Staff Handbook

2023-2024

Bobbi Abold

Deputy Superintendent

Mission, Motto, Vision and Values and Beliefs

Mission

The Yuba County Office of Education provides resources, information, services and education to empower those we serve.

Motto

RISE to Excellence
(**R**esources, **I**nformation, **S**ervice, **E**ducation)

Vision

The Yuba County Office of Education's priority is service to students, districts and the community by providing exemplary educational programs, fiscal support and retention of qualified and valued employees.

Values and Beliefs

We value:

- Safe and caring environments
- Collaboration and shared decision making
- Individual development and recognition of accomplishments
- Open, honest communication
- Respect in all interactions
- Accountability to self and others
- High levels of efficiency, resource management and professionalism
- Self-reflection and continual improvement

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School Site Listing

The school site staff listing can be found at www.yubacoe.org, Departments, Human Resources, Directory (top left).

Information & Communication

Mail Delivery

Mail will be delivered to and picked up from County Office sites on Mondays, Wednesdays, and Fridays of each week. Clearly label correspondence going between sites with the recipients' name and location.

Emergency Contacts

In the event of an emergency after duty hours, Yuba County Office of Education should notify the following persons. For an emergency regarding physical plant or equipment within the Special Education Department, Community School, or Yuba County Office of Education, call:

1.	Barry Collins	All facilities
2.	Courtney Coburn	Virginia School
3.	Lee Canady	YCOE/McKenney YCOE/MHS YCOE/Yuba College ROP Visually Impaired Program/Resource Center
4.	Samantha Chan	YCOE/Ella YCOE/Olivehurst Primary YCOE/Olivehurst Elementary Spring Valley Primary
5.	Lupe Sotelo	OT Department Speech Department APE Program YCOE/Kynoch Primary YCOE/Kynoch Elementary
6.	Kristen Nottle-Powell	All SPED Facilities as needed, YCOE Ed. Support Center CCPC FRC
7.	Caron Job	One Stop
8.	Kristen Nottle-Powell	Main Office
9.	Sherry Fortner	Thomas E. Mathews Carden
10.	Cynthia Soares	Charter School

11. Emergency Dispatch

It will be the responsibility of those persons receiving an emergency call to notify the Superintendent and other members of Management as to the nature of the situation and the action taken, if appropriate.

Communications

The County Office Main Office has a phone system with voice mail. To call an individual, dial **749** followed by the four numbers following the person's name you are trying to contact. The number will go directly to the individual.

Main Office Phone Line.....4900

Jorge Aleman 4047
Jennifer Allread.....4869
Treva Anderson 4900
Joann Arvizu…… 6921
Caridad Arzu-Ramirez…… 4988
Kayla Batad 4974
Robin Bogdanoff.....4909
Valerie Calonder.....4908
Lee Canady 4990
Xena Cha 4981
Sonya Collier 4045
Barry Collins 6920
Pamela Cook.....4905
Misty Crooks.....4971
Monique DeVaughn.....4985
Laura Drew 4986
Stephanie Fischer.....4905
Lora Gonzalez 4873
Mary Pa Hang.....4870
Theresa Hioki 4973
Ranjit Johal.....4866
Marisol Johnson 4859
Debbie Lockwood 4907
Griselda Madrid 4989
Ashley Marin.....4874
Veronica Merenda 4864
Amy Molina Jones 4994
Lorelle Mudd.....4860
Justin Ngai.....4862
Roxanne Nichols 4868
Kristen Nottle-Powell 4871
George Sadler 6920
Amy Sandler.....4972
Kary Shannon.....4867
Lupe Sotelo 4996
Aaron Thornsberry.....4856

Kimberley Walther 4863
Debbie Williamson 4865
Fax Machine – Admin/HR 741-6500
Fax Machine – Fiscal 441-2501
Fax Machine – Operations 749-0762
Fax Machine – Prevention 441-2502
Fax Machine – Special Ed. 741-6235

Voice Mail Etiquette

- Encourage staff to leave messages
- Encourage brief, specific messages that may address issues without a return call
- Encourage staff to let office know when problems arise

Where possible, a telephone will be located at each site. Personal calls should be limited, and when necessary personal calls are made, they should be kept as brief as possible to allow for incoming and emergency calls. If a long distance personal call must be made, the employee must charge it to his/her telephone credit card or home phone number.
Mailboxes are located at the County Office. For site staff not assigned a mailbox, the school site box is used. Mail will be delivered to the sites three times a week.

Personal Cell Phones:

- Personal cell phones are NOT to be used in the classroom or in the community during instructional time when you are responsible for students. (Calls may be made or received on breaks).
- Personal cell phones could be used in an emergency situation to communicate with your supervisor.

School Phones:

- School phones are to be used for school business.
- At Centers: Personal calls will not be forwarded to classrooms. Messages will be taken and placed in staff mailboxes. We understand that at times there are exceptions:
  - Emergency phone calls
  - If you are expecting an important phone call, (i.e. from a physician, etc.) explain the situation to the site secretary for principal approval.

Superintendent Policies and Regulations

YCOE is currently in the process of updating all Superintendent Policies and Regulations. You can access current policies by visiting YCOE's website https://www.yubacoe.org/, under " About YCOE", "Superintendent", "Superintendent Policies". If you are unable to locate a specific policy, please contact YCOE Executive Assistant to the Superintendent, Halee Pomeroy at halee.pomeroy@yubacoe.k12.ca.us with your inquiry.

Staff Payment

Attendance Statement

It is the employee's responsibility to maintain an accurate accounting of their sick leave throughout the year using the Frontline Absence Management (Frontline) automated system. You can verify your leaves by logging onto your Frontline account (https://login.frontlineeducation.com) at any time.

Payroll Warrants

Employees have two options for receiving their monthly payroll warrants or direct deposit stubs:

1. Have warrant mailed to home address: Employees may have warrants mailed to their home address (as it appears on warrant). The warrant will be mailed the day before pay day. In the event that you don't receive your warrant there will be a five (5) business day waiting period for reissuance.

2. Direct deposit: Employees have the option of direct deposit. Information may be obtained from either Fiscal Services or Human Resources. Your direct deposit document will be available via the Escape Employee Portal.

3. Employees on a traditional calendar have the option of receiving eleven (August through June) or twelve (August through July) equal payments. Employees on a year-round schedule have the option of receiving eleven (August through June) or twelve (July through June) equal payments. If an employee transfers from year-round education, they have the option of receiving fourteen equal payments for the first year. Thereafter, the employee would need complete the Payroll Options form to select either 11 or 12 equal payments going forward. This form can be found on our website under Employee Central, H.R. Resources for Employees, HR Forms/General.

    - 181 to 190 workdays – 10 days per year, 11 months
    - 191 to 210 workdays – 11 days per year, 11 months
    - 211 to 257 workdays – 12 days per year, 12 months

Change of Address

It is **extremely important** that the Human Resources Department be notified when you have a change of address or phone number. You will need to complete the Change of Address form that is available on our website, www.yubacoe.org, under Employee Central, HR Resources for Employees section or it can be obtained from the Human Resources Department. You will also need to let your department head know.

Timesheets

Certificated, Classified, and Substitute timesheets must be submitted electronically through Informed K12 and follow the appropriate approval route. Submit one timesheet per work site per pay period on your last day worked or by the date listed in the table below for the month worked. Payment will be at the end of the month. All timesheets are due to the Human Resources Coordinator from the program Supervisor no later than the dates listed on the

timesheet scheduled. Exceptions may be needed for early submission during holidays or year-end.

2023	TIMESHEET CUT OFF/DUE TO DEPT HEAD	DUE TO PERSONNEL **by 5:00PM**	DUE TO FISCAL SVCS **by 5:00PM**	PAYDATE CHECK DATE
JULY	10th	11th	14th	31th
AUG	9th	11th	15th	31st
SEPT	11th	13th	15th	29th
OCT	11th	12th	16th	31st
NOV	9th	10th	13th	30th
DEC	7th	8th	12th	22nd

NOVand DEC are tight timelines that must be adhered to in order to get payroll processed in time. Thank you in advance for your cooperation.

2024				
JAN	10th	11th	16th	31st
FEB	12th	13th	15th	29th
MAR	11th	13th	15th	28th
APR	9th	11th	15th	30th
MAY	10th	13th	15th	31st
JUN	10th	12th	14th	28th
* JUN 11-30	6-28	7-9	7-15	7-31-24
** JUL 1-10	7-11	7-12	7-15	7-31-24
*** Summer School	7-XX (last day)	7-XX	7-XX	7-31-24

* June 11th - 30th timesheets need to be turned in by 7-7. This allows us time to process all payments that will be paid 7-31-24.

** July 1 - 10th is the 1st timesheet period in the new fiscal year & will be paid at the end of July.

*** Summer School time worked is paid at the end of July. One timesheet should be submitted for all time worked June-July.

Payroll Changes

Payroll voluntary deduction changes should be submitted to Payroll in the Fiscal Services Department, no later than the 15th of each month to be effective for the end of the month. Address changes should be submitted to the Human Resources Department.

Certificated employees anticipating moving to a new column on the salary schedule based on units to be completed prior to the start of the next school year must give written notice to the Director of Human Resources by May 15th and must submit evidence of satisfactory completion prior to September 15th. All courses, etc., must be approved in advance to receive credit on the salary schedule.

Reporting Absences

Each employee must report all absences (no matter the duration) using Frontline. There are several ways to enter leaves including their website (https://login.frontlineeducation.com) the mobile website (https://login.frontlineeducation.com).

A few reminders:

- Absences must be entered as soon as possible.
- Leaves requiring approval, i.e. vacation, personal leave, must be submitted in advance. This will allow your supervisor sufficient time to approve the necessary leave, and the system time to obtain a substitute if one is warranted.
- Regardless of whether the system will be calling a sub for you, you will need to enter the absence in advance of the leave. There are timelines set in the system. If the leave is not entered, the Campus Supervisor (site secretary) will need to put the leave in the system after your return. This is time consuming for our secretaries.

Refer to the negotiated contracts regarding timelines for notice.

Each department or location may have specific requirements and/or procedures in addition to utilizing the automated Frontline system, i.e., calling someone in addition to reporting in Frontline. Managers will discuss the specifics with you.

Comp Time/Reimbursement

Approved Activities - outside of work year:

Interviews: Human Resources will cover hourly rate.

Moving Classrooms: (COE/District Request for Classroom Location Change)

- Packing up existing room- 1 Day
- Setting up new classroom- 1 Day
- Moving equipment/materials- Arrange through maintenance/ Moving Company

Setting Up New Classroom: (Additional Class)

- Assisting with orders for Equipment/Materials – 1 Day
- Setting up New Classroom and Creating Visual Supports – 2 Day

Existing Teacher Transfer to Existing Classroom:

- Organizing/Setting up Classroom – 1 Day
- Meeting with Para-Educator(s) – 1 Day, if needed

New Teacher Hire:

- Organizing/Setting up classroom – 1 Day
- Meeting with Para-Educator(s) – 1 Day, if needed

New Para-Educator/SLPA Hire:

- Meeting with Teacher and/or SLP, as appropriate – 1 Day, if needed

Other:

- Participation in IEP Meetings- Comp for Hours
    - Whenever possible, IEP meetings and special education assessments will take place during the seven and a half (7.5) hour workday or on a minimum day. Each month of the school year each unit member will have a bank of eight (8) hours established for IEP meetings that are performed outside of their seven and a half (7.5) hour workday. Once a unit member attends IEP meetings for eight (8) hours beyond their workday in a given month, the member shall be compensated at the established Extra Pay for Extra Duty Rate ($35 per hour) in Appendix D hourly, for all IEP meeting hours worked beyond the eight (8) hours per month. Records shall be kept by the unit member under the supervision of their immediate supervisor and turned in by December 1st for payment in December and at the end of the school year for payment in June.

Follow-Up:

- Comp time amount resulting in full day off and sub need, turn in slip requesting time off to document use of comp time.
- If comp time is used in lesser amounts (up to 1 hour) and sub is not needed, turn in slip requesting time off to document use of comp time.
- All comp time MUST be submitted to the Human Resource Department within ten (10) days of accruing the comp time.
- Comp time must be used within twelve (12) calendar months following the month in which it was earned.
- Comp time will be used prior to difference pay or docks if an individual uses excess leave. The above is to be used as a guideline for approved activities. Each individual need/situation will be handled on an individual basis.

Comp Time Form – Classified Employee

YUBA COUNTY OFFICE OF EDUCATION

Comp Time Form – Classified Employee

Employee: _____ Location: _____

Position: _____ Date: _____

Date(s) and reason for additional regular time or overtime:

Date(s): Reason:

_____ _____

_____ _____

_____ _____

COMPENSATORY TIME COMPUTATION:

Employees that work less than 7.5 hours per day, fill out #1 (and #2 if applicable)
Employees that work 7.5 hours per day, fill out #2 only

1. REGULAR TIME (up to 7.5 hours per day)

   _____
   Hours Worked = Compensatory Time

2. OVERTIME

   _____ X _____ = _____
   Hours Worked — Overtime Factor (Times 1.5 or 2) — Total Compensatory Time

ARTICLE VI – HOURS AND OVERTIME

G. Authorization for overtime work must have the approval of the department head.
H. Overtime is defined to include time worked in excess of seven and one-half (7 ½) hours in a day or in excess of thirty-seven and one-half (37 ½) hours in a calendar week.
I. An employee may request compensatory time off in lieu of salary for approved overtime work. The request shall be submitted to the department head and must have the approval of the Director of Human Resources.
J. When compensatory time off is authorized in lieu of cash compensation, such compensatory time off shall be granted within twelve (12) calendar months following the month in which the overtime was worked and without impairing the services rendered by the County Office.

AUTHORIZATION FOR ADDITIONAL TIME WORKED

Prior authorization for additional time worked must be obtained from the supervisor.

LEAVE REQUESTS

Request for use of compensatory time off must be submitted on a Temporary Leave of Absence Request Form. The category would be "other" with the explanation of "compensatory time."

_____ _____
Employee's Signature Supervisor's Signature

_____
Director of Human Resources

cc: Employee
Supervisor
Personnel File

03/21/07

Comp Time Form – Instructional Staff

Comp/Flex Time Request
Instructional staff

Name: _____ Position: _____

- ☐ Classified
- ☐ Certificated

Date(s): _____

Activity (outside of work year/ workday): _____
_____
_____
_____
_____

Length of time: _____

Administrative Approval: _____

- This form must be completed & submitted to human Resources Department within 10 days of accruing comp time

Staff Safety

Workers' Compensation Liability

If you are injured on the job, you must immediately report the injury to your immediate supervisor and then call the Company Nurse Injury Hotline at 1-877-518-6709. Company Nurse will gather information over the phone and help you access appropriate medical treatment. When calling Company Nurse, you will need the following information:

Employer Name: Yuba County Office of Education
Search Code: TCS16

If medical treatment is necessary, you will need to complete the Workers' Compensation Claim Form (DWC-1). If no medical treatment is necessary, then please simply complete the Employee Injury/Incident Report form. Please refer to the Workers' Compensation booklets entitled "What to Do in The Event of an Employee Injury" for more detailed information. All of these documents are available at each site and may be accessed on our website at www.yubacoe.org, Employee Central, HR Resources for Employees, HR Forms/Health & Safety.

You do have the option of advising the Human Resources Department, in writing, if you wish to have your personal physician treat you. Your personal physician must also sign indicating he/she will accept you as a workers' compensation patient. Such designation must be on file with the Human Resources Department prior to the date of injury and updated yearly.

Recent legislation has brought some changes to workers' compensation benefits, which specify how medical treatment is provided in the event you are injured on the job.

Our goal is to provide a safe working environment; however, we realize injuries may occur. Should you be injured on the job, our goal is to provide you with prompt, quality medical treatment and to assist you in making a full recovery.

To ensure that our employees receive prompt, quality medical attention, we have implemented a Medical Provider Network, which is called "TCSIG-Athens." Unless you have predesignated your personal physician in writing, prior to being injured on the job, all medical treatment will be provided to you by the Adventist Health Rideout located at 1531 Plumas Court in Yuba City.

If you have any questions regarding the TCSIG-Athens MPN, how to obtain medical treatment, or any other questions pertaining to a workers' compensation injury, please contact Jennifer Allread, Human Resources Coordinator, at 749-4869, Mary Pa Hang, Executive Director of Human Resources, at 749-4870, or the MPN Coordinator at 1-844-752-1142.

Everyone is asked to be particularly careful to take every precaution to assure that injuries do not occur and to work safely and follow all safety rules and regulations.

Lifting

When lifting, you should crouch as close as possible to the student (or object) and bend your legs. Keep your back straight and bend at the hips so you are over the student (or object). Lift with your leg muscles and not with your back muscles. Get a firm grip on the student (or object), straighten your legs and swing your back into a vertical position. When setting objects down, reverse the procedure making sure the leg muscles and not the back muscles do the work.

It is recommended that two-person lifts always be used for students in wheelchairs.

LIFT
SAFELY....

Back Straight
Lift Slowly
Feet Wide Apart - One Foot
Forward
Knees Bent
Firm Grip

Make Your Leg Muscles Do The
Work!

Tobacco Free Policy

The Tobacco Free Policy is effective July 1,1994, updated version March 27, 2023. Staff may contact the Prevention Services at 530-749-4994, or the Yuba County Health and Human Services at 530-749-6366 for tobacco cessation classes.

Hazardous Materials Communication Program

The Yuba County Office of Education has developed a Hazardous Materials Communication Program to enhance our employees' health and safety. We intend to provide information about chemical hazards and other hazardous substances and the control of hazards via our communication program that includes container labeling, safety data sheets (SDS) and training.

If a staff member orders an item containing hazardous materials, an SDS form will need to be obtained and placed on file.

Safety

There are numerous plans required by various state/federal agencies assuring that employees are informed of hazards or unsafe conditions in the workplace. These include: Employee's Right to Know, Hazard Communication Program, Safety (Injury/Illness Prevention Plan) Program and Earthquake Safety Program. Each of these has varying components which have been addressed by the County Office. All employees will be furnished with pertinent information on each of the required safety programs and/or it will be available at each site.

It shall be the responsibility of all County Office personnel acting individually to be alert to any hazard within or outside of county buildings which may jeopardize the safety of school children, employees or the public; and it shall be the responsibility of all personnel to report promptly to the nearest authority any condition, incident or suspicion which in their judgment warrants investigation. Nothing stated herein is intended to conflict with the jurisdiction of teachers in supervision of pupils or the authority of site administrators or supervisors in implementing the policies and regulations of the County Office of Education.

Precautionary measures against fire, explosion or other hazards shall be established together with appropriate instructions and drills for pupils and other personnel. Procedures to be followed in the event of potential emergencies will be available at each site.

Non-Violent Crisis Intervention Language

Crisis Prevention Intervention (CPI) has been adopted by the Yuba County SELPA to teach non-violent crisis intervention to staff by focusing on safe management of disruptive and assaultive behavior of students.

The key components include training in the crisis development model, de-escalation techniques, personal safety techniques and non-violent physical crisis intervention.

This program was selected as a staff training based on YCOE students.

It is required that all classroom staff be trained in CPI. If an employee, due to their personal physical limitations, will not be able to be certified in the program, they will need to provide a medical practitioner note stating the restrictions necessary and accommodations will be addressed. However, all classroom staff are required to attend the full training to become aware of the recommended procedures. Support personnel will be trained as needed and necessary.

The program goal is to have the entire team fully certified in each classroom.

Complete trainings are offered each year. Staff is also required to attend refresher trainings every other year. Those are offered by YCOE annually and are essential to maintain certification and/or current knowledge of adopted practices and procedures. It is critical that staff participate in the refresher training, or they will lose their certification.

This training is required to ensure the safety of YCOE instructional staff and students. Stipends are provided to staff who participate according to existing staff development reimbursement guidelines.

Staff Emergency Cards

Every staff member is requested to have an up-to-date Staff Emergency Information form on file in the County Office and with their department heads. Any changes must be given to the Human Resources Department.

Tuberculosis Examination

Beginning January 1, 2015, pursuant to AB 1667, the screening and testing regime is as follows:

- A person shall not be initially employed by a school district, or employed under contract, in a certificated or classified position unless, the person has submitted to a tuberculosis risk assessment within the past 60 days.
- If no risk factors are identified, an examination is not required. Employees who have no identified risk factors or who test negative for TB are required to undergo screening every four (4) years.
- If tuberculosis risk factors are identified, the person must be administered a TB test.
- If the TB test is positive, it must be followed by a chest x-ray to exclude active infectious TB.
- If a person has a documented positive TB test for infection followed by an x-ray, the questionnaire is no longer required for that person, but the person will need to self-report to his or her primary care physician if signs of TB develop.

In September of each year, Human Resources will notify those employees who are due to renew their TB exam. The cost will be paid by the County however if you are unable to have the exam on the dates provided, you will be responsible to obtain TB clearance on your own and at your own expense. Pay may be held if your TB clearance is not updated with Human Resources.

County Office Procedures & Deadlines

Fundraising

The Superintendent or designee shall approve all fundraising activities at least fifteen (15) days before the activity. If the event involves a contract with a commercial vendor, the Superintendent or designee shall review the contract.

In order to minimize interruptions to the educational program, staff shall limit fundraising activities to appropriate time periods designated by the site administrator.

No student shall be required to raise a specified amount of money in order to participate in an activity sponsored by a school-related organization.

Students engaged in fundraising activities on behalf of the school or for school-related projects are expected to be courteous and respectful towards all individuals and businesses.

Policies and regulations related to fundraising and the Fundraising Request Form can be found on YCOE's website: https://www.yubacoe.org/, under "About YCOE", "Superintendent", "Superintendent Policies".

Personnel Files

A personnel file for each employee shall be established at the County Office. These files shall not be made public.

Access to an employee's personnel file shall be limited to the employee and those with a "need to know." Access authorization must be obtained from the Executive Director of Human Resources. The contents of all personnel files shall be kept in strictest confidence.

The County Office shall keep a log indicating the dates and names of persons who have reviewed the file. The log shall be made available to the employee upon request or by his/her authorized association representative.

Information of a derogatory nature shall not be filed until the employee has been notified and given an opportunity to review and/or respond. The employee shall have ten (10) duty days after the date of this notice in which to respond before it will be placed in the personnel file.

Use of Yuba County Office of Education Property

When an employee has County Office owned equipment in their possession at times other than the normal workday, the primary source of insurance will be the employee's homeowner policy in case of theft, vandalism, or other damage. The County Office will provide secondary insurance if necessary. The Yuba County Office of Education could reimburse the employee for the cost of the deductible on their homeowner's policy. If the employee's negligence caused the theft, vandalism or other damage, the employee will be responsible for the deductible. All employees who maintain County Office owned equipment in their possession will be required to sign a release that indicates they understand the provisions of this regulation.

Staff Tech Acceptable Use Agreement

The Yuba County Office of Education has a policy regarding acceptable use of technology. Employees are required to review the agreement each year before school begins. If there are questions, you should contact Ben Kussmann, Executive Director of Technology by email at ben.kussmann@yubacoe.k12.ca.us or by telephone at 530-749-4845.

App Purchases

Free Apps

1. YCOE Employees can download free, education related apps, via the App Store on their iPads with their YCOE account.

2. YCOE Employees may utilize personal gift cards via the App Store on their iPads with their YCOE account. Realizing that anything loaded onto the YCOE iPad becomes property of the YCOE.
3. YCOE Employees may not log into their personal iTunes accounts and download their information/apps onto their YCOE iPad.

App Purchase Procedures

1. YCOE Employees request app purchases via the YCOE Purchase Requisition System. Include name of app and price.
2. Employees will be given an iTunes gift card comparable to the amount of the desired app purchase from their Department Head to upload to the App Store and complete the purchase.
3. When apps are purchased, employees will forward email receipt to Department Head
4. Apps purchased with YCOE funding must utilize this Purchase Requisition procedure. Petty cash reimbursement will not be utilized for app gift card purchases.

Vans/Vehicles

Vehicles designated as "check-out vehicles" will be located at the YCOE Operations Center located at 833 14th Street. Site administrator/department head shall submit a *Request for Vehicle Use* Form to operations secretary by fax at 530-741-6500 or by calling 530-749-6921 for sign-out of pool vehicles with a minimum of 24 hours advanced notice. Pick-up of vehicles outside of normal business hours should be coordinated in advance. All vehicles include a mileage log and procedures guide for use, repair, requests, and emergencies.

Vehicles assigned to respective programs will be located at the designated sites and/or the Operations Center parking lot. Assigned vehicle keys will be issued by the responsible Site administrator/department head or their designated representative.

The YCOE gas vendor is Pacific Pride located at 427 14th Street in Marysville.

Posting Signs at 1010 I Street

Only Non-Profit Organizations may post signs at the 1010 I Street location with written approval. To post a sign, a representative of the Non-Profit Organization must fill out a ***Request for Posting Sign and Approval Form*** and submit it to the Superintendent, at 1114 Yuba Street, Suite 218, Marysville, CA. Please contact Amy Nore with any questions at amy.nore@yubacoe.k12.ca.us or (530) 749-4854. All signs must be posted and taken down on agreed dates by the Non-Profit Organization requesting posting. At the Superintendent's discretion, the sign may be taken down at any time. Notice will be given in the event that a sign taken down prior the agreed upon date.

Deadlines

1. Out-of-Pocket Expenses
   - Prior administrative approval
   - Amount not to exceed $50 (Per Purchase)
   - Purchases within hub area are encouraged
   - Complete request for reimbursement form/include itemized receipt(s)*
     *Reimbursement request due within two weeks of purchase date

- Submit to department head for authorization and coding
- Department head will submit to Accounts Payable and reimbursement will follow the schedule posted on our website at the following link: http://www.yubacoe.org/Page/160

2. Mileage
   - Rate is $0.655 cents per mile
   - Complete mileage form
   - Submit to department head for approval
   - Department head will submit to Accounts Payable, and reimbursement will follow the schedule posted on our website at the following link: http://www.yubacoe.org/Page/160
   - Mileage claims are due monthly – if not submitted within monthly schedule, mileage may not be reimbursed.
   - Valid personal certificate of insurance must be submitted with your form

3. Student Attendance
   - Complete the following monthly:
     - Aeries Monthly Attendance Reports, Weekly Attendance Reports (signed by the teachers), and all unverified absences cleared due at the end of the attendance month. These are placed in back up at the school sites for future reference.
     - Aeries Monthly Attendance Summaries are due to the Budget Analyst in Fiscal Services at the Central Office the first Monday following the close of the attendance month.

4. Request for Absence
   - Employees will enter their own request for absence in Frontline as YCOE will no longer use the Request for Leave of Absence forms beginning July 3, 2017.
   - Leaves must be entered prior to the employee's workday.
   - Refer to YCSEA and CSEA negotiated contracts for specific language relating to all leaves.

   Illness Leave
   Absences for illness, injury, accident, or doctor appointments for employee only.

   Personal Necessity Leave
   Unlimited days of leave of absence (deducted from sick leave) may be used for the following reasons:
   1. Death or serious illness of a member of his/her immediate family.
   2. Accident involving his/her person or property or the person or property of his/her immediate family.
   3. Appearance in any court or before an administrative tribunal as a litigant, party, or witness under subpoena or any order made with jurisdiction.

   Emergency-Leave pursuant to this paragraph shall be limited to circumstances that are an emergency in nature.
   1. To qualify as an emergency, the situation must meet **all** of the following criteria:
      a. Is serious in nature;
      b. The unit member cannot reasonably be expected to disregard;
      c. Requires immediate action; and

d. Cannot be taken care of after work hours or on weekends.

Personal Leave

Up to 4 days of leave allotted from personal necessity may be used for the following reasons:

1. Attendance at child's school functions.
2. Necessary business transactions which can be handled only during normal business hours.
3. May not be used for matters of purely personal convenience, recreation or to intentionally extend holidays.
4. Shall not be used for concerted activity.
5. May not be taken for purpose of conducting business for which the employee can reasonably be expected to receive compensation.
6. Religious observances.
7. May not be used for recreational purposes.

The above is intended to provide general guidelines in limited leave categories. Please refer to the respective collective bargaining agreement for specific leave criteria/guidelines.

5. Office/School Supplies Request
   - Turn in approved order to the person in your department responsible for ordering supplies. The order will be processed according to site procedures.

6. Gas Credit Cards
   - Use for auto travel for conference attendance when county vehicle is not available
   - Request through department head
   - Return card and gas receipts to department head upon completion of trip
   - Department head initials receipt copy, codes and returns to Accounts Payable

7. Conference Attendance

   A. Conference Request Form
      - Complete for all conferences
      - Submit to department head at least three weeks in advance of conference date
      - Complete advance per diem portion of form for overnight conferences (three weeks in advance)
      - Indicate amount to be used to purchase materials (not to exceed $100 if available in budget and with prior approval)

   B. Conference Per Diem Adjustment Form
      - Complete for overnight conferences
      - Submit to department head no later than two weeks after return from conference
      - Include receipts for all conference-related expenses (registration, lodging, travel, etc.)
      - Flat daily rate (24 hours) or per meal rate (less than 24 hours) will be allowed for meal reimbursement
      - Meal allowance:

Breakfast	$7.00
Lunch	11.00
Dinner	23.00

Daily $41.00

C. Trip Expense Report
- Use for one-day conference
- Request reimbursement for appropriate expenses (mileage, registration, lunch, parking, etc.) *
  *Submit to department head no later than two weeks after return from conference
- Include all receipts
- Receipts not needed for meals

8. Purchase Requests
   - Complete name and address of vendor (include telephone number when available)
   - List items to be ordered: quantity, unit, description, cost per unit, total (include 8.25% tax, if applicable).
   - Submit to department head with any backup documents
   - All purchase requests for existing school year must be submitted by April 30th

9. Open Purchase Orders
   - One person and alternate are designated to sign and must be named on the purchase order
   - All receipts must be signed by designated person and itemized
   - Send to your department secretary (current balance available by calling)
   - Receipts should be turned in immediately with the purchase order on it

NOTE: Turn in all forms in INK

Fiscal Services Department - General Policies and Procedures

	SUBMIT FOR APPROVAL TO	SUBMIT FOR PROCESSING TO	DEADLINE TO FISCAL SERVICES	PAYMENTS MADE	COMMENTS
PAYROLL					
Timesheets	Program Manager on last working day or before the 10th – Program Manager codes timesheet	Mary Hang - Human Resources Department	From Human Resources Department or by date listed on schedule	Last working day of the month for central office	If program manager is unavailable, send timesheets to Human Resources no later than the due date so processing can begin. Program Manager should come to HR or Fiscal Services to sign timesheets.
Payroll Deductions and Tax Withholding		Valerie Calonder - Fiscal Services Department	15th of each month – 5:00 pm		
ACCOUNTS PAYABLE					
Mileage and Contractor Invoices	Program Manager by 10th of each month	Kimberley Walther - Fiscal/Accounts Payable	Per schedule payment request due date	End of month	DO NOT SEND TO FELICIA WITHOUT DEPARTMENT HEAD APPROVAL
Purchase Requisitions	Program Manager	Tuesday of each week to department secretary or staff member inputting purchase orders for your department	To Ranjit Johal by Wednesday of each week – 5:00 pm	Purchase orders will be mailed/distributed on Fridays by Fiscal Services Department if no problems exist. Payment will be made upon receipt of signed, received copy of PO and invoice	Budget revisions must be submitted by Program Manager prior to input of requisition. POs are held if we do not have budget or proper approval signatures. Purchase requisitions will be sent back unprocessed if they are not legible, have no account number or are not properly approved. If Ranjit makes a change to a requisition, she will send a copy back to the program manager to let them know there was a change.
Payment Information	Program Manager	Kimberley in Fiscal Services by Wednesday @ 5:00 p.m. per schedule	Wednesday @ 5:00 p.m. per schedule	The following Monday for input. Checks mailed on Thursday/Friday of the following week.	Payments issued twice a month per schedule.
OTHER					
Employee Reimbursement and Mileage	Program Manager	Kimberley Walther, Account Technician	Wednesday @ 5:00 p.m. per schedule	Twice monthly	For approved purchases $50 or less with receipt attached, if over $50 reimbursement needs second approval from Superintendent. Must be submitted within 2 weeks of purchase
Emergency Purchase Requisitions	Program Manager	Tuesday of each week to department secretary or staff member inputting purchase orders for your department	Wednesday @ 5:00 p.m. per schedule	Purchase orders will be mailed/distributed on Fridays by Fiscal Services Department if no problems exist. Payment will be made upon receipt of signed, received copy of PO and invoice.	Special Note: If purchase is determined to be an "emergency" by program manager, the service or purchase can be obtained immediately after requisition is assigned a number and approved. PO process will then continue as usual. Justification for emergency must be explained on requisition and a requisition number should be given to the vendor for reference.

Program Purchases

Contractor Invoices

Contractors must submit invoices to supervisors by the 20th of the month to be paid by the 10th of the following month.

Purchasing Procedures

Payment for purchases will not be approved unless a purchase order has been obtained before purchasing. County Office procedures for purchasing must be followed. Purchase requests are available from your department head. Completed purchase requests should be turned in to your immediate supervisor for initial approval. The deadline for end-of-the-year purchase orders is April 30th. Please be sure to return all hand-carried purchase order receipts and invoices to individual designated by your department head to verify that the merchandise has been received.

Open Purchase Orders

Open purchase orders will be issued on a limited basis. Check with your department head if you feel you have a situation that requires one. Two people should be designated to sign for each open purchase order. Those people are responsible for turning in signed and itemized receipts to individual designated by department head. Receipts will be forwarded to the Fiscal Services Department. Receipts should be turned in on the day of purchase. Special education staff may find out the current balance of open purchase orders at any time by calling: TeAnna Bendure at Virginia School, Robin Bogdanoff at Virginia School and Ashley Marin for remainder.

Out-of-Pocket Expenses

Legitimate out-of-pocket expenses, WITH PRIOR ADMINISTRATIVE APPROVAL, which total $50 or less may be reimbursed provided you turn in an itemized, dated receipt and complete an employee request for reimbursement form. Any out-of-pocket expenses over that amount will not be reimbursed. All purchases over $50 must have a purchase order number prior to purchase. No more than one $50 receipt per location (on any one day) will be honored. Out-of-pocket expenditures are encouraged to be made from hub area businesses (Marysville and Yuba City).

Receipts for out-of-pocket expenses must be turned in to your immediate supervisor within two calendar weeks of purchase date to qualify for reimbursement.

Supplies

We are currently using a "stockless warehouse" system for purchasing school and office supplies. Office Depot is our current contracted vendor. Order forms, catalogs and specific instructions are available at each site.

The department head is responsible for accurately assigning the proper expenditure account. These expenditures will be charged to program accounts monthly.

Forms

All forms locally produced or purchased must be reviewed and approved by the appropriate administrator before they are used or produced. If a new supply of existing forms is needed, route requests through your department head.

Tech Support Requests

The Help Desk/Support system can be found at https://yubacoe.incidentiq.com. Staff login is done through your email address and email password.

All support requests can be made by any staff member of YCOE. However, all requests for purchase of technology equipment must be made by a staff members designated supervisor or designee.

YCOE Tech Department will be the only staff to contact and work directly with other school district tech staff.

For more information or questions, contact Jeff Vermillion at 530-749-4813 or by email at jeff.vermillion@yubacoe.k12.ca.us.

Purchasing a Fixed Asset

1. Request a Fixed Asset Number from Accounts Payable in Fiscal Services prior to purchase.

2. Fixed Asset Number must appear on Purchase Order and requisition.

3. For Technology Equipment: The Technology Department will request a Fixed Asset (FA) when processing purchase orders. A FA tag and card will be sent to the department for all technology equipment and will be processed by the department staff.

4. When item is received, a Fixed Asset Number label must be attached to the item and an Inventory Card completed and sent to Accounts Payable.

   Fixed Asset Labels, Inventory Cards and Transfer Cards can be requested from Fiscal Services.

   Object Numbers:

   Object Number 4300 – Items valued at $1-$499 (Not Fixed Asset)
   Object Number 4400 – Items valued at $500-$29,999 (Fixed Asset)
   Object Number 6400 – Items valued at $30,000 + (Fixed Asset)

Transferring or Discarding a Fixed Asset

You must complete a Fixed Asset Transfer Card (sample included in Handbook) whenever you transfer or discard equipment. The person transferring the equipment will give the card to their immediate supervisor for signature who will then give it to Accounts Payable in the Fiscal Services Department.

Discarding of equipment must be requested through the maintenance work order system who will take it to storage for auction or dispose of it. Procedures for deletion of item from site/program inventory should be followed according to site guidelines.

Auto Travel for Conference Attendance

Auto travel for conference attendance should be in county vehicles whenever possible. When this is not possible, travel can be accomplished through utilization of a county credit card or by completing the Mileage Reimbursement form. Clear all travel expenses with your immediate supervisor prior to conference attendance. If driving your personal vehicle, proof of valid auto insurance must be on file with the Human Resources Department. Your personal insurance is primary then Yuba COE insurance coverage.

Conferences & Observations

Individuals who wish to attend a conference should submit a Conference Request form to his/her immediate supervisor at least three calendar weeks in advance of conference dates (see Regulation 4133/4233). If funding will allow only limited participation, individuals will be selected for participation on the basis of: 1) program needs, 2) desire of employee to participate and 3) length of time since last conference attendance.

Once your conference has been approved, enter your leave into Frontline. If a substitute is necessary, then Frontline will fill the absence.

Employees will be reimbursed for "reasonable, actual and necessary expenses" (in accordance with Regulation 4133/4233) and within budget limitations. Employees who request to attend a conference that requires expenditures in excess of available budgeted amounts may, with department head approval, attend if they are willing to pay the additional amount (over budget) from their own resources. Conference costs include any and all costs associated with a conference, including travel. Advance per diem is to offset all conference costs and is not to be viewed solely as a "food allowance." Conference Adjustment forms must be completed and submitted within two weeks of conference attendance.

Materials may be purchased at a conference with prior approval from your department head. These purchases will be reimbursed within budget limitations and will not exceed $100. Reimbursement should be claimed on Per Diem Adjustment Form or the Trip Expense Report. Attach receipts to claim form.

Peer observations within county programs and observations of programs out of the county should be arranged through the employee's immediate supervisor.

Community-Based Instruction

Community-based expense forms fall under two categories:

1. Community-based activities for which no receipts are available. Examples are telephone, game machines, vending or soft drink machines, washer/dryer at laundromat and travel (bus).

2. Community-based activities for which there are receipts after the fact. Examples are Burger King for sodas, Save Mart for shopping, and lunch.

Forms may be requested from your department head. Guidelines to cover these two areas are:

1. The department head must give both prior and final approval of the expenditure (on the form).

2. The community-based activity must fit the IEP of the students involved.

3. Expenditures may not exceed a $30 limit.

4. The forms must be completed and returned to the department head within two weeks of the activity. No request for reimbursement will be accepted after that period of time.

5. These procedures will be used only for the items the instructor must obtain at the time of the community-based instruction.

Classroom Procedures

Hours of Duty

Hours of duty will be set by the immediate supervisor in accordance with the provisions of the law and the negotiated contract.

The intent of professional day is to allow employees to occasionally leave after student departure on a given day if they have recently had an extended day due to long meetings/IEPs. Staff is to notify their department head when this occurs. Use of professional day should be the "exception and not the rule." Employees are still required to work a duty day per their contract, not leave until they have completed all professional duties and responsibilities and may be required to work up to 7½ hours. Employees are also required to be available for mandatory meetings beyond their workday.

School Day

The school day shall be arranged and scheduled by the administration to provide the maximum opportunity for instruction and meet State requirements for length of day by grade level.

Special Education Class Loading and Caseload Considerations

Preschool-College Moderate Severe Programs

When conducting class loading for preschool-college programs, for students with moderate/severe disabilities, administrators collaborate with special education teachers, and the following factors are considered:

- Location of SDC site to a student's homeschool
- Facility design and capacity
- Scheduling students with multi-grade, age, and educational needs (e.g. recess, lunch, worksites, academic and social integration, and transition activities).
- Student behaviors
- Severity and diversity of student needs
- Student and staff safety
- Healthcare needs (e.g. positioning, nutrition, specialized healthcare and toileting)
- Staff to student ratio

Temporary Classroom Support Process for Preschool-22 Moderate/Severe Programs

Student instructional, safety/behavioral, health and inclusion needs are addressed in a collaborative process with program administrator, teacher and related service providers. Prior to a request for temporary classroom support all possible classroom interventions must be exhausted and current resources maximized.

For example:

- team teaching with and coaching from administrator
- collaboration with related services providers regarding scheduling
- adjusting daily schedule to reduce transitions

Documentation Required for Temporary Classroom Support

- Instructional/safety/behavioral
  - Staff data collection over time for behaviors that are impeding learning of self or others. Such as:
    - acts of aggression directed at self or others such as hitting, kicking, biting, self-injurious behaviors
    - elopement from classroom/bus area
    - dropdowns – when student falls to the ground and refuses to walk
    - outburst – screaming, crying, yelling for extended periods of time
  - Lesson plans and classroom schedule reflecting needed student supports
  - Behavior Incident Report Forms
  - Program administrator classroom observations to provide feedback and objective data for discussing with teacher.
- Severe health needs
  - Health plan for specialized health care procedures
  - Lesson plans and classroom schedule reflecting needed student support
- Inclusion Opportunities
  - Lesson plans and classroom schedule reflecting needed student support for direct adult support in general education setting

- Temporary Classroom Support Checklist
    - Completed by Administrator

Process for Approval of Temporary Classroom Support

- Required collaboration completed and documentation submitted by Administrator to Assistant Superintendent
- Approval by Assistant Superintendent
- Approval by Superintendent

Speech Therapy Caseloads/Support

When developing speech therapy caseloads and assigning SLPA support, the Speech Department Coordinator collaborates with the Speech Therapists, and the following factors are considered:

- State mandated regulations for speech therapy caseloads
- Number of sites assigned to caseload
- Severity of student needs and behaviors

RSP Caseloads

When developing RSP/Special Education caseloads for YCCPC, TEM and Carden, administrators collaborate with special education teachers, and the following factors are considered:

- State mandated maximums for special education caseloads
- Number of sites assigned to caseload
- Severity of student needs and behaviors

IEP/Collaboration Time

Employees will request from their supervisor a substitute or aide to assist with their students during the extra time needed to collaborate or to write IEPs.

Lesson Plans

Lesson plans will be maintained in a specified location and be available for administrative review at the beginning of each week. In addition, a substitute teacher lesson plan will be developed and maintained in the same location so that substitute teachers will be able to follow a specific plan for their classroom assignment.

Playground Supervision

When students are participating in playground activities (either planned P.E. or recess free play), they must be under the direct observation of either the teacher or the para educator. Staff assigned to classroom programs that share campuses with host schools will participate in yard duty schedules as developed in conjunction with the host school.

Unattended Classes

No teacher is to leave their class unattended while students are present at any time without notifying another teacher. Should it become necessary for you to leave your room in an emergency, see that the principal or department head is notified immediately. Teachers are legally responsible for students assigned to them and personal financial liability can be severe should any accidents or unacceptable behavior occur while a teacher is out of the room. County insurance coverage on the teacher could also be invalid in such an event.

Custodial Services

The custodial staff will make every effort to maintain the classroom areas in an optimal condition to facilitate the instructional program. Please assist them in any way you can. The custodial staff has requested that the following guidelines be followed:

1. Do not tape or tack anything on painted walls.

2. Do not tape anything on the metal window frames.

3. Do not place wet garbage in unlined wastebaskets. Always use plastic liners for wet garbage.

4. If you tape something to the windowpane, please use scotch tape.

The custodial and maintenance persons are directly responsible to the department heads at each site.

1. All maintenance requests and special janitorial requests should be submitted directly to department heads/site administrator. The special education principals should be informed of these requests.

2. Work Order requests for maintenance of facilities will be completed by department heads and submitted to the Operation Center through the School Dude Ticket System.

3. Any movement of furniture or equipment from site to site must be requested in writing through the department head/site administrator.

Building Evacuation Drills

It will be the responsibility of the building administrator to ensure that building evacuation drills are conducted in accordance with office directives. Teachers in programs located on host school campuses will participate in evacuation drills with host campus.

Burglaries and Vandalism

If, at any time, you discover that we have had a burglary or that vandalism has been committed, make sure that you do not touch anything (smudged fingerprints or footprints are of no value to the police). Immediately call the Assistant Superintendent, Educational Services, department head, principal, or, if they are not available, call the Superintendent. Nothing is to be touched

until one of the administrators has determined what action is to be taken. Complete a police report, and contact the Executive Director of Human Resources for assistance. Also, contact the school site principal regarding the incident for crime reporting purposes.

Substitutes - Certificated and Classified

All instructional staff members employed by Yuba County Office of Education who cannot report for duty must report their leaves using Frontline. Once the absence is entered and a substitute is required, the system releases the absence to the list of qualified and available substitutes and begins the process of filling the position.

Dress Code

Yuba County Office of Education programs serve students on a variety of host campus locations, as well as in the community. Employees are encouraged to wear clothing that demonstrates their high regard for their profession and presents an image consistent with their job responsibilities. No clothing shall be worn which:

- Creates a safety hazard (i.e. no flip flops)
- Is revealing or provocative
- Displays any words, pictures or designs that would be considered, by reasonable standards, to be vulgar, profane or otherwise inappropriate for the workplace.

Employees shall not, except with prior approval of their department head, wear blue jeans, shorts or sweat suits to work.

Employees who work on a campus that has a different standard for dress code will follow the dress code of that school/site.

Field Trips

Employees must complete required field trip request paperwork per the Field Trip Guidelines binder and submit to their department head by the listed timelines for prior approval.

Any trip off the campus is considered a field trip and proper clearance must be obtained. Parents shall have prior notice of all field trips, including walking field trips to nearby locations.

The day of the field trips, teachers must share information with the central office (Executive Assistant to the Superintendent) instructing which staff and students will be participating in the off-campus activities. The Field Trip Student Verification form can be found at www.yubacoe.org, Employee Central, HR Resources for Employees. Please complete this form and forward to the Executive Assistant to the Superintendent, Program Administrator, and Program Secretary prior to taking the field trip.

The use of county vans for community-based instruction has been scheduled by department heads with the respective sites. Check with your department head for assigned dates. Be sure to notify your department head of any changes in the assigned schedule.

Field trips, which involve swimming, require the presence of a certified lifeguard.
Teachers will be responsible for assuring that a first aid kit is available on all vehicular trips.

Copyright Compliance

The Yuba County Office of Education intends to adhere to the provisions of the United States copyright law in the three areas of print, video, and microcomputer. Employees are hereby notified that willful infringement of the law may result in disciplinary action. Neither the Board nor the Superintendent will provide legal support to an employee who infringes the copyright law.

GENERAL

The copyright law allows educators "fair use" based on four factors:

1. Purpose and character of use (instructional).
2. Nature of the work (textbooks have a bigger market than a videotape).
3. Amount of work used (usually ten percent limit).
4. Effect on potential market (sales).

Occasionally, there is a special note on some materials specifically prohibiting reproduction of any kind. Permission to use any part of such works must be secured, in writing, from the author or producer. In no case shall any county employee or student use county equipment for duplication or playback, which would prevent or circumvent the sale of materials by the copyright owner.

Personal Property Used in Programs

Instructional staff who wish to utilize personal property in their instructional program must first complete a Use of Personal Property form available from their program administrator. A copy of the form will be kept on file with the Executive Director of Human Resources to assure that insurance coverage has been arranged. There is a limit on the value and type of personal property that the insurance coverage will cover. Please check with your program administrator prior to bringing personal property into your instructional area. This form should be updated annually.

Classroom Visitors

It will be the policy of the Yuba County Office of Education to permit parents/guardians who desire to visit any class operated by the county as long as:

1. No attempt is made to interfere with the class activities during the visit (see Ed. Code 44810).
2. No attempt is made to upbraid, insult or abuse any teacher in the presence of pupils or on school grounds or public ways adjacent to school premises (see Ed. Codes 44811 and 44812).
3. Children of employees are not to be brought to school during working hours. The only exceptions would be in an emergency situation or on an occasional basis for a short duration of time when, in the opinion of the department head, the child will not interrupt the program. These exceptions will require prior approval of the department head and/or site administrator.

Non-YCOE resource personnel/visitors are subject to approval of site administrator or designee. When one of our schools or classes is conducting a program that involves the public; employees' children are welcome to attend as invited guests.

The Yuba County Office of Education school administrators, teachers, and staff seek to provide for the successful educational, emotional and social development of all students. Uninterrupted instructional time is essential to accomplish this goal. While parents/guardians are welcome and encouraged to visit YCOE sites, it is imperative that we know who is on the school grounds at all times.

Visitation guidelines for programs operated by YCOE are as follows:

1. Visitors must make prior arrangements for the classroom observation with the administrator and/or teacher to establish an appropriate time.
2. Visitors must check-in with the YCOE site office administrator or designee prior to each visit/observation. A YCOE representative will be present in classrooms during the duration of the visitation.
3. The behavior of each visitor/observer during a school site observation must be supportive of the school and classroom environments without disruption to the instructional activities (e.g. no cell phones, side conversations, questions). Specific time for parent/teacher conferences outside of the instructional day can be scheduled as requested.

Classroom Presentations/Activities – Outside Participants

When staff plans to implement an outside speaker in their classroom curriculum, they will seek prior approval from their supervisor in writing. When a special learning activity is incorporated into the classroom curriculum, staff will complete the special learning activity request.

Confidentiality Guidelines

As an employee of the YCOE working with students and families, you have a responsibility for maintaining strict confidentiality.

The following are guidelines with respect to maintaining confidentiality in all programs:

Written or oral information about student and families is shared only with other personnel who have an explicit need to know for the benefit of the student/family (not for the benefit of the provider).

Information about one student is not shared with another student or parent under any circumstances.

Only necessary information will be shared with those who have an “educational interest” in the student. Information should not be obtained from a parent or other person based on a promise that the information so obtained will not be shared with other appropriate personnel.

Discussions concerning confidential information are to take place in secured locations, not in hallways, stairwells, staff lounges or parking lots, on the playground, or elsewhere where others may overhear.

Confidential written documentation or notes of oral confidential communications should be stored in secure locations, and when in use, should be shielded from the view of others approaching the desk, and should not be left on a desk at any time the staff member has occasion to leave the desk.

Confidential information should not be left as a message with a secretary, on a voice mail, or on an electronic mail system.

Confidential information that must be mailed or carried should be placed in an envelope marked confidential.

Confidential information received by a school that was not requested or needed should not be made part of the student's/child's record and should be returned to the sender or shredded.

Confidentiality should be maintained regardless of how the information is obtained (written, oral, electronic).

All staff, substitutes and volunteers should be held to the same standard of confidentiality.

Instructional Programs Video/DVD Use Guidelines

The policy below is for supplemental or enrichment videos/DVDs to be used in the classroom. Videos used as part of the regular curriculum, purchased specifically for that purpose, are assumed cleared once purchased by the YCOE.

- Videos/DVDs may be used in the classroom as a means of reinforcing instruction in a history, science, social science, art/music, or English language arts core areas.

- The lesson plan will reflect the specific educational purpose of the video to be shown and student responsibilities for related activities.

- Prior notification of video/DVD use must be provided to the department head/principal and approval obtained.
- If a video other than G rating is selected, parental permission must be obtained in advance. Students who have reached the age of 18 may sign their own permission slips but families should be advised that the video/DVD is being shown.

- If a video/DVD is approved for a special classroom event, classroom discussion following the video/DVD should be guided to provide students with an opportunity to demonstrate skills outlined in student/program goals and objectives.

End of School Year

All teachers assigned to classroom duties by the Yuba County Office of Education will be expected to have rooms ready for summer activities prior to the end of the school year.

Instructional activities should continue through the last instructional day. Department head may require an End-of-Year Checkout Sheet which shall be completed prior to the last day of school.

Extended Year

1. Parents of students will be surveyed in the spring to determine extended year enrollment.
2. An announcement/memorandum will be sent to all instructional employees in March. Staff who wish to work extended year shall complete the Google Form prior to the deadline included in the announcement.
3. Staff selected to work extended year will receive a memo with detailed information, including salary, assignment, location and starting and ending dates prior to June 1st.
4. This is a voluntary assignment, and no employee will be required to work extended year. Employees will be paid for hours/days worked only. Employee needs to complete a timesheet through Informed K12 for the time worked during extended year. Once an employee reviews the memo, they will be expected to work the entire program. If an employee is unable to work the entire program, they must submit a written request to the Executive Director of Human Resources in order to end the agreement.
5. Once the program begins, a review of staffing needs based on enrollment will be made. If it is determined that positions need to be modified and/or eliminated, the staff member will be notified and their assignment for extended year will be adjusted or eliminated.
6. Extended year positions and assignments shall be determined based on program needs as follows:
   (a) Voluntary basis by employees
   (b) Work history and performance
   (c) Seniority by hire date and, if applicable, by credential
   (d) Employees' ability to fulfill 21-day assignment
   (e) Current employees shall be given priority in filling positions
7. If there are vacant para educator positions (unfilled), a certificated employee may elect to fill the position. Salary will be based on the classified salary schedule. A certificated employee cannot bump a classified employee.
8. Sick leave and personal necessity requests will not be approved. Staff will be paid for days worked only.
9. Discretionary Days may not be used during extended school year.
10. Payment for extended year will be in a single check on the last working day of July.
11. Extended year will be a 20-day program for students, with one additional designated workday for staff prior to the first scheduled day of extended year.

Student Records

Student Emergency Cards

An emergency card must be maintained for each student. Changes in any information on the card (telephone number, legal custody, etc.) must be updated. For Special Education programs a set of emergency cards will be maintained in the classroom with the site program secretary and a copy from all sites with the YCOE Secretary to the Assistant Superintendent, Special Education at the County Office.

All staff at each site should know the location of emergency cards for students in their program.

Student Attendance Data

Each teacher must complete attendance daily and provide the site secretary/attendance clerk with the weekly attendance report from https://yubacoe.aeries.net at the end of each week.

The site secretary/attendance clerk shall verify the information provided by the teachers weekly. Each site needs to keep their original documentation regarding the attendance month and only provide the monthly attendance report(s) to the Budget Analyst in Fiscal Services at the County Office. These forms need to be sent to the County Office by the Monday following the close of the attendance month.

If you have any questions regarding this process, please contact the Budget Analyst at 749-4864.

Special Education Cumulative Record/Confidential Files

Cumulative records: A Cumulative record will be maintained for each pupil enrolled in a program of instruction under the jurisdiction of the Yuba County Office of Education. Psychologist reports will be maintained in a separate locked confidential file and not made part of the student's cumulative record.

Confidential Files: The County Office of Education Special Education Secretaries Staff shall process all request for special education cumulative records/ confidential files for outside individuals and agencies. When a student transfers out of a class, the cumulative record shall be forwarded to County Office, via the principal, for processing. Cumulative records/confidential files for departing students should be forwarded to the County Office within two weeks of the student departure.

Reporting of Student Progress/IEPs

The teaching staff is encouraged to have frequent communication with the parents of students. It is hoped that open and frequent communication can develop the school-home cooperation that facilitates student achievement.

The Individualized Education Program for students enrolled in Yuba County programs will be developed on a schedule set by the Special Education Principal and the staff at each site. IEPs will be reviewed at least once annually and more frequently if parents or staff feel frequent review is needed.
Progress reports will be provided to parents according to reporting periods designated on the IEP.

SEIS Updates

Copies of the IEP for entering students should be sent to YCOE Assistant Superintendent, Special Education Secretary at the County Office. Speech Therapists must submit IEPs for all unduplicated students as they are enrolled in therapy. Updates and/or changes in student data, including exits, service changes, etc., will be requested of staff and returned to YCOE Assistant Superintendent, Special Education Secretary according to requested deadlines. SPED data is

important information for funding and accountability, and information submitted must be accurate.

Excuses

Whenever a student is absent with parental consent for a part or all of a school day, the parent is required to explain the absence. A written note explaining the absence works best for everyone and provides a good record. If a parent calls, enter the following information in a log:

1. Name of student
2. Date of call
3. Date of absence
4. Name and relationship of caller
5. Reason of absence
6. Name (or initials) of the recorder

Excused absences according to state law for attendance accounting purposes include only the following:

1. Due to pupil's illness (death in the immediate family will be considered illness).
2. Due to quarantine under the direction of a County or City Health Officer.
3. For the purpose of having medical, dental or optometric services rendered.
4. Court appointments.

All other reasons for being absent are considered unexcused by the state.

It is the responsibility of the teacher to report a student who has been absent more than three consecutive days to the Special Education Principal/Administrator.

Student Health

Administration of Medication

Students required to take medication prescribed by a physician during the regular school day **MUST** have:

a) A completed Authorization for Medication Required During School Hours form detailing the method, amount and time schedules by which such medication is to be taken. This form is available at school sites.
b) Form must be completed and authorized by the Healthcare Provider and signed by Parent/Guardian before any medication can be taken at school.
c) Medication must be in the original container appropriately labeled by the pharmacy.
d) Medication must be transported by the bus driver or the parent - not the student.
e) No medication will be given or used at school that is not ordered by a physician, including over-the-counter medication.

Illness or Injury

Should a student become too ill to remain in class, the teacher (or School Nurse) should make every attempt to contact the parent or person designated by the parent on the student Emergency Form and arrange for the student to be transported home. In the event that a parent or emergency contact cannot be located, and the child remains at school, the teacher should complete a Notice of First Aid or Care form and a copy should be sent home with the student. Should a student be injured and require First Aid, provide care following the Guidelines for School First Aid and Procedures available with the First Aid Kit and supplies. Notify parent by phone and complete a Notice of First Aid or Care.

In the event of a serious illness or injury, provide immediate care of first aid that does not extend beyond your level of training. Contact School Nurse, Site Administrator, and/or the Assistant Superintendent of SPED or AHED as soon as possible. Notify the parents or designated emergency contact.

Transportation arrangements and emergency medical care will depend on the severity of the injury or illness. Staff should not transport a student in their private vehicle.

Accident Reporting Procedure

When an accident occurs (major or minor):

- Staff completes *Notice of First Aid or Care*
- Original to Parent
- Copy to Nurse, Teacher, and Site Administrator

When the County Office requires notification:

- Staff completes *Student Accident Report*
- Staff and Parent complete *Student Insurance Claim* form from Myers-Stevens & Toohey & Co, Inc.
- Original to Yuba County Office of Education/Director of Human Resources
- Copy to Nurse and Site Administrator

Notice of First Aid or Care and *Student Accident Report* forms are located at each school site.

Control of Communicable Diseases – Universal Precautions

Protect yourself and others from communicable diseases by following these simple precautions:

- Hand washing with liquid soap and running water for a minimum of 20 seconds:
    - Before preparing food, before and after eating
    - After using the restroom or assisting with toileting or diapering
    - Before and after administering first aid
    - After contact with any body fluids (blood, saliva, vomitus, feces, urine, semen, menstrual flow, wound drainage, nasal discharge, etc.)
    - After removing disposable gloves
- Wear Disposable gloves whenever you will be:
    - Touching any body fluids, particularly blood
    - Examining the mouth or assisting with dental care

    - Coming in physical contact with anyone who has open cuts or lesions
    - Do not reuse gloves – throw them away after each use
- Use care when disposing trash:
    - Use trash containers lined with plastic bags when disposing of trash that contains blood/body fluids
    - Place needles, syringes or other sharp objects in special puncture-proof containers
    - Tie plastic bags and discard at the end of the day. Double bag as needed.
- Use disinfectants:
    - Clean all areas soiled with blood/body fluids with an EPA approved disinfectant
    - Clean student work areas and cafeteria tables daily or as needed with an EPA approved disinfectant

Guidelines for Exclusion

Mild illness is common among students. Most students will not need to be excluded from school for mild respiratory tract illnesses because transmission is likely to have occurred before symptoms developed. Following common-sense hygienic practices can reduce the risk of illness. The School Nurse is a resource for information and should be contacted when trying to determine the need for exclusion of an ill student. Following are some of the reasons a student should be excluded from school:

- Illness that prevents the student from participating comfortably in program activities.
- Illness that results in a greater need for care than the staff can provide without compromising the health and safety of other students.
- A student with any of the following conditions: Fever, lethargy, irritability, persistent crying, difficult breathing, and/or other manifestations of possible severe illness.
- Diarrhea, especially if repeated episodes occur and are accompanied by a fever, rash, or general illness. A single episode, without any other symptoms may not be cause for exclusion.
- Vomiting two or more times in the previous 24 hours, unless the vomiting is determined to be caused by a non-communicable condition.
- Skin rash with fever or behavioral changes.
- Various contagious conditions, such as conjunctivitis, impetigo, strep throat, scabies, head lice, and chicken pox.

(Adapted from: American Academy of Pediatrics, *Red Book 2000: Report of the Committee on Infectious Diseases.)*

Head Lice

Staff will check for head lice as needed to effectively control head lice and prevent transmission to other students. Any student who is found to have an active head lice infestation (live lice) in his/her hair will be sent home from school as soon as arrangements can be made with a parent or family member. Information will be sent home informing parents of treatment methods, nit removal and care of personal items and home environment. The student may return to school once his/her hair has been properly treated as advised. Students will be checked by the school staff prior to returning to the classroom. Parents will be instructed to continue to check for the presence of live lice and the removal of nits (eggs) for at least 10 days to prevent re-infestation.

Parents may be asked to bring their child to school and wait while his/her head is checked. If you have any questions or would like further information, please contact the School Nurse.

Reporting Child Abuse

California's Child Abuse Reporting Law requires any mandated reporter who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment, whom he or she knows or reasonably suspects has been the victim of child abuse or neglect, to report the known or suspected instance of child abuse to the appropriate law enforcement or child protective agency immediately or as soon as practically possible by telephone, and to prepare and send, fax or e-mail, a written report within 36 hours of receiving the information concerning the incident.

"Mandated Reporters" are those individuals listed in Penal Code section 11165.7 including teachers, instructional aides, teacher's aides or assistants, classified employees and certificated pupil personnel employees of a public school, coaches, administrative officers or supervisors of child welfare and attendance, administrators and employees of licensed child day care facilities, licensed nurses and healthcare practitioners, and any employee of the Yuba County Office of Education whose duties bring them into contact with children on a regular basis.

Penal Code section 11167 generally provides that the identity of a reporter of suspected child abuse, and the written child abuse report that is prepared by the reporter, is confidential and shall be disclosed only among agencies involved in the investigation or by court order.

Staff Development

Professional Growth Plans

Individuals will select a peer advisor to work with them in the development, review, monitoring and verification of professional growth plans and hours. Professional growth is an element of the evaluation process.

Individuals will submit the name of their peer advisor and a copy of their professional growth goals/plan to their department head for review and approval by August 15th for 12-month employees or by October 15th for 10-month employees. A review of activities accomplished annually will be discussed with department heads when the new plan is developed each year.

Professional Growth Stipends

In addition to units being earned towards advancement on the salary schedule from college coursework (15 hours = 1 credit), units may also be earned from workshops and local class offerings. These must be attended outside of the workday, require prior approval from the department head and the Executive Director of Human Resources, and must be related to individual assignment/position and identified professional growth goals. Requests must be made ten (10) days prior to enrollment in workshop. Employee may choose a one-time $50 stipend instead of unit advancement on the salary schedule each time 15 approved hours have

been completed. Staff must notify Human Resources by May 15th if they have completed hours or units. All stipends will be paid on September 30th. For additional information, see employee contracts.

For a summary sheet of staff development options, payments, procedures, etc., please refer to the Professional Growth Opportunities section.

Professional Growth Activities/Ideas

Computer training
Articles written for newspaper, magazine, newsletter
Conferences
Research
Peer observation
Grant writing
Specific job training
School site activities / involvement
Supervision of student teachers
Cross-training with peers
Collaboration
Participation on committees: Countywide, school-wide, individual departments, statewide
Individual computer skill development
Individual skill development
Professional affiliation / meetings
Public relations / speaking
Training of classroom volunteers (ROP)
Parent education
Coursework
Master trainer team
Organizational planning meeting
Kids come in special flavors
Countywide back-to-school meeting
Countywide staff development day
Professional reading
First aid
CPR training
Specialized health care training
Mentor teacher projects
Department in-service / sharing
Community involvement / activities
In-service presentations

Professional Growth Opportunities

Yuba County Office of Education
Professional Growth Opportunities

Staff	Activity	Contract Article	Procedure	Form(s)	Timelines
All Certificated and Classified Employees	Professional Growth Plan	Certificated Article XXVII Classified Article XIV	Set goals. Select an advisor. Maintain log of activities (25 hours per year).	Professional Growth Record	Designate advisor by: August 15th (12 month empl.) October 15th (10 month empl.)
Classified Instructional Employees	Instructional Staff Development Days	Classified Article XIV	Optional staff development. Receive stipend of hourly rate.	Timesheet	Attend designated workshop and submit timesheet.
All Classified Employees	Professional Growth Stipends (Units or Degree)	Classified Article XVIII	Request course/workshop approval from department head. Attendance must be outside of workday. Course, units, CEUs paid by employee. 15 hours = 1 unit.	Course Approval Form	Prior to initiation of course
			Credit on salary schedule for 15 units and/or AA or BA degree.	Change of Salary Request Form to HR	Change of Salary Form due May 15th. Verification of units/hours due: July 1st (12 month) Sept. 1st (10 month)
			May choose $50 stipend for 15 completed hours of approved activity. Attendance verified at workshop.	Workshop Attendance Log	Submit when 15 hours are complete. Stipends paid Sept. 30th.

Staff	Activity	Contract Article	Procedure	Form(s)	Timelines
Certificated Instructional Employees	Instructional Staff Development Days	Certificated Article XXVII	Optional staff development. Receive stipend of daily or hourly rate.	Timesheet	Attend designated workshop and submit timesheet.
All Certificated Employees	Professional Growth Stipends (Units or Degree)	Certificated Article XXVII	Request course/workshop approval from department head. Attendance must be outside of workday. Course, units, CEUs paid by employee. 15 hours = 1 unit.	Course Approval Form	Prior to initiation of course
			Advancement on salary schedule after completion of 15 units.	Change of Salary Request Form to HR	Change of Salary Form due May 15th. Verification of units/hours due Sept. 15th.
			May choose $50 stipend for 15 completed hours of approved activity. Attendance verified at workshop.	Workshop Attendance Log	Submit when 15 hours are complete. Stipends paid Sept. 30th.

Note: Individual staff is responsible for maintaining logs for stipends and transcripts for coursework completed.

LC/dl
9/08/15

TCIP Program Timeline

TCIP PROGRAM TIMELINE

	July/ Aug./Sept.	December	April	May	June
Recruitment	• HR adds credential candidates as needed • Mentor trainings (July) • Make-up mentor trainings (Sept)		• Curriculum & Instruction sends out mentor recruitment letter & packet to certificated employees	• HR identified credential candidates for next year (as hiring occurs) • Curriculum & Instruction updates mentor match matrix • Curriculum & Instruction email mentor nominee (if new mentor(s) are needed) • Curriculum & Instruction sends cc/ mentor matrix to TCIP • TCIP notifies mentor	• HR adds credential candidates as needed (end of June and continues though mid-September) • Curriculum & Instruction Program admin to recruit mentors for new candidates as needed
PAYMENT		• Curriculum & Instruction Verifies mentors successful completion with TCIP for mentors 1st stipend payment • Curriculum & Instruction submits 1st stipend payment to fiscal for December payroll			• Curriculum & Instruction Verifies mentors successful completion with TCIP for mentors 2nd stipend payment • Curriculum & Instruction submits 2nd stipend payment to fiscal for June payroll

Resources

Resource Lending Library

A Resource Lending Library is available at the Yuba County Office of Education. Please call or email the Special Education Program Secretary, Debbie Lockwood at 530-749-4907 for a current list of available materials or to have items sent to your school site.

Other

Credential Information

Specific credential information and renewal procedures can be obtained online from the California Commission on Teacher Credentialing at www.ctc.ca.gov and/or by contacting Jennifer Allread, Credential Analyst, in the Human Resources Department at the County Office by email at jennifer.allread@yubacoe.k12.ca.us or by telephone at 530-749-4869.

Meeting Purpose Summary

Board of Education meetings are held in public to conduct official business of the Board of Education and the Superintendent of Schools. All are welcome to attend unless the meeting is a closed meeting. Public comments are welcome under the Public Comments portion of the meeting or other times when requested.

Cabinet meet together weekly and individually with the Superintendent once monthly. They also hold each other accountable for the development and implementation of identified goals both personal and those of their department. Others may be asked to attend this meeting when specific program information is needed that is not known by Cabinet Member. Others may attend by contacting their Cabinet Member or the Superintendent.

Leadership meetings are monthly meetings with designated certificated and classified management staff. The Superintendent facilitates the meeting. The purpose of the meeting is to provide a forum for better communication. This meeting is intended to give managers a forum for meeting together to coordinate programs that cut across department lines. Agenda items are requested in advance by the Superintendent's Secretary.

Program/Department meetings are scheduled as needed to coordinate the activities of a program and implement the goals of the department and the Yuba County Office of Education.

Task Force Committee meetings are held for a specific reason and are operated with a clear purpose or charter. Meetings are held as necessary and are reported back to management or departments for approval of committee work.

Special meetings are non-recurring meetings for a specific purpose at a designated time and place with clearly identified people invited to conduct business or make decisions.

Committee Purpose Summary

School Accountability Report Card (SARC) The SARC Committee compiles and reviews information to complete the School Accountability Report Card for special education, alternative education, and charter programs.

Lottery The Lottery Committee is inactive at this time.

Technology The Technology Advisory Committee is inactive at this time.

Calendar The committee reviews district calendars and recommends a school calendar including staff development days, student attendance days and holidays for instructional programs. Calendars go to school board for final approval. Each year before the December break, the Assistant Superintendent of Special Education will request a name from the YCCEA President to be on the County Office Calendar Committee. At that same time, the Principals at Harry P.B. Carden, Thomas E. Matthews and Yuba County Career Preparatory Charter School will request a name for their respective site calendar committees.

Negotiations Negotiation representatives from Leadership, Certificated and Classified Units meet to identify issues and discuss and recommend adjustments to Employee Contracts, based on a win-win bargaining process.

Kids Come in Special Flavors Team The KCSF Team is inactive at this time.

Insurance The YCOE Insurance Committee's purpose is to keep appraised of the events and changes that affect all insurance coverage for the Yuba County Office of Education. This includes medical, dental and vision along with workers' compensation, liability, property and auto.

Budget The Budget Committee's purpose is to discuss, share information and ask questions as it relates to the county office's budget. The goal is to increase understanding about the budget such as types of funding received, expenditures made within the budget and reporting format and cycles. The information shared is to help participants gain knowledge about the budget and the budget process.

Prevention Program

The Yuba County Office of Education is concerned for the health, safety and wellbeing of all staff and students. The YCOE believes that the maintenance of a drug, alcohol, and tobacco-free workplace is essential to school and YCOE operations. As a result, the Board of Education has adopted policies, which relate to tobacco, alcohol and other drugs (Drug and Alcohol-Free Workplace, Policy 4020 and Tobacco-Free Schools, Policy 3513.3).

The County Office recognizes that the possession and use of illegal substances violates the health, safety and wellbeing of students and staff. The County Office also recognizes that the abuse of legal products presents a health hazard, which can have serious consequences for the abuser.

It is a violation of County Office policy for any employee at a County Office workplace to unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance as defined in the Controlled Substances Act and Code of Federal Regulations before, during or after school hours at school or in any other County Office workplace. In the event the policy is violated, disciplinary action shall be taken. In taking disciplinary action, the Superintendent shall require termination when law requires termination. When termination is not required by law, the Superintendent shall either take disciplinary action, up to and including termination, or shall require the employee to satisfactorily participate in and complete a drug assistance or rehabilitation program approved by a federal, state, or local health, law enforcement or other appropriate agency. The Superintendent's decision shall be made in accordance with relevant state and federal law, employment contracts, collective bargaining agreements and County Office policies and practices.

As a condition of employment with the County Office, employees must notify their supervisor of any conviction on criminal drug or alcohol statute violations occurring in the workplace, no later than five days after such conviction.

The use of tobacco products, including vapes/electronic nicotine (and non-nicotine) devices (ENDS), presents a health hazard, which can have serious consequences both for the smoker and the nonsmoker. Therefore, in the best interests of students, employees and the general public, the use of tobacco products including at any time on County Office property, facilities or in County Office vehicles is prohibited. This prohibition applies to all employees, students, visitors and other persons at any site of the County Office or at any event sponsored by the County Office. It applies to any and all activities on any property owned, leased or rented by or from the County Office. The implementation of tobacco-free school policies serves to reinforce and support educational efforts to prevent the use of tobacco by young people. As adults, employees of the County Office serve as powerful role models influencing the use of tobacco by young people.

Employees must abide by the policy as a condition of employment. Should the policy be violated, disciplinary action shall be taken in accordance with County Office procedure.

Resources are available which may assist employees to stop smoking. Information is also available on drug and alcohol counseling, rehabilitation and employee assistance programs.

Information and resources may be obtained by contacting the Yuba County Prevention Support and Services Coordinator.

Calendars

YCOE Save the Date – Volunteer Events

YCOE Holiday Schedule

Camptonville Union School District

Marysville Joint Unified School District

Plumas Lake Elementary School District

Wheatland School District

Wheatland Union High School District

Yuba Environmental Science Charter Academy

Yuba County Office of Education:

- Special Education K-22
- Harry P.B. Carden School
- Thomas E. Mathews School
- Yuba County Career Preparatory Charter School

Yuba COE Events 2023-2024

YCOE
Better Together
Bobbi Abold, Deputy Superintendent
Yuba County Office of Education

2023-24 EVENTS

SAVE THE DATE!

PARADES

VOLUNTEER OPPORTUNITIES

Parade walkers and float decorators needed

Oct. TBD Wheatland Homecoming
Nov. 11 - Veterans Day Parade
Dec. 2 - Marysville Christmas Parade
Dec. 9 - Olivehurst Parade
Feb. 25 - Bok Kai Festival

YCOE SCHOOL SPONSORED EVENTS

VOLUNTEER OPPORTUNITIES

Oct. 13 - SPED Track Meet (Virginia School)
Dec. 8 - Winter Wonderland, 4pm (FIVE30 Event Center)
Feb. 4 - Academic Decathlon
March 6 - Basketball Tournament MHS, 9:00am
March 21 - Yuba County Spelling Bee, 5:30pm (Yuba Co Government Center)
March 28 - Easter Egg Hunt (Virginia School)
May 2 - Yuba County Junior High Track Meet (Wheatland HS)
May 10 - Very Special Arts (Virginia School)
May 11 - YCOE Roll & Stroll (Charter & TEM)

COMMUNITY EVENTS

VOLUNTEER OPPORTUNITIES

April 18 - Educator of the Year, 5:30pm (FIVE30 Event Center)
June 27 - **July 4** - YCOE Fireworks Booth

EMPLOYEE EVENTS

Oct 16 - YCOE Night at Bishop's Pumpkin Farm

Better together

To volunteer, email Amy Nore at amy.nore@yubacoe.k12.ca.us or call/text: (530) 370-1980

Yuba COE Holiday Schedule 2023-2024

Francisco Reveles, Ed.D.
Superintendent of Schools
Yuba County Office of Education
935 14th Street | Marysville CA 95901 | 530.749.4900

HOLIDAY SCHEDULE 2023/24

Holidays	Office Closed	
Independence Day	July 4	(Tuesday)
Labor Day	September 4	(Monday)
Veteran's Day	November 10	(Friday)
***Non-Work/Non-Paid Day**	**November 22**	**(Wednesday)**
Thanksgiving	November 23 & 24	(Thursday/Friday)
Christmas Eve & Christmas Day	December 25 December 26	(Monday) (Tuesday)
*** 3 Non-Work/Non-Paid Days**	**December 27, 28, 29**	**(Wed./Thurs./Fri.)**
New Year's Eve & New Year's Day	January 1 January 2	(Monday) (Tuesday)
Martin Luther King Jr. Day	January 15	(Monday)
Lincoln's Birthday	February 12	(Monday)
Washington's Birthday	February 19	(Monday)
Good Friday (Admission Day)	March 29	(Friday)
Memorial Day	May 27	(Monday)
Juneteenth	June 19	(Wednesday)

*Per Contract Agreement
02/21/2023 jaa

Camptonville Union School District

CAMPTONVILLE SCHOOL 2023/2024 CALENDAR

Jul-23						
Su	Mo	Tu	We	Th	Fr	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					

Aug-23						
Su	Mo	Tu	We	Th	Fr	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		

Sep-23						
Su	Mo	Tu	We	Th	Fr	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

Oct-23						
Su	Mo	Tu	We	Th	Fr	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				

Nov-23						
Su	Mo	Tu	We	Th	Fr	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		

Dec-23						
Su	Mo	Tu	We	Th	Fr	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						

Jan-24						
Su	Mo	Tu	We	Th	Fr	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			

Feb-24						
Su	Mo	Tu	We	Th	Fr	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		

Mar-24						
Su	Mo	Tu	We	Th	Fr	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						

Apr-24						
Su	Mo	Tu	We	Th	Fr	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-24						
Su	Mo	Tu	We	Th	Fr	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
16	27	28	29	30	31	

June 24						
Su	Mo	Tu	We	Th	Fr	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						

Important Dates:

Every Wednesday	Minimum Day
August 11th, 14th	Professional Development Days
August 15th	First Day of School/Minimum Day
August 23rd	Back to School Night
September 4th	Labor Day
October 16th-20th	Fall Break
November 10th	Veterans Day/End of Trimester 1
November 15th-17th	Parent-Teacher Conferences/ Minimum Days
November 22nd-24th	Thanksgiving Break
December 14th	Winter Program/Minimum Day
December 21st	Minimum Day
December 22nd-January 5th	Winter Break
January 15th	MLK Day
February 16th	End of Trimester 2
February 16th, 19th	Presidents Holiday
March 25th-29th	Spring Break
April 1st	Emergency Closure Day
April 22nd	Emergency Closure Day
May 24th	Emergency Closure Day
May 27th	Memorial Day
June 5th	8th Grade Graduation
June 7th	Emergency Closure Day/Last Day of School

Holiday/Break	
First/Last Day of school	
Teacher PD School closed	
Emergency Closure	
Minimum Day	
Total instruction days	180

Marysville Joint Unified School District

2023-2024 SCHOOL CALENDAR

MARYSVILLE JOINT UNIFIED SCHOOL DISTRICT

180 Student Attendance Days *183 Instructional Staff Work Days*

JULY 2023				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

AUGUST				17
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

SEPTEMBER				20
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

OCTOBER				21
M	T	W	Th	F
2	3	4*	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

NOVEMBER				16
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

DECEMBER				11
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15*
18	19	20	21	22
25	26	27	28	29

JANUARY 2024				21
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

FEBRUARY				15
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

MARCH				20
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20*	21	22
25	26	27	28	29

APRIL				17
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

MAY				22
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31*

JUNE 2024				
M	T	W	Th	F
3	4	5	6	7
10	*11*	*12*	*13*	*14*
17	*18*	*19*	*20*	*21*
24	*25*	*26*	*27*	*28*

HOLIDAYS/SCHOOL NOT IN SESSION	
July 4	Independence Day
September 4	Labor Day
November 10	Veterans Day Observed
November 20-24	Thanksgiving Recess
December 18 - January 1	Winter Recess
January 15	Martin Luther King Day
February 12-19	February Recess
March 29-April 5	Spring Recess
May 27	Memorial Day
June 19	Juneteenth

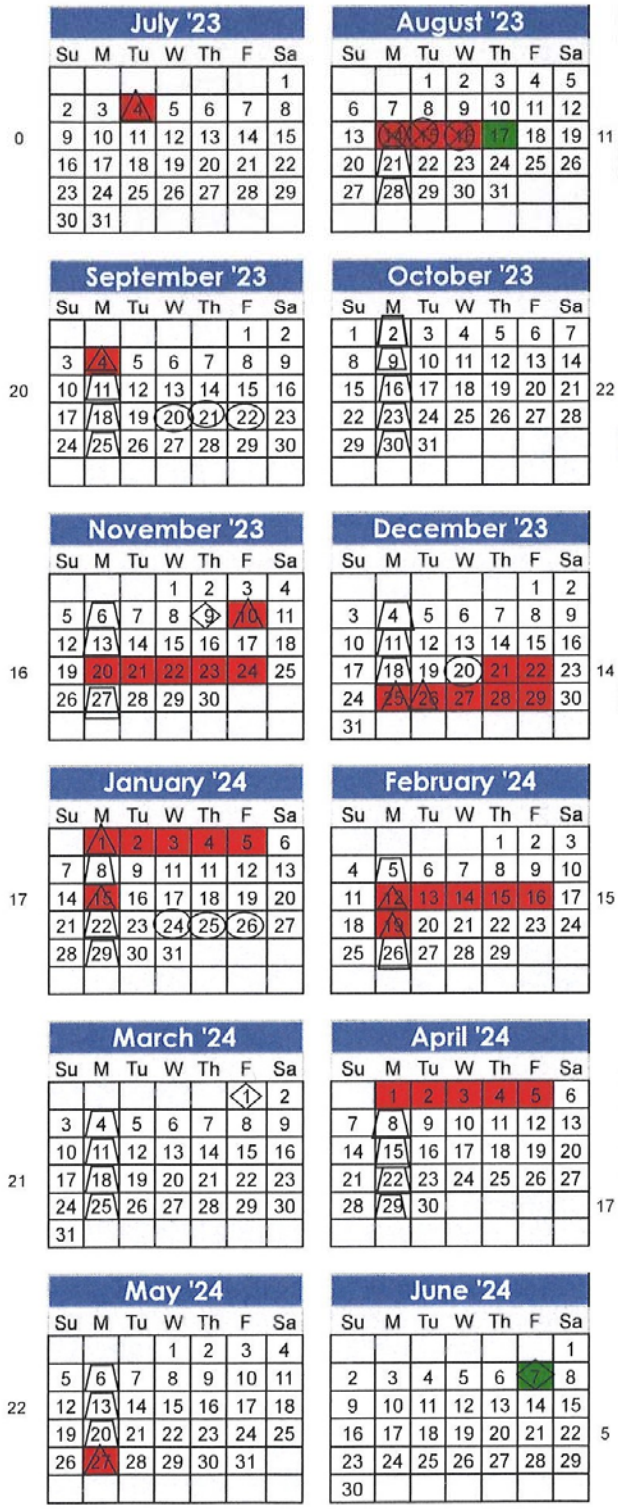
KEY DATES IN 2023-2024	
Staff Contract Days (Students Not in Attendance)	Staff Work Day: Aug. 7th Teachers Complete Training Videos an Workday, Aug. 8th Site work day. Oct. 23rd (work day)
First & Last Day of School	☐ August 9, May 31
PLC/Minimum Days	8/23, 8/30, 9/13, 9/20, 9/27,10/11,10/18,11/1, 11/15, 11/29, 1/10, 1/24, 1/31, 2/7, 3/6, 3/13, 4/10, 4/17, 4/24, and 5/15 (Some schools may have additional dates)
Student &Teacher Minimum Day *	October 4 (Goals day), December 15, March 20, May 31
Extended Year Session	TBD
Makeup Days (Only if Needed)	June 4th – 6th
Voluntary PD days	Aug. 4 & June 3 *12 hours offered virtually through the year

Marysville Joint Unified School District, 1919 B Street. Marysville, CA 95901 – 530-749-6144 (Website: www.mjusd.com) Board Approved: 02/07/2023

Plumas Lake Elementary School District

PLUMAS LAKE ELEMENTARY SCHOOL DISTRICT

2023-2024 Student Calendar



IMPORTANT DATES:		
Staff Development Days	Aug 14,15,16	
First Day of School	August	17
Last Day of School	June	7

HOLIDAYS/SCHOOLS NOT IN SESSION:		
Labor Day	September	4
Veterans' Day	November	10
Thanksgiving Break	November	20-24
Winter Break	Dec-Jan	21-5
Martin Luther King Day	January	15
President's Week	February	12-19
Spring Break	April	1-5
Memorial Day	May	27

MINIMUM DAYS:		
Parent Conferences	September	20-22
Parent Conferences	January	24-26
Last Day of School	June	7
Early Release Staff Development	**Every Monday**	

Last Day of Trimester		
End of Tri 1 =	November	9
End of Tri 2 =	March	1
End of Tri 3 =	June	7

LEGEND:

- Minimum/Conference Days All Schools
- Holiday
- Staff Development
- End of Trimester
- Early Release Staff Development

Total Student Days : 180

Days Before Winter Breal 83
Days After Winter Break 97

Wheatland School District

WHEATLAND SCHOOL DISTRICT
2023-2024 STUDENT CALENDAR

	July '23						
	Su	M	Tu	W	Th	F	Sa
							1
	2	3	4	5	6	7	8
0	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

	August '23						
	Su	M	Tu	W	Th	F	Sa
			1	2	3	4	5
	6	7	8	9	10	11	12
12	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		

	September '23						
	Su	M	Tu	W	Th	F	Sa
						1	2
	3	4	5	6	7	8	9
20	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30

	October '23						
	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	22	23	24	25	26	27	28
	29	30	31				

	November '23						
	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
16	19	20	21	22	23	24	25
	26	27	28	29	30		

	December '23						
	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
14	24	25	26	27	28	29	30
	31						

	January '24						
	Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5	6
	7	8	9	10	11	12	13
17	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			

	February '24						
	Su	M	Tu	W	Th	F	Sa
					1	2	3
	4	5	6	7	8	9	10
15	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29		

	March '24						
	Su	M	Tu	W	Th	F	Sa
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
21	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

	April '24						
	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
17	21	22	23	24	25	26	27
	28	29	30				

	May '24						
	Su	M	Tu	W	Th	F	Sa
				1	2	3	4
	5	6	7	8	9	10	11
22	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

	June '24						
	Su	M	Tu	W	Th	F	Sa
							1
	2	3	4	5	6	7	8
4	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						

Total Student Days = 180
Total Teacher Days = 183

Board Approved

HOLIDAYS/SCHOOLS NOT IN SESSION:

Independence Day	July 4
Labor Day	September 4
Veterans' Day	November 10
Thanksgiving Break	November 20-24
Winter Break	Dec 21 - Jan 5
Martin Luther King Day	January 15
Lincoln's Birthday Observed	February 12
February Break	February 13-16
President's Day	February 19
Spring Break	April 1-5
Memorial Day	May 27
Juneteenth	June 19

STATE TESTING:

Physical Fitness Testing Window (5th & 7th)	May
CAASPP (State) Testing Window(3rd to 8th)	May

IMPORTANT DATES:

School Offices Reopen	July 24
LT/WCA New Parent Orientation	August
BR New Parent Orientation	August
All Staff Training Day	August 14
Teacher Work Day	August 15
First Day of School	August 16
After School Lights On Event	October 20
Shady Creek/5th Grade Outdoor Ed	
ASP Closed/Staff Development	December 20 & June 6
Last Day of School	June 6
Teacher Work Day	June 7
School Offices Close	June 27

MINIMUM DAYS:

Holiday Release	Sept 1, Oct 31, Nov 9 Nov 17, Dec 20, Feb 9, March 29, May 24
Last Week of School	June 3, 4, 5, 6
Staff Development Days	Sept 11, Oct 2, Jan 8, Feb 5, March 4, May 6

SUMMER CAMP:

Summer Camp	June 10 - July 28

ACADEMIC INTERVENTION:

Session 1 -	Sept 5 - Nov 8
Session 2 -	Jan 16 - March 28

PROGRESS REPORTS:

1st Progress Report	September 22
2nd Progress Report	January 12
3rd Progress Report	March 29

PROMOTION:

Bear River	June 7

LEGEND:

- Student Attendance Day
- Student Non-Attendance Day
- Minimum Day
- First Day
- Last Day
- Holiday
- Minimum Day - Staff Development
- Minimum Day - Holiday Release

Trimester Ends

End of Tri 1 is November 3 = 57 days
End of Tri 2 is March 1 = 61 days
End of Tri 3 is June 6 = 62 days

Days Before Winter Break 84
Days After Winter Break 96

Wheatland Union High School District

Wheatland Union High School District
Student School Calendar 2023 - 2024

"Together, Building a Foundation for Life"

July, 2023

	Mon	Tue	Wed	Thu	Fri
	3	4	5	6	7
	10	11	12	13	14
0	17	18	19	20	21
	24	25	26	27	28
	31				

August, 2023

Mon	Tue	Wed	Thu	Fri	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	14
21	22	23	24	25	
28	29	30	31		

September, 2023

	Mon	Tue	Wed	Thu	Fri
					1
	4	5	6	7	8
20	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

October, 2023

Mon	Tue	Wed	Thu	Fri	
2	3	4	5	6	
9	10	11	12	(13)	
16	17	18	19	20	20
23	24	25	26	27	
30	31				

November, 2023

	Mon	Tue	Wed	Thu	Fri
			1	2	3
	6	7	8	9	10
16	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	

December, 2023

Mon	Tue	Wed	Thu	Fri	
				1	
4	5	6	7	8	
11	12	13	14	15	15
18	19	20	(21)	22	
25	26	27	28	29	

January, 2024

	Mon	Tue	Wed	Thu	Fri
	1	2	3	4	5
	8	9	10	11	12
17	15	16	17	18	19
	22	23	24	25	26
	29	30	31		

February, 2024

Mon	Tue	Wed	Thu	Fri	
			1	2	
5	6	7	8	9	
12	13	14	15	16	15
19	20	21	22	23	
26	27	28	29		

March, 2024

	Mon	Tue	Wed	Thu	Fri
					1
	4	5	6	7	8
20	11	12	13	14	(15)
	18	19	20	21	22
	25	26	27	28	29

April, 2024

Mon	Tue	Wed	Thu	Fri	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	17
22	23	24	25	26	
29	30				

May, 2024

	Mon	Tue	Wed	Thu	Fri
			1	2	3
	6	7	8	9	10
22	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	31

June, 2024

Mon	Tue	Wed	Thu	Fri	
3	4	5	(6)	7	
10	11	12	13	14	
17	18	19	20	21	4
24	25	26	27	28	

Graduation Day

Board Adopted: 12/14/2022

Board Holidays &/or Non Attendance Days

Labor Day	*September 4*
Non Attendance	*October 16-17*
Veterans Day	*November 10*
Thanksgiving Break	*November 20 - 24*
Christmas Break	*Dec 22 - Jan 5*
Martin Luther King, Jr. Day	*January 15*
President Birthdays	*February 12 - 19*
Spring Break	*Mar 29 - Apr 5*
Memorial Day	*May 27*

IMPORTANT DATES:

Student Year Begins	*August 14*
Student Year Ends	*June 6*
Graduation	*June 7*

Early Release - Students Only 1:03 p.m.

August	*14, 28*
September	*11, 25*
October	*9, 23*
November	*6, 27*
December	*4, 21*
January	*8, 22*
February	*5, 26*
March	*11, 25*
April	*15, 29*
May	*13*
June	*6*

( ) **Quarter end dates**

In the event of an unplanned "situation" some or all of the remaining minimum days may be forfeited to meet the requirements for state instructional minutes.

Yuba Environmental Science Charter Academy

YES Charter Academy

2023-2024 School Calendar

August 2023

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		
						17

September 2023

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
						20

October 2023

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				
						22

November 2023

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		
						16

December 2023

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						11

January 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			
						21

February 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		
						14

March 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						20

April 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				
						17

May 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	
						22

June 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						

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			

Minimum Days
No School
First and Last Day of School August 9-May 31
Summer Extended Learning

Class Time 8:35-3:00 Mon-Thur

Class Time 8:35-1:00 Fridays

Parent Teacher Conferences

Nov 14-17 March 12-15 Minimum Days

Instructional Minutes Tk-K 37800

Instructional Minutes 1st-8th 54030

Council Approved	Needed
K	36,000
1–3	50,400
4–8	54,000

YCOE K-22 Special Education Programs

YCOE Better Together

2023-2024 SCHOOL CALENDAR

YCOE Special Education Programs

180 Student Attendance Days - 182 Instructional Staff Workdays

JULY 2023					AUGUST				16	SEPTEMBER				20	OCTOBER				22
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
3	4	5	6	7		1	2	3	4					1	2	3	*4*	5	6
10	11	12	13	14	7	(8)	(9)	10	11	4	5	*6*	7	8	9	10	11	12	13
17	18	19	20	21	14	15	*16*	17	18	11	12	13	14	15	16	17	*18*	19	20
24	25	26	27	28	21	22	23	24	25	18	19	*20*	21	22	23	24	25	26	27
31					28	29	30	31		25	26	27	28	29	30	31			

NOVEMBER				16	DECEMBER				11	JANUARY 2024				20	FEBRUARY				15
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
		1	2	3					1	1	2	3	4	5				1	2
6	7	8	9	10	4	5	*6*	7	8	8	9	*10*	11	12	5	6	*7*	8	9
13	14	15	16	17	11	12	13	14	*15*	15	16	17	18	19	12	13	14	15	16
20	21	22	23	24	18	19	20	21	22	22	23	*24*	25	26	19	20	*21*	22	23
27	28	29	30		25	26	27	28	29	29	30	31			26	27	28	29	

MARCH				20	APRIL				17	MAY				22	JUNE 2024				1
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
				1	1	2	3	4	5			*1*	2	3	*3*	*(4)*	*5*	*6*	*7*
4	5	*6*	7	8	8	9	10	11	12	6	7	8	9	10	*10*	*11*	*12*	*13*	*14*
11	12	13	14	15	15	16	*17*	18	19	13	14	*15*	16	17	*17*	*18*	*19*	*20*	*21*
18	19	*20*	21	22	22	23	24	25	26	20	21	22	23	24	*24*	*25*	*26*	*27*	*28*
25	26	27	28	29	29	30				27	28	29	30	31	*1*	*2*			

HOLIDAYS/SCHOOL NOT IN SESSION	
September 4	Labor Day
November 10	Veterans Day
November 20 - 24	Thanksgiving Recess
December 18 - January 2	Winter Recess
January 15	Martin Luther King Day
February 12 - 19	February Recess
March 29 - April 5	Spring Recess
May 27	Memorial Day
June 19	Juneteenth

KEY DATES			
Staff Contract Days (Students Not in Attendance)	( ) August 8, August 9		
First & Last Day of School	☐ August 10, June 3		
Minimum Days	* * Aug. 16 Nov. 1 Feb. 7, 21 May 1, 15	Sept. 6, 20 Dec. 6, 15 March 6, 20 June 3	Oct. 4, 18 Jan. 10, 24 April 17
Extended Year Session	*June 4 - teacher work day (ESY)* *June 5 - July 2*		

Board Approved - February 8, 2023

YCOE Harry P.B. Carden School

YCOE Better Together

2023-2024 SCHOOL CALENDAR

Harry P.B. Carden

225 Student Attendance Days - 182 Instructional Staff Workdays

JULY 2023				20
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

AUGUST				20
M	T	W	Th	F
	1	2	3	4
7	(8)	(9)	10	11
14	15	*16*	17	18
21	22	*23*	24	25
28	29	*30*	31	

SEPTEMBER				20
M	T	W	Th	F
				1
4	5	*6*	7	8
11	12	*13*	14	15
18	19	*20*	21	22
25	26	*27*	28	29

OCTOBER				22
M	T	W	Th	F
2	3	*4*	5	6
9	10	*11*	12	13
16	17	*18*	19	20
23	24	*25*	26	27
30	31			

NOVEMBER				16
M	T	W	Th	F
		1	2	3
6	7	*8*	9	10
13	14	*15*	16	17
20	21	22	23	24
27	28	*29*	30	

DECEMBER				11
M	T	W	Th	F
				1
4	5	*6*	7	8
11	12	*13*	14	15
18	19	20	21	22
25	26	27	28	29

JANUARY 2024				20
M	T	W	Th	F
1	2	*3*	4	5
8	9	*10*	11	12
15	16	*17*	18	19
22	23	*24*	25	26
29	30	*31*		

FEBRUARY				19
M	T	W	Th	F
			1	2
5	6	*7*	8	9
12	13	14	15	16
19	20	*21*	22	23
26	27	*28*	29	

MARCH				20
M	T	W	Th	F
				1
4	5	*6*	7	8
11	12	*13*	14	15
18	19	*20*	21	22
25	26	*27*	28	29

APRIL				17
M	T	W	Th	F
1	2	3	4	5
8	9	*10*	11	12
15	16	*17*	18	19
22	23	*24*	25	26
29	30			

MAY				22
M	T	W	Th	F
		1	2	3
6	7	*8*	9	10
13	14	*15*	16	17
20	21	*22*	23	24
27	28	*29*	30	31

JUNE 2024				18
M	T	W	Th	F
3	(4)	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

HOLIDAYS/SCHOOL NOT IN SESSION	
July 4	Independence Day
September 4	Labor Day
November 10	Veterans Day
November 20 - 24	Thanksgiving Recess
December 18 - January 2	Winter Recess
January 15	Martin Luther King Day
February 12 - 19	Holidays/Non-Contract Days
March 29 - April 5	Spring Recess
May 27	Memorial Day
June 19	Juneteenth

KEY DATES	
Staff Contract Days (Students Not in Attendance)	( ) August 8, August 9, June 4
First & Last Day of School	☐ August 10, June 3
Minimum Days	* * Aug. 16,23,30 Sept. 6,13,20,27 Oct. 4,11,18,25 Nov. 1,8,15,29 Dec. 6,13 Jan. 3,10,17,24,31 Feb. 7,21,28 Mar. 6,13,20,27 April 10,17,24 May 1,8,15,22,29 June 3
Extended Year Session	*July 3-August 4, 2023* *February 13-16, 2024* *June 5-28, 2024*

Board Approved – 02.08.2023

YCOE Thomas E. Mathews School

YCOE Better Together

2023-2024 SCHOOL CALENDAR

Thomas E. Mathews

180 Student Attendance Days - 182 Instructional Staff Workdays

JULY 2023				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

AUGUST 16				
M	T	W	Th	F
	1	2	3	4
7	(8)	(9)	10	11
14	15	*16*	17	18
21	22	*23*	24	25
28	29	*30*	31	

SEPTEMBER 20				
M	T	W	Th	F
				1
4	5	*6*	7	8
11	12	*13*	14	15
18	19	*20*	21	22
25	26	*27*	28	29

OCTOBER 22				
M	T	W	Th	F
2	3	*4*	5	6
9	10	*11*	12	13
16	17	*18*	19	20
23	24	*25*	26	27
30	31			

NOVEMBER 16				
M	T	W	Th	F
		1	2	3
6	7	*8*	9	10
13	14	*15*	16	17
20	21	22	23	24
27	28	*29*	30	

DECEMBER 11				
M	T	W	Th	F
				1
4	5	*6*	7	8
11	12	*13*	14	15
18	19	20	21	22
25	26	27	28	29

JANUARY 2024 20				
M	T	W	Th	F
1	2	*3*	4	5
8	9	*10*	11	12
15	16	*17*	18	19
22	23	*24*	25	26
29	30	*31*		

FEBRUARY 15				
M	T	W	Th	F
			1	2
5	6	*7*	8	9
12	13	14	15	16
19	20	*21*	22	23
26	27	*28*	29	

MARCH 20				
M	T	W	Th	F
				1
4	5	*6*	7	8
11	12	*13*	14	15
18	19	*20*	21	22
25	26	*27*	28	29

APRIL 17				
M	T	W	Th	F
1	2	3	4	5
8	9	*10*	11	12
15	16	*17*	18	19
22	23	*24*	25	26
29	30			

MAY 22				
M	T	W	Th	F
		1	2	3
6	7	*8*	9	10
13	14	*15*	16	17
20	21	*22*	23	24
27	28	*29*	30	31

JUNE 2024 1				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

HOLIDAYS/SCHOOL NOT IN SESSION	
July 4	Independence Day
September 4	Labor Day
November 10	Veterans Day
November 20 - 24	Thanksgiving Recess
December 18 - January 2	Winter Recess
January 15	Martin Luther King Day
February 12 - 19	Holidays/Non-Contract Days
March 29 - April 5	Spring Recess
May 27	Memorial Day
June 19	Juneteenth

KEY DATES	
Staff Contract Days (Students Not in Attendance)	( ) August 8, August 9
First & Last Day of School	☐ August 10, June 3
Minimum Days	* * Aug. 16,23,30 Sept. 6,13,20,27 Oct. 4,11,18,25 Nov. 1,8,15,29 Dec. 6,13 Jan. 3,10,17,24,31 Feb. 7,21,28 Mar. 6,13,20,27 April 10,17,24 May 1,8,15,22,29 June 3

Board Approved – 02.08.2023

YCOE Yuba County Career Preparatory Charter School

YCOE Better Together

2023-2024 SCHOOL CALENDAR

Yuba County Career Preparatory Charter School

175 Student Attendance Days *182 Instructional Staff Workdays*

JULY 2023					AUGUST				14	SEPTEMBER				20	OCTOBER				17
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
3	4	5	6	7		1	2	3	4					1	2	3	4	5	6
10	11	12	13	14	(7)	(8)	(9)	(10)	(11)	4	5	6	7	8	9	10	11	12	13
17	18	19	20	21	14	15	16	17	18	11	12	13	14	15	16	17	18	19	20
24	25	26	27	28	21	22	23	24	25	18	19	20	21	22	23	24	25	26	27
31					28	29	30	31		25	26	27	28	29	30	31			

NOVEMBER				16	DECEMBER				11	JANUARY 2024				20	FEBRUARY				15
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
		1	2	3					1	1	2	3	4	5				1	2
6	7	8	9	10	4	5	6	7	8	8	9	10	11	12	5	6	7	8	9
13	14	15	16	17	11	12	13	14	15	15	16	17	18	19	12	13	14	15	16
20	21	22	23	24	18	19	20	21	22	22	23	24	25	26	19	20	21	22	23
27	28	29	30		25	26	27	28	29	29	30	31			26	27	28	29	

MARCH				20	APRIL				17	MAY				22	JUNE 2024				3
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
				1	1	2	3	4	5			1	2	3	3	4	5	(6)	(7)
4	5	6	7	8	8	9	10	11	12	6	7	8	9	10	*10*	*11*	*12*	*13*	*14*
11	12	13	14	15	15	16	17	18	19	13	14	15	16	17	*17*	*18*	*19*	*20*	*21*
18	19	20	21	22	22	23	24	25	26	20	21	22	23	24	*24*	*25*	*26*	*27*	*28*
25	26	27	28	29	29	30				27	28	29	30	31					

HOLIDAYS/SCHOOL NOT IN SESSION	
July 4	Independence Day
September 4	Labor Day
October 9-13	October Recess
November 10	Veterans Day
November 20 - 24	Thanksgiving Recess
December 18 - January 2	Winter Recess
January 15	Martin Luther King Day
February 12 - 19	February Recess/President's Day
March 29 - April 5	Spring Recess
May 27	Memorial Day
July 19	Juneteenth

KEY DATES	
Staff Contract Days (Students Not in Attendance)	( ) Staff Work Day: August 7, 8, 9, 10, 11 & June 6,7
First & Last Day of School	☐ August 14, June 5

Approved 2/7/2023

YCOE Board Approved 3/8/2023