

# AGENDA

## REGULAR BOARD MEETING

Wednesday, July 11, 2018

Rescheduled and Adjourned Pursuant to Government Code Section 54955  
from July 10, 2018

7:00 p.m. District Conference Room

**1. Call to order- Flag Salute**

**In compliance with the Americans with Disabilities Act and the Brown Act, if you need special assistance to participate in the meeting, including the receipt of the agenda and documents in the agenda package in an alternate format, please contact the Tipton Elementary School District office at (559) 752-4213. Notification 48 hours prior to the meeting will enable the district to make reasonable arrangements to ensure accessibility to this meeting (28CFR35.102-35, 104 ADA Title II), and allow for the preparation of documents in appropriate alternate format**

**2. Public Input:**

*In order to ensure that Members of the public are provided a meaningful opportunity to address the board on agenda items that are within the Board's jurisdiction, agenda items may be addressed either at the public input portion of the agenda, or at the time the matter is taken up by the board. Board presentations are limited to 3 minutes per person and 15 minutes per topic.*

**2.1** Community Relations/Citizen Comments

**2.2** Reports by Employee Units CTA/CSEA

**3. Adjourn to Closed Session: The Board will consider and may act upon any of the following items in closed session. Any action taken will be reported publicly at the end of closed session as required by law.**

**3.1** Government Code section 54957 Public Employee Discipline/Dismissal/Release

**3.2** Government Code section 54957

Public Employee Appointment/Employment

Title: Superintendent/Principal

**3.3** Government Code section 54957

Public Employee Appointment/Employment

Title: Assistant Superintendent-Projects Director

**3.4** Government Code section 54957.6

Conference with Labor Negotiator

Name of Negotiator: Board President, Greg Rice

Unrepresented employee: Superintendent/Principal

**3.5** Government Code section 54957.6

Conference with Labor Negotiator

Name of Negotiator: Board President, Greg Rice

Unrepresented employee: Assistant Superintendent –Projects Director

**3.6** Government Code section 54957

Public Employee Appointment/Employment

Title: Kindergarten Teacher for the 2018-2019 school year

3.7 Education Code section 35146  
Student transfers, inter District request, etc

4. **Reconvene to open session**

5. **Report out from Closed Session**

6. **CONSENT CALENDAR: Action items:**

- 6.1 Minutes of Regular Board Meeting - June 5, 2018
- 6.2 Minutes of Special Board Meeting - June 12, 2018
- 6.3 Minutes of Regular Board Meeting - June 12, 2018
- 6.4 Board Resolution #2018-2019-01, Authorizing Inter-fund Loan for Cash Flow Purposes
- 6.5 Board Resolution #2018-2019-02, Authorization for County Superintendent of Schools to make yearend Budget Transfer
- 6.6 Board Resolution #2018-2019-03, Spending Determination for Funds Received from the Education Protection Account pursuant to Article XIII
- 6.7 Board Resolution #2018-2019-04, Authorizing Inter-fund Transfers In Accordance with the Budget
- 6.8 6<sup>th</sup>-8<sup>th</sup> Grade History/Social Science Curriculum Adoption Recommendation
- 6.9 Consolidated Application

7. **ADMINISTRATIVE: Action items:**

- 7.1 Approval of employment agreement with Superintendent/Principal
- 7.2 Approval of employment agreement with Assistant Superintendent –Projects Director
- 7.3 Approval of Comprehensive School Safety Plan 2017-2018

8. **FINANCE: Action items:**

- 8.1 Vendor Payments

9. **INFORMATION: (Verbal Reports & presentations)**

- 9.1 MOT--FOOD SERVICE—PROJECTS  
Multi-Purpose Building /Phase 2 & 3
- 9.2 Consideration and Public Notice of the California School Employees Association’s Initial Proposal to the District Regarding Classified Collective Bargaining Agreement Negotiations, for the 2018-2019 School Year
- 9.3 Consideration and Public Notice of the District’s Initial Proposal to California School Employees Association Regarding Classified Collective Bargaining Agreement Negotiations, for the 2018-2019 School Year

10. **Any Other Business**

11. **Adjournment**

**The Board upon discussion and a vote of agreement, the Board may make any item an action item.**

**Notice: If documents are distributed to Board Members concerning an agenda item within 72 hours of a regular board meeting, at the same time the documents will be made available for public inspection at the District Office located at 370 N. Evans Road, Tipton CA. 93272.**

**Agenda Posted: Thursday, July 5, 2018**

**6. CONSENT CALENDAR: Action items:**

**6.1 Minutes of Regular Board Meeting - June 5, 2018**

**TIPTON ELEMENTARY SCHOOL DISTRICT  
REGULAR BOARD MEETING  
MINUTES**

Tuesday, June 5, 2018  
7:00 p.m. District Conference Room

**1. Call to order- Flag Salute**

*Board President Greg Rice, called the meeting to order at 7:00 p.m. and led the flag salute. Board Members Present: Iva Sousa, Fernando Cunha John Cardoza and Greg Rice. Shelley Heeger came in a few minutes after 7:00 p.m. Guests: Luke Smith, Anthony Hernandez, Sandra Cunha, Virginia Almeida and Jacob Munoz.*

**2. Open Public Hearing on the Local Control Accountability Plan (LCAP) 2018 - 2019**

**2.1** Open for public questions and comments

*Motion to open public hearing on the LCAP was made by Iva Sousa and second by John Cardoza.*

*Vote Yea 4/ No 0/ Abstain 0/ Absent 1*

*Yea – Iva Sousa, Fernando Cunha, John Cardoza and Greg Rice*

*No - 0*

*Abstain - 0*

*Absent – Shelley Heeger*

*Mr. Jacob Munuz, Co-Superintendent of Curriculum and Instruction provided the Board with an update of the LCAP. He highlighted the goals and budget.*

**2.2** Close Public Hearing

*Motion to close public hearing on the LCAP was made by Iva Sousa and second by Fernando Cunha.*

*Vote Yea 5/ No 0/ Abstain 0/ Absent 0*

*Yea – Shelley Heeger, Iva Sousa, Fernando Cunha, John Cardoza and Greg Rice*

*No - 0*

*Abstain - 0*

*Absent – 0*

**3. Open Public Hearing on the 2018 - 2019 Budget Adoption**

**3.1** Open for public questions and comments.

*Motion made to open public questions and comments on the 2018-2019 School Budget was made by Iva Sousa and second by Fernando Cunha.*

*Vote Yea 5/ No 0/ Abstain 0/ Absent 0*

*Yea – Shelley Heeger, Iva Sousa, Fernando Cunha, John Cardoza and Greg Rice*

*No - 0*

*Abstain - 0*

*Absent – 0*

**3.2** Close Public Hearing

*Motion made to close public questions and comments on the 2018-2019 School Budget was made by Fernando Cunha and second by John Cardoza.*

*Vote Yea 5/ No 0/ Abstain 0/ Absent 0*

*Yea – Shelley Heeger, Iva Sousa, Fernando Cunha, John Cardoza and Greg Rice*

*No - 0*

*Abstain - 0*

*Absent – 0*

**4. Public Input:**

**4.1** Community Relations/Citizen Comments

**4.2** Reports by Employee Units CTA/CSEA

*Mrs. Virginia Almeida, CSEA President, presented CSEA’s initial proposal to the district.*

**5. CONSENT CALENDAR: Action items:**

**5.1** Minutes of the Regular Board Meeting - May 3, 2018

**5.2** Minutes of the Special Board Meeting – May 15, 2018

**5.3** Field Trip, Facility and Conference Attendance Requests

**5.4** Agreement with TCOE for Teacher Induction Programs

**5.5** Agreement with TCOE for Psychological Services

**5.6** Contract with Kings Air for Prop 39

*Motion to approve the consent calendar was made by Shelley Heeger and second by Fernando Cunha.*

*Vote Yea 5/ No 0/ Abstain 0/ Absent 0*

*Yea – Shelley Heeger, Iva Sousa, Fernando Cunha, John Cardoza and Greg Rice*

*No - 0*

*Abstain - 0*

*Absent – 0*

**6. ADMINISTRATIVE: Action items:**

*Motion made to add item 6.6 Approval of the Comprehensive School Safety Plan 2017-2018 and item 6.7 Approval of Change order # 8 was made by Iva Sousa and second by John Cardoza.*

*Vote Yea 5/ No 0/ Abstain 0/ Absent 0*

*Yea – Shelley Heeger, Iva Sousa, Fernando Cunha, John Cardoza and Greg Rice*

*No - 0*

*Abstain - 0*

*Absent – 0*

**6.1** Save the Children Partner Agreement

*Motion to approve Save the Children Partner Agreement was made by Iva Sousa and Second by Fernando Cunha.*

*Vote Yea 5/ No 0/ Abstain 0/ Absent 0*

*Yea – Shelley Heeger, Iva Sousa, Fernando Cunha, John Cardoza and Greg Rice*

*No - 0*

*Abstain - 0*

*Absent – 0*

**6.2 AB 119 Orientation Agreement**

*Motion to approve AB 119 Orientation Agreement was made by Shelley Heeger and second by Iva Sousa.*

*Vote Yea 5/ No 0/ Abstain 0/ Absent 0*

*Yea – Shelley Heeger, Iva Sousa, Fernando Cunha, John Cardoza and Greg Rice*

*No - 0*

*Abstain - 0*

*Absent – 0*

**6.3 Tulare County Plan for Providing Educational Services to Expelled Youth Approved by the Tulare County Board of Education**

*Motion to approve Tulare County Plan for Providing Educational Services to Expelled Youth Approved by the Tulare County Board of Education was made by John Cardoza and second by Fernando Cunha.*

*Vote Yea 5/ No 0/ Abstain 0/ Absent 0*

*Yea – Shelley Heeger, Iva Sousa, Fernando Cunha, John Cardoza and Greg Rice*

*No - 0*

*Abstain - 0*

*Absent – 0*

**6.4 Agreement with TCOE to Furnish Food Service Between Childcare and Adult Food Program Sponsor**

*Motion to approve Agreement with TCOE to Furnish Food Service Between Childcare and Adult Food Program Sponsor was made by Iva Sousa and second by Fernando Cunha.*

*Vote Yea 5/ No 0/ Abstain 0/ Absent 0*

*Yea – Shelley Heeger, Iva Sousa, Fernando Cunha, John Cardoza and Greg Rice*

*No - 0*

*Abstain - 0*

*Absent – 0*

**6.5 Tipton Elementary School District and California Employees Association Retirement Incentive Memorandum of Understanding 2017-2018**

*Motion to approve Tipton Elementary School District and California Employees Association Retirement Incentive Memorandum of Understanding 2017-2018 was made by Fernando Cunha and second by John Cardoza.*

*Vote Yea 5/ No 0/ Abstain 0/ Absent 0*

*Yea – Shelley Heeger, Iva Sousa, Fernando Cunha, John Cardoza and Greg Rice*

*No - 0*

*Abstain - 0*

*Absent – 0*

**6.6 Approve Comprehensive School Safety Plan 2017-2018**

*Motion to approve Comprehensive School Safety Plan 2017-2018 was made by Iva Sousa and second by John Cardoza.*

*Vote Yea 5/ No 0/ Abstain 0/ Absent 0*

*Yea – Shelley Heeger, Iva Sousa, Fernando Cunha, John Cardoza and Greg Rice*

*No - 0*

*Abstain - 0*

*Absent – 0*

#### **6.7 Approve Change Order # 8**

*Approve Change Order # 8 as made by Fernando Cunha and second by Shelley Heeger.*

*Vote Yea 5/ No 0/ Abstain 0/ Absent 0*

*Yea – Shelley Heeger, Iva Sousa, Fernando Cunha, John Cardoza and Greg Rice*

*No - 0*

*Abstain - 0*

*Absent – 0*

### **7. FINANCE: Action items:**

#### **7.1 Vendor Payments**

*Motion to approve vendor payments was made by Fernando Cunha and second by Shelley Heeger.*

*Vote Yea 5/ No 0/ Abstain 0/ Absent 0*

*Yea – Shelley Heeger, Iva Sousa, Fernando Cunha, John Cardoza and Greg Rice*

*No - 0*

*Abstain - 0*

*Absent – 0*

#### **7.2 Budget Revisions**

*Motion to approve budget revisions was made by Shelley Heeger and second by John Cardoza.*

*Vote Yea 5/ No 0/ Abstain 0/ Absent 0*

*Yea – Shelley Heeger, Iva Sousa, Fernando Cunha, John Cardoza and Greg Rice*

*No - 0*

*Abstain - 0*

*Absent – 0*

### **8. INFORMATION: (Verbal Reports & presentations)**

#### **8.1 MOT--FOOD SERVICE—PROJECTS**

#### **8.2 Multi-Purpose Building Updates**

#### **8.3 Phase 2 and 3**

Update Progress Meeting #7

*Mr. Luke Smith presented a summary to the Board of change orders including the balance in owner allowance and contingency. Mr. Smith also recommended to seal the asphalt in 1-2 years.*

*Mr. Munoz shared that the 6th-8th grade history teachers are piloting the Discovery Education's Social Science Techbook. The K-5th grade teachers were leaning towards the Studies Weekly curriculum. Both products are state board approved.*

**9. Any Other Business**

**9.1** Quarterly Board Policy Updates for May – Informational

**10. Adjourn to Closed Session: 8:24 p.m.**

**11. Reconvene to open session 10:14 p.m.**

**12. Report out from Closed Session**

**10.1** Government Code Section 54957

Public Employee Discipline/Dismissal/Release/Complaint

*Motion to ratify employee # 2439321728 a 1<sup>st</sup> grade teacher's retirement effective June 30, 2018 and accepted by the Co – Superintendent/Principal on April 30, 2018 was made by Iva Sousa and second by John Cardoza.*

*Vote Yea 5/ No 0/ Abstain 0/ Absent 0*

*Yea – Shelley Heeger, Iva Sousa, Fernando Cunha, John Cardoza and Greg Rice*

*No - 0*

*Abstain - 0*

*Absent – 0*

*Motion to ratify employee # 1242462917 a 1<sup>st</sup> grade teacher's retirement effective June 30, 2018 and accepted by the Co – Superintendent/Principal on May 11, 2018 was made by Shelley Heeger and second by Fernando Cunha.*

*Vote Yea 5/ No 0/ Abstain 0/ Absent 0*

*Yea – Shelley Heeger, Iva Sousa, Fernando Cunha, John Cardoza and Greg Rice*

*No - 0*

*Abstain - 0*

*Absent – 0*

*Motion to ratify employee # 7996894878 a cook helper's retirement effective July 16, 2018 and accepted by the Co – Superintendent Business Services on May 15, 2018 was made by Shelley Heeger and second by John Cardoza.*

*Vote Yea 4/ No 0/ Abstain 1/ Absent 0*

*Yea – Shelley Heeger, Iva Sousa, Fernando Cunha and John Cardoza*

*No - 0*

*Abstain – Greg Rice*

*Absent – 0*

*Motion to ratify employee # 4333386150 an ASES afterschool aide's resignation effective June 30, 2018 and accepted by Co-Superintendent Business Services on May 30, 2018 was made by Fernando Cunha and second by Shelley Heeger.*

*Vote Yea 5/ No 0/ Abstain 0/ Absent 0*

*Yea – Shelley Heeger, Iva Sousa, Fernando Cunha, John Cardoza and Greg Rice*

*No - 0*

*Abstain - 0*

*Absent – 0*

**10.2** Student transfers, expulsion, reinstatements, suspensions, inter District request, etc.

*Motion made to approve student transfers was made by Shelley Heeger and second by John*



Cardoza.

Vote Yea 5/ No 0/ Abstain 0/ Absent 0

Yea – Shelley Heeger, Iva Sousa, Fernando Cunha, John Cardoza and Greg Rice

No - 0

Abstain - 0

Absent – 0

**10.3** Government Code Section 54957.6

CONFERENCE WITH LABOR NEGOTIATORS

Agency designated representatives: Anthony Hernandez, Jacob Munoz and Stacey Bettencourt

Employee Organization: CTA

*Discussion only, no action taken*

**10.4** Government Code section 54957.6 Conference with labor negotiator

Name of negotiator: Board President Greg Rice

Unrepresented employee: Superintendent

*Discussion only, no action taken*

**13. Adjournment 10:16 p.m.**

**Minutes approved July 11, 2018**

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Greg Rice, President

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Iva Sousa, Clerk

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Stacey Bettencourt, Secretary

**6. CONSENT CALENDAR: Action items:**

**6.2** Minutes of Special Board Meeting - June 12, 2018

**TIPTON ELEMENTARY SCHOOL DISTRICT  
SPECIAL BOARD MEETING  
MINUTES**

Tuesday, June 12, 2018  
6:45 p.m. District Conference Room

**1. Call to order- Flag Salute**

*Board President Greg Rice, called the meeting to order at 6:45 p.m. and led the flag salute. Board Members Present: Iva Sousa, Fernando Cunha and Greg Rice. Shelley Heeger and John Cardoza were absent.*

**2. Public Input:** None

**3. ADMINISTRATIVE: Action items:**

**3.1** Approve Comprehensive School Safety Plan 2017-2018

*Motion to table Comprehensive School Safety Plan 2017-2018 was made by Fernando Cunha and second by Iva Sousa.*

*Vote Yea 3/ No 0/ Abstain 0/ Absent 2*

*Yea – Iva Sousa, Fernando Cunha, and Greg Rice*

*No - 0*

*Abstain - 0*

*Absent – Shelley Heeger and John Cardoza*

**3.2** Approve Change Order # 8

*Motion to approve Change Order # 8 was made by Iva Sousa and second by Fernando Cunha.*

*Vote Yea 3/ No 0/ Abstain 0/ Absent 2*

*Yea – Iva Sousa, Fernando Cunha, and Greg Rice*

*No - 0*

*Abstain - 0*

*Absent – Shelley Heeger and John Cardoza*

**4. Adjournment 6:46 p.m.**

**Minutes approved July 11, 2018**

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Greg Rice, President

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Iva Sousa, Clerk

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Stacey Bettencourt, Secretary

**6. CONSENT CALENDAR: Action items:**

**6.3** Minutes of Regular Board Meeting - June 12, 2018

**TIPTON ELEMENTARY SCHOOL DISTRICT  
REGULAR BOARD MEETING  
MINUTES**

Tuesday, June 12, 2018  
7:00 p.m. District Conference Room

**1. Call to order- Flag Salute**

*Board President Greg Rice, called the meeting to order at 7:00 p.m. and led the flag salute. Board Members Present: Shelley Heeger, Iva Sousa, Fernando Cunha and Greg Rice. John Cardoza was absent. Guests: Sandra Cunha, Kathleen Rice and Virginia Almeida.*

**2. Public Input:**

**2.1 Community Relations/Citizen Comments**

*Mrs. Virginia Almeida shared with the Board that she will be attending a PLG meeting with Save the Children in Santa Cruz from June 20 – 22, 2018.*

**2.2 Reports by Employee Units CTA/CSEA**

**3. Adjourn to Closed Session: 7:04 p.m.**

**4. Reconvene to Open Session 10:03 p.m.**

**5. Report out from Closed Session**

- 3.1 Government Code section 54957.6 Conference with labor negotiator**  
Name of negotiator: Board President Greg Rice  
Unrepresented employee: Superintendent

*Discussion only*

- 3.2 Government Code Section 54957 Public Employee Appointment/Employment**  
Title: Superintendent

*Motion to approve and appoint Dr. Miguel A. Guerrero as Superintendent effective January 1, 2019 was made by Fernando Cunha and second by Iva Sousa.*

*Vote Yea 4/ No 0/ Abstain 0/ Absent 1*

*Yea – Shelley Heeger, Iva Sousa, Fernando Cunha, and Greg Rice*

*No - 0*

*Abstain - 0*

*Absent – John Cardoza*

- 3.3 Government Code Section 54957 Public Employee Appointment/Employment**  
Title: Kindergarten Teacher for the 2018-2019 school year

*Motion to approve Mayra Villarreal as a Kindergarten Teacher for the 2018 -2019 school year was Made Shelley Heeger and second by Iva Sousa.*

*Vote Yea 4/ No 0/ Abstain 0/ Absent 1*

*Yea – Shelley Heeger, Iva Sousa, Fernando Cunha, and Greg Rice*

No - 0

Abstain - 0

Absent – John Cardoza

**3.4** Government Code Section 54957.6

**CONFERENCE WITH LABOR NEGOTIATORS**

Agency designated representatives: Anthony Hernandez, Jacob Munoz and Stacey Bettencourt

Employee Organization: CTA

*No action taken*

**6. ADMINISTRATIVE: Action items:**

**6.1** Approval of Employment Agreement with Superintendent

*Motion to table Employment Agreement with Superintendent was made by Shelley Heeger and second by Fernando Cunha.*

*Vote Yea 4/ No 0/ Abstain 0/ Absent 1*

*Yea – Shelley Heeger, Iva Sousa, Fernando Cunha, and Greg Rice*

*No - 0*

*Abstain - 0*

*Absent – John Cardoza*

**6.2** Approval of Proposed Local Control Accountability Plan (LCAP) for the 2018-2019 School Year

*Motion to approve Proposed Local Control Accountability Plan (LCAP) for the 2018-2019 School Year was made by Iva Sousa and second by Shelley Heeger.*

*Vote Yea 4/ No 0/ Abstain 0/ Absent 1*

*Yea – Shelley Heeger, Iva Sousa, Fernando Cunha, and Greg Rice*

*No - 0*

*Abstain - 0*

*Absent – John Cardoza*

**6.3** Approval of Proposed School Budget for the 2018-2019 School Year

*Motion to approve Proposed School Budget for the 2018-2019 School Year was made by Shelley Heeger and second by Fernando Cunha.*

*Vote Yea 4/ No 0/ Abstain 0/ Absent 1*

*Yea – Shelley Heeger, Iva Sousa, Fernando Cunha, and Greg Rice*

*No - 0*

*Abstain - 0*

*Absent – John Cardoza*

**6.4** Approval of May 2018 Quarterly Board Policy Update

*Motion to approve May 2018 Quarterly Board Policy Update was made by Iva Sousa and second by Fernando Cunha.*

*Vote Yea 4/ No 0/ Abstain 0/ Absent 1*

*Yea – Shelley Heeger, Iva Sousa, Fernando Cunha, and Greg Rice*

*No - 0*

*Abstain - 0*

*Absent – John Cardoza*

**6.5** Appoint Secretary of the Board effective July 1, 2018

*Motion to table the appointment of Secretary of the Board was made by Shelley Heeger and second by Fernando Cunha.*

*Vote Yea 4/ No 0/ Abstain 0/ Absent 1*

*Yea – Shelley Heeger, Iva Sousa, Fernando Cunha, and Greg Rice*

*No - 0*

*Abstain - 0*

*Absent – John Cardoza*

**6.6** Approval to Cancel Board Meeting for July 10, 2018

*Motion to approve canceling the Regular Board Meeting for July 10, 2018 and rescheduling the Regular Board Meeting for July 11, 2018 was made by Fernando Cunha and second by Iva Sousa.*

*Vote Yea 4/ No 0/ Abstain 0/ Absent 1*

*Yea – Shelley Heeger, Iva Sousa, Fernando Cunha, and Greg Rice*

*No - 0*

*Abstain - 0*

*Absent – John Cardoza*

**6.7** Approval of Change Order #1

*Motion to approve Change Order #1 for Phase 2 was made by Iva Sousa and second by Fernando Cunha.*

*Vote Yea 4/ No 0/ Abstain 0/ Absent 1*

*Yea – Shelley Heeger, Iva Sousa, Fernando Cunha, and Greg Rice*

*No - 0*

*Abstain - 0*

*Absent – John Cardoza*

**7. FINANCE: Action items:**

**7.1** Budget Revisions

*Motion to approve Budget Revisions was made by Shelley Heeger and second by Fernando Cunha.*

*Vote Yea 4/ No 0/ Abstain 0/ Absent 1*

*Yea – Shelley Heeger, Iva Sousa, Fernando Cunha, and Greg Rice*

*No - 0*

*Abstain - 0*

*Absent – John Cardoza*

**8. Any Other Business**

**9. Adjournment 10:21 p.m.**

**Minutes approved July 11, 2018**

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Greg Rice, President

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Iva Sousa, Clerk

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Stacey Bettencourt, Secretary



**6. CONSENT CALENDAR: Action items:**

**6.4** Board Resolution #2018-2019-01, Authorizing Inter-fund Loan for Cash Flow Purposes

**RESOLUTION OF THE GOVERNING BOARD OF  
TIPTON ELEMENTARY SCHOOL DISTRICT**

In the Matter of Authorizing Inter-fund Loan for     )  
Cash Flow Purposes   )     RESOLUTION # 2018-2019-01

**WHEREAS**, the Tipton Elementary School District administers various funds; and,

**WHEREAS**, the school district occasionally has cash shortages in it's segregated funds at the county treasury; and,

**WHEREAS**, Education Code Section 42603 authorizes inter-fund loans to cover such temporary cash shortages;

**THEREFORE, BE IT RESOLVED** that the Governing Board of the Tipton Elementary school district authorizes the District Administration to transfer funds as needed for cash-flow purposes and to repay those transfers as funds become available for the 2018-2019 school year.

**THE FOREGOING RESOLUTION WAS ADOPTED** upon the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, at a regular meeting of the Governing Board on the 11<sup>th</sup> day of July, 2018 by the following vote.

**Ayes:            0**  
**Noes:            0**  
**Abstentions: 0**  
**Absent:          0**

\_\_\_\_\_  
Secretary of said District Board

**6. CONSENT CALENDAR: Action items:**

- 6.5** Board Resolution #2018-2019-02, Authorization for County Superintendent of Schools to make yearend Budget Transfer

**RESOLUTION OF THE GOVERNING BOARD OF  
TIPTON ELEMENTARY SCHOOL DISTRICT**

In the Matter of Authorization for County )  
Superintendent of Schools to make year end )                   RESOLUTION # 2018-2019-02  
Budget Transfers )

**WHEREAS**, at the close of any school year the County Superintendent of schools may, with the consent of the Governing Board of a school district previously given, make such transfers between the undistributed reserve and any expenditure classification or classifications or balance any expenditure classifications of the budget of the district for such school year as are necessary to permit the payment of obligations of the district incurred during such school year; and,

**WHEREAS**, the total amount budgeted as the proposed expenditure of the school district for each major classification of school district expenditures listed in the school district budget forms prescribed by the Superintendent of Public Instruction shall be the maximum amount which may be expended for that classification of expenditures for the school year; and,

**WHEREAS**, the district wishes to ensure that all expenditures of the school district during the 2017-2018 fiscal year have been appropriately budgeted for.

**THEREFORE, BE IT RESOLVED** that, at the close of the 2017-2018 Fiscal year the County Superintendent of Schools be authorized in accordance with Education Code Section 42601 to make such transfers between the unappropriated fund balance and/or any expenditures classifications of the budget as are necessary to permit the payment of obligations of the school district incurred during the fiscal year.

**THE FOREGOING RESOLUTION WAS ADOPTED** upon the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, at a regular meeting of the Governing Board on the 11<sup>th</sup> day of July, 2018 by the following vote.

**Ayes:           0**  
**Noes:           0**  
**Abstentions: 0**  
**Absent:         0**

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Secretary of said District Board

County superintendents who make certain year-end fund balance transfers for small school districts in their county are now required to notify each district of the transfers made. The definition of a small school district has been changed from A... those districts with an average daily attendance of 2,500 or less...@ to those districts identified in EC 41301 which sets forth the state school fund allocation schedule. Small elementary school districts are now defined as having less than 901 units of average daily attendance (ada), small high school districts are now defined as having less than 301 ada, and small unified school districts are now defined as having less than 1,501 ada.

42601. At the close of any school year a school district may, with the approval of the governing board, identify and request the county superintendent of schools to make the transfers between the designated fund balance or the unappropriated fund balance and any expenditure classification or classifications, or balance any expenditure classifications of the budget of the district for that school year as necessary to permit the payment of obligations of the district incurred during that school year. For each elementary, high school, and unified school district that, during the preceding school year, had an average daily attendance less than the level, as appropriate, specified in subdivision (a) of Section 41301, the county superintendent of schools, with the consent of the governing board of the school district, may identify and make the transfers, and shall so notify the districts.

**6. CONSENT CALENDAR: Action items:**

- 6.6** Board Resolution #2018-2019-03, Spending Determination for Funds Received from the Education Protection Account pursuant to Article XIII

**BEFORE THE BOARD OF TRUSTEES  
OF THE TIPTON SCHOOL DISTRICT  
TULARE COUNTY, STATE OF CALIFORNIA**

In the Matter of the Spending Determination  
for Funds Received from the Education  
Protection Account pursuant to Article XIII,  
Section 36 of the California Constitution  
2018-2019 Fiscal Year

RESOLUTION No. 2018-2019-03

RECITALS

1. The voters approved Proposition 30 on November 6, 2012;
2. Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012;
3. The provisions of Article XIII, Section 36(e) create in the state General Fund an Educational Protection Account to receive and disburse the revenues derived from the incremental increases in taxes by Article XIII, Section 36(f);
4. Before June 30<sup>th</sup> of each year, the Director of Finance shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the Education Protection Account during the next fiscal year;
5. If the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the Education Protection Account within ten days preceding the end of the fiscal year;
6. All monies in the Education Protection Account are hereby continuously appropriated for the support of school districts, county offices of education, charter schools and community college districts;
7. Monies deposited in the Education Protection Account shall not be used to pay any costs incurred by the Legislature, the Governor or any agency of state government;
8. A community college district, county office of education, school district, or charter school shall have the sole authority to determine how the monies received from the Education Protection Account are spent in the school or schools within its jurisdiction;

9. The governing board of the district shall make the spending determination with respect to monies received from the Education Protection Account in open session of a public meeting of the governing board;
10. The monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative cost;
11. Each community college district, county office of education, school district and charter school shall annually publish on its Internet Web site an accounting of how much money was received from the Education Protection Account and how that money was spent;
12. The annual independent financial and compliance audit required of community college districts, county offices of education, school districts and charter schools shall ascertain and verify whether the funds provided from the Education Protection Account have been properly disbursed and expended as required by Article XIII, Section 36 of the California Constitution;
13. Expenses incurred by community college districts, county offices of education, school districts and charter schools to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the Education Protection Act and shall not be considered administrative costs for purposes of Article XIII, Section 36.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The above recitals are true and correct;
2. The monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36 and the spending determinations on how the money will be spent for the 2017-2018 fiscal year shall be made in open session of a public meeting of the governing board of Tipton School District;
3. In compliance with Article XIII, Section 36(e) of the California Constitution, the governing board of the Tipton School District has determined to spend the monies received from the Education Protection Account for the 2017-2018 fiscal year as attached;
4. Upon finalizing financial data for the fiscal year, the District Superintendent, or designee, is hereby directed to immediately publish on the district's Internet Web site an accounting of how much money was received from the Education Protection Account and how that money was spent.

THE FOREGOING RESOLUTION was adopted upon motion by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_, at a regular meeting held on July 11, 2018, by the following vote:



AYES:

NOES:

ABSENT:

I, Stacey Bettencourt, secretary of the governing board of the Tipton School District, do hereby certify that the foregoing Resolution was duly passed and adopted by said Board, at an official and public meeting thereof, this 11<sup>th</sup> day of July, 2018.

Date: July 11, 2018

\_\_\_\_\_  
Secretary, Board of Trustees

**6. CONSENT CALENDAR: Action items:**

**6.7** Board Resolution #2018-2019-04, Authorizing Inter-fund Transfers In Accordance with the Budget

**RESOLUTION OF THE GOVERNING BOARD OF  
TIPTON ELEMENTARY SCHOOL DISTRICT**

In the matter of Authorizing Inter-fund Transfers     )  
In Accordance with the Budget                             )       RESOLUTION #2018-2019-04

**WHEREAS**, the Governing Board of the District adopted its Annual Budget for the Fiscal Year 2018-2019; and,

**WHEREAS**, the Governing Board of the District approved Inter-fund Transfers between the various funds of the District as recorded in the budget document in accordance with Education Code;

**THEREFORE, BE IT RESOLVED** that the Governing Board authorizes District Administration to make inter-fund transfers in accordance with the budget, not to exceed the amount of appropriation.

**THE FOREGOING RESOLUTION WAS ADOPTED** upon the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, at a regular meeting of the Governing Board on the 11<sup>th</sup> day of July, 2018 by the following vote.

**Ayes:**                **0**  
**Noes:**               **0**  
**Abstentions:**    **0**  
**Absent:**            **0**

\_\_\_\_\_  
Secretary/Clerk of said District Board

**6. CONSENT CALENDAR: Action items:**

**6.8** 6<sup>th</sup>-8<sup>th</sup> Grade History/Social Science Curriculum  
Adoption Recommendation



**TIPTON ELEMENTARY SCHOOL DISTRICT**



## **6<sup>th</sup>-8<sup>th</sup> Grade History/Social Science Curriculum Adoption Recommendation**

After consulting with our 6<sup>th</sup>-8<sup>th</sup> grade history/social science teachers, the school leadership team, and School Site Council we would like to recommend *Discovery Education's Social Science Techbook* to the Board for formal adoption.

**6. CONSENT CALENDAR: Action items:**

**6.9 Consolidated Application**

**2018-19 Certification of Assurances**

Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <http://www.cde.ca.gov/fg/aa/co/ca18asstoc.asp>.

**CDE Program Contact:**

Joy Paull, [jpaul@cde.ca.gov](mailto:jpaul@cde.ca.gov), 916-319-0297

**Consolidated Application Certification Statement**

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to participate in the monitoring process regarding the use of these funds according to the standards and criteria set forth by the California Department of Education Federal Program Monitoring (FPM) Office. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this form are on file.

Authorized Representative's Full Name	Jacob Munoz
Authorized Representative's Signature	
Authorized Representative's Title	Co-Superintendent
Authorized Representative Signature Date	06/25/2018

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

### 2018-19 Protected Prayer Certification

ESSA Section 8524 specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

**CDE Program Contact:**

Franco Rozic, Title I Monitoring and Support Office, [frozic@cde.ca.gov](mailto:frozic@cde.ca.gov), 916-319-0269

### Protected Prayer Certification Statement

The LEA hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	Jacob Munoz
Authorized Representative Title	Co-Superintendent
Authorized Representative Signature Date	06/25/2018
Comment If the LEA is not able to certify at this time an explanation must be provided in the Comment field. (Maximum 500 characters)	

**\*\*\*Warning\*\*\***

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**2018-19 LCAP Federal Addendum Certification**

**CDE Program Contact:**

Local Agency Systems Support Office, [LCFF@cde.ca.gov](mailto:LCFF@cde.ca.gov), 916-323-5233

Pursuant to Section 1112 (Title 20, United States Code, Section 6312) of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act (ESSA), a local educational agency (LEA) may receive a subgrant from the State only if the LEA has on file with the State a plan approved by the State educational agency.

Within California, LEAs that apply for ESSA funds are required to complete the Local Control and Accountability Plan (LCAP), the LCAP Federal Addendum Template (Addendum), and the Consolidated Application (ConApp). The LCAP, in conjunction with the Addendum and the ConApp, serve as the ESSA LEA Plan.

In order to apply for funds, the LEA must certify that the completed Addendum will be approved by the local governing board or governing body of the LEA and submitted to the California Department of Education (CDE), and that the LEA will work with the CDE to ensure that the Addendum addresses all required provisions of the ESSA programs for which they are applying for federal education funds.

<p><b>County Offices of Education and School Districts Enter the original approval date of the county office of education or school district 2017-18 – 2019-20 LCAP</b></p> <p>Note: For districts, the date should be the day your county office of education (COE) approved your 2017-18 - 2019-20 LCAP. For COEs, it should be the date the California Department of Education (CDE) approved your 2017-18 - 2019-20 LCAP.</p>	<p>08/14/2017</p>
<p><b>Charter Schools Enter the adoption date of the charter school LCAP</b></p>	
<p>Authorized Representative's Full Name</p>	<p>Jacob Munoz</p>
<p>Authorized Representative's Title</p>	<p>Co-Superintendent</p>

**\*\*\*Warning\*\*\***

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## 2018-19 Application for Funding

**CDE Program Contact:**

Education Data Office, [ConApp@cde.ca.gov](mailto:ConApp@cde.ca.gov), 916-319-0297

**Local Governing Board Approval**

The LEA is required to review and receive approval of their Application for Funding selections with their local governing board.

Date of approval by local governing board	06/05/2018
---	------------

**District English Learner Advisory Committee (DELAC) Review**

Per Title 5 of the California Code of Regulations Section 11308, if your district has more than 50 English learners the district must establish a District English Learner Advisory Committee (DELAC) and involve them in the application for funding for programs that serve English learners.

DELAC representative's full name	Alvaro Rodriguez
DELAC review date	05/23/2018
Meeting minutes web address <small>Please enter the Web address of DELAC review meeting minutes (format <a href="http://SomeWebsiteName.xxx">http://SomeWebsiteName.xxx</a>). If a Web address is not available, the LEA must keep the minutes on file which indicates that the application is approved by the committee.</small>	<a href="http://www.tiptonschool.org">http://www.tiptonschool.org</a>
DELAC comment <small>If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment. (Maximum 500 characters)</small>	

**Application for Categorical Programs**

To receive specific categorical funds for a school year the LEA must apply for the fund by selecting Yes. Only the categorical funds the LEA is eligible to receive are displayed.

<b>Title I, Part A (Basic Grant)</b> ESSA Sec. 1111 et seq. SACS 3010	Yes
<b>Title II, Part A (Supporting Effective Instruction)</b> ESEA Sec. 2104 SACS 4035	Yes
<b>Title III English Learner</b> ESEA Sec. 3102 SACS 4203	Yes
<b>Title III Immigrant</b> ESEA Sec. 3102 SACS 4201	Yes
<b>Title IV, Part A (Student Support)</b>	Yes

**\*\*\*Warning\*\*\***

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## 2018-19 Application for Funding

**CDE Program Contact:**

Education Data Office, [ConApp@cde.ca.gov](mailto:ConApp@cde.ca.gov), 916-319-0297

ESSA Sec. 1112(b) SACS 4127	
--------------------------------	--

**\*\*\*Warning\*\*\***

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### 2018-19 Title III English Learner Student Program Subgrant Budget

The purpose of this form is to provide a proposed budget for 2018-19 English learner (EL) Student Program Subgrant funds only per the Title III English Learner Students Program requirements (ESSA, Sections 3114, 3115, & 3116).

**CDE Program Contact:**

Geoffrey Ndirangu, Language Policy and Leadership Office, [gndirang@cde.ca.gov](mailto:gndirang@cde.ca.gov), 916-323-5831

**Estimated Entitlement Calculation**

Estimated English learner per student allocation	\$99.05
Estimated English learner student count	400
Estimated English learner entitlement amount	\$39,620

**Note: \$10,000 minimum program eligibility criteria**

If the LEA's estimated entitlement amount is less than \$10,000 it does not meet the minimum program eligibility criteria for direct funding status and requires further action. To receive instructions regarding the consortium application process, please go to the CDE Title III EL Consortium Details Web page at <http://www.cde.ca.gov/sp/el/t3/elconsortium.asp>.

**Budget**

Professional development activities	\$0
Program and other authorized activities	\$0
English Proficiency and Academic Achievement	\$38,220
Parent, family, and community engagement	\$0
Direct administration costs (Amount cannot exceed 2% of the estimated entitlement)	\$700
Indirect costs (LEAs can apply approved indirect cost rate to the portion of subgrant that is not reserved for direct administration costs)	\$700
<b>Total budget</b>	<b>\$39,620</b>

**\*\*\*Warning\*\*\***

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### 2018-19 Title III Immigrant Student Program Subgrant Budget

The purpose of this form is to provide a proposed budget for 2018-19 Immigrant Student Program Subgrant funds only per the Title III Immigrant Student Program requirements (ESSA, Sections 3114, 3115, & 3116).

**CDE Program Contact:**

Geoffrey Ndirangu, Language Policy and Leadership Office, [gndirang@cde.ca.gov](mailto:gndirang@cde.ca.gov), 916-323-5831

**Estimated Entitlement Calculation**

Estimated immigrant per student allocation	\$92.35
Estimated immigrant student count	20
Estimated immigrant entitlement amount	\$1,847

**Note: Eligibility criteria**

An LEA which has 21 or more eligible immigrant students, or has experienced a significant increase of two percent or more in eligible immigrant students enrollment in the current year compared with the average of the two preceding fiscal years, is eligible to apply.

**Budget**

Authorized activities	\$1,777
Direct administration costs (Amount should not exceed 2% of the estimated entitlement)	\$35
Indirect costs (LEAs can apply approved indirect cost rate to the portion of subgrant that is not reserved for direct administration costs)	\$35
Total budget	\$1,847

**\*\*\*Warning\*\*\***

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### 2018-19 Substitute System for Time Accounting

This certification may be used by auditors and by CDE oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the LEA submits and certifies this data collection.

**CDE Program Contact:**

Julie Brucklacher, Financial Accountability and Info Srv Office, [jbruckla@cde.ca.gov](mailto:jbruckla@cde.ca.gov), 916-327-0858

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate. Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the Web at <http://www.cde.ca.gov/fg/ac/sa/>.

2018-19 Request for authorization	No
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	

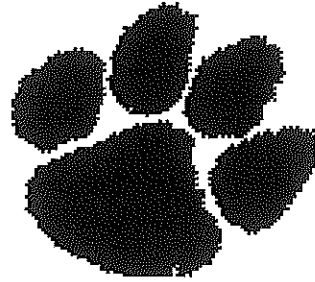
**\*\*\*Warning\*\*\***

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**7. ADMINISTRATIVE: Action items:**

**7.3** Approval of Comprehensive School Safety Plan 2017-2018

# Tipton Elementary



## Comprehensive School Safety Plan

2017-2018

A meeting for public input was held on  
05/23/18

Plan Revised  
05/21/18

Plan approved by Tipton Elementary School District's  
Governing Board on

This document is available for public inspection during regular business hours at  
Tipton Elementary School in the main office.



# Table of Contents

1.	Assessment of the Current Status of School Crime	page 6-7
2.	Child Abuse Reporting Procedures	page 8-12
3.	Suspension and Expulsion Policies	page 13-14
4.	Policy for Notifying Teachers of Dangerous Pupils	page 15-16
5.	Discrimination and Harassment Policy	page 17-18
6.	School-wide Dress Code	page 19-20
7.	Safe Ingress and Egress Procedures	page 21
8.	Appropriate Programs and Strategies that Provide School Safety	page 22
9.	Ensuring a Safe and Orderly Environment	page 23
10.	Discipline Procedures	page 24-29
11.	Bullying Prevention	page 30-32
12.	Crisis Procedures: Roles & Responsibilities	page 33
13.	General Overview of Disaster Procedures	pages 34-52
	o Fire Drill Procedures	
	o Earthquake Procedures	
	o Lockdown/Shelter In Place	
	o Evacuation/School Closure	
	o Bomb Threat Procedures	
	o Power Outage Procedures	
	o Active Shooter	
	o Biological & Chemical Release	

## Strategies to be implemented before next review:

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

## Notes:

Other emergency scenarios are detailed in the crisis response plan.


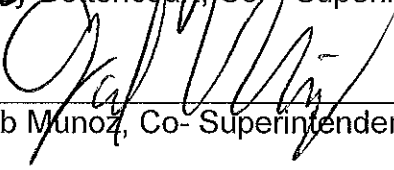
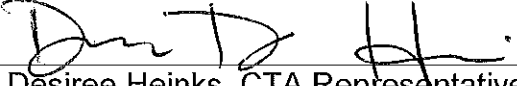
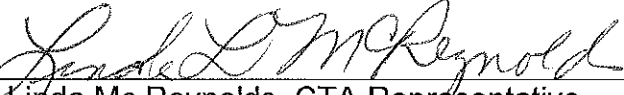
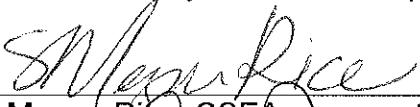


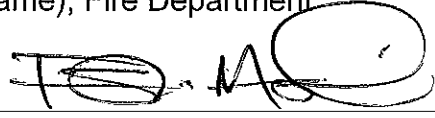
Several documents are kept on file with the incident commander including:

- Campus Emergency Assignment Worksheet
- Buddy Teacher lists

Regular drills (i.e. evacuation, lock down, shelter in, duck & cover) are conducted and records are housed in the maintenance office.

**Tipton Elementary School District  
Comprehensive School Safety Plan - Signature Page  
2017-2018**

The undersigned members of the Tipton Elementary School District Safety Planning Committee certify that the requirements of California Education Code 32280-32282 have been met in the development of the following Comprehensive School Safety Plan.

 _____ Stacey Bettencourt, Co. Superintendent/Principal	Date 05/21/2018
 _____ Jacob Munoz, Co- Superintendent	Date 05/21/2018
 _____ Desiree Heinks, CTA Representative	Date 05/21/2018
 _____ Lirida Mc Reynolds, CTA Representative	Date 05/21/2018
 _____ Megan Rice, CSEA representative	Date 5/23/2018
 _____ Alvaro Rodriguez, Parent	Date 5/23/2018
 _____ (name), Tulare County Sheriffs Department	Date 5/23/2018
_____ (name), Fire Department	Date
 _____ Fausto Martin, Director of Maintenance & Operations	Date 05/21/2018

# Evaluation of Progress and Revision of Comprehensive Safety Plan

The comprehensive school safety plan shall be evaluated and amended, as needed, by the District's Safety Committee no less than once per year to ensure that the comprehensive school safety plan is properly implemented. (Education Code, Section 35294.29 (e))

An updated file of all safety-related plans and materials shall be readily available for inspection by the public. A copy of the Comprehensive Safety Plan will be kept in the school office.

# Comprehensive School Safety Plan Assessment of Crime

## **Attendance Rate/School Attendance Review Board Data**

For the 2016-2017 Tipton Elementary School had a 96.5% attendance rate for students enrolled in K-8<sup>th</sup> grade.

## **CA Healthy Kids Survey**

The 5<sup>th</sup> and 7<sup>th</sup> grade students at Tipton Elementary took part in the California Healthy Kids Survey during the 2015-2016 school year. The CHKS survey is done every other year. The survey for 5<sup>th</sup> grade focused on school engagement and supports, school safety, disciplinary environment and lifetime substance use. The 7<sup>th</sup> grade survey focused on assessing student perceptions and experiences related to school climate and engagement, learning, supports and health-related and non-academic learning barriers.

Looking at the results from school engagement and supports the 5<sup>th</sup> grade showed 70 % having school connectedness and 7<sup>th</sup> grade showed 41%. The students in 5<sup>th</sup> grade had 59% of students feeling that they had academic motivation and 7<sup>th</sup> grade students had 33%. 71% of 5<sup>th</sup> grade students felt that they had a caring adult relationship and 31% for 7<sup>th</sup> grade. 58% of 5<sup>th</sup> graders felt that they had high expectations and 53% of 7<sup>th</sup> graders felt the same. Only 15% of students in 5<sup>th</sup> grade and 4% of 7<sup>th</sup> graders felt that they had meaningful participation.

## **Suspensions and Expulsion Rates**

The most current School Accountability Report Card for Tipton Elementary School lists suspensions and expulsion rates:

	<b>Tipton Elementary School</b>		
<b>School Year</b>	14-15	15-16	16-17
<b>Suspensions</b>	3.8%	3.7%	3.6%
<b>Expulsions</b>	0.1%	0.1%	0.1%

These tables show the suspension and expulsion rates for the most recent three-year period. Students are only counted one time, regardless of the number of suspensions.

## **Analysis of Suspensions and Expulsions**

Tipton Elementary School expulsion rate was 0.1% in 14-15 SY and has remained at 0.1% over the next two years. The suspension rate has continued to fall over the past three years- from 3.8% to 3.6%

Tipton Elementary School expulsion rate has remained steady at 0.1% for the past three years

## **Crime Statistics**

The following numbers represent expellable offenses over the past year; the majority of criminal acts are represented by this list. The list is derived from a roster of the principals' recommendation for expulsions.

Please take note that all incidents are recorded in this chart regardless of the outcome of the pre-expulsion meeting as the concern here is with the occurrence of the offense rather than the disposition of the discipline. Similarly, the following numbers have been manipulated by grouping the individual discipline categories into master groups for easier interpretations. Remember that single incidents may result in multiple entries; for instance, the violence category will always have relatively higher entries than others because a mutual fight requires multiple participants who will be counted individually despite being involved in a single incident.



**7.1 - Discipline Incidents - Count by Most Severe Offense**

Academic Year: 2016-2017	LEA: Tipton Elementary	User ID: jmuoz
View: Snapshot	School Type: ALL	Created Date: 7/22/2017 3:44:40 AM
	School: ALL	Print Date: 5/21/2018 9:43:44 AM

School Code	School Name	Most Severe Offense	Incident Count
6054431	Tipton Elementary	101-Possession, Sale, Furnishing a Firearm, Knife, Explosive, or Other Dangerous Object	3
		501-Caused Attempted or Threatened Physical Injury	7
		506-Harassment or Intimidation	4
		507-Harassment Intimidation of a Witness	1
		510-Obscene Acts, Profanity, and Vulgarly	2
		511-Disruption, Defiance	20
		512-Property Damage	6
		513-Bullying	1
		<b>TOTAL</b>	<b>44</b>

Total - Selected schools		Most Severe Offense	Incident Count
		101-Possession, Sale, Furnishing a Firearm, Knife, Explosive, or Other Dangerous Object	3
		501-Caused Attempted or Threatened Physical Injury	7
		506-Harassment or Intimidation	4
		507-Harassment Intimidation of a Witness	1
		510-Obscene Acts, Profanity, and Vulgarly	2
		511-Disruption, Defiance	20

*This report is confidential and use is restricted to authorized individuals.*

	512-Property Damage	6
	513-Bullying	1
	<b>TOTAL</b>	<b>44</b>

Grade:	01-First Grade,02- Second Grade,03- Third Grade,04- Fourth Grade,05- Fifth Grade,06- Sixth Grade,07- Seventh Grade,08- Eighth Grade,09- Ninth Grade,10- Tenth Grade,11- Eleventh Grade,12- Twelfth Grade,KH- Kindergarten, UE-Ungraded Elementary,U S-Ungraded Secondary	Ethnicity/Race: ALL	Gender: ALL	Enrollment Status: ALL
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# Child Abuse Reporting Procedures

A mandated reporter who knows or reasonably suspects that a minor is the victim of child abuse must report immediately by telephone and in writing by follow-up report within 36 hours to a law enforcement agency. The law penalizes the failure to report by imposing a jail sentence on the defaulting mandated reporter. On the other hand, the law rewards the reporter who meets the reporting obligation by granting absolute immunity from civil or criminal prosecution. (Penal Code Section 11166)

Mandated Reporter: a "Child care custodian"; includes teachers, administrators, supervisors of child welfare and attendance, certificated pupil personnel staff. If specifically trained in child abuse detection, also includes instructional aides, teacher's aides, and teacher assistants. District employed child care workers and health practitioners (doctors, nurses and psychologists) are also mandated reporters.

Knowledge of or Reasonably Suspects Abuse: When a mandated reporter observes a child with physical "injuries which appear to have been inflicted...by other than accidental means by any other person..." Whether or not there are visible physical injuries, all suspected sexual abuse must be reported.

To Whom is the Report Made: An oral report to designated law enforcement agencies must be made immediately. The observing employee must contact:

- a. The Child Protective Services (CPS) Unit of the local Welfare or Human Services Department: (800) 331-1585  
or
- b. The Jurisdictional Law Enforcement Agency  
Tulare County Sheriff's Department (559) 636-4625  
Pixley Sheriff's Department (559) 757-3525  
Emergency Number 911

A follow up written report must be submitted within 36 hours. Forms are available on site through the Site Principal's Office.

School Interview Law: Penal Code 11174.3 imposes both a time sequence and series of duties on school personnel and the law enforcement investigator. This law is limited to child abuse victims only. The law speaks only to abuse which takes place in the home. When law enforcement comes to school to take the child into custody, rather than question the child, the interview procedures do not apply. The child is effectively under arrest.

Law enforcement (sheriff, police or CPS) may interview suspected victims of child abuse on school premises during school hours concerning child abuse in the home. The child may choose to be interviewed in private or may select an adult staff member to be present "to lend support".

Step One – The investigator comes to school.

All investigations begin in the school office. The staff member “in charge” should ask for identification and the purpose of the proposed interview. When it is made clear that the interview will focus on allegation of abuse in the home, the staff member in charge should be present with the child before the interview begins.

Step Two - The investigator must advise the child of the right to choose a staff member to be present during the interview.

What the school employee should do if:

1. The child chooses not to have a staff member present?  
The staff member should leave the room.
2. The child asks for either the mother or father to be present?  
School employees do not grant or deny such requests. This responsibility lies with the investigator.
3. The child changes their mind during the interview?  
The law gives the child a continuous option to ask for an adult staff member or to send the staff member away.

Step Three – The child asks for an adult staff member to be present

What can the selected staff member do:

- a. The staff member, by law, may decline to sit in the interview
- b. The school administrator should inform the selected staff member of their duties during the interview. A copy of Penal Code 11174.3 should be supplied to the staff member who has agreed to be present.
- c. The staff member’s role is one of a “comforter” during the interview. There is no questioning by the staff member and no discussion of the child abuse incident with the child. There must be no prompting by the staff member. Investigators should not attempt to ask or direct the staff member to coerce, suggest or elicit a response from the child.
- d. The law forbids disclosure of what the staff member hears or learns during the interview. This confidentiality disappears when a court orders testimony. No written report is required by the staff member.

The Tipton Elementary School District Board Policy 5141.4 and Administrative Regulation 5141.4 addresses Child Abuse Prevention and Reporting.



**California Penal Code 11174.3**  
"School Interview Law"

11174.3. (a) Whenever a representative of a government agency investigating suspected **child abuse** or neglect or the State Department of Social Services deems it necessary, a suspected victim of **child abuse** or neglect may be interviewed during **school** hours, on **school** premises, concerning a report of suspected **child abuse** or neglect that occurred within the **child's** home or out-of-home care facility. The **child** shall be afforded the option of being interviewed in private or selecting any adult who is a member of the staff of the **school**, including any certificated or classified employee or volunteer aide, to be present at the **interview**. A representative of the agency investigating suspected **child abuse** or neglect or the State Department of Social Services shall inform the **child** of that right prior to the **interview**.

The purpose of the staff person's presence at the **interview** is to lend support to the **child** and enable him or her to be as comfortable as possible. However, the member of the staff so elected shall not participate in the **interview**. The member of the staff so present shall not discuss the facts or circumstances of the case with the **child**. The member of the staff so present, including, but not limited to, a volunteer aide, is subject to the confidentiality requirements of this article, a violation of which is punishable as specified in Section 11167.5. A representative of the **school** shall inform a member of the staff so selected by a **child** of the requirements of this section prior to the **interview**. A staff member selected by a **child** may decline the request to be present at the **interview**. If the staff person selected agrees to be present, the **interview** shall be held at a time during **school** hours when it does not involve an expense to the **school**. Failure to comply with the requirements of this section does not affect the admissibility of evidence in a criminal or civil proceeding.

# SUSPECTED CHILD AB

To Be Completed by **Mandated Child Abuse Repor**  
Pursuant to Penal Code Section 11166

*PLEASE PRINT OR TYPE*

<b>A. REPORTING PARTY</b>	NAME OF MANDATED REPORTER		TITLE																
	REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS		Street																
	REPORTER'S TELEPHONE (DAYTIME) (      )		SIGNATURE																
<b>B. REPORT NOTIFICATION</b>	<input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> COUNTY PROBATION		AGENCY																
	<input type="checkbox"/> COUNTY WELFARE / CPS (Child Protective Services)																		
	ADDRESS		City																
OFFICIAL CONTACTED - TITLE																			
<b>C. VICTIM One report per victim</b>	NAME (LAST, FIRST, MIDDLE)																		
	ADDRESS		City																
	PRESENT LOCATION OF VICTIM			SCHOOL															
	PHYSICALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO	DEVELOPMENTALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO	OTHER DISABILITY (SPECIFY)																
	IN FOSTER CARE? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK T <input type="checkbox"/> DAY CARE <input type="checkbox"/> CHILD CARE CENTER <input type="checkbox"/> FOSTER FAMILY HOME <input type="checkbox"/> GROUP HOME OR INSTITUTION <input type="checkbox"/> RELATIVE'S HOME																	
	RELATIONSHIP TO SUSPECT			PHOTOS <input type="checkbox"/> YES															
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"></td> <td style="width: 20%; text-align: center;">NAME</td> <td style="width: 20%; text-align: center;">BIRTHDATE</td> <td style="width: 10%; text-align: center;">SEX</td> <td style="width: 10%; text-align: center;">ETHNICITY</td> </tr> <tr> <td>1.</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>2.</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </table>						NAME	BIRTHDATE	SEX	ETHNICITY	1.	_____	_____	_____	_____	2.	_____	_____	_____
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2.	_____	_____	_____	_____															
<b>PARTIES SUSPECTS</b>	NAME (LAST, FIRST, MIDDLE)																		
	ADDRESS		City																
			Zip	HOME PHONE /    \															

## DEFINITIONS AND GENERAL INSTRUCTIONS FOR

All Penal Code (PC) references are located in Article 2.5 of the PC. This article is known as CANRA. The Internet site is: <http://www.leginfo.ca.gov/calaw.html> (specify Penal Code section number). A mandated reporter must complete and submit the form SS 8572 even if some information is not known.

### I. MANDATED CHILD ABUSE REPORTERS

- Mandated child abuse reporters include all those individuals and entities as defined in PC Section 11165.7.

### II. TO WHOM REPORTS ARE TO BE MADE (DESIGNATED AGENCIES)

- Reports of suspected child abuse or neglect shall be made by mandated reporters to any police department or sheriff's department (not including a school district police or security department), county probation department (if designated by the county to receive mandated reports) or the county welfare department. (PC Section 11165.9.)

### III. REPORTING RESPONSIBILITIES

- 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 shall report such suspected instance of abuse or neglect to a designated agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof *within 36 hours* of receiving the information concerning the incident. (PC Section 11166(a).)
- No mandated reporter who reports a suspected instance of

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# Suspension and Expulsion Policies

Tipton Elementary School

Legal Code Regarding Student Discipline: Education Code 48900  
And Consequences

ALL PUPILS ENROLLED IN STATE PUBLIC SCHOOLS HAVE THE INALIENABLE RIGHT TO ATTEND CLASSES ON SCHOOL CAMPUSES THAT ARE SAFE, SECURE, AND PEACEFUL.

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent of the school district or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- a. Caused, attempted to cause, or threatened to cause physical injury to another person.
- b. Possessed, sold, or otherwise furnished any firearm, knife or explosive, or other dangerous object, unless in the case of possession of any such object, the pupil had obtained written permission to possess the object from a certificated school employee which is concurred in by the principal or the designee.
- c. Unlawfully possessed, used, sold, or otherwise furnished or been under the influence of any controlled substance, as defined in Section 11007 of the Health and Safety Code, an alcoholic beverage, or a intoxicant of any kind.
- d. Unlawfully offered, arranged, or negotiated to sell any controlled substance, as defined in Section 11007 of the Health and Safety Code, an alcoholic beverage, or intoxicant of any kind and then either sold, delivered, or otherwise furnished to any person another liquid substance or material as a controlled substance, alcoholic beverage, or other intoxicant.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property.
- g. Stolen or attempted to steal school property or private property.
- h. Possessed or used tobacco or nicotine products.
- i. Committed an obscene act or engaged in profanity or vulgarity.
- j. Had unlawful possession of, offered, arranged, or negotiated to sell any drug paraphernalia as defined in Section 1134 of the Health and Safety Codes.
- k. Disrupted school activities or willfully defied the valid authority of supervisors, teachers, administrators, school officials or other school personnel engaged in the performance of their duties.
- l. Knowingly received stolen school property or private property.
- m. Possessed an imitation firearm.
- n. Committed or attempted to commit a sexual assault or committed a sexual battery.
- o. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- p. Sold prescription drugs.
- q. Committed hazing.

Pupils can be expelled only for those reasons for which they can also be suspended. State law requires that the Superintendent or Principal shall recommend expulsion (except under unusual circumstances) for the following:

1. Causing serious physical injury to another person, except in self-defense.

2. Possession of any firearm, knife, explosive or other dangerous object of no reasonable use to the pupil at the school grounds.
3. Unlawful sale of any controlled substance, as defined in Section 11007 of the Health and Safety Code.
4. Robbery or extortion
5. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

The following is a list of the "most serious" offenses. A mandatory recommendation and mandatory expulsion by the Board are required by Ed. Code 48915(c).

1. Possessing, selling, or otherwise furnishing a firearm.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance.
4. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
5. Possession of an explosive.

State law provides for due process and right to appeal any order of expulsion.

No pupil shall be suspended or expelled for any of the acts enumerated unless the act is related to a school activity or school attendance.

# Policy for Notifying Teachers of Dangerous Pupils

In order to fulfill the requirements made by Education Code 49079 and Welfare and Institutions Code 827 that state teachers must be notified of the reason(s) a student has been suspended. The information provided is for teachers only. All information regarding suspension and expulsion is **CONFIDENTIAL**, is not to be shared with any student(s) or parent(s). Teachers are asked to secure the list so students and others may not view it.

Pursuant to Education Code 48267, the Tulare County Probation Department notifies the Pupil Personnel Division of the Tipton Elementary School District regarding students who have engaged in certain criminal conduct. This information is forwarded to the Principal or designee office. The Principal is responsible for prompt notification of the student's teachers. This information is also often forwarded to all administrators.

## Confidential Memorandum

**To:**

**From:** \_\_\_\_\_, Principal

**Date:**

**Re: Students having committed specified crime**

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The student named below has been convicted of a penal code violation.

Welfare and Institutions Code 827 requires teachers to be informed when a student has engaged in certain criminal conduct.

**NOTE: SUCH INFORMATION IS CONFIDENTIAL AND CANNOT BE FURTHER DISSEMINATED BY THE TEACHER OR OTHERS. UNLAWFUL DISSEMINATION OF THIS INFORMATION IS PUNISHABLE BY A SIGNIFICANT FINE.**

**PLEASE DESTROY THIS NOTE IMMEDIATELY AFTER READING.**

\_\_\_\_\_ was found to have committed the following criminal activity:

If you have any questions, please see me.  
Principal

To: ALL CERTIFICATED STAFF  
From: **Principal**  
Re: Student Suspension Information

*Education Code 49079 and Welfare and Institutions Code 827 require that teachers be notified of the reason(s) a student has been suspended. The TESD has incorporated this notification into the existing "End of Day Clearance Report". You will notice on your daily attendance report that when a student is suspended the clearance will show an "S" followed by a second letter "A - S". The second letter designates the specific violation in the Education Code that allows for suspension. The information provided on the "End of Day" report is for you only. ALL information regarding suspension and expulsion is **CONFIDENTIAL**, and may not be shared with any student(s) or parent(s). **PLEASE SECURE THIS LIST SO STUDENTS AND OTHERS MAY NOT VIEW IT.***

The following are examples of Ed. Code 48900 and 48915 violations that may appear on your report.

- (C-1) possessed/sold/furnished firearm
- (C-2) brandished a knife at another person
- (C-3) sold a controlled substance
- (C-4) committed/attempted to commit sexual assault or sexual battery
- (C-5) possession of an explosive
- (A-1) caused serious physical injury to another person (needed medical attention)
- (A-2) possessed any knife or other dangerous object
- (A-3) possessed a controlled substance
- (A-4) committed robbery or extortion
- (A-5) committed assault or battery upon a school employee
- A - altercations, fights
- B - sold/furnished a knife or dangerous object
- C - use/under influence or possession of a small amount of drugs or alcohol
- D - Look alike substance (offered/tried to sell)
- E - attempted to commit robbery or extortion
- F - caused/attempted to cause damage to school or private property
- G - stole/attempted to steal school or private property
- H - possessed or used tobacco or nicotine products
- I - committed an obscene act or engaged in habitual profanity or vulgarity
- J - possessed drug paraphernalia
- K - disruption of school activities or defiance
- L - knowingly received stolen property
- M - possession of an imitation firearm
- O - harassed/threatened/intimidated a complaining witness
- P - offered or sold/attempted to sell prescription drug Soma
- Q - engaged/attempted to engage in hazing
- S - aiding or abetting in the infliction of physical injury
- .1 - engaged in sexual harassment
- .2 - hate violence
- .3 - harassment, threats, intimidation against a pupil or group
- .4 - made terroristic threats against school officials or school property

If you have any questions or want more information, please see me.  
Principal

# **Discrimination and Harassment Policy**

## **PROCEDURES FOR HANDLING HARASSMENT COMPLAINTS**

California's Education Code specifically prohibits discrimination and harassment against students and staff in schools on the basis of ethnic group identification, race, national origin, religion, color, mental or physical disability, actual or perceived sexual orientation or gender identity. Such harassment is in violation of federal and state laws, including Title VII of the Civil Rights Act of 1964 and the Age Discrimination in Employment Act. An important part of this intent is to prevent sexual harassment in the work and educational setting.

Tipton Elementary School District believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.

Tipton Elementary School District will not tolerate harassment of students or staff, such as bullying, including cyber bullying, intimidation, hazing or initiation activity, ridicule, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering, in accordance with the bullying board policy section.

Tipton Elementary School District expects students and/or staff to immediately report incidents of bullying to the principal or designee. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

### **Student Sexual Harassment**

The governing board prohibits unlawful sexual harassment of or by any student by anyone in or from the District. Any student who engages in the sexual harassment of anyone in or from the District may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal. The Board expects students or staff to immediately report incidents of sexual harassment to the Superintendent/Principal, or Designee or to another District Administrator. The District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned. Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the educational setting, (Education Code 121.5). For the purpose of further clarification, sexual harassment includes but is not limited to the following:

1. Unwelcome leering, sexual flirtations or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures or gestures.
5. Spreading sexual rumors.



6. Assault, touching, impeding, or blocking movement.
7. Continuing to express sexual interest after being informed that the interest is unwelcome.
8. Making reprisal, threats of reprisal, or implied threats of reprisal following a negative response.

# School-wide Dress Code

Tipton Elementary is striving to become an exemplary school. Our goal is to provide a safe learning environment that inspires our students with the passion, power and skills to make positive life choices. It is not our purpose to dictate specific dress, but rather to ensure that our students will be dressed in such a way as to maximize their school experience. Decency and safety are the guidelines by which the principal makes decision regarding clothes.

Any apparel, hairstyle, cosmetic or jewelry, even if not specifically mentioned below, which creates a safety concern, draws undue attention to the wearer, or tends to detract from the educational process is prohibitive unless addressed elsewhere in this regulation. Before purchasing clothing for their children, parents are strongly urged to consider the possible gang implications of all clothing with logos or insignias.

## **General Guidelines**

1. No clothing with North, South, or any sport team/college team logo may be worn.
2. Dress and appearance standards are in effect during all times at school, on the way to school, on the way home from school, at any school function or activity regardless of location, and at any other Tipton Elementary School District function.
3. Students that wear unacceptable clothing will be required to change to accepted dress. All time missed from class due to unacceptable dress may be made up in detention and/or Saturday School.
4. All wearing apparel must be of a size that is considered normal for the child. Oversized clothing will not be allowed.
5. Boys' shorts must be no longer than the bottom of the knee. Girls' shorts or skirts must be no longer than the bottom of the knee and extend no more than (4") above the knee. No writing or company logos on pants, shorts, skirts, or skirts. Capris for girls are allowed.
6. Black, white or tan cloth belts or brown or black leather belts with plain buckle only, no writing on belt or buckle.

## **The following items are NOT ALLOWED**

- **Pants, shorts or cutoffs that are oversized, without hems, holes, frayed and/or slit up the side, sag or don't fit at the waist, or have excessively large legs**
- Oversized tops, halter tops, tube tops, backless dresses, mini-skirts, see-through tops, fish net, half tops, muscle shirts, undershirts, and tank tops with large arm holes, no bare midriffs
- Lycra stretch or other excessively tight or revealing clothing
- Any clothing worn inside out
- Any clothing that exposes posteriors or undergarments
- Pajama bottoms
- Students may not wear shoes with no back strap, flip flops, cleats, high heels, heelys/sport skate shoes or slippers.
- Head Covering - hats, caps, nets, bandanas. Hats, by nature of the color, arrangement, trademark, or any other attribute, those denote membership in gangs, or which

advocate racial, ethnic, or religious prejudice, drug use, violence, intimidation or disruptive behavior are prohibited.

- Initialed belt buckles, wallets with attached chains, hanging belts, suspenders straps hanging off the shoulders.
- Hoop earrings larger than a dime, nose rings, facial or body studs. Jewelry or accessories that are disruptive or that might cause a health or safety hazard may not be worn.
- Glasses, other than prescription (inside buildings).
- Permanent or temporary tattoos are not allowed.
- Altered eyebrows, hair colors and/or styles that disrupt student education will not be allowed.
- Words or pictures that are not appropriate for the school environment may not be worn on clothing. (Examples include obscenities, symbols representing alcohol, drugs or tobacco, gang colors, gang materials, gang behavior, weapons, sexually explicit words or pictures, tagging, or violence.) Words and pictures on all garments may not be altered in any way. Words and pictures may not be added to plain garments.
- All clothing and materials with Old English or similar lettering will not be allowed.
- Makeup, fake or acrylic nails are not allowed in grades kindergarten through six.
- Hair styles which draw undue attention from the educational environment and not acceptable; i.e. unusual designs, colors, Mohawks (longer than 1”), tails, or unusual razor cuts.

**Exception:** Hats may be worn outside only and solely for the purpose of sun protection. Hats shall be school appropriate and worn correctly.

# Safe Ingress and Egress Procedures

## Safe Ingress/Egress of Pupils, parents, and school Employees

Safety of students, parents, and school personnel begins with the access to the school site. The following District rules have been instituted to support a safe environment for all:

- All visitors entering our campus are to sign in at the school office
- All students are to exit and enter vehicles at the designated areas.
- Students are not to leave the school campus unless they are being picked up by a parent or authorized person whose name appears on the student's emergency card on file in the school office/on Aeries, or unless a notification is given by the parent in writing. Acceptance of a facsimile with the parent's signature may be approved by the school administration in emergency situations.
- Vehicles picking up students will remain parked in designated parking spots until the child is safely in the car
  - Cars will not block cross walk access per Vehicle Code 22500(b)
- Crossing Guard Program:
  - Students cross the street at designated crosswalks
  - Students proceed when signaled by crossing guard that it is safe to cross
  - Students cross between crosswalk lines until they are across the street

# **Appropriate Programs and Strategies that Provide School Safety**

1. The District contract with Tulare County Sheriff's Department.
2. School Site Principal coordinates all safety procedures on campus.
3. The district follows all School Attendance Review Board (SARB) Attendance Policies.
4. Yard duty staff are provided to supervise students during lunch and all outside activities.
5. The District also employs a Family Service Worker, School Psychologist, RN and LVN.
7. All visitors must report to the site office to sign in and state business. Visitor's will then receive a visitor pass.
8. The district adheres to Progressive Discipline procedures as required by California Education Code.
9. The district provides the following resources that support school safety.
  - Counseling Services
  - Prevention and Intervention Programs
  - School Wide Rules
  - Sprigeo – Anonymous bully reporting
  - Behavior Assemblies
  - Parent Classes/Save the Children
  - ASES

# Ensuring a Safe and Orderly Environment

## **School Climate**

The staff at **Tipton Elementary School** strives to create a positive school climate by providing an engaging, rigorous instructional program as well as exciting extra-curricular activities. Our goal is to provide the appropriate support systems for the various needs of our students in order for them to be successful, well-rounded students. We will accomplish this goal by adhering to our school vision. The following programs and strategies are being used to ensure a positive school climate:

- Parent Student Organization (PSO)
- Consistent enforcement of school wide rules.
- School Psychologist
- GREAT Program
- Effective Classroom Management.
- Supervision at all times.
- Monthly or Bimonthly Character Counts Barbeques
- Various other assemblies throughout the year
- Red Ribbon Week/Character Counts Week, Spring Week, Holiday Luncheon
- Moms & Muffins/Dads & Donuts
- Field Trips and Guest Speakers
- After School Program
- K-2 each class has 6 ipads, 2<sup>nd</sup> 25 Chromebooks cart, 3<sup>rd</sup>-8<sup>th</sup> 1:1 Chromebooks
- 2 computer labs available to all students
- STEM classes for 1<sup>st</sup>-5<sup>th</sup>

## **Physical Environment**

We maintain high standards for our physical environment in order to promote a healthy respect for school and learning. We are current with our William's Act visitations and focus on the following systems to maintain our physical environment:

- Crisis Response Plan reviewed regularly
- All visitors are required to check in at the office.
- Cafeteria maintains a healthy clean environment
- Restrooms are orderly and kept clean
- Library access
- Effective Maintenance staff

# Tipton Elementary Discipline Procedures

Students who violate school rules and policies are subject to the discipline guideline listed below. Every incident shall be judged on its own merit. The seriousness of the offense, the conditions under which it occurred and the student's past school discipline record are factors to be considered. School site administrators reserve the right to administratively decide what course of action will be taken.

All public schools in the State of California are required to have their own discipline policies as stated by Education Code Section 3529.5. The following is a brief summary of the discipline policies for Tipton Elementary School.

## **Detention:**

State Law (California Administration Code Title 5 Section 353) gives school personnel the right to detain a student after school for a maximum of one (1) hour per day. Tipton School will hold its school wide detention every Monday for a 1/2 hour after school. Any student who fails to follow rules may expect to be placed on detention. The student's time during detention is spent doing school work or other worthwhile work around the school campus. Time for detention is served either in the office or in a classroom. Any student who owes detention time may not attend or participate in school assemblies, sports, or other functions.

Students will be given at least one day's notice of the detention so parents can be informed to arrange transportation should the student needed.

Education Code 44807.5 states that a teacher may restrict for disciplinary purposes, the time a pupil under his/her supervision is allowed for recess. Students will be given an opportunity to use the restrooms. This law will be observed at Tipton School.

## **Tardy Policy:**

School begins at 8:20 each morning. The warning bell rings at 8:15. Students are expected to be on time. It is a violation of school rules and state rules (Education Code 48900) if a child is tardy without a note or phone call verifying a valid excuse. All tardy students' need to be signed-in at the office by a parent. Tardies are excused only for the same reasons as legal absences (illness of student, doctor or dentist appointment). After three (3) unexcused tardies, students will be required to serve an afterschool detention (30 minutes) for each additional unexcused tardy. Parents must provide transportation for students that do not walk to school. If a child continues to be tardy without a valid excuse, the School Attendance Review Board (S.A.R.B.) will be notified and Saturday School will be assigned. A student is considered truant 30 minutes after school begins.

## **Truancy:**

Education Code, Section 48260, states that any pupil who is absent from school without a valid excuse more than three days or tardy in excess of thirty minutes more than three days in one school year is a truant and shall be reported to the attendance supervisor of the school district.

If a student does not attend school for one full day and the absence is due to truancy he/she may be assigned Saturday School. Saturday School can be assigned to students with excessive detentions or trancies from school. If the problem continues, the student will be referred to

the School Attendance Review Board (S.A.R.B.) SCHOOL ATTENDANCE IS MANDATORY. IT IS THE PARENT'S RESPONSIBILITY TO INSURE THE STUDENT ATTENDS SCHOOL REGULARLY.

**Tipton Student Attendance Review Board (S.A.R.B.):**

California Law states that students between ages 6 and 18 must attend school regularly and arrive on time. During the school year, when your child has been absence and/or tardy more than 15% of the school time you will receive a SARB letter. Upon receiving a 3<sup>rd</sup> letter you will be required to attend a SARB hearing with your child.

**Suspension/Expulsion:**

Teachers may suspend a student from class for the remainder of that day and the following day. Teachers may also require the student to make up any work missed during the suspension. Administration may suspend a student a maximum of five days for any one incident. Education Code 48900 states that a pupil may be suspended for any of the following:

- a. Caused, attempted to cause, or threatened to cause physical injury to another person.
- b. Possessed, sold, or otherwise furnished any firearm, knife or explosive, or other dangerous object, unless in the case of possession of any such object, the pupil had obtained written permission to possess the object from a certificated school employee which is concurred in by the principal or the designee.
- c. Unlawfully possessed, used, sold, or otherwise furnished or been under the influence of any controlled substance, as defined in Section 11007 of the Health and Safety Code, an alcoholic beverage, or a intoxicant of any kind.
- d. Unlawfully offered, arranged, or negotiated to sell any controlled substance, as defined in Section 11007 of the Health and Safety Code, an alcoholic beverage, or intoxicant of any kind and then either sold, delivered, or otherwise furnished to any person another liquid substance or material as a controlled substance, alcoholic beverage, or other intoxicant.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property.
- g. Stolen or attempted to steal school property or private property.
- h. Possessed or used tobacco or nicotine products.
- ii. Committed an obscene act or engaged in profanity or vulgarity.
- j. Had unlawful possession of, offered, arranged, or negotiated to sell any drug paraphernalia as defined in Section 1134 of the Health and Safety Codes.
- k. Disrupted school activities or willfully defied the valid authority of supervisors, teachers, administrators, school officials or other school personnel engaged in the performance of their duties.
- l. Knowingly received stolen school property or private property.
- m. Possessed an imitation firearm.
- n. Committed or attempted to commit a sexual assault or committed a sexual battery.
- o. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- p. Sold prescription drugs.
- q. Committed hazing.



Pupils can be expelled only for those reasons for which they can also be suspended. State law requires that the Superintendent or Principal shall recommend expulsion (except under unusual circumstances) for the following:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any firearm, knife, explosive or other dangerous object of no reasonable use to the pupil at the school grounds.
3. Unlawful sale of any controlled substance, as defined in Section 11007 of the Health and Safety Code.
4. Robbery or extortion
5. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

The following is a list of the "most serious" offenses. A mandatory recommendation and mandatory expulsion by the Board are required by Ed. Code 48915(c).

1. Possessing, selling, or otherwise furnishing a firearm.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance.
4. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
5. Possession of an explosive.

State law provides for due process and right to appeal any order of expulsion.

No pupil shall be suspended or expelled for any of the acts enumerated unless the act is related to a school activity or school attendance.

### **Makeup of Work Missed During Suspension:**

Any student suspended has the opportunity to make up any coursework or tests upon his/her return to school. This work must be completed within the same number of days suspended. It is the student's responsibility to inquire about missed work.

### **Disciplinary Guidelines for Specific Offenses**

Note any offense listed in this section of the student handbook that states "school site discipline" refers to the different options school administrators can impose such as: in school suspension, detention before, recess, lunch and after school, community service and/or Saturday School.

#### **A. Alcohol**

1. Any Offense
  - a. Suspension and parent conference
  - b. Probable recommendation for expulsion or exclusion

#### **B. Arson, Vandalism/Defacing or use of explosives. In all cases, the student for damages or**

losses that occur will make payment, and all arson cases will be reported to the Fire Department and Police.

1. First Offense
  - a. School site discipline
  - b. Suspension and parent conference
  - c. Referral to law enforcement
  - d. Severe violations will result in recommendation for expulsion and

- arrest.
- C. Battery
    - 1. Any Offense
      - a. Suspension and parent conference
      - b. Notify police of incident, possible arrest
      - c. Additional possibilities as the administrator deems necessary
  
  - D. Assault and/or Battery on Teachers or other School Personnel
    - 1. Any Offense
      - a. Suspension and police arrest
      - b. Recommendation for expulsion
  
  - E. Classroom Referrals and Defiance of Authority
    - 1. Any Offense
      - a. School site discipline
      - b. Possible suspension
      - c. Possible expulsion or placement in alternate program
  
  - F. Drugs and/or Narcotics
    - 1. Any Offense
      - a. Suspension and recommendation for expulsion
      - b. Report to law enforcement, possible arrest
  
  - G. Extortion (Force or Fear)
    - 1. First Offense
      - a. Suspension
      - b. Referral to police
      - c. Recommendation for expulsion or exclusion
  
  - H. Forgery
    - 1. Any Offense
      - a. Parent Conference
      - b. School site discipline
      - c. Possible suspension
  
  - I. Hazing/Student Harassment
    - 1. Any Offense
      - a. School site discipline
      - b. Suspension
      - c. More serious offenses may lead to a recommendation for expulsion.
  
  - J. Insults and/or Abuse to School Personnel
    - 1. Any offense of this nature will not be tolerated
      - a. Suspension and parent conference
      - b. School site discipline
      - c. Possible recommendation for expulsion or exclusion
  
  - K. Profanity, Vulgarity, Pornography
    - 1. Any Offense
      - a. School site discipline

- b. Possible suspension
- c. Serious or repeated violations may lead to expulsion or placement in an alternate program.

L. Student Sexual Harassment

The governing board prohibits unlawful sexual harassment of or by any student by anyone in or from the District. Any student who engages in the sexual harassment of anyone in or from the District may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal. The Board expects students or staff to immediately report incidents of sexual harassment to the Superintendent/Principal, or Designee or to another District Administrator. The District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned. Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the educational setting, (Education Code 121.5). For the purpose of further clarification, sexual harassment includes but is not limited to the following:

- 1. Unwelcome leering, sexual flirtations or propositions.
- 2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
- 3. Graphic verbal comments about an individual's body, or overly personal conversation.
- 4. Sexual jokes, stories, drawings, pictures or gestures.
- 5. Spreading sexual rumors.
- 6. Assault, touching, impeding, or blocking movement.
- 7. Continuing to express sexual interest after being informed that the interest is unwelcome.
- 8. Making reprisal, threats of reprisal, or implied threats of reprisal following a negative response.

M. Tobacco (Use or Possession)

- 1. First Offense
  - a. Suspension
  - b. Parent Conference
  - c. School site discipline

N. Threats

- 1. First Offense
  - a. School site discipline
  - b. Possible suspension
- 2. Succeeding Offenses
  - a. School site discipline and parent conference
  - b. Suspension
  - c. Possible expulsion or placement in alternate program

O. Weapons

A student in the possession of any object, which is determined by an administrator to be a weapon, with or without the intent of use, is subject to penalty as designated below:

1. Parent contact
2. Confiscation
3. Police contact
4. Suspension
5. Possible expulsion or exclusion

P. Withholding Records/Unpaid Debts

A pupil's grades, diploma and transcripts may be withheld if district property is damaged or not returned by the pupil. Unpaid debts will warrant holding records as well.

The Tipton Elementary School District will honor the debts of other school districts that have notified us that a former student of theirs that is now attending Tipton has an outstanding debt. When debts are repaid, the student will have their report cards, given to them.

Q. Homework discipline procedure

To address the ongoing problem of students not completing homework Tipton School has instituted the following Homework procedure:

1. The first violation – parents are contacted by teacher either by note, phone call, or conference.
2. The second violation – parents are contacted by teacher either by note, phone call, or conference. Student is assigned 2 days of recess detention.
3. The third violation – parents are contacted by teacher either by note, phone call, or conference. Student is assigned Saturday School.

Continued violations will place the student in recess detention, lunch detention, after school detention, and/or Saturday School. Students assigned Saturday School that do not attend risk community service or suspension for non-attendance. A violation is when a student does not complete one or several homework assignments in a single day

# **Bullying Prevention**

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel.

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

## **Bullying Prevention**

To the extent possible, district schools shall focus on the prevention of bullying by establishing clear rules for student conduct and implementing strategies to promote a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying.

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

Staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective response.

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias.

## **Intervention**

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously. i.e.

**Sprigeo.com**

School staff who witness an act of bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

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

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)



## Tipton Elementary School District

Legal Notice for Pupils and Parents/Guardians

### Bullying and Harassment

The Tipton Elementary School District prohibits discrimination, harassment, intimidation, and bullying based on the actual or perceived characteristics of a person's disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. This policy applies to all acts related to school activity or school attendance occurring within a District school.

Bullying is defined as any *severe or pervasive* physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils directed toward one or more pupils that has or can be reasonably predicted to have the effect of causing a reasonable pupil to experience a substantially detrimental effect on the pupil's physical or mental health, academic performance, or ability to participate in school activities.

*Board Policy 5131*

### **REPORT IT**

Any person that has been a victim of, or witnessed bullying or harassment on school grounds, during school activities, or going to and coming from school is highly encouraged to report the incident immediately to a counselor, administrator, or other adult personnel on campus. Students have an option of reporting the incident anonymously through the Bullying/Harassment Complaint form located at the school or online on the district's webpage.

### **INVESTIGATION**

The principal or designee shall promptly investigate all complaints of bullying or sexual harassment. The student who filed the complaint shall have an opportunity to describe the incident, present witnesses and other evidence of the bullying or harassment, and put his/her complaint in writing. Within 10 school days of the reported incident, the principal or designee shall present a written report to the student who filed the complaint and the accused individual. The report shall include his/her findings, decision, and reason for the decision. If the student is in disagreement with the outcome of the investigation, an appeal can be filed at the school office located at 370 N. Evan Road, Tipton, CA 93272.

### **TRANSFER REQUEST**

A child that has been reported as the victim of a violent offense or bullying as defined by state law is entitled to transfer to another school outside the District, under California Education Code 46600 § (b). Placement at a requested school is contingent upon space availability. Transfer requests can be obtained at the school office located at 370 N. Evan Road, Tipton, CA 93272.

# Tipton Elementary School District Crisis Procedures

Services available to students in need/crisis situations:

There are a variety of services available to students in crisis, depending on severity of need:

1. If a student threatens to harm him/herself: the counselor or psychologists will assess the situation (does the student have a plan, do they have access to weapons, etc.), notify parent, and contact Tulare Youth Services Bureau Crisis Intervention Team.
2. If a student threatens to harm others: school site administration and psychologist will conduct a threat assessment per district guidelines, or contact sheriff as needed.
3. If a student has been the victim of sexual abuse: the counselor or psychologist will contact TYSB sexual abuse unit.
4. If a student is being hurt by someone in their family: Child Welfare Services will be contacted.
5. If a student fears for his/her life: counselor/psychologist will assess the situation and determine the specifics, contact administration on-site, notify parents, and follow through with appropriate steps as necessary for the given situation. (i.e. contact sheriff, CWS, conduct threat assessment, etc.)
6. In the event of a death/loss/tragic event on campus: offer counseling sessions involving school psychologist and other personnel as needed.
7. If the case is not severe enough to warrant immediate action, or if student requires routine follow-up or additional support, the following are examples of services available on campus:
  - a. TYSB— 2 days per week.
  - b. School Psychologist – 2 days per week
  - c. BHS—Behavior Healthy Services as appropriate
  - d. Family Service Worker—2 days per week



# **Emergency Procedures** **General Information**

## **Tipton Elementary School District**

1. Disaster Command Center will be at the site of the Incident Commander Director (Site Principal)
2. All information released will come from the Disaster Command Center with prior approval from the Superintendent or designee.
3. Communication will be through intercom/cell phones/email.
4. Maintenance will be responsible for securing shut off valves and cutting mains as needed.
5. Chain of command:

Co Superintendent	Stacey Bettencourt
Co Superintendent/Designee	Jacob Munoz
Co Superintendent/Designee	Anthony Hernandez
Designee	Fausto Martin

Through the Command Center the District, Sheriff and Fire Department will be notified of the situation and appropriate steps put in place.

## **Disaster Procedures**

- Fire Drill Procedures**
- Earthquake Procedures**
- Lockdown/Shelter In Place**
- Evacuation/School Closure**
- Bomb Threat Procedures**
- Power Outage Procedures**

Fire Drills done monthly  
Duck and Cover done quarterly

# **Tipton School District** **Disaster Procedures**

- All communication is made with simple verbal directions (intercom, loud speaker, etc.) and not dependent on bells and electronic signals with exception of the standard fire alarm.
- Emergency telephone numbers are posted in the office.
- First-aid kits are easily accessible and staff is knowledgeable on first-aid procedures.
- Instructions for emergency care, medications, and the treatment of illnesses are accessible to all staff.
- Evacuation procedures and routes are posted in compliance with county regulations.

## **INCIDENT COMMANDER – The Principal, and/or Principal’s Designee**

- Commence operations from the center, and
- Take overall responsibility for the operations of the center and its functions.
- Consult Job descriptions for positions below.
- Set up the Command Center and collectively choose:
  - Incident Commander-Principal
  - Logistics and Planning Chief-Superintendent/Designee
  - Operations Director-Director of Maintenance and Operations/Designee
    - Search and Rescue Team-Director of Maintenance and Operations/Designee
    - Facility Check/Safety & Security-Director of Maintenance and Operations/Designee
    - Planning/Intelligence-Superintendent/Designee
    - Medical Director-School Nurse
    - Documentation Staff

## **OPERATIONS/SEARCH AND RESCUE TEAM**

- Collectively choose a Search and Rescue Team Director-Maintenance Director
- Secures as much information on how many, and in what locations missing students, personnel and volunteers are located
- Visually inspects structures for structural damage before deciding to reenter the structure (if in doubt, ask for help from the Command Center)
- If it is deemed safe to reenter structures, commences with rescue option within

## **STUDENT CARE AND RELEASE-Classroom Teachers and Specialists**

- Instruct students to assemble in a safe place at the assembly area
- Assume Student Care and Student Release responsibilities
- Take roll using the Student Accounting Form
- Use the Student Release Form for students who leave with parents or authorized adults listed on emergency release forms.
- Maintain a calm, supervised assembly with students
- Keep students informed as appropriate.

# **Tipton Elementary School District**

## **Fire Drill Procedures**

- The alarm will sound
- If no alarm sounds but you see or smell smoke, flames or a suspicious odor, PULL THE NEAREST FIRE ALARM or report your suspicion to the office and evacuate from your room.
- EVACUATE: Upon hearing the alarm, teachers are to evacuate their rooms in a safe and orderly manner according to the practiced drill procedures.
- Teachers will take the class emergency bucket, roll book, visually inspect the room for students trailing behind, and be the LAST one out the door.
- Do not touch the light switch, if on, leave on, if off, leave off.
- Close all doors to the room
- Leave the room and guide your students to their designated assembly area with emergency bucket.
- Take roll and report any missing students to the Team Leader in charge.
- Follow all directions given by sheriff, fire or any other emergency personnel on scene. In the event of a false alarm, administrative personnel/designee will notify when it is safe to re-enter buildings and resume school business.
- Command Center will be set up if situation warrants – Procedures will be followed per Incident Commander’s direction. Provide “All Clear” when Incident Commander calls Leaders area
- Teachers should assess their students for signs of emotional upset or shock and notify the Incident Commander or administrative personnel/designee of any students needing attention and/or support.
- If parents wish to take their child during an emergency, make sure they sign out through the teacher in charge. Stand release procedures should be followed in that no child will be released to anyone not on the child’s emergency card.
- Every student released will be recorded on the Student Release Form.

# Tipton Elementary School Fire Drill Incident Commander Check List

Leader  
\_\_\_\_\_ Mrs. Lowry

Area  
Bus Barn

Leader  
\_\_\_\_\_ Ms. Keen  
\_\_\_\_\_ Mrs. Calderon  
\_\_\_\_\_ Mrs. Hurtado

Area  
Basketball/Tetherball Courts

Leader  
\_\_\_\_\_ Mrs. Gilbert  
\_\_\_\_\_ Mrs. Burrell  
\_\_\_\_\_ Mr. Pharis

Area  
600 Wing Grass Area

Leader  
\_\_\_\_\_ Mrs. Megan Rice

Area  
Student Court

Leader  
\_\_\_\_\_ Mrs. Miller

Area  
Front of School

# Tipton Elementary School District EARTHQUAKE PROCEDURES:

*Earthquakes generally occur without warning and may cause minor to serious ground shaking, damage to buildings and injuries. Even a mild tremor can create a potentially hazardous situation. The following procedures should be implemented in response to all earthquakes, regardless of magnitude.*

## **Procedure**

**Note: Keep calm and remain where you are. Assess situation, then act. Remember, most injuries or deaths are direct cause of falling or flying debris.**

1. Upon first indication of an earthquake, teachers direct students to **Duck and Cover**.
2. Move away from windows and overhead hazards to avoid glass and falling objects
3. When shaking stops, School Administrator initiates **Evacuate Building**. Staff and students evacuate buildings using prescribed routes or other safe routes to assembly/shelter site.
4. Teachers bring their student roster and take attendance at assembly/shelter site to account for students. Teachers notify Team Leaders of missing students.
5. If injury or damage is suspected, School Administrator **“calls 911.”**
6. School Administrator contacts District Office
7. Site Security Team attempts to suppress fires with extinguishers.
8. Site Security Team notifies school personnel of fallen electrical wires.
9. Site Security Team turns checks for gas main leaks and water leaks and notifies plant supervisor of situation.
10. Site Security Team is directed to stand post in areas of building to keep people from entering.
11. Site Security Team Leader notifies plant supervisor to contact appropriate utility companies of any damages to water lines, sewers, power lines and other utilities.
12. Medical Team checks for injuries and provides appropriate first aid.
13. If area appears safe, Search and Rescue Team makes initial inspection of school buildings to identify any injured or trapped students or staff.
14. School Administrator stays in contact with District Personnel.
15. School Administrator confers with TESD Director of Facilities and Director of Maintenance and/or Designees to ensure buildings are safe for re-occupancy. When safe to do so, Site Security Team conducts inspection of school buildings. Site Security Team maintains a log of their findings, by building and provides periodic report to Incident Commander.
16. Any affected areas are not reopened until Local District Facilities Director provides clearance and School Administrator gives authorization to do so.
17. School Administrator initiates **Off- Site Evacuation** if warranted.

## **DUCK AND COVER**

This action is taken to protect students and staff from flying or falling debris.

### **Description of action**

1. The Principal or designee will make the following announcement on the PA system. If the PA system is not available, the Principal or designee will use other means of communication, such as messengers to deliver instructions. The Principal or designee should be calm, convey reassuring comments that the situation is under control and give clear directions.

### **Announcement:**

**“YOUR ATTENTION PLEASE. DUCK, COVER AND HOLD ON. DUCK, COVER AND HOLD ON. ADDITIONAL INFORMATION AND INSTRUCTIONS TO FOLLOW.”**

2. If inside, teachers will instruct students to duck under their desks and cover their heads with their arms and hands.
3. If outside, teachers will instruct students to drop to the ground, place their heads between their knees and cover their heads with their arms and hands.
4. Teachers and students should move away from windows.

### **After the Earthquake:**

Once the shaking has stopped, the teacher will:

- Assess the situation and remain calm.
- If there are any injured people, contact a buddy teacher (or office/administrative personnel if buddy teachers is unavailable) to decide who will stay with the injured, and who will facilitate the safe evacuation of students.
- An adult must stay with the injured until the search and rescue team can provide assistance in evacuating the injured.
- Assess the evacuation route and evacuate students outside to the FIRE DRILL ASSEMBLY AREA and away from trees, power lines, etc. Remember to take the emergency buckets and roll book, from the rooms.
- Take roll and to report any missing students to the team leader in charge.
- Administrative personnel/designee will notify if/when it is safe to reenter the buildings and resume school business.
- Command Center will be set up if situation warrants – Procedures will be followed per Incident Commander’s direction.
- Follow all directions given by police, fire or any other emergency personnel on scene.

- Teachers should assess their students for signs of emotional upset or shock and notify the Incident Commander or administrative personnel/designee of any students needing attention and/or support.
- If parents wish to take their child during the emergency, make sure they sign out through the teacher in charge. Standard release procedures should be followed in that no child will be released to anyone not on the child's emergency card.
- Every student released will be recorded on the Student Release Form.

## **USE OF SCHOOL AS EVACUATION CENTER OR SHELTER**

Under State law (California Emergency Services Act) all public schools are subject to be used as evacuation centers or shelters or for other emergency purposes during a disaster. As such, the school Principal will work with the Tulare County Office of Emergency Services and the Tulare County Chapter of the American Red Cross to develop such plans, procedures and agreements as necessary to ensure the school is prepared to meet this obligation. Review and renewal of said plans and agreements should be done annually in concert with the annual update of the Safe School Plan.

# LOCKDOWN/SHELTER IN PLACE

## LOCK-DOWN ACTION

To be used in the event of:

- Civil Disturbance
- Gunfire/Police action in vicinity
- Armed Intruder/Hostage situation on campus
- Hostage Crisis
- Other threat situation as appropriate

Teachers will:

- Immediately lock their classroom door
- Instruct students to move away from doors and windows, and then implement DUCK AND COVER unless directed otherwise.
- Close all windows, blinds and curtains
- Turn off all lights
- Instruct students to remain silent
- Await further instruction from Incident Command staff or Police

Students will:

- Move away from doors or windows
- Assume DUCK AND COVER if directed by teacher
- Remain silent
- Await further instructions from teacher

Incident Command staff will:

- Determine the level of response required for the incident
- Establish an Incident Command Post (ICP)
- Notify appropriate School District officials (District Emergency Manager/Staff)
- Convene Student Release team if needed (Operations)
- Prepare incident status report for emergency response personnel (Plans/Intel)
- Be prepared to assist with building access for emergency responders (Logistics)
- Direct any buses enroute with students to an alternate location.

Action is rescinded when:

- It is deemed safe by the Incident Commander (Principal or other official)
- Teachers are given the "All Clear" or other instructions



**Initial Action:**  
***DUCK AND COVER***

**To be used as the Initial reaction to any sudden event such as gunfire, earthquake, explosion, etc.** This action may be followed by “Lock-Down”, “Shelter-In-Place” or “Evacuate Building” actions.

*The DUCK and COVER action should also be used during a LOCK DOWN, if gunfire, explosions or similar threats are occurring.*

**Teachers will:**

- If outside, direct students to drop to ground, tuck head between knees and cover head and face with arms and hands
- If inside, direct students away from windows, bookshelves and carts
- Direct students to duck under desks, tables etc. and cover heads and faces with arms and hands
- Remind students not to lie down, they should crouch and remain mobile.
- Assume the same Duck and Cover position as students
- Await further instructions or “All Clear” signal
- After the “All Clear”, take roll and determine the condition of all students
- Report injuries or other immediate safety concerns

**Students will:**

- Move quickly away from windows, bookshelves or anything that might fall
- If possible, duck under a desk or table
- Kneel with head resting at knees, arms covering back of head
- Do not lie down, remain mobile and quiet
- Remain in place until given the “All Clear” signal

**School Incident Commander will:**

- Determine the level of response required for the incident
- Establish an Incident Command Post (ICP)
- Notify appropriate School District officials if needed (District Emergency Manager/Staff)
- Convene Student Release team if needed (Operations)
- Prepare incident status report for emergency response personnel if needed

**Action is rescinded when:**

- It is deemed safe by the Incident Commander (Principal or other official)
- Teachers are given the “All Clear” or other instruction

# EVACUATION/SCHOOL CLOSURE:

*Action taken after decision is made that it is unsafe to remain in the building.*

## **Announcement:**

**“YOUR ATTENTION PLEASE...PLEASE EVACUATE ALL BUILDINGS. EVACUATE ALL BUILDINGS.**

**TEACHERS AND STUDENTS ARE TO EVACUATE TO THEIR DESIGNATED ASSEMBLY AREA. LOCK DOORS AS YOU ARE EXITING.**

**EVACUATE ALL BUILDINGS.”**

1. **Incident Commander (Principal** or designee initiates announcement per P.A. system or fire alarm).
2. Teachers instruct students to evacuate building, using designated routes and assemble in their assigned assembly/shelter area. (**Teachers and students report to East playground area next to Smith Street**).
3. Once assembled, teachers and students stay in place until further instructions are given.

**EVACUATION:** Upon hearing the ALL CALL public address, teachers are to evacuate their rooms in a safe and orderly manner according to the practiced drill procedures.

- Teachers will take the class emergency bucket, her/his roll book, visually inspect the room for stragglers, and be the last one out the door.
- Do not touch the light switch, if on, leave on, if off, leave off.
- Close all doors to the room.
- Leave the room and guide your students to their designated assembly area.
- Take roll and report any missing students to the team leader in charge.
- Command Center will be set up if situation warrants – Procedures will be followed per Incident Commander’s direction.
- Follow all directions given by sheriff, fire or any other emergency personnel on scene.
- Teachers should assess their students for signs of emotional upset or shock and notify the Incident Commander or administrative personnel/designee of any students needing attention and/or support.
- If parents wish to take their child during the emergency, make sure they sign out through the teacher in charge. Standard release procedures should be followed in that no child will be released to anyone not on the child’s emergency card.
- Every student released will be recorded on the Student Release Form.

### **SCHOOL CLOSURE PROCEDURES:**

- Office personnel will establish a phone tree within the office, and call for student pick up by a person on the authorized list of each student's enrollment form.
- Office personnel will call the public media to announce closure. IT MAY BE NECESSARY TO USE CELL PHONES DUE TO POWER OUTAGE.
- Office personnel will release students to parents who come to pick up their children using the everyday SIGN-OUT procedures.
- Teachers will stay with their students until all students have been picked up or appropriate arrangements have been made by the administration for students not picked up.
- If necessary, an assembly area will be set up for students remaining at the school. If necessary, the student sign-out area will be moved from the school office and located as close to the assembly area as is practical. In this case, every student released will be recorded on the Student Release Form.

## STUDENT CARE EMERGENCY/DISASTER SIGN-OUT ROSTER FORM for EMERGENCY/DISASTER PREPAREDNESS

Please complete upon release of a child from an emergency/disaster evacuation site. A best practice recommendation is to have only one person/staff release the children program wide.

Student Name	Class	Time Picked Up	Picked Up by Whom	Destination
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				

# Tipton Elementary School District

## Bomb Threat Procedures

*Responses to Bomb Threat is initiated upon the discovery of a suspicious package on campus grounds or receipt of a threatening phone call that present risk of an explosion.*

### **Procedure**

1. If threat is received by telephone, person receiving the call attempts to keep the caller on the telephone as long as possible and alerts someone else to contact **School Administrator and/or School Police Officer (559) 757-3526 or 733-6218 24 hour phone number.**
2. The person receiving the call is to stay calm and speak calmly. Listen closely to voice of caller to determine caller's age, sex, accent, speech impediment etc. Listen for background noise such as payphone, school yard, busy traffic, railroad cars, PA systems etc.
3. **Person answering the bomb threat asks the following questions, records the answers, and then immediately notifies School Administrator and/or Tulare County Sheriffs Office:**
  - **When is the bomb going to explode?**
  - **Where is it?**
  - **What will cause it to explode?**
  - **What kind of bomb is it?**
  - **What's your name?**
  - **Why are you doing this?**
  - **What can we do for you to avoid this?**
  - **Can I call you back? Give me your number.**
4. Advise District Office or Tulare County Sheriff of situation, if not done so already.
  - District Office (559) 752-4213
  - Tulare County Sheriff Department (559) 757-3526 or 733-6218
5. Depending on the seriousness of the threat, make a decision whether or not to evacuate.
6. With Administration, Police Officers and Security Teams and other appropriate staff conduct a search of the school. If a strange or suspicious object is discovered, it is **NOT** to be touched, handled or moved by searching personnel. Notify jurisdictional law enforcement agency of situation by "**calling 911.**"
7. Have appropriate staff contain area, keeping everyone away. Have other search teams continue to search until all areas of the campus and buildings have been

completely searched (possibility of secondary device or object could have been planted). All Cell Phones should be turned off and not used.

8. After search, School Administrator determines appropriate Immediate Response Action(s), which may include **DUCK AND COVER, LOCK DOWN, EVACUATE BUILDING OR OFF-SITE EVACUATION.**
9. When suspicious object or bomb is found, School Administrator issues **Evacuate Building Action.** Staff and students evacuate building using prescribed routes or alternate safe routes away from object to assembly/shelter site.
10. Teachers bring student roster and take attendance at assembly area to account for students. Teachers notify Student Care Team of missing students.
11. School activities are not resumed until affected area and school has been inspected and searched by proper authorities and determined to be safe. School Administrator will make **All Clear Announcement.**

# Tipton Elementary School District Power Outage Procedures

## LOSS OR FAILURE OF UTILITIES

*Procedure addresses situations involving loss of water, power or other utility on school grounds. Should also be used in the event of discovering gas leaks, exposed electrical lines, or break in sewer lines.*

### **Procedure**

1. If water or electrical line is broken, efforts are made to turn off water or power to affected area and to notify School Administrator and Site Plant Supervisor immediately.
2. Upon notice of loss of utilities, School Administrator assesses situation and determines if appropriate Immediate Response Actions, which may include **Shelter-In-Place or Evacuate Building**, are to be initiated.
3. School Administrator or Designee notifies TESD Maintenance and Operations Administrators and informs them of situation which includes location and nature of situation/emergency. Additional appropriate personnel are notified at discretion of School Administrator.
4. Maintenance Personnel, working with School Administration, contact affected utility company to determine whether their assistance is required and determine potential length of time service will be interrupted.

# Tipton Elementary School District

## Active Shooter Procedures

### **WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY:**

Quickly determine the most reasonable way to protect your own life. Remember that students should follow the lead of school staff during an active shooter situation.

**1. RUN** - If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering the area
- Follow the instructions of any police officers
- Keep your hands visible at all times
- Do not attempt to move wounded people
- Call 9-1-1 when you are safe

**2. HIDE** - If evacuation is not possible, quickly find a place to hide. Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement
- If the active shooter is in a nearby room or hallway:
- Lock the door
- If possible, quickly blockade the door with furniture
- Silence your cell phone and/or pager
- Silence other sources of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

**3. FIGHT** As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter:

- Aggressively attack the attacker
- Throw items or strike the attacker with improvised weapons



- Yell, kick, punch
- Don't quit...it may save your life or the lives of others!

**If you are the first person to contact law enforcement when they arrive, or if you escape the shooter and call 9-1-1, try to provide this information:**

- Your name and school name and location
- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter or shooters
- Number and type of weapons held by the shooter or shooters
- Number of potential victims at the location

### **WHEN LAW ENFORCEMENT ARRIVES**

The first officers to arrive will not stop to help injured persons. Law enforcement's primary mission will be to stop the active shooter as soon as possible, and Officers will proceed directly to the area in which the last shots were fired.

- Officers may arrive individually or in teams, and may wear regular patrol uniforms or bulletproof vests, helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use tear gas or small explosive devices to control the attacker
- Officers may shout commands, and may push staff and students to the ground for their safety
- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers, such as reaching or grabbing onto them
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just rapidly proceed in the direction they point you, and keep your hands up and clearly visible to them at all times

Once students and staff reach a safe location, they will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Staff and students must not leave until released by law enforcement authorities.

When it is safe to do so, additional officers and emergency medical personnel will follow the initial officers, and move in to treat and remove any injured persons.

# Tipton Elementary School District Biological or Chemical Release

*A biological or Chemical Release involves discharge of a biological or chemical substance in a solid, liquid or gaseous state. The release of radioactive materials may happen. Common chemical threats within or adjacent to schools include discharge of acid in a school laboratory, overturned truck of hazardous materials in proximity of the school, or a nearby explosion at oil refinery, chemical plant or railroad yard.*

*Indicators suggesting the release of a biological or chemical substance: multiple victims suffering from watery eyes, twitching, choking or loss of coordination, or having trouble breathing. Other indicators may include an unusual odor or the presence of distressed animals or dead birds.*

**Tipton Elementary is notified by Tulare County Ag Commissioner of pesticides being used within ¼ mile radius of the school. [www.calschoolnotify.org](http://www.calschoolnotify.org)**

- Information is then forwarded to Maintenance Director

## **Scenario 1- Substance Released Inside a Room or Building**

### **Procedure**

1. School Administrator initiates **Evacuate Building**. Staff uses designated routes or other alternative safe routes to assigned assembly/shelter site, located **upwind** of affected room or building.
2. School Administrator **call 911**, providing exact location and nature of emergency.
3. School Administrator notifies District of situation.
4. Access to potentially contaminated areas is restricted.
5. Site Security Teams turns off local fans in area of release, closes windows and doors and shuts down the building's air system, if this can be done without exposure to released substance.
6. Persons who have come into direct contact with hazardous substances move to an area with fresh, clean air and wash with soap and water. Immediately remove and contain contaminated clothing. Do not use bleach or other disinfectants on potentially exposed skin. Individuals who have been contaminated "tropically" by a liquid are segregated from unaffected individuals (isolation does not apply to widespread airborne releases).  
Affected individuals remain isolated until cleared for by release by Tulare County HazMat Interagency Team or Tulare County Health Department. A member of Medical Team assesses need for medical attention, but should not come in contact with exposed persons unless fully protected with personal protective equipment.
7. Student Care Team provides a list of all people in affected room or contaminated area, specifying those who may have had actual contact with substance.
8. Any affected areas will not be reopened until Tulare County HazMat Interagency Team or appropriate agency provides clearance and School Administrator gives authorization to do so.

## **Scenario 2- Substance Released Outdoors and Localized**

## **Procedure**

1. School Administrator determines appropriate immediate Response Action, which may include **Shelter-In-Place** or **Evacuate Building** while directing staff to remove students from affected areas to area **upwind** from the release.
2. Site Security Team establishes safe perimeter around affected area and ensures personnel do not reenter area.
3. School Administrator **calls "911,"** providing exact location and nature of emergency.
4. School Administrator notifies District of situation.

A District Representative shall immediately notify the State Office of Emergency Services, (800) 852-7550 and advise of the situation.

5. Site Security Teams turns off local fans in area of release, closes windows and doors and shuts down the building's air system, if this can be done without exposure to released substance.

## **8. FINANCE: Action items:**

### **8.1 Vendor Payments**

APY LIST

\*\* FINAL \*\*

Vendor No	Vendor Name	Reference Number	Payment Date	PO #	Invoice No	Account Code	Amount
13036	AMERICAN FIDELITY	181585	6/1/2018 12:00:00 AM		LTD JUNE 2018	010-00000-0-00000-00000-95024-0	\$388.78
13036	AMERICAN FIDELITY	181612	6/12/2018 12:00:00 AM		DEBBIE SANTOS	010-00000-0-00000-00000-95024-0	\$63.35
12981	APPLE INC.	181534	5/31/2018 12:00:00 AM		6738464233	010-30100-0-11100-10000-43000-0	\$11,262.47
12981	APPLE INC.	181535	5/31/2018 12:00:00 AM		6738464233	010-60100-0-11100-10000-43000-0	\$11,262.48
12788	ARAMARK UNIFORM SERVICES INC	181533	5/31/2018 12:00:00 AM		601772796	010-00000-0-00000-81000-55000-0	\$222.38
12788	ARAMARK UNIFORM SERVICES INC	181569	6/7/2018 12:00:00 AM		601780171	010-00000-0-00000-81000-55000-0	\$221.72
12788	ARAMARK UNIFORM SERVICES INC	181499	5/24/2018 12:00:00 AM		601765386	010-00000-0-00000-81000-55000-0	\$211.56
12788	ARAMARK UNIFORM SERVICES INC	181595	6/14/2018 12:00:00 AM		601787566	010-00000-0-00000-81000-55000-0	\$229.90
12788	ARAMARK UNIFORM SERVICES INC	181609	3/29/2018 12:00:00 AM		601706186	010-00000-0-00000-81000-55000-0	\$226.04
13638	ASSOCIATION OF CALIF. SCH. ADM	181611	6/30/2018 12:00:00 AM		ACSA DUES	010-00000-0-00000-72000-58000-0	\$825.00
14101	B&B PEST CONTROL SERVICE	181536	5/26/2018 12:00:00 AM		01-TIP-05-18	010-00000-0-00000-81000-58000-0	\$170.00
13619	CDW GOVERNMENT, INC.	181544	5/23/2018 12:00:00 AM		MVC3875	010-07200-0-11100-10000-43000-0	\$82.26
13619	CDW GOVERNMENT, INC.	181597	6/6/2018 12:00:00 AM		MXV0850	010-07200-0-11100-10000-43000-0	\$393.35
14245	CENTRAL VALLEY REFRIGERATION	181542	6/1/2018 12:00:00 AM		18734	010-00000-0-00000-81000-56000-0	\$859.17
14245	CENTRAL VALLEY REFRIGERATION	181543	5/30/2018 12:00:00 AM		19426	010-00000-0-00000-81000-56000-0	\$542.09
12602	COLSON AUTO PARTS	181538	5/14/2018 12:00:00 AM		907177	010-07230-0-00000-36000-43000-0	\$48.79
12602	COLSON AUTO PARTS	181539	5/14/2018 12:00:00 AM		907204	010-07230-0-00000-36000-43000-0	\$34.44
12602	COLSON AUTO PARTS	181540	5/30/2018 12:00:00 AM		909343	010-07230-0-00000-36000-43000-0	\$5.75
12602	COLSON AUTO PARTS	181541	6/5/2018 12:00:00 AM		910039	010-07230-0-00000-36000-43000-0	\$6.95
12602	COLSON AUTO PARTS	181596	6/13/2018 12:00:00 AM		910870	010-07230-0-00000-36000-43000-0	\$18.31
12942	CROP PRODUCTIONS	181500	5/24/2018 12:00:00 AM		3647720	010-81500-0-00000-81000-43000-0	\$265.34
12615	DAN FREITAS ELECTRIC	181572	5/31/2018 12:00:00 AM		282086	010-00000-0-00000-81000-58000-0	\$272.50
13823	DEMSEY, FILLIGER & ASSOCIATES	181573	6/13/2018 12:00:00 AM		GASB 75 REPORT	010-00000-0-00000-72000-58000-0	\$3,000.00
14328	DONNA M. LOPEZ	181571	6/8/2018 12:00:00 AM		1	010-07230-0-00000-36000-58000-0	\$780.00
13831	F & M BANK VISA- COSTCO; TEACHER APREC. SALAD	181591	6/14/2018 12:00:00 AM		7885 BETTENCOURT	010-00000-0-00000-72000-43000-0	\$23.03
13831	F & M BANK VISA- COMPAFRES RESTAURANT, LUNCHEON	181591	6/14/2018 12:00:00 AM		7885 BETTENCOURT	010-00000-0-00000-72000-43000-0	\$811.75
13831	F & M BANK VISA- SAVEMART, CAKE	181591	6/14/2018 12:00:00 AM		7885 BETTENCOURT	010-00000-0-00000-72000-43000-0	\$95.83
13831	F & M BANK VISA- SMARTFINAL, RET. PARTY SUPPL.	181593	6/14/2018 12:00:00 AM		7877 HERNANDEZ	010-00000-0-00000-72000-43000-0	\$22.54
13831	F & M BANK VISA- DOLLAR TREE, RET. PARTY SUPPLIES	181593	6/14/2018 12:00:00 AM		7877 HERNANDEZ	010-00000-0-00000-72000-43000-0	\$9.77
13831	F & M BANK VISA- FIGAROS, RET. PARTY FOOD PLATTERS	181593	6/14/2018 12:00:00 AM		7877 HERNANDEZ	010-00000-0-00000-72000-43000-0	\$943.56

13831 F & M BANK VISA- PARTY CITY, RET. PARTY DÉCOR	181593	6/14/2018 12:00:00 AM	7877 HERNANDEZ	010-00000-0-00000-72000-43000-0	\$48.16
13831 F & M BANK VISA- AWARDS&SIGNS, 3 RETIREE PLAQUES	181593	6/14/2018 12:00:00 AM	7877 HERNANDEZ	010-00000-0-00000-72000-43000-0	\$227.52
13831 F & M BANK VISA- SAVEMART, RET. PARTY DESSERTS	181593	6/14/2018 12:00:00 AM	7877 HERNANDEZ	010-00000-0-00000-72000-43000-0	\$116.68
13831 F & M BANK VISA- CREDIT CARD FEES	181592	6/14/2018 12:00:00 AM	8230 MUNOZ	010-00000-0-00000-72000-58000-0	\$26.06
13831 F & M BANK VISA- CREDIT CARD FEES	181593	6/14/2018 12:00:00 AM	7877 HERNANDEZ	010-00000-0-00000-72000-58000-0	\$23.21
13831 F & M BANK VISA- CREDIT CARD FEES	181586	6/13/2018 12:00:00 AM	7893 MARTIN	010-00000-0-00000-72000-58000-0	\$4.88
13831 F & M BANK VISA- USPS, POSTAGE	181591	6/14/2018 12:00:00 AM	7885 BETTENCOURT	010-00000-0-00000-72000-59000-0	\$8.62
13831 F & M BANK VISA- WALMART, TETHER BALLS	181586	6/13/2018 12:00:00 AM	7893 MARTIN	010-00000-0-00000-81000-43000-0	\$236.45
13831 F & M BANK VISA- DELL, XPS VIRTUAL PC	181592	6/14/2018 12:00:00 AM	8230 MUNOZ	010-00000-0-11100-10000-44000-0	\$1,664.79
13831 F & M BANK VISA- ANDERSONS, END OF YEAR AWARDS	181591	6/14/2018 12:00:00 AM	7885 BETTENCOURT	010-07200-0-11100-10000-43000-0	\$482.84
13831 F & M BANK VISA- LOWES, FLOWERS FOR SCHOOL	181591	6/14/2018 12:00:00 AM	7885 BETTENCOURT	010-07200-0-11100-10000-43000-0	\$50.57
13831 F & M BANK VISA- TULARE DONUTS, DADS N DONUTS	181592	6/14/2018 12:00:00 AM	8230 MUNOZ	010-07200-0-11100-10000-43000-0	\$160.00
13831 F & M BANK VISA- NEFFCO.COM, LETTER T BLOCK	181592	6/14/2018 12:00:00 AM	8230 MUNOZ	010-07200-0-11100-10000-43000-0	\$137.34
13831 F & M BANK VISA- GALAXY TULARE, MOVIE TICKETS	181592	6/14/2018 12:00:00 AM	8230 MUNOZ	010-07200-0-11100-10000-43000-0	\$171.00
13831 F & M BANK VISA- SUBWAY, LUNCH	181592	6/14/2018 12:00:00 AM	8230 MUNOZ	010-07200-0-11100-10000-43000-0	\$100.30
13831 F & M BANK VISA- GALAXY TULARE, SNACKS COMBO	181592	6/14/2018 12:00:00 AM	8230 MUNOZ	010-07200-0-11100-10000-43000-0	\$96.00
13831 F & M BANK VISA- LEGO, SERIOUS PLAY KIT	181592	6/14/2018 12:00:00 AM	8230 MUNOZ	010-07200-0-11316-10000-43000-0	\$173.42
13831 F & M BANK VISA- LEGO, SERIOUS PLAY KIT	181592	6/14/2018 12:00:00 AM	8230 MUNOZ	010-07200-0-11316-10000-43000-0	\$379.17
13831 F & M BANK VISA- ANDERSONS, HONOR ROLL PIN	181591	6/14/2018 12:00:00 AM	7885 BETTENCOURT	010-30100-0-11100-10000-43000-0	\$164.39
13590 FLIPSIDE PRODUCTS	181502	5/8/2018 12:00:00 AM	NO S104630	010-07200-0-11100-10000-43000-0	\$82.75
13810 FRED PRYOR SEMINARS	181513	5/24/2018 12:00:00 AM	033005161-18141	010-00000-0-00000-72000-53000-0	\$299.00
14315 HCI SYSTEMS	181503	5/29/2018 12:00:00 AM	111158	010-00000-0-00000-81000-55000-0	\$692.58
14244 J & E DIESEL	181504	5/25/2018 12:00:00 AM	INV0288	010-07230-0-00000-36000-58000-0	\$366.38
14244 J & E DIESEL	18155	5/25/2018 12:00:00 AM	INV0288	010-07230-0-00000-36000-58000-0	\$277.70
3013 JORGENSEN & COMPANY	181568	5/16/2018 12:00:00 AM	5735977	010-00000-0-00000-81000-58000-0	\$204.44
13961 LOWE'S	181574	5/14/2018 12:00:00 AM	901111	010-00000-0-00000-81000-43000-0	\$158.27
13961 LOWE'S	181575	5/30/2018 12:00:00 AM	901660	010-00000-0-00000-81000-43000-0	\$121.91
12270 LOZANO SMITH	181613	6/12/2018 12:00:00 AM	2054118	010-00000-0-00000-71000-58000-0	\$468.82
12270 LOZANO SMITH	181614	6/12/2018 12:00:00 AM	2054120	010-00000-0-00000-71000-58000-0	\$370.12
12270 LOZANO SMITH	181615	6/12/2018 12:00:00 AM	2055041	010-00000-0-00000-71000-58000-0	\$3,380.48
14208 MARISA WRIGHT	181590	6/11/2018 12:00:00 AM	PLS TESTING	010-90336-0-11100-10000-58000-0	\$225.00
13396 MAS ENTERPRISES	181582	5/18/2018 12:00:00 AM	46855	010-07230-0-00000-36000-56000-0	\$787.86
13396 MAS ENTERPRISES	181583	5/15/2018 12:00:00 AM	46924	010-07230-0-00000-36000-56000-0	\$51.75
13396 MAS ENTERPRISES	181584	5/11/2018 12:00:00 AM	46903	010-07230-0-00000-36000-56000-0	\$51.75
14092 MEDICAL BILLING TECH, INC.	181545	5/28/2018 12:00:00 AM	AR-26192	010-56400-0-11100-10000-58000-0	\$1,333.49
14092 MEDICAL BILLING TECH, INC.	181509	5/21/2018 12:00:00 AM	AR-26116	010-56400-0-11100-10000-58000-0	\$347.28

13882 MOBILE MODULAR MGT. CORP.	181506	5/24/2018 12:00:00 AM	1647973	010-00000-0-00000-81000-56000-0	\$509.00
13882 MOBILE MODULAR MGT. CORP.	181517	5/24/2018 12:00:00 AM	1648812	010-00000-0-00000-81000-56000-0	\$509.00
13882 MOBILE MODULAR MGT. CORP.	181508	5/24/2018 12:00:00 AM	1647969	010-00000-0-00000-81000-56000-0	\$509.00
12836 OFFICE DEPOT, INC.	181578	6/1/2018 12:00:00 AM	MULTI INV	010-07200-0-11100-10000-43000-0	\$167.82
12836 OFFICE DEPOT, INC.	181600	6/18/2018 12:00:00 AM	MULTI INV	010-07200-0-11100-10000-43000-0	\$115.98
12836 OFFICE DEPOT, INC.	181546	5/24/2018 12:00:00 AM	MULTI INV	010-11000-0-11100-10000-43000-0	\$36.16
12836 OFFICE DEPOT, INC.	181530	5/18/2018 12:00:00 AM	MULTI INV	010-11000-0-11100-10000-43000-0	\$10.55
12836 OFFICE DEPOT, INC.	181566	5/17/2018 12:00:00 AM	MULTI INV	010-90336-0-11100-10000-43000-0	\$2,039.06
12836 OFFICE DEPOT, INC.	181567	5/17/2018 12:00:00 AM	MULTI INV	010-90336-0-11100-10000-43000-0	\$534.58
12836 OFFICE DEPOT, INC.	181565	5/17/2018 12:00:00 AM	MULTI INV	010-90336-0-11100-10000-44000-0	\$700.36
13562 ORIENTAL TRADING CO.	181510	5/17/2018 12:00:00 AM	69087985-01	010-90358-0-00000-24950-43000-0	\$369.36
14273 PITNEY BOWES INC	181598	6/10/2018 12:00:00 AM	1007620576	010-00000-0-00000-72000-59000-0	\$32.64
14273 PITNEY BOWES INC	181599	6/10/2018 12:00:00 AM	1007620579	010-00000-0-00000-72000-59000-0	\$64.15
13969 SCHOOL SERVICES OF CALIF., INC	181601	5/31/2018 12:00:00 AM	W100745-IN	010-00000-0-00000-72000-52000-0	\$175.00
14111 SISC	181548	6/1/2018 12:00:00 AM	ACTIVE HW JUNE 2018	010-00000-0-00000-00000-95024-0	\$62,109.92
14111 SISC	181549	6/1/2018 12:00:00 AM	RETIRED HW JUNE 2018	010-00000-0-00000-00000-95028-0	\$4,612.20
14111 SISC	181550	6/1/2018 12:00:00 AM	BOARD MEMBER HW JUN	010-00000-0-00000-71000-34020-0	\$5,867.88
14111 SISC	181551	6/1/2018 12:00:00 AM	BOARD MEM. HW JUNE	010-00000-0-00000-71000-34020-0	\$1,059.52
5383 SOUTHERN CALIF EDISON CO	181522	5/22/2018 12:00:00 AM	2-01-784-2667	010-99900-0-00000-81000-55000-0	\$574.40
5383 SOUTHERN CALIF EDISON CO	181523	5/25/2018 12:00:00 AM	2-01-784-2345	010-99900-0-00000-81000-55000-0	\$3,892.71
13902 SOUTHWEST SCH. & OFFICE SUPPLY	181617	5/2/2018 12:00:00 AM	PINV0420768	010-00000-0-11100-10000-43000-0	\$35.86
13902 SOUTHWEST SCH. & OFFICE SUPPLY	181618	4/23/2018 12:00:00 AM	PINV0415401	010-00000-0-11100-10000-43000-0	\$211.44
13902 SOUTHWEST SCHO. & OFFICE SUPPLY	181519	5/24/2018 12:00:00 AM	PINV0431921	010-00000-0-11100-10000-43000-0	\$94.71
14197 STANTON OFFICE MACHINE COMPANY	181517	5/25/2018 12:00:00 AM	66569	010-00000-0-00000-72000-43000-0	\$39.75
14197 STANTON OFFICE MACHINE COMPANY	181514	5/25/2018 12:00:00 AM	66571	010-00000-0-11100-10000-43000-0	\$83.31
14197 STANTON OFFICE MACHINE COMPANY	181515	5/25/2018 12:00:00 AM	66570	010-00000-0-11100-10000-43000-0	\$192.06
14197 STANTON OFFICE MACHINE COMPANY	181516	5/25/2018 12:00:00 AM	66569	010-00000-0-11100-10000-43000-0	\$22.52
14197 STANTON OFFICE MACHINE COMPANY	181518	5/25/2018 12:00:00 AM	66572	010-00000-0-11100-10000-43000-0	\$299.88
13267 Supplyworks	181552	5/23/2018 12:00:00 AM	440879427	010-00000-0-00000-81000-43000-0	\$11.68
13267 Supplyworks	181603	6/12/2018 12:00:00 AM	442974366	010-00000-0-00000-81000-43000-0	\$97.15
13130 SYSCO FOOD SERVICES	181525	5/29/2018 12:00:00 AM	184601758	010-00000-0-00000-72000-43000-0	\$158.11
13130 SYSCO FOOD SERVICES	181520	5/29/2018 12:00:00 AM	184601757	010-60100-0-11100-10000-43000-0	\$359.25
13985 TIFFANI BENEDETTI	181526	5/24/2018 12:00:00 AM	MEAL REIMB.	010-30100-0-11100-10000-52000-0	\$49.19
12264 TIPTON AUTO PARTS	181560	5/7/2018 12:00:00 AM	10288	010-00000-0-00000-81000-43000-0	\$15.71
12264 TIPTON AUTO PARTS	181561	5/9/2018 12:00:00 AM	398	010-00000-0-00000-81000-43000-0	\$15.26
12264 TIPTON AUTO PARTS	181562	5/14/2018 12:00:00 AM	591	010-00000-0-00000-81000-43000-0	\$33.37

12264 TIPTON AUTO PARTS	181563	5/22/2018 12:00:00 AM	951	010-00000-0-00000-81000-43000-0	\$14.55
14202 TIPTON BEAUTIFICATION & HISTOR	181564	6/7/2018 12:00:00 AM	SNL REIMB.	010-90358-0-00000-24950-43000-0	\$175.34
14202 TIPTON BEAUTIFICATION & HISTOR	181616	6/19/2018 12:00:00 AM	SNL REIMB.	010-90358-0-00000-24950-43000-0	\$249.25
5760 TIPTON COMMUNITY SERVICES DIST	181559	5/31/2018 12:00:00 AM	10040002	010-00000-0-00000-81000-55000-0	\$815.44
5763 TIPTON SCH REV CASH FUND	181606	6/12/2018 12:00:00 AM	CIZTENS BANK/ TIPTON	010-00000-0-00000-72000-43000-0	\$59.39
5763 TIPTON SCH REV CASH FUND	181608	6/19/2018 12:00:00 AM	STEVEN K. RAMSEY	010-00000-0-00000-72000-58000-0	\$115.00
5763 TIPTON SCH REV CASH FUND	181605	6/12/2018 12:00:00 AM	POSTMASTER	010-00000-0-00000-72000-59000-0	\$11.51
5763 TIPTON SCH REV CASH FUND	181553	6/1/2018 12:00:00 AM	DJ GRAD. DANCE	010-07200-0-11100-10000-43000-0	\$259.49
5763 TIPTON SCH REV CASH FUND	181607	6/19/2018 12:00:00 AM	REIMBURSMENT	010-90336-0-11100-10000-52000-0	\$153.73
5763 TIPTON SCH REV CASH FUND	181553	6/1/2018 12:00:00 AM	DJ GRAD. DANCE	010-90340-0-11100-10000-43000-0	\$65.51
12899 TROPHY SHOPPE	181554	5/22/2018 12:00:00 AM	15114	010-00000-0-11100-10000-43000-0	\$509.93
13605 TULARE CO. OFFICE OF EDUCATION	181558	5/21/2018 12:00:00 AM	182458	010-07200-0-11100-10000-58000-0	\$160.00
13463 TULARE COUNTY OFFICE OF EDUCAT	181610	6/4/2018 12:00:00 AM	182645	010-00000-0-00000-72000-59000-0	\$2,400.00
13463 TULARE COUNTY OFFICE OF EDUCAT	181557	5/21/2018 12:00:00 AM	182411	010-30100-0-11100-21300-52000-0	\$175.00
12324 TULE TRASH COMPANY	181555	6/1/2018 12:00:00 AM	86100409	010-00000-0-00000-81000-55000-0	\$1,006.80
14238 URBAN FUTURES INC	181581	5/30/2018 12:00:00 AM	CD2017-160	010-00000-0-00000-72000-58000-0	\$3,350.00
13496 VALLEY PACIFIC PET. SERV., INC	181527	5/24/2018 12:00:00 AM	INV-5777769	010-07230-0-00000-36000-43000-0	\$2,387.77
13496 VALLEY PACIFIC PET. SERV., INC	181604	6/12/2018 12:00:00 AM	INV-582107	010-07230-0-00000-36000-43000-0	\$1,423.92
13333 VERIZON WIRELESS	181528	5/19/2018 12:00:00 AM	9807547398	010-00000-0-00000-81000-59000-0	\$199.99
12498 VISALIA TIMES-DELTA	181579	5/31/2018 12:00:00 AM	1814994	010-00000-0-11100-10000-59000-0	\$215.48
<b>General Fund Total Expenditures</b>					
14101 B&B PEST CONTROL SERVICE	181537	5/26/2018 12:00:00 AM	01-TIP-05-18	130-53100-0-00000-37000-58000-0	\$40.00
13831 F & M BANK VISA	181592	6/14/2018 12:00:00 AM	8230 MUNOZ	130-53100-0-00000-37000-47000-0	\$9.09
14246 FRESNO PRODUCE	181501	5/29/2018 12:00:00 AM	891807	130-53100-0-00000-37000-47000-0	\$91.00
13191 PRODUCERS DAIRY FOODS	181580	6/9/2018 12:00:00 AM	21053457	130-53100-0-00000-37000-47000-0	\$340.32
13191 PRODUCERS DAIRY FOODS	181511	5/26/2018 12:00:00 AM	21048158	130-53100-0-00000-37000-47000-0	\$720.50
13191 PRODUCERS DAIRY FOODS	181512	5/25/2018 12:00:00 AM	21048158	130-53100-0-00000-37000-47000-0	\$37.61
13191 PRODUCERS DAIRY FOODS	181602	6/16/2018 12:00:00 AM	21056094	130-53100-0-00000-37000-47000-0	\$1,999.74
13191 PRODUCERS DAIRY FOODS	181547	6/2/2018 12:00:00 AM	21050810	130-53100-0-00000-37000-47000-0	\$614.90
13130 SYSCO FOOD SERVICES	181521	5/30/2018 12:00:00 AM	184601756	130-53100-0-00000-37000-47000-0	\$1,251.98
12324 TULE TRASH COMPANY	181556	6/1/2018 12:00:00 AM	86100410	130-53100-0-00000-81000-55000-0	\$725.19
<b>Cafeteria Fund Total Expenditures</b>					
14321 BUSH ENGINEERIN, INC.	181588	5/31/2018 12:00:00 AM	31-125-04	210-99900-0-00000-85000-62000-2	\$5,830.33
13847 CTL-SEES, INC.	181570	6/4/2018 12:00:00 AM	15190	350-77110-0-00000-85000-62000-0	\$182,210.00
14321 DAVID A. BUSH, INC.	181531	4/30/2018 12:00:00 AM	31-125-03	210-99900-0-00000-85000-62000-2	\$2,030.00
14321 DAVID A. BUSH, INC.	181532	4/30/2018 12:00:00 AM	31-125-04	251-99620-0-00000-85000-62000-0	\$348,741.75
					\$5,513.25



14248 LUKE ANTHONY SMITH	181587	6/13/2018 12:00:00 AM	140	350-77110-0-00000-85000-62000-0	\$1,248.75
13607 MANGINI ASSOCIATES, INC.	181576	5/31/2018 12:00:00 AM	9355	210-99900-0-00000-85000-62000-2	\$1,118.13
13607 MANGINI ASSOCIATES, INC.	181577	5/31/2018 12:00:00 AM	9355	210-99900-0-00000-85000-62000-2	\$1,456.51
<b>Building Fund Total Expenditures</b>					<b>\$542,318.39</b>

**TOTAL ACCOUNTS PAYABLE**

**\$694,295.45**

**9. INFORMATION: (Verbal Reports & presentations)**

**9.2** Consideration and Public Notice of the California School Employees Association's Initial Proposal to the District Regarding Classified Collective Bargaining Agreement Negotiations, for the 2018-2019 School Year

INITIAL PROPOSAL for a  
SUCCESSOR AGREEMENT to  
TIPTON ELEMENETARY SCHOOL DISTRICT from  
THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION  
And It's TIPTON CHAPTER No. 765  
2018-2021

**ARTICLE 4 – EMPLOYEE RIGHTS**

**4.2 Personnel Files** – The personnel file of each employee shall be maintained at the District's Classified Personnel Office.

Modify and add language.

**ARTICLE 6 – HOURS AND OVERTIME**

**6.1 Work Week:**

Summer Schedule – The District will implement a ten (10) hour workday for four (4) days a week for all classified employees.

The modified work week will begin the Monday following the last day of school, based on the Board approved school calendar, through the week of July. The week of the 4<sup>th</sup> of July Holiday will consist of five (5) – eight (8) hour work days.

Employees are entitled up to three (3) rest periods as scheduled by their supervisor.

**6.6 Distribution of Overtime** – Overtime shall be distributed and rotated equally; non-mandatory overtime shall not be counted in the distribution. A record of all overtime and extra time worked by employees shall be available for review.

**6.7 Call-Back Time** – Any called back time shall first be distributed to permanent employees and rotated equally.

**6.8 Summer and Non-Duty Work** – Unit members will be paid at the end of the summer school assignment.

Add **6.10 Adjustment of Assigned Time:** Any employee in the bargaining unit who works an average of thirty (30) minutes or more per day in excess of his/her regular part-time assignment for a period of twenty (20) consecutive working days or more shall have his/her regular assignment adjusted upward to reflect the longer hours, effective with the next pay period.

**ARTICLE 7 – WAGES**

CSEA seeks a fair and equitable salary increase.

**ARTICLE 8 - HEALTH BENEFITS**

The District shall provide for the full increase cost of Health and Welfare benefits for all eligible employees and their dependents.

**ARTICLE 11 – VACATION**

**11.1.2 Accruals** – Modify and add language.

**11.6 Vacation Scheduling** – Modify and add language.

**ARTICLE 12 – LEAVES**

**12.12 Personal Leave:**

Advance written permission shall be secured for the use of personal necessity leave at least two (2) days prior to the days upon which the employee is to be absent, unless the nature of the emergency prevents such notice. Employee shall reference the specific article number when requesting such leave.

**ARTICLE 20: TERM OF AGREEMENT**

**20.1** Modify and add language.

*All Other Articles not specifically listed shall remain status quo.*

**9. INFORMATION: (Verbal Reports & presentations)**

**9.3** Consideration and Public Notice of the District's Initial Proposal to California School Employees Association Regarding Classified Collective Bargaining Agreement Negotiations, for the 2018-2019 School Year

## **TIPTON ELEMENTARY SCHOOL DISTRICT**

### **Sunshine Proposal for Contract Negotiations with**

### **California School Employees Association**

Public school employers and their exclusive representatives are required to present proposals which relate to matters within the scope of representation at a school board meeting prior to commencing negotiations.

The Board of Trustees of the Tipton Elementary School District (“District”) values the collaborative spirit through which collective bargaining is accomplished between the District and the California School Employees Association (“Association”). The District will approach the coming negotiations with the Association with an intent to negotiate mutually agreeable contract terms that address its employees’ interests and concerns when aligned with the seven Board and Local Control and Accountability Plan (“LCAP”) goals:

- Goal 1: Improve Student Achievement in English Language Arts
- Goal 2: Improve Student Achievement in Math
- Goal 3: Increase Academic Achievement for all EL students
- Goal 4: Improve Pupil Attendance and Truancy Rates
- Goal 5: Improve Participation and Increase Learning Opportunities for Parents
- Goal 6: To Provide and Equip a Multipurpose Room to Assist with the Implementation of a Broad Range of Study, Increase Pupil Achievement, and Help Facilitate Parental Involvement.
- Goal 7: Maintain Class Sizes of 24:1 or Less Across Grades TK-8

The current collective bargaining agreement (“CBA”) is in effect from July 1, 2015, up to and including June 30, 2018. Although the entire CBA is open, and the District reserves the right to discuss other provisions within the CBA in response to the Association’s proposals over the course of negotiations, the District’s interest is to focus negotiations on the following articles:

#### **THE DISTRICT’S INITIAL PROPOSAL**

- Article 7: Wages
- Article 8: Health Benefits

The District is interested in negotiating a three-year contract for the period of July 1, 2018 to June 30, 2021, with negotiations for 2019-2020 and 2020-2021 entailing negotiating salary, health and welfare benefits and one (1) article for each party.

The District desires to engage in good faith, principled negotiations with the Association to reach consensus on all negotiable items.