeteria	30
9:10/30-12:30	Learning Time (a.m.)	200
12.30-1:15	Staggered Class Lunch	
1:00-3:15	Learning Time (p.m.)	195

Total.....  
 .....425

**Minimum Day - Friday**

9:00-9:10/30	Morning Meeting in =cafeteria	30
9:10/30-12:30	Learning Time (a.m.)	200
11:45-1:00	Staggered Class Lunch	75
1:00-2:15	Learning Time (p.m.)	

Total.....  
 .....305

**On-Site Learning:**

5 full days on-site (Monday-Friday) with a minimum school day on Fridays. Minimum day dismissal is 1:45 pm.

**At Home Learning or Home School Learning:**

Meet with teacher via online or tutoring off campus, at least once per week, with homework equivalent to required instructional minutes. If your family chooses this learning option, please see the office for an Independent Study Master Agreement.



**Absences** -Education Code Section 48260 defines a "truant" as any pupil absent without valid excuse 3 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 3 occasions in one school year, or any combination thereof. Education Code Section 48205 provides the following absences as "excused"- illness; quarantine; medical, dental, optometric, or chiropractic appointment; funeral services of a member of the immediate family; and for justifiable personal reasons. In as much as class participation is an integral part of students' learning experiences, parents/guardians and students shall be encouraged to schedule medical appointments outside of school hours. Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to law and administrative regulations.

Most students will have times when it will be necessary to be absent from school. It is important for sick children to stay home to recuperate. **Please contact the school office to set up independent study if you anticipate an illness lasting 1 day or more.**

**EXCUSED ABSENCES**

Following is a list of conditions that warrant an excused absence due to illness:

1. A temperature of more than 100°F orally	7. Thick yellowish or greenish discharge from nose
2. Nausea or vomiting	8. Sore throat
3. Stomachache	9. Rash or infection of the skin
4. Diarrhea	10. Red or pink eyes
5. Persistent cough	
6. Earache	

**RETURNING TO SCHOOL FROM ILLNESS**

Following are guidelines for determining when it is appropriate for a student to return to School after an illness:

<ul style="list-style-type: none"> <li>• <u>Bronchitis</u>: on antibiotics for 24 hours or more</li> <li>• <u>Chicken Pox</u>: when lesions are crusted over (approximately one week)</li> <li>• <u>Colds</u>: no presence of yellow or green mucus, which may be related to an infection (may return if there is no elevated temperature, sore throat, or severe cough)</li> <li>• <u>Conjunctivitis</u>: when discharge from eyes has stopped; for bacterial conjunctivitis, usually 24 hours after starting antibiotic eye drops; see physician regarding viral infections</li> </ul>	<ul style="list-style-type: none"> <li>• <u>Diarrhea</u>: free of diarrhea for 24 hours or more if caused by illness and not medication</li> <li>• <u>Ear Infection</u>: on antibiotics for 24 hours or more</li> <li>• <u>Fever</u>: fever-free for at least 24 hours (readings are generally lower in morning)</li> <li>• <u>Strep Throat</u>: after treatment with antibiotics for at least 24 hours</li> <li>• <u>Vomiting</u>: free from vomiting for 24 hours or more</li> </ul>
--	--

Note: Students' temperatures may be taken and recorded daily.



## Annual School Calendar

### Oak Run Elementary School District 2024-2025 School Calendar

July 2024						
Su	M	Tu	W	Th	F	Sa
	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			

- ☆ 1st Trimester Ends: Nov 3 (51)
- ◇ 2nd Trimester Ends: Mar 1 (87)
- ★ 3rd Trimester Ends: May 31 (83)

Shaded = Student Attendance Days (181)

August 2024						
Su	M	Tu	W	Th	F	Sa
				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

September 2024						
Su	M	Tu	W	Th	F	Sa
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					

October 2024						
Su	M	Tu	W	Th	F	Sa
	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		

November 2024						
Su	M	Tu	W	Th	F	Sa
						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						

December 2024						
Su	M	Tu	W	Th	F	Sa
	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			

January 2025						
Su	M	Tu	W	Th	F	Sa
			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	

February 2025						
Su	M	Tu	W	Th	F	Sa
						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	

March 2025						
Su	M	Tu	W	Th	F	Sa
						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					

April 2025						
Su	M	Tu	W	Th	F	Sa
	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			

May 2025						
Su	M	Tu	W	Th	F	Sa
				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

June 2025						
Su	M	Tu	W	Th	F	Sa
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					

HOLIDAY & RECESS	
Labor Day	Sep 2
Fall Break	Oct 2-Oct 4
Veteran's Day Holiday	Nov 11
<i>(by law must be Nov 11 if a weekday)</i>	
Thanksgiving Break	Nov 25-29
Winter Break	Dec 23-Jan 3
Martin Luther King Day	Jan 20
Lincoln Day observed	Feb 17
Washington Day observed	Feb 18
Spring Break	April 14-18

CERTIFICATED DATES	
School Starts:	August 19
School Ends:	June 6
District Work Days	Aug 16 Jun 9
Staff Development Days	Aug 15 Jan 3



**Annual Notification** -A school must annually notify parents of students in attendance that they must allow parents to:

- Inspect and review their children's education records;
- Seek amendment of inaccurate or misleading information in their children's education records;
- Consent to most disclosures of personally identifiable information from education records. The annual notice must also include:
  - Information for a parent to file a complaint of an alleged violation with the FPCO;
  - A description of who is considered to be a school official and what is considered to be a legitimate educational interest so that information may be shared with that person;
  - Information about who to contact to seek access or amendment of education records.

**Means of notification:**

- Can include local or student newspaper; calendar; student programs guide; rules handbook, or other means reasonable likely to inform parents;
- Notification does not have to be made individually to parents.

**Board Meetings** -Regular Board meetings are held at 4:00 PM every second Wednesday of the month in the cafeteria (unless otherwise noted and posted). Agendas are posted in the office, in the office window facing outside toward the parking lot, teachers' room (facing outside) and on the web ([www.oakrunschool.org](http://www.oakrunschool.org)).

Regular, Special, and Emergency Board meetings are open to the public and parents and community members are welcome to attend. There will also be a separate opportunity at Regular meetings for general public comment on all subjects relating to the school except personnel or potential liability issues. In accordance with the Brown Act, agendas for meetings will be posted 24-72 hours in advance of the meetings. Agendas are posted on the school website as well as physically at the school site. Meetings are usually held at the school, a change of venue will be posted if the location is changed.

Community members who attend are invited to make comments related to items posted on the agenda. These comments must be limited in length and the Board will not respond. This may feel strange as we are used to two-way communication in most other settings; Board meetings are regulated by the Brown Act and use Robert's Rules of Order Occasionally, the Board may hold a closed session. These meetings are not open to the public but are limited to personnel issues and potential litigation. Board members may not disclose details of what occurs in closed meetings.

We are in the process of seeking a fifth trustee to serve on the school board. If you are interested or know an Oak Run citizen who would represent our Oak Run students well, please encourage to submit a letter of interest to the Board.

**Bus Transportation** - The school bus driver ensures safety each day to and from school. Oak Run Elementary is a learning environment whereby students are treated with respect, feel safe, and this includes coming and going home from school. Oak Run ESD has bus referrals and students may lose transportation privileges if ongoing misbehaviors are not improved, ensuring safety and respect towards all Oak Run Elementary school community members.

Palo Cedro and Redding bus routes are provided to every family and extra copies of the route times are in the office. If parents need to contact the school office to change any transportation plans of their child, the change must be done before 2PM (except in an emergency situation). Parents who call 30-minutes before school is out may have difficulty reaching the office since this is the time Tiffany directs office traffic, sets up conferences, and sends out emergency messages when needed. The office number is 530-472-3241.



**Transportation Schedule:**

Visit our website and obtain the most current school bus route schedule for the 2024-2025 school year.

<https://drive.google.com/file/d/1bANMDSnthz7Kb9Fw8yRCR9KRMN5QBwf1/view?usp=sharing>

**Outside Food Items/Birthday & Holidays-** Each child's birthday is shared at school with a special celebration. Celebrations are unique to each classroom, changing at each level. Usually the child can bring a treat for the celebrations. Please communicate with your child's teacher about allergies your child's classmates may have and about what types of treats are allowed. Food choices are a very personal and a sensitive topic. It can be challenging for a school to accommodate a diverse set of beliefs from the community. For children, the bottom line is that it is sad when they can't have a treat that is brought or if their treat cannot be served because of allergens or high sugar content. **Communication between the school and parents can eliminate these disappointments.** Teachers can give parents a list of ideas for treats, vegan, low or no sugar refreshments for these occasions.

**Birthday Party Invitations-** If a child is having a birthday party outside of school, we ask that parent to distribute invitations outside of school hours. **Not being invited to a birthday party can be devastating to a child and disruptive to the learning environment, therefore no birthday party invitations will be distributed at school unless the entire class is invited to the party.** If you are unable to obtain an address for a student in the class, you may ask the office for a list of contact information for the class. Some parents have opted out of sharing this information and we will be unable to give contact information for these students. Please honor our request and send invitations through the mail or email. You can work details out with our school office staff. They are very helpful.

**Bullying** –We have developed our approach to education with nothing short of World peace as its ultimate goal. We uphold this high expectation by creating classrooms and a school as a whole that reflects our belief in this possibility. To achieve a climate of peace, joy, and respect, high expectations for positive behaviors will be the norm and problematic behaviors will be dealt with firmly and consistently.

**Bullying** may be relational and/or physical and demonstrates an observable **pattern of behaviors. Bullying will under no circumstances be tolerated by any person, adult or child, and will be dealt with decisively.**

Relational bullying behavior can include:

- verbal put downs
- threats of exclusion
- tattling
- boasting and drawing disparaging comparisons
- talking behind one's back with other students
- Internet bullying
- threats of physical violence

- threatening non-verbal behaviors such as glaring at someone
- using one's physical size to intimidate
- pushing
- pulling
- pinching
- shoving
- tripping
- any other such means of exerting power and/or intimidation.

**Cell Phones** –Children may bring cell phones to school provided they are turned off and remain out of students' hands until after school has been dismissed. The school cannot be held responsible for cell phones that are lost, stolen, or broken while on school grounds. Classroom teachers have the authority to collect cell phones during the instructional day and return them at the end of the day, if needed.

**Please remember to turn your ringer off when you visit your child's classroom.** In the event that you forget, try not to be overly mortified when you entertain the class, it happens to the best.



**Clothing** -It is recommended that children wear comfortable and washable clothing that will enable them to participate freely in the many activities of the day. Children in the elementary and middle school levels should wear comfortable athletic shoes on their Physical Education class day/s, no boots or sandals. To prevent loss, jackets and sweatshirts should be labeled with the child's name. There is a Lost and Found area on a table behind the cafeteria (playground area). Parents are advised to check there routinely for their child's belongings. **Items in the Lost and Found will be sent to a charitable agency at Thanksgiving Break, Spring Break, and Summer Break.** Prior to these donations, lost and found items will be displayed for parents to peruse at arrival and dismissal times.

**Communication** -Your child's classroom teacher will be the source of answers for many questions that may arise throughout the school year. Be sure to determine with him or her when the best times to address questions are. Email is another way parents can communicate with school faculty. Lead teachers, office staff, and the director have email addresses: oakrunschool.org.

School Announcements, parent/teacher conferences, parent nights, classroom newsletters, bulletin boards, and the events calendar on our website are some of the ways we keep parents notified of activities going on at the school. The school newsletters are distributed weekly on Fridays via email to each family and include important information.

Oak Run ESD staff is committed to providing high quality Home-style education to each child. When there are problems, our teachers immediately address the issue(s) so it can be resolved. Open communication is essential for this process. If the issue cannot be resolved through "Peace Talks", individual meetings with his/her teacher, then the student may fill out an incident report located in the front office. Classroom teachers have incident report forms as well. The Principal/Superintendent will schedule a time to meet with the student and in some cases teacher and parent (when necessary). Conflict mediation, behavior contracts, SST, 504, IEP, and other specialized meetings may be coordinated. Issues with school personnel, facilities, financial issues, and issues with other parents and family members are examples of issues that should be filed to the principal through the District's **Uniform Complaint Procedures**. If a parent has first tried to resolve an issue with a teacher and is not satisfied with the outcome, then the Principal/Superintendent is the appropriate person with which to communicate. E-Mail ([mlivingston@oakrunschool.org](mailto:mlivingston@oakrunschool.org)) or contact Misti Livingston by phone (530)-472-3241 to set up an appointment for a conference.

**Complaints**-Oak Run ESD "Uniform Complaint Procedures are posted on the web and copies are available in the school office. Incident reports are located in the office and staff room. Once filled out, please return to Misti Livingston (Superintendent/Principal @ [mlivingston@oakrunschool.org](mailto:mlivingston@oakrunschool.org)) or Kansas Simonis (Board President @ [ksimonis@oakrunschool.org](mailto:ksimonis@oakrunschool.org)).

**Complaints must:**

- Be timely submitted, not later than 180 days from the date you learned of the circumstances of the alleged violation
- Contain specific allegations of fact giving reasonable cause to believe that a violation has occurred, including:

Relevant dates, such as the date of a request or a disclosure and the date the parent learned of the alleged violation;

Names and titles of those school officials and other third parties involved;

A specific description of the education record around which the alleged violation occurred;

A description of any contact with school officials regarding the matter, including dates and estimated times of telephone calls and/or copies of any correspondence exchanged between the parent and the school regarding the matter;



The name and address of the school, school district, and superintendent of the district; any additional evidence that would be helpful in the consideration of the complaint. If you have any questions about your rights, please feel free to contact Superintendent Misti Livingston at [mlivingston@oakrunschool.org](mailto:mlivingston@oakrunschool.org) or 530-472-3241.

**Conferences** - Fall conferences are held each year. These conferences offer parents the opportunity to speak individually with their child's teacher, to hear about the child's progress and the teacher's goals for their child. Conferences are an opportunity for parents to give teachers additional information about their child. Please check the school calendar for the exact dates and keep this time available. Your child will be sharing his/her portfolios.

### **Dismissal/ Pick Up Procedures -**

- **8:00 AM** - Students may be dropped off in front by the flagpole no earlier than 8:00AM, unless they have specific permission/arrangements made with office personnel. They are to walk directly to the cafeteria for breakfast and morning play.
- **9:00 AM** - School begins. (Please arrive a minimum of 5 minutes early).
- **2:15 PM** - Minimum Day pick-up time (Fridays).
- **3:15 PM** - Regular pick-up time (Monday – Thursday).

\*Students riding the bus wait in line next to the cafeteria (both the Redding and Palo Cedro route) until the bus driver comes to escort students to the bus.

**Diversity** -Developing and maintaining a diverse student population is a priority for Oak Run ESD. A successful person in the twenty-first century means having an appreciation for a variety of perspectives. It means being able to shift one's concept of etiquette and assess the appropriateness of one's behavior, discourse style, non-verbal communication, and a host of other facets of social interaction.

Oak Run strives to be a welcoming environment to families from an array of cultural backgrounds. Oak Run ESD is committed to increasing cultural diversity; we are also committed to acknowledging the diversity we have already. We encourage all families to explicitly teach what your home culture is and where it comes from to support us in our mission to prepare all our kids for success in a pluralistic society.

### **Dress Code - Oak Run School Board Policy Number 5180**

Good appearance, good attitudes and good grooming add to the effectiveness of a student in school and are very conducive to a good learning environment. Students are expected to attend school in neat, clean, appropriate clothing. The following rules are intended to define appropriate student attire and personal grooming. Parents are encouraged to enforce the dress code standards before the children leave for school in the morning. This will allow the school to fully concentrate on the educational development of every child in the district.

If students are unsuitably dressed or their appearance is disruptive or distracting in nature, students will call home and have appropriate clothing brought to them. In areas not covered by the dress code, the on-site administrator shall make judgments at his/her own discretion.

1. Students may wear dresses, skirts, shorts, culottes or pants to school. The length of dresses, skirts and culottes should be no shorter than 3" inseam.



2. Top garments should be long enough to always cover mid-sections of the body, even when arms are raised. Sleeveless shirts will be the width of two adult fingers or 1" thick and top garments are to be kept buttoned.
3. No low-cut dresses or blouses.
4. Sagging (pants worn below the waist) is prohibited.
5. Students are not to wear shoes unsuitable for playground activities. Shoes designed for shoe laces must have shoe laces and be tied. Sandals and flip-flops will be held in place with a manufactured heel strap. Shoes or boots which damage floors are prohibited.
6. Students should not wear stenciled or pictorial garments which are not in good taste for school environments (for example: clothing with off-color references, profanity, violence or referring to drugs, alcohol, tobacco, or abuse of any kind).
7. Hats or caps will not be worn during the Pledge of Allegiance.
8. Yoga pants, spandex, jeggings, leggings and all other tightly constricted pants are prohibited unless worn underneath skirts or shorts, or if the shirt covers the buttocks fully and at all times while on campus.
9. It is recognized that certain standards are not applicable to the lower grade levels. The on-site administrator is empowered to amend these standards as necessary for the differing age groups.

**Early Out Procedures** -When it is necessary to take your child out of school before dismissal time, please come to the front office to sign your child out. An office staff member will escort your child to meet you in the office. The sign in and out book with time and date is necessary in order to maintain accurate attendance records.

### **FERPA -General Guidance for Parents**

FERPA is a Federal law that applies to educational agencies and institutions that receive funding under a program administered by the U. S. Department of Education. Parochial and private schools at the elementary school levels do not generally receive such funding and, therefore, are not subject to FERPA. The statute is found at 20 U.S.C. § 1232g and the Department's regulations are found at 34 CFR Part 99.

Under FERPA, schools must generally afford parents:

- access to their children's education records
- an opportunity to seek to have the records amended -some control over the disclosure of information from the records. Parents may access, seek to amend, or consent to disclosures of their children's education records, unless there is a court order or other legal document specifically stating otherwise. When a student turns 18 years of age or attends a postsecondary institution, the student, and not the parent, may access, seek to amend, and consent to disclosures of his or her education records.

### **Access to Education Records**

Schools are required by FERPA to:

- provide a parent with an opportunity to inspect and review his or her child's education records within 45 days of the receipt of a request
- provide a parent with copies of education records or otherwise make the records available to the parent if the parent, for instance, lives outside of commuting distance of the school
- edit the names and other personally identifiable information about other students that may be included in the child's education records.

### **Schools are not required by FERPA to:**

- Create or maintain education records;
- Provide parents with calendars, notices, or other information which does not generally contain information directly related to the student. Respond to questions about the student.
- Consider a request from a parent to amend inaccurate or misleading information in the child's education records;
- Offer the parent a hearing on the matter if it decides not to amend the records in accordance with the request;



- Offer the parent a right to place a statement to be kept and disclosed with the record if as a result of the hearing the school still decides not to amend the record.

A school is not required to consider requests for amendment under FERPA that:

- Seek to change a grade or disciplinary decision;
- Seek to change the opinions or reflections of a school official or other person reflected in an education record;
- Seek to change a determination with respect to a child's status under special education programs in school.

**Family Style Lunch** –“Family Style” lunch begins at 11:45 PM for Lower Elementary School Students, 12:00 PM for Upper Elementary School Students and 12:15 PM for all Junior High Students. Upper grade students serve organic meals while everyone practices “grace and courtesy”. School lunches can be purchased through our school office or sign up on the clipboard in the cafeteria. Families that qualify can receive free or reduced lunches by filling out an application, available in the office. Your child will be required to eat at least three lunch ingredients, fully, that are served daily if ordering a school lunch.

If you choose to send lunch from home, please remember to include an ice pack for days when the weather is hot. Please do not pack candy or sweets in your child's lunch. Caffeinated beverages are allowed only with authorization from your child's physician.

**Field Trips** -Excursions into the world beyond the classroom are an excellent way for students to extend and apply the learning they pursue in the classroom. Whole group field trips as well as smaller group excursions based on interest are encouraged. To drive on a field trip, drivers need to fill out a “**Volunteer Driver Form**” and attach a copy of proof of insurance. These are kept on file in the office for the school year. Each year a new form must be completed, but only one form per driver is needed regardless of how many children attend Oak Run.

**Fundraising** -In an ideal world, public education would be well-funded and costs would be covered by our expertly handled tax dollars. Unfortunately, we have seen that this is not the case. We ask that Oak Run families participate, to the extent that they are capable, in our efforts to close the gap between the program we know is best for our kids and the program that is supported by public funds. All fundraising endeavors must be Board approved, counted by two individuals, and final profits reported to the Board.

**Grievances** -Differences and disagreements are a part of life and Oak Run ESD recognizes the need for healthy communication and a positive and proactive way to handle grievances that is aligned with our Mission Statement. If parent(s) have a complaint, we ask that parent(s) report their concerns directly to the school personnel concerned, and discuss these concerns in a private meeting, preferably within 24 to 48 hours. The Superintendent/Principal shall be made aware of these concerns by the parents and/or individual if they are unresolved. If, in discussion with the Superintendent/Principal, the parent wishes to file a formal grievance, proper paperwork will be provided. The paperwork will become part of the permanent records of the school and will outline the issue and includes an appropriate timeline. The Superintendent/Principal will meet with those filing within five working days to review the complaint. The Superintendent/Principal will work with the parent or guardian, student, teacher, aides, or other employees whose participation is relevant in order to resolve the concern. The Superintendent/Principal will provide a written response within 10 working days of the meeting. If the parent or guardian is not satisfied with the outcome or decision by the Superintendent/Principal regarding the complaint, they have the right to file a written appeal with the Superintendent/Principal within five days of receiving the response. The Board of Directors will serve as an appeals body if a complaint is not resolved. The Board will respond within 30 days of receiving the appeal. If a parent has a complaint with the Superintendent/Principal, a letter would be sent to the Board of Directors for the administrative remedy to be followed.



The Board prohibits retaliation against complainants. The Board of Directors will not investigate anonymous complaints unless it so desires. The steps above outline the process for filing a complaint and parents are expected to exhaust all the steps in this administrative remedy before pursuing other action.

**Independent Study-** Although our first choice is always to have our students attend school on days we are in session, it may become unavoidable for a family to have their child miss school. If this is the case, the next best arrangement is to plan an Independent Study which involves the student's teacher creating a work plan that can be done while the student is out. If you know you will need to have your child out of school, please see the office for an application for an independent study. The principal will review the circumstances and see if it is possible (the law is stringent on these matters and it is not always allowable). **Please give at least one weeks' notice as teachers need time to create a quality work plan. Students and the designated teacher must have weekly contact with the teacher during Independent Study, at a minimum. Students who have an IEP must have daily communications with the teacher or Academic Support Provider.**

If no application is filled two weeks prior to the start of the Independent Study, the application will not be approved. This can be problematic on many levels: 1.) The resulting unexcused absences may trigger truancy procedures (these are legally mandated). 2.) The student who misses school will fall behind on school work. 3.) The school will lose funding. The majority of our revenues are based on student attendance. In spite of these, it is unfair to expect a teacher to put together an independent study at the last minute. These programs can take 2-3 hours to put together, longer when the expected absence will be for several days. Here are the steps we follow for students to enroll in Oak Run ESD Independent Study Program:

- 1) Parent requests Independent Study from school Office Assistant.
  - a. Less than 5 days-Office Assistant contacts the teacher. The teacher will contact the parent to set up a phone conference and time to meet when work is complete.
  - b. The parent fills out the 5-day IS packet, signs the date requested and keeps a copy. The teacher will conduct a phone conference and/or e-mail correspondence.
  - c. The office assistance scans and sends IS packet (with parent and student signature) to the teacher.
  - d. The parent returns the completed work, packet with signatures to the office assistant. The office assistance gives completed work to the teacher.
  - e. The teacher corrects the work, returns a copy of the corrected work, signatures, completed signature and date of teacher. The original is filed for the auditor.
  
- 2) **HOME SCHOOL:** Long-Term (More than 5-days) Independent Study  
Parent requests Independent Study from school Office Assistant.
  - a. Office Assistant contacts Principal for Intake meeting. Home School is for students who can work independently.
  - b. The Home School teacher will be contacted by the principal via e-mail. The HS teacher will contact the parent to set up a phone conference and weekly meeting times to meet.
  - c. The parent fills out the (Home Schooling) packet, signs and indicates the date requested, keeps a copy.
  - d. The office assistance scans and sends HS packet (with parent and student signature) to the HS teacher.
  - e. The HS teacher will conduct a phone conference and/or e-mail correspondence.
  - f. The parent must arrange meetings weekly with the student and HS teacher. The student is expected to arrive on time with completed work (some may be on-line).
  - g. The HS teacher corrects the work, returns a copy of the corrected work, with parent and teacher signatures, weekly recorded meeting dates. The original is filed in the District office for the auditor.
  - h. Students must attend all Home School meetings.



**Injuries** - ORES staff has been trained in first aid and CPR. If your child is hurt at school, appropriate care will be given. If the injury results in a bump or mark, an injury report will be sent home to inform parents of the nature of the injury. All injuries involving bumps, bruises, bleeding must be reported. The supervisor in charge at the time must fill out an accident report. If your child needs to be picked up from school for medical attention, school staff will call all numbers on the Emergency Form until an adult can be reached. *Please keep us updated regarding changes to phone numbers and contact information.* For serious injuries, staff will call 911 and see that the injured child is transported to the emergency room for treatment.

**Medications at School** -School staff is able to treat injuries that occur at school with ice, soap and water, and bandages. No other medications are administered unless an "Authorization to Administer Medication" is on file. If your child needs medicine administered at school, please contact the office to receive this form which will need to be filled by a doctor. Children who need to take medication come to the office where medication is kept in a locked cabinet.

**Parent Classroom Observations** -Parent observations in Oak Run classrooms usually begin in November, after the children have had an opportunity to establish community norms and a sense of ownership over the classroom. After the normalization period occurs, parents are welcome and encouraged to observe. And must adhere to the county health guidance requirements while on campus. Please plan these observations in advance with your child's teacher and familiarize yourself with the observation guidelines.

**Observation guidelines**

- Schedule observations at least 24-hours in advance so the teacher is aware.
- Sign in as a visitor in the school office.
- Limit your observation time to about 60-minutes.
- Remain quietly in the chair provided for you.
- If a child approaches you, answer any comment or question briefly. Please do not engage the children in conversation or ask them to demonstrate activities.
- Please keep in mind that your child can respond to your presence in a variety of ways. Therefore, do not expect this to be a typical day for your child, but rather a chance to see some of your child's activities and a view of how the classroom functions as a whole.
- Make note of any questions that arise during your observation and arrange a time to meet with your teacher to discuss your observations.
- Follow all county health guidance requirements while on campus.

**In order to make your visit more meaningful, here are some questions to consider as you observe your child:**

*What kinds of activities is your child choosing?*

*Does he/she choose activities independently? Does he/she use the materials with care?*

*Does he/she complete the activity and return it to the shelf properly? Is he/she working with focus and concentration?*

*Does he/she work through difficulties or do they frustrate easily? Are her/his movements controlled and settled?*

*Does he/she seek help when needed?*

*How does he/she interact with the other children? Does he/she respect the work of others?*

*Does he/she participate in group activities?*

*Does he/she work cooperatively with other children?*

**In addition to observing your child, take a few minutes to also observe the classroom community as a whole. Look for:**



- The variety of activities that are in use
- The interactions between the adults and the children
- The balance of individual and small group activities
- Instances of helpfulness, whether spontaneous or suggested by an adult
- Examples of leadership – children helping other children

**Parent Involvement**-Parent involvement is vital for the success of Oak Run ESD. In addition to providing volunteer opportunities that enrich our program, with participation parents make a powerful statement to the children that school is important, and education is valued by the family. At the beginning of the school year, parents will be asked to fill out a "Parent Survey" to help identify areas of interest and expertise that may benefit the school. These will be given to the elected panel of the Oak Run ESD Parent Organization (SMPO). The Oak Run ESD provides parents with an avenue to effective participation in the school's operations. All parents at Oak Run are de facto members of the Oak Run ESD. Active membership is encouraged and achieved by attending regularly scheduled Oak Run ESD meetings. At meetings, parents can learn more about how to optimize their skills as a volunteer.

**Parking** - Please park in the designated parking areas. Only those with handicapped stickers use the designated parking lot. Be careful when pulling in and out of parking lots; especially when school is dismissed. There are many children walking to and from their parents car or school bus and we need to be extra cautious during dismissal and drop off times.

**Pesticide Use** – The school's Integrated Pest Management Plan (IPM) is updated by June 30<sup>th</sup> each year and is available on the district website [www.oakrunschool.org](http://www.oakrunschool.org).

### Positive Behavioral Interventions and Supports (PBIS)

The goal of PBIS is to promote and teach appropriate pro-social skills and behaviors to maximize academic success for all students. PBIS is an acronym for Positive Behavior and Intervention Supports. It is a school-wide integration of:

- A systems and process approach for teaching behavior
- A continuum of behavioral supports
- Prevention focused efforts to reduce behavioral problems
- Specific instruction of academic and personal/social behavior
- Research-based practices
- Ongoing use of data to make decisions regarding needs and successes

Oak Run Elementary School District Positive Behavior Intervention System					
CODE OF CONDUCT	Classroom	Bus	Cafeteria	Restroom	Playground
ALLOW YOUR TEACHER TO GUIDE	Touch materials only after your teacher shows you proper usage. Put away materials neatly. Put hand on teacher's arm when you need help. Never interrupt.	Line up in either the Oak Run or Redding Bus Route line in front of the cafeteria. Sit in assigned seat.	Wait patiently, demonstrating grace and courtesy as your servers serve food.	Report any unflushed toilets, empty paper towels or soap dispensers.	Listen carefully to playground rules. Stand in line patiently, keeping your hands to yourself.
ALLOW EVERYONE TO LEARN	Help peers when they ask or need help. Do not interrupt peer concentration.	Encourage peers to remain seated, fasten seatbelts.	Do your assigned job and help peers follow directions.	Kindly remind peers to wash their hands when leaving the bathroom.	Take turns playing games, basketball, tetherball, swinging.  Teach peers rules of the game.
CREATE A SAFE LEARNING ENVIRONMENT	Put all materials away neatly. Pick up trash, keep counters and sink area neat. Use "Peace Talks" to solve problems. See teacher for mediation if "Peace	Keep feet and hands where they belong. Throw unwanted items in wastebasket. Keep electronic devices, food and drinks in backpack.	Wipe your crumbs on tray, place food (not meat or bones) in compost tub. Put tray, cup, and utensils on table. Clean food spills off floor.	Flush toilet after use. Use two squirts of soap to wash hands. Throw paper towels in wastebasket. Report to office staff when	Report any graffiti or broken equipment to adult on duty. Return playground equipment to ball cage area.



	Talks" aren't changing behavior. Write incident reports if administrative help is needed.			supplies need replenishing.	Use equipment as it was designed. Pick up trash when needed.
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### Part Day/Morning TK

TK is available for kids **whose fifth birthdays are between September 2nd and December 2nd of the school year**. For example, if your child turns 5 on October 5th, then he or she is eligible to enroll in a TK class at your local public school.

If you are interested in enrolling your child please contact the district office at **530-472-3241**. Partial days or full days are available for TK students, based on the parts'/Guardians' preference **and what is best for each individual child**.

Shasta County Office of Education – Early Childhood Services  
<http://www.shastacoe.org/page.cfm?p=2481>

Child Care Family Fee Rate Calculator  
<http://www2.cde.ca.gov/familyfee/famfeecalc.aspx>

### Oak Run's After School Program

#### Making a Difference...After School – Every Day!

Oak Run's after school care provides enrichment services to our school community. All students are eligible to attend, regardless of parental economic status. For more information Oak Run Elementary School at 530-472-3241.

The program is open every day that students are in session with the occasional closure for professional development. Programs begin at the regular and minimum day dismissal and conclude at 5:00 pm. If the child is not picked up by 5:30 PM you will be charged \$10 for every 20 minutes they are here after 5:30. Below is a sample daily schedule.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
3:15-3:30	Snack in seats	Snack in seats	Snack in seats	Snack in seats	Snack in seats
3:30-4:00	Academic/Enrichment	Academic/Enrichment	Academic/Enrichment	Academic/Enrichment	Academic/Enrichment
4:00-4:25	Free Time/Projects	Free Time/Projects	Free Time/Projects	Free Time/Projects	Free Time/Projects
4:25-4:30	Clean Up				

### Report Cards

Our report cards were created with input gathered from multiple sources to ultimately provide parents with a clear, informative picture of their child's performance at school. Academic skills that are evaluated are from the California Common Core State Standards. Our philosophy seeks to educate the whole child and the reports are wider in scope than simply academics, therefore report cards contain information on social and emotional growth as well. Your child's teacher is the best source of information about the report cards and can answer any questions you may have.



## Safety

The safety of the children, staff, and visitors at Oak Run ESD is of vital importance. If you are interested in being a member of the Safety Committee, please see the Director. The Safety Committee will work with the Director, the Board, and the school's insurance carriers to continually improve the Safety Plan for the school.

Some ways parents can help keep Oak Run a safe place includes:

- Reviewing school rules with children
- Notifying the school of any changes in medical conditions
- Driving slowly and defensively near the school
- Keeping contagious children home from school, if/when ill
- Encouraging children to go to the adults at school when they have a conflict they need help resolving
- Pointing out malfunction in equipment or hazards on or near the school site

## School Attendance Review Board (SARB)

Truancy, defined as unverified, unexcused or excessive excused absences and tardies, negatively affect students' education. Oak Run is required by law to monitor truancy and to report to authorities when there are problems. Not doing so would put the school in jeopardy, and is therefore not an acceptable solution to the problem. We truly want to work with families to find solutions when attendance or timeliness is a problem, and wish for all families to have a clear understanding of the legal process that is involved when students miss school.

1. **Three unexcused absences** will generate a mandated, legally compliant initial attendance letter detailing the school attendance policy and the legal ramifications of excessive excused absences.
2. **Five absences**, excused or unexcused, will initiate an attendance conference held with the parents/guardians and the student, if appropriate. The purpose of this meeting is to communicate the attendance policies clearly to families to ensure maximum attendance for the remainder of the year.
3. **Seven unexcused absences** will generate another attendance letter referencing truancy guidelines. The Shasta County Office of Education will be notified of the potential for a truancy referral at this time.
4. **Ten unexcused absences** will generate another attendance letter referencing truancy guidelines. At this time the student will be referred to the Shasta County Office of Education for truancy.
5. **Ten excused absences** will generate a letter requiring third-party proof for excusing any future absences. The intent is not to reprimand or persecute families with frequently or seriously ill children, but to create a helpful plan for better attendance.

Discretion will be required by the Director in determining the facts of these situations. The intent is to reveal fraudulent claims of illness to avoid truancy.

*Family vacations are not valid excuses for missing school. Please schedule your vacations during school vacation times. If an extended absence is unavoidable, please contact the Director at least two weeks' prior to the anticipated absence to see if an Independent Study Contract can be implemented. If an Independent Study is not possible, either due to a notice less than two weeks or other factors, absences will be recorded as unexcused.*



## Student Success Team

SST is an acronym for "School Based Intervention Team". Our SST will be called on to be a source of expertise whenever a student is not achieving up to her or his potential. ORES D's Student Success Team may be comprised of the student's teacher, the student's parent/s, special education providers, and the Director of the school. The process of formally identifying a child for a modification in academic services can begin with a parent, teacher, or any staff member expressing a concern for a child. Concerns can be academic or emotional in their scope. Once the concern is expressed, the SST will meet to identify possible interventions for the student. After a determined amount of time with interventions in place, usually about six weeks, the SST will meet again to evaluate the effectiveness of the interventions. Interventions will be modified as needed until the child is able to function in a way reflective of her or his potential.

### Technology Guidelines

These are the examples of inappropriate activity on the ORES D network, but ORES D reserves the right to take immediate action regarding activities. One that creates security and or safety issues for the ORES D network, user's schools networks or computer resources; to expand ORES D resources to content it determines lack legitimate educational content purposes; or three other activities as determined by ORES D as inappropriate.

#### Violating any state or federal law or ordinance such as:

1. Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials.
2. Criminal activities that can be punished under law.
3. Selling or purchasing illegal items or substances.
4. Obtaining and or using anonymous email sites, spamming, spreading viruses.
5. Causing harm to others or damage to their property.
6. Using profane, abusive, or impolite language: threatening, harassing, or making damaging or false statements about others are accessing, transmitting, or downloading offensive, harassing, or disparaging materials.
7. Deleting, copying, modify, or forging other users names, emails files or data, disguising one's identity, enter personating or impersonating other users, or sending anonymous email.
8. Damaging computer equipment, files, data or the network in a way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance.
9. Using any ORES D computer mobile devices to pursue hacking, internal or external ORES D or attempting to access information protected by privacy laws.
10. Accessing, transmitting or downloading large files, including chain letters or any type of pyramid schemes.
11. Using websites, email, networks, or other technology to politically uses for personal gain
12. ORES D Internet and Internet property must not be used for personal benefit.
13. Users must not intentionally access, create, store or transmit material that may be deemed to be offensive, indecent, obscene, intimidating, or hostile; or that harasses, insults or attacks others.
14. Advertising, promoting ORES D decides or commercial efforts and events.
15. Users must adhere to all copyright laws.
16. Users are not permitted to use the network for non-academic related bandwidth intensive activity such as network games or transmission of large audio video files or serving as a host for such activities.

### Toys and Electronics

Children are encouraged to bring items from home that relate to the current academic themes. Special things responsibly collected from nature such as bird nests, unusual shells and rock specimens are most welcome. However, toys and electronics for an unspecified purpose or if they do not pertain to the lesson being taught in the classroom from home are not allowed in the school. If a child finds it hard to part with a particular toy, perhaps the toy can accompany the child to school and remain in the car to wait for the child's return at the end of the day.



## **Visitation Policy**

Oak Run is a community-based school, and all community members' voices and input are valued and necessary. In order to run a school efficiently, procedures around visits and appointments are needed to ensure that input is received and the business of the school is not disrupted.

We have an open-door policy, encouraging the community to experience Oak Run ESD learning. Office hours are from 8:00AM to 3:30PM Monday through Friday. Please schedule an appointment with the front office in advance if you would like to meet with administration or the teaching staff.

For more details, our board adopted policy regarding visitation is posted on our website on the Board of Directors/policies page. All visitors must follow County Health guidance requirements while on campus.

## **Volunteering**

Oak Run ESD is committed to being a school in which collaboration and high family involvement is optimized to provide students with the best possible school experience. Seeing parents helping out at the school sends a positive lesson for children. It shows them that education is valued and it is important enough to work for and invest time in. Not every family has unlimited resources of time or skills to offer, but there are things that any and all of us can do. The Oak Run ESD offers a variety of tasks and projects in which parents and families can be involved. In addition, as each family gets to know the teachers and their child's program, parents can find other ways to help. Each family is encouraged to volunteer 10 each academic year. Part of these hours may be filled by attending school performances, Back to School Night and Parent Education Night, and participating in school functions. For families that are unable to extend themselves beyond attendance at these types of events, a cash donation in lieu of work hours can be made to the school. All volunteers must follow County Health guidance requirements while on campus.

### ***We Need Parent and Community Enrichment Instructors:***

*Every one of our adult community members has a talent or special skill they can share with the students of Oak Run Elementary. Please contact Misti Livingston - Superintendent/Principal or e-mail [mlivingston@oakrunschool.org](mailto:mlivingston@oakrunschool.org) Volunteers will be fingerprinted and TB tested as required by our Safe School Policy.*



# Oak Run Elementary Family Handbook Parent and Student Support Form



**Directions:** After reviewing the family handbook together, please sign, detach and return this form to your classroom teacher by: **September 30th, 2024.**

Clear expectations and school protocol is essential to build the best educational partnerships between students, parents, teacher, and school officials. We have reviewed the Oak Run Elementary Family Handbook and will support the protocols stated. If there are further clarifications needed, we will contact the classroom teacher or principal.

\_\_\_\_\_

Parent Name                      Parent Signature                      Date

\_\_\_\_\_

Parent Name                      Parent Signature                      Date

\_\_\_\_\_

Student Name                      Student Signature                      Date



# Oak Run Elementary School District A TK

*to 8<sup>th</sup> Grade Public Family-Style Learning Environment*

27635 Oak Run to Fern Rd. Oak Run, CA 96069

[www.oakrunschool.org](http://www.oakrunschool.org) (530) 472-3241

## Employee Handbook



### **Vision**

Our vision is to develop well rounded, confident, and responsible individuals who aspire to achieve their personal best and build their emotional, social and physical well-being by empowering all students to embrace a love of learning. We will do this by providing a welcoming, happy, safe, and supportive learning environment in which everyone is equal and achievements are celebrated.

### **Mission Statement**

Our mission is to work together to maximize each child's sense of wellbeing and acquisition of skills for life and learning in an academic-rich environment, where individual learning styles are recognized and encouraged.



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## OAK RUN ELEMENTARY SCHOOL DISTRICT

### Mission Statement

*Our Mission is to ensure learning for all, no limits, no excuses & unlimited possibilities.*

*We do this by...*

*Building partnerships, maintaining high expectations, creating rigor,*

*relevance, & responsiveness, proving more time & support,*

*meeting the needs of the whole child, & being persistent & passionate about children.*



### Board of Trustees

*Board meetings are held the third Wednesday of the month at 3:00PM.*

Position	Name	Contact Number
Board President	Shawn Hill	(530) 472-3003
Board Secretary	Misti Livingston	(530) 472-3241
Board Clerk	Dede Masala	(530) 472-1734
Board Member	Candace Maurer	(925) 519-3909
Board Member	Sean Kittrell	(530) 472-3116
Board Member		

### Site Council

*Site Council meetings are held the third Wednesday of the month at 3:00PM*

*Title Position Email*

Facilitator	Misti Livingston	mlivingston@oakrunschool.org
Chairperson – Site Council		
Vice Chairperson – Site Council		@oakrunschool.org
Secretary – Site Council		@oakrunschool.org
Site Council Member		
Site Council Member		
Site Council Member		



Oak Run Elementary School District Employee Handbook

pg. 4

**Staff Roster**

*\*Note: In case of an emergency, this is our phone tree. The first person contacts the second and so on...*

Position	Name	Email
<b>Administrative Team</b>		
Superintendent/Principal	Misti Livingston	mlivingston@oakrunschool.org
Admin. Assistant	Connie Starnes	cstarnes@oakrunschool.org
Attendance Clerk	Becky Carr	bcarr@oakrunschool.org
<b>Teaching Staff</b>		
TK-3rd Grade Teacher	Anne Hanna	ahanna@oakrunschool.org
3 <sup>rd</sup> -5 <sup>th</sup> Grade Teacher		
5 <sup>th</sup> - 8 <sup>th</sup> Grade Teacher	Wallace Kempkey	wkampkey@oakrunschool.org
Librarian	Jill Pearson	jpearson@oakrunschool.org
Instructional Aide	Andrea Sellers	asellers@shastacoe.org
Music Instructor	Becky Carr	bcarr@oakrunschool.org
Psychologist	Glynn Gregory	ggregory@junctionesd.net
Instructional Aide	Kara Livingston	klivingston@oakrunschool.org
Cook	Mary	@oakrunschool.org
Camp Coral	Andrea Sellers	asellers@shastacoe.org
Instructional Aide	Morgan Cole	mcole@oakrunschool.org
Community Connect Liaison	Kim Patterson	kpatterson@oakrunschool.org



### Oak Run Elementary School District 2024-2025 School Calendar

July 2024						
Su	M	Tu	W	Th	F	Sa
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21	22	23	24	25	26	27
28	29	30	31			

- ☆ 1st Trimester Ends: Nov 3 (51)
- ☆ 2nd Trimester Ends: Mar 1 (67)
- ☆ 3rd Trimester Ends: May 31 (83)

Shaded = Student Attendance Days (181)

August 2024						
Su	M	Tu	W	Th	F	Sa
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September 2024						
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October 2024						
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November 2024						
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December 2024						
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January 2025						
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February 2025						
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April 2025						
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May 2025						
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June 2025						
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29	30					

HOLIDAY & RECESS	
Labor Day .....	Sep 2
Fall Break .....	Oct 2-Oct 4
Veteran's Day Holiday .....	Nov 11
<i>(By law must be Nov 11 if it's a weekday)</i>	
Thanksgiving Break .....	Nov 25-29
Winter Break .....	Dec 23-Jan 3
Martin Luther King Day .....	Jan 20
Lincoln Day observed .....	Feb 17
Washington Day observed .....	Feb 18
Spring Break .....	April 14-18

CERTIFICATED DATES	
School Starts:	Aug ust 19
School Ends:	Junx 6
District Work Days	○ Aug 16 Jun 9
Staff Development Days	△ Aug 15 Jan 3



### Oak Run Elementary School District 2024-2025 School Calendar

July 2024						
Su	M	Tu	W	Th	F	Sa
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- ☆ 1st Trimester Ends: Nov 3 (51)
- ◇ 2nd Trimester Ends: Mar 1 (87)
- ◇ 3rd Trimester Ends: May 31 (83)

Shaded = Student Attendance Days (181)

August 2024						
Su	M	Tu	W	Th	F	Sa
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September 2024						
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November 2024						
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December 2024						
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January 2025						
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February 2025						
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March 2025						
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April 2025						
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May 2025						
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June 2025						
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HOLIDAY & RECESSION	
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Winter Break .....	Dec 23-Jan 3
Martin Luther King Day .....	Jan 20
Lincoln Day observed .....	Feb 17
Washington Day observed .....	Feb 18
Spring Break .....	April 14-18

CERTIFICATED DATES	
School Starts:	August 19
School Ends:	June 6
District Work Days	○ Aug 16 Jun 9
Staff Development Days	△ Aug 15 Jan 3



### Oak Run Elementary School District 2024-2025 School Calendar

July 2024						
Su	M	Tu	W	Th	F	Sa
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**Bus Driver**

1st Trimester Ends: Nov 3 (51)  
 2nd Trimester Ends: Mar 1 (67)  
 3rd Trimester Ends: May 31 (83)

Shaded = Student Attendance Days (180)

August 2024						
Su	M	Tu	W	Th	F	Sa
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September 2024						
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October 2024						
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November 2024						
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December 2024						
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January 2025						
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February 2025						
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March 2025						
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April 2025						
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May 2025						
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June 2025						
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Labor Day .....	Sep 2
Fall Break .....	Oct 2-Oct 4
Veteran's Day Holiday .....	Nov 11
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Thanksgiving Break .....	Nov 25-29
Winter Break .....	Dec 23-Jan 3
Martin Luther King Day .....	Jan 20
Lincoln Day observed .....	Fel 17
Washington Day observed .....	Fel 18
Spring Break .....	Apr 14- Apr 18

CERTIFICATED DATES	
School Starts:	Aug 19
School Ends:	June 6
District Work Days	<div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; border: 1px solid black; border-radius: 50%; margin-right: 5px;"></div>             August 16              June 9         </div>
Staff Development Days	<div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; border: 1px solid black; margin-right: 5px;"></div>             Aug 15              Jan 3         </div>



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- ☆ 1st Interweeker Ends: Nov 3 (51)
- ☆ 2nd Interweeker Ends: Mar 1 (87)
- ☆ 3rd Interweeker Ends: May 31 (83)

Shaded = Student Attendance Days (181)

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September 2024						
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October 2024						
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November 2024						
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December 2024						
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January 2025						
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February 2025						
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April 2025						
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June 2025						
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CERTIFICATED DATES	
School Starts:	August 19
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District Work Days	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; border-radius: 50%; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="margin-left: 10px;"> <p>Aug 16</p> <p>Jun 9</p> </div> </div>
Staff Development Days	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; border-radius: 50%; width: 15px; height: 15px; margin-right: 5px;"></div> <div style="margin-left: 10px;"> <p>Aug 15</p> <p>Jan 3</p> </div> </div>



### Oak Run Elementary School District 2024-2025 School Calendar

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September 2024						
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October 2024						
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HOLIDAYS/RECESS	
Labor Day .....	Sep 2
Fall Break .....	Oct 2-Oct 4
Veteran's Day Holiday .....	Nov 11
<i>(by law must be Nov 11 if a weekday)</i>	
Thanksgiving Break .....	Nov 25-29
Winter Break .....	Dec 23-Jan 3
Martin Luther King Day .....	Jan 20
Lincoln Day observed .....	Feb 17
Washington Day observed .....	Feb 18
Spring Break .....	April 14-18

CERTIFICATED DATE	
School Starts:	August 19
School Ends:	June 6
District Work Days	○ Aug 16 Jun 9
Staff Development Days	△ Aug 15 Jan 3



### Oak Run Elementary School District 2024-2025 School Calendar

#### Confidential Employees

- ☆ 1st Trimester Ends: Nov 3 (51)
- ☆ 2nd Trimester Ends: Mar 1 (67)
- ☆ 3rd Trimester Ends: May 31 (83)

Shaded = Student Attendance Days (180)

July 2024						
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June 2025						
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HOLIDAY & RECESS		<input type="checkbox"/>
Labor Day .....	Sep 2	
Fall Break .....	Oct 2-Oct 4	
Veteran's Day Holiday .....	Nov 11	
<i>(by law must be Nov 11 if a weekday)</i>		
Thanksgiving Break .....	Nov 25-Nov 29	
Winter Break .....	Dec 18-Jan 3	
Martin Luther King Day .....	Jan 20	
Lincoln Day observed .....	Fel 17	
Washington Day observed .....	Fel 18	

CERTIFICATED DATES	
School Starts: August 14	
School Ends: June 6	
District Work Days	○ Aug 19 Jun 9
Staff Development Days	△ Aug 15



### Oak Run Elementary School District 2024-2025 School Calendar

#### Confidentialial Employees

- ☆ 1st Trimester Ends: Nov 3 (51)
- ☆ 2nd Trimester Ends: Mar 1 (87)
- ☆ 3rd Trimester Ends: May 31 (83)

Shaded = Student Attendance Days (180)

July 2024						
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November 2024						
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December 2024						
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January 2025						
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April 2025						
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June 2025						
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HOLIDAY & RECESS	
Labor Day .....	Sep 2
Fall Break .....	Oct 2-Oct 4
Veteran's Day Holiday .....	Nov 11
<i>(By law must be Nov 11 if a weekday)</i>	
Thanksgiving Break .....	Nov 25-Nov 29
Winter Break .....	Dec 18-Jan 3
Martin Luther King Day .....	Jan 20
Lincoln Day observed .....	Fel 17
Washington Day observed .....	Fel 18

CERTIFICATED DATE	
School Starts:	August 14
School Ends:	June 6
District Work Days	Aug 19 Jun 9
Staff Development Days	Aug 15



### Oak Run Elementary School District 2022-2023 School Calendar

#### Preschool Teacher

- ☆ 1st Trimester Ends: Nov 4 (58)
- ☆ 2nd Trimester Ends: Mar 3 (80)
- ☆ 3rd Trimester Ends: June 2 (59)

Shaded = Student Attendance Days (180)

July 2022						
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August 2022						
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September 2022						
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October 2022						
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November 2022						
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January 2023						
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June 2023						
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HOLIDAYS/RECESSES	
Labor Day	Sep 5
Veteran's Day Holiday	Nov 11
<i>(by law must be Nov 11 if a weekday)</i>	
Thanksgiving Break	Nov 21-25
Winter Break	Dec 19-Jan 10
Martin Luther King Day	Jan 16
Lincoln Day observed	Feb 20
Washington Day observed	Feb 21
Spring Break	Apr 10-Apr 14
Memorial Day	May 29
Conference Week - Min Days	Nov 14-18

CERTIFICATED DATES	
School Starts:	August 15
School Ends:	June 6
District Work Days	Aug 12 Jun 7
Staff Development Days	Aug 11 Jan 9
Snow Day Makeup:	June 7, 8 & 9
<i>(If snow day makeups are used, then June 6th work day will be moved to June 9th)</i>	

Board Approved on May 11, 2022



**Oak Run Elementary**  
**A Family Learning Style Education**  
**2024-2025 School Bell Calendar**

27635 Oak Run to Fern Rd.

Ph: (530) 472-3241

Fax: (530) 472-1087

Regular Day - Monday through Thursday

		<u>Minutes</u>
9:00-9:10/30	Morning Meeting in cafeteria	30
9:10/30-12:30	Learning Time (a.m.)	200
12.30-1:15	Staggered Class Lunch	
1:00-3:15	Learning Time (p.m.)	195

Total.....  
 .....425

Minimum Day - Friday

9:00-9:10/30	Morning Meeting in =cafeteria	30
9:10/30-12:30	Learning Time (a.m.)	200
11:45-1:00	Staggered Class Lunch	75
1:00-2:15	Learning Time (p.m.)	

Total.....  
 .....305

**1. ACCIDENTS AND MEDICAL EMERGENCIES:** In case of an accident, illness, or other medical emergency, the Medical Emergency Procedure listed below must be followed:

- Attend to the child's immediate needs, providing comfort and safety
  - Apply First Aid, and CPR
  - Check the student's file for special medical/emergency instructions.
  - Call the parent, if unavailable call the emergency contact provided in the child's file (continue to try to reach the parent)
  - Preferably, have another staff member check the file and make contacts while one remains with the child who has the emergency
  - If necessary, call the child's physician and/or 911

**2. ACCIDENT/INCIDENT REPORTS:** The appropriate district form(s) and/or Medlog form(s) must be filled out any time there is an injury or unusual incident involving a child. The form(s) must be completed by the staff member who was in attendance when the incident occurred. It should detail what happened, what action was taken to remedy the situation, the location of the incident, date and time.



**3. ANTI-HARASSMENT POLICY:** It is the policy of the School to maintain a working environment which encourages mutual respect, promotes respectful and congenial relationships between employees and is free from all forms of harassment of any employee or applicant for employment by anyone, including supervisors, co-workers, vendors, or customers. Harassment in any manner or form is expressly prohibited and will not be tolerated by the School. Accordingly, School management is committed to vigorously enforcing this policy against harassment, including but not limited to sexual harassment, at all levels within the School.

All reported or suspected occurrences of harassment will be promptly and thoroughly investigated. Where harassment is determined to have occurred, the School will immediately take appropriate disciplinary action, including written warnings and possible suspension, transfer, and/or termination. The School will not permit or condone any acts of retaliation against anyone who files harassment complaints or cooperates in the investigation of the same. The term "**harassment**" includes but is not limited to unwelcome slurs, jokes, verbal, graphic or physical conduct relating to an individual's race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, physical disability, mental disability, age, uniform service member status, marital status, registered domestic partner status, gender (including sex stereotyping), medical condition (including but not limited to cancer related or HIV/AIDS related), or sexual orientation. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:

*Submission to such conduct is an explicit or implicit term or condition of employment. Employment decisions are based on an employee's submission to or rejection of such conduct; or, such conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.*

*The term "harassment" may also include conduct of employees, supervisors, vendors and/or customers who engage in verbally or physically harassing behavior which has the potential for humiliating or embarrassing an employee of the School.*

**4. ATTENDANCE:** Attendance sheets are in the office by the employee sign-in binder. When taking role, mark "A" for absent and put a check mark if the student is receiving a lunch for the day. **Teacher must turn in your role sheet to the office by 9:50AM.** Also, provide the total number of students receiving lunch. It is crucial that attendance is completed efficiently and thoroughly. Human error has cost the District lost time and money. At the end of each month, the teacher is required to sign the monthly attendance reports. Students may not take attendance. Office staff prepares, but the auditor looks for teacher signatures for authenticity. By 10:00 AM, parents of absent students will be contacted by the office staff if they do not call the school. Teachers must schedule Parent Meetings/SST meetings for students who miss more than 10% (as this is considered chronic absenteeism). Encourage frequently ill students to go to the doctors. A doctor's note will prevent from the school sending SARB truancy letters to CalWorks. The school is obliged to notify CalWorks Students who receive the 3<sup>rd</sup> truancy letter will also be obliged the school to notify CalWorks from receiving 3<sup>rd</sup> Truancy Letter and SARB notification. CalWorks may withhold supplemental resources until the parent/guardian proves the student's attendance has improved. Together the office staff teacher and principal will coordinate parent/guardian meetings to resolve attendance problems.



**5. CAMPUS SUPERVISION:** All students must be supervised at all times. Schedule changes occur when staff members change. All staff members are responsible to supervise during their scheduled time. **When he/she is absent, the scheduled staff member is responsible to find substitute coverage.**

<https://docs.google.com/document/d/1xuDU8TdsCQKZG7zMWcazEvC8ftph1W5iMTIIAawdz4/edit?usp=sharing>

**6. CELL PHONES:** Children may bring cell phones to school provided they are turned off and remain out of students' hands until after school has been dismissed. The school cannot be held responsible for cell phones that are lost, stolen, or broken while on school grounds. Classroom teachers have the authority to collect cell phones during the instructional day and return them at the end of the day if needed. Please remember to turn your ringer off when you visit your child's classroom. In the event that you forget, try not to be overly mortified when you entertain the class, it happens to the best.

*Cell Phone Etiquette: All staff members are to demonstrate optimal supervision skills. They are to watch student interaction during campus supervision and classroom observations. Cell phones are only to be used to record student progress during school hours and other academic activities. When staff members have to take phone calls during class hours, that staff member must find someone else to cover supervision.*

**7. COMPLAINT PROCEDURES: (Forms in office and teacher's lounge):** The School provides its employees with a convenient and reliable method for reporting incidents of harassment, including sexual harassment. Any employee who feels that they have been or are being harassed, or discriminated against, is encouraged to immediately inform the alleged harasser that the behavior is unwelcome. In most instances, the person is unaware that their conduct is offensive and when so advised can easily and willingly correct the conduct so that it does not reoccur. If the informal discussion with the alleged harasser is unsuccessful in remedying the problem or if such an approach is not possible, the employee should immediately report the complained-of conduct to the principal/superintendent. The email report should include all facts available to the employee regarding the harassment.

**Confidentiality:** All reports of harassment will be treated seriously. However, absolute confidentiality is not promised nor can it be assured. The School will conduct an investigation of any complaint that will require limited disclosure of pertinent information to certain parties, including the alleged harasser.

**Investigative Procedure-**Once a complaint is received, the School will begin a prompt and thorough investigation. The investigation may include interviews with all involved employees, including the alleged harasser, and any employees who are aware of facts or incidents alleged to have occurred. Once the investigation is completed, a determination will be made regarding the validity of the harassment allegations. If it is determined that harassment has occurred; prompt, remedial action will be taken. This may include some or all of the following steps:

- a. Restore any lost terms, conditions or benefits of employment to the complaining employee.
- b. Discipline the harasser. This discipline can include written disciplinary warnings, transfer, demotion,



*suspension, and termination.*

*c. If the harassment is from a vendor or customer, the School will take appropriate action to stop the conduct in the complaint.*

Oak Run Elementary School District Employee Handbook pg. 16

**8. CHANGE IN POLICY:** The policies in this handbook are subject to change at the discretion of superintendent/principal and will be reviewed and approved at school board meetings by the Board of Trustees. We will notify you of these changes via email. Changes will be effective on dates determined by the principal/superintendent per Board approval, and you may not rely on policies that have been superseded. No other employees have the authority to alter the foregoing. If you are uncertain about any policy or procedure, please check with the principal/superintendent.

**9. CHILD ABUSE (Forms in District office):** All employees are required to be trained in mandated reporting and to remain informed of California law regarding child abuse. Anyone staff member who knows or has reasonable cause to suspect child abuse, abandonment, or neglect must immediately report such knowledge or suspicion. Employees of Oak Run Elementary School District who are acting in their official or professional capacity, and become aware, or suspect, that a student has suffered, or faces the threat of any physical or mental wound, injury, or disability, or condition of a nature that reasonably indicates child abuse or neglect, shall immediately notify the Child Protective Services. The Principal/superintendent must also be notified that a report has been made.

**10. CLASSIFICATIONS OF EMPLOYMENT:** For purposes of salary administration and eligibility for overtime payments and employment benefits, the School classifies its employees as follows:

**Full-time Regular Employees** -- Employees hired to work the School's normal, full time, 30 hour or more work week on a regular basis. Such employees may be "exempt" or "non-exempt" as defined below. **Part-time Regular Employees** -- Employees hired to work fewer than 30 hours per week on a regular basis. Such employees may be "exempt" or "non-exempt" as defined below.

**Temporary Employees** -- Employees engaged to work full time or part time on the School's payroll with the understanding that their employment will be terminated no later than upon completion of a specific assignment. (Note that a temporary employee may be offered, and may accept, a new temporary assignment with the School and thus still retain temporary status.) Such employees may be "exempt" or "non-exempt" as defined below. (Note that employees hired from temporary employment agencies for specific assignments are employees of the respective agency and not of the School.)

**Non-exempt Employees** -- Employees who are required to be paid minimum wage and overtime at the federal or state prescribed wage rate, whichever is higher. **Exempt Employees** -- Employees who are not required to be paid minimum wage and overtime, in accordance with applicable federal wage and hour laws, for work performed beyond forty hours in a workweek. Executives, professional employees, outside sales representatives, certain **CONTRACT RENEWAL:** Oak Run Elementary School District falls under the "Small Necessary Schools" guidelines. Faculty members who are holding a contract will be informed in the spring whether or not their contract will be renewed for the next school year. Those who are offered a contract will have two weeks to sign it and return it to the principal/superintendent (**Letter of Assurance**).

**11. CLASSROOM CLEANLINESS:** The classroom teacher is responsible for sanitizing daily in their classroom; all chairs, tables, faucets, learning materials, light switches, and any other touched surface



areas.

Oak Run Elementary School District Employee Handbook pg. 17

**12. CODE OF CONDUCT:** Oak Run Code of Conduct is necessary to establish and maintain an environment conducive to the development of self-discipline, self-control, concentration, and independence.

They are responsibilities based on the rights of the people in the group to learn and work safely and respectfully. The class and school ground rules are stated clearly and consistently during and throughout the school year. While each class will have procedures specific to that class, all of the Oak Run Elementary School District students are expected to follow these rules.

ORESD's "Code of Conduct" have three major guidelines. Please make sure they are posted in classrooms and hallways:

- a. Allow your teacher (guide) to teach.**
- b. Allow everyone to learn.**
- c. Create a safe learning environment**

Children are very observant and learn by imitating adults. With this in mind we feel that setting a good example is the best reminder of appropriate behavior. With positive help and guidance, children will develop confidence in their ability to make appropriate behavioral choices and the ability to deal with their own problems. When they realize that they are respected, they will likewise be able to respect others in return. We have found that when schoolwide "Code of Conduct" is clear and consistent, and positive redirecting approaches are applied, the children eventually take responsibility for themselves as individuals and as a group maintaining their "Code of Conduct", thus necessitating only occasional reminders.

**13. CONFIDENTIALITY:** Oak Run Elementary School District expects the highest level of discretion by staff, parents, and children in regard to confidential information, files or personal data on the children or staff members. Conversations and behavior must reflect this level of discretion. Students must NOT be present during any conversations related to confidential matters, including, but not limited to, staff meetings, parent conferences, parent phone calls, meetings with administrators, and teachers discussing classroom matters. No information about students will be given to any person unless a written request from a parent or guardian, or an authorized agency has been received. No agency is authorized without a signed parental consent or a signed court order.

In addition, as a result of your employment at Oak Run Elementary School, you may acquire and have access to confidential information belonging to Oak Run Elementary School District, relating to financial information, data, records, reports, donor lists, and legal matters. As a condition of employment, Oak Run Elementary School District asks that you agree that all such information is the exclusive property of Oak Run Elementary School District and that you will not at any time divulge or disclose to anyone, except in the responsible exercise of your job, any such information whether or not it has been specifically designated as "confidential." The Students' permanent files which contain personal records, health records, and the student's cumulative educational records (progress reports, standardized test records, special evaluations, etc.) are to be kept in the school office. Teachers who need to review the file of a student from her class must do so in the office. This assures the protection of student confidentiality, as well as eliminating problems that could occur if the student's file was unavailable in the event of an emergency.



**14. DRESS CODE/APPEARANCE:** School policy regarding personal appearance is reflective of the fact that we are guided by the customs of our professional community. Our personnel are expected to present a

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neat and professional appearance in dress, hair, accessories, etc. at all times. Our dress code policy is applicable for all personnel at all levels. Employees are expected to dress in a manner that is normally acceptable in a professional environment. Yoga pants, jeggings, leggings, and all other tight constricting pants are not prohibited. We understand employees must be comfortable enough to work with children thus casual professional attire is expected not business professional dress. In some situations, more casual apparel is appropriate, such as staff in-service days and/or staff meetings when students and families are not present. A change of clothes may be brought for athletic activities and/or other activities such as gardening or painting with the children. Employees in these situations may not be affected by this policy. These circumstances shall be approved by administration.

**15. DRUG FREE WORKPLACE POLICY:** The policy of the School is to maintain a drug free workplace. As a condition of continued employment, all School employees must comply with this policy. The term "workplace" is defined as School property, any School sponsored activity, or any other site where the employee is performing work for the School or representing the School. The term "drug" as used in this policy includes alcoholic beverages, tobacco and prescription drugs, as well as illegal inhalants and illegal drugs and/or controlled substances as defined in schedules I through V of the Controlled Substances Act, 21 U.S.C. Sec. 812, 21 C.F.R. Sec 1308, and the state and local law of the jurisdiction where the workplace is located, including, but not limited to, marijuana, opiates (e.g., heroin, morphine), cocaine, phencyclidine (PCP), and amphetamines. An employee who engages in an activity prohibited by this policy shall be subject to disciplinary action, up to and including immediate termination of employment. Prohibited activities under this policy include the possession, use, sale, attempted sale, distribution, manufacture, purchase, attempted purchase, transfer, or cultivation of drugs, as defined above, in the workplace, as defined above. Employees are also prohibited from being at the workplace with a detectable amount of drugs in their system. However, the use and/or possession of prescription drugs, when taken as directed and obtained with a valid prescription, shall not be a violation of this policy. Information regarding the availability of treatment programs, if any, such as drug and alcohol abuse rehabilitation programs and the requirements for participation in drug and alcohol abuse education and training programs, may be requested by contacting your Director.

This policy is not intended to replace or otherwise alter the obligation of Oak Run Elementary School District to comply with requirements of the U.S. Department of Transportation or any other federal, state or local agency that regulates drug testing administration or a particular industry.

**16. DUTIES OF EMPLOYEES AND SUPERVISORS (Incident Reports in District Office):** All employees of the School, both management and non-management, are responsible for assuring that a workplace free of harassment is maintained. Any employee may file a harassment complaint regarding incidents experienced personally or incidents observed in the workplace.

The School strives to maintain a lawful, pleasant work environment where all employees are able to effectively perform their work without interference of any type and requests the assistance of all employees in this effort. All School supervisors and managers are expected to adhere to the School's anti-harassment policy. Supervisors' evaluations will include an assessment of the supervisor's efforts in following and



enforcing this policy. All managers and supervisors are responsible for doing all they can to prevent and discourage harassment from occurring. If a complaint is raised, supervisors and managers are to act promptly to notify the Principal/superintendent of the complaint so that the School may proceed with an

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investigation. If a supervisor or manager fails to follow ORES D District Policy and will be disciplined. Such discipline may include termination.

**17. EQUAL OPPORTUNITY POLICIES:** The School provides equal employment opportunities to all employees and applicants without regard to race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, physical disability, mental disability, age, uniform service member status, marital status, registered domestic partner status, gender (including sex stereotyping), medical condition (including but not limited to, cancer related or HIV/ AIDS related) or sexual orientation in accordance with applicable federal, state and local laws. In addition, the School complies with applicable state and local laws governing nondiscrimination in employment in every location in which the School has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, and layoff, recall, and transfer, leaves of absence, compensation and training.

**18. EMERGENCY RESPONSE:** The following plan must be followed during an

**evacuation. Oak Run Emergency Evacuation**

Two-way radios must be turned on and turned up where you can hear it. It must be on you at all times during the day. Emergency evacuations may take place at any point on the campus and all staff must hear directions.

**School Garden**

**First Aid Tent  
(Shielded from students, staff, parents)**

**Field Area**

Classes line up:

**Elementary /Jr. High (4-8) Primary (1-3) Kindergarten**

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**Office**





### Parent Pick-Up **Emergency Vehicle Route Only**

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**19. EMPLOYEE CONDUCT - ABSENCE AND ATTENDANCE POLICY:** Teachers are required to be at school from 8:00 am – 3:00 pm for all Tuesdays, Thursdays and Fridays and 8:30 am – 2:45 pm for all Mondays and Wednesdays. The administration supports employees in responsibly taking time off due to illness or personal needs. However, excessive absences place a stress on everyone, especially our students. Please keep this in mind when you are requesting time off. Also, keep in mind that we cannot guarantee that requests will always be granted. There will be many factors considered in these decisions including but not limited to; employee's attendance record, other employee requests for absence for the same time, and special events occurring at the school. There are scheduled vacation days and holidays during the school year (see school calendar). Employees that are not 12 month employees are asked to plan vacation time during this time when the school is closed. In the event of an illness, the substitute guidelines must be followed. All absences must be properly reported on **Absence Report forms**. The Board of Directors assumes that employees are committed to their students and Oak Run Elementary School District activities and know that uninterrupted teacher attendance is critical to student success. They also recognize that there are valid reasons for staff absence. The sick, personal, and leave of absence policy is designed to serve staff needs equitably, as well as to maintain class coverage and good educational practice. If a staff member becomes ill, they may be tested for COVID-19. In the event of a positive test, the staff member will quarantine themselves and may return to work in 10 days or 3 days after symptoms resolve. His/her class may remain on campus to learn.

**20. EMPLOYEE HEALTH and SAFETY:** It is the policy of ORESD to provide its employees a safe and healthy workplace and to follow procedures aimed at safeguarding all employees. Accident prevention and efficiency in production go together; neither should be given priority over the other. Safety is everyone's responsibility. Every staff member is expected to devote the time and effort necessary to ensure the safety of employees at all times.

All Oak Run Elementary School District employees are required to maintain up-to-date emergency contact information in their files. In the event of an accident or medical emergency involving an employee, we will follow the same basic procedures as with the children; calling the emergency contact number in the file and if necessary 911. Staff and Faculty members are expected to monitor their personal health and make good judgments in regards to attendance at school when exhibiting symptoms of illness. Administration reserves the right to send home any employee who is showing any of the symptoms of illness referred to in the infection control policy. It is important that the adults assist the school in creating a healthy environment for all children and adults. Employees must be very careful about the storing of any personal medications, either over the counter or prescriptions, out of the reach of children. Please be aware of any dangerous items you may have in your purse, backpack, briefcase, etc. and store these appropriately. Failure to observe these guidelines may result in disciplinary action, up to and including termination of your employment.

**21. EMPLOYMENT POLICIES AND PROCEDURES AMERICANS WITH DISABILITIES ACT (ADA):** The



Americans with Disabilities Act (ADA) requires an employer to provide reasonable accommodations for individuals with disabilities, unless it would cause undue hardship. A reasonable accommodation is any change in the work environment or in the way a job is performed that enables a person with a disability to enjoy equal employment opportunities. If you require an accommodation you must inform the Principal/superintendent that there is a need for an adjustment or change at work for a reason related to a medical

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condition. We will respond promptly and to the best of our ability to accommodate the needs of all employees.

**22. FIELD TRIPS:** Teachers are required to turn in field trip forms two weeks before the scheduled event. Any trip outside of the Shasta County requires Board approval. Please follow these steps: a. Fill out filed trip form (two weeks before). b. Turn into office staff. c. Office staff will give form to principal. d. Principal meets with bus driver (if needed) or AP (review cost/budget). e. If parents are driving, the teacher must make sure the parents fill out field trip transportation form (required by school insurance). They must have a \$300,000 coverage to transport our students. 10 days before the field trip, the teacher must let the cook know how to prepare lunch that day. **Teachers can always ask for donations but NEVER PUT THE WORD "COST" OR "FEE" on flyers or signs.** We provide a Free and Appropriate Public Education (FAPE). Students who cannot afford any trip or special event, the school must find a way to cover the cost,

**23. FIRE DRILLS (See diagram on pg. 20):** Monthly fire drills and bi-annual emergency drills will be held. This enables the students to learn about fire safety and to be prepared in case of a real emergency. When the alarm sounds, the staff will assist children in exiting the building through the exit assigned for their classroom or building location. Faculty and staff will instruct the children on how to exit the building quickly, calmly, quietly, and in an orderly manner. All staff and children meet at the designated spot (field area in front of the garden). The last teacher out of each classroom must check to be sure that all children have safely exited the building. In the event of an actual fire, the fire pull station will be activated to sound the alarm which automatically alerts the fire department. Fire extinguishers and smoke alarms are located throughout the building. All staff members must familiarize themselves with these emergency procedures and take fire drills seriously so that they will be prepared to keep our children safe in the event of a real emergency. All credential staff members are required to stay with their assigned students for a minimum of 72 hours unless otherwise arranged and approved by the chief emergency officer (principal/superintendent or designee).

**24. FLYERS:** All school flyers are to be approved by the principal. The principal will write his/her initials on the bottom corner of the flyer to signify administrative approval. The principal then notifies Oak Run Board of Trustees. The Superintendent approves and the Board must be aware of all special events. Fieldtrips outside of Shasta Country requires Board approval. Anyone who does not receive approval from Superintendent/Principal is violating school policies and is considered committing "false advertisement".

**25. FUNDRAISERS:** All fundraisers must be cleared by the Superintendent. The staff member or parent must fill out the Oak Run ESD Fundraiser Form (Form filed in office). Purpose, estimated cost, estimated profit, and actual cost must be reported to the Board on a regular basis. When money is being collected (after the fundraiser event has been approved by the Supt.) there must always be two people present and two signatures verifying the total funds collected and deposited. All fundraiser monies are to be deposited



immediately. Large cash amounts should never be held for long periods of time. The auditor will look for dual signatures and quick deposits of all school related fundraisers.

**26. GRIEVANCES:** Misunderstandings or conflicts can arise in any organization. Any employee who wishes to express a complaint relating to a program or activity is encouraged to discuss the matter with the Director. Most incidents resolve themselves naturally; however, should a situation persist that you believe is

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detrimental to your employment with the School, you should follow the procedure described here for bringing your complaint to the attention of the principal/superintendent.

*Step One: Use appropriate conflict resolution process with the person you are in conflict with.*

*Step Two: Discussion of the problem with the Principal.*

*Step Three: If the complainant is dissatisfied with the response, the complainant should then, within three (3) working days, provide the Principal/superintendent with the details of the complaint in writing. Any employee, who wishes to express concern about a possible violation of federal or state law, or Personnel Policies, should discuss the matter with the Principal/superintendent immediately. This should occur no later than one (1) working day after the alleged act. Oak Run Elementary School District does not tolerate any form of retaliation against employees availing themselves of this procedure. The procedure should not be construed, however, as preventing, limiting, or delaying Oak Run Elementary School District from taking disciplinary action against any individual, up to and including termination, in circumstances (such as those involving problems of overall performance, conduct, attitude, or demeanor) where the School deems disciplinary action appropriate.*

**27. GUIDELINES FOR APPROPRIATE CONDUCT:** As a School team member, employees are expected to accept certain responsibilities, follow acceptable business principles in matters of conduct, and exhibit a high degree of integrity at all times. This not only involves sincere respect for the rights and feelings of others, but also demands that employees refrain from any behavior that might be harmful to themselves, co-workers, the School, or that might be viewed unfavorably by current or potential customers or by the public at large. Employee conduct reflects on the School. Employees are, consequently, encouraged to observe the highest standards of professionalism at all times.

Types of behavior and conduct that the School considers inappropriate include, but are not limited to, the following:

- Falsifying employment or other School records
- Violating the School's anti-harassment policy
- Soliciting or accepting gratuities from customers or clients
- Excessive absenteeism or tardiness
- Excessive, unnecessary, or unauthorized use of School property and supplies, particularly for personal purposes
- Reporting to work under the influence of drugs or alcohol
- The illegal manufacture, possession, use, sale, distribution or transportation of drugs
- Bringing or using alcoholic beverages or tobacco on the School property or using alcoholic beverages



or tobacco while engaged in School business off the School's premises, except where authorized

- Fighting or using obscene, abusive, or threatening language or gestures
- Theft of property from co-workers, customers, or the School
- Unauthorized possession of firearms on the School premises or while on School business
- Disregarding safety or security regulations

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•Insubordination

•Failing to maintain the confidentiality of School, customer, or client information

Should an employee's performance, work habits, overall attitude, conduct, or demeanor become unsatisfactory based on violations either of the above or of any other School policies, rules, or regulations, the employee will be subject to disciplinary action, up to and including termination. Before or during imposition of any discipline, employees may be given an opportunity to relate their version of the incident or problem at issue and provide any explanation or justification they consider relevant. Where appropriate, a policy of progressive employee discipline will be followed by supervisors. Major elements of this policy include:

**Verbal Reprimand.** Before receiving a verbal reprimand, an employee will be counseled by his supervisor and told what improvements are necessary and expected to correct any performance deficiencies. The first step in the School's progressive disciplinary policy is the "verbal reprimand." This is a verbal warning to an employee that his conduct is unacceptable, and that repeated or continued failure to conform his conduct or performance to the School standards will result in more severe disciplinary action. A record of the notice of the verbal reprimand may be made and retained in the employee's personnel file.

**Written Reprimand.** The second step is a "written reprimand." This reprimand will describe the unacceptable conduct or performance of the employee and specify needed changes or improvements. A copy of the written reprimand will be retained in the employee's personnel file.

**Suspension.**

Suspension of the employee's employment may, at the sole discretion of the School, be used as a third step. The length of the suspension as well as the paid or unpaid status will vary based upon such factors as the severity of the offense, the employee's performance, and the employee's disciplinary record. An employee may be suspended for repeated instances of minor misconduct, failure to conform his conduct or performance to the standards of his position, or for a single serious offense. A record of the suspension will be retained in the employee's personnel file.

**Termination.** The final step in the disciplinary procedure is the termination of the employee. If an employee fails to conform his conduct or performance to the standards required by the School, the School may, in its sole discretion, terminate the employee's employment.

Notwithstanding this progressive disciplinary procedure policy, the School reserves the right to administer discipline in such a manner as it deems appropriate to the circumstances, and may, in its sole discretion, eliminate any or all of the steps in the discipline process.

**28. HANDLING BODILY FLUIDS:** Please note: the only employees authorized to clean up the bodily fluid



of blood are clinic aides. In the event of a blood spill, immediately let the front office secretary know as she is the primary clinic aide. Volunteers are NOT to be asked to clean up any bodily fluids. All employees must wear plastic gloves when attending to children who are ill or injured. This necessary precaution will help to limit the spread of germs, viruses, and bacteria, as well as protecting the health of the caregiver. Put on disposable gloves before handling any bodily fluids (blood, urine, vomit, feces, phlegm, etc.). Dispose of gloves properly after use. Gloves used for cleaning up a blood spill are to be placed in the red bag in the

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special trash container in the clinic. All other gloves can be disposed of in the regular garbage cans. Wash your hands after wearing the gloves. Treat urine, stool, vomit, blood, and body fluids as potentially infectious. Spills of body fluid should be cleaned up and surfaces sanitized immediately. ALWAYS USE GLOVES

**To clean up urine, stool, or other bodily fluids:** Wear disposable gloves while cleaning. Take care to avoid splashing any contaminated material onto the mucous membranes of your eyes, nose or mouth, or into any open sores you may have. Wipe up as much of the visible material as possible with disposable paper towels and carefully place the soiled paper towels and other soiled disposable material in a leak proof, plastic bag that has been securely tied or sealed. Immediately use the school approved disinfectant or bleach solution to clean the spill area. Then rinse the area with clean water. For blood and body fluid spills on carpeting, blot to remove body fluids from the fabric as quickly as possible. Then spot clean the area

**29. HEALTH AND EMERGENCY PROCEDURES:** All staff members are required to participate in First Aide training at the beginning of each year. Classroom teachers are responsible to make sure the emergency exit route is posted for everyone to see. The Emergency Response backpack contains all updated emergency materials (see list in red backpack) and updated attendance roster. Every month the teacher is required to update attendance roster and replace in red backpack. All students follow the lock-down and emergency exit (fire and earthquake) procedures. When the "All Clear" announcement is heard, the teachers can escort classes back to their rooms in an orderly manner. The following steps occur during emergency drills:

*1. Fire Alarm is heard. 2. Teacher calms class, get red emergency backpack, and directs class out in designated route (emergency route is posted next to the door/exit). 3. Last person turns out the light and closes the door to extinguish any fire. 4. All classes calmly walk towards the school garden (see emergency map). 5. The teacher has students quietly wait in line while attendance is being taken. 6. The office staff will collect the attendance sheets. 7. Fire Drill is turned off. 8. Timer is turned off (Drill hopefully under 3 minutes). 9. Students calmly return to class. 10. The principal records the monthly time in the Safe Schools school binder.*

**30. HOMESCHOOL:** Although our first choice is always to have all our students on-site, this may not be an option for most families. If this is the case, the next best arrangement for the student is Homeschool. This involves the student's teacher creating a work plan that can be done while the student is on our Homeschool Program. The principal requires an intake meeting before enrolling the student in Homeschool Program.

**31. INDEPENDENT STUDY (Forms in office):** Although our first choice is always to have our students



attend school on days we are in session, it may become unavoidable for a family to have their child miss school. If this is the case, the next best arrangement is to plan an Independent Study which involves the student's teacher creating a work plan that can be done while the student is out.

If you know a student will be out of school for more than 5 days, please encourage the parent to fill out and Independent Study (IS) form in the office. Students who desire Long-Term Independent Study must have

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the skills of working independently and apply for the Homeschool Program. The parents must be notified that daily contact with the school is mandatory during any Independent Study time.

**Please remind parents they must give at least two weeks' notice to teachers or IS teacher need time to create a quality work plan.** This can be problematic on many levels:

- 1.) The resulting unexcused absences may trigger truancy procedures (these are legally mandated).
- 2.) The student who misses school will fall behind on school work.
- 3.) The school will lose funding. The majority of our revenues are based on student attendance. These programs can take 2-3 hours to put together, longer when the expected absence will be for several days.

**32. INSTRUCTOR JOB EXPECTATIONS:** ORES D expects that the teachers will have, at minimum a broad base of knowledge from which to guide students; a bachelor's degree from a regionally accredited college or university; training or experience and/or a desire to obtain additional professional development; and a California teaching credential (multiple subject), or the ability and background to obtain one. ORES D teachers will need to be flexible, aware and available in a different manner than traditional schoolteachers. Oak Run Elementary School District expects its teachers to be observers, guides and facilitators who encourage students to explore outside of the prescribed classroom confines. The teaching team will be interacting in close and integrative manners, so teachers must have exceptional interpersonal skills. In addition, Oak Run Elementary School District expects excellence in the following areas:

***Instructional Process***—The teacher plans and implements a program of instruction that adheres to best practices as well as the California Common Core State Standards (CA CCSS), and Science, Technology, Engineering, Arts, Mathematics (STEAM). Purposeful lesson planning is vital for effective teaching as well as addressing the individual needs of the student. Due to the integrative nature of the classroom, the teacher is expected to be able to cross disciplines in instruction. The teacher prepares students for lessons by capitalizing on prior knowledge and using critical thinking methods.

***Collaboration***—ORES D teachers and paraprofessionals must collaborate in the classroom. They are the model for appropriate and peaceful interaction. Teachers and paraprofessionals collaborate with students, other teachers and paraprofessionals, volunteers, parents, the Board, and administration. Teachers also encourage student and community collaboration.

***Classroom Climate and Culture***—the classroom teacher is expected to create a classroom environment that encourages student enthusiasm and assists in the development of good study habits. The teacher capitalizes instructionally on spontaneous incidents in the classroom or beyond. The teacher should engage the students in quality discourse which allows for student examination of a variety of subjects, including tangential topics, without straying from the learning



process. A quality classroom climate encourages thorough and self-directed learning while being adaptive to meet necessary standards. The teacher always reacts constructively to student feelings and attitudes.

**Student Assessment**—The teacher assesses and evaluates student progress and adjusts instruction accordingly. The teacher uses the assessment to assure that students are meeting

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appropriate learning goals. The teacher reports this progress (**progress monitoring**) to students, parents, the Board and administration. This information is to be used to inform instruction in such a way that student achievement goals are being met. Oak Run Elementary School District Teachers are expected to be familiar with alternative assessments and must coach students to keep progress in their **Individualized Learning Plans (ILP's)/Student Portfolios**. Teachers may use assessments like mastery learning, exhibitions, student Snapshots, student self-assessment and presentations. If there is a need for intervention with students, the teacher will implement the District's Response to Intervention and Instruction (RTI2) process. Student Success Team (SST), EL intervention, 504 Plan, or an assessment/IEP may be utilized to address differentiated instruction and learning.

**Curriculum Development**—ORESD has invested in curriculum and instruction and the teachers are expected to uphold the fidelity of the educational program. The ORESD teacher is competent and current in a variety of subject matter and is willing to share this information for the continual improvement of school curriculum. The curricular revision process should be ongoing and evidence-based for the purpose of improving student achievement. The ORESD teacher sees the world as a classroom and is constantly looking for ways to improve and expand the learning community. The ideal teacher is forward thinking and capable of stepping outside the boundaries of traditional education in development and design of curriculum.

**Classroom Management**—The teacher develops his or her own sense of appropriate classroom boundaries and how his or her personal philosophy resonates within the philosophy of the school as a community. The teacher is vigilant in protecting students, equipment, facilities and the sanctity of the classroom space. Additionally, the teacher acts positively, pleasantly and optimistically in the classroom in order to model similar behaviors for his or her students. A school-wide "Code of Conduct" matrix will be developed by the staff and students to support learning in every classroom. This matrix consists of first, second, and third offense consequences in order to keep Positive Behavior Intervention System (PBIS) consistent and supported by all staff and administration.

**Professional Growth**—The ORESD teacher is expected to maintain professional development through workshops, conferences, seminars and/or advanced coursework in education or a subject area. If there are opportunities for in-services, teachers may attend and participate. In addition, teachers are encouraged to share with his or her colleagues any special training he or she may have received. When staff members desire specific PD trainings, contact the superintendent/principal for fiscal approval.

**Parent Interaction**—The teacher is the initial contact point for parents who may have concerns or feedback regarding student performance. Effective teacher/parent interaction is crucial for the development of healthy relationships in the school community. The teacher will also recognize the



need for administration intervention and initiate such intervention in a timely manner.

**Technology**—the judicious and appropriate use of technology is important for student achievement. Technology available for use includes Chromebooks, desktop computers, iPads and various programs. If there is a technology piece that you would like to add, please let administration know (superintendent/principal or curriculum director).

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**33. PLAYGROUND RULES** Preschool students are not to climb on the equipment. Students who do not follow the playground rules must be guided. Repeated unsafe behavior will result in a time out in a designated area. Campus supervisor must write a behavioral incident report. The teacher or principal will address the misbehavior.

**Playground Rules: EVERYONE TAKES TURNS.**

It is important that all staff, students, parents, and community members follow school playground rules to ensure safety and avoid injuries.

**Slides**

One person at a time.  
Feet first only.  
Wait for clearance below before sliding down.  
Only slide down, no climbing up

**Swings**

or jumping off.  
One person at a time.  
Swing forward only, no twisting or turning.  
Do not run in between, behind, or in front of swings.

**Tether Ball**

\* No bottle caps.  
\* No ropes.  
\* When crowded, upper graders on one court and lower elementary on the other court.

**34. NOTIFICATION & AUTHORIZATION OF PERSONAL/SICK DAYS (Form in office):** Staff members are allotted 10 days per year to use as personal or sick days. All Staff members are required to fill out RTO form for accurate record keeping. All RTO forms turn into Business Manager (Tiffany Fulkerson). Teachers are required to have prepared lessons/schedule for substitute teachers. Teachers are required to contact their sub and then contact the principal as soon as possible. Any problems, contact Misti Livingston at (530) 472-3241. A positive COVID-19 test will allow for 10 excused absences with no sick or personal days used.

**35. PARENT OBSERVATION GUIDELINES (Posted in the office, Included at back of handbook):**

**36. PROFESSIONALISM IN THE TRADITIONAL CLASSROOM:** All employees shall conduct themselves in a professional manner as defined. Staff and faculty members should:

**37. PROJECT SHARE** (Shasta Health Academic and Recreation Enrichment) provides after school services to our community. The grant allows 20 students to enroll. Any overflow, the District will offer after school supervision from 2:45PM to 4:00PM primarily for intervention and enrichment. Project Share is open every day. Programs begin at the regular day dismissal and conclude at 6 pm. If the child is not picked up by 5:30p.m. you will be charged.

**38. REPORT CARDS:** We have recently development CA CCSS Report Cards aligned with the California State standards. All trimester report cards grades Kindergarten through 8<sup>th</sup> is on Google Docs. Teacher and final principal signature are required in order to submit as an official document.



Middle School Grade Point Average (GPA) 96-99% A+ = 4.33 93-95% A = 4.00 90-92% A- = 3.67  
86-89% B+ = 3.33 83-85% B = 3.00 80-82% B- = 2.67 76-79% C+ = 2.33 73-75% C = 2.00 70-72%  
C- = 1.67 66-69% D+ = 1.33 63-65% D = 1.00 60-62% D- = 0.67

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**Note:** Trimetester-1<sup>st</sup> conference with parents, second home, third, may have a second conference.

**39. SCHOOL CLOSURES: Automatic phone dial announcements will attempt to be sent before 7AM.**

The Superintendent makes the final decision and notifies the bus drivers, County Superintendent and emergency local radio stations. Each school has a code that must be provided.

**40. SICK DAYS:** The employee is responsible to submit an "Absence Report" to the principal/superintendent. Absence reports are available at the front office. Absences are recorded either as a half or full day. The employee receives a payroll deduction based on his/her daily rate of pay for unauthorized sick days taken. (Get authorized/signed by principal and turn into accounts payable). In addition, the employee sign in and out binder located in the front office indicated days/times worked and not worked. A positive COVID-19 test will allow for 10 excused absences with no sick or personal days used.

*Authorized Sick Days: Personal illness, Care of sick children, spouse, or parent, Funerals and Doctor Appointments that cannot be scheduled before or after work.*

*Unauthorized Sick Days: Appointments such as dentist, eye, or children's medical check-ups without the submission and approval of an Absence Form with a minimum of 3 business days' notice. Extension of Oak Run Elementary School District holidays and closings without written verification of illness from a licensed physician.*

*Personal Days: When an employee uses personal days for non-emergency situations, it is the responsibility of the employee to pre-arrange for a substitute and to complete an "Absence Report" at least three business days prior to the date of a personal day request, describing the situation for determination of an authorized or unauthorized day. The employee receives a payroll deduction based on his/her daily rate of pay for unauthorized days taken. If an employee submits the request less than three days prior to the requested personal day, the Principal/superintendent may not authorize the request.*

*Bereavement Leave: ORES D acknowledges an employee's need to be away from work during the death of an immediate family member. Immediate family is defined as spouse, child, grandchild, parent, parent-in-law, grandparent, brother or sister, or a resident member of an employee's household. Days taken beyond the employee's sick and personal day accumulation are charged at the employee's daily rate.*

*Sick and Personal Day Accumulation: Unused sick and/or personal days do transfer to the following year. Family and Medical Leave Act the Federal and State Family Leave Act (FMLA) provides full-time employees the right to an unpaid leave of absence from work under certain circumstances. Information on this act is available from the principal/ superintendent.*

*Personal Leave: Absences for any number of consecutive days beyond the contracted and accumulated sick days, not under the FMLA or short-term disability terms/guidelines, are considered personal leave without pay and are grounds for termination at the discretion of the Principal.*

**41. SUBSTITUTE GUIDELINES:** If you are ill or a family member requires your care due to illness, please call or text the administrative staff no later than 7:00 a.m. Please leave a message if there is no answer. It is your responsibility to actively search for a substitute. If you are unable to take time to search, let the



administrative staff know as soon as you are able.

For personal time off, please submit **the Request for Time Off (RTO Form)** at least three full days in advance detailing your substitute arrangements. At this time, the Principal/ Superintendent will work with you to arrange subs for personal days. Substitute plans, weekly schedules, contact and Emergency

Oak Run Elementary School District Employee Handbook pg. 29

numbers must be ready if there is a need for someone to cover the teachers' class. The classroom teacher is expected to have Weekly Schedule, and clear directions for substitute teachers.

**42. SAFETY PROCEDURES (Emergency Response Plan/Binder Located in Office/Red Backpack in Classroom):** Children shall be dismissed only to parents, persons listed in the child's file as approved for student release, or persons indicated on a note from the parent. If a parent should call to verbally give permission for someone to pick up their child, the person taking the call must be able to verify that this is actually the parent. Please make note of the phone approval on that child's page in the dismissal book with your initials and the date. If you are not able to verify the parent verbally, you must require them to send you an email with their instructions. In the event that someone unfamiliar arrives to pick up a child, the front office must check the file to see if they are approved to pick up the child and they must check the person's identification. If they are not on the list, do not release the child.

**43. SUBSTANCE USE AND ABUSE:** The consumption of and/or possession of controlled dangerous substances, narcotics, and/or other illegal drugs are strictly prohibited on school grounds. The consumption of and/or possession of alcoholic beverages other than at approved School sponsored events is strictly prohibited. Employees who are found in possession of or using aforesaid substances shall face disciplinary action and possible termination of employment. Students found in possession of any of these substances will be suspended. The parents of the offending students shall be notified, and a conference will be necessary for the student to be readmitted. Employees who suspect that a student may be abusing any of the aforesaid substances must report suspicions to the Principal/superintendent who will deal with the situation as needed. Should a parent or other approved individual come to pick up a child and be deemed under the influence of one of the aforementioned substances to the degree that one fears for the safety of the child, release of the student must be denied. In the event of such suspicions, the employee must seek the help of the principal/ superintendent to explain the refusal to release the child to the parent or individual picking up the child.

**44. OUTSIDE FOOD ITEMS/BIRTHDAYS & HOLIDAYS:** Each child's birthday is shared at school with a special celebration. Celebrations are unique to each classroom, changing at each level. Usually the child brings a treat for the celebrations. Please communicate with your child's teacher about allergies your child's classmates may have and about what types of treats are allowed. Food choices are a very personal and a sensitive topic. It can be challenging for a school to accommodate a diverse set of beliefs from the community. For children, the bottom line is that it is sad when they can't have a treat that is brought or if their treat cannot be served because of allergens or high sugar content. **Communication between the school and parents can eliminate these disappointments.** Teachers can give parents a list of ideas for treats, vegan, **low or no sugar refreshments for these occasions.**



## Oak Run Elementary Employee Handbook Staff Support Form



***Directions:*** After reviewing the Staff handbook, please sign, detach and return this form to the front office by: **September 30<sup>th</sup>, 2024.**

Clear expectations and school protocol is essential to build the best educational partnerships between students, parents, teacher, and school officials. I have reviewed the Oak Run Elementary Employee Handbook and will support the protocols stated. If there are further clarifications needed, I will contact the Superintendent/Principal.

\_\_\_\_\_ Staff  
Name Staff Signature Date







# Oak Run Elementary School



27635 Oak Run to Fern Rd, Oak Run, CA 96069  
P.O. Box 48 Oak Run, CA 96069  
Office: (530) 472-3241 \* Fax: (530) 472-1087

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## **Biometric Time Clock Agreement**

The Oak Run School District is implementing a time clock or computer based program to log work hours for employees. All hourly support staff employees will utilize the District's electronic timekeeping system to document hours worked, including whenever they leave the premises during normal working hours. All employees are entitled to at least a one-half hour lunch period for which the employee will clock out and back in from, and two ten minute breaks for which the employee will be paid for. Employees shall record their own time at the time they start and finish work and the time they commence and return from meal and rest periods off premises with this system. Employees do not need to clock out for breaks if they remain on the premises. Clocking out and back in when leaving the premises is for off-site liability reasons. Employees will be given training prior to implementation. An employee logging in more than 10 minutes tardy after the scheduled start of their work day will be considered tardy. Repetitive tardiness shall be grounds for disciplinary action. All absences will be entered and documented in the District's electronic absence reporting system. In the case of unexpected leave, any employee must document their absence on the provided time correction sheet as soon as possible. The District reserves the right to modify timekeeping procedures, according to California law. You will be notified via your preferred method of documented communication if this should have to occur. Employees shall be entitled to review their time cards upon request. Employees who fail to record their accurate hours will be subject to discipline.

### **Time Clock Procedures**

Each employee is required to have a record of hours worked. In Districts using time clocks or the web-based timekeeping system, the following regulations will apply:

1. Employees are required to clock in no sooner than ten (10) minutes prior their assigned start time, and must clock out when they go off duty.
2. Employees are required to clock out any time they leave the work site for any reason.
  1. Employees must clock in and out at their assigned start and end time.
  2. Unless permission to do otherwise is authorized in writing by the employee's supervisor, no employee may clock in more than 10 minutes prior to the start of their shift.
  3. Clocking in within the time-frame specified, will be calculated as an on-time report for duty.
  4. Depending on the department procedures, time recorded will be the work-time paid or employees will be paid from time sheets verified by actual recorded times. Any adjustments to the recorded time must be approved by the employee's supervisor. Employees will be accountable to their department head for any manual changes submitted.
  5. Employees must clock out for their designated lunch time. All employees are free to leave the school grounds premises during lunch.
  6. Employees should not clock out for designated break times if staying on campus.
  7. Employees must clock out for break times if they leave the premises, for liability reasons. The employee will be paid for their break times even if taken off premises.



8. Except in emergency circumstances, prior permission to work overtime should be approved in writing by the department head.

Violations of these procedures may result in disciplinary actions; including oral or written warnings, suspension without pay and/or termination. Under no circumstance may one employee clock in or out for another employee. Any employee participating in this type of violation will face possible immediate termination.

School bus drivers/route assistants will be paid from the time clock which includes performing a proper pre-trip inspection, completing associated paperwork, keeping the interior of the bus clean and fueling as required in the morning and prior to leave time for midday and afternoon runs. School bus drivers/route assistants, when off premises for transportation relating to job description, are not required to return to the Transportation Department to punch out using the time clock.

**Nature of Biometric Time Clock System**

Our district has implemented a biometric time clock system for time and attendance tracking. This system uses fingerprints to uniquely identify employees when clocking in and out.

**Purpose of Biometric Data Collection**

The collection of biometric data is solely for the purpose of accurate timekeeping and attendance tracking. It will not be used for any other purpose, and access to the biometric data will be restricted to authorized personnel.

**Consent:**

I, the undersigned employee, hereby consent to the collection and use of my biometric data as described above. I understand that this data will only be used for time and attendance tracking and will not be disclosed or used for any other purpose.

**Rights and Safeguards:**

I am aware that I have the right to refuse to provide biometric data, and my decision will not result in any adverse employment action. I understand that the District has implemented safeguards to protect the security and confidentiality of the biometric data collected.

**Duration of Consent:**

This consent will remain in effect for the duration of my employment with the District. If there are any changes to the use of biometric data, I will be informed, and my consent will be sought again.

**Withdrawal of Consent:**

I understand that I have the right to withdraw my consent any time by notifying the HR department in writing. Upon withdrawal of consent, alternative methods of timekeeping will be provided.

Preferred method of contact:

- Email: \_\_\_\_\_
- Phone call: \_\_\_\_\_
- Text: \_\_\_\_\_

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*



# Time Clock Correction Form

Employees: If you failed to clock in/out or your time needs a correction, please complete this form before the payroll period ends. Use a separate form for each date. Enter the ACTUAL time you arrived or left, NOT your scheduled time.

## Time Clock Information

Name\*

\_\_\_\_\_

*First Name*

\_\_\_\_\_

*Last Name*

Date of Shift\*

\_\_\_\_\_

*Date (MM/DD/YYYY)*

Clock In Time\*

\_\_\_\_\_

*Hours Minutes (HH:MM) AM/PM*

Clock Out Time\*

\_\_\_\_\_

*Hours Minutes (HH:MM) AM/PM*

Break Clock In Time\*

\_\_\_\_\_

*Hours Minutes (HH:MM) AM/PM*

Break Clock Out Time\*

\_\_\_\_\_

*Hours Minutes (HH:MM) AM/PM*

Reason For Correction\*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Approval: I certify that the information reported above reflects the accurate correction needed for Payroll

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date*



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## Fwd: Payroll Meeting Notes

2 messages

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**Alicia Sum** <asum@shastacoe.org>

Mon, Sep 9, 2024 at 9:04 AM

To: Misti Livingston <mlivingston@oakrunschool.org>

Cc: Connie Starnes-60 <cstarnes@oakrunschool.org>, Patty Blythe <pblythe@shastacoe.org>, rfauss@shastacoe.org, Becky Carr -60 <bcarr@oakrunschool.org>

Good morning Misti

I had Brianna look back at when these Salary Schedules took effect and the communication with these (see attached).

The \$47,104.00 minimum salary for full time exempt employees is based on the minimum wage increase (\$32 an hour) that went into effect on 1/1/24. The attachment that was sent with your previous email, looks to be formatted incorrectly and had some of the information cut off and put onto the next page.

Thank you,

Alicia Sum  
Payroll Technician

Shasta County Office of Education  
1644 Magnolia Ave Redding, CA 96001  
asum@shastacoe.org  
O: 530-225-0233



----- Forwarded message -----

From: **Brianna Lucatorta** <blucatorita@shastacoe.org>

Date: Mon, Sep 9, 2024 at 8:44 AM

Subject: Fwd: Payroll Meeting Notes

To: Alicia Sum <asum@shastacoe.org>

**Brianna Lucatorta**

Accountant

Shasta County Office of Education



(530) 605-2496

[blucatorita@shastacoe.org](mailto:blucatorita@shastacoe.org)

----- Forwarded message -----

From: **Brianna Lucatorta** <blucatorita@shastacoe.org>

Date: Thu, Nov 9, 2023 at 4:51 PM

Subject: Fwd: Payroll Meeting Notes

To: Misti Livingston <mlivingston@oakrunschool.org>

Cc: Patty Blythe <pblythe@shastacoe.org>



Hi Misti,

I would like to share the notes with you from our Payroll meeting. Although most of them are specific to our Payroll functions, there are a few items that I want to highlight for each district and send the notes over since they will impact payroll.

- **Minimum wage increase to \$16.00 as of 1/1/24, and no less than \$32.00 per hour, and the annual amount of \$47,104.00 for your exempt full-time teachers**
- This will impact your Classified, Confidential, Certificated, and Lead Certificated Salary which Michelle Zollars is being paid off of. The salary schedules are attached that have steps and columns under the new minimum wage guidelines. It will be necessary to increase the highlighted ranges as of 1/1/24, and I will need your **approval** to update these steps and columns. Please sign off on the bottom of the salary schedules, and I will make the necessary changes to meet the new minimum wage requirements.
- I believe it will only impact the following employees' pay; Katherine Borders and PSA for Juluana Schmidt. I will just need an updated PSA for her file.
- Please verify addresses with employees for W-2 mailings

Then these three are just FYI items-

- SB 616: Healthy Families Act: effective 1/1/24 Sub and PSA employees that accrue sick time (1 hour earned for every 30 hours worked) are now entitled to 40.00 hours, instead of the 24.00 per year, the accrual can be capped now at 80 hours every two years, up from the previous 48.00-hour cap per two years
- STRS and Pers have recently made some changes in the incorrect reporting area, and at some point in the future, SCOE will begin to have the districts review and authorize the retirement reporting, much like we do with Payroll authorization
- Employees must be notified in writing regarding a payroll overpayment prior to any payroll docking

I've attached the notes in case you want to read them, and please authorize me to update these salary schedules to meet the new minimum wage requirements.

Please let me know if you have questions on any of these items.

Thanks,





**Brianna Lucatorta**  
Payroll Technician  
Shasta County Office of Education



(530) 605-2496  
[blucator@shastacoe.org](mailto:blucator@shastacoe.org)

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**5 attachments**

-  **Payroll Meeting 11-9-23.docx**  
1778K
-  **CERTIFICATED OAK RUN.xlsx**  
19K
-  **OAK RUN CLASSIFIED.xlsx**  
16K
-  **OAK RUN CONF SS.xlsx**  
14K





OAK RUN CERT LEAD TEACHER SS.xlsx

14K

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**Misti Livingston** <mlivingston@oakrunschool.org>

Wed, Sep 11, 2024 at 2:07 PM

To: Alicia Sum <asum@shastacoe.org>

Cc: Connie Starnes-60 <cstarnes@oakrunschool.org>, Patty Blythe <pblythe@shastacoe.org>, rfauss@shastacoe.org, Becky Carr -60 <bcarr@oakrunschool.org>

Hi Alicia,

Thank you for sending the correct salary schedules.

Kindly,

Misti Livingston

[Quoted text hidden]







### Oak Run 2023/24 Confidential Salary Schedule

Min. Wage Increase Eff 1/1/24	A	B
	Clerical/ Front Office	Office Manager/ Admin Assistant
Step		
1	16.00	17.36
2	16.00	18.22
3	16.00	19.13
4	16.00	20.09
5	16.00	20.09
6	16.00	20.69
7	16.00	20.69
8	16.00	21.31
9	16.00	21.31
10	16.00	21.95
11	16.00	21.95
12	16.00	22.61
13	16.00	22.61
14	16.00	23.32
15	16.00	23.32
16	16.00	24.02
17	16.26	24.02
18	16.26	24.74
19	16.75	27.71
20	16.75	28.53
21	17.25	29.39
22	17.25	30.27
23	17.77	31.18
24	17.77	32.12
25	18.30	33.08
	3% /2 yrs (except 1-6)	3% /2 yrs

DATE of Board Approval: SIGNED BY MISTI LIVINGSTON 12/05/2023



<b>Oak Run 2023/24 CERTIFICATED LEAD TEACHER SALARY SCHEDULE</b>			
Min. Wage Increase Eff 1/1/24	A		B
	CERTIFICATED LEAD TEACHER 45 UNITS		CERTIFICATED LEAD TEACHER 60 UNITS
<b>Step</b>			
1	47,104.00		47,104.00
2	47,104.00		47,104.00
3	47,104.00		47,104.00
4	47,104.00		47,104.00
5	47,104.00		47,104.00
6	47,104.00		47,104.00
7	47,104.00		47,104.00
8	47,104.00		47,104.00
9	47,104.00		47,104.00
10	47,104.00		47,104.00
11	47,104.00		47,177.66
12	47,104.00		47,704.88
13	47,104.00		47,704.88
14	47,104.00		47,704.88
15	48,081.89		49,413.07
16	48,081.89		49,413.07
17	48,081.89		49,416.07
18	49,805.17		51,189.59
19	49,805.17		51,189.59
20	49,809.17		51,189.59
21	51,597.37		53,037.18
22	51,597.37		53,037.18
23	51,597.37		53,037.18
24	53,461.27		54,958.67
	3% /2 yrs (except 1-6)		3% /2 yrs

DATE of Board Approval: SIGNED BY MISTI LIVINGSTON  
12/05/2023



### 2023/24 Classified Salary Schedule

Min Wage Increase Effective 1/1/2023	<b>A</b> Instr Aid Custodian Cook-No Lunch	<b>B</b> PreSch Supervisor Maintenance Grounds Keeper Bus Driver Food Manager Cook-Lunch Prgrm	<b>C</b> BUS DRIVER
<b>STEP</b>	3%	3%	3%
1	16.00	16.00	16.00
2	16.00	16.00	16.00
3	16.00	16.00	16.03
4	16.00	16.00	16.51
5	16.00	16.03	17.01
6	16.00	16.51	17.52
7	16.00	17.01	18.04
8	16.00	17.52	18.58
9	16.00	18.05	19.14
10	16.00	18.58	19.71
11	16.00	19.15	20.30
12	16.27	19.72	20.91
13	16.76	20.31	21.54
14	17.27	20.92	22.19
15	17.79	21.55	22.86
16	18.32	22.20	23.54
17	18.87	22.87	24.25
18	19.44	23.56	24.97
19	20.02	24.27	25.72
20	20.62	25.00	26.49
21	21.24	25.75	27.28
22	21.88	26.52	28.10
23	22.54	27.32	28.94
24	23.22	28.14	29.81
25	23.91	28.98	30.70
	3% /2 yrs (except 1-6)	3% /2 yrs	3% /2 yrs

**Date of Board Approval: SIGNED BY MISTI LIVINGSTON 12/05/2023**



**2022/2023 PSA Classified Salary Schedule**

Min. Wage	<b>A</b>	<b>B</b>
Increase	Reading Intervention	Music Instructor/
Eff 1/1/22	Tutoring	VAPA Docent
	Sue Barton/ SIPPS	Dance Instructor/
	PROGRAM	VAPA Docent
<b>STEP</b>		
1	<b>20.60</b>	<b>36.05</b>
2	<b>21.22</b>	<b>37.13</b>
3	<b>21.86</b>	<b>38.24</b>
4	<b>22.52</b>	<b>39.39</b>
5	<b>23.20</b>	<b>40.57</b>

**Date of Board Approval: June 8, 2022**



Certificated

Row	Column		Salary Rate		Budget Amt
1	A	\$	42,682.90	\$	42,682.90
2	A	\$	43,536.56	\$	43,536.56
3	A	\$	44,407.29	\$	44,407.29
4	A	\$	45,295.44	\$	45,295.44
5	A	\$	46,201.34	\$	46,201.34
6	A	\$	47,587.38	\$	47,587.38
7	A	\$	48,539.13	\$	48,539.13
8	A	\$	49,509.91	\$	49,509.91
9	A	\$	50,500.11	\$	50,500.11
10	A	\$	51,510.11	\$	51,510.11
11	A	\$	53,055.42	\$	53,055.42
12	A	\$	54,116.53	\$	54,116.53
13	A	\$	55,198.86	\$	55,198.86
14	A	\$	56,302.83	\$	56,302.83
15	A	\$	57,428.89	\$	57,428.89
16	A	\$	59,151.76	\$	59,151.76
17	A	\$	60,334.79	\$	60,334.79
18	A	\$	61,541.49	\$	61,541.49
19	A	\$	62,772.32	\$	62,772.32
20	A	\$	64,027.76	\$	64,027.76
21	A	\$	65,948.60	\$	65,948.60
22	A	\$	67,267.57	\$	67,267.57
23	A	\$	68,612.92	\$	68,612.92
24	A	\$	69,985.18	\$	69,985.18
25	A	\$	71,384.88	\$	71,384.88
26	A	\$	73,526.43	\$	73,526.43
1	B	\$	45,243.87	\$	45,243.87
2	B	\$	46,148.75	\$	46,148.75
3	B	\$	47,071.73	\$	47,071.73
4	B	\$	48,013.16	\$	48,013.16
5	B	\$	48,973.42	\$	48,973.42
6	B	\$	50,442.63	\$	50,442.63
7	B	\$	51,451.48	\$	51,451.48
8	B	\$	52,480.51	\$	52,480.51
9	B	\$	53,530.12	\$	53,530.12
10	B	\$	54,600.72	\$	54,600.72
11	B	\$	56,238.74	\$	56,238.74
12	B	\$	57,363.52	\$	57,363.52
13	B	\$	58,510.79	\$	58,510.79
14	B	\$	59,681.00	\$	59,681.00
15	B	\$	60,874.62	\$	60,874.62
16	B	\$	62,700.86	\$	62,700.86
17	B	\$	63,954.88	\$	63,954.88
18	B	\$	65,233.98	\$	65,233.98
19	B	\$	66,538.66	\$	66,538.66
20	B	\$	67,869.43	\$	67,869.43
21	B	\$	69,905.51	\$	69,905.51
22	B	\$	71,303.62	\$	71,303.62
23	B	\$	72,729.70	\$	72,729.70
24	B	\$	74,184.29	\$	74,184.29
25	B	\$	75,667.98	\$	75,667.98
26	B	\$	77,938.02	\$	77,938.02
1	C	\$	46,601.19	\$	46,601.19
2	C	\$	47,533.21	\$	47,533.21
3	C	\$	48,483.88	\$	48,483.88
4	C	\$	49,453.56	\$	49,453.56

*Mrs. L. L. L. L.*

12-5-23



<u>Description</u>	<u>NEW MIN WAGE AMOUNT 1/1/2</u>	
BA+Montess or 30	\$	47,104.00
	\$	47,104.00
	\$	47,104.00
	\$	47,104.00
	\$	47,104.00

BA+30+Montess	\$	47,104.00
	\$	47,104.00
	\$	47,104.00

BA+45+Montess	\$	47,104.00
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5	C	\$	50,442.63	\$	50,442.63
6	C	\$	51,955.91	\$	51,955.91
7	C	\$	52,995.02	\$	52,995.02
8	C	\$	54,054.92	\$	54,054.92
9	C	\$	55,136.02	\$	55,136.02
10	C	\$	56,238.74	\$	56,238.74
11	C	\$	57,925.91	\$	57,925.91
12	C	\$	59,084.42	\$	59,084.42
13	C	\$	60,266.11	\$	60,266.11
14	C	\$	61,471.43	\$	61,471.43
15	C	\$	62,700.86	\$	62,700.86
16	C	\$	64,581.89	\$	64,581.89
17	C	\$	65,873.53	\$	65,873.53
18	C	\$	67,191.00	\$	67,191.00
19	C	\$	68,534.82	\$	68,534.82
20	C	\$	69,905.51	\$	69,905.51
21	C	\$	72,002.68	\$	72,002.68
22	C	\$	73,442.73	\$	73,442.73
23	C	\$	74,911.59	\$	74,911.59
24	C	\$	76,409.82	\$	76,409.82
25	C	\$	77,938.02	\$	77,938.02
26	C	\$	80,276.16	\$	80,276.16
1	D	\$	47,999.23	\$	47,999.23
2	D	\$	48,959.21	\$	48,959.21
3	D	\$	49,938.39	\$	49,938.39
4	D	\$	50,937.16	\$	50,937.16
5	D	\$	51,955.91	\$	51,955.91
6	D	\$	53,514.58	\$	53,514.58
7	D	\$	54,584.87	\$	54,584.87
8	D	\$	55,676.57	\$	55,676.57
9	D	\$	56,790.10	\$	56,790.10
10	D	\$	57,925.91	\$	57,925.91
11	D	\$	59,663.68	\$	59,663.68
12	D	\$	60,856.96	\$	60,856.96
13	D	\$	62,074.10	\$	62,074.10
14	D	\$	63,315.58	\$	63,315.58
15	D	\$	64,581.89	\$	64,581.89
16	D	\$	66,519.35	\$	66,519.35
17	D	\$	67,849.73	\$	67,849.73
18	D	\$	69,206.73	\$	69,206.73
19	D	\$	70,590.86	\$	70,590.86
20	D	\$	72,002.68	\$	72,002.68
21	D	\$	74,162.76	\$	74,162.76
22	D	\$	75,646.01	\$	75,646.01
23	D	\$	77,158.94	\$	77,158.94
24	D	\$	78,702.11	\$	78,702.11
25	D	\$	80,276.16	\$	80,276.16
26	D	\$	82,684.44	\$	82,684.44
1	E	\$	49,438.87	\$	49,438.87
2	E	\$	50,428.19	\$	50,428.19
3	E	\$	51,436.19	\$	51,436.19
4	E	\$	52,465.05	\$	52,465.05
5	E	\$	53,514.76	\$	53,514.76
6	E	\$	55,120.08	\$	55,120.08
7	E	\$	56,222.51	\$	56,222.51
8	E	\$	57,346.89	\$	57,346.89
9	E	\$	58,494.33	\$	58,494.33



BA+Mont&CA 30UNITS

BA+MONT+MASTERS



10	E	\$	59,663.74	\$	59,663.74
11	E	\$	61,453.53	\$	61,453.53
12	E	\$	62,682.23	\$	62,682.23
13	E	\$	63,936.18	\$	63,936.18
14	E	\$	65,215.38	\$	65,215.38
15	E	\$	66,519.85	\$	66,519.85
16	E	\$	68,514.97	\$	68,514.97
17	E	\$	69,885.31	\$	69,885.31
18	E	\$	71,283.11	\$	71,283.11
19	E	\$	72,708.35	\$	72,708.35
20	E	\$	74,163.24	\$	74,163.24
21	E	\$	76,387.86	\$	76,387.86
22	E	\$	77,915.22	\$	77,915.22
23	E	\$	79,473.32	\$	79,473.32
24	E	\$	81,063.27	\$	81,063.27
25	E	\$	82,683.97	\$	82,683.97
26	E	\$	85,165.52	\$	85,165.52
1	I	\$	35,033.35	\$	35,033.35
2	I	\$	35,734.02	\$	35,734.02
3	I	\$	36,448.70	\$	36,448.70
1	P	\$	20,849.51	\$	20,849.51
2	P	\$	21,475.00	\$	21,475.00
3	P	\$	22,119.25	\$	22,119.25
4	P	\$	22,782.82	\$	22,782.82
5	P	\$	23,466.31	\$	23,466.31
6	P	\$	24,170.30	\$	24,170.30
7	P	\$	24,895.41	\$	24,895.41
8	P	\$	25,642.27	\$	25,642.27
9	P	\$	26,411.54	\$	26,411.54
10	P	\$	27,203.88	\$	27,203.88
11	P	\$	28,020.00	\$	28,020.00
12	P	\$	28,860.60	\$	28,860.60
13	P	\$	29,726.42	\$	29,726.42
14	P	\$	30,618.21	\$	30,618.21
15	P	\$	31,536.75	\$	31,536.75
16	P	\$	32,482.86	\$	32,482.86
17	P	\$	33,457.34	\$	33,457.34
18	P	\$	34,461.06	\$	34,461.06
19	P	\$	35,494.90	\$	35,494.90
20	P	\$	36,559.74	\$	36,559.74
21	P	\$	37,656.53	\$	37,656.53
22	P	\$	38,786.23	\$	38,786.23
23	P	\$	39,949.82	\$	39,949.82
24	P	\$	41,148.31	\$	41,148.31
25	P	\$	42,382.76	\$	42,382.76







Classified

Row	Column	Salary Rate	Budget Amt
1	A	\$ 15.50	\$ 15.50
2	A	\$ 15.50	\$ 15.50
3	A	\$ 15.50	\$ 15.50
4	A	\$ 15.50	\$ 15.50
5	A	\$ 15.50	\$ 15.50
6	A	\$ 15.50	\$ 15.50
7	A	\$ 15.50	\$ 15.50
8	A	\$ 15.50	\$ 15.50
9	A	\$ 15.50	\$ 15.50
10	A	\$ 15.50	\$ 15.50
11	A	\$ 15.80	\$ 15.80
12	A	\$ 16.27	\$ 16.27
13	A	\$ 16.76	\$ 16.76
14	A	\$ 17.27	\$ 17.27
15	A	\$ 17.79	\$ 17.79
16	A	\$ 18.32	\$ 18.32
17	A	\$ 18.87	\$ 18.87
18	A	\$ 19.44	\$ 19.44
19	A	\$ 20.02	\$ 20.02
20	A	\$ 20.62	\$ 20.62
21	A	\$ 21.24	\$ 21.24
22	A	\$ 21.88	\$ 21.88
23	A	\$ 22.54	\$ 22.54
24	A	\$ 23.22	\$ 23.22
25	A	\$ 23.91	\$ 23.91
1	B	\$ 15.50	\$ 15.50
2	B	\$ 15.50	\$ 15.50
3	B	\$ 15.50	\$ 15.50
4	B	\$ 15.50	\$ 15.50
5	B	\$ 16.03	\$ 16.03
6	B	\$ 16.51	\$ 16.51
7	B	\$ 17.01	\$ 17.01
8	B	\$ 17.52	\$ 17.52
9	B	\$ 18.05	\$ 18.05
10	B	\$ 18.58	\$ 18.58
11	B	\$ 19.15	\$ 19.15
12	B	\$ 19.72	\$ 19.72
13	B	\$ 20.31	\$ 20.31
14	B	\$ 20.92	\$ 20.92
15	B	\$ 21.55	\$ 21.55
16	B	\$ 22.20	\$ 22.20
17	B	\$ 22.87	\$ 22.87
18	B	\$ 23.56	\$ 23.56
19	B	\$ 24.27	\$ 24.27
20	B	\$ 25.00	\$ 25.00
21	B	\$ 25.75	\$ 25.75
22	B	\$ 26.52	\$ 26.52
23	B	\$ 27.32	\$ 27.32
24	B	\$ 28.14	\$ 28.14
25	B	\$ 28.98	\$ 28.98
1	C	\$ 15.50	\$ 15.50
2	C	\$ 15.50	\$ 15.50
3	C	\$ 16.03	\$ 16.03
4	C	\$ 16.51	\$ 16.51
5	C	\$ 17.01	\$ 17.01
6	C	\$ 17.52	\$ 17.52

Mrs. Livingston

12-5-23



**Description** **NEW MIN WAGE INC AS OF 1/1/24**

INST AIDE/CUST/COOK	\$ 16.00
	\$ 16.00
	\$ 16.00
	\$ 16.00
	\$ 16.00
	\$ 16.00
	\$ 16.00
	\$ 16.00
	\$ 16.00
	\$ 16.00
	\$ 16.00
	\$ 16.00

BUS/MAINT/PK SITESUP	\$ 16.00
	\$ 16.00
	\$ 16.00
	\$ 16.00

BUS DRIVER	\$ 16.00
	\$ 16.00



7	C	\$	18.04	\$	18.04
8	C	\$	18.58	\$	18.58
9	C	\$	19.14	\$	19.14
10	C	\$	19.71	\$	19.71
11	C	\$	20.30	\$	20.30
12	C	\$	20.91	\$	20.91
13	C	\$	21.54	\$	21.54
14	C	\$	22.19	\$	22.19
15	C	\$	22.86	\$	22.86
16	C	\$	23.54	\$	23.54
17	C	\$	24.25	\$	24.25
18	C	\$	24.97	\$	24.97
19	C	\$	25.72	\$	25.72
20	C	\$	26.49	\$	26.49
21	C	\$	27.28	\$	27.28
22	C	\$	28.10	\$	28.10
23	C	\$	28.94	\$	28.94
24	C	\$	29.81	\$	29.81
25	C	\$	30.70	\$	30.70
1	D	\$	20.60	\$	20.60



Conf. SS.

Row	Column	Salary Rate	Budget Amt
1	A	\$ 15.50	\$ 15.50
2	A	\$ 15.50	\$ 15.50
3	A	\$ 15.50	\$ 15.50
4	A	\$ 15.50	\$ 15.50
5	A	\$ 15.50	\$ 15.50
6	A	\$ 15.50	\$ 15.50
7	A	\$ 15.50	\$ 15.50
8	A	\$ 15.50	\$ 15.50
9	A	\$ 15.50	\$ 15.50
10	A	\$ 15.50	\$ 15.50
11	A	\$ 15.50	\$ 15.50
12	A	\$ 15.50	\$ 15.50
13	A	\$ 15.50	\$ 15.50
14	A	\$ 15.50	\$ 15.50
15	A	\$ 15.79	\$ 15.79
16	A	\$ 15.79	\$ 15.79
17	A	\$ 16.26	\$ 16.26
18	A	\$ 16.26	\$ 16.26
19	A	\$ 16.75	\$ 16.75
20	A	\$ 16.75	\$ 16.75
21	A	\$ 17.25	\$ 17.25
22	A	\$ 17.25	\$ 17.25
23	A	\$ 17.77	\$ 17.77
24	A	\$ 17.77	\$ 17.77
25	A	\$ 18.30	\$ 18.30
1	B	\$ 17.36	\$ 17.36
2	B	\$ 18.22	\$ 18.22
3	B	\$ 19.13	\$ 19.13
4	B	\$ 20.09	\$ 20.09
5	B	\$ 20.09	\$ 20.09
6	B	\$ 20.69	\$ 20.69
7	B	\$ 20.69	\$ 20.69
8	B	\$ 21.31	\$ 21.31
9	B	\$ 21.31	\$ 21.31
10	B	\$ 21.95	\$ 21.95
11	B	\$ 21.95	\$ 21.95
12	B	\$ 22.61	\$ 22.61
13	B	\$ 22.61	\$ 22.61
14	B	\$ 23.32	\$ 23.32
15	B	\$ 23.32	\$ 23.32
16	B	\$ 24.02	\$ 24.02
17	B	\$ 24.02	\$ 24.02
18	B	\$ 24.74	\$ 24.74
19	B	\$ 27.71	\$ 27.71
20	B	\$ 28.53	\$ 28.53
21	B	\$ 29.39	\$ 29.39
22	B	\$ 30.27	\$ 30.27
23	B	\$ 31.18	\$ 31.18
24	B	\$ 32.12	\$ 32.12
25	B	\$ 33.08	\$ 33.08

*Mrs. Livingston*

*12-5-23*







# Lead Teacher

Row	Column	Salary Rate	Budget Amt
1	A	41,134.00	
2	A	41,585.68	
3	A	42,042.99	
4	A	42,506.04	
5	A	42,974.85	
6	A	43,449.54	
7	A	43,930.16	
8	A	44,416.79	
9	A	44,909.51	
10	A	45,408.37	
11	A	45,913.47	
12	A	46,424.89	
13	A	46,424.89	
14	A	46,424.89	
15	A	48,081.89	
16	A	48,081.89	
17	A	48,081.89	
18	A	49,805.17	
19	A	49,805.17	
20	A	49,809.17	
21	A	51,597.37	
22	A	51,597.37	
23	A	51,597.37	
24	A	53,461.27	
1	B	42,250.50	
2	B	42,716.13	
3	B	43,187.58	
4	B	43,664.92	
5	B	44,148.24	
6	B	44,637.60	
7	B	45,133.06	
8	B	45,634.72	
9	B	46,142.66	
10	B	46,656.94	
11	B	47,177.66	
12	B	47,704.88	
13	B	47,704.88	
14	B	47,704.88	
15	B	49,413.07	
16	B	49,413.07	
17	B	49,416.07	
18	B	51,189.59	
19	B	51,189.59	
20	B	51,189.59	
21	B	53,037.18	
22	B	53,037.18	
23	B	53,037.18	
24	B	54,958.67	

*Miss Livingston*

12-5-23







# 2024-2025 Master Agreement for Independent Study




SHORT TERM (3-14 school days)

LONG TERM (15 school days up to entire school year)

\_\_\_\_\_  
**Student Name**                      **Student ID**                      **Grade**                      **DOB**                      **Age**                      **Classroom Teacher**

\_\_\_\_\_  
**Student Address**                      **Primary Phone**                      **Beginning Date**                      **Ending Date**

\_\_\_\_\_  
**Parent/Guardian/Caregiver Name**                      **Email Address**                      District-Issued Device: **Y**    **N**

**# Days for this contract:** \_\_\_\_\_ **Total cumulative days to date:** \_\_\_\_\_

This contract for Independent Study is for students who enroll in, or whose parent, guardian or caregiver voluntarily enroll their child in, Independent Study either as their educational option or to accommodate travel plans or other situations requiring the student to be away. Independent Study is available to students in grades TK - 8.

This master agreement for Independent Study is in effect during the 2024-2025 school year. Prior to signing this agreement, the student or parent/guardian may request a pupil-parent-educator conference or school meeting via phone, videoconference, or in-person. This meeting will involve all of the people who sign this written Independent Study agreement. The objective of the Independent Study program is to enable the child to maintain their learning pace with their studies for the period covered by this agreement. This agreement sets forth the framework to successfully meet the objectives and complete the assignments identified in the *Assignment and Student Work Record(s)* that will become a part of this agreement. With the support of the parent, guardian, or caregiver, the student will submit assignments on or before the due date specified in the *Assignment and Student Work Record(s)*. A student with exceptional needs may participate if the student's Individualized Educational Program (IEP) specifically provides for participation in Independent Study pursuant to Education Code Section 51745(a)(5) shall be entitled to an IEP team meeting wherein the IEP team shall make a determination as to whether the student can receive a free appropriate public education (FAPE) in an Independent Study placement. A student's inability to work independently, need for adult support, or need for special education and related services shall not preclude the IEP team from determining the student can receive a FAPE in an Independent Study placement.

The Independent Study program is governed by Board policy which stipulates that an instance of SHORT-TERM Independent Study may not be for a duration longer than a period of 15 school days, and LONG-TERM Independent Study may be for a period of time up to and including the entire 2024-2025 school year. For Independent Study programs scheduled for more than 14 school days, this agreement shall be signed before Independent Study begins. For Independent Study programs scheduled for less than 15 school days, this agreement shall be signed within 10 school days of the student's first day of enrollment in Independent Study.

\_\_\_\_ **Student-Parent-Educator Conference Not Requested by Parent.**                      \_\_\_\_ **Pre-enrollment Conference Completed.**

**School Responsibilities:**

- The District will provide standards-aligned content that is substantially equivalent to the quality and intellectual challenge of in-person instruction including teacher services, instructional materials, supplies, technology devices, and other necessary items and resources as specified for each assignment as if s/he was enrolled in face-to-face learning.
- Independent Study is an alternative to classroom instruction offered by this district, but no pupil may be required to participate; a classroom option is always available. In the case of a pupil who is referred or assigned pursuant to Education Code 48915 or 48917, an alternative classroom has been offered and is available at all times at the school specified above.
- For the 2024-2025 school year, daily synchronous instruction for pupils in transitional kindergarten to grade three, daily live interaction with student and curriculum support provider and at least weekly synchronous learning for pupils in grades four through eight.
- The teacher will evaluate the student's work according to the *Assignment and Student Work Record(s)*. If student work demonstrates unsatisfactory educational progress, a meeting will be convened with parent, student, and teacher/administrator to evaluate whether or not the pupil shall be allowed to continue in the Independent Study program.
- Parent/guardian and Teacher will communicate regarding academic progress:

**Manner, Time, Frequency, and Place of Reporting Progress and Parent/Guardian Communication:**

**Manner of Reporting** (may include any or all): \_\_\_\_ In-Person    \_\_\_\_ Online    \_\_\_\_ Small Group

**Frequency:** \_\_\_\_ Weekly    \_\_\_\_ Bi-Weekly

**Day:** Long Term: M Tu W Th F    **Short Term:** Date: \_\_\_\_\_ Time: During School Hours

**Place:** \_\_\_\_ School Office    \_\_\_\_ School Classroom    \_\_\_\_ Online    \_\_\_\_ Other \_\_\_\_\_



### **Student Responsibilities:**

The student will meet with or report to the teacher or curriculum support provider regularly, the frequency, date, time, and location specified in the *Assignment and Student Work Record(s)*.

**Methods of Study:** Specific methods of study will be designated on the Assignment and Work Record. Examples of methods of study for the student will include, but are not limited to: Independent Reading, Textbook activities, Problem Solving, Study Projects, Drill and Practice, Computerized Curriculum, Internet Research, Library Research.

**Methods of Evaluation and Satisfactory Progress:** Academic evaluations will be designed on the Assignment and Work Record. Acceptable methods of evaluation include, but are not limited to: Teacher Made Tests, Student Conferences, Chapter/Unit Tests, Work Samples, Observations, State Standards Testing, Quizzes, Projects & Activities, Written & Oral Assignments. The teacher will evaluate submitted work and will assign attendance credit and academic credit.

### *I understand that:*

- Independent Study is a form of education that I have voluntarily chosen and I will continuously have a classroom option available to me should I choose to no longer participate in Independent Study.
- The child will complete, during the term of this agreement, the course work listed on the *Assignment and Student Work Record(s)*. All course work will be consistent with this District's adopted curriculum. The *Assignment and Student Work Record(s)* include the course descriptions, objectives, study methods, evaluation methods, and resources covered by this agreement.
- I am entitled to textbooks and supplies, supervision by a certificated teacher, and all the services and resources received by other children enrolled in my grade.
- I have the same rights as other students in my grade at my current school.
- I must follow the discipline code and behavior guidelines of the school, in accordance with district policy.
- If I do not complete three consecutive assignments, my incomplete work will result in an evaluation to determine if I should remain in independent study or be immediately returned to a classroom at my last school of enrollment.
- I understand and agree that all assignments completed must be my own work and not copied or plagiarized. Failure to fulfill any of these minimum requirements will result in the following course of action:
  - **First Occurrence:** documented conference with the Teacher, parent/legal guardian, and student to discuss concerns and plan for improvement.
  - **Second Occurrence:** documented conference with Director, Teacher, parent/legal guardian, and student.
  - **Third Occurrence:** possible dismissal from our Independent Study program and/or school.

### *I agree to:*

- Complete my assigned work by its due date, as explained by my teacher or teachers and described in my written assignments.
- Be supervised by and meet regularly with the assigned Independent Study teacher and/or approved resource personnel responsible for my educational studies as outlined on page one of this agreement.
- Complete my assigned work by its due date, as explained by my teacher or teachers and described in my written assignments. Turn in any unfinished assignments to my teacher(s) upon the first day I return to school or on/by the due date.
- For SHORT TERM Independent Study, complete any unfinished assignments once I return during recess, lunch, or before or after school.

### **Parent/Guardian/Caregiver Responsibilities:**

I understand that Independent Study is an optional educational alternative for my child that I have voluntarily selected. I agree to the conditions listed in the aforementioned section entitled Student Responsibilities.

### *I also understand that:*

- Learning objectives are consistent with and evaluated in the same manner that they would be if my child were enrolled in the traditional school program at his/her current school.
- If my child has an individualized educational program (IEP), the IEP must specifically provide for his/her enrollment in the Independent Study program.
- Unless otherwise indicated in written format, the supervising teacher who signs this agreement will meet with my child on a regular basis as specified on page one of this agreement. The purpose is to direct the child's study and measure progress toward the objectives in this agreement. It is my (parent's) responsibility to promptly reschedule any missed appointment.
- I am responsible for supervising my child while s/he is completing the assigned work and for ensuring the submission of all completed assignments by dates due.
- I am liable for the cost of replacement or repair of school-furnished materials and devices checked out to my child that are lost, stolen, or willfully or negligently damaged.
- It is my responsibility to provide any needed transportation for my child's scheduled meetings and any other travel covered by this agreement.
- I have the right to request a transition plan for my student to return to in-person instruction from Independent Study expeditiously, and not later than five instructional days after my request.
- I have the right to appeal to the school administrator any decision about my child's placement or school program in accordance with the District's policies and procedures.

### **Additional Requirements and Rules to Qualify for a SHORT-TERM Independent Study Agreement**

- *Short-term independent study contracts may not be issued during State testing in April/May.*
- There can be no more than two (2) short-term independent study contracts granted per student per school year.
- If all the work is returned with satisfactory progress, the student will maintain a clear attendance record.
- If the student's work is unsatisfactory or incomplete, the school will grant days of attendance for only the amount of satisfactory work returned after the stated due date.
- The additional days of absence will be considered unexcused and will count towards truancy limits.
- If a student had any unexcused absence(s) due to failure to complete work on an initial short-term independent study contract or does not meet with the teacher per the requirements in this contract, a second short-term independent study contract will not be granted within the same school year.
- If a student returns to on-site learning prior to the end date, Assignments issued prior to the return date and Student Work Record(s) may be completed with the on-site class.

Satisfactory educational progress shall be determined based on all of the following indicators:

1. The pupil's achievement and engagement in the Independent Study program, as indicated by the pupil's performance applicable pupil-level measures of pupil achievement and pupil engagement.
2. The completion of assignments, assessments, or other indicators that evidence that the pupil is working on assignments.
3. Learning required concepts, as determined by the supervising teacher.
4. Progressing toward successful completion of the course of study or individual course, as determined by the supervising teacher.

**Resources:** Participating students will be offered access to resources, including, but not limited to, standards-aligned instructional materials, appropriately credentialed teachers, academic and nonacademic staff, and equipment and internet connectivity to enable them to adequately participate in their program and complete assigned work.



**Additional Supports Available**

To address the needs of pupils not performing at grade level or if needed support is in other areas, the following additional supports are available:

A tiered re-engagement plan will be put in place for pupils not generating attendance for more than three school days or 70% of the instructional days in a school week, or who are in violation of their written learning agreement.

For pupils in foster care, pupils experiencing homelessness, or pupils requiring mental health support, our liaison is available, by calling the school office to connect students/families with available resources.

**Agreement to Terms**

Every student who is not performing at grade level average or who needs support in other areas, such as English learners, individuals with exceptional needs, foster students, homeless students, and students requiring mental health supports will have academic and/or other supports that will be provided to address their needs including additional meetings with supervising teachers.

*We have read, understand, and agree to all the conditions of Independent Study detailed above and to the terms set forth in this Master Agreement Contract, and we acknowledge that any violation may result in removal of the student from this Independent Study Program or this school.*

*NOTE- California law requires the student to sign this agreement. A parent, legal guardian, or legal caretaker must also sign the document. For the 2024-2025 school year only, written agreements must be signed no later than 30 days after the first day of instruction. However, it is important to note that all other Independent Study requirements must be met upon commencement of instruction. For any other school year, written agreements must be signed prior to the commencement of Independent Study. For the 2024-2025 school year, electronic signatures are permitted and the affixed electronic signature shall be deemed authentic and valid, binding on all parties.*

Student (First & Last)	Signature	Date
Parent/Guardian (First & Last)	Signature	Date
Parent/Guardian (First & Last)	Signature	Date
Other Designated Adult (First & Last)	Signature	Date

Office Use Only:

*In my professional judgment, the student has completed work that has a value of \_\_\_\_ days of **SHORT-TERM** Independent Study Credit.*

*In my professional judgment, the student has completed work that has a value of \_\_\_\_ days of **LONG-TERM** Independent Study Credit.*

Supervising Teacher Name (Last, First, Middle)      Signature      Date





# Invoice

Lathem Time  
 1230 Six Flags Rd.  
 Building 200 Unit 220  
 Austell GA 30168  
 United States  
 404-691-0400

## #INV-508725

08/27/2024

**Bill To**

Oak Run School District -2  
 (530) 472-3241  
 P.O. Box 48  
 Oak Run CA 96069  
 United States

**Ship To**

Oak Run School District  
 (530) 472-3241  
 27635 Oak Run to Fern Rd.  
 Oak Run CA 96069  
 United States

Terms	Due Date	PO #	Shipping Method	Ship Date
Net 30	09/26/2024		FedEx Ground®	08/27/2024

Item	Qty	List Price	Unit Price	Ext Amount
<b>PCPROX</b> Terminal, 7" LCD, Prox, WiFi, Ethernet, POE	1	\$600.00	\$600.00	\$600.00
<b>FedEx Ground®</b>	1		\$22.14	\$22.14

**Subtotal** \$622.14  
**Total Tax** \$43.50

**Total** \$665.64

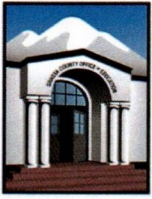
<b>Amount Due</b>	\$665.64
-------------------	----------

Please note that our address has changed. The new address is 1230 Six Flags Rd. Building 200 Unit 220 Austell GA 30168



INV-508725





# SHASTA COUNTY OFFICE OF EDUCATION

*To be leaders in educational excellence, offering support to schools and community to ensure Shasta County students receive a quality education preparing them for high school graduation and success in career and college.*

RECEIVED  
9/11/24

**Superintendent**  
Mike Freeman

**Board of Education**  
Robert Brown  
Amy Cavalleri  
Authur Gorman  
Laura Manuel  
Denny Mills  
Cindy Vogt

September 6, 2024

Board of Trustees  
Oak Run Elementary School District  
27480 Oak Run to Fern Rd.  
Oak Run, CA 96069

Re: Shasta County Office of Education Attendance Review Report for 2021/22 and 2022/23

To Superintendent Livingston and the Board of Trustees:

I am writing to summarize the outcome of the Shasta County Office of Education's review of the Oak Run Elementary School District's attendance reports for previous fiscal years. As a result of reviews by Shasta County Office of Education (SCOE) and an independent auditor, SCOE has determined that the District is required by October 1, 2024, to amend and refile its 2021/22 and 2022/23 fiscal year attendance reports with CDE to report corrected average daily attendance (ADA).

### Background Information on the Review of the District's Attendance Data

As you know, the District employs outside independent auditors for annual financial and compliance audits as required by the Education Code. A failure to comply with various Education Code requirements can prevent the District from counting some students' attendance when calculating average daily attendance (ADA) to determine the amount of the District's state funding. As one example, a student must have certain immunizations to attend public school in-person and the District cannot count their in-person attendance towards ADA if they are not immunized. (Health & Safety Code sec. 120335.) In recent years, the District's auditor had not reviewed District students' immunization status because the reported immunization data did not trigger an audit.

On September 18, 2023, SCOE received anonymous written allegations that some District students were attending school in-person without satisfying California's student immunization requirements or possessing a valid immunization exemption. In response, SCOE enlisted the aid of the Shasta County Health and Human Services Agency and audited the immunization status of 30 District students. From the records reviewed by SCOE and the Health and Human Services Agency, only 13 of the 30 students satisfied California's immunization requirements or possessed a valid exemption. As a result, the District could not count the other 17 students







when calculating ADA and the District's revenue would have to be revised down significantly. This information was shared with you in SCOE's December 13, 2023, "Going Concern Determination," which noted SCOE's concern that the District was at risk of insolvency and may be unable to meet its financial obligations. Additional details were provided to you in a February 21, 2024, letter which calculated that the District could only claim ADA of between 1/4<sup>th</sup> or 1/3<sup>rd</sup> the amounts that had been reported to SCOE and the California Department of Education in recent budget reports.

In response to the December 13, 2023, Going Concern Determination, it was reported to SCOE that many of the unvaccinated students had been participating in independent study (which is not subject to immunization requirements) instead of in-person instruction. Different reporting requirements apply to independent study, including "Master Agreement" contracts signed by each family and the collection of work samples as evidence of the student's independent work. If the required records are not maintained, then the student's work cannot be counted towards ADA calculations.

### Findings

SCOE conducted an internal review of the District's independent study program and attendance records for the 2023/24 fiscal year. SCOE District Fiscal Services staff reviewed all attendance reports, student enrollment records, independent study agreements, and immunization records provided by District staff. SCOE could not identify any Education Code-compliant Master Agreements for independent study and expanded the scope of the review to include records for the 2021/22 and 2022/23 fiscal years. These findings and SCOE's recommendations were provided to you in the February 21, 2024, letter which also calculated ADA revisions.

To validate the determination of 2023/24 ADA, the County Office engaged the firm of Wilkinson, Hadley, King & Co. LLP to perform agreed-upon procedures related to the District's independent study program and data. The procedures requested were those outlined in the K-12 school audit guide. The result of the agreed-upon procedures engagement validated SCOE's previous findings, but also confirmed that attendance was correctly reported for 2023/24 because the District had not ultimately claimed ADA derived from independent study when it submitted its official attendance reports to SCOE and CDE. Additionally, the District corrected its 2023/24 reported ADA to include only the ADA generated by students in compliance with California's immunization requirements. A copy of the agreed-upon procedures report is attached for your reference.

### Necessary Revisions to Claimed ADA

The County Office was also required to review prior year attendance data for 2021/22 and 2022/23. After reviewing all records provided, SCOE has determined that the District over







claimed ADA in both the 2021/22 and 2022/23 fiscal years by reporting average daily attendance for students who did not satisfy California’s immunization requirements or possess a valid exemption. The District is required by October 1, 2024, to amend and refile its 2021/22 and 2022/23 fiscal year attendance reports with CDE.

Below is a summary of the original ADA claimed and the amended ADA that will need to be refiled with CDE.

	<u>2021/22</u>	<u>2022/23</u>
Original ADA	51.88	50.28
Revised ADA	13.82	16.11
Overstated ADA	38.06	34.17

The district’s overstated revenues are approximately \$820,275, as outlined on the attached LCFF Revenue Calculation summary, which will be required to be returned to the State.

As mentioned earlier, although the District had independent audits conducted for the 2021/22 and 2022/23 fiscal years, the auditor did not review immunizations because the District did not meet the criteria that required that review. It is unfortunate that this immunization noncompliance was not discovered and corrected earlier through the regular audit process. Regardless of testing by auditors, the District has a responsibility to ensure that all regulations around immunization are adhered to in order to claim average daily attendance for students enrolled in in-person instruction.

#### Next Steps

After submitting the amended attendance reports by October 1, 2024, the District can request a repayment plan for the calculated penalty. It is recommended that the District request a maximum repayment schedule of up to eight years. In addition to the repayment plan request, the District can request a Summary Review through the Education Audit Appeals Panel (EAAP) utilizing SCOE’s review findings. The Summary Review process may provide relief from the calculated penalty if the District can demonstrate substantial compliance. SCOE District Fiscal Services staff can assist the District on how to initiate both the repayment plan and Summary Review requests.

The Shasta County Office of Education recognizes that students were in attendance and the Oak Run Elementary School District was educating those students at substantial expense. The EAAP may take this into account if the District requests a Summary Review. However, attendance must be reported according to the various regulations and reporting requirements as



established by the Education Code and the California Department of Education. Due to the findings summarized here and substantial decrease in revenues, the District will be faced with a significant financial liability that will negatively impact the current fiscal condition of the district.

Sincerely,



Mike Freeman  
Shasta County Superintendent of Schools





BRIAN K. HADLEY, CPA  
AUBREY W. MANN, CPA  
KEVIN A. SPROUL, CPA

INDEPENDENT ACCOUNTANT'S REPORT  
ON APPLYING AGREED-UPON PROCEDURES

Shasta County Office of Education  
1644 Magnolia Ave.  
Redding, California 96001

We have performed the procedures enumerated in Appendix A on Independent Study of Oak Run Elementary School District (the District) as for 2023-24 fiscal year. Oak Run Elementary School District's management is responsible for compliance with Independent Study requirements, which are conditions of apportionment for funding of the program.

Shasta County Office of Education (the COE) has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of evaluating whether apportionment can be claimed for independent study at Oak Run Elementary School District for the 2023-24 fiscal year. Oak Run Elementary School District acknowledges the procedures performed, and the intended purpose of the procedures. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

Procedures we agreed to perform are identified in Appendix A. Results of procedures performed are identified in Appendix B.

We were engaged by Shasta County Office of Education to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the AICPA. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on independent study compliance. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of Oak Run Elementary School District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of Shasta County Office of Education and Oak Run Elementary School District and is not intended to be and should not be used by anyone other than those specified parties.

*Wilkinson Hadley King & Co. LLP*

El Cajon, California  
August 13, 2024



## APPENDIX A: AGREED UPON PROCEDURES

1. Verify that the LEA has adopted board policies, and has implemented those policies, pursuant to rules and regulations adopted by the Superintendent, that include, but are not limited to, all of the following:
  - a. The maximum length of time, by grade level and type of program, that may elapse between the time an independent study assignment is made and the date by which the pupil must complete the assigned work.
  - b. The level of satisfactory educational progress and the number of missed assignments that will be allowed before an evaluation is conducted to determine whether it is in the best interests of the pupil to remain in independent study, or whether the pupil should return to the regular school program. A written record of the findings of any evaluation made pursuant to this subdivision shall be treated as a mandatory interim pupil record. The record shall be maintained for a period of three years from the date of the evaluation and, if the pupil transfers to another California public school, the record shall be forwarded to that school.
  - c. Satisfactory educational progress shall be determined based on all of the following indicators:
    - i. The pupil's achievement and engagement in the independent study program, as indicated by the pupil's performance on applicable pupil level measures of pupil achievement and pupil engagement set forth in paragraphs (4) and (5) of subdivision (d) of Education Code section 52060.
    - ii. The completion of assignments, assessments, or other indicators that evidence that the pupil is working on assignments.
    - iii. Learning required concepts, as determined by the supervising teacher. Progressing toward successful completion of the course of study or individual course, as determined by the supervising teacher.
  - d. The provision of content aligned to grade level standards that is substantially equivalent to in - person instruction.
  - e. Procedures for tiered reengagement strategies for all pupils who are not generating attendance for more than 10 percent of required minimum instructional time over four continuous weeks of a local educational agency's approved instructional calendar, pupils found not participatory in synchronous instruction offerings pursuant to Education Code section 51747.5 for more than 50 percent of the scheduled times of synchronous instruction in a school month as applicable by grade span, or pupils who are in violation of the written agreement pursuant to subdivision (g). These procedures shall include, but are not necessarily limited to, all of the following:
    - i. Verification of current contact information for each enrolled pupil.
    - ii. Notification to parents or guardians of lack of participation within one school day of the recording of a non - attendance day.
    - iii. A plan for outreach from the school to determine pupil needs, including connection with health and social services as necessary.
    - iv. A clear standard for requiring a pupil - parent - educator conference to review a pupil's written agreement, and reconsider the independent study program's impact on the pupil's achievement.
  - f. For pupils in transitional kindergarten and grades 1 to 3, inclusive, a plan to provide opportunities for daily synchronous instruction for all pupils throughout the school year.
  - g. For pupils in grades 4 to 8, inclusive, a plan to provide opportunities for both daily live interaction and at least weekly synchronous instruction for all pupils throughout the school year.
  - h. For pupils in grades 9 to 12, inclusive, a plan to provide opportunities for at least weekly synchronous instruction for all pupils throughout the school year.



- i. A plan to transition pupils whose families wish to return to in - person instruction from independent study expeditiously, and, in no case, later than five instructional days.
  - j. A requirement that a current written agreement for each independent study pupil shall be maintained on file.
2. Verify that the monthly site summaries used for summarizing attendance provide accurate information.
3. For 100% of Students who participated in independent study for the 2023-24 school year the following tests will be performed:
- a. Verify that no pupil was enrolled in the LEA pursuant to subdivision (b) of Education Code section 48204 while engaged in full - time independent study.
  - b. Determine each selected pupil's county of residence at the time of commencing independent study and verify that it is the county in which the apportionment claim is reported or a contiguous county within California.
  - c. Determine whether mailing addresses or other evidence of residency changed during the time the pupils were in independent study and, if so, whether each pupil remained resident of the same or a contiguous county within California.
  - d. Verify that a total of not more than one day of attendance generated through independent study was recorded for each pupil, including pupils enrolled in more than one program, for any calendar day on which school was in session.
  - e. Verify that a written agreement exists for each pupil selected.
  - f. Verify that every pupil whose independent study attendance can be claimed for apportionment was participating under an agreement for a minimum of three consecutive school days.
  - g. Verify that pupils enrolled in independent study met the applicable age requirements established pursuant to Education Code section 46300.1.
  - h. Verify evidence from appropriately licensed professionals of the need for pupils to participate in independent study pursuant to Education Code Section 51747(i), as applicable.
  - i. Verify that every written agreement contained all the required elements:
    - i. The manner, time, frequency, and place for submitting a pupil's assignments for reporting progress, and for communicating with a pupil's parent or guardian regarding a pupil's academic progress.
    - ii. The objectives and methods of study (pupil activities selected by the supervising teacher as the means to reach the educational objectives set forth in the written agreement) for the pupil's work.
    - iii. The methods used to evaluate that work (any specified procedure through which a certificated teacher personally assesses the extent to which the pupils achieved the objectives set forth in the written assignment).
    - iv. The specific resources, including materials and personnel, to be made available to the pupils (resources reasonably necessary to the achievement of the objectives in the written agreement, not to exclude resources normally available to all pupils on the same terms as the terms on which they are normally available to all pupils). These resources shall include confirming or providing access to all pupils to the connectivity and devices adequate to participate in the educational program and complete assigned work.
    - v. A statement of the policies adopted pursuant to subdivisions (a) and (b) of Education Code section 51747:
      - 1. The maximum length of time allowed between the assignment and the completion of a pupil's assigned work;



2. The level of satisfactory educational progress as defined in Education Code section 51747(b)(2)(A) - (D); and
  3. The number of assignments a pupil may miss before there must be an evaluation of whether it is in the pupil's best interests to continue in independent study.
- vi. The duration of the independent study agreement, including the beginning and ending dates for the pupil's participation in independent study under the agreement, with no agreement being for longer than one school year.
  - vii. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the pupil upon completion.
  - viii. A statement detailing the academic and other supports that will be provided to address the needs of pupils who are not performing at grade level, or need support in other areas, such as English learners, individuals with exceptional needs in order to be consistent with the pupil's individualized education program or plan pursuant to Education Code section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794), pupils in foster care or experiencing homelessness, and pupils requiring mental health supports.
  - ix. A statement in each independent study agreement that independent study is an optional educational alternative in which no pupil may be required to participate (in the case of a pupil who is referred or assigned to any school, class or program pursuant to Education Code section 48915 or 48917, the agreement also shall include the statement that instruction may be provided to the pupil through independent study only if the pupil is offered the alternative of classroom instruction).
  - x. Signatures, affixed prior to the commencement of independent study, for a pupil that is scheduled to participate for more than 14 schooldays, or within 10 schooldays of the commencement of independent study for a student scheduled for less than 15 schooldays, by:
    1. The pupil;
    2. The pupil's parent, legal guardian, or caregiver as that term is used in Family Code section 6550 and following, if the pupil is less than 18 years old;
    3. The certificated employee who has been designated as having responsibility for the general supervision of independent study; and
    4. The certificated employee designated as having responsibility for the special education programming of the pupil, as applicable.
  - xi. Verify that no days of attendance were reported without meeting the requirement of 51747(g)(9)(A).
  - xii. Trace each pupil's attendance from the attendance records to the teacher's register, record of the pupil's work completed, and the corresponding work assignment record. Verify that pupil work samples have been retained in the file.
  - xiii. Verify that the pupil work product samples are related to the assignment pursuant to which the work was undertaken and reflect the curriculum adopted by the local governing board and not an alternative curriculum.
  - xiv. Verify that the LEA documented each pupil's participation in live interaction and synchronous instruction and that a pupil who did not participate in scheduled live interaction or synchronous instruction was documented as nonparticipatory pursuant instruction pursuant to Education Code section 51747.5(c).



- xv. Verify that participation in synchronous instruction being counted towards instructional minute and apportionment calculations contained all the required elements:
  1. Synchronous instruction was offered pursuant to Education Code section 51747(e).
  2. Participation in synchronous instruction is applied to the schoolday on which the student participated.
  3. The synchronous instruction meets the definition of Education Code section 51745.5(d).
  4. The synchronous instruction is provided by a teacher or teachers of record.
  5. The student's participation in synchronous instruction augments the time value of student work product pursuant to Education Code section 51747.5(b)(2)(B)(ii).
  6. Evidence of student participation in synchronous instruction for each hour or fraction thereof was furnished and maintained.
- xvi. Verify that the LEA maintained written or computer - based evidence of each pupil' s engagement, that includes, but is not limited to, a grade book or summary document that, for each class, list all assignments, assessment, and associated grades.
- xvii. Review records and other relevant documentation to verify that each pupil's choice to commence or to continue in independent study was entirely voluntary and uncoerced.



## APPENDIX B: RESULTS

### Board Policies:

We reviewed Oak Run Elementary School District Board Policy 6158: Independent Study, revised and updated on 09/01/2022. We were able to identify all elements required to be included in the policy as defined by Education Code §51747. The District appears to have complied with requirements for independent study board policies.

### Attendance Reporting:

We were unable to verify the calculations of attendance for Oak Run Elementary School District due to limited information being provided. We had some attendance records from 08/14/2023 to 12/15/2023 but not for the entirety of the reporting period.

### Review of Student Records:

We have attached our Excel workbooks which identify by student results of our testing for student files. In our review of the student files we identified the following:

1. 7 out of 40 student files tested did not include the students address and as such we could not determine if the student resided in Shasta County or a contiguous county from the records reviewed.
2. 40 out of 40 student files tested we could not determine if the duration of the contract was for a minimum of 3 days as required by Education Code §46300(e)(1) because the duration of the agreement was not included in the agreement.
3. Student files tested had written agreements that were missing 4 out of 9 elements required by Education Code §51747(g). The following items were missing from the agreements:
  - a. 40 out of 40 agreements did not include a statement of the policies adopted pursuant to subdivisions (a) and (b) of Education Code §51747 as to (A) The maximum length of time allowed between the assignment and the completion of a pupil's assigned work; (b) The level of satisfactory progress as defined in Education Code §51747(b)(2)(A)-(D); and (C) The number of assignments a pupil may miss before there must be an evaluation of whether it is in the pupil's best interest to continue in independent study.
  - b. 40 out of 40 agreements did not include the duration of the agreement, including beginning and ending dates of the agreement. (Education Code §51747(g)(5))
  - c. 40 out of 40 agreements did not include a statement of the number of course credits, or for elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the pupil upon completion. (Education Code §51747(g)(6))
  - d. 40 out of 40 agreements were missing teacher signatures and 6 out of 40 agreements were missing parent's or students signatures on the agreements. (Education Code §51747(g)(9)).
  - e. One agreement listed two different students on the agreement citing a power outage as the reason for not obtaining one for each student in the household.
4. 21 out of 40 student files tested did not include work samples.
5. 21 out of 40 student files tested did not include documentation of student engagement.

### Conclusion:

The independent study agreements and documentation did not meet conditions of apportionment for the 2023-24 fiscal year as noted above. Since the District did not claim apportionment, there has not been any identified non-compliance that will be required to be reported in the District's annual audit.



**Oak Run Elementary (70086)**

	2021-22	2022-23	2023-24
<b>ADA as Revised</b>			
Current Year Necessary Small School (NSS) ADA Funded NSS ADA	13.82	16.11	15.65
NSS ADA Funding Method(s)	47.63	36.37	25.85
	Prior Yr	3-PY Average	3-PY Average

<b>LCFF Entitlement Summary</b>			
Base Grant	\$-	\$-	\$2,799
Grade Span Adjustment	\$-	\$-	\$-
<i>Adjusted Base Grant</i>	\$-	\$-	\$2,799
Supplemental Grant	\$60,364	\$56,323	\$46,262
Concentration Grant	\$49,219	\$56,363	\$52,106
<b>Total Base, Supplemental and Concentration Grant</b>	\$109,583	\$112,686	\$101,167
Allowance: Necessary Small School	\$357,062	\$501,012	\$538,970
Add-on: Targeted Instructional Improvement Block Grant	\$6,969	\$6,969	\$6,969
Add-on: Home-to-School Transportation	\$40,398	\$40,398	\$43,719
Add-on: Small School District Bus Replacement Program	\$-	\$-	\$-
Add-on: Economic Recovery Target	\$-	\$-	\$-
Add-on: Transitional Kindergarten	\$-	\$-	\$-
<b>Total Allowance and Add-On Amounts</b>	\$404,429	\$2,841	\$3,501
<b>Total LCFF Entitlement Before Adjustments</b> (excludes Additional State Aid)	\$514,012	\$551,220	\$593,159
Miscellaneous Adjustments	\$-	\$663,906	\$694,326
<b>Total LCFF Entitlement</b> (excludes Additional State Aid)	\$ 514,012	\$ 663,906	\$ 694,326
Additional State Aid	\$19,154	\$-	\$-
Total LCFF Entitlement with Additional State Aid	533,166	663,906	694,326

<b>LCFF Sources Summary</b>			
<b>Funding Source Summary</b>			
Local Revenue and In-Lieu of Property Taxes (net for school districts)	\$ 239,296	\$	\$ 261,959
Education Protection Account Entitlement (includes \$200/minimum per ADA)	\$ 175,107	\$	\$ 54,762
Net State Aid (excludes Additional State Aid)	\$ 99,609	\$	\$ 377,605
Additional State Aid	\$ 19,154	\$	\$ -
<b>Total Funding Sources</b>	\$ 533,166	\$ 663,906	\$ 694,326

<b>Per CDE Principal Apportionment Exhibits</b>			
Local Revenue and In-Lieu of Property Taxes (net for school districts)	\$ 239,296	\$	\$ 261,959
Education Protection Account Entitlement (includes \$200/minimum per ADA)	\$ 175,107	\$	\$ 105,239
Net State Aid (excludes Additional State Aid)	\$ 282,643	\$	\$ 684,404
<b>Total LCFF paid</b>	\$ 697,046	\$ 963,025	\$ 1,051,602
<b>Total Due to CDE</b>	<b>(163,880)</b>	<b>(299,119)</b>	<b>(357,276)</b>